

**MEETING SUMMARY OF THE
COMMUNITY DEVELOPMENT COMMITTEE (CDC)
TUESDAY, JULY 28, 2015 – 5:30 P.M.
CONFERENCE ROOM 106A**

Present: Randy Brody, Barbara Carr, Reyna Crow, Hamilton Smith, Cruz Mendoza, Debra Branley

Absent: Kim Green, Kristi Gordon, Harrison Dudley

Staff: Karen Olesen, Suzanne Kelley, Jill Conniff

Roll Call: 6 present and 3 absent. A quorum was present.

Chairperson Carr called the meeting to order at 5:31 PM.

1. Introductions and Hearing Notice- Carr, Chair

- a. Carr opened the meeting and roll was taken.
- b. Carr welcomed the Committee, Staff, and other persons present and called the meeting to order.

2. Approval of June 23, 2015 Meeting Summary

- a. Motion by Crow, Seconded by Branley to approve the meeting summary for June 23, 2015 as submitted. Motion approved; unanimously.

3. Review FY 2014 Performance Outcomes Scoring

- a. Final tallied score sheets were handed out and discussed. Findings concluded many of the scores were clustered and no agencies were extreme outliers.
- b. Tony Klar representing from MACV posed question about a typo in last year's percentages. Kelley said that was a past issue and has since been corrected.
- c. Final score sheet will be posted online.

4. Finalize FY 2016 Category Funding Targets and Activity Goals

- a. Olesen gave break down of FY 2016 Category Funding Targets, stating what categories are capped. City suggests keeping same percentage target as previous year.
- b. A new way of tracking agency's progress is through benchmarks, i.e. how many people get a job or housing followed by how long they retain the job or their home. Carr asks if a breakdown of these benchmarks and data tracking are available for next meeting. MACV on how easy it has been to use the formula and submit the data to the City thus far.
- c. Comment was made by Crow that many agencies are getting funding from elsewhere and should keep that in mind as discuss letters of invite.

5. Finalize Letters of Invitation List

- a. Clarification was made that in order to receive monetary funds, the Community Development Committee would have to send out letters of invitation, and only those who received the letters could apply. This year would be more guideline based by telling the agency what the committee would like to see in the application.
- b. Carr makes comment that she would like to see multiple people helped not just a single person. Wants the greatest number of people to be assisted with the funds available.
- c. Under HOME and Housing, suggestion was made to add a focus on rehab for affordable rental units in application.
 - i. Section 3 of HUD was mentioned. May classify under Economic Development.
- d. Discussion was had to target the agencies strengths. There is concern over

- creating a monopoly.
- e. Under Economic Development, discussion was had on invitation to CHUM. Questions were brought up whether SOAR relies on referrals from CHUM and where funds are being allocated within an agency.
 - i. Olesen clarifies that in Economic Development the focus is on job creation and job retention. In Public Service the focus is on soft skill development and employment support.
 - ii. Suggestion was made to not invite Community Action Duluth.
 - iii. SOAR partners well with Duluth at Work and Life House.
 - 1. Crow would like there to be a focus on entrepreneurial women in business; this may classify as a Public Service.
 - f. The kitchen funded in Washington Center was brought up. Mendoza would like to see partnership with an agency for the kitchen to be used for teaching restaurant and food preparation skills.
 - g. Public Facilities section is left purposefully open. Someone may come in later, but currently staff is unaware of potential new projects.
 - h. Under Public Services decision was made to invite Lake Superior Health Clinic and the application should focus on dental services.
 - i. Crow would like to invite Twin Ports under Public Services. Olesen asked if they are qualified as an established non-profit. She would be willing to meet with this group and talk about eligibility for federal funding.
 - i. Decision was made to not invite Housing Access Center, has been renamed as Tenant Landlord Connection.

6. Motion to Adjourn

- a. Meeting was adjourned at 7:01 PM.

Next Meeting: The next CD Committee meeting will be October 6 at 5:30 PM