

Board Members:

Donald Klostermeier
Cristen Mann
Ashley Pascual
Vijette Saari
Barbara Smith
Leslie Denney, Alternate
Jaime Festa-Daigle, Alternate



Lake Havasu City
Police Facility
2360 McCulloch Boulevard N.
Lake Havasu City, AZ 86403
www.lhcaz.gov

Community Resource Coalition Meeting Minutes

Friday, October 7, 2022

12:00 PM

CALL TO ORDER

Vice Chairwoman Saari called the meeting to order at 12:00 p.m.

PLEDGE OF ALLEGIANCE

Vice Chairwoman Saari led in the Pledge of Allegiance.

ROLL CALL

PRESENT: Board Members Donald Klostermeier, Ashley Pascual*, Vijette Saari, Barbara Smith, and Jaime Festa-Daigle*.

ABSENT: Cristen Mann, and Leslie Denney.

**Coalition members were present via remote conferencing.*

MINUTES

4.1 Approve the September 26, 2022, Community Resource Coalition Meeting Minutes

Member Smith moved to approve the September 26, 2022, Community Resource Coalition Meeting Minutes with correction as noted, seconded by Member Klostermeier, and carried by the following vote:

AYE: 5 – Klostermeier, Pascual, Saari, Smith, and Festa-Daigle.

NAY: 0 – None.

CALL TO THE PUBLIC

There were no requests to address the Coalition.

COMMUNICATIONS, ANNOUNCEMENTS, STAFF REPORT

There were no communications, announcements, or staff reports.

PUBLIC HEARING

7.1 Discussion and Possible Action Regarding the Development of the Community Resource Request and Evaluation Process:

- a. **Finalize Application and Rubric**
- b. **Establish Timeline**
- c. **Discuss Application Advertisement Opportunities**

City Attorney Kelly Garry stated that the Coalition's objection today is to finalize the application and rubric scoring, establish a timeline, and discuss application advertisement opportunities.

Ms. Garry added that staff sent out revisions to the program outline and application based on direction from the Coalition at their last meeting and has aligned the rubric scoring with the application and program. She said application allows up to a maximum of ten pages, which was requested by the Coalition, and applicants can use whatever space they feel necessary to answer the questions.

Vice Chairwoman Saari asked if the form would be available in a fillable format, to which Ms. Garry replied yes, it would be fillable and electronic.

Chairwoman Pascual thanked staff for working quickly and aligning the rubric to the application.

Member Smith moved to approve the program outline and application as presented, seconded by Member Klostermeier, and carried by the following vote:

AYE: 5 – Klostermeier, Mann, Pascual, Saari, and Smith.
NAY: 0 – None.

Ms. Garry reviewed the rubric scoring. She said staff aligned the rubric scoring with the application and made the questions consistent throughout.

Vice Chairwoman Saari asked if the Coalition had any questions regarding the rubric scoring.

There were no questions or comments from the Coalition.

Member Klostermeier moved to approve the rubric scoring as presented, seconded by Member Smith, and carried by the following vote:

AYE: 5 – Klostermeier, Mann, Pascual, Saari, and Smith.
NAY: 0 – None.

Ms. Garry reviewed the following tentative timeline for approval:

- **10/11/2022** – Release solicitation for applications
- **10/21/2022** – City holds pre-application conference to respond to questions and provide clarification for potential applicants
- **12/9/2022** – Application submission deadline
- **12/9/2022** – Eligible applications are provided to Community Resource Coalition members
- **12/9/2022 – 1/9/2023** – Coalition members complete individual reviews and scoring of each application
- **1/9/2023** – Coalition holds meeting to complete total scores for each application; and select funding recommendations to Council
 - **1/25/2023** – If necessary, Coalition holds 2nd meeting to finalize total scores and select funding recommendations to Council
- **Regular City Council Meeting – Date to be determined**
 - Coalition's funding recommendations to Council

Vice Chairwoman Saari asked if the Coalition had any questions or comments concerning the timeline.

Ms. Garry asked if they felt one month would be enough time for review and scoring, to which Vice Chairwoman Saari responded yes.

Chairwoman Pascual questioned whether the Coalition should set a timeline to turn in their individual scores prior to meeting in January, to which Ms. Garry said it would be helpful for the Coalition to turn in their scores prior to the January meeting for staff to compile and total the scores.

Vice Chairwoman Saari asked if city staff would be able to provide the Coalition with a total scoring sheet to submit, to which Ms. Garry replied yes.

Member Smith asked if the Coalition would receive the application in hard copy or electronically, to which Ms. Garry said the applications would be submitted and stored electronically and would be sent to the Coalition members electronically; however, hard copies would also be available.

Chairwomen Pascual advised that she would not be available to attend the January 9th meeting in-person but could attend remotely.

Ms. Garry stated that staff could look into alternate meeting dates in January.

Ms. Garry reviewed the program advertising and posting of the application and materials. She said on Tuesday the city will post the materials on the city's website, social media platforms (Facebook, Twitter, Instagram, etc.), and email subscribers. She said the city would also send the information to the Lake Havasu Chamber of Commerce to forward to their members.

Member Smith stated that the Lake Havasu Chamber of Commerce is a good resource but most of their customers are businesses and not non-profit organizations. She suggested the information be emailed to the non-profit organizations that were a part of the Community Resource Alliance.

Member Pascual encouraged the Coalition to share the information and where applications can be found.

Vice Chairwoman Saari opened the public hearing. There being no comments, she closed the public hearing.

Vice Chairwoman Saari asked if members should plan to attend the pre-application conference, to which Ms. Garry said members are not required to attend and staff would be available to answers any questions from applicants.

FUTURE MEETING DATES AND TIMES

January 2023 – Date and Time to Be Determined

FUTURE DISCUSSION ITEMS

There were no requests from the Coalition for future discussion items.

ADJOURN

Upon motion by Member Smith, and seconded, the meeting adjourned at 12:19 p.m.

CERTIFICATION

I hereby certify that the foregoing is a full and true copy of the Meeting Minutes of the Community Resource Coalition held on the 7th day of October, 2022. I further certify that the meeting was duly called and posted, and that a quorum was present.

Shannon Davis, City Clerk Assistant