

: OF THE CITY OF PEORIA, ILLINOIS :

CDBG Public Service Advisory Commission

Regular Meeting

CALL TO ORDER

The Regular Meeting of the CDBG Public Service Advisory Commission was held in person on Friday, April 17, 2026, 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 in person: Jalyssa Brown, Sherry Cannon, Brenda Grove, Alexander Ikejiaku, Aaron Kilgore, Brett Kolditz, Laura Kowalske, Jonelle McCloud, Kimberly McGhee, and Pamela Schubach.

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

MINUTES

The minutes for the March 20, 2026 Regular Meeting were reviewed.

MOTION:

Commissioner Kilgore moved to approve the minutes. Commissioner McCloud seconded the motion. The motion was approved unanimously by viva voce vote of 10-0.

REGULAR BUSINESS

A. Election of Vice Chair

Staff Member Murphy stated that administrative staff from the Mayor's Office noted that the Commission did not have a vice chairperson who acts in Chairperson McGhee's absence.

MOTION:

Commissioner Cannon moved to nominate Commissioner Schubach as vice chair of the CDBG Public Service Advisory Commission. Commissioner Kowalske seconded the motion. The motion was approved unanimously by viva voce vote of 10-0.

B. 2026 Public Service Update

Staff Member Crowson shared the adjusted funding amounts for 2026 subrecipients, as Council approved the use of \$250,000 in alternative funds for CDBG, which reduced the total budget from the original \$270,000. Organizations will be reimbursed once agreements with the adjusted funding amounts have been sent out. She explained that Q1 spending denotes funding amounts requested by subrecipients, and the Pediatric Resource Center received a standing extension to submit its Q1 reports. Staff Member Crowson added that organizations serving students might have lower figures, but this is expected to fluctuate.

Commissioner Kilgore asked for clarification regarding the agreements being sent to the organizations. Staff Member Murphy stated that these will reflect the adjusted funding amounts, and once agreed upon by the organization, reimbursements can be distributed.

Commissioner Kowalske inquired about the reason for the Pediatric Resource Center's extension. Staff Member Murphy explained that the week-long extension allows the organization to include its latest payroll cycle in its financial reports, reflecting Q1 in its entirety.

C. 2027 Public Service Priorities, Application and Timeline

Staff Member Murphy shared the 2027 priority voting results. They were compiled based on survey submissions in which the Commission ranked their top 10 priorities; a priority ranked first by a commissioner received 10 points, second received 9 points, etc. City Council asks that priorities for the funding cycle be narrowed down, although there is no limitation on the number. Commissioner Schubach asked Staff to clarify that not all priorities would be listed in the application, and Staff Member Murphy confirmed; applicants for the 2027 funding cycle must fall into a qualifying category. Commissioner McGhee explained to the Commission that it reviews the results for a natural break to determine which categories will be included in the application. However, if the Commission would like to add a priority that ranks after the break, it may do so. The Commission considered how many of the top-scoring priorities are to be included as a category in the application.

Commissioner McCloud noted that food banks are a highly ranked priority and inquired which organizations receive funding. Staff Member Murphy explained that the name conventions are from HUD; however, funding is more likely to be granted to food pantries, which fall under the food bank category, because the requirement is that the organizations provide reports on the individuals they directly serve. The Commission discussed the local food bank and food pantries eligible for CDBG funding.

Commissioner Cannon suggested that the Commission consider the work organizations invest in receiving funding, and that each subrecipient be granted a larger amount in the upcoming cycle. The Commission considered how funding was previously distributed, how many priorities would be sufficiently inclusive of local organizations, the floor amount for grants, and how many organizations would receive funding, respectively. Commissioner Grove argued that organizations can decide whether the grant is a beneficial time investment, and Commissioner McGhee added that subrecipients have stated that if they don't receive funding, their programs would serve fewer clients.

Commissioner Schubach inquired when childcare services were previously funded. Commissioner McGhee answered that Crittenton Centers received funding for 2026. Staff Member Murphy explained that the organization's Crisis Nursery program falls under childcare services, a category described as benefiting children under 13. The Commission discussed previous funding cycles in which childcare services programs were granted funding, and how childcare programs have a multitude of grant opportunities outside of CDBG.

Commissioner Cannon inquired whether organizations could determine which category they fall under, and Staff Member Murphy explained that qualifications are covered in the application training. Commissioner McGhee requested that Staff provide the Commission with a breakdown of the categories and their HUD definitions, and Staff Member Murphy stated that she will do so.

MOTION:

Commissioner Kilgore moved to include the top 12 scoring categories for the 2027 priorities. Commissioner Grove seconded the motion. The motion was approved unanimously by viva voce vote of 10-0.

