

Community Development Council Meeting Minutes

February 2, 2012

Great Falls Civic Center, Rainbow Room

Chris Imhoff called the meeting to order at 5:25 p.m. and took roll call.

Roll Call	
Community Development Council Members:	
<input checked="" type="checkbox"/>	Jolene Bach
<input checked="" type="checkbox"/>	Joshua Campbell
<input checked="" type="checkbox"/>	Tina Cabbage
<input checked="" type="checkbox"/>	Dave Fink
<input checked="" type="checkbox"/>	Anita Fisher
<input checked="" type="checkbox"/>	Shannon Hoiland
<input type="checkbox"/>	Carrie Koppy
<input type="checkbox"/>	Susan McCord
<input checked="" type="checkbox"/>	Sandie Wright

Others Present:

Chris Imhoff, City of Great Falls (City) Planning & Community Development Department, CDBG/HOME grant administrator

Wendy Thomas, City Planning & Community Development Department, deputy director

Scott Anderson, potential Community Development Council member

A. Future Meeting Logistics

Meeting dates, times, location: Meeting dates were chosen for applicant presentations and include the following days: February 21, 22, 28, and 29. The allocation recommendation meeting will be held on March 6. Applicant presentation meetings will be recorded for the use of those members who miss all or part of a meeting. Presenters will be informed they are being recorded. The presentation meetings will begin at 5:25 p.m. and last until 9:00 p.m., at the latest. There will be 30 minutes for CDC member discussion at the end of the presentation meetings. The allocation recommendation meeting will begin at 5:25 p.m. Chris Imhoff noted the Rainbow Room or the Administrative Conference Room of the Civic Center would likely be the location of the meetings, depending on room availability.

Public meeting laws: CDC meetings will follow open meeting laws, therefore, the chair will call the meeting to order and take roll call. Previous meeting minutes will be approved prior to beginning the presentations at 5:45 p.m. Time will be allowed for public comment immediately after the last presentation is concluded each night.

Presentation schedule: There are 17 public service applicants, 16 public facility applicants, three affordable housing applicants and one economic development applicant that will be making presentations before the CDC. The public service organizations will present the first and second nights. The economic development applicant will present the second night. The affordable housing applicants will present the third night. The public facility applicants will present on the third and fourth nights. The CDC decided time should be called after 10 minutes of the applicant's presentation so the CDC has five minutes to ask questions of the applicant.

B. Community Development Block Grant (CDBG) Program

Wendy Thomas presented a brief overview of the CDBG program including the allocation schedule, the community needs hearing, and the HUD Consolidated Plan goals. Wendy complimented the CDC members on their willingness to serve and expressed the high regard with which the City Commission holds the CDC. Chris Imhoff presented basic CDBG program requirements, including meeting national objectives, meeting eligibility requirements and meeting CDBG low/moderate income benefit criteria. In accordance with the CDBG funding priorities adopted by the City Commission on January 3, 2012, 15% of 2012/2013 CDBG funds received will be used to fund public services.

C. CDC Role

Chris Imhoff explained the CDC will be asked to read the applications, visit applicant sites if possible, listen to applicant presentations asking questions to clarify issues and score projects using a detailed matrix which walks the CDC member through the required information that should be provided in an application. The description of project ranking criteria under Tab 8 in the CDBG Public Facilities application booklet provides some guidance as to items the application should address. The cumulative score for each project should be transferred to an electronic matrix which will be provided to the CDC. CDC members will be asked to email the completed matrix to Chris Imhoff no later than March 3 for averaging. The projects will be ranked by score and that information will be given to the CDC at the allocation recommendation meeting as guidance for funding recommendations. The chair and/or one or two other members will make a funding recommendation presentation to the City Commission at the March 20, 2012, City Commission work session and/or City Commission meeting.

To avoid any conflict of interest—perceived or real—CDC members who work for or sit on the board of directors of an agency applying for a grant or potentially have some other perceived conflict of interest, shall: 1) not score that agency's application on the matrix (an average of the other CDC scores will be inserted for the that score); and 2) if asked by the chair, leave the room during that part of the allocation recommendation meeting when deliberation of funding recommendations for that agency are being discussed. The chair will ask a member to leave if another member tells the chair he or she will be

uncomfortable having that member present during discussion of the funding for the agency.

D. Designation of Chair and Timekeeper

CDC members selected Shannon Hoiland as the chair. Susan McCord was selected as the timekeeper. Time will be called after 10 minutes of the applicant's presentation so the CDC has a full five minutes to ask questions of the applicant.

E. Public Comment

One member of the public was present, Scott Anderson. No comments were received.

F. Adjourn

The meeting was adjourned at 6:20 p.m.

G. Next CDC Meeting

The next CDC meeting will be held February 21, 2012, at 5:25 p.m. in the Rainbow Room.

Minutes approved: February 21, 2012