



Planning & Development Division
Planning & Economic Development Department

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Community Development Committee Meeting Summary

Tuesday, July 16, 2024, 5:30 p.m.

1. Call to Order and Roll Call

Steven Wick called the meeting to order at 5:30 pm

Attending: Pat Sterner, Steve Wick, Jennifer Harris, AC Kirk

Absent: Patrice Critchley-Menor, David Lewis, Jasmine Clark

Staff Present: Suzanne Kelley, Lenna Johnson, Hannah Figgins

2. Approval of Meeting Summaries

- Motion to Approve June 25, 2024 minutes
MOTION/Second: Pat/AC Vote (4 -0) APPROVED

3. Update on 2024 Action Plan

- Suzanne explains the need for funding reallocation because HUD cut HOME funding for 2024 by \$80,000.
- Suzanne explains the need for a meeting on August 6th for a public hearing in order to bring the funding to council and meet the HUD deadline on August 16th
- Four people must be at the Aug 6th at 5:30 pm meeting in order to have a quorum. Steve, Pat, AC, and Jennifer agree that they will be there.

4. 2025 Priority Funding Discussion and 2025-2029 Priority Funding Discussion

- Hannah presents key points of the Community Needs Assessment. She explains the outreach efforts that were taken to collect public input on community needs. Housing, childcare, section 8 voucher housing options were key takeaways from the outreach methods. She talks about the demographics of the people who provided feedback, which includes 53% of people from Qualified Census Tracts. Hannah recaps the June 25th public hearing discussion and activity that asked groups to prioritize initiatives. The top programs agreed upon were childcare, mental health, and housing.
- Pat comments on the exercise from June 25th, saying it was a great activity.
- Suzanne explains the SLC Housing Collective Symposium World Café. She talks about there being a lack of staffing and lack of shelter amongst the community. Suzanne concludes that the conversions that the City has been having align with the conversations that the County is having.
- AC asks how many of the homeless people here were born and raised in Duluth? Suzanne does not know the specifics of this.
- Suzanne explains that the purpose of this discussion is to agree on priorities for the 2025 funding.

- Nothing was noted in the Workforce Plan that created a lengthy discussion.
- Steven asks about whether SOAR and Goodwill are combining. Suzanne explains that the two organizations are creating a CBDO, which exempts them from the service programs funding cap. There must be a certain amount of low-income people on their board. Goodwill is opening a job training facility in West Duluth.
- Committee discusses agency staffing issues and turnover and how that may affect how they allocate funding. Suzanne provides the option to require the agencies to include a staffing plan. They do not want to create a larger challenge for the organizations but want to get a clearer picture of the sustainability of programs. They discuss how grant-funded staffing plays into the situation.
- Committee talks about setting the goals and priorities for 2025 and the consolidated plan. ESG funds are very prescribed so there is not a need for allocation discussion.
- AC expresses concern about the Federal limit on public services funding at 15% as public service programs are essential for the homeless and low-income community in Duluth. Suzanne brings up the idea that has been talked about to get funding for childcare via economic development funding to increase its funding base. The committee discusses the potential for a childcare pilot program under economic development.
- Steven reflects on the conversations he had at the June 25th meeting that highlighted the importance of getting and keeping employment.
- Committee discusses the need to address housing costs as well as amount of housing.
- Suzanne suggests that they can think about the funding allocation over the next couple years as well as prioritizing specific initiatives within the funding categories (like childcare within economic development).
- The committee agrees that providing more nuanced priorities would be a good idea so that programs that focus on childcare, staffing, and housing, etc. are highlighted. They decide that they would like to dedicate specific program focuses under the 5 larger funding categories.
- Committee reviews the previous consolidated plan tracking summary of what goals were and were not met.
- Committee discusses ways to support increasing household income, including job training and business development programs.
- Committee decides that they would like to dedicate specific program focuses under the 5 larger funding categories. They discuss the focuses they would personally like to see prioritized which include building and maintaining quality housing, continue providing food and shelter to the unhoused community, building community through intentional events, and youth education and skills training.
- Committee discusses whether youth education and employment could be captured under economic development. Suzanne explains that it will be a stretch to get it under economic development.
- Committee decides to add directed questions in the application that addresses the priorities they agreed upon.
- Committee decides that they would like to see the CDBG funding breakdown as:
 - Housing: 35%
 - Econ Development: 20% (with 5% towards childcare)
 - Public Facilities: 10%
 - Public Services: 15% (with 5% towards child-based programing)
 - Planning and Program Admin: 20%
- Committee discusses a new application review process format. A conversation is had about having the agencies come to answer questions for the committee.
- Committee decides that they would like to see the HOME funding breakdown as: (maintain 2024 breakdown)

Rental Redevelopment: 50%
Tenant Based Rental Assistance: 15%
Homeowner Development: 25%
CHDO Operating: 0%
Program Admin: 10%

- Motion to approve the funding goals for 2025
MOTION/second: Pat/Jennifer Vote (4-0) APPROVED

5. 2025 Application information and timeline

- No discussion on the application at this time

6. HOME ARP Plan Process

- Hannah explains that HOME ARP funding is used for affordable housing and shelters. There will be an RFP sent out for programs to apply for the funding. Duluth is giving preference to people who are homeless.
- Suzanne discusses who she thinks may apply, including One Roof, Center City, Stepping On Up, and various shelters.
- Hannah will send out further information to the committee.

7. Other Business

- None

8. Adjourn (Next meeting, October 24, 2023)

- MOTION/Second: Pat/AC Vote (4-0) APPROVED**