



CITY OF PEORIA

**CDBG PUBLIC SERVICES ADVISORY COMMISSION
Special Meeting**

September 29, 2025

8:30 am

419 Fulton St – Room 404
Peoria, IL

*Anyone wishing to make a public comment can do so by sending those comments to Kathryn Murphy, Grants Manager at kmurphy@peoriagov.org by 5:00 pm on **September 26, 2025**. The email should be titled "Public Comment for **September 29 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 <https://www.peoriagov.org/546/CDBG-Public-Services-Advisory-Commission>.*

Online: <https://meet.goto.com/CityPZC/cdbgpUBLICservicescommissionspecialmeeting>

Phone: [+1 \(408\) 650-3123](tel:+14086503123) Access Code: 574-338-109

- AGENDA -

CALL TO ORDER

ROLL CALL

MINUTES

- A. Approval of Minutes from September 19, 2025

REGULAR BUSINESS

- A. Vote to remove mandatory clarification meeting requirement as outlined in the 2026 Application Timeline in order to allow 2026 Applicant Presentation by Peoria Friendship House of Christian Service
- B. Other Business
- C. Public Comments

ADJOURNMENT

Next Meeting: Friday, October 17 at 8:30 a.m.

: OF THE CITY OF PEORIA, ILLINOIS :

CDBG Public Service Advisory Commission

Regular Meeting

CALL TO ORDER

The Regular Meeting of the CDBG Public Services Advisory Commission was held in person on Friday, September 19, 2025, at 8:30 a.m. Chairperson McGhee called the meeting to order at 8:40 a.m.

ROLL CALL

Roll called showed the following Commissioners were present: Jalyssa Brown, Sherry Cannon, Brenda Grove, Aaron Kilgore, Jessica King, Brett Kolditz, Laura Kowalske, Kimberly McGhee, and Pamela Schubach.

Staff present: Kathryn Murphy, Alexandra Crowson, and Jenny Soriano.

MINUTES

The minutes for the April 25, 2025 meeting were reviewed.

MOTION:

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

REGULAR BUSINESS

A. 2025 Public Service Update

Staff Member Crowson reported that although the George Washington Carver Center delayed submitting its documents, public service monitoring of all 2025 subrecipients has been completed. All organizations are currently on track to reach their client service goals and program objectives.

B. 2026 Applicant Presentations

Staff Member Crowson stated that each applicant will have five minutes for their presentation and five minutes to answer any questions that the Commission may have.

A representative of the Neighborhood House Association provided an overview of its Youth Education Program and answered commissioners' questions.

Hult Center for Healthy Living representatives provided an overview of their Youth Mental Health Matters program. They responded to the questions about the program.

Peoria Friendship House of Christian Service was absent for their scheduled presentation time and did not present their STEAMS Academy Youth Services program.

Center for Prevention of Abuse representatives provided an overview of their program, Safety and Support for Victims of Domestic Violence. They responded to commissioners' inquiries.

Representatives of Elite Community Outreach provided an overview of its Elite Game Changer Juvenile Re-Entry Program and answered questions.

Central Illinois FRIENDS was not present for their scheduled presentation time.

Representatives of Crittenton Centers provided an overview of their Peoria Community Prevention Program and answered the commissioners' questions.

The George Washington Carver Association representatives provided an overview of their program, Youth Initiative Project Phase 2: Teen Services, and responded to questions. Commissioner Schubach stated that the organization listed \$15,000 of stipends as a line-item expense and asked staff if it would be eligible for CDBG funding. The applicant's representatives clarified that it is an administrative expense. Some partnering organizations provide training and educational experiences for the teenagers of the applicant's program, but do not have the funding to provide compensation; the stipend figure in the budget would cover such compensation. Staff Member Murphy clarified to the Commission that the stipend expense would not qualify for the CDBG grant because clients of the program cannot be compensated with a stipend.

