



APPROVED by CDC 8-2-05
MINUTES
COMMUNITY DEVELOPMENT COMMISSION
Tuesday, June 28, 2005, City Council Chambers

Call to Order: Chairperson Cobb called the meeting to order at 7:06 p.m.

Roll Call: Erin Bullok called the roll. A quorum was present.

Commission Members Present: Fred Cobb, Chris Diana, Theresa Michelson, Nancy Quisenberry, Joanna Shisler, Umesh Thakkar

Commission Members Absent: Anne Heinze Silvis, Dennis Vidoni

Others Present: Erin Bullok and Kelly Hartford, Community Development Services; Jim Rose, Homestead Corporation; Chris Stohr, Historic East Urbana Neighborhood Association (HEUNA); Kerry Mohan, Land of Lincoln Legal Assistance Foundation; Michelle Schultz, Jamie Ross, Roxana Jafoya, Mickey Roubsouay, Catherine Carter, and Japhon Myles.

Approval of Minutes: *Chairperson Cobb asked for approval or corrections to the May 31, 2005 minutes. Commissioner Thakkar moved to approve the minutes, and Commissioner Diana seconded the motion. The motion carried unanimously.*

Petitions and Communications: None.

Staff Report: Ms. Bullok distributed a staff report and provided project updates.

The 2005 Notice of Funding Availability (NOFA) Application from the Urbana-Champaign Continuum of Care was submitted to the Department of Housing and Urban Development (HUD) on June 10, 2005.

Staff from HUD presented local workshops on *Ethics, Conflict of Interest and Program Guidance for HUD Grantees* on June 22-23. There were 12 attendees on June 22, with the City of Urbana represented by Mayor Laurel Prussing, Councilperson Charlie Smyth, Bruce Walden and three members of Grants Management Division. The agenda on June 23rd also included Fair Housing, Performance Measures, and Building Capacity in Non-profit Community Organizations. Forty-six attendees representing six different municipalities and 24 non-profit organizations attended. The workshop was taped, and DVDs will be available for use.

Mayor Prussing renewed the appointments to the Community Development Commission (CDC) for Umesh Thakkar and Dennis Vidoni through June 2008.

Before its regular meeting on July 26th, the CD Commission will make site visits to the Center for Women in Transition (CWIT) and two other agencies.

On July 6-7, 2005 a HUD representative will monitor the Supportive Housing Program, which is part of the NOFA-funded programs. The City of Urbana is the grantee, and there are three non-profit sponsor agencies. On July 19-21 other HUD representatives will monitor and audit the overall Community Development Block Grant (CDBG) and HOME Programs.

The current fiscal year ends June 30, and staff is wrapping up current projects and doing financial reconciliations. Although the Consolidated Plan and Annual Action Plan (AAP) were submitted, there are issues to be ironed out. Also, the Consolidated Annual Performance and Evaluation Report (CAPER) is due in September.

Ms. Bullok recommended that commissioners review the CDC By-Laws since they have not been reviewed in many years. Commissioner Thakkar suggested a study session to review the by-laws. There was discussion on whether to hold a special session before the regular meeting or edit the by-laws by e-mail.

There has been a lot of activity in the American Dream Downpayment Initiative (ADDI) Program.

CD Commissioners are invited to attend the annual banquet for PACE, Inc.

Old Business: None.

New Business: **Housing Rehabilitation Manual Update** - Ms. Bullok noted this is a “stop-gap” revision since the current manual will expire with the FY 2000-2004 Consolidated Plan. While considering more extensive revisions, staff wanted to implement some preliminary changes to ensure continuity of programs. In response to Commissioner Michelson, Ms. Bullok said the new manual would be for FY 2005-2009. The manual being considered at this meeting will run only for a year or less, until revisions are finalized.

Commissioner Quisenberry commented that the changed text was not shaded in her manual, and Commissioner Michelson added the page numbers did not match up. Noting there were many versions, Ms. Bullok apologized and withdrew this item from the agenda. Commissioner Thakkar suggested revisiting this at the next meeting. Chairperson Cobb stated this agenda item was tabled until July 26, 2005.

Since the manual would expire June 30, Commissioner Diana asked if City Council needed to approve the revision or whether there could be an extension of an expired manual. Ms. Bullok answered that this is an internally imposed deadline, and the manual can be extended.

Neighborhood Organization Grant – Extension for HEUNA’s 2004-2005 Agreement – Commissioner Quisenberry said the extension of the grant agreement seemed straightforward and recommended approval. Chairperson Cobb clarified that this was Option 1 on the memorandum.

