



STEERING COMMITTEE MEETING # 2 ~ April 11, 2012, 2:00 – 4:00 PM
UB Regional Institute, 77 Goodell St., Suite 302, Buffalo, NY

In attendance: Hal Morse (GBNRTC); Robert Shibley (UDP / UBRI); Benjamin Bidell (Niagara County); Jason Knight (Erie County); Bill Parke (City of Buffalo); Mike Clarke (LISC Buffalo); Mike Ball (BNMC); Dan Belgraph (Belmont); Laura St. Pierre-Smith (BNP); Christina Orsi (ESD); Amy Weymouth (GBNRTC); Kelly Dixon (GBNRTC); Bart Roberts (UDP / UBRI); Darren Kempner (UDP / UBRI); LISA Pugliese (HUD Field Office); Joan Spilman (HUD Field Office)

I. Administrative Update

- Following introductions, Greater Buffalo-Niagara Regional Transportation Council (GBNRTC) provided an update on some of the key administrative tasks and deliverables being worked on by the planning team.
- They spoke about the process of checking in regularly with the U.S. Department of Housing and Urban Development's (HUD) Grant Technical Representative (GTR) to help guide the work, submit and review deliverables and perform other administrative tasks. The next major administrative deliverables are the final Work Plan and due to HUD by April 15, 2012 – and the outreach to Public Housing Authorities, which is complete.
- Consortium Agreement will be made available by early April for review by partner organizations
 - Final Consortium Agreement must be signed by all parties and set to HUD by **June 15th**
 - The language used in the agreement must be approved by HUD

II. Steering Committee Governance and Consortium Agreement

- GBNRTC gave an update on the Consortium Agreement and distributed a draft document for committee members to review, and use to perform the initial work needed for it to receive signatory approval. HUD is generally pleased with the content and information in the Consortium Agreement, but there are some minor issues which need a little work. This has to do with strengthening the language regarding the responsibility of the Consortium members. The primary responsibility has to do with fulfilling the commitment made, in the letters submitted in the initial application, and playing a role in getting the word out to constituents throughout the region.
- A question was raised about the legal liability of the document, particularly as it relates to who will be required to sign it. For large State institutions, the bureaucratic process of getting an agreement signed by the appropriate signatory will be difficult. GBNRTC responded that they would inquire about this with our GTR.



STEERING COMMITTEE MEETING # 2 ~ April 11, 2012, 2:00 – 4:00 PM
UB Regional Institute, 77 Goodell St., Suite 302, Buffalo, NY

- The Steering Committee agreed that this issue will be discussed and addressed in more detail at the next meeting.

III. Capacity Building Intermediaries (CBI)

- Committee Members provided an overview of the CBI opportunity provided by the grant and reviewed the different teams being made available. The Steering Committee opened up a discussion about selecting three groups they'd like to select for assistance.
- The four areas where the Steering Committee saw the best connection to the efforts included: **Scenario Planning**, **Implementation**, **Equity** and **Tribes, Small Towns and Rural Places**. Upon further discussion, it was agreed that we should pursue assistance from **Scenario Planning**, **Implementation** and **Equity**.

IV. Engaging a Broader Base of Constituency

- The team from University Design Project/UB Regional Institute (UDP/UBRI) provided a brief overview of the recommendations for expanding the engagement process, based on the initial conversations from the March meeting.
- Specific recommendations include:
 - (1) Reaching out to members from the associations of local government for both Niagara and Erie counties, as well as from organizations that represent minority interests. Broad consensus was reached on this recommendation. UBRI/UDP will start strategizing on the steps needed to perform this task.
 - (2) Convening three larger groups of stakeholders – a **Local Government Council**, represented by elected leaders from throughout the region, a **Community Congress** – a convention of representatives from diverse types of organizations (i.e. block clubs, nonprofits, faith organizations, etc.) and a **Private Sector Council** that would be convened by the Buffalo Niagara Partnership and would include real estate professionals, developers, etc. These groups would meet approximately four times throughout the planning process, parallel to the larger public meeting sessions.
 - A Committee member questioned if we should seek to reach the planning staff from these municipalities, as they may have more longevity than elected officials who are subject to change due to elections.



STEERING COMMITTEE MEETING # 2 ~ April 11, 2012, 2:00 – 4:00 PM
UB Regional Institute, 77 Goodell St., Suite 302, Buffalo, NY

- The reason for seeking to engage elected officials is that it provides some parity with the elected officials from the largest municipalities already engaged through the GBNRTC process. Also, technical assistance that would be provided later in the timeline will meet the need to engage these officials.
- A discussion was held about how the Committee is going to ensure that these groups are diverse and include representatives from traditionally marginalized groups. This discussion reaffirmed the Committee's need to expand its diversity, but also to remain diligent and focused on this important goal.
- It was mentioned there is the opportunity that the Planning School can provide for further engagement. It was discussed that current or prospective members of local planning boards could become candidates for this program.
- Following discussion, the Steering Committee consensually agreed and endorsed the overall strategy.

V. Working Team Focus Areas

- UDP/UBRI briefly presented the recommended Working Teams that would guide the process. The Working Teams proposed include: **Land Use/Economic Development; Climate Change; Food Access; Transportation; and Housing.** In general, the Steering Committee agreed that these functional areas make sense, but a question was raised regarding whether addressing climate change would open the effort to criticism.
- Committee members agreed environmental issues are important and should be covered comprehensively through the process, whether or not they have their own group.
- It was also raised that there could be a possibility that additional working teams may be created as needed, and the Consortium Agreement will include language that allows that to happen.

VI. Final Draft Work Plan Review

- Committee members briefly spoke about the changes made to the Work Plan, reflected in the Narrative distributed prior to the meeting. Effort was made to



STEERING COMMITTEE MEETING # 2 ~ April 11, 2012, 2:00 – 4:00 PM
UB Regional Institute, 77 Goodell St., Suite 302, Buffalo, NY

integrate the comments and suggestions of the Steering Committee as well as comments from HUD GTR.

- The Steering Committee agreed to provisionally approve the Work Plan, but that members would have until the end of the day 4/12/12 to provide any further comments before re-submitting to HUD.

VII. Connecting the Dots

- Throughout the meeting the topic of connecting the various planning efforts (i.e. Regional Economic Development Council (REDC), WNY Sustainability Plan, etc.) was discussed so this agenda item was not addressed specifically, but was brought up in various ways.
- One conversation regarding “connecting the dots,” was about mapping out who is involved in all of these efforts to see where the connections are – essentially a map of who’s doing what and where. As we move forward, the Committee will work to collaborate on mapping that out.