CALL TO ORDER

ROLL CALL –

MINUTES - Approval of Minutes for November 2, 2018

NEW BUSINESS

A. Ranking and Funding Recommendations for 2019 Public Service Applicants

A. Approval of staff adjustment to 2019 Public Service grantees according to the percentage increase or decrease in the City’s 2019 CDBG allocation.

B. Other Business

C. Citizen Comments

ADJOURNMENT

Next Meeting (Tentative): Friday, December 14 at 8:30 AM
CALL TO ORDER

The Special Meeting was held by the Human Resources Commission (HRC) in Room 404 at City Hall, 419 Fulton Street, Peoria, Illinois, on November 2, 2018, at 8:30 a.m. Chairperson Jessica Zobac called the meeting to order @ 8:31 a.m.

ROLL CALL

Roll call showed the following Commissioners were present: Jessica Zobac, Shandra Bond, Mark Brown, Farrell Davies, Brittney Ferrero, Patrick Kirchoffer, Brett Kolditz, Judy Oakford, Amr Elsamny, and Janice Zagardo. Absent was Meiosha Zobac.

Council Liaison Present: Councilwoman Moore

Staff present: Kathryn Murphy, Kaylee Drea, and Sara Maillacheruvu

MINUTES

The minutes for the May 18, 2018 meeting were reviewed.

MOTION:

Commissioner Kolditz moved that the minutes be approved. The motion was seconded by Commissioner Oakford. Approved unanimously by viva voce vote 8-0.

OLD BUSINESS

A. Status update on 2018 CDBG Public Service subrecipients

Staff Member Murphy stated that updates from the third quarter are available to the Commission for their review in the agenda packet. Staff Member Murphy informed the Commission that third quarter updates for Pediatric Resource Center and Common Place are not included in the agenda packet. She further explained that the Pediatric Resource Center received an extension and has not turned in their third quarter reimbursement request. Staff Member Murphy indicated that she received final documentation from Common Place on November 1st and was unable to include it in the agenda packet.

Commissioner Bond arrived at 8:34 a.m

Staff Member Murphy noted that Neighborhood House currently has no disbursements of funding. She explained that they are receiving funding for an educational specialist to work one-on-one with individual students. She continued to state that due to staff turnover and subsequent issues in filling the position of education specialist, there are currently no disbursements shown on the report. Staff Member Murphy shared that she is working with Neighborhood House to use the 2018 Public Service funding for the teachers who are currently covering the duties outlined in their program.
NEW BUSINESS

A. Presentations by 2019 Public Service Applicants

Staff Member Murphy noted that Commissioner Oakford has a conflict of interest with Friendship House and Hult Center. Due to the conflict of interest, Commissioner Oakford was not allowed to evaluate the Friendship House or Hult Center nor ask either applicant any questions during their presentations.

Chairperson J. Zobac announced that the presentations by the 2019 public service applicants would begin. She reminded the Commission that each group had five minutes to present and an additional five minutes for questions. Each applicant presented on the 2019 application and commissioners asked questions of the representatives. The presentations followed the schedule below.

Commissioner Elsamny arrived at 8:46 a.m.

<table>
<thead>
<tr>
<th>Number</th>
<th>Organization</th>
<th>Program Name</th>
<th>Presentation Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Family Core</td>
<td>Heart of Peoria After School and Summer Program</td>
<td>8:40 AM</td>
</tr>
<tr>
<td>2</td>
<td>Community Workshop and Training Center</td>
<td>Behavioral Health Life Skills Training</td>
<td>8:50 AM</td>
</tr>
<tr>
<td>3</td>
<td>Community Workshop and Training Center</td>
<td>Special Education Transition to Work</td>
<td>9:00 AM</td>
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<tr>
<td>4</td>
<td>Pediatric Resource Center</td>
<td>Specialized Medical Evaluations for Abused Children Project</td>
<td>9:10 AM</td>
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<tr>
<td>5</td>
<td>Center for Prevention of Abuse</td>
<td>Teen Dating Violence Prevention</td>
<td>9:20 AM</td>
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<tr>
<td>6</td>
<td>Common Place</td>
<td>Focus on the Future</td>
<td>9:30 AM</td>
</tr>
<tr>
<td>7</td>
<td>Hult Center for Healthy Living</td>
<td>Youth Mental Health Matters</td>
<td>9:40 AM</td>
</tr>
<tr>
<td>8</td>
<td>Hult Center for Healthy Living</td>
<td>Adolescent Health Program</td>
<td>9:50 AM</td>
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<tr>
<td></td>
<td>Break</td>
<td></td>
<td>10:00-10:15 AM</td>
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<tr>
<td>9</td>
<td>Dream Center Peoria</td>
<td>Dream Center Peoria Project 309</td>
<td>10:15 AM</td>
</tr>
<tr>
<td>10</td>
<td>PCCEO</td>
<td>Peoria Area Food Bank Mobile Pantry Program</td>
<td>10:25 AM</td>
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<tr>
<td>11</td>
<td>Boys and Girls Club</td>
<td>Youth Services: Enhanced Learning Opportunities</td>
<td>10:35 AM</td>
</tr>
<tr>
<td>12</td>
<td>Peoria City / County Health Department</td>
<td>Case Management for Substance Use Recovery</td>
<td>10:45 AM</td>
</tr>
<tr>
<td>13</td>
<td>Crittenton Centers</td>
<td>Crisis Nursery Protecting Children</td>
<td>10:55 AM</td>
</tr>
<tr>
<td>14</td>
<td>Crittenton Centers</td>
<td>Child Development Center Invest in Kids Program</td>
<td>11:05 AM</td>
</tr>
<tr>
<td>15</td>
<td>Prairie State Legal Services</td>
<td>Ready to Work Legal Services Project</td>
<td>11:15 AM</td>
</tr>
<tr>
<td>16</td>
<td>Peoria Friendship House</td>
<td>STEAMS Friendship House Academy</td>
<td>11:25 AM</td>
</tr>
</tbody>
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B. Discussion of Discrepancies in Amounts Requested in 2019 Public Service Applications

