

Citizens Advisory Committee for Community Development
August 24, 2021
Busch Municipal Building – 2nd Floor West Conference Room
6:00 P.M.

Members Present	Kate Stockton, and David Carr
Members Present Via Zoom	Trish Hubbell, Brandy Martin, Beth Nichols, and Alex Sheppard
Absent	Abigail Rea
Staff	Bob Atchley, Senior Planner, Planning and Development; Bob Jones, Grants Administrator, Planning and Development; Judy White, Executive Secretary, Planning and Development; Jill Burris, Assistant City Attorney, Law Department
Citizen	Linda Simkins
Attendance	Trish Hubbell called the meeting to order at approximately 6:03 p.m. Attendance was taken by Ms. White.
Welcome and Introductions	Welcome by Ms. Hubbell
Approval of Minutes	The Committee reviewed the following draft meeting minutes: July 27, 2021 - CACCD Meeting Alex Sheppard moved to approve the minutes of the July 27, 2021 – CACCD Meeting. Brandy Martin seconded the motion. Motion passed.
Continued Discussion of Proposed Revisions to City Council Resolution 8720, CACCD Bylaws, and Citizen Participation Plan	Bylaws weren't aligning with the resolution so recommended changes have been made. Jill Burris proposed a wording change to make the Bylaws more consistent with the Resolution and to make it more grammatically correct. Proposed changed #2 is a language change on the Conflict of Interest that relates to the CDBG HUD requirements and Resolution. Ms. Burris ensured that the Bylaws were in compliance with HUD regulations, Missouri State Statutes, and Resolution 8720 . Ms. Sheppard asked for clarification on proposed change #2 as it says you cannot be involved in any fundraising activities. Ms. Sheppard indicated that she is involved in various organizations throughout town that from time to time will have fundraising activities for different non-profits that she will personally donate to organizations that she thinks benefit the community. She asked if that means if she engages in any support for other community non-profits, does that mean that she cannot be on this Committee and what fundraising activities really means? Ms. Burris responded by saying that putting yourself out there as the main fundraiser, chairing the fundraising committee, and soliciting donations is not allowed. You can donate to whoever you want, that's not an issue, and neither is volunteering your time also is not an issue. You can't be a chair for a fundraising organization, it is aimed at a higher level, more forward, public facing activity. This was information pulled right from the Resolution. If anyone has specific questions regarding any of their activities, they can always send Ms. Burris, Mr. Atchley, or Mr. Jones an email and Ms. Burris can provide a legal opinion as a safeguard.

Brandy Martin moved to adopt the proposed Bylaws as presented from the August 9, 2021 draft. Alex Sheppard seconded the motion. Motion passed.

New Business

Discussion of Fall CDBG Schedule of Events

Mr. Jones outlined steps that must take place annually. This gives a timeline of some of things that must take place. The CAPER (Consolidated Annual Performance and Evaluation Report) is a data driven download from electronic HUD data system. There is a requirement for a 15-day public review and comment period.

Also annually is the joint CACCD/City Council luncheon where the staff puts together a summary of the grant funded activities of the previous program year. Around November, they will start the solicitation process again where the staff will outline the whole schedule of putting together the next fiscal year's Annual Action Plan which will start in July 2022. To get there, applicants of the discretionary grant program will be offered to attend Technical Assistance (TA) Training Sessions telling the applicants what the program is about, how potential applicants are to be evaluated, the documents that will need to be submitted, how to apply, and answer any questions. The Committee members are welcome to attend any of these meetings held with potential applicants. Mr. Jones said if a member has a contact of a non-profit that hasn't applied recently or never applied for discretionary CDBG funding, then feel free to provide those agencies contact information so the City can send a solicitation to them. He would like to go through the scoring criteria to explain clearly and possibly re-evaluate these criteria. This will be clarified at their TA meeting. The Committee thinks a mandate to present cases in person should be part of the score as well, such as 3 if present and 0 if absent.

This is a discretionary grant program which means HUD doesn't require the City to provide Public Service grant funding, so it is at the discretion of the City to carve out money for public services. HUD does regulate a certain percentage that you can spend of the grant on public services. Every grant to a non-profit agency requires staff time to monitor them which includes getting proof and documentation of accountability of the funding that the agency received. Mr. Atchley stated that the City of Springfield funds more public service agencies than any of the cities that responded to their earlier inquiry.

Ms. Hubbell encouraged all Committee members to attend a Technical Assistance meeting if they haven't yet done so.

Mr. Carr and Mr. Atchley discussed the possibility of online options for creating the applications. Mr. Carr feels it would be worth revisiting due to COVID concerns and such during this time.

Ms. Hubbell asked if anything else is needed for the new bylaws. Jill will check to see who is required to sign them.

Mr. Atchley said they have to present the CAPER on September 13, 2021 because they need it to come to a public hearing before the regularly scheduled meeting as it needs to be submitted to HUD by September 28, 2021. It was suggested to move the next meeting a week earlier to accommodate.

David Carr motioned to move the next CACCD meeting to September 21, 2021 to review the CAPER during the 15-day review period. Kate Stockton seconded the motion. Motion

approved.

Public Comments None; Linda Simkins is just observing.

Next Meeting CACCD Meeting – September 21, 2021, 6:00 p.m. – Busch Municipal Building – 2nd Floor,
West Conference Room

Adjournment Ms. Hubbell thanked everyone for their meeting attendance.

There being no further business, the meeting adjourned at approximately 6:52 p.m. with a motion from Brandy Martin and David Carr seconding the motion. The motion passed.

Trish Hubbell, Chair