A representative of Central Illinois FRIENDS stated that he did not receive correspondence regarding the clarification meeting scheduled presentation time. He provided an overview of their Peoria Community Prevention Program and responded to questions.

Commissioners Kilgore and Cannon shared that a representative of Peoria Friendship House of Christian Service stated they also did not receive notice about the clarification meeting. Staff Member Crowson confirmed that all applicants were reached via the email address they provided on their application.

FamilyCore representatives provided an overview of their Multi-Services for Single Parents program and answered the Commission's questions.

Representatives of the Heart of Illinois Big Brothers Big Sisters provided an overview of their Youth Mentoring Program and responded to questions.

Eastern Illinois Foodbank representatives provided an overview of their program, Food as Medicine, and responded to commissioners' inquiries. Commissioner Schubach asked whether assistance is provided exclusively to Peoria residents or if the organization provides service across central Illinois. A representative replied that hospitals in the central Illinois area are serviced, and assistance is not confined to Peoria. Commissioner Schubach asked staff members if the CDBG grant is restricted to clients within city limits. Staff Member Crowson confirmed that funds must be utilized to help Peoria residents only.

A representative of the Board of Trustees of the University of Illinois / Pediatric Resource Center provided an overview of their program, Specialized Medical Evaluations for Abused Children Project, and responded to questions.

Representatives of the Boys and Girls Clubs of Greater Peoria provided an overview of their program, Youth Services: Tutoring & Mentoring, and answered the Commission's inquiries.

Prairie State Legal Services representatives provided an overview of their Civil Legal Aid program and responded to inquiries.

Commissioner McGhee stated that if the George Washington Carver Association and Eastern Illinois Food Bank do not qualify for CDBG funding, they will be removed from consideration.

C. Other Business

Commissioner McGhee noted that the scoring for applicants must be completed by commissioners by October 3, 2025. She added that the Commission will discuss scoring at the next meeting, scheduled for October 17, 2025.

Commissioner Cannon recommended to staff that applicants be required to confirm they will be present at the clarification meeting moving forward. Commissioners discussed how to ensure applicants attend the mandatory meeting to present their program.

D. Public Comments

No public comment was received.

ADJOURNMENT

MOTION:

Commissioner Cannon moved that the meeting be adjourned. The motion was seconded by Commissioner McGhee. The motion was approved unanimously by viva voce vote 9-0.

The meeting was adjourned at 11:20 a.m.

Meeting minutes prepared by:

Jenny Soriano

DRAFT

2026 CDBG Public Service Application Approved Timeline

July

- Week of July 28 – Press Release, Email Blast, website posting

August

- Monday, August 4 – Application Opens
- Week of August 4 Virtual Application Training held
- Friday, August 29
 - 2PM Application Closes

September

- Wednesday, September 3 – Applications are assigned to the Commission after staff review
- Friday, September 19 – ~~MANDATORY~~ CDBG Application Clarification meeting at City Hall, Room 404, beginning at 8:30am.

October

- Friday, October 3 – Commission evaluations due
- Friday, October 17 – CDBG Public Service Commission meets for funding recommendations

November

- Tuesday, November 4 – City Council potentially approves funding recommendation

MEMORANDUM

To: CDBG Public Services Advisory Commission
Thru: Joe Dulin, Community Development Director
From: Kathryn Murphy, Grants and Budget Manager
Date: September 25, 2025
Re: 2026 Applicant Presentations

At the request of the chairperson, a special meeting of the CDBG Public Services Advisory Commission will be held on Monday, September 29 at 8:30 am in City Hall room 404.

Although the chairperson has the power to call any special meeting, community development staff and our legal department staff does not recommend allowing Peoria Friendship House of Christian Service to present. Staff followed procedure by emailing all applicants the information about the clarification meeting. A copy of the email is attached to this memo.

It was stated that this is a mandatory meeting in the timeline approved by both the Commission and the City Council. Staff included that the meeting is mandatory on the website, in the application training session, and the FAQ on the website, all of which have the date and start time of the meeting.