Commissioner Quisenberry moved to recommend to City Council approval of a Resolution Approving and Authorizing an Extension of a Certain Neighborhood Organization Grant

Agreement (HEUNA 04-05 NOG Agreement Extension). Commissioner Thakkar seconded the motion, and the motion carried unanimously.

CDBG Subrecipient Agreements for FY 2005-2006 - Consolidated Social Service Fund Award Agreements – In response to Commissioner Michelson, Kelly Hartford said the agreements are straightforward. Because several agencies had received funding in previous years, the agreements are similar to the past.

Commissioner Michelson moved to recommend to City Council approval of the following CDBG Subrecipient Agreements FY 2005-2006 – Consolidated Social Service Awards:

- *Champaign County Regional Planning Commission (Court Diversion Services) Project No. 0506-01*
- *Champaign County Regional Planning Commission (Senior Services) Project No. 0506-02*
- *Community Health Improvement Center (Frances Nelson Satellite) Project No. 0506-03*
- *Crisis Nursery Project No. 0506-04*
- *Mental Health Center of Champaign County (Roundhouse Shelter) Project No. 0506-05*

Commissioner Shisler seconded the motion. The motion carried unanimously.

CDBG Subrecipient Agreements Identified in the FY 2005-2006 Annual Action Plan – Chairperson Cobb noted that subrecipients had made presentations at earlier meetings, and the CD Commission had reviewed the applications. Ms. Bullok stated these are the standard agreements. In response to Commissioner Michelson, Ms. Bullok clarified that the initials “nfp” stood for “not-for-profit.”

Commissioner Shisler moved to recommend to City Council approval of the following CDBG Subrecipient Agreements FY 2005-2006:

- *Champaign County Regional Planning Commission, Homeless Management Information System (HMIS), Project No. 0506-01*
- *Community Health Improvement Center, Frances Nelson Satellite, Project No. 0506-02*
- *Partnership Accounts for Individual Development, nfp, PAID Program for Downpayment Assistance Funding, Project No. 0506-03*
- *Neighborhood Organization Grant (NOG) Agreement, United Citizens and Neighbors (UCAN), Project No. 0506-04*

Commissioner Thakkar seconded the motion, and the motion carried unanimously.

HOME Agreements Identified in the FY 2005-2006 Annual Action Plan – Ms. Bullok stated the Urban League’s Lease Purchase Program Agreement was not included because the program is undergoing some revisions. The agreement will be changed to reflect those revisions, and it will be presented at next month’s meeting. The remaining two HOME agreements are very similar to last year’s agreements with those agencies. The Community Housing Development Organization (CHDO) agreement with Homestead Corporation is for \$30,797 for administration and operating costs. The CHDO agreement with Urban League is for \$25,000 for administration and operating costs. Ms. Bullok noted these amounts were identified the FY 2005-2006 Annual Action Plan. Ms. Bullok shared with commissioners that the Intergovernmental Agreement for the HOME Consortium is a three year agreement, and it is still current and valid.

Commissioner Michelson moved to recommend to City Council approval of the following Urbana HOME Consortium Agreements FY 2005-2006:

- *Community Housing Development Operating Agreement, Homestead Corporation of Champaign-Urbana, Agreement No. 0506-HC01*
- *Community Housing Development Operating Agreement, Urban League Development Corporation of Champaign County, Agreement No. 0506—UL01*

Commissioner Thakkar seconded the motion, and the motion carried unanimously.

In response to Chairperson Cobb, Ms. Bullok said the Urban League's Lease Purchase Agreement would be ready for the July meeting. The CD Commission would need to decide whether to combine business items and a study session.

Review of Community Development Commission By-Laws – Since the by-laws have not been changed in a long time, Commissioner Thakkar suggested having a study session in a conference room. Chairperson Cobb asked if staff or commissioners had any suggestions for changes. Chairperson Cobb recommended setting aside a half-hour at the next meeting to discuss this. Commissioners may present any recommendations or comments at the beginning of that session. Commissioners are welcome to e-mail recommendations to Ms. Bullok, who will then compile them and forward the changes to the CD Commission. Ms. Bullok stated that staff has no specific suggestions or additions to the by-laws. Commissioner Diana remarked that discussion points for a study session is preferable to an open-ended meeting.

Adjournment: Chairperson Cobb adjourned the meeting at 7:39 p.m.

Recorded by Connie Eldridge

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