



*APPROVED by CD Commission 5-22-12*  
**MINUTES**  
**COMMUNITY DEVELOPMENT COMMISSION MEETING**  
**Tuesday, April 24, 2012, City Council Chambers**  
**400 South Vine Street, Urbana, IL 61801**

**Call to Order:** Chairperson Cobb called the meeting to order at 7:05 p.m.

**Roll Call:** Connie Eldridge called the roll. A quorum was present.

**Commission Members Present:** Fred Cobb, Janice Bengtson, Chris Diana, George Francis, Theresa Michelson, Jerry Moreland, Anne Heinze Silvis, Dennis Vidoni

**Commission Members Absent:** None

**Others Present:** Kelly Mierkowski, Jenell Hardy, and Connie Eldridge, Community Development Services; John Sullivan, Center for Women in Transition (CWT); Karla Peterson, Frances Nelson Health Center.

**Approval of Minutes:** *Chairperson Cobb asked for approval or corrections to the March 27, 2012 minutes. Commissioner Roof moved to approve the minutes, and Commissioner Diana seconded the motion. The motion carried unanimously.*

**Petitions and Communications:** None.

**Staff Report:** Ms. Mierkowski reviewed the staff briefing memorandum dated April 30, 2012. The Department of Housing and Urban Development (HUD) will monitor the City of Urbana's Community Development Block Grant (CDBG) Program on May 1-4, 2012 and the HOME Investment Partnerships (HOME) Program in July or August 2012. Matt Murphy, Grants Management Division's former Community Development (CD) Associate, is now employed by the University of Illinois.

Ms. Mierkowski distributed a flyer on the Modern Urbana Home Tour on Sunday, May 6. She also distributed information regarding the State of Illinois' Open Meetings Act (OMA) training course. All elected or appointed board and commission members must complete this training before December 31, 2012. Ms. Mierkowski explained how the on-line course worked.

Commissioner Vidoni appreciated the new procedure of the CD Commission receiving the Grants Management Division staff briefing before the meeting. This provides the CD Commission with time to review the briefing along with meeting packet information.

Chairperson Cobb requested a copy of the latest Minority Business Enterprise/Women Business Enterprise (MBE/WBE) report. Staff biannually submits this report to HUD; however, HUD has not provided any comments on it.

**Old Business:** None.

**New Business: An Ordinance Approving an Amendment to a City of Urbana Community Development Block Grant Program Agreement (Center for Women in Transition – AWP Sprinkler System Project No. 1112-AAP-02)** – Jenell Hardy, CDBG Grants Coordinator, stated the purpose was to amend the project’s timeline. CWT has twice requested bids on this project; however, they did not receive any bids. CWT was contacting the contractors to learn why they did not bid on this project. Ms. Hardy noted the project must meet Davis Bacon regulations, which require more time than additional costs.

In response to Commissioner Roof, John Sullivan, Executive Director of CWT, explained CWT uses F.E. Moran, but this contractor was not interested in the project. CWT also contacted McDaniels and will contact Fire Suppression. Ms. Mierkowski remarked that Developmental Services Center had used F.E. Moran. Since only a few companies do this type of work, the project may not have fit into the company’s time schedule.

*Commissioner Michelson moved to recommend to City Council approval of an Ordinance Approving an Amendment to a City of Urbana Community Development Block Grant Program Agreement (Center for Women in Transition – AWP Sprinkler System Project No. 1112-AAP-02). Commissioner Francis seconded the motion, and the motion carried unanimously.*

**A Resolution Approving a Supportive Housing Program Subrecipient Agreement with Center for Women in Transition (FY 2012-2013) –**

**A Resolution Approving a Supportive Housing Program Subrecipient Agreement with Salvation Army Services, Inc. (FY 2012-2013)** - Ms. Hardy stated there was one memorandum summarizing two resolutions for the SHP agreements. This is for renewal of grant year 17, which started March 1, 2012. Total funding of \$196,879 helps support the homeless programs administered by CWT and Salvation Army. CWT uses its funds for Homeless Services and Domestic Violence, with Salvation Army Services using its funds for Homeless Services. The City receives a small amount of administrative funds.

