

**MEETING SUMMARY OF THE
COMMUNITY DEVELOPMENT COMMITTEE (CDC) MEETING
TUESDAY, JUNE 25, 2013 – 6:00 P.M.
CITY COUNCIL CHAMBERS-THIRD FLOOR- CITY HALL**

Present: Daniel Nyquist, J. Reyna Crow, John Evans, Debra Branley

Absent: Ashley Laurion, Kristi Gordon, Barbara Carr, Justin Perpich, Jim Gaylord

Staff: Keith Hamre, Karen Olesen, Suzanne Kelley, Ben VanTassel, Char McLennan and Sam Rubin

Others Present: See attached list.

Roll Call: A quorum was not present. Nyquist called the meeting to order at 6:08

Public Hearing

Introductions & Hearing Notice

Keith Hamre explained the meeting objectives and the time frame of the public comment period. He also gave an overview of the 2012 Consolidated Annual Performance and Evaluation Report (CAPER) and a summary of the income and demographics of participants served in 2012. All of the funds were used for the national objective of benefiting low- and moderate-income persons.

Duluth Hunger Project- CHUM 12-PS-01 The CD Staff has been notified that the Union Gospel Mission will no longer be a part of the Hunger Project, also including CHUM, Damiano Center, and Salvation Army.

Review of 2012 CAPER and monitoring items

Karen Olesen: Explained monitoring procedures and the differentiation between a 'concern' and a 'finding'.

Housing Development

- Community Action Duluth- Individual Development Accounts 12-HS-02
Concern: Did not spend down CDBG funds in a timely manner

- Arrowhead Economic Opportunity Agency, Inc- Duluth Weatherization 12-HS-03
Finding: At the time of monitoring the project files did not contain documentation to show that the program participants cleared all contractors through the HUD listing for debarred and suspend participants. Concern: At the time of monitoring the project files did not contain proper building permit information.

Neighborhood planning

- Neighborhood Housing Services- At Home Targeted Revitalization 11-AD-08
It was discovered that Spirit Valley Citizens Neighborhood Development Association (now West Duluth Community Development Corporation), a partner in the project, did not have the proper financial controls in place and was put on probation and the remaining \$2,500 of the contract was cancelled.

Economic Development

- SOAR Career Solutions- Duluth At Work 12-ED-01 Concern: After review of participant files, inconsistencies were found on how income was verified for participant in the project.
- CHUM- Support Services for Employment 12-ED-02 Concern: Lacking documentation of homelessness for program participants.
- Neighborhood Youth Services- Jobs, Employment, Training Program 11-ED-03 and 12-ED-03 Finding: Income verification was not carried out for several individuals which is a CDBG requirement. Concern: the program did not have procedures in place for documenting employment, length of employment, and training received.
- Life House- Futures Program 11-ED-05 and 12-ED-05 Concern: Lacking documentation of homelessness or income for program participants.

Opportunity for people to comment on the Performance of Community Development Programs or to ask Questions

Chair, Daniel Nyquist started the public hearing.

COMMENTS:

- Sarah Priest: Wanted to address the committee about Community Action Duluth
 - Their contract for IDA homeownership was for three years and they did not know they would be getting a finding. They explained that they wrote a letter to the CD staff about not spending funding and received an extension.
 - Offered an invitation to participate in an open house at the former Lincoln Park School
- Nyquist discussed an urban agriculture program and possible opportunities that can assist food and soup kitchens.
- Cynthia Finley (MACV)- Talked about collaboration with local gardener that is doing landscaping that will bring food to the veterans.
- David Benson (Damiano Center)- Soup Kitchen construction will begin in July and be finished in early fall or end of summer.
- Dave Schaefer (YMCA: Feeding Kids Through Youth Programs)- In FY 2012 the programs were under their goal on number of kids served but

amount of food served exceeded their goals.

The Public Hearing was then closed at 6:33.

Mr. Hamre noted that he had received a resignation from committee member Michael Ramsey.

Approval of April 23, 2013 meeting summary

- A quorum was not present

Review of Community Forums and On-line Forum comments

- Mr. Hamre also gave an update on program funding for the 2013 program year including reductions to ESG and HOME.
- Community Forum and Online Forum Results
 - i. VanTassel gave an overview of the public and online forums. Two public forums were held, one in West Duluth and another in Central Hillside. He also discussed the procedure and objectives of the community meetings. The community forums discussed possible funding solutions and new ideas that the committee could consider.
 - ii. Sam Rubin discussed the online Forum results. There were in total 45 respondents to the survey and the results were presented in a packet to the committee members.
 - iii. Nyquist asked about Question 12 in the survey and the large percentage of transportation needs. Nyquist stated the importance of transportation in maintaining jobs in the area.

Review of Priority Needs in Consolidated Plan Table (highs, med. Low)

- Tabled to the next meeting

Discussion of funding priorities and set target percentages for FY 2013

- Tabled to the next meeting

Discussion of proposal targeting

- Tabled to the next meeting

Next meeting was tentatively scheduled for Tuesday, July 16, 2013.

- Meeting adjourned at 6:50 p.m.

Submitted:
Sam Rubin