



CITY OF PEORIA

CDBG PUBLIC SERVICES ADVISORY COMMISSION Regular Meeting (VIRTUAL)

Friday, August 20, 2021

8:30 a.m.

Governor JB Pritzker's Executive Order 2020-07, as amended and extended through Executive Order 2021-15, requires that public bodies take steps to provide video, audio, and/or telephonic access to meetings. The CDC recommends social distancing of at least six feet between persons. To comply with these recommendations and requirements while also complying with the spirit of the Open Meetings Act, the regular meeting of the CDBG Public Services Advisory Commission on August 20, 2021 at 8:30 am will be held virtually through GoToMeeting. The meeting can be accessed through the following methods:

Log in: <https://global.gotomeeting.com/join/295537437>

Call in: United States (Toll Free): [1 877 309 2073](tel:18773092073)

United States: [+1 \(646\) 749-3129](tel:+16467493129)

Access Code: 295-537-437

Anyone wishing to make a public comment can do so by sending those comments to Cassie Belter, Grants Coordinator, at cbelter@peoriagov.org by 5:00 pm on August 19, 2021. The email should be titled "Public Comment for August 20, 2021 CDBG Public Services Advisory Commission Meeting" and include the sender's name and address. All submissions received prior to the deadline will be read into the record with up to five (5) minutes of each comment read aloud. The written comments in their entirety will be entered into the official minutes of the meeting as an attachment. The agenda and meeting minutes will be available online at www.peoriagov.org/boards-commissions/.

- AGENDA -

CALL TO ORDER

ROLL CALL

MINUTES

- A. Approval of Minutes from May 21, 2021
- B. Approval of Minutes from July 16, 2021

REGULAR BUSINESS

- A. 2021 Subrecipient Monitoring
 - a. September 13-23
 - b. All virtual
- B. Review Neighborly Evaluation Process
 - a. Conflict of Interest
- C. Timeline/Next Steps

ADJOURNMENT

- September 17th Meeting Cancelled
- Next Meeting: Friday, October 15th at 8:30 AM

: 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 Friday, May 21, 2021 at 8:30 a.m. Chairperson Patrick Kirchhofer called the meeting to order @ 8:35 a.m.

ROLL CALL

Roll call showed the following Commissioners were present: Lisa Fuller, Kimberly McGhee, Catherine Cross, Sherry Cannon, Alexander Ikejiaku, Jada Hoerr, Patrick Kirchhofer, Brett Kolditz, Brittney Ferrero, and Elizabeth Birkey. Absent: Mark Brown, Farrell Davies and Patrick Wilmington.

Staff present: Cassie Belter & Abigail Youngblood

MINUTES

The minutes for the April 16, 2021 meeting were reviewed.

MOTION:

Commissioner Cannon moved that the minutes be approved. The motion was seconded by Commissioner Fuller. Approved unanimously by viva voce vote 10-0.

NEW BUSINESS

A. 2022 Application and Evaluation

The Commission held a discussion regarding the 2022 Application and Evaluation.

Commissioner Fuller recommended including a question about collaboration among other organizations on the application. She stated collaboration could provide an opportunity to promote equity within the community.

Commissioner Hoerr requested clarification regarding the new equity questions. Staff Member Belter provided guidance regarding the new application equity questions.

Commissioner Hoerr questioned the evaluation process for receiving previous public funding. She questioned how receiving previous public funding would impact the application and evaluation process.

Commissioner Cannon questioned if requiring an audit is a local or federal requirement. Commissioner Cannon asked if the information contained in an audit is considered during the evaluation process and, if so, what impact it has during the evaluation period. Staff Member Belter explained that requesting an audit is a federal requirement and that the information contained in an audit is permissible to use during the evaluation process.

Commissioner Cannon requested changing the language from "unduplicated" to "unique" clients. Commissioner Cannon stated this would help provide a more accurate number regarding clients served by organizations.

Commissioners debated the importance of requesting Total Clients that are served in the organization compared to just the CDBG clients that are served. They discussed how these can be difficult to track when clients are served weekly, monthly, or quarterly as well.

Commissioner Kolditz requested the education level and age of Board and Staff members for each agency be added to the application process.

Commissioner Fuller discussed the importance of collecting applicant and staff demographics.

Commissioner Cannon asked how responses to the equity questions would impact scoring. Staff Member Belter provided guidance on the importance surrounding the Commission's recent equity discussions.

Commissioner Kirchhofer stated that an evaluation item was added to address responses for the equity portion of the application.

Staff Member Belter stated similar municipalities are following similar guidance to what is currently being implemented by the Commission regarding equity.

MOTION:

Commissioner Cannon moved that the application and evaluation be approved. The motion was seconded by Commissioner McGhee. Approved unanimously by viva voce vote 9-1. Nays – Kolditz.

