

**Citizens Advisory Committee for Community Development
Tuesday, January 22, 2019
Busch Building Second Floor West Conference Room**

Members Present: Delilah Jackson, Chairwoman; Angela Dowler-Pryor, Christina Dicken, Earle Doman, Erin Gray, David Carr, Brandy McShane, Johnathan Saunders, and Kate Stockton

Members Absent: None.

Staff: Brendan Griesemer, Bob Atchley, Bob Jones, David Fraley, Monica Meador, Glenda Troop, and Renee Crouch, Planning and Development; Tom Rykowski, Law Department, and Melissa Carman, Assistant City Clerk.

Guests: Jason Wert, Ozarks Independent; Jason Pryor, and Linda Simkins

Delilah Jackson, Chairwoman, called the meeting to order at approximately 6:04 p.m. in the Busch Building Second Floor West Conference Room.

- **Approval of the Minutes**

The Committee reviewed the draft meeting minutes of the following joint meeting of the Citizens Advisory Committee for Community Development and City Council:

January 8, 2019

Earle Doman noted his name was misspelled. Melissa Carman, Assistant City Clerk, noted and corrected the typographical error.

Delilah Jackson, Chairwoman, moved to approve the minutes of the January 8, 2019 meeting. Kate Stockton seconded the motion, and the minutes were approved as corrected by the following vote: Ayes: Dowler-Pryor, Dicken, Doman, Gray, Carr, McShane, Saunders, Stockton, and Jackson. Nays: None. Abstain: None. Absent: None.

- **Rules of Order**

Chairwoman Jackson provided a brief overview of the format and Rules of Order for this meeting. Ms. Jackson stated public comments will be accepted, immediately following staff presentations, and each speaker is limited to five minutes.

- **HUD Annual Action Plan Recommendations**

Bob Atchley, Senior Planner, thanked the City Staff Review Committee and provided a brief recap of the Housing and Urban Development (HUD) Action Plan Recommendations. Mr. Atchley noted City Council Resolution 8720 (*see meeting documents, Attachment A*) provides policies which enumerate roles of City Staff, the CACCD, and City Council during the annual application process for Community Development Block Grant (CDBG) funds, and a memo from Rhonda Lewsader, City Attorney, regarding Resolution 8720 was included (*see meeting documents, Attachment B*). He stated prior to completion of the review process, City Staff met with Bridget Dierks, with Community Foundation of the Ozarks, and

Debbie Meeds, with United Way of the Ozarks, to discuss each proposal and gain knowledge of the sponsors, need for the proposed services, and financial impact on the community.

Mr. Atchley noted proposal numbers from the January 8, 2019 joint CACCD and City Council meeting. He stated the City received proposals totaling \$355,700.00 in requested funding, and the United States Department of Housing and Urban Development (HUD) places the cap on public funding at 15 percent of the grant award. Mr. Atchley added the cap for 2019 equates to approximately \$192,000.00 in public service funds available. He noted the Housing Authority of Springfield's Cedarbrook Availability Project and the Drew Lewis Foundation & Northwest Project's Blue House Projects are categorized as housing projects versus public service projects, and are not subject to HUD's Public Service cap, leaving a total of 13 service proposals totaling \$305,900.00 competing for only \$192,000.00 in available funds. Mr. Atchley stated City Staff recommends any increase or decrease in funding be spread across all programs because they do not want to partially fund a program and cripple their ability to carry out their mission, and added their current staffing capacity also impacts the total number of proposals they can administer. He stated Planning and Development Department staff are also charged with administering City Council's Community Development Priorities (*outlined in meeting documents, Attachment E*).

Mr. Atchley stated City Staff is tasked with evaluating proposals based upon evaluation criteria adopted by City Council, Community Development Objectives, and Community Development Priorities (*see meeting documents, Attachment C*). Brandy McShane and Angela Dowler-Pryor asked for clarification on programs that applied but did not attend the January 8, 2019 meeting. Mr. Atchley responded it was not mandatory for programs to attend the meeting. Angela Dowler-Pryor inquired specifically about the Drew Lewis Foundation's application. Mr. Atchley responded they did not attend the January 8, 2019 meeting and submitted a late application last fiscal year.

