: OF THE CITY OF PEORIA, ILLINOIS :

CDBG Public Services Advisory Commission

Regular Meeting

CALL TO ORDER

The Regular Meeting of the CDBG Public Services Advisory Commission was held virtually on March 18, 2022, at 8:30 a.m. Chairperson Kirchhofer called the meeting to order @ 8:30 a.m.

ROLL CALL

Roll call showed the following Commissioners were present: Catherine Cross, Kimberly McGhee, Lisa Fuller, Jada Hoerr, Alexander Ikejiaku, Patrick Kirchhofer, Brett Kolditz, Brittney Ferrero, Elizabeth Birkey.

Staff present: Kathryn Murphy, Joe Dulin, Irina Riggenbach and Gavin Hunt.

MINUTES

The February 18, 2021 meeting minutes were reviewed.

MOTION:

Commissioner Fuller moved that the minutes be approved. The motion was seconded by Commissioner Kolditz. Approved unanimously by viva voce vote 9-0.

NEW BUSINESS

A. 2023 CDBG Public Service Priorities Discussion and Vote

Chairperson Kirchofer shared with Commissioners the total scores/score summary for the 2023 CDBG Public Service Priorities.

Chairperson Kirchofer inquired about the total number of commissioners who completed the survey to determine the 2023 CDBG Public Service Priorities.

Staff Member Murphy informed the Commission that 10 commissioners had completed the survey. She also explained that scores were calculated with a weighted average of ranked priorities from number 1-10, with 1 resulting in 10 points, 2 resulting in 9 points, etc. The totals shown reflect these weighted total scores.

Commissioners discussed which priorities should be included and applied to applicants in the CDBG application. Commissioners determined the most appropriate cut-off point to be at food banks and crime awareness/prevention given the great difference in the scores of two priorities.

MOTION:

Commissioner Birkey motioned to include priorities 05D, 05L, 05H, 05N, 05F, 05G, 05O, and 05W in the application.

This motion was seconded by Commissioner Fuller. Approved by viva voce vote 10-0.

B. 2023 CDBG Public Service Application, Evaluation and Timeline Discussion and Vote

Staff Member Murphy provided commissioners with a final opportunity to make recommendations to the language, formatting, and content of the application.

Commissioner McGhee requested that additional information about only one application allowed per organization and the maximum request of $30,000 be included in the introduction section of the application.

Staff Member Murphy confirmed that she will update the introduction and include an eligibility question about the submission being the only one submitted for the organization.

Commissioner Kirchhofer requested opinions on and suggested the removal of the italicized application items found below the evaluation criteria.

Commissioner Birkey stated that she finds value in the application items being listed below the evaluation criteria.

Commissioner Cannon inquired about community impact evaluations and how the commission intends to assess the outcomes of the funds contributed through the CDBG.

Staff Member Murphy stated that the only data staff collects is what is included in the application that the organization will measure as outputs and outcomes.

Staff Member Murphy reiterated the current Public Service Application timeline and noted the importance of the included dates for marketing, application deadlines, commission questions, agency response, and commission evaluations/funding decisions.

Commissioner McGhee inquired about the strategy for remediating multiple applications sent by a single organization.

Commissioner Kirchhofer and Staff Member Murphy noted that commission members and staff may reach out to the organization to notify them that per application guidelines, the application is limited to one per organization.

Staff Member Murphy noted that the current timeline does not explicitly include in-person presentations due to the uncertainty of COVID-19 restriction.

Commissioner Fuller asked about the designated date for organization presentations and inquired further about COVID-19 restrictions.

Commissioner Cannon asked about the coordination of the presentation with the evaluation and suggested that the current timeline remain as it has in the past. Commissioner Birkey noted similar concerns and concurred with the suggestion.

The Commission decided to continue with not scheduling in person presentations by organizations this year due to the uncertainty of COVID and wanting to provide a confirmed timeline for potential applicants. The Commission will revisit this next year.

MOTION:

Commissioner Birkey motioned to approve the application, evaluation, and timeline as presented on the screen during the commission meeting.

This motion was seconded by Commissioner Hoerr. Approved by viva voce vote 10-0

C. Public Facilities Application Update

Staff Member Murphy noted that three organizations have submitted applications. There are an additional 30 applications that have been started in the system, but some of these may not qualify. She stated that of those about eight organizations have had discussions about the possibility of submitting an application.

Commissioner Hoerr requested a reminder regarding the total funding that can be allocated to organizations and the range of the application.

Staff Member Murphy answered that the commission is able to allocate $450,000 in total to organizations and that the application funding request range is between $50,000 and $75,000. Staff Member Murphy also noted some flexibility in the total funding amount if needed to meet the full funding requested.

Chairperson Kirchhofer inquired about the general requests of the applications.

Staff Member Murphy answered that most the rehabilitation requests are for roofing, but some were for other rehabilitation of interior space such as classrooms.

Commissioner Cannon asked about the revisions made to the application.

Staff Member Murphy noted that the Community Development Director initiated changes to allow organizations that lease their buildings as opposed to own to still be eligible provided that they meet certain requirements.

Staff Member Murphy clarified questions regarding application timeline and organizational funding processes.

D. Other Business

No other business was discussed.

E. Public Comments

No public comments were presented.

ADJOURNMENT

MOTION:

Commissioner Fuller moved that the meeting be adjourned. The motion was seconded by Commissioner McGhee. Approved by a majority viva voce vote 10-0.

The meeting was adjourned at 9:10 a.m.

Meeting minutes prepared by:

____

Gavin Hunt