

: OF THE CITY OF PEORIA, ILLINOIS :

CDBG PUBLIC SERVICES ADVISORY COMMISSION

Regular Meeting

CALL TO ORDER

The Regular Meeting was held by the CDBG Public Services Advisory Commission virtually on GoToMeeting, on May 15, 2020, at 8:30 a.m. Chairperson Patrick Kirchhofer called the meeting to order @ 8:30 a.m.

ROLL CALL

Roll call showed the following Commissioners were present: Kimberly McGhee, Farrell Davies, Patrick Kirchhofer, Brett Kolditz, Britney Ferrero, Lisa Fuller, Catherine Cross, Mark Brown, Sherry Cannon, Judith Oakford, Alexander Ikejiaku. Absent were Janice Zagardo, Shandra Bond.

Council Liaison present: Councilwoman Denise Moore

Staff present: Cassie Belter and Abigail Youngblood

MINUTES

The minutes for the April 17, 2020 meeting were reviewed.

MOTION:

Commissioner Judy Oakford moved that the minutes be approved. The motion was seconded by Commissioner Mark Brown. Approved unanimously by viva voce vote 11-0.

NEW BUSINESS

A. Updated HUD Guidance

Staff Member Belter explained HUD approval was required for the amended Consolidated Plan that would include the additional CARES Act funding. Additionally, CDBG funding from 2018 and 2019 is being used to support COVID-19 prevention, preparation and response; therefore, 2018 and 2019 Annual Plans will have to be amended. The Community Development Department is awaiting guidance from HUD regarding information that the amendments must include and waivers available.

Staff Member Belter stated there is no longer a required public hearing period for amendments. The 2019 Annual Plan and Consolidated Plan have a five-day public comment period; however, the 2018 Annual Plan must remain at thirty days. After the thirty-day comment period ends, all three plan amendments will be submitted to City Council for approval. After approval by City Council, plans will be submitted to HUD for approval.

Staff Member Belter reminded Commissioners the amendments will include items such as the 15% cap being removed from Public Services, CDBG funds that will serve a Small Business Program and CDBG funds to provide rental and utility assistance. Once the amendments are approved by HUD, Peoria will receive the allocated CDBG-CV funds.

Staff Member Belter explained while waiting on amendment approvals, applications can be sent out, received and approved. However, approval will need to be received from HUD before any agreements can be signed.

Councilwoman Moore spoke to the process of the typical application process. Staff Member Belter explained in the previous meeting the Commission talked about continuing funding into 2021, but the

Community Development Department is still awaiting guidance from HUD regarding the Public Services Cap for 2021. Staff Member Belter stated we may use the same percentage from 2020 and continue that funding into 2021.

Councilwoman Moore requested clarification regarding CDBG-CV application process as community members needed the funds sooner rather than later. Staff Member Belter explained the process will be quicker than the typical application process. Staff Member Belter provided clarification to Councilwoman Moore that the CDBG Public Services Advisory Commission focused only on Public Services, and that the Small Business Program would be run through the Grants Division of the Community Development Department.

B. 2020 Public Service Subrecipients

Staff Member Belter explained that most 2020 Public Services Subrecipients have not been able to use their funding in a typical manner. The Community Development Department is still waiting on guidance from HUD to see if their funding can be extended into 2021.

C. CDBG-CV Public Services

Commissioner Kirchhofer questioned when Peoria would receive the CDBG-CV funding and the responsibilities of the Commission regarding the funds. Staff Member Belter explained the plans would have to be amended, have a comment period, and be approved by City Council and HUD before funds would be received. To assist in getting organizations their funding, 2018 and 2019 funds will be utilized. Staff Member Belter stated the Commission would be responsible for allocating \$300,000.

Commissioner Cannon received clarification on the closing period on the survey sent to Public Services organizations.

Commissioner Kirchhofer requested simplifying the application process.

Staff Member Belter stated an edited draft application has been sent out to the Commission that included information required by HUD and suggestions on questions that could be removed. The Community Development Department is obtaining software to allow an easier application process entirely online.

Commissioner Kirchhofer questioned if all applicants would be required to turn in financial documentation. Staff Member Belter stated that, in the past, that information was necessary to ensure that the Commission does not fund more than 50% of a program. Staff Member Belter stated we could remove the 50% match requirement.

Commissioner Cannon expressed her concern regarding individuals that reside in public housing and test positive for the Coronavirus. Staff Member Belter shared information regarding alternative housing for individuals who did not require hospitalization but could not safely quarantine at home.

Staff Member Belter shared the results of the survey sent to different organizations and different priorities Public Services are requesting.

Commissioner Davies questioned how to address the 50% match required from organizations.

Staff Member Belter stated the Commission would need to vote on the match, priorities, minimum and maximum amounts, and funding non-salary items.

Councilwoman Moore questioned the maximum and minimum amounts found on the application. Staff Member Belter stated it was a suggestion from the Community Development Department.

Councilwoman Moore expressed concern that smaller organizations would not be able to request funds with a minimum of \$30,000 and would only benefit if the minimum was lowered because larger organizations would take all the funding.

Commissioner Kirchhofer questioned how many responses were received from the survey. Staff Member Belter stated there were twenty-seven responses; however, not all organizations that responded would qualify as a Public Services organization.

Councilwoman Moore stated if an organization that was not a 501(c)3 organization applied in conjunction with a 501(c)3, organization they would be eligible for funding.

Commissioner Cannon questioned if it was possible to identify specific projects with a dollar amount or does it have to be a cut and dry minimum and maximum amount. Staff Member Belter stated the Commission would identify priorities and then prioritize applications based off those priorities. Staff Member Belter clarified the funds received from CDBG-CV had to go to COVID-19 specific programming.