The email address used for Peoria Friendship House of Christian Service (ceo@friendship.house) was the one provided in the application as the contact email. It is the same email address used to register for a neighborly account to complete the application and would be the email for all the reporting requirements through Neighborly. In addition, this email address is listed as the contact email on the bottom of their website and on the contact us page. (www.friendship.house)

In fairness to the other applicants, staff does not support the option of allowing Peoria Friendship House of Christian Service to be funded due to missing the mandatory meeting. If allowed to present late, this may set a precedent that the commission will allow future applicants an option to present at a special meeting going forward. If selected for funding above another applicant that did attend the meeting, this may cause other applicants to be upset that they followed the rules but were not awarded.

In order to allow for the presentation, a vote must take place remove the requirement that the mandatory clarification meeting took place on Friday, September 19 as outlined in the approved application timeline.

We greatly appreciate all of the work of the Commission in helping making these funding recommendations to City Council.

2026 Public Service Clarification Meeting

From Allie Crowson <acrowson@peoriagov.org>

Date Thu 9/4/2025 2:26 PM

To Allie Crowson <acrowson@peoriagov.org>

Cc Kathryn Murphy <kmurphy@peoriagov.org>

Bcc sydney.daniels@hoibbbs.org <sydney.daniels@hoibbbs.org>; Alexandra Cheesman <alexc@nhpeoria.org>; rpollard36@yahoo.com <rpollard36@yahoo.com>; brhodes@eliteoutreach.org <brhodes@eliteoutreach.org>; Debbie.Harris@carle.com <debbie.harris@carle.com>; Kim Snarr <ksnarr@centerforpreventionofabuse.org>; pnwton@familycore.org <pnwton@familycore.org>; saj@uic.edu <saj@uic.edu>; csiefken@uic.edu <csiefken@uic.edu>; Jacobie Proctor <jacobiep@thecarvercenter.com>; tdriscoll@bgcpeoria.org <tdriscoll@bgcpeoria.org>; ceo@friendship.house <ceo@friendship.house>; aborden@eifoodbank.org <aborden@eifoodbank.org>; kelseys@crittentoncenters.org <kelseys@crittentoncenters.org>; deric.kimler@centralillinoisfriends.org <deric.kimler@centralillinoisfriends.org>; grants@pslegal.org <grants@pslegal.org>; Narmin Hasanova <nhasanova@pslegal.org>

 1 attachment (227 KB)

2026 Public Services App Clarification Meeting Schedule - Copy.pdf;

Good afternoon, everyone!

Thank you for applying for the City of Peoria's CDBG 2026 Public Service program! You're receiving this email because you were listed as the contact person on the application.

Part of the application process includes a clarification meeting before the CDBG Public Service Advisory Commission. Each organization will get 5 minutes to present their program and explain their request, then the Commission will get 5 minutes to ask any questions or request clarification.

I have attached the presentation schedule for the clarification meeting on **Friday, September 19th, 2025**. The meeting will take place at City Hall, 419 Fulton Street, in Room 404. Presentations were scheduled in the order applications were received.

A few notes regarding the presentation:

- Please allow enough time to park and arrive on time for your appointed time. Feel free to quietly enter room 404 upon arrival and have a seat in the back until your appointed presentation time.
- No PowerPoint or official presentation is needed, but please be prepared to talk about your application, the need for your program, who it serves, and the need for funding.
- Each program will have five minutes to present on the program and Commissioners will have any remaining presentation time and up to an additional five minutes for questions.
- Please be sure the representative or representatives can address both programmatic and financial questions.
- Failure to attend this meeting at your scheduled time will disqualify your program from receiving funding. No changes or exceptions are allowed.

If you would like to park in the Twin Towers parking deck I can provide a parking pass at the meeting, and you may also utilize street parking or the side lot.

If you have any questions, please don't hesitate to contact me!

Thank you,

Allie Crowson

Associate Grants Coordinator

City of Peoria - Community Development Department

309.494.8629 (Office)

she/her

