



## Staff Reports Details (With Text)

**File #:** 374-2020      **Version:** 1      **Name:**  
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**File created:** 10/28/2020      **In control:** CITY COUNCIL OF THE CITY OF NAPA  
**On agenda:** 11/17/2020      **Final action:**  
**Title:** Community Development Block Grant Citizens' Committee (CDBG) Membership  
**Sponsors:**  
**Indexes:**  
**Code sections:**  
**Attachments:** 1. ATCH 1 - Applications, 2. ATCH 2 - Draft Nomination Committee Meeting Minutes

Date	Ver.	Action By	Action	Result
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**To:** Honorable Mayor and Members of City Council

**From:** Tiffany Carranza, City Clerk

**Prepared By:** Paulette Cooper, Office Assistant II

### **TITLE:**

Community Development Block Grant Citizens' Committee (CDBG) Membership

### **RECOMMENDED ACTION:**

Appoint incumbents, Virginia A. Young and Karina O'Briain, and new member, Harry Collamore, to the Community Development Block Grant Citizens' Committee (CDBG) for terms effective immediately and ending September 30, 2023.

### **DISCUSSION:**

#### **COMPOSITION AND PURPOSE OF THE COMMISSION:**

The CDBG Committee is advisory to City Council on matters regarding the assessment, planning, development, implementation and amendment of programs under the Community Development Block Grant program, a grant program to assist low and moderate income residents administered by the Federal Department of Housing and Urban Development (HUD).

**Requirements:** Full-time resident and registered voter of the City of Napa. Members may include representatives from the business community, disabled persons, youth, seniors, minority groups, low and moderate-income persons, others who are directly affected by the CDBG program.

**Membership:** Seven members appointed by the City Council.

**Meetings:** Meets on an as-needed basis quarterly the fourth Monday of the month, with supplemental meetings during the CDBG application process in the spring of each year. Meetings

are held in the City Hall Committee Room, 955 School Street, Napa.

**NUMBER AND TIMING OF VACANCIES INCLUDING SPECIAL QUALIFICATIONS:**

There are a total of three seats to be filled due to the term expirations of Virginia A. Young, Charles A. Koch, and Karina O'Briain, effective September 30, 2020.

**RECRUITMENT PROCESS:**

The City Clerk accepted applications for the Committee from August 7, 2020 through October 2, 2020. Recruitment announcements were published on the City's website, posted at various locations at City Hall, Human Resources, and the Community Services building, and sent to the Napa County Library, Napa Valley College, Napa Chamber of Commerce, Napa Valley Unified School District, Napa County Board of Supervisors, Napa County Administration, Napa County Hispanic Chamber of Commerce, Napa Valley Coalition of Non-Profit Agencies, Napa Valley Community Housing, Puertas Abiertas Community Resource Center, and Leadership Napa Valley.

**APPLICATIONS RECEIVED:**

Six applications were received: Virginia A. Young, Karina O'Briain, Charles A. Koch, Kimberly C. McGinness, and Harry Collamore. Copies of the applications have been provided as Attachment 1 for reference.

**SPECIAL NOTES:**

Kimberly C. McGinness, and Harry Collamore are new applicants. Virginia A. Young and Charles A. Koch are applying for a second term. Karina O'Briain is applying for her third term

**NOMINATION COMMITTEE RECOMMENDATIONS:**

At the October 27, 2020 Nomination Committee Meeting, Councilmembers Alessio and Luros, serving as the Council-appointed Nomination Committee, interviewed the applicants. A copy of the draft minutes has been provided as Attachment 2 for reference.

The Nomination Committee recommends the appointment of incumbents, Virginia A. Young and Karin O'Briain, and new member, Harry Collamore, to the Community Development Block Grant Citizens' Committee (CDBG) for terms effective immediately and ending September 30, 2023.

Pursuant to Section 4.7.2 of Policy Resolution 10, the City Council may either approve the nominations from the Nomination Committee as submitted or take further action to evaluate the applicants in accordance with Sections 4.5 of Policy Resolution 10.

**FINANCIAL IMPACTS:**

None.

**CEQA:**

The City Clerk has determined that the recommended action described in this agenda report is not subject to CEQA, pursuant to CEQA Guidelines Section 15060(c).

**DOCUMENTS ATTACHED:**

ATCH 1 - Applications

ATCH 2 - Draft Nomination Committee Meeting Minutes

**NOTIFICATION:**  
Applicants.