HUMAN RESOURCES COMMISSION
Regular Meeting
Friday, April 17, 2020
8:30 a.m.

Virtual Meeting
Please join my meeting from your computer, tablet or smartphone.
https://global.gotomeeting.com/join/763178005
You can also dial in using your phone.
United States (Toll Free): 1 877 568 4106
United States: +1 (312) 757-3129
Access Code: 763-178-005

- AGENDA -

CALL TO ORDER

ROLL CALL

MINUTES - Approval of Minutes from February 21, 2020

REGULAR BUSINESS
A. Proposed Renaming of Commission
B. Statement of Economic Interest
C. 2020 Priorities Survey Results
D. CDBG-Coronavirus Funding
E. 2020 Public Service Subrecipients

ADJOURNMENT

Next Meeting: Friday, May 15 at 8:30 AM

Please note: Anyone wishing to make a public comment can do so by sending those to Cassie Belter by 5:00 p.m. on Thursday, April 16, 2020. Public comments can be emailed to cbelter@peoriagov.org. The email should be labeled "Public Comment for the April 17, 2020 Meeting" along with your name and address. All submissions received prior to the deadline by the public will be read into the record with up to five (5) minutes of each comment read aloud. The written comments in their entirety will be entered into the official minutes of the meeting as an attachment.
CALL TO ORDER

The Regular Meeting was held by the Human Resources Commission (HRC) in Room 404 at City Hall, 419 Fulton Street, Peoria, Illinois, on February 21, 2020, at 8:30 a.m. Chairperson Patrick Kirchhofer called the meeting to order @ 8:32 a.m.

ROLL CALL

Roll called showed the following Commissioners were present: Catherine Cross, Lisa Fuller, Patrick Kirchhofer, Alexander Ikejiaku, Brittney Ferrero, Kimberly McGhee, Judith Oakford, Brett Kolditz, Janice Zagardo and Sherry Cannon. Absent were Shandra Bond, Mark Brown, and Ms. Farrell Davies.

Council Liaison Present: Councilwoman Moore

Staff present: Cassie Belter and Abigail Youngblood

MINUTES

The minutes for the November 15, 2019 meeting were reviewed.

MOTION:

Commissioner Oakford moved that the minutes be approved. The motion was seconded by Commissioner Fuller. Approved unanimously by viva voce vote 9-0.

NEW BUSINESS

A. 2020 Commission Schedule

Commissioner Ikejiaku arrived at 8:33am.

Commissioner Kirchhofer inquired if the meeting schedule was adjustable as in previous years or if they would meet each scheduled meeting date. Staff Member Belter explained when there was not business for the Commission, meetings may be cancelled with as much notice as possible but during the spring and summer there would be monitoring visits if Commissioners would like to attend.

B. Final Status of 2019 Subrecipients

Commissioner Bond arrived at 8:34 a.m.

Councilwoman Moore arrived at 8:35 a.m.

Staff Member Belter stated out of the fifteen programs, thirteen either met or exceeded expectations for their outcomes, and everyone spent all of their funds except Boys & Girls Club and the Peoria City/County Health Department due to staff vacancies.

Commissioner Zagardo inquired about where funds went that were not spent by the organizations. Staff Member Belter explained it cannot be carried to the 2020 Public Services budget because of the 15% cap on Public Services, so the funds go back to the CDBG fund. Councilwoman Moore pointed out there are specifics on what the funds can and cannot be used on, but it is used for specific purposes in which it is designed.

Commissioner Zagardo questioned if it was possible to know the organizations that have met or exceeded exceptions when evaluating recipients for the upcoming year. Staff Member Belter explained
some organizations are reporting results that have used more funding than only City of Peoria Public Service grant money. Councilwomen Moore pointed out most organizations, when writing grants, want to over deliver rather than under promise, which makes it easy to meet or exceed expectations.

Commissioner Kirchhofer inquired about Common Place/Focus on the Future contract outputs and actual outputs. Staff Member Belter explained their cost per client served was perhaps less than they anticipated and that the $9,200 provided is only a small piece of the entire program’s cost.

