

**MEETING SUMMARY OF THE  
COMMUNITY DEVELOPMENT COMMITTEE (CDC) MEETING  
TUESDAY, AUGUST 19, 2014 – 5:30 P.M.  
ROOM 303- THIRD FLOOR- CITY HALL**

**Present:** Barbara Carr, Randy Brody, Reyna Crow, Hamilton Smith, Kristi Gordon, Jeffery Rosenthal

**Absent:** Justin Perpich, Harrison Dudley, Deb Branley

**Staff:** Keith Hamre, Karen Olesen, Ben VanTassel, Mike Palermo, and Suzanne Kelley

1. Introductions, Roll Call and Meeting Summary
  - a. Carr called the meeting to order at 5:31 PM. A Quorum was present.
  - b. Brody motioned to approve the June 24<sup>th</sup> Meeting Summary, Crow 2<sup>nd</sup> the motion. Motion Passed Unanimously.

2. Letter of Intent to Apply Submittal Review

Keith Hamre explained the letter of intent. He discussed why the Homeless providers only submitted numbers served not dollar amounts. As of now they are looking to complete a benchmark system that pays for service rather than a total amount. He discussed the change from last month's meetings discussion about transitional housing draw down. CD staff has been receiving mixed messages from HUD national and HUD regional. Hamre also discussed the timeline to push the application deadline back to September 5<sup>th</sup>. This year there will not be interviews; the committee will review and ask any questions they may have. First topic addressed will be Housing, then Economic Development, then Public Facilities, and then finish with Public Service and ESG.

Hamre ran through the letter of intents submitted and explained some issues for the committee to be cognizant of.

**Housing**

Center City- HOME requires predevelopment by a CHDO to produce a proposal within 2 years which would apply to Center City's Letter of Intent.

HRA – Similar request to last year.

HRC – 2014 funded under HOME and CDBG – discussed question from handout.

LSS- Reason for question is that we cannot be first money into a project anymore.

Discussion

Carr asked for confirmation that the Committee set aside money for LSS last year. Olesen confirmed that the committee did for HOME funds.

The committee agreed to accept all the letter of intents to apply.

### **Economic Development**

Growing Neighborhood Business – The questions was whether the program will work small business or micro enterprises which have 5 employees or less. In past, we funded the program with requirements that business is LMI or created a job and who was receiving the job. Now we set up by each individual business so have more options. If they are creating jobs we'd like to tie in with Duluth at Work.

Duluth at Work– What is the collaboration and how are the member organizations being efficient with resources and not duplicating efforts. What is the value added by each agency working together?

### Discussion

Hamilton asked if any group was working as assessment agency for incoming participants?

VanTassel explained that they all specify the type of person they work with. They all do their own assessing. They do collaborate with training. A lot of special needs are addressed for the specific populations they work with. The agencies each have their niche of what agencies are good with working with certain populations. All use a standard assessment tool called employability measures. They refer participants who could be better served by other agencies to each other.

### **Public Facilities**

Washington Center – On behalf of the Central Hillside Community Club. Explain the HRC taking over the facility. For the Washington Center to work they want a pool and commercial kitchen. The project will have to address how it fits with the Draft Objectives.

Food Hub – The project is on a flooded property so it needs to stay in perpetuity. Instead of having a patch of gravel the City wanted to do something nice and promote healthier eating within the school system. The High School would like to create a curriculum attached to a community garden. The property is currently used as a farmers market. The proposal is to install a greenhouse and to create better access across the street to connect to whole foods coop. It's a flood damage site but not doing repair so will need to address the draft objective in its application.

1Roof- Needs to explain why it's a high priority for security reasons.

Bethel – Some of the work would start this year which can create a potential problem because it is before the ER. Maybe it needs to be phased as to not violate. If it's a neighborhood facility it needs to explain what services.

LSS – What is the projected timeline for other funding, and the expected start date?

### Discussion

Carr asked how far Damiano Center is from Washington Center.

Hamre said 2 blocks.

Carr was concerned that there would be doing 2 new kitchens that CDBG funded in the same neighborhood and one existing kitchen at the Hillside Community Center.

Hamre explained that the Hillside Community Center will become a secured building not open to the public.

Brody asked if all the projects were eligible.

Hamre said yes but some are just medium priority.

Rosenthal asked if the site safe for an edible forest?

VanTassel said it was. He explained that the flooding was all underground issues that ruined the basement not so much site in general.

Kristi asked if the Washington center for neighborhood services?

Hamre explained the community club does Juneteenth and other events.

Gordon followed up by asking who would be in charge of community garden. VanTassel explained that the garden would remain under the City but would probably enter an agreement with organization to maintain the site. Gordon asked for clarification of LSS's project. She was confused by the request for land acquisition which was not part of the previous request and was unsure about funding sources.

Dean Minardi from LSS explained that on October 15 they will be informed about the state bonding bill results. It looks favorable for LSS because they have had lot of good meetings. Also LSS is applying for new market tax credits and hired a consultant to help with that process. LSS won't know until May about all the funding for the project. Minardi explained that LSS has approximately 1 million in private funds. Total for the project is estimated at 9.5 million.

### **Public Service**

Hunger Program – How will partner agencies collaborate and create efficiencies?

Drop in center- Is a benchmark system possible because the drop in center is not all homeless? Could application include prevention?

Lake Superior Community Health Center – More info about AHCA, dental, and usage of the center is needed.