Commissioner Elsamny departed at 11:29 a.m.

Chairperson J. Zobac suggested that the Commission discuss the discrepancies in PCCEO and Peoria Friendship House’s applications. Staff Member Murphy informed the Commission that it was
her mistake of including PCCEO’s application as they requested $12,097 which does not meet the minimum request amount established by the commission of $15,000.

Commissioner Ferrero asked for the history of the $15,000 minimum ask requirement. Staff Member Murphy responded that the policy was instituted in 2016 due to the way the applications are scored and the minimum award of $7,000. She explained that the minimum ask requirement recognizes the amount of work required to manage a CDBG grant on the part of the subrecipient and maximizes the efficacy of the funds dispersed. Commissioners discussed whether an application that did not meet the minimum requirements should be scored.

Commissioner Davies noted that Peoria Friendship House requested the maximum award of $30,000 but listed $13,936 on page 18 of their budget. She reminded the commission that eight of the applicants had similar discrepancies in their applications. The commissioners discussed how these discrepancies should be factored into the overall scoring to ensure a fair scoring process. Commissioner Brown stated that the requested amount of funding should be considered the official ask from each applicant. The Commission determined that the funding request on page 1 of all applications, including Peoria Friendship House, would be considered and each commissioner would score their budget according to the established criteria.

Councilwoman Moore proposed that City staff ask the Legal Department to provide guidance on how to proceed with PCCEO’s application to protect the Commission and the City from legal liability. Staff Member Murphy confirmed that she would bring the PCCEO application to Community Development Director Ross Black and under his direction she would bring the issue before the Legal Department for an opinion. For all applications, Staff Member Murphy will use the requested amount on page 1 of the application for entering into the funding recommendation spreadsheet presented at the next meeting.

Staff Member Murphy stated that Commissioners could turn evaluation forms in before the meeting adjourned, remain in the room until 2 p.m. to complete them independently, or take them home and return to City Hall by the end of the day on Monday, November 5th. She stated that the next Commission meeting would be on Friday, November 16th at 8:30 a.m.

**ADJOURNMENT**

**MOTION:**

Commissioner Judy Oakford moved that the meeting be adjourned. The motion was seconded by Commissioner Davies. Approved unanimously by viva voce vote 9-0.

The meeting was adjourned at 12:23 p.m.

Meeting minutes prepared by:

______________________________
Kaylee Drea
MEMORANDUM

To: Advisory Commission on Human Resources

Thru: Ross Black, Director of Community Development

From: Kathryn Murphy, Senior Grants Coordinator

Date: November 13, 2018

Re: Public Service Applications Requesting Less than $15,000

This memo is in regard to the 2019 Public Service Application that was submitted for less than the $15,000 request amount. The Advisory Commission on Human Resources set a minimum grant request of $15,000 in order to be forwarded to the Commission for consideration. Due to staff error, one application that requested less than the $15,000 was forwarded to the Commission. During the presentation by the agency, it was confirmed that the amount less than $15,000 was the grant request.

Under the direction of the Commission, staff brought this matter to the attention of Director of Community Development Ross Black. Director Black conferred with Corporation Counsel Don Leist about this issue.

The legal determination by Corporation Counsel Leist is that the application must be rejected due to not meeting the grant terms set by the Commission. Therefore, the application by PCCEO will not be considered for funding for 2019.