

CDBG Advisory Board Orientation
January 24, 2019
6:00pm

Board Members present: *Chol Dhoor, Gabrielle Sealy, Jessica Hyman, Alissa Faber, Jonathan Chapple-Sokol, Kevin Deutermann, Alex Farrell, James Loop, Mary Riley, Alex Friend, Jane Helmstetter, Sam Beall*

Staff: Val Russell, Marcella Gange, Jordan Redell

The meeting opened at 6:04 PM with introductions.

Jordan Redell Chief of Staff of the Mayor's Office thanked the Advisory Board for their participation, talked about the administration's pride in this community led funding allocation process and highlights of programming from recent funding decisions. Jordan also discussed the Mayor's priorities for the current applications. Development – Laurentide and ONE Community Center – affordable housing and vibrant community spaces requests from CHT. Public Service – Mayor's priority is on funding to support early childhood care programming.

Val answered Board Member questions, and gave the Board background information regarding the Community Development Block Grant (CDBG) and structures of CDBG funding for internal and external grant applications from her perspective as the grant administrator.

Val reviewed the agenda for the meeting.

Next, Val reviewed the ground rules:

1. Be on time - start and end on time
2. Everyone participates – and encourage everyone to speak - but pass if you wish
3. Share the air; be brief and don't speak twice until all have had a chance to speak
4. Move on when opinions are established
5. Tell or ask about assumptions and conclusions
6. Respect opinions - disagree respectfully
7. Facilitator will acknowledge speakers. One speaker at a time - don't interrupt - let each speaker finish
8. Pose, accept and explore difficult questions
9. Operate by consensus; vote when needed
10. For Board members...what is said here stays here (except for the content of minutes) – don't have outside discussions about Board work (i.e., no lobbying by applicant agencies).

Then Val presented a CDBG Overview including, Evaluation Criteria, Orientation, Consolidated Plan Goals and Objectives, and Need/Poverty Impact.

A Board Member asked if there is a link between PlanBTV and Consolidated Plan – discussion followed around how they inform each other and the differences in their intent. A Board Member suggested that the outcomes of the previous consolidated plan might be useful.

Val presented a PowerPoint to review the Evaluation Criteria that Board Members will use to score applications.

A Board Member inquired about alternate sources of funding that might be accessible to applicants. Staff answered that other sources of funding will be listed in the application.

BREAK 7:54 pm

Next Val gave an overview of the allocation process. The group reviewed the work schedule and homework, discussed pass/fail questions, how to identify and report Conflicts of Interest, and Ex Parte contacts with applicants. Val explained how to score the applications and balance the budget.

Val gave an overview of the CDBG process and general funding policies (see Background Data and Info in the CDBG binder).

Then the group reviewed the contents of the CDBG Advisory Board notebook including the Consolidated Plan Outcomes, Community Data, the Rating and Budget sheets and process.

Experienced Board Members shared reading and rating advice with new members including: reading all applications before scoring, score with a pencil so you can adjust as needed, and to take notes while reading to have at the next meeting.

Val noted that digital copies of the Budget sheets will be emailed to the Board.

Homework:

- Read and Rate all Public Service Applications
- Return completed Public Service Rating/Budget Spreadsheet to vrussell@burlingtonvt.gov by **Thursday, February 7, 2019 at 4:00 pm**

To close the Board members reflected on what worked in this meeting and what could be improved:

Plus (what worked well)

Food was great
Good cookies
Good chocolate
Helpful to hear reflections from second year participants

Delta (what could be improved for future meetings)

Print difficult to read on powerpoint – we will send out the powerpoint by email

The group discussed the uniqueness of this allocation process and how it functions with respect to information flow to NPAs.

Meeting adjourned at 8:49 pm

Respectfully Submitted,

Valerie Russell
Community Development Specialist