

: OF THE CITY OF PEORIA, ILLINOIS :

**CDBG Public Services Advisory Commission**

**Regular Meeting**

**CALL TO ORDER**

The Regular Meeting was held by the CDBG Public Service Advisory Commission virtually, on October 15, 2021, at 8:30 a.m. Chairperson Kirchhofer called the meeting to order @ 8:30 a.m.

**ROLL CALL**

Roll called showed the following Commissioners were present: Alexander Ikejiaku, Brett Kolditz, Catherine Cross, Farrell Davis, Jada Hoerr, Kimberly McGhee, Liz Birkey, Patrick Kirchhofer, Sherry Cannon, Jada Hoerr and Mark Brown. Absent: Lisa Fuller, Brittney Ferrero and Patrick Wilmington.

Staff present: Cassie Belter and Abigail Youngblood

**MINUTES**

The minutes for the August 20, 2021 meeting were reviewed.

**MOTION:**

Commissioner Kolditz moved that the minutes be approved. The motion was seconded by Commissioner McGhee. Approved unanimously by viva voce vote 11-0.

**NEW BUSINESS**

**A. 2021 Subrecipients**

**a. Monitoring Results**

Staff Member Belter provided Commissioners with an update on the 2021 monitoring, which was performed using Neighborly software and virtual interviews. The Carver Center was delayed on providing their monitoring documentation, but all other agencies have completed their monitoring requirements satisfactorily.

Commissioner Kirchhofer and Commissioner Cannon discussed their experiences participating in the monitoring visits with Carver Center and Hult Center.

**b. 3<sup>rd</sup> Quarter Reports**

Staff Member Belter presented the 3<sup>rd</sup> quarter reports for recipients. She explained what happens to leftover funds at the end of the year. Commissioner McGhee requested and received clarification on additional funds and their use.

Commissioner Kirchhofer asked about the total CDBG funding that is received from HUD. Staff Member Belter explained the process of receiving and distributing the funding.

Commissioner Ikejiaku spoke about reallocating funding within the CDBG recipients to utilize all the funding. Staff Member Belter explained the reimbursement process of recipients.

Commissioner Kirchhofer received clarification on the timeline of the reimbursement process and the funds provided.

Commissioner Cannon asked about the additional \$100,000 from the CDBG COVID funding. Staff Member Belter stated it was used for the Utility Assistance program.

## B. Vote on 2022 Subrecipient Funding Recommendations

Staff Member Belter and Commissioner Kirchhofer presented the scoring recommendations for the 2022 subrecipients.

Staff Member Belter explained that the program provided by Midwest Food Bank did not qualify for funding as they are unable to collect direct client outcomes.

Commissioners discussed the importance of the minimum and maximum funding that could be allocated to each organization.

Commissioner Davies spoke about the importance of a minimum above \$10,000 due to the work put in by the organizations and the rising costs of labor and supplies.

Commissioner Cannon stated she would like to fund smaller organizations because they are often overlooked, and larger organizations can hire grant writers which allows them to receive more funding from different organizations.

Commissioner McGhee spoke about organizations that provide different opportunities to the community and the importance of funding them.

Staff Member Belter explained past performance issues and monitoring findings with recipients that applied for the 2022 fiscal year.

Commissioner McGhee suggested taking off some organizations that had previous funding issues.

Commissioner Kirchhofer and Commissioner Cannon discussed agencies that applied for two programs and removing one which would eliminate five programs.

Commissioners discussed providing even funding for the recipients after removing duplicate organizations.

Commissioners discussed funding top organizations at 75% or 50% of their funding request.

Commissioner McGhee discussed a sliding scale for recipients. Organizations that scored higher would receive a higher percentage, and award amounts would be reduced as scores decreased.

Staff Member Belter reminded Commissioners that organizations were told they could apply for multiple programs and the maximum amount they could receive was \$60,000.

Commissioner Ikejiaku discussed the importance of community needs and funding organizations that meet that need.

Commissioner Cannon stated all the programs provide value to the community.

Commissioner Cross suggested financing organizations with a dollar amount that decreases as their scoring decreases.

Commissioner McGhee stated she supported a sliding scale to fund more organizations.

Staff Member Belter suggested that a percentage amount for the top three organizations would be best due to the difference of funding request.

Staff Member Belter presented various options of funding the top organizations with a sliding scale using percentages.

Commissioner Ikejiaku stated some program may struggle to fund their programs if they are not fully, or close to fully, funded.

Commissioners viewed funding options at 65%, 50%, and 45% of funding requested.

Commissioners looked at funding the top five organizations at 50%, six through ten at 45%, and the rest of the organizations at 40% with a minimum award of \$12,000.

Commissioner Davies discussed the importance of providing organizations enough funding to make the funding worthwhile. Staff Member Belter stated she had heard the same comments from some organizations.

Commissioner McGhee stated that the organizations that were not receiving funding serviced the 61605 zip code. Staff Member Belter stated many of the organizations serviced the 61605 zip code even if their physical location is not in the 61605 zip code.

Commissioner Kirchhofer discussed if all the organizations were funded, they would each receive the minimum amount.

Commissioner McGhee discussed funding only the top three at 50% instead of the top five and providing the top three programs with any additional funding under \$10,000 that was leftover.

**MOTION:**

Commissioner Cannon moved that the top three organizations be funded at 50% + \$1,200, organizations four through six be funded at 45%, and the remaining organizations be funded at 40% until funding is exhausted. The motion also included allowing City of Peoria Grants staff to adjust final funding awards once the final CDBG budget amount is received from HUD. The motion was seconded by Commissioner Birkey. Approved unanimously by viva voce vote 11-0.

Staff Member Belter thanked Commissioners for their work.

**ADJOURNMENT**

**MOTION:**

Commissioner Cannon moved that the meeting be adjourned. The motion was seconded by Commissioner Ikejiaku. Approved unanimously by viva voce vote 11-0.

The meeting was adjourned at 9:30 a.m.

Meeting minutes prepared by:

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Abigail Youngblood