CALL TO ORDER

The Regular Meeting was held by the Human Resources Commission (HRC) in Room 104 at City Hall, 419 Fulton St., Peoria, Illinois, on July 17th, 2015, at 8:30 a.m. Chairperson Rakoff called the meeting to order @ 8:30 a.m.

ROLL CALL

Roll call showed the following Commissioners were present: Nancy Rakoff, Mark Brown, Norman Burdick, Patrick Kirchofer, Josh Moore, Judy Oakford, Greg Stout, Nancy Venzon, Ivan Williams – 9. Absent: Anthony Gardner, Sheila Sader, Brett Kolditz – 3.

Staff Present: Kathryn Murphy, and Raven Fuller

Others present: None.

MINUTES

The minutes for the March 20, 2014 meeting were reviewed. Commissioner Oakford moved that the minutes be approved. The motion was seconded by Commissioner Moore. Approved unanimously by viva voce vote.

OLD BUSINESS

A. Monitoring Visits of Grantees for 2015.

Staff Member Kathryn Murphy explained that each year HUD requires staff and the commissioner to complete monitoring visits of the sub-grantees. Staff must obtain some technical information, but it is a great chance for the commissioners to see the programs that they are assisting in action. She stated that if any commissioner is interested in visiting a particular sub-grantee location to place their name by it and that she would schedule the visit accordingly. She stated that most of the monitoring visits will occur between July 27th and August 14th.

NEW BUSINESS

A. Recap of HUD Monitoring Visit of City of Peoria

Staff Member Murphy stated that this year the City had two HUD representatives: Sarah and Edgardo. She stated that the visit went well. At the visit there was one finding: the staff time sheets were being doing quarterly and not monthly; which was resolved. There was also 1 concern: Monitoring check lists for the Public Service Grants check for an audit, but not specifically an A133 audit, and staff does not currently look at the audit for findings. Some of the recommendations from HUD were including a section about program fees in the application and that the application more clearly describe the cost per unit of
service. It would also be desired that the allocations relate back to the cost per unit of service and that HUD discourages evenly distributing the funds amongst the grantees.

B. 2016/2017 Public Service Priorities

Staff Member Murphy stated that the commission needs to select priorities for the upcoming grant cycle; and that HUD suggested keeping a narrow scope of priorities. She stated the previous year’s priorities: Youth Services, Child Services, Senior Services, Services for Abused and Neglected Children, and Mental Health Services.

Commissioner Kirchofer asked if any of the priorities including Healthy Eating targeted at youths.

Chairperson Rakoff stated that healthy eating often fell into some of the other categories. Rakoff asked the commission is they wanted to continue to limit priorities, limit more, or keep the same amount.

Commissioner Josh Moore stated that it may be helpful for each commissioner to select a top five and send them to Staff Member Murphy, and discuss at the next meeting.

C. 2016/2017 Public Service Application and Evaluation Process

Staff Member Murphy created a draft application and asked the commissioners to review it so that it could be voted on at the August meeting in order for it to go to Council. Staff Member Murphy asked if the attached schedule pleased the commission.

Chairperson Rakoff asked if the commission would like to keep the clarification meeting, she also asked members to keep their schedule in mind.

Commissioner Oakford mentioned that it may be necessary to include information for the possible grantee that the payment of funds may take months.

Commissioner Brown asked if it was required that a grantee attend the training session.

Chairperson Rakoff answered that it is not, but that it can be very helpful. She also mentioned that attendance at the clarification meeting is required.

Commissioner Brown reminded the commission that as conflicts of interest arise attendance at the upcoming commission meetings will be vital in order to have a quorum for voting purposes. The commissioners discussed whether to discuss the rankings at the clarification meeting after presentations or to have a separate meeting. The commission decided to hold a separate meeting to discuss rankings after the clarification meeting.

Chairperson Rakoff asked staff to review changes on the application form.

Staff Member Murphy stated that there would be additional questions about the grantees internal audits as well as programs fees; per the HUD monitoring visit suggestions.
The commission discussed a few minor spelling/format errors.

Chairperson Rakoff stated that it would be the pleasure of the commission to review the application for the next commission meeting.

Staff Member Murphy asked if the commission would like to review the grantees audit in the future or would the commission trust staff to review the audit internally and remove applications from consideration if needed.

Chairperson Rakoff stated that the commission would trust staffs review; but would like to be made aware of any significant findings.

Commissioner Moore stated that he would help staff make the application auto-fill numbers when applicable.

In discussing the application evaluation form, Staff Member Murphy questioned how the commissioners came up with their dollar amount allocations when filling out their rankings forms.

The commission discussed that this is typically the hardest part of the form, and they all had different methods.

Commissioner Williams stated that it is difficult to determine a dollar amount and that he is concerned the numbers may be based too much on personal opinion and bias.

Chairperson Rakoff stated that it is the individual opinions and experiences of each commissioner together which creates the overall makeup of the commission.

Commissioner Burdick agreed and stated that together the group becomes unbiased.

Staff Member Murphy suggested creating a formula that would calculate a number based on their ranking, the price per unit, and the requested grant amount.

Commissioner Venzon replied that she wanted to do it in the fairest way possible.

Commissioner Moore suggested granting them on a graduated scale based on their rankings.

Commissioner Williams stated that a formula would create a less biased number; which he supported.

Commissioner Moore suggested that the commission set both a ceiling and a floor for the grant amounts.

Commissioner Burdick suggested that all grantees then may ask for the maximum amount.

The evaluation questions were discussed. The Commission agreed that the question regarding the Comprehensive plan and the question of if there is a need for funding should be removed.
Commissioner Rakoff suggested that a question be added about the reasonableness of the cost of the unit of service. Staff Member Murphy asked how much the question about unit of service should be weighted.

Commissioner Burdick suggested it be weighted at 3; and then possibly adjusted once the commission has a clearer understanding of the formula.

There being no more discussion, Chairperson Rakoff closed the public hearing.

D. Other Business

None.

E. Citizen Comments

None.

ADJOURNMENT

Commissioners Burdick moved that the meeting be adjourned. The motion was seconded by Commissioner Moore. The meeting was adjourned at 10:05 am.

Raven Fuller