Neighborhood Youth Services – This is a new project for jobs training. They need to choose 1 objective. (staff will talk to them) In the past CD funded the JET program. What is the proposed number of youth they will serve?

1Roof Community Housing – Housing Access Center - Explain the history of the previous housing access center and how to avoid the funding model that failed last time, could we look at a fee from rental licensing and how will it fit with the coordinate access

### Discussion

Carr asked if JET food project was replacing the YMCA program. VanTassel said we did not get the typical YMCA project submittal; NYS was not funded under Economic Development last year so they adapted the program to be a public service by broaden it more. The program won't be as jobs based like Duluth a Work so it's an adaptation to fit. It is different that YMCA collaborative.

Brody brought up how the committee discussed the backpack program at last meeting, and wondered if any of these programs address that.

Hamre explained that the backpack program has been funded under other resources with second harvest and northland. CDBG offered but don't need our funding

Brody asked if the Housing Access Center can fit with rapid rehousing/diversion.

Olesen explained that the Housing Access Center can tie in but it can be also for those in a house or event landlords. The HAC is more of a balanced or resource for both tenants and landlords.

Brody asked if we set aside money for people who are behind on rent?

Olesen said yes, it could be a referral from the HAC for those funds or maybe HAC could coordinate those funds and act as clearinghouse.

Brody thought it seemed like a natural fit if someone is getting evicted to help with those funds.

Olesen agreed it could work.

Hamre recapped the totaled and showed a \$500,000 budget deficit that we'll have to find.

### **Homeless**

Hamre explained that the items were broken into programs and coordinated access. He explained what coordinated access was and how the VI-SPDAT was the assessment tool. Hamre explained the benchmarks that will measure

stably housed individuals and if they remain stable after a time period so we can measure success. Community Development asked for numbers served not dollars needed so they can allocate based on a proposed served number. The service goal was 1,926 last year and actual served was 2,065. This year the goal went up to 2,270 individuals served. Next we have an assessment tool that shows where the person scores and what are the open units they fit in. They should help achieve the hearth goals.

Carr was wondering why the goal has gone up. She thought the number should be going down, if we are successfully addressing the problem. Hamre said there will have to be some discussion about the goal because we also have proposed 6,000 individuals to be assessed which doesn't match the goal either.

Olesen explained that CD staff and homeless providers had a good meeting to get on the same page, and we have the tool but we're still discussing how to get the system in place. Everyone agrees it needs to be in place by next April. Everyone is committed to get the system set up and running. Carr would love to see a system how first witness does so that the person tells the story one time rather than multiple times. Olesen said that's how it should work because the providers are using the same assessment tool and HMIS and should be operational by October.

Erick Lutz of Life House explained that the State said by April 1 the system would be operational but then back away from that date. He said that the Duluth pilot is set to start by October 1.

Hamre was hoping it would be up by October and was hoping the state was on board but as with any federal computer system its hit or miss. The system is really about working with agencies on how they do their referrals and who is at the table in the assessment. By December the Committee should be able to see how the system is going to work. The firm deadline is by April 1. For now they will keep the application broad and just provide a number so we may make an application exception.

Carr asked if that funding can include the hiring of an assessor.

Hamre explained that eligible costs could be staff such as an assessor, rent, office supplies, things that make operation work.

Brody asked if locations have been chosen. He thought that three had been discussed.

Erick Lutz from Life House explained that they number is now 5 locations. Locations include HDC, CHUM, AICHO, Life House, Salvation Army.

Brody thought that more locations was an improvement because it is more accessible to a larger geography.

Olesen explained that it's a balancing act. With more locations you might have to refer people so people around but also that they are connected. It's a whole system that needs to be in place.

Lee Stuart from CHUM Homeless Shelter explained that 211 is first for determine homeless.

Carr then asked if we should give the money to United way.

Lee Stuart explained that they really are only doing a pre-assessment.

Olesen pointed out that it's a triage to determine if they are homeless or can be diverted.

Lee Stuart said it's not a full assessment; it's an assessment to get them to the assessor.

Hamre told the committee that they will get 35 applications that are 7 to 8 page applications to read. CD Staff will distribute the packet with all the applications. CD Staff will send the agencies tomorrow the application instructions.

Gordon thought it's pretty clear to agencies, the questions the committee keeps asking are how does the applicant collaborate with other services and what is the outcome of the services that will provide. The committee are asking for real direct information and wants applicants to really hone in.

Crow asked applicants to address and quantifying the barriers that might exist to prevent people from getting into the system or completing the process. Some are starting to do follow up with people who drop but would like to get more involvement. Not sure if there is any way to measure it right now.

### 3. Correspondence from Ecolibrium3

Ecolibrium3 sent a letter to the committee addressing questions about reasonable accommodations. CD Staff discussed with them and their staff and they weren't always providing the proper documentation. She wanted to clarify that yes they help people that come in but sometimes they turn people down.

Crow said that this does connect with the things she hears from people that are screened out for whatever reasons. It's something that starts with being aware and looking for it. Karen also brought up that not all disabilities are visible.

### 4. Indigenous commission – Suzanne feats and forum invite. Next Wednesday August 27<sup>th</sup> from 6pm to 8pm.

### 3. Finalize Invitations to Apply for FY 2015

- a. Motion by Crow, seconded by Smith to adjourn at 6:55 PM.

**Next Meeting:** The next CD Committee meeting will be September 13, 2014 at 5:30 pm.