Commissioner Kirchhofer requested a timeline for the rest of the application process.

Staff Member Belter provided an overview for the application process.

ADJOURNMENT

MOTION:

Commissioner Hoerr moved that the meeting be adjourned. The motion was seconded by Commissioner Cannon. Approved unanimously by viva voce vote 10-0.

The meeting was adjourned at 9:33 a.m.

Meeting minutes prepared by:

Abigail Youngblood

: 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 in Room 404 at City Hall, 419 Fulton Street, Peoria, Illinois, on Friday, July 16, 2021, at 8:30 a.m. Chairperson Kirchhofer called the meeting to order @ 8:36 am.

ROLL CALL

Roll called showed the following Commissioners were present: Patrick Kirchhofer, Kimberly McGhee, Lisa Fuller, Jada Hoerr, Brett Kolditz, and Liz Birkey. Not present: Catherine Cross, Sherry Cannon, Mark Brown, Alexander Ikejiaku, Farrell Davies, Brittney Ferrero, and Patrick Wilmington.

Staff present: Cassie Belter and Abigail Youngblood

NEW BUSINESS

Commissioners and Staff Members introduced themselves, as this was the first in-person meeting held since February 2021.

A. Update on 2021 Subrecipients**a. 2nd Quarter reports due 7/12**

Staff Member Belter presented second quarter updates for the 2021 subrecipients. The Peoria City/County Health Department program is cancelled as the Sheriff's Office was unable to commit to a partnership. Staff Member Belter explained that due to the delays COVID caused, a few new programs did not spend much funding in the first quarter.

Staff Member Belter explained the 15% Public Services cap placed on CDBG funds and how additional funds are utilized.

Staff Member Belter reminded Commissioners if organizations had spent all their funding in Quarter One, they are no longer required to do quarterly reports.

Staff Member Belter explained how each organization's "Total Clients to Serve" number was determined.

Staff Member Belter pointed out each organization's objectives and narratives on the report.

Commissioner Kirchhofer questioned how programs had changed due to COVID. Staff Member Belter explained there was still a large need for childcare and would soon be a large influx of housing cases due to the upcoming end of the eviction moratorium.

B. Upcoming 2021 Subrecipient Monitoring

Staff Member Belter presented the 2021 Monitoring form that will be utilized during each agency's annual monitoring. All documents will be submitted through Neighborly within thirty days of the beginning of monitoring.

Agencies will have the choice to do a virtual monitoring or an in-person monitoring.

Commissioner Birkey asked if organizations are provided examples of what is expected of them. Staff Member Belter explained examples could be provided upon request.

Commissioners discussed the importance of attending a monitoring visit.

C. 2022 Public Service Application Timeline

Commissioners discussed the beginning of the 2022 Application period.

Monitoring visits will begin after the application period closes as to not burden current subrecipients who will be applying for 2022 funding.

Staff Member Belter explained that a press release is created for the opening date of the application period. Additionally, an email is sent to multiple organizations throughout the City.

Commissioner McGhee suggested to push the timeline back one week to give applicants an extra week to prepare for the application.

Commissioners and Staff Member Belter discussed the possibility of continuing virtual meetings moving forward.

Meeting minutes prepared by:

Abigail Youngblood

SEPTEMBER

<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>
		1	2	3
6 LABOR DAY	7	8	9	10
13 Goodwill @ 2	14 FamilyCore @ 10	15 CIL Friends @ 10 HOIBBBS @ 2	16 PRC @ 10	17 Prairie State @ 9:30 Carver Center @ 11
20	21 BGC @ 10:30 CFPA @ 3	22 CWTC @ 9 Hult Center @ 11 Crittenton @ 1	23 Dream Center @ 10 TCPUL @ 5	24
27	28	29	30	

Reviewer Name: _____

Program Name: _____

Evaluation Criteria	Mark Score (Low > High)					
	0	1	2	3	4	5
1. Project activities are clearly defined and described. <i>See Application Items: C.1., C.2., C.12., C.13., C.14., C.15</i>						
2. Need for program is clearly identified. <i>See Application Items: C.1., C.2., C.3., C.4., C.7., C.8., C.12., C.13., C.14., C.15</i>						
3. Program provides a data-driven, evidence-based, innovative, and/or creative solution. <i>See Application Items: C.1., C.2., C.3., C.4., C.7., C.12., C.13., C.14., C.15</i>						
4. Organization and program help advance principles of equity and inclusion. <i>See Application Items: C.1., C.2., C.3., C.4., C.5, C.6., C.7., C.16.; Section E</i>						
5. Program outputs and outcomes are reasonable and connected to client needs. <i>See Application Items: C.8., C.9., C.10., C.11., C.12., C.13., C.14., C.15</i>						
6. Evaluate the history of publicly funded project management, including monitoring record. <i>See Application Items: D.2., D.3., D.4., D.5., D.6.</i>						
7. Organization has the necessary financial management capacity. <i>See Application Items: Section D</i>						
8. The funding request is clear and reasonable, and the budgets are balanced. <i>See Application Items: B.1., B.2., B.3., B.6., B.7.; Section D</i>						
Total Score = _____ /40						