Staff Member Murphy shared that the dates for mandatory application training have been finalized and scheduled, and that the date for the mandatory clarification training has been corrected. She added that Staff is in the process of adding a virtual training option. Commissioner McGhee inquired whether the mandatory application training date would be included in the press release. Staff Member Murphy answered that it will be included in the press release, website, and application.

Commissioner Schubach inquired about the status of an application if an organization doesn't submit the required documentation. Staff Member Murphy explained that an additional week added to the timeline after applications close allows for Staff to review completion and eligibility before they are assigned to the Commission. An incomplete application will not be passed on to the Commission. Commissioner Cannon

asked if the organization would be notified, and Staff Member Murphy confirmed. Commissioner McCloud asked if organizations have an opportunity to complete their application. Staff Member Murphy answered that this was not the case previously, as other applicants met the deadline. Staff also reviewed the applications received during the 2026 funding cycle. Commissioner McCloud asked about previous cases in which applications were denied. Staff Member Murphy answered that this more commonly occurred when applications were submitted in person after the deadline, but this is no longer the case, as applications are now submitted online. The Commission discussed applications with missing or incorrect documentation.

Commissioner Grove inquired about the provisions for extension, i.e., requested by the Pediatric Resource Center. Staff Member Murphy clarified that extensions aren't granted for applications; an extension for reasonable reporting may be granted if a subrecipient notifies Staff in advance. The Commission discussed the timeline, including the deadline for evaluation submissions.

Commissioner Grove asked for an overview of the mandatory application training. Staff Member Murphy shared the agenda, which includes an overview of the CDBG grant, reporting requirements, eligible categories, funding allocation details, timeline, and platform training. Commissioner Grove suggested adding a summary of the Code of Federal Regulations, which are rules and regulations that guide funding.

Commissioner Schubach asked whether organizations would readily have available the new documentation required. Staff Member Murphy confirmed and explained that the applicants previously provided the documentation requested by Staff during monitoring; however, because funding is available before monitoring, certain documentation is required during the application stage prior to grant allocation. Staff Member Crowson shared the monitoring checklist. Staff Member Murphy shared the schedule for monitoring visits to Commissioners to notify Staff in advance if they would like to accompany them to the organizations. If Commissioners were unable to attend, Staff previously provided a summary of its findings from the monitoring visit after application submissions. Staff will resume this practice and compile the reports for the Commission to review during application scoring.

MOTION:

Commissioner Schubach moved to approve the application, with the mandatory clarification meeting being bolded and the addition of the approved priorities. Commissioner Grove seconded the motion. The motion was approved unanimously by viva voce vote of 10-0.

D. 2027 Public Service Evaluation Criteria

Staff Member Murphy provided a copy of the Commission's 2018 evaluation form, noted the weight on each question, and presented the evaluation criteria utilized by other CDBG communities. She added that, similarly to other communities, the Commission could group questions into a category, for which Commissioners would give an overall score.

Commissioner Kilgore inquired about the administrative burden of compiling scores for individually weighted questions versus weighted groups. Staff Member Murphy shared that although she was unable to reach the platform's representative regarding scoring changes, Staff would still be able to compile those scores outside the platform. Commissioner Grove inquired whether the Commission was given direction on an approach to the evaluation criteria. Staff Member Murphy explained that the alteration of the 2018 evaluation occurred when the Commission decided to pare down questions and shift to the non-weighted criteria. The Commission discussed the current evaluation criteria, Commissioners' interpretations of criteria, and the addition of a criterion to measure a program's impact.

Commissioner Kolditz suggested adding a weighted criterion similar to #11 on the 2018 evaluation form would allow Commissioners to score the organizations while incorporating their backgrounds and perspectives, thereby resulting in a wider scoring range and more natural breaks. The Commission discussed the effects of adding weight to the evaluation criteria and different methods for doing so.

MOTION:

Commissioner Kilgore moved to add “Rate the program's overall impact on the community” as an additional evaluation criterion. Commissioner Kolditz seconded the motion. The motion was approved unanimously by viva voce vote of 10-0.

Commissioner Grove requested a survey for Commissioners to rate the importance of each evaluation criterion by distributing 100 points amongst them. Staff Member Murphy stated that Staff will do so.

E. Other Business

The Commission's next Regular Meeting is scheduled for May 15, 2026.

F. Public Comments

No public comment was received.

ADJOURNMENT**MOTION:**

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

The meeting was adjourned at 10:06 a.m.

Meeting minutes prepared by:

Jenny Soriano