



**City of Menifee**  
**Menifee Citizens Advisory Committee (MCAC)**  
**Regular Meeting Minutes**  
**Monday, April 16, 2018**

**1. CALL TO ORDER**

Committee Chair Gloria Sanchez called the meeting to order at 6:00 PM.

**2. ROLL CALL**

Present were: Committee Chair Gloria Sanchez, Committee Vice-Chair Marty Rosen, Committee Member Altie Holcomb, Committee Member Earl Phillips, Committee Member Chris Thomas, and Senior Management Analyst, Edna I. Lebrón.

Also in attendance: Tom Donahue from Family Service Association (FSA)

Committee Member Ken Woytek was excused due to illness.

Absent were: Committee Members Tabitha Tusan & Alexandra Siez

**3. FLAG SALUTE**

Led by Gloria Sanchez

**4. PRESENTATIONS**

None

**5. APPROVAL OF MINUTES**

Minutes for the meetings of March 9, 2018 and April 9, 2018 were approved by all members present.

**6. AGENDA APPROVAL OR MODIFICATION**

As posted.

**7. PUBLIC COMMENTS (non-agenda items only)**

None

**8. DISCUSSION ITEMS**

**8.1. Discussion on Family Services Association (FSA) & Ratify the letter mailed to FSA dated March 14, 2018, regarding noncompliance.**

Program Administrator Tom Donahue from Family Service Association (FSA), expressed his apologies for not following through and providing the missing documents needed for the 16/17 monitoring. Mr. Donahue advised regarding changes made in the organization, including the addition of a person in the controller's office to oversee these documents, in an effort to avoid similar issues in the future. He also requested that the MCAC reconsider funding for FSA FY18/19.

Members of the MCAC committee expressed their opinions and concerns to Mr. Donahue. Committee Member Thomas expressed that in his opinion the lack of FSA response was a minimal administrative error and not worthy of rejection of the 18/19 CDBG funds.

It was MOVED by Committee Chair Sanchez and SECONDED by Committee Member Phillips to deny a reallocation of 18/19 CDBG funds to FSA. The motion was carried by the following vote:

AYES: Committee Chair Sanchez, Committee Vice-Chair Rosen, Committee Member Holcomb, and Committee Member Phillips

NOES: Committee Member Thomas

ABSTAIN: None

## **8.2 Discussion on Rules of Decorum & Rules of MCAC**

Senior Management Analyst, Edna I. Lebrón stated that the MCAC members needed to follow the same rules & regulations as Council members. She provided a copy of the Rules of Decorum to the committee members.

Committee Chair Sanchez gave a brief overview of what MCAC consisted of in the past. Members of the committee indicated the following:

- Reach out to the communities – inform them about MCAC
- Citizens of Menifee could address MCAC on small item issues versus going to Council
- MCAC to add two (2) extra people at large
- Possibility of name changing – Menifee Citizen Advisory Committee (MCAC), since not really advising citizens
- Each committee member to send Ms. Lebrón what they want for the MCAC

## **8.3 Discussion on Outstanding Citizen of the Year Guidelines/Criteria for Council.**

Ms. Lebrón provided an example of the Outstanding Citizen of Menifee Nomination Package (Application). The package contained information that the MCAC members provided to her. All members present indicated that the application was acceptable with the following exception: Verbiage should be added indicating that members of commissions and committees are not eligible. *“A person who is a permanent resident of the city (city employees, city administrators, city officials, and members of commissions and committees of the city are not eligible).”*

It was also noted that while there was no budget for publication, there was ample “No Cost Publication” as stated below:

- Menifee Matters
- Menifee 24/7
- Menifee Buzz
- The People of Menifee
- E-Blast
- Face Book
- Instagram
- Menifee Talk
- Press Release

Committee members also indicated that they would like to change the monthly Outstanding Citizen awards to instead occur quarterly. The Outstanding Citizen of the Year nominees could come from the quarterly results or from any recommend nomination.

**9 DIRECTOR COMMENTS**

None

**10 COMMITTEE MEMBER REPORTS ON COMMITTEE ACTIVITIES**

None

**11 FUTURE AGENDA REQUESTS FROM COMMITTEE MEMBERS:**

- Review MCAC's 2008 Resolution
- Proposal on Expanding MCAC's responsibilities
- Proposal on Outstanding Citizen of the Year nomination package

**ADJOURNMENT**

Committee Chair Sanchez adjourned the meeting at 7:27 pm.



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Edna I. Lebrón, Senior Management Analyst