*Commissioner Roof moved to recommend to City Council approval of Resolutions Approving a Supportive Housing Program Subrecipient Agreement (FY 2012-2013) with Center for Women in Transition and with Salvation Army Services. Commissioner Michelson seconded the motion. Mr. Sullivan clarified that CWT is officially known as “The Center for Women in Transition.” The motion carried unanimously.*

Commissioner Roof requested that the CD Commission discuss the Community Development Block Grant (CDBG) application scorecard system at a future meeting. The purpose would be to develop or revise the scoring sheet in order to assess need as compared with number of Urbana residents served. Noting the system would still be bound by HUD regulations, Commissioner Bengtson supported this and suggested the CD Commission create its own checklist to help staff.

Commissioner Roof asked whether the scorecard was a requirement or a tool and how the scorecard impacts funding decisions. Ms. Hardy explained the scorecard helps determine if a project is eligible and if it will meet HUD regulations and national objectives. A project may meet several eligibility standards. Commissioner Francis inquired if HUD had specific regulations for twin cities. Ms. Mierkowski answered no; CDBG funds must be used for the benefit of that municipality’s low- and moderate-income residents. There is no CDBG Consortium, as compared

to the Urbana HOME Consortium for HOME funds. Because social service agencies serve both communities, it is staff's responsibility to make sure Urbana residents are being served. When HUD monitors these programs, HUD looks at how the subrecipients meet national objectives.

Commissioner Michelson remembered the issue of comparing the percentage of Urbana residents served to the actual number served. There was discussion on how much latitude HUD would allow. Commissioner Vidoni believed this issue was an Urbana stipulation, rather than a HUD regulation. Ms. Mierkowski noted the Urbana City Council has provided direction on this matter. For example, at a recent City Council meeting for the Consolidated Social Service Fund (CSSF), the Mayor asked each agency how many Urbana residents they had served. Ms. Hardy added that another issue is about the type of services with Urbana residents as a priority. Commissioner Francis asked whether that was a priority or a restriction. Chairperson Cobb stated the goal is to serve as many Urbana residents as possible.

There was discussion on percentage and number of Urbana residents served in certain projects. In response to Commissioner Francis, Ms. Hardy said the City of Urbana is the only entity providing CDBG funds to local social service agencies. She added that when HUD gives entitlement community funds, HUD is giving those funds to your community. Commissioner Vidoni questioned this stipulation and requested documentation, which Ms. Mierkowski will provide. Commissioner Diana said the CD Commission is to oversee equal and fair distribution of funds within HUD's guidelines. Commissioner Francis wanted the process to be more fair minded and not arbitrary. Commissioner Roof wants to know how much latitude is involved, so the CD Commission can hear proposals and make better funding decisions. He felt the scorecard did not accurately reflect differences between a roof repair and a cosmetic project.

Chairperson Cobb agreed the CD Commission should make recommendations that reflect the thinking of the community as opposed to a scripted mathematical formula. Commissioner Michelson asked if most commissioners wanted to review the scorecard. Noting the CD Commission's concern, Commissioner Bengtson proposed forwarding suggestions to City Council. Commissioner Michelson requested staff provide scorecards, written instructions, and City Council statements. Ms. Mierkowski will provide this information to the CD Commission.

Commissioner Roof supported this year's Annual Action Plan process which included two separate meetings—one for agency presentations and one for voting on funding. Commissioner Diana agreed, but remembered problems with earlier projects when City Council did not follow HUD's regulations.

As a CDBG applicant, Mr. Sullivan mentioned frustrations with the process and requested more clarity and common sense.

**Adjournment:** Chairperson Cobb adjourned the meeting at 7:53 p.m.

Recorded by Connie Eldridge