Councilwoman Moore stated Common Place is now a part of Neighborhood House but is continuing with their same programming. Commissioner Kirchhofer asked if perhaps that contributed to their high actual outputs. Commissioner Oakford stated the reporting for Common Place and Neighborhood House was separate this year but could be different next year.

Commissioner Zagardo questioned if their actual output came from the $9,200 or if it came from all their grants they received. Staff Member Belter stated it was from the total grant money received. Commissioner Zagardo asked if we could receive the number of clients funded by only Public Service funds. Staff Member Belter explained some programs are more difficult to determine which funds are serving how many clients, but we can evaluate the entire population they serve and how many are low-income City of Peoria residents.

Commissioner McGhee arrived at 8:38am.

Commissioners then stated their name, place of employment and how many years they had been on the Commission.

C. Report Training Sessions for 2020 Subrecipients

(15:00) Staff Member Belter shared there were two meetings held for the new 2020 subrecipients. Those who had not previously been funded were required to attend and those who had were welcome to, but not required. The three new recipients are Central Illinois Friends, PCCEO Mobile Food Pantry, and Heartland Health Diabetic Case Management.

Commissioner Kirchhofer inquired if each new recipient was met with individually or as a group. Staff Member Belter stated there were two different meetings on two different days and Central Illinois Friends was met with separately. Commissioner Kirchhofer questioned what the focus of the training was. Staff Member Belter explained that every quarter it is required to report demographic information on those served, a record of staff salary and hours, and other financial information.

Commissioner Ikejiaku inquired if there were opportunities for consultations throughout the year since some organizations had funding left over in 2019 and if those could prevent that from occurring. Staff Member Belter stated some programs had expended their funding by the second or third quarter and that was encouraged because it shows funds are being used. Staff Member Belter provided the solution to inform an organization if at the second quarter they have not used half their funds in order to ensure funds are exhausted by the end of the year.

Councilwoman Moore stated if there was a meeting with the Boys and Girls Club, she would like to be present due to the under-utilized Boys and Girls Club on the Southside of Peoria. Commissioner Zagardo inquired if the funds were flexible enough move programs from the East Bluff to the Southside. The Commission discussed the limitations and flexibility allowed under CDBG guidelines. Commissioner Ikejiaku and Councilwoman Moore inquired if something happened which resulted in them having additional funds. Commissioner Oakford stated their Executive Director has a new role which could have caused issues.

Commissioner McGhee questioned what happens if there is a staff change while being funded. Staff Member Belter stated we fund the position, not the individual.

D. Proposed Renaming of Commission

(25:00) Councilwomen Moore stated there are issues with community members not knowing that the Human Resources Commission handles CDBG Public Service funding.
Staff Member Belter presented two options: Public Services Advisory Commission and CDBG Public Services Advisory Commission. The Commission then discussed their preferences on both options.

**MOTION:**

Commissioner Fuller moved that the Human Resources Commission be renamed to CDBG Public Services Advisory Commission. The motion was seconded by Commissioner Zagardo. Approved unanimously by viva voce vote 10-0.

Councilwoman Moore explained the motion would be brought before City Council for a first reading and then an official vote.

**E. 2020 Priorities Discussion**

(34:00) Staff Member Belter began her presentation on the priority discussion for 2020 by evaluating the Public Services Matrix Code Definitions. Staff Member Belter then explained that after the presentation, Commissioners would rank their top ten priorities for 2020 Public Service funding.

The Commission examined the City of Peoria’s population by race, ethnicity, sex and age; individuals with disabilities; and median household income.

The Commission had a conversation regarding funding the organizations that specifically target residents in lower income zip codes in Peoria and if there was a scoring mechanism on the application to provide that information. Staff Member Belter stated organizations must track the area in which their clients live, but it is not used during the evaluation process since it is not collected by the city.

The Commission examined the poverty status of Peoria by education, race and ethnicity; housing cost burden; and unemployment rate.

Councilwomen Moore stated the poverty and unemployment rate status of minorities is due to a lack of employment and opportunities in the community for these populations.

The Commission had a conversation regarding Peoria School District 150 Student Enrollment, Graduation Rates and Post-Secondary Enrollment. Commissioner Zagardo questioned how the enrollment has changed over the past ten years. Councilwomen Moore inquired about the graduation rate by ethnic group. Staff Member Belter responded that she would provide that information.

