

: OF THE CITY OF PEORIA, ILLINOIS :

HUMAN RESOURCES COMMISSION

Regular Meeting

CALL TO ORDER

The Regular Meeting was held by the Human Resources Commission (HRC) in Room 404 at City Hall, 419 Fulton St., Peoria, Illinois, on November 17, 2017, at 8:30 a.m. Chairperson Jessica Zobac called the meeting to order @ 8:30 a.m.

ROLL CALL

Roll call showed the following Commissioners were present: Jessica Zobac, Shandra Bond, Mark Brown, Wayne Cannon, Farrell Davies, Amr Elsamny, Brittney Ferrero, Patrick Kirchhofer, Brett Kolditz, Judy Oakford, Rachel Reliford, Janice Zagardo, Meiosha Zobac – 13

Absent: None

Council Liaison Present: Councilwoman Moore

City Staff Present: Kathryn Murphy, Dakota Reed

Others Present: None

MINUTES

The minutes for the November 3rd meeting were reviewed.

MOTION:

Commissioner Kirchhofer moved that the minutes be approved; seconded by Commissioner Zagardo. The minutes were approved unanimously by viva voce vote 13 to 0.

OLD BUSINESS

A. Status of 2017 Subrecipients

Staff Member Murphy started the meeting with a status update on the 2017 subrecipients. The Gifts in the Moment (gitm) Foundation and Children's Home failed to provide some documents during their monitoring visits. Both programs provided the necessary documents within the timeframe provided and are now in compliance. Common Place could not produce client files to show the number of clients reported as being served in quarterly reports were actually served by the program. They were provided with sufficient time to produce the files, but submitted a letter stating they could not be located. Due to the absence of these files, their 2017 grant was terminated. The funding that Common Place would have received will go into the City's CDBG general fund, which will be reallocated to different projects. Due to HUD caps on Public Service spending, it cannot be reallocated to next year's Public Service funding.

B. Conflict of Interest Disclosures for 2018 Public Service Applicants

Staff Member Murphy reviewed for the record the Commissioners that declared a conflict of interest:

Commissioner Oakford: Neighborhood House

Commissioner Brown: Children's Home

Commissioner Cannon: Common Place

Commissioners that have a declared conflict may not recommend a specific amount of funding for that organization, but may speak in general terms about a funding strategy for all applications. In addition, a commissioner with a declared conflict may not make or second the motion for approval of the funding allocation, but is allowed to vote on the funding decision as a whole.

NEW BUSINESS

A. Ranking and Funding Recommendations for 2018 Public Service Applicants

Staff Member Murphy presented three funding options to the Commission as a starting point for discussions. She emphasized that the Commission may alter any of the starting points or create new funding formulas as they see fit. The models were created based on the estimated funding amount of \$227,400.

Funding Option 1- The first option to determine how the CDBG funds will be distributed is based on the average scores from the commissioner evaluations. Those scores are then divided by the maximum possible score of 175 to determine the percentage of funding each organization will receive to their requested amount. This allows for 10 programs to be funded, with 899 CDBG clients to be served.

Commissioner Davies clarified that the number of clients to be served may not be accurate. Some applicants included all of the clients served in their program, while the application asked for the number of clients that would be funded through CDBG. This application question will be updated next year to avoid confusion.

Funding Option 2- The second option would fund 14 programs, with 976 CDBG clients to be served. The organizations are ranked by their average scores and given a percentage beginning at 90% and declining at 5% and 10% increments as scores decline.

Funding Option 3- The third option would fund all programs with an average score of 140 (80% approval rating) or higher. The top programs would be funded at 85% and declining at 5% and 10% increments as scores decline. This allows for 16 of 18 programs to be funded, with 946 CDBG clients to be served, with \$1,700 remaining to be reallocated as the commission sees fit.

Commissioner Brown asked Staff Member Murphy to create a fourth funding option, which would fund every program. Staff Member Murphy noted that the data could be manipulated a few ways to get that result, and looked to the Commission for advice on how to make adjustments. Commissioner Brown suggested reducing the top percentage to 80%.

Chairperson Zobac requested an additional column for the public service categories to be added to the funding options. Commissioner Zagardo asked for a visual representation of the data in the form of a pie chart. This allowed the Commission to more easily visualize the percentage of funding each public service category would receive. Staff Person Murphy designed the pie chart and adjusted the data based on the Commission's discussion.

Commissioner Davies expressed concern of the quality of some applications. The applicants are expected to put effort into the applications, and minimal effort should not be rewarded. Commissioner Zagardo added that the quality of the applications could reflect the quality of the programs. This discussion returned the Commission to the topic of Common Place.

Staff Member Murphy clarified that although the funding allocated to Common Place in 2017 was terminated, it is up to the Commission to decide how to approach the 2018 application by Common Place.

Commissioner Zagardo asked if funding Common Place in 2018 would affect the funding of other programs. Staff Member Murphy explained that staff may take extra steps for monitoring Common Place in 2018 if the Commission decides to fund them.

Chairperson Zobac reminded the Commission of their responsibility to evaluate the applications and reward the programs that dedicated the time to meet the required guidelines.

Commissioner Zaragdo asked for clarification on the status of Common Place's 2018 application. The Commission discussed the option of funding Common Place in 2018.

MOTION:

Commissioner Kolditz motioned to remove Common Place from the 2018 public service allocation, seconded by Commissioner Reliford.

The motion was opposed by viva voce vote 5 to 7 with one abstention

Yeas – Kolditz, Reliford, Zagardo, Bond, and Davies

Neas – Oakford, M. Zobac, Ferrero, Elsamny, Brown, J. Zobac, and Kirchhofer

Abstention - Cannon

DISCUSSION:

The Commission continued to discuss the 2018 funding options. Commissioner Kirchhofer emphasized the natural break in scores in Option #3. The seven-point difference between the 16th and 17th ranked scores is larger than any other break. Commissioner Kirchhofer suggested Option #3 would make the largest impact on the programs.

MOTION:

Commissioner Kirchhofer motioned to allocate the 2018 public service funds as shown in Option #3; seconded by Commissioner M. Zobac.

The motion was approved by viva voce vote 11 to 2.

Yeas – J. Zobac, Bond, Brown, Cannon, Elsamny, Ferrero, Kirchhofer, Oakford, Reliford, Zagardo, and M. Zobac

Neas – Kolditz and Davies

B. Approval of staff adjustments to 2018 Public Service awards if CDBG allocation is more or less than 5% of anticipated grant amount

Chairperson Zobac explained that in the past the Commission has allowed staff to adjust the grant amounts for each applicant as long as the total amount is within a 5% range of the anticipated amount available for Public Service, \$227,400. If the variance is more than 5%, the funding amounts would come back to the Commission to alter the grant amounts as they see fit and return to City Council for approval.

MOTION:

Commissioner Kolditz motioned for the approval of staff adjustment to 2018 Public Service awards if CDBG allocation is more or less than 5% of the anticipated grant amount; seconded by Commissioner Zagardo. The motion was approved unanimously viva voce vote 13 to 0.

C. Other Business

Staff Member Murphy informed the Commission that their recommendation go to City Council for approval on December 12th. If City Council approves the funding recommendation, the Commission will not meet at the next regularly scheduled meeting on Friday, December 15th.

D. Citizen Comments

There were no citizens to address the Commission.

ADJOURNMENT

MOTION:

Commissioner Bond called to adjourn the meeting; seconded by Commissioner Cannon. The motion was approved unanimously viva voce vote 13 to 0. The meeting was adjourned @ 9:57 a.m.

Meeting Minutes prepared by:

Dakota Reed