

**MEETING SUMMARY OF THE  
COMMUNITY DEVELOPMENT COMMITTEE (CDC)  
TUESDAY, JANUARY 27, 2015 – 5:30 P.M.  
CITY COUNCIL CHAMBERS- CITY HALL**

**Present:** Hamilton Smith, Randy Brody, Harrison Dudley, Barbara Carr, Jeffrey Rosenthal, Debra Branley, Kristi Gordon

**Absent:** Reyna Crow and Justin Perpich

**Staff:** Keith Hamre, Karen Olesen, Steve Bjelland

**Agencies:** Lee Stuart – CHUM, Susan Utech – Safe Haven, Steve Saari – MACV, Nick Smith – AICHO

**Roll call:** 6 present and 2 absent (Quorum Present)

Acting as Chair, Barbara Carr called the meeting to order at 5:35 PM.

**1. Welcome and Introductions:**

- a. B. Carr opened the meeting, roll was taken.

**2. Approval of December 2, 2014 Meeting Summary**

- a. *Randy Brody motioned to approve the summary with Hamilton Smith seconding the motion at 5:35 PM. The motion carried. The summary was approved as written.*

**3. Review 2015 Homeless Services funding allocation:**

- a. A review of the funding proposal was given by K. Hamre with K. Olesen describing to the committee the specifics of the proposed base amount and benchmarking process for funded agencies and programs. Lee Stuart from CHUM requested clarification on a funding amount and was provided explanation on the funding amount from K. Olesen. K. Olesen informed the Committee that contracts are able to be extended six months to allow payment of benchmarks that may be recorded out of the regular pay schedule.

**4. Public comment:**

- a. Lee Stuart from CHUM stated that she is concerned about \$5,000 shifting away from CHUM based on changes to unit counts in the current format. K. Olesen explained the changes in numbering and format. B. Carr requested to know if the benchmark funding was “first come, first serve” for agencies and was informed that is essentially correct. Lee Stuart also voiced support for increased funding for the Community Development office from the City of Duluth.
- b. Susan Utech from Safe Haven expressed concern about the benchmarking process pitting agency against agency in an attempt to gain access to benchmark funds sooner. R. Brody asked if there was any federal requirement or regulation mandating the use of benchmarks. K. Hamre replied that there are not, however, the benchmarks were formulated from HEARTH goals and are designed to meet Continuum of Care requirements while using already existing HMIS data. K. Hamre stated that the Community Development office is adapting already existing

benchmark principles from the Duluth-At-Work Program to homeless programs and services.

- c. Steve Saari from MACV requested that the Committee consider allocating the monies from the proposed Housing Access Center to 211 for the purposes of offsetting costs associated with Coordinated Access pre-screening tasks performed by 211. Steve Saari stated that the Housing Access Center had little support with the City Council and was unlikely to receive funding from City fees. B. Carr requested to see what other sources of funding 211 has available, including funding from the county. K. Hamre stated that information would be provided to the Committee and also stated that funding for 211 would need to be added in a resolution for the City Council.
- d. Nick Smith from AICHO expressed concern to the Committee about benchmarks limiting client placement in order to find a best fit for the purposes of securing funding and that this will disproportionately impact persons of color. B. Carr asked city staff if any mechanisms are in place to prevent that. K. Olesen explained that Coordinated Access's wait list is designed to place an individual seeking housing based on need and goodness of fit with an agency. Lee Stuart from CHUM also stated that there are agreed-upon limits to how many times an agency can refuse to place a household. R. Brody asked for additional information on how benchmarks will be paid out past the yearly contract and K. Olesen explained that Community Development can extend contracts to 18 months to allow payment to agencies that track persons remaining housed.

**5. Discuss City Council Committee of the Whole Meeting:**

- a. Jeffrey Rosenthal stated support for funding 211 in lieu of the Housing Access Center. B. Carr asked K. Hamre to reiterate the purpose of the Housing Access Center and he did so. R. Brody asked to know if the debate regarding additional funding for the Housing Access Center was focused in the City Council and K. Hamre stated that it was. Kristi Gordon stated that she felt it was important that the Committee continue to support the Housing Access Center.
- b. *Jeffrey Rosenthal made a motion to allocate the proposed funding amount of \$30,000 for the Housing Access Center to the Coordinated Assessment process and to pre-commit \$30,000 of CDBG funding next fiscal year for the Housing Access Center. Harrison Dudley seconded the motion at 6:21. The motion carried.*
- c. *Kristi Gordon at 6:24 motioned to approve the homeless provider funding amounts as otherwise indicated. Hamilton Smith seconded the motion and the motion carried.*

**6. Timeline review:**

- a. K. Hamre reviewed the proposed Community Development Committee timeline for the upcoming year. K. Hamre stated that Community Development city staff are considering new ways to engage agencies based on the intent of the Committee to become more proactive in the CDBG process. R. Brody stated that he would like to see that agencies have an opportunity to dialogue with the Committee regarding funding proposals.
- b. *R. Brody motioned to approve the timeline as proposed at 6:37 PM. D. Branley seconded the motion and the motion carried.*

**7. Motion to adjourn:**

- a. *R. Brody motioned to adjourn the meeting at 6:40 PM. D. Branley seconded the motion. The motion carried and the meeting was adjourned.*