**Commissioner Cannon left at 9:32am.**

(1:03:00) The Commission had a conversation regarding Peoria School District 150’s Academic Performance and SAT Scores.

Staff Member Belter presented on the HUD Consolidated Plan Outreach Results and how results were collected by the City of Peoria Community Development Department to receive input from community members regarding the 2020 Consolidated Plan. Staff Member Belter explained the categories used for the survey were from the Public Services Matrix.

Staff Member Belter presented the Community Health Needs Assessment. Commissioner Fuller explained it was tri-county survey and has now placed an emphasis on healthy eating/active living, cancer, mental health and substance abuse. Commissioner Fuller presented the remaining information regarding the survey and how the data was collected.

Staff Member Belter presented data on healthy behaviors, mental health, substance use, and mortality rates found within the Community Health Needs Assessment. Commissioner Kirchhofer questioned if marijuana was included in overdose rates. Commissioner Fuller responded it was not because it was rare to overdose on marijuana.

Commissioner Zagardo brought attention to the differences between citizens’ concerns regarding cancer and stroke and the secondary data showing cancer and stroke as a leading cause of death.
Commissioner Fuller responded citizens often do not have that data available to them to know how many people die of cancer and stroke. Commissioner Cross discussed citizens may see stroke or cancer as inevitable, but your weight and mental health are easily more controlled causing it to be a larger concern.

Commissioner Fuller explained access to health care can cause different perceptions on health needs in the community. Commissioner Oakford stated that due to lack of accessible health care there is a lack of prevention in the community. Commissioner Fuller explained the health risks associated with not having access to healthy food and certain zip codes have a lower life expectancy because of health care accessibility.

Staff Member Belter presented information on teen birth rates in Peoria County and information from the Peoria Police Department regarding crimes against a person, crimes against property, and crime trends in Peoria over the past five years. Staff Member Belter provided maps regarded calls for service and calls for major incidents the police department received in 2019.

Staff Member Belter provided information for Heart of Illinois 2-1-1 to examine calls they receive within Peoria and the services citizens request. Commissioner Zagardo stated the HUD Consolidated Plan Outreach Results and calls received by 2-1-1 were opposites of each other. Staff Member Belter stated the housing needs may not be similar which could be the reason for the variance in housing needs within the community.

Commissioner Fuller explained there are citizens who do not know about 2-1-1 which could cause issues with the data. Councilwomen Moore explained there is a new communication system that will be on a local television station to inform citizens about programs throughout Peoria. Commissioner Cross explained the ages of callers could determine the problems being reported to 2-1-1 as younger generations may find solutions to mental health issues online as opposed to calling for information.

Commissioner McGhee questioned what housing needs 2-1-1 can assist with. Staff Member Belter explained it depends on the specific need and the organizations within the community that can provide those services.

Staff Member Belter presented data on the public service funding by issue area in the past five years.

Commissioner Fuller asked for the data regarding vacant property versus occupied property and the number of new mortgages by zip codes. Commissioner Fuller asked for more information regarding access to food throughout Peoria.

Commissioner Zagardo questioned if helping finance new mortgages was possible through CDBG funding. Staff Member Belter explained it was not a public service function, but the City has provided down payment assistance before; however, it is running through a different organization currently (IHDA).

F. 2020 Application/Evaluation Process

Staff Member Belter explained updates to the 2020 Public Service Application and Evaluation Process involving formatting and date changes. Staff Member Belter explained the minimum and maximum requesting amounts could be altered if the Commission wants to fund more or less programs.

Commissioner Zagardo questioned if it was possible to do a two-year cycle. Councilwomen Moore stated due to the unpredictability of receiving funds from HUD for two years, it was difficult to implement a two-year cycle.

Staff Member Belter informed the Commission funding amounts for 2020 were released and it was a funding increase from the previously predicted amount.

ADJOURNMENT

MOTION:
Commissioner Fuller moved that the meeting be adjourned. The motion was seconded by Commissioner Zagardo. Approved unanimously by viva voce vote 9-0.

The meeting was adjourned at 10:13 a.m.

