



CITY OF PEORIA

CDBG PUBLIC SERVICES ADVISORY COMMISSION Regular Meeting

Friday, October 17, 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 Britt Davis, Associate Grants Coordinator, at kmurphy@peoriagov.org by 5:00 pm on **October 16, 2025**. The email should be titled "Public Comment for **October 17, 2025** 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>.*

- AGENDA -

CALL TO ORDER

ROLL CALL

MINUTES

- A. Approval of Minutes from September 29, 2025

REGULAR BUSINESS

- A. 2026 CDBG Public Service Funding Recommendation
- B. Other Business
- C. Public Comments

ADJOURNMENT

Next Meeting: Tentatively, Friday, November 14, at 8:30 am

: OF THE CITY OF PEORIA, ILLINOIS :

CDBG Public Service Advisory Commission

Special Meeting

CALL TO ORDER

The Special Meeting of the CDBG Public Services Advisory Commission was held in person on Monday, September 29, 2025, at 8:30 a.m. Chairperson McGhee called the meeting to order at 8:32 a.m.

ROLL CALL

Roll call showed the following Commissioners were present: Jalyssa Brown, Sherry Cannon, Brenda Grove, Alexander Ikejiaku, Jessica King, Laura Kowalske, Jonelle McCloud, Kimberly McGhee, and Pamela Schubach.

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

MINUTES

The minutes for the September 19, 2025, meeting were reviewed.

MOTION:

Commissioner Kowalske 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. 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

The Commission discussed removing the mandatory requirement that 2026 applicants attend the clarification meeting to be considered for CDBG funding. Commissioner Schubach asked whether staff had inquired about the reason Peoria Friendship House of Christian Service did not receive communications. Staff Member Murphy responded that no clarification had been received. Commissioner Schubach asked if staff had contacted the organization after their absence at the clarification meeting. She explained that Chairperson McGhee had asked her to reach out to the applicant using an alternative email address to notify them that the Commission requested their presence at this Special Meeting.

Commissioner Grove emphasized the importance of applicants' attendance at the mandatory clarification meeting. She questioned whether the Commission was removing the requirement instead of confirming whether the organization had received proper notice. Commissioner McGhee clarified that Peoria Friendship House of Christian Service confirmed they did not receive any communication. Staff Member Murphy stated that the City's Legal Department suggested the motion, and the Commission could proceed to vote on an amended motion if desired.

Commissioner McGhee suggested the future application process to require organizations to acknowledge that they received correspondence regarding the meeting. Commissioner Grove added that City staff should also contact applicants by phone.

Commissioner Kowalske asked whether the application outlines the clarification meeting requirements. Staff Member Murphy answered that the date and time of the meeting are indicated in the approved application timeline, the website's application training, and the FAQs section. Organizations later receive notification of their scheduled presentation time via email. Commissioner McGhee asked whether the

timeline is present on the application website. Staff Member Murphy clarified that the application timeline is on the City's CDBG Public Service landing page, which applicants access before being redirected to a separate application platform. Commissioner McGhee noted that applicants who are forwarded to the direct application bypass the City's page where the timeline is located.

Commissioner McCloud inquired whether staff could request a response from organizations regarding their attendance. Staff Member Murphy stated that it was not past practice, as applicants requesting funding are aware of the timeline. However, City staff is open to considering changes for the 2027 application process. Commissioner Schubach reminded the Commission that there is a process outlined by HUD that staff must follow and that applicants must adhere to in order to be considered for funding. Commissioner Grove clarified that the process is not being changed, but applicants would be allowed to confirm their attendance to present their programs.

Commissioner Cannon stated that Central Illinois FRIENDS also did not receive communication regarding the meeting and expressed concern over two organizations missing notifications. Staff Member Murphy explained that Peoria Friendship House of Christian Service was contacted via their email address provided on the application, which was also used to register on the application platform and is listed on their website.

A representative of Peoria Friendship House of Christian Service stated that the email address is used regularly with no issues. She added that some platforms are unable to process the email and inquired whether the notification was sent through the application platform. The organization had also requested that the City forward the original email, but had not received a response. They accessed the application directly rather than the City's webpage, and were unaware of the presentation requirement, as it was not mandatory during their last application cycle. Commissioner McGhee clarified that the 2025 applicants were the first to present their programs since COVID-19, since the pandemic had previously prevented in-person clarification meetings from occurring. Peoria Friendship House of Christian Service did not apply for CDBG funding in 2024. Staff Member Murphy stated that the email addresses are copied directly from the application, and correspondence was sent from City staff directly, not the application platform. No request to forward the original email had been received by staff.

Commissioner Schubach asked whether there are HUD guidelines relevant to this matter. Staff Member Murphy stated that HUD may monitor the process. However, if the Commission's funding recommendation includes allocation to Peoria Friendship House of Christian Service, the City's Legal Department may advise a different funding recommendation to City Council. Commissioner Schubach asked about the reason behind the City's Legal Department recommendation. Staff Member Murphy explained that it would set the precedent that future applicants who claim they did not receive communication are also granted Special Meetings. It may also impact other timeline deadlines, such as leniency on application submission.

