

: 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 Street, Peoria, Illinois, on November 16, 2018, 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, Farrell Davies, Brittney Ferrero, Patrick Kirchoffer, Judy Oakford, Meiosha Zobac, and Janice Zagardo. Absent were Amr Elsamny, Brett Kolditz, and Mark Brown.

Council Liaison Present: Councilwoman Moore

Staff present: Kathryn Murphy, Kaylee Drea, and Sara Maillacheruvu

MINUTES

The minutes for the November 2, 2018 meeting were reviewed.

MOTION:

Commissioner Kirchoffer moved that the minutes be approved. The motion was seconded by Commissioner Ferrero. Approved unanimously by viva voce vote 8-0.

NEW BUSINESS

A. Ranking and Funding Recommendations for 2019 Public Service Applicants

Staff Member Murphy read into the record Commissioner Oakford's conflict of interest with Hult Center and Friendship House. Due to the conflict of interest, Commissioner Oakford was not permitted to speak about the specific funding decisions for Hult Center or Friendship House, only overall funding decisions.

Staff Member Murphy updated the Commission regarding the Legal Department's opinion on the discrepancy found in PCCEO's 2019 CDBG Public Service application between the amount requested and the minimum ask requirement set by the Commission in 2016. The Legal Department determined that the Commission should reject PCCEO's application due to not meeting the grant standards. Staff Member Murphy confirmed that she removed their application from the funding recommendations and will communicate the decision to PCCEO.

Commissioner Bond arrived at 8:32 a.m.

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 anticipated public service budget of \$256,000.

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 240 to determine the percentage of funding each organization will receive to their requested amount. This allows for 10 programs to be funded.

Councilwoman Moore arrived at 8:34 a.m.

Commissioner Davies remarked that the number of clients served does not match the number of clients projected. Staff Member Murphy apologized and stated that the excel formula did not function properly for that portion of the excel sheet.

Funding Option 2- The second option would fund 12 programs. The organizations are ranked by their average scores and given a percentage beginning at 95% and declining at 5% and 10% increments as scores decline.

Funding Option 3- The third option would fund all programs. The top programs would be funded at 95% and decline at 5% and 10% increments as scores decline. The lowest scoring application received the remaining funds available.

Staff Member Murphy clarified that Funding Option 3 gives Friendship House an award of \$8,500, which is 28% of their \$30,000 request.

Discussion was held regarding the discrepancies in a few of the applications between the amount requested on page one and the amounts shown in budget tables later in the application. Chairperson Zobac reminded the commission that City Staff was directed to use the requested amount on page one of the application for entering into the funding recommendation spreadsheets.

Commissioner Zagardo expressed concern that the top scoring organizations receive other funding sources and that this is evident in the quality of their applications. Commissioner Kirchoffer remarked on the high quality of Hult Center's application and asked for more details regarding their outputs. Commissioner Ferrero shared the impact Hult Center's programs have had on students as she has heard from her sister, a nurse at Peoria High School.

Commissioner Zagardo suggested that the Commission place a heavier weight on the number of clients served by each program when determining funding levels. Commissioner Davies expressed concern over placing too much importance on just one aspect of a program. Commissioner Davies added that some organizations have the same issues on their applications each year in spite of technical assistance provided.

Councilwoman Moore requested that the Commission consider weighing more heavily the question regarding collaboration with other agencies on next year's application. Chairperson Zobac asked Councilwoman Moore to share City Council's priorities for the Commission. Councilwoman Moore confirmed that City Council entrusts the Commission to weigh their options and distribute funding accordingly.

The Commission discussed the audit requirement and expressed concern over the burden it places on smaller organizations. The Commission discussed options to expand education opportunities for smaller organizations to learn more about grant writing. Commissioner Davies stated that grant writing is not the only issue but that performance is also an issue referring to Common Place and Friendship House.

The Commission discussed reconsidering funding mechanisms for next year's applicants. Commissioners weighed the importance of bringing their own knowledge and empathy for organizations against the options presented by each funding formula.

MOTION:

Commissioner Brittney Ferrero moved to approve funding option 3, seconded by Commissioner Zobac. The motion was approved by viva voce vote 8 to 0.

B. Approval of staff adjustments to 2019 Public Service awards according to the percentage increase or decrease in the City's 2019 CDBG allocation.

Staff Member Murphy explained that the US Congress has not yet passed a full year budget for HUD, so the City's 2019 allocation is unknown at this time. This request is for the approval for staff to adjust the award amounts based on the percentage increase or decrease of the actual CDBG allocation compared to the anticipated budget amount. Since all agencies are funded this year, this would save a step for the Commission of having to reconvene if there is a larger variance in the 2019 allocation.

MOTION:

Commissioner Oakford moved for the approval of staff adjustment to the 2019 Public Service awards based on the percentage increase or decrease in the City's 2019 CDBG allocation; seconded by Commissioner Zagardo. The motion was approved unanimously by viva voce vote 8 to 0.

ADJOURNMENT

MOTION:

Commissioner Davies moved that the meeting be adjourned. The motion was seconded by Commissioner Zobac. Approved unanimously by viva voce vote 8-0.

The meeting was adjourned at 9:47 a.m.

Meeting minutes prepared by:

Kaylee Drea