

: 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 May 18, 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, Mark Brown, Farrell Davies, Brittney Ferrero, Patrick Kirchhofer, Brett Kolditz, Judy Oakford, Janice Zagardo, and Meiosha Zobac – 9

Absent: Shandra Bond, Wayne Cannon, Amr Elsamny, and Rachel Reliford – 4

Council Liaison Present: Councilwoman Moore

City Staff Present: Kathryn Murphy, Dakota Reed

Others Present: None

MINUTES

The minutes for the April 20th meeting were reviewed.

MOTION:

Commissioner Kirchhofer moved that the minutes be approved; seconded by Commissioner Oakford. The minutes were approved unanimously by viva voce vote 9 to 0.

OLD BUSINESS

A. 2018 Subrecipient Update

Staff Member Murphy provided the Commission with a report of the status of the 2018 subrecipients. The report outlined the number of people served and the outcomes from the first quarter of 2018. In general, most of the subrecipients are on track to meeting the goals for 2018 based on the information provided.

Staff Member Murphy also updated the Commission on the first quarter monitoring at Common Place. She shared with the Commission a letter sent to Common Place outlining the issues identified at the monitoring visit including missing or incomplete participant folders and incorrect reporting on the quarterly reports submitted to staff. The letter provided correction steps and due dates for each item identified. Staff Member Murphy will update the Commission on the progress of these items.

Commissioner Zagardo asked if Common Place has made any changes to their record keeping process since the grant was rescinded last year. Staff Member Murphy stated that she provided technical assistance to Common Place on how to maintain files and how to correctly complete the required reports.

B. Revised Funding Recommendations for 2018 Public Service Applicants

Staff Member Murphy explained that Congress approved an overall CDBG budget increase for 2018. This increased the public service fund by nearly 11% more than the anticipated budget. Due to the difference in budget, the Commission was required to meet again to allocate the additional funds.

Staff Member Murphy recommended that the additional funds are allocated across all of the 2018 subrecipients. This would provide each funded organization with an additional 13% of their previous budget (Option #1).

Councilwoman Moore suggested funding each of the subrecipients with a 2% increase, and for the Commission to use the rest of the budget to fund the two organizations that were not funded in 2018 (Option #2). Commissioner Zagardo agreed with Councilwoman Moore's suggestion, and included that the organizations that were originally not funded could receive the minimum funding amount of \$7,000. Commissioner Oakford disagreed with this proposed recommendation. She stated that the Commission would have to go through the entire allocation process if all of the organizations were going to be funded. Chairperson J. Zobac agreed with Commissioner Oakford and stated that the Commission should to keep the rigor of the application system in place by not funding the additional organizations. Discussion continued about the options with the Commissioners agreeing not to fund those applications that originally scored too low to be funded.

Commissioner Zagardo suggested a third funding option that would give all of the 2018 subrecipients an additional percentage increase, but not provide the additional increase to Common Place due to performance issues identified last year and this year. The Commission discussed the pros and cons of this option. Councilwoman Moore suggested that with proper oversight Common Place would be able to successfully carry out the grant activities. The Commission agreed to provide Common Place the opportunity to correct the issues identified.

Discussion was held regarding Option #1 of providing all those awarded an equal percentage increase in funding. Commissioner Zagardo inquired if the organizations would be able to spend the additional funds by the December deadline. Staff Member Murphy indicated that she would let all the organizations know of the recommendation by the Commission to receive additional funds and ensure each organization would accept the funding prior to the recommendation going to City Council on June 26.

MOTION:

Commissioner M. Zobac motioned to approve funding option #1; seconded by Commissioner Davies. The motion was approved unanimously viva voce vote 9 to 0.

C. Other Business

Commissioner Ferrero shared a conversation that she had at United Way recently. She inquired about firms that could help non-profit organizations with auditing. United Way referred her to CliftonLarsonAllen LLP, a local accounting firm. Commissioner Davies stated that this information will be highly beneficial to future applicants.

ADJOURNMENT**MOTION:**

Commissioner Kirchofer called to adjourn the meeting; seconded by Commissioner Zagardo. The motion was approved unanimously viva voce vote 9 to 0.

The meeting was adjourned @ 9:07 a.m.

Meeting Minutes prepared by:

Dakota Reed