Commissioner McCloud asked whether Central Illinois FRIENDS would be in attendance. Commissioner McGhee confirmed that the organization was notified and presented at the clarification meeting outside of their assigned time. She added that the guidelines state that applicants must present at their scheduled time to be eligible for funding.

MOTION:

Commissioner Cannon moved to remove the mandatory clarification meeting requirement as outlined in the 2026 application timeline to allow Peoria Friendship House of Christian Service the opportunity to present their program. The motion was seconded by Commissioner Grove. The motion was approved by viva voce vote 7-2, with Commissioners Kowalske and Schubach voting against.

Peoria Friendship House of Christian Service representatives provided an overview of their program, STEAMS Academy - Youth Services, and answered the Commission's questions.

B. Other Business

Commissioners discussed the George Washington Carver Association and Eastern Illinois Food Bank being removed from funding consideration. Commissioner McGhee stated that applications have been removed for not meeting eligibility requirements. She explained that the George Washington Carver Association requested \$15,000 in funding for stipends, which would be used to compensate clients of the program, a use not CDBG-eligible. She asked whether the Commission could still fund a portion of the request, as the organization also requested \$15,000 for other administrative expenses. Staff Member Murphy confirmed that this is within the Commission's authority.

The Commission discussed how scoring would be conducted for organizations requesting less than \$30,000 in funding.

Commissioner McGhee asked whether the Commission could stipulate that CDBG funds allocated to Eastern Illinois Food Bank must be utilized exclusively for Peoria residents, if chosen as a subrecipient. Staff Member Murphy confirmed that this is permissible.

Commissioners requested that both the George Washington Carver Association and Eastern Illinois Food Bank be reinstated for funding consideration, and Staff Member Murphy affirmed that she would have them added after the meeting. Commissioner McGhee reminded the Commission that the applicant scoring must be completed by October 3, 2025.

Commissioner Kowalske asked whether the Commission would receive applicant score results at the next meeting. Commissioner McGhee stated that prior to the next meeting, scheduled for October 17, 2025, City staff would provide funding allocation options based on scoring breakdowns. The Commission will then discuss and decide how funding should be presented to the City Council.

Commissioner McGhee asked whether applicants provide feedback about the application process. Staff Member Murphy stated that surveys have not been conducted in the past, but City staff is open to implementing them in the future.

C. Public Comments

No public comment was received.

ADJOURNMENT**MOTION:**

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

The meeting was adjourned at 9:22 a.m.

Meeting minutes prepared by:

Jenny Soriano

#	Name	Average Score	Funding Requested	Option 1	Option 2	Option 3	Other?
1	Prairie State Legal Services	37.50	\$ 30,000.00	\$ 30,000.00	\$ 30,000.00	\$ 28,300.00	
2	Hult Center for Healthy Living/Youth Mental Health Matters	37.33	\$ 30,000.00	\$ 30,000.00	\$ 27,000.00	\$ 24,600.00	
3	Central Illinois Friends/Peoria Community Prevention Program	37.17	\$ 30,000.00	\$ 30,000.00	\$ 27,000.00	\$ 24,600.00	
4	UICOMP/Pediatric Resource Center/Specialized Medical Evaluations	36.64	\$ 29,949.07	\$ 30,000.00	\$ 27,000.00	\$ 24,600.00	
5	Neighborhood House Association / Youth Education Program	36.25	\$ 30,000.00	\$ 30,000.00	\$ 22,500.00	\$ 21,300.00	
6	Center for Prevention of Abuse	36.25	\$ 30,000.00	\$ 30,000.00	\$ 22,500.00	\$ 21,300.00	
7	Boys and Girls Clubs of Greater Peoria/Public Service	35.83	\$ 30,000.00	\$ 30,000.00	\$ 22,500.00	\$ 21,300.00	
8	Heart of Illinois Big Brothers Big Sisters/ Youth Mentoring Program	35.33	\$ 30,000.00	\$ 30,000.00	\$ 18,000.00	\$ 18,000.00	
9	Crittenton Centers Crisis Nursery	35.33	\$ 30,000.00	\$ 30,000.00	\$ 18,000.00	\$ 18,000.00	
10	Elite Community Outreach	34.50	\$ 30,000.00	\$ -	\$ 18,000.00	\$ 18,000.00	
11	Peoria Friendship House STEAMS Academy Program	34.33	\$ 30,000.00	\$ -	\$ 13,500.00	\$ 15,000.00	
12	FamilyCore/Multi-Services for Single Parents	34.08	\$ 16,321.50	\$ -	\$ 10,000.00	\$ 10,000.00	
13	George Washington Carver Association	33.91	\$ 30,000.00	\$ -	\$ 13,500.00	\$ 15,000.00	
14	Eastern Illinois Foodbank/Food as Medicine	29.33	\$ 18,000.00	\$ -		\$ 10,000.00	
				\$ 270,000.00	\$ 269,500.00	\$ 270,000.00	\$ -