Mr. Atchley stated given the task of proposal evaluation, the Staff Review Committee completed an independent evaluation based upon the criteria, and he included a copy of the CDBG project evaluation scorecard (*see meeting documents, Attachment D*). He added staff individually rated and ranked each project, a total score was assigned from highest to lowest, and provided a brief overview of the results (*see meeting documents, Attachment E, for full analysis results*). Mr. Atchley noted at the request of the CACCD, an enumeration of the cumulative scores for each of the specific scoring criteria was provided at their places (*see meeting documents, Attachment F*).

Mr. Atchley provided a more in-depth explanation of the cumulative scoring listed on Attachment F for each program, and noted Great Circle, and organizations like it, are a priority because they provide housing, including housing for area youth. He added the programs' accounting departments and their timeliness providing information and documentation factor into the scoring.

Erin Gray and Angela Dowler-Pryor asked for clarification on the numbers provided in Attachment F, and the lower scores for programs that did not attend the January 8th, 2019 meeting. Mr. Atchley responded the programs' timeliness of spending available funds is a factor in their scores, and each program was sent correspondence informing them of the January 8th, 2019 meeting. Earle Doman and Erin Gray expressed concern for the points system and lack of attendance at the prior meeting. Mr. Atchley responded the correspondence each program receives during technical assistance training includes an application date deadline and joint public hearing meeting date.

Erin Gray asked for clarification on Ozarks Area Community Action Corporation (OACAC). Mr. Atchley responded that they did not attend the January 8, 2019 joint meeting. Brandy McShane asked for clarification on scoring for pest control needs for low income housing that OACAC provides, and the format of the forms City Staff hands out to HUD fund applicants. Mr. Atchley responded the program files did not match reporting, and expressed his opinion, with additional training for the programs,

complete and accurate applications could improve. Earle Doman expressed his opinion the CACCD may want to lay out mandates for meeting attendance for programs applying for HUD funds.

Angela Dowler-Pryor expressed concern for the scoring of the Drew Lewis Foundation & Northwest Project's Blue House Project and the process for selecting which programs receive funds. Mr. Atchley responded the Blue House Project program submitted incomplete budgeting information in their application, and re-iterated the scorecard evaluation criteria previously discussed and provided to CACCD members in Attachment D. Ms. Pryor, Ms. McShane, and Mr. Doman expressed concern for scoring being subjective. Mr. Atchley noted the scorecard criteria and application requirements are provided to the programs during the application process.

Christina Dicken asked for clarification on concerns the City has with applications causing low scores. Mr. Atchley expressed his opinion interaction with United Way may be a factor and those interactions are kept confidential. Brendan Griesmer, Assistant Director of Planning and Development expressed his opinion growth within the organization may also be a factor.

Angela Dowler-Pryor asked for clarification on the Blue House Project's properties. Monica Meador, Financial Analyst, provided a brief breakdown of the program's properties.

Angela Dowler Pryor, Brandy McShane, and Erin Gray asked for clarification on the Rare Breed Housing Program's scorecard, and their Safe Space, phone hotline, and youth programs. Mr. Atchley responded the program scored higher in 2019 than in 2018. Kate Stockton expressed her opinion youth Case Manager hours may be affecting the quantity and times youth programs are offered at Rare Breed.

Earle Doman and Brandy McShane ask for clarification of determining priority for program applicants. Mr. Atchley responded by referencing the results of analysis provided to CACCD in Attachment E, including housing versus public services programs and Recommendations A and B (*see meeting documents Attachment E*).

Earle Doman expressed concern for the current United States Federal Government partial shut-down affecting HUD and the timeline for distribution of funds. Mr. Atchley responded City Staff did not anticipate the partial shut-down would affect the timeliness of the funds. Brendan Griesmer, Assistant Director of Planning and Development, stated the May 15, 2019 deadline must be met by City Staff.

