



Community Development Council Meeting Minutes

January 31, 2013

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"/>	Scott Anderson
<input checked="" type="checkbox"/>	Jolene Bach
<input checked="" type="checkbox"/>	Joshua Campbell
<input checked="" type="checkbox"/>	Keith Cron
<input checked="" type="checkbox"/>	Dave Fink
<input checked="" type="checkbox"/>	Anita Fisher
<input type="checkbox"/>	Carrie Koppy
<input checked="" type="checkbox"/>	Susan McCord
<input checked="" type="checkbox"/>	Dave Sutinen
<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

A. Future Meeting Logistics

Meeting dates, times, location: Meeting dates of February 19 and 20, 2013, were selected for applicant presentations. The allocation recommendation meeting will be held on February 26, 2013. 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 meeting on February 19 will begin at 5:25 p.m. and last until 9:00 p.m., at the latest. The presentation meeting on February 20 will begin at 7:10 p.m. and last until 9:00 p.m. There will be 30 minutes for CDC member discussion at the end of the presentation meetings. The allocation recommendation meeting on February 26 will begin at 5:30 p.m. Dinner will be provided for the CDC on February 19 and 26. 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 applicant presentations. Time will be allowed for public comment immediately after the last presentation is concluded each night.

Presentation schedule: There are 12 public service applicants that will be making presentations before the CDC. Eight of the public service organizations will present the first night and four will present the second night. The CDC time keeper will call time after 10 minutes of the applicant's presentation allowing the CDC five minutes to ask questions of the applicant.

B. Community Development Block Grant (CDBG) Program

Chris presented a brief overview of the CDBG program including the allocation schedule, the Commission priorities and the HUD Consolidated Plan goals. Basic CDBG program requirements, including meeting national objectives, meeting eligibility requirements and meeting CDBG low/moderate income benefit criteria were outlined. In accordance with the CDBG funding priorities adopted by the City Commission on January 3, 2013, 15% of 2013/2014 CDBG funds received will be used to fund public service applications.

C. CDC Role

Chris Imhoff explained the CDC will be asked to read the applications, visit applicant sites if feasible, 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 7 in the CDBG Public Services application booklet provided to the CDC 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 soon after the final presentation meeting 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 19, 2013, 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 not score that agency's application on the matrix (an average of the other CDC scores will be inserted for the that score) and will recuse themselves from any discussion about the application's merit.

D. Election of Chair, Vice-Chair and Timekeeper

Following a motion by Dave Fink and a second by Josh Campbell, CDC members unanimously elected Susan McCord as this year's CDC chair. Following a motion by Jolene Bach and a second by Josh Campbell, CDC members unanimously elected Sandie Wright as this year's CDC vice-chair. Subsequent to a motion by Scott Anderson and a second by Josh Campbell, CDC members unanimously elected Jolene Bach as this year's 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

Wendy Thomas provided an explanation and memo regarding the decision to include the Young Parent Education Center application for CDC consideration for CDBG funding in spite of the organization's failure to meet the threshold of required attendance at the December 6, 2012, application workshop.

F. Adjourn

The meeting was adjourned at 6:10 p.m.

G. Next CDC Meeting

The next CDC meeting will be held February 19, 2013, at 5:25 p.m. in Administrative Conference Room.

Minutes approved: February 19, 2013