MEMORANDUM

TO: **Urbana City Council**
FROM: **Diane Wolfe Marlin, Mayor**
DATE: **September 13, 2021**
RE: **Board and Commission Appointment and City Staff Appointment**

I am pleased to submit the following Appointments for your approval:

Housing Authority of Champaign County – term ending June 30, 2024

Leslie (Peter) McFarland

Peter McFarland is a 38 year resident of the City of Urbana and is recently retired after working as a technical engineer at WCIA-TV for over 25 years. He currently serves as Vice Chair of the Deacon's Ministry at Pilgrim Missionary Baptist Church, as a board member of the Boy Scouts of America Scoutreach and is a leader in First String, Inc. The latter is a non-profit organization that involves youth, especially males ages 5-12 years in Little League Baseball and other programming.

Past community board service included approximately 7 years with the C-U Boys and Girls Club and 3 years with the Stevens Family YMCA. Peter McFarland's primary interest is in working with youth in our community through programming and mentoring.

Peter McFarland has worked closely with families who are likely to be served by the Housing Authority of Champaign County and is particularly interested in supporting the HACC's YouthBuild Program, which provides on-the-job training, resources, and support for young people ages 16-24.

Interim Director of Community Development Services – effective September 15, 2021 through February 28, 2022

Sheila Dodd

Sheila Dodd currently serves as Grant Manager for the City of Urbana, provides staff support to the Community Development Commission, and, since November of 2018, has served as Acting Director of the Community Development Services Department in Lorrie Pearson's absence.

Sheila Dodd's bio is attached.

SHEILA DODD

September 2021

Grant Manager   November 2018 – present
City of Urbana

Responsible for administration of affordable housing and community development programs funded primarily with federal and state grants, including, but not limited to, Community Development Block Grant, HOME Investment Partnerships, Supportive Housing, Shelter Plus Care, Illinois Affordable Housing Trust Fund, housing rehabilitation grants, and first-time homebuyer programs. Functions include preparation and implementation of a multi-year Consolidated Plan and Annual Action Plans, preparation and administration of the division budget, oversight of programs administered by division staff, and compliance with federal, state, and local grantor requirements. Provide staff support to the Community Development Commission and City Council.

Executive Director   October 2011 – November 2018
Habitat for Humanity of Champaign County

Provide overall executive leadership for the Affiliate and ReStore in accordance with the objectives, policies and directives set forth by the Board of Directors. Responsibilities include supervision and mentoring of paid staff, maintaining and enhancing the infrastructure of the affiliate, serving as the primary communication link among directors, officers, committees and volunteers, networking with community services, serving as the public face and corporate spokesperson.

Grant Compliance Coordinator   October 1991 – October 2011
City of Champaign

- Manage $1.9 million grant that provides affordable housing in community
- Advise and assist owners and renters in the application process for housing rehab assistance
- Manage the applicant intake and underwriting process for city sponsored housing assistance programs
- Prepare performance and monitoring compliance reports for state and federal grants
- Manage loan portfolio for federal loan recipients
- Oversee the federal grant and reconciliation process for federal and state grants
- Collection and analyze data relating to community needs and resources
- Research and write federal, state, and private grants
- Provides home buying and credit counseling education to low income homebuyers and housing rehab clients