Erin Gray expressed her opinion the Drew Lewis Foundation & Northwest Project's Blue House Project is good for citizen involvement. Bob Jones, Community Development Loan Officer, provided a brief overview on how citizen involvement is factored on the scorecards. Ms. Dowler-Pryor expressed concern for LifeHouse Crisis Maternity Program. Mr. Jones responded by re-iterating the scorecard criteria.

Angela Dowler-Pryor, Brandy McShane, and Erin Gray expressed concern for distribution of funds to programs in need, including Harmony House Emergency Shelter and Rare Breed Housing Program, education on pest control in Low-Income Housing, and funding for OACAC.

Christina Dicken and Earle Doman expressed their opinion meeting attendance for applicants should not be mandatory.

Delilah Jackson, Chairwoman, stated CACCD concerns can be taken to City Council. Angela Dowler-Pryor asked for clarification on a vote by the committee to take issues to City Council. Mr. Atchley expressed his opinion meeting minutes could be submitted to City Council for review.

Brandy McShane and Angela Dowler-Pryor asked for clarification on the funding cycle timeline. Monica Meador, Financial Analyst, responded it is 12 months, but quicker would be ideal.

Earle Doman expressed his opinion program funding evaluation must be criteria based. Delilah Jackson, Chairwoman, asked for clarification on scorecard criteria updates. Mr. Atchley responded City Council sets the criteria. Johnathan Saunders expressed his opinion the CACCD meeting prior to a City Council Meeting to determine proposed updates could be beneficial.

- **Committee Discussion**

The Committee discussed options for expressing their thoughts, concerns, and comments regarding the current scorecard criteria to City Council utilizing City email versus submitting a Sunshine Request. Tom Rykowski, Assistant City Attorney, stated email correspondence could be archived for Sunshine Law purposes.

Chairwoman Jackson moved the Committee to document their concerns and comments on the current CDBG Project Evaluation Criteria (scorecard) and email them to City Council for review. Angela Dower-Pryor seconded the motion, and it was approved by the following vote: Ayes: Dowler-Pryor, Dicken, Doman, Gray, Carr, McShane, Saunders, Stockton, and Jackson. Nays: None. Abstain: None. Absent: None.

Brendan Griesmer, Assistant Director of Planning and Development, noted the current criteria was put in place by City Council. David Carr asked for clarification on the frequency of criteria review by City Staff. Mr. Griesmer responded the last review occurred approximately six years prior. Bob Atchley, Senior City Planner, stated the review process and number of applicants served is limited due to limited staffing. Mr. Carr expressed his opinion streamlining Committee concerns and comments would be the most beneficial approach to City Council.

- **Public Comments**

Chairwoman Jackson gave citizens the opportunity to express their views or provide comments to the Committee.

Linda Simkins addressed the Committee and expressed her opinion the Committee should review the resolution passed in 1999 before submitting their suggestions to City Council. Ms. Simkins asked for clarification on Community Development Priorities provided in Attachment C. Brendan Griesmer, Assistant Director of Planning and Development, responded City Council adopts the priorities. Bob Atchley, Senior City Planner, added priorities are adopted every five years. Mr. Griesmer stated City Council will adopt the next plan for priorities in Spring of 2020, and there are public meetings held throughout the year where public comment is heard.

There were no additional appearances, the public hearing was closed at 7:18 p.m.

- **Committee Discussion**

Earl Doman expressed his opinion additional training on scorecard criteria would increase commitment by CACCD members. Christina Dicken expressed her opinion CACCD meetings could be more effective with additional training implementation, and that group dialogue is imperative.

The Committee discussed their concerns for the lack of marketing and advertising of public meetings. Brendan Griesmer, Assistant Director of Planning and Development, expressed his opinion staffing levels only allow for a certain level of consultation.

- **Adjournment**

Chairwoman Jackson thanked everyone for attending the meeting and announced the next CACCD meeting would be held February 26, 2019.

There being no further business, the meeting was adjourned at approximately 7:38 p.m.

The meeting minutes of the January 22, 2019 meeting of the Citizens' Advisory Committee for Community Development were approved at the February 26, 2019 meeting of the Citizens' Advisory Committee for Community Development.