Commissioner Kirchhofer stated if there were thirty applicants, each organization could receive \$10,000. Councilwoman Moore agreed stating the more organizations funded, the better.

Commissioner Oakford stated previously there had been discussions surrounding the minimum and maximum funding amounts based off staff time and other variables. Commissioner Kirchhofer expressed concern organizations would not request enough funding leaving the Commission with funds. Commissioner Fuller stated having a wide range of funding allows organizations and the Commission more flexibility during uncertain times.

Staff Member Belter explained the program is reimbursement-based and receipts or financial documents must be provided.

Councilwoman Moore stated larger organizations and smaller organizations could work together if the Commission provides flexibility in the program.

MOTION:

Commissioner Cannon moved that the minimum funding amount is moved to \$10,000 and the maximum funding amount is left at \$60,000. The motion was seconded by Commissioner Davies. Approved unanimously by viva voce vote 11-0.

Staff Member Belter listed off the top priorities from the survey results as well as information about the Community Foundation of Central Illinois, 2-1-1, United Way, Neighborhood House, Peoria Regional Office of Education, Peoria County Health Department and Prairie State Legal Services.

Commissioner Davies commented citizens were having trouble obtaining identification documents to keep or secure housing.

Councilwoman Moore stated the City Council was relying on the Commission to determine priorities.

Commissioner Cannon stated the Commission should be intentional in funding organizations affected by the pandemic. Staff Member Belter explained CDBG-CV funds were to be used to prevent, prepare for, or respond to COVID-19.

Councilwoman Moore stated that a combination of funding salaries and other supplies could be beneficial. Staff Member Belter stated the Commission could examine funding rent or utilities but not items that have a depreciation or items that could perform functions that are not CDBG eligible.

Staff Member Belter explained previously the Commission did not fund more than 50% of a program so that, if the funding was reduced or lost, the program could continue to function. Community Development Staff are still waiting on guidance from HUD to determine how to fund organizations for 2021.

Staff Member Belter explained if an organization was a subrecipient of 2020 Public Services funding, they would still need to fill out an application for CDBG-CV funds to show there was a need created by COVID-19.

Commissioner Kirchhofer explained the current task before the Commission was to evaluate organizations based of their need to prevent, prepare for, or respond to COVID-19. Commissioner

Kirchhofer stated it would relieve a lot of burden to extend the funding for 2020 subrecipients based off percentages.

Councilwoman Moore requested clarification the Commission was discussing the CDBG-CV funding during the meeting. Commissioner Kirchhofer stated currently they were evaluating the priorities of organizations during the pandemic.

Commissioner Fuller stated schools were still providing meals. Councilwoman Moore stated the school-funded meals would end once school ended. Commissioner Fuller requested it be discovered if school meals would end once the school year ended.

Councilwoman Moore requested the top nine priorities. Staff Member Belter reported the top nine priorities, along with legal services being the tenth priority, as identified by the Commission's earlier discussion. Commissioner Oakford stated with the top ten priorities, most organizations could request funding under one of those priorities.

Commissioner Cannon stated mental health concerns were elevated due to the sheltering in place.

Commissioner Kirchhofer stated there was an option at the bottom of the surveys taken by organizations to provide direct feedback which provided value to specific needs.

Councilwoman Moore expressed concern for the numbers of unemployment across the nation and requested employment training was added to the priorities. Staff Member Belter explained HUD guidance included medical training as an eligible CDBG priority.

Commissioner Fuller stated mental health referrals were down at St. Francis because referrals come from physicians and people are not going to their physicians currently, but the need was not going away. She recommended targeting job training at entry level medical positions as those entry level jobs are currently still open and needed.

Councilwoman Moore appreciated Commissioner Fuller's remarks and commented on the digital divide of those currently working from home. Commissioner Cannon stated there is a need for training people on contract tracing.

MOTION:

Commissioner Davies moved that the top nine priorities, plus legal services and employment training, be chosen as priorities. The motion was seconded by Commissioner Cannon. Approved unanimously by viva voce vote 11-0.

Staff Member Belter presented information regarding the 50% match for organizations. Previously, the Commission only provided 50% of the funds to administer a program so that, if funding was lost through the Commission, the program could continue to operate.

Commissioner Cannon agreed to remove the match as the pandemic was an event many organizations were ill-prepared for and money was not budgeted for.

MOTION:

Commissioner Cannon moved that the 50% match be removed. The motion was seconded by Commissioner Ferrero. Approved unanimously by viva voce vote 11-0.

Commissioner Davies requested clarification on the phrasing of funding non-salary items so items that depreciate would not be included in non-salary items. Staff Member Belter responded that HUD may provide language examples to assist with the application.

Commissioner Ikejiaku stated he supported funding non-salary items as the restriction of salaries forced organizations to leave money as they thought someone would be hired or someone leaves, and funding is not spent.

MOTION:

Commissioner Ikejiaku moved that non-salary items be funded with CDBG-CV funds. The motion was seconded by Commissioner Ferrero. Approved unanimously by viva voce vote 11-0.

Staff Member Belter stated based off the Commission's decisions, the application would be revised.

D. Commissioner Term Expirations

Staff Member Belter stated June 30th terms were expiring for a few Commissioners, and Shandra Bond and Janice Zagardo were retiring.

Councilwoman Moore stated it was a possibility people may be waiting in the queue to become a Commissioner.

ADJOURNMENT**MOTION:**

Commissioner Cannon moved that the meeting be adjourned. The motion was seconded by Commissioner McGhee. Approved unanimously by viva voce vote 11-0.

The meeting was adjourned at 10:07a.m.

Meeting minutes prepared by:

Abigail Youngblood