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: OF THE CITY OF PEORIA, ILLINOIS:

HUMAN RESOURCES COMMISSION

Regular Meeting

CALL TO ORDER

The Regular Meeting was held by the Human Resources Commission (HRC) in Room 112 at City Hall, 419 Fulton St., Peoria, Illinois, on March 18, 2016, at 8:30 a.m. Chairperson Nancy Rakoff called the meeting to order @ 8:30 a.m.

ROLL CALL

Roll call showed the following Commissioners were present: Nancy Rakoff, Patrick Kirchhofer, Brett Kolditz, Josh Moore, Judy Oakford, Greg Stout and Nancy Venzon – 7.

Absent: Mark Brown, Farrell Davies, and Shandra Hennessey – 3

Council Liaison Present: None

City Staff Present: Kathryn Murphy, Dakota Reed

Others Present: None

MINUTES

The minutes for the December 18, 2015 meeting were reviewed.

Chairperson Rakoff noted that on page 3 of the minutes, Option 3 should say Option 2.

MOTION:

Commissioner Oakford moved that the minutes be approved as amended; seconded by Commissioner Josh Moore. The minutes were approved unanimously via voce vote 7 to 0.

OLD BUSINESS

A. Status of 2015 Grants

Staff Member Murphy gave the commissioners a status report from the close out of the 2015 grants. Three grantees – Boys and Girls Club, Crittenton Centers, and Family Core – did not meet the service numbers. Each organization provided a letter with an explanation for missing the contracted numbers and a copy of each letter was provided in the Commissioner’s packet.

Commissioner Josh Moore noted that this is at least the second year in a row that Boys and Girls club had clerical errors in its reporting and that this is something that needs a closer monitoring this year. Staff Member Murphy agreed and stated that quarterly reviews of their documentation will take place this year.
It was also noted that Neighborhood House did not spend all of its allocation for 2015. Chairperson Rakoff asked what happens to those extra funds. Staff Member Murphy explained that due to the 15% cap on Public Service spending each year the funds cannot be spent on Public Services and go back into the general CDBG funding availability.

B. Status of 2016 Grants

Staff Member Murphy stated that the budget estimate for 2016 Public Service was right on target at $229,000. Staff Member Murphy said she had confirmed with all of the organizations the grant amounts for 2016 and contracts were being circulated. For 2016, reports will be due at the quarterly due dates despite not having funds to reimburse until August. This change was made so that the Commission can have an update on how the 2016 grants are doing prior to funding decisions for 2017.

Chairperson Rakoff asked if there was any feedback from the organizations about the 2016 process or the 2016 grant amounts. Staff Member Murphy stated that the feedback she had received from organizations was positive for the 2016 process. Grantees do like have the clarification meeting as an opportunity to present to the commission. For the 2016 grant amounts, many grantees were pleased with what they received, but are always hoping for more. Boys and Girls Club did ask if there was a mistake in the amounts for their two programs as the teen program received more than the child program, but the numbers provided were accurate.

Commissioner Kirchoffer asked if monitoring visits would be scheduled this year. Staff Member Murphy confirmed that monitoring visits would be scheduled this summer, most likely in August. Commissioners will be encouraged to attend these visits. Commissioner Stout noted how he learned a lot during these visits and enjoyed the opportunity to visit the grantees.

NEW BUSINESS

A. Commission Vacancies

Staff Member Murphy updated the Commission on the current vacancies by noting that the Mayor’s office had received applications and that the vacancies should be filled soon.

B. Discussion/Possible Action Election of Vice Chair

Chairperson Rakoff noted the vacancy of a Vice Chairperson due to the death of Ivan Williams. She stated that the role of the Vice Chair is to fill in as Chairperson at Commission meetings or City Council meetings if she is unable to attend.

MOTION:

Commissioner Kirchofer moved that Commissioner Josh Moore be approved as Vice Chair; seconded by Commissioner Oakford. The motion was approved unanimously via voice vote 7 to 0.

Commissioner Josh Moore thanked the Commissioners for the nomination and appointment.
C. 2017 Public Service Application and Evaluation Process

Staff Member Murphy discussed the working timeline for the 2017 grant application process. The tentative timeline is as follows:

- Send priorities for City Council approval in June
- Release applications in August
- Applications due in September
- Clarification Meeting in October
- Final Allocation Meeting in November

D. Discussion/Possible Action on 2017 Priority Recommendations

Commissioner Oakford asked if the commission should wait for the new people to join before selecting priorities. The Commissioners agreed to wait to select the priorities, but wanted to begin the discussion on how to select them for 2017.

Chairperson Rakoff asked for suggestions on the process for selecting priorities. Staff Member Murphy stated she could set up an online survey like in the past. Commissioner Josh Moore suggested that the Commission could have some discussion together on the priorities. Chairperson Rakoff suggested that the Commission could have this discussion, vote independently through the survey, and then discuss the results before making a decision. Commissioner Venzon asked if additional information could be provided to the commission on local issues. Staff Member Murphy stated she could begin pulling general area statistics for the Commission for the next meeting and then see what additional data or information the Commission would like to make a decision.

Commissioner Josh Moore suggested that the Commission could move forward on updates to the application to get some technical aspects done such as a maximum funding amount and wording changes to the application.

Commissioner Josh Moore suggested a $30,000 maximum request. Alternatively, he also recommended setting a certain percentage of our available funds, instead of a specific dollar amount. For example, 12% of $229,000 would be approximately $27,000. Commissioner Judy Oakford mentioned that the organizations will probably ask for the maximum amount. Commissioner Kolditz suggested that we wait to release the maximum amount until the application information is released.

Commissioner Kirchofer inquired about whether the organizations know how much funding the Human Resources Commission has available. Staff Member Murphy stated that the organizations know an estimate of our total funds through information provided in the application instructions. Commissioner Kirchofer also asked if the organizations know how many other programs are applying. Staff Member Murphy responded saying that organizations know how many applied last year, but not how many will apply for the current application cycle.

Chairperson Rakoff recommended making the application training mandatory. During the training, she suggested stressing to organizations to only apply if they need the money and the maximum and minimum amounts be shared along with the total amount of available funds. In addition, the training
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should emphasize the outcomes of the activities – what actually changed from implementing the program – to be highlighted in the application.

Commissioner Venzon asked if there is a good balance in the funding across the priorities. Staff Member Murphy stated that there were more applications for programs for Child Care and Youth Services so there is more funding going to these program areas. Commissioner Venzon recommended that the commissioners should look at the other sources of funding the organizations are receiving when reviewing applications. Staff Member Murphy also noted that the outputs is the item that is reported to HUD and is something to keep in mind as reviewing applications. Chairperson Rakoff also noted that the outcomes and what changed is also a key factor in reviewing these programs.

Staff Member Murphy stated that she would be updating the 2017 application with the items that were agreed upon today and the items listed in the December minutes as a starting point for next month’s discussion. She also said she will be pulling area data for the Commission to review.

E. Other Business

Staff Member Murphy informed the commission about a Collective Impact initiative sponsored by the City/County Health Department focusing on Maternal Child Health. Through a grant from CityMatCH, the initiative is implementing a new model of collective impact within the area. If successful, it may lead future collaborations on other social service issues following a similar model.

F. Citizen Comments

None.

ADJOURNMENT

MOTION:

Commissioner Josh Moore motioned to adjourn the meeting; seconded by Commissioner Kirchhofer. The motion was approved unanimously viva voce vote 7 to 0. The meeting was adjourned @ 9:19 a.m.

Meeting Minutes prepared by:

[Signature]

Dakota Reed