Meeting minutes prepared by:

__________________________
Abigail Youngblood
<table>
<thead>
<tr>
<th>Code</th>
<th>Priority</th>
<th>Total Score</th>
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<tbody>
<tr>
<td>05L</td>
<td>Child Care Services (Under 13)</td>
<td>72</td>
</tr>
<tr>
<td>05D</td>
<td>Youth Services (13 to 19)</td>
<td>62</td>
</tr>
<tr>
<td>05N</td>
<td>Services for Abused and Neglected Children</td>
<td>58</td>
</tr>
<tr>
<td>05H</td>
<td>Employment Training</td>
<td>56</td>
</tr>
<tr>
<td>05W</td>
<td>Food Banks</td>
<td>37</td>
</tr>
<tr>
<td>05O</td>
<td>Mental Health Services</td>
<td>36</td>
</tr>
<tr>
<td>05F</td>
<td>Substance Abuse Services</td>
<td>26</td>
</tr>
<tr>
<td>05A</td>
<td>Senior Services</td>
<td>24</td>
</tr>
<tr>
<td>05E</td>
<td>Transportation Services - General transportation services</td>
<td>25</td>
</tr>
<tr>
<td>05G</td>
<td>Services for Victims of Domestic Violence, Sexual Assault</td>
<td>31</td>
</tr>
<tr>
<td>05B</td>
<td>Services for Persons with Disabilities</td>
<td>23</td>
</tr>
<tr>
<td>05M</td>
<td>Health Services</td>
<td>26</td>
</tr>
<tr>
<td>05J</td>
<td>Fair Housing Activities</td>
<td>25</td>
</tr>
<tr>
<td>05U</td>
<td>Housing Counseling</td>
<td>13</td>
</tr>
<tr>
<td>05C</td>
<td>Legal Services</td>
<td>12</td>
</tr>
<tr>
<td>05I</td>
<td>Crime Awareness/Prevention</td>
<td>9</td>
</tr>
<tr>
<td>05P</td>
<td>Screening for Lead Poisoning</td>
<td>8</td>
</tr>
<tr>
<td>05K</td>
<td>Tenant/Landlord Counseling</td>
<td>4</td>
</tr>
<tr>
<td>05V</td>
<td>Neighborhood Cleanups</td>
<td>3</td>
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Public Services Matrix Code Definitions

Matrix codes are used to indicate—but do not establish—activity eligibility. Below is the list of possible matrix codes provided by HUD for public service activities. The Human Resources Commission recommends priorities based on these categories to the City Council in order have a narrow focus of the types of services provided through the City’s Public Service program.

<table>
<thead>
<tr>
<th>Code</th>
<th>Definition</th>
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| 05A  | Senior Services  
Services for the elderly. 05A may be used for an activity that serves both the elderly and the handicapped provided it is not intended primarily to serve persons with handicaps. If it is, use 05B instead. |
| 05B  | Services for Persons with Disabilities  
Services for persons with disabilities, regardless of age. |
| 05C  | Legal Services  
Services providing legal aid to low- and moderate-income (LMI) persons. If the only legal service provided is for the settlement of tenant/landlord disputes, use 05K. |
| 05D  | Youth Services  
Services for young people age 13 to 19 that include, for example, recreational services limited to teenagers and teen counseling programs. Also use 05D for counseling programs that target teens but include counseling for the family as well. For services for children age 12 and under, use 05L; for services for abused and neglected children, use 05N. |
| 05E  | Transportation Services - General transportation services  
Transportation services for a specific transportation should use the matrix code for that client group. For example, use 05A for transportation services for the elderly. |
| 05F  | Substance Abuse Services  
Substance abuse recovery programs and substance abuse prevention/education activities. If the services are provided for a specific client group, the matrix code for that client group may be used instead. For example, substance abuse services that target teenagers may be coded either 05D or 05F. |
| 05G  | Services for victims of domestic violence, dating violence, sexual assault or stalking.  
For services limited to abused and neglected children, use 05N. |
| 05H  | Employment Training  
Assistance to increase self-sufficiency, including literacy, independent living skills, and job training. For activities providing training for permanent jobs with specific businesses, use 18A. |
| 