MINUTES

October 19, 2026
12:00 p.m.
Hybrid – Santiam Room
Approved: **DRAFT**

Call to Order

Chair Johnson called the meeting to order at 12:00 p.m.

Roll Call

Members present: Bessie Johnson, Jim Cole, Keith Bierwirth, Robyn Davis (virtual).

Members Absent: Ron Green (excused), John Robledo

Youth Pilot Program members present: Francesca Hodges, Kaylee Mattingly

Approval of Minutes for September 14, 2026 **12:01 p.m.**

Motion: Commissioner Bierwirth motioned to approve the minutes as presented. Commissioner Cole seconded the motion which passed 4-0.

Public Comment

None.

Scheduled Business **12:02 p.m.**

Introduce Youth Pilot Program Members – Development Programs Analyst, Kaitlin Martin introduced the two new Youth Pilot Program members (these are non-voting members), Francesca Hodges and Kaylee Mattingly. Both are West Albany High School students. Commissioners and staff introduced themselves and welcomed them to the commission.

Agency Consultation Review - Martin reviewed the Agency Consultation Review and shared slides* outlining questions for agencies to identify their highest needs. The responses will help inform the priorities of the five-year Community Development Block Grant (CDBG) Consolidated Plan and identify key priorities for the next funding cycle for Program year 2027.

Bierwirth asked about potential changes in agency needs during the five-year cycle and the Commission's expected deliverables. Anne Catlin provided additional background on the program, additional future funding sources, and the Commission's role. Cole asked about the residential and commercial construction excise tax, projected revenues, and when funds would become available. Johnson shared information with Francesca and Kaylee about how funds from previous years had been used.

Application Questions/Scoring Criteria Discussion - Martin reviewed the application scoring matrix and explained the point system. Cole asked about scoring criteria and suggested adding a column to distinguish public service and non-public service activities. The group reviewed each question, refining wording and adjusting points as needed. Members also answered program-related questions from Francesca and Kaylee.

Martin will incorporate the feedback and prepare the application for final review before public release. The group agreed to move up the date for the next meeting from November 16 to November 9.

Quarterly Reports – Martin referred the group to the reports in the agenda packet.

Business from the Commission

None.

Business from Staff

None.

Next Meeting Date is tentatively scheduled for November 9, 2026 at 12:00 p.m.

Adjournment

Chair Johnson adjourned the meeting at 1:00 p.m.

Respectfully submitted,

Talley Richardson
Administrative Assistant

Reviewed by,

Anne Catlin
Comprehensive Planning Manager

**Documents discussed at the meeting that are not in the agenda packet are archived in the record. The documents are available by emailing cdaa@albanyoregon.gov.*