

: 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 via GoToMeeting on Friday, October 16, 2020, at 8:30 a.m. Chairperson Patrick Kirchhofer called the meeting to order @ 8:30 am.

ROLL CALL

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

Council Liaison Present: Councilwoman Denise Moore

Staff present: Cassie Belter & Abigail Youngblood

MINUTES

The minutes for the September 18, 2020 meeting were reviewed.

MOTION:

Commissioner Fuller moved that the minutes be approved. The motion was seconded by Commissioner Cannon. Approved unanimously by viva voce vote 11-0.

NEW BUSINESS

A. Update on COVID Subrecipients

Staff Member Belter informed Commissioners there had not been any reports due since the last time the Commission met.

Staff Member Belter stated the Pediatric Resource Center would be submitting their reports on Monday, October 19th.

The Center for Prevention of Abuse utilized their funding for hotel stays that had already occurred and therefore their COVID program was complete.

The Dream Center had not begun their program when the first reporting period was due, so no reimbursement requests have been made.

METEC has submitted their agreement and initial report but corrections were required and had not yet been received.

Mt. Zion's food pantry had not yet submitted a revised budget, which was necessary to create an agreement and reimbursement register. The budget has been requested in early August.

B. Update on 2020 Subrecipients

a. Q3 Reports

Staff Member Belter provided an update on the Quarter Three reports and stated most subrecipients were on track or had met their objectives for 2020. Reports were missing for the Boys & Girls Club and PCCEO.

Commissioner Ferrero arrived at 8:37 a.m.

b. Annual Monitoring

Staff Member Belter stated Grants staff is performing desk monitoring for most organizations instead of in-person monitoring this year by asking organizations to submit required paperwork. Reports were due October 2nd. Virtual meetings had been held between October 12th and October 23rd for grants staff to discuss with the organization their program, financial methods, and other information regarding COVID.

Staff Member Belter stated the three new programs; Heartland Health Services, PCCEO, and Central IL Friends, would have in-person monitoring since they are new.

Staff Member Belter stated Family Core and Hult Center wanted to extend a thank you to the Commission.

Commissioner Ikejiaku requested clarity from the Hult Center regarding their projected and actual clients to be served.

Staff Member Belter stated due to schools being online it has been difficult for them to meet in person, causing their outcomes to be lower than projected; however, their funding pays staff salary so that is why they have spent all their money.

C. 2021 Public Services

a. Priorities

Staff Member Belter presented the Commission with the results of their priority ranking.

Councilwoman Moore informed the Commission they could recommend any number of priorities for the City Council, it was not limited to five to eight.

Commissioner Cannon received clarification on the timeline for the 2021 funding year.

Commissioner Hoerr pointed out there is a natural break between the 23 and 17 and there is also around 24 since the maximum score is 50.

Councilwoman Moore requested clarification on housing counseling and tenant and landlord counseling.

Staff Member Belter explained fair housing is for housing discrimination, tenant and landlord counseling is to settle disputes between tenants and landlords, and housing counseling is for renters, homeowners and/or potential new homebuyers.

Councilwoman Moore suggested using all priorities that received higher than 25.

Commissioner Ferrer recommended the first ten priorities to include services for victims of domestic violence and sexual assault.

MOTION:

Commissioner Ferrero moved that the first ten priorities are recommended to City Council. The motion was seconded by Commissioner Fuller. Approved unanimously by viva voce vote 11-0.

b. Application

Staff Member Belter presented the 2021 Public Services Application to Commissioners.

Commissioner Hoerr asked if there were any significant changes from past years.

Staff Member Belter stated section C.2 was previously separate questions but they were combined to give one comprehensive description along with adding C.1 to provide a brief program description.

Commissioner Kirchhofer requested clarification on A.12 and A.13 on a DUNS and SAMS number. Staff Member Belter and Councilwoman Moore provided explanations for the importance of both numbers.

c. Evaluation

Staff Member Belter explained how the evaluation had changed from previous years to take out the weighted categories.

Commissioner Cross asked if there would be a place for comments or questions. Staff Member Belter stated there are areas in Neighborly for questions/comments and there is a window in the timeline for Commissioners to send direct questions to the agencies.

Commissioner Hoerr expressed her concern with evaluating organizations that have no history with the CDBG Grant. Staff Member Belter stated organizations would need a full audit and if one was not provided, they could partner with a lead agency.

d. Timeline

Staff Member Belter reviewed the timeline and clarified it will be a three-week application period.

Staff Member Belter provided details of the application training that would be available for subrecipients and when the Commissioners would be able to review applications.

Councilwoman Moore expressed concern that the training session would be the day before Election Day. The Commission agreed to hold two training sessions and to post a recording for applicants to review afterwards. The training sessions will now be held on Monday, November 2nd and Thursday, November 5th.

Councilwoman Moore requested the application period close on November 23rd instead of November 20th so applicants could have an additional weekend to finish applications. The Commission agreed to allow for the application period to close at 3:00 pm on November 23rd.

MOTION:

Commissioner Cannon moved to approve the application, evaluation and timeline. The motion was seconded by Commissioner Davies. Approved unanimously by viva voce vote 11-0.

Councilwoman Moore thanked the Commissioners for their commitment to providing priorities to the City Council and all their hard work.

ADJOURNMENT**MOTION:**

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

The meeting was adjourned at 9:25 a.m.

Meeting minutes prepared by:

Abigail Youngblood