**CITY OF PEORIA – CDBG PUBLIC SERVICES ADVISORY COMMISSION
CONFLICT OF INTEREST WORKSHEET**

Row Number	Question	Yes / No
1	Is the Commissioner an employee, agent, consultant, officer, or official of the any of the organizations (see attachment) applying to obtain a financial interest or benefit from CDBG Public Services funds, or have they been during the past twelve months, or are they about to become one?	
2	Is the Commissioner a family member, partner, or business partner of an employee, agent, consultant, officer, or official of any of the organizations listed in the attachment, or have they been during the past twelve months, or are they about to become one?	
3	If the answer to questions 1 or 2 above is "no," there is no conflict of interest. Please sign and date this form. If the answer to questions 1 or 2 above is "yes," please continue with the remainder of the questions.	
4	Does the Commissioner or a family member, partner, or business partner of an employee, agent, consultant, officer, or official(s) exercise any function or responsibility for HUD funds?	
5	Does the Commissioner or a family member, partner, or business partner of an employee, agent, consultant, officer, or official(s) participate in the decision making process regarding how these funds are used?	
6	Does the Commissioner or a family member, partner, or business partner of an employee, agent, consultant, officer, or official(s) have access to inside information regarding these funds?	
7	If the answer to questions 4-6 above is "no," there is no conflict of interest. If the answer to questions 4, 5, or 6 above is "yes," there is a conflict of interest.	
8	If there is a conflict of interest, the Commissioner: • Must declare the conflict of interest for the public record and state that his or her vote on motions including all applications does not include the conflicted organizations. • Can vote on any motion that does not do harm to or offer any form of assistance to any organization where their conflict of interest exists. • If a motion provides an advantage or disadvantage to the organization related to the conflict of interest, the Commissioner will abstain from voting. • Where a conflict of interest exists, the Commissioner declaring such conflict may not make a motion or second any motion that provides any form of benefit or does harm to the conflict organization and/or their application.	

Please list the organizations and nature for which a conflict of interest exists:

Commissioner Signature

Date

NOTE: Regulatory citations for conflict of interest can be found as follows: CDBG 24 CFR 570.611

A family member includes parent, spouse, child, sister, brother, mother-in-law, father-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, grandparents of the employee or his/her spouse, and grandchildren of the employee, or "foster" or "step" situations within these relationships.

Form Reviewed By: _____ (City Staff Member)

Signature

Date

2022 CDBG Public Services Application Timeline

June:

- ~~8th: City Council meeting~~
 - ~~Priorities, application, and evaluation APPROVED~~

July:

- ~~16th: CDBG Public Services Advisory Commission meeting~~
 - ~~Finalize application timeline and process, review 2021 PS Q2 reports, discuss monitoring~~
- ~~Week of 19th: press release, email blast, website posting~~
- ~~26th: Application opens~~
- ~~27th @ 2:00 pm: Application training session #1~~
- ~~29th @ 10:00 am: Application training session #2~~
 - ~~Recording and materials will be posted and emailed~~

August:

- 20th: CDBG Public Services Advisory Commission meeting
 - Discuss 2021 annual monitoring, review evaluation process

September:

- 3rd : Application closes at 3:00 pm
 - Commissioner review period opens
- 20th: Commissioner follow-up questions due at 3:00 pm
 - All commissioner questions sent to agencies
- 27th: Agency responses to commission questions due at 3:00 pm
 - Questions and responses sent to all commissioners

October:

- 4th: Commissioner review period closes
- 15th: CDBG Public Services Advisory Commission meeting
 - Vote on funding recommendations
- 26th: City Council meeting
 - Potential approval of funding recommendations



CITY OF PEORIA
CDBG PUBLIC SERVICES ADVISORY COMMISSION

**THE CDBG PUBLIC SERVICES ADVISORY
COMMISSION REGULARLY SCHEDULED MEETING
FOR FRIDAY, SEPTEMBER 17th, 2021 at 8:30 a.m.
HAS BEEN CANCELLED.**

The next scheduled meeting is on Friday, October 15th,
2021 at 8:30 a.m.

For additional information, please contact
Cassie Belter, Grants Coordinator (309.369.2060 or cbelter@peoriagov.org).