

**CDBG Advisory Board Meeting
3/31/15**

Attendance: Linda Chagnon, Tina Hubbard, Maleka Clarke, Russ Elek, Jen Powell, Ben Hatch, Molly O'Brien, Jim Langan, Jane Helmstetter

Staff: Marcy Esbjerg, Max Webster (AmeriCorps Member)

Meeting commences. Marcy initiates welcome.

Open for public comments. No public comments.

In determining the order of events for the evening, Marcy states that there are 5 applications, which have already been reviewed in past meetings, suggests that each application gets no more than 10 minutes for review of requested funding amendments.

Linda asks for a review of the minutes. She asks for a clarification on how the funding allocation process worked last meeting and how initially approved funding amounts were changed in regard to the construction projects at the Ethan Allen Residence and Pathways Wellness Co-op Kitchen. The Group reviews the process by which extra funds were considered for both the Ethan Allen Residence and the Pathways Well Co-op Kitchen projects because of extra funding made available by HUD after the initial application process. At the previous meeting, a consensus decided that the extra funds should be made available to all Development Project applicants and not just the two.

With the new funding amount, applicants were given a week to submit a second funding proposal.

Russ moves to approve the minutes. Vote 8-0

Marcy initiated a review of the allocation process, overview of the rules determining the debate around allocating funding to applicants. The board had a display of the average ratings of all Development proposals and the median funding amount proposed from each individual Board member's allocations. Funding requests upon amending original requests were as follows:

DEV 1 Champlain Housing Trust: \$154,000
DEV 2 ReSource/YouthBuild: \$70,584
DEV 3 Mercy Connections: \$21,000
DEV 4 Ethan Allen Residence: \$69,000
DEV 5 Pathways Wellness Co-op: \$88,552

Process of reviewing second requests begins.

DEV2 ReSource/YouthBuild

Maleka makes motion to vote on the average funding allocated by the group of \$64,447. Vote 4 yes, 2 down, 2 up. No Consensus.

Ben Hatch proposes that the group discuss if increases in allocating additional funds is warranted and that organizations appropriately demonstrated need for additional funding. Group reviews reasons for additional funding requests. Marcy explains that all applicants received the same information about remaining funds and were given one week to submit new proposals.

- Additional funding increases Mercy Connections service capacity
- Pathways adds community room and services to the kitchen proposal; able to serve more people
- Ethan Allen can address unforeseen costs around elevator and stairwell construction
- Doesn't seem to be more specific services offered with additional funding from Champlain Housing Trust and ReSource. Additional funding would mostly go to supporting salaries.

2nd vote on ReSource. Ben Hatch proposes original funding request \$51,795. Vote 2 Yes, 7 up. No Consensus.

3rd vote on Resource. Maleka proposes \$60,000 6 yes, 2 up, one down. Resource is funded at \$60,000.

DEV3 Mercy Connection

Vote on Average awarded amount \$19,106. 6 to increase funding, 1 to decrease. No Consensus.

Jane proposes \$21,000, 7-1. Approved \$21,000

DEV1 Champlain Housing Trust

Vote on Average awarded amount \$104,000. 2 yes, 4 down, 1 up. No consensus.

2nd vote Ben Hatch proposes funding at the original request of \$85,000. 2 yes. 5 increase funding.

Jane proposes funding at \$100,000 5 yes, 1 up 1 down. Funding approved at \$100,000.

DEV 4 Ethan Allen

Vote on average awarded funding of \$51,459 8-1. Funding approved at \$51,459

DEV 5 Pathways

Vote on average awarded funding of \$55,834 3 yes, 3 down, 2 up. No consensus.

Russ proposes funding at \$65,000. 2 yes, 7 down. No consensus.

Linda proposes original amount \$41,424. 1 yes, 8 up. No consensus.

Jen proposes \$60,000. 5 yes, 4 down. Funding awarded at \$60,000

After allocating funding to all five applicants, total money allocated stands at: \$292,459

Molly makes motion to give remaining balance of \$397 to Ethan Allen Residence expansion. Vote 8-1. Additional allocation approved.

Vote to accept final total of \$292,856. Vote approved 9-0.

DEV 1 Champlain Housing Trust: \$100,000

DEV 2 ReSource/Youth Build: \$60,000

DEV 3 Mercy Connections: \$21,000

DEV 4 Ethan Allen Residence: \$51,856

DEV 5 Pathways Wellness Co-op: \$60,000

Plus Delta Review of Process and Marcy also reminded Board members to fill out and submit an evaluation.

- Appreciate the checks and balances the group process provides
- Appreciate hard work involved in the process
- Conversation important part of the process however comments should be moderated or within a framework which prevents repeat information or off topic discussion
- Did a better job of fully funding programs this year compared to past

Improve the following:

- Better to fund one and done programs to keep applicant pool diverse for subsequent years
- Provide committee members with complete spread sheets including individual score sheets from the initial rating process
- Need to find constructive ways to increase the pool of applicants; especially on the development side Grant writing capacity between organizations is not equal making it possible for the process to favor larger organizations. Important to have group process to make sure that the grant writing capacity of organizations and the limitations they face in seeking funds are considered.
- Ratings don't hold as much importance in decision making as the original funding request. Need to find way to involve initial ratings more in the process.

City Council final review hearing April 27th

Ratifying vote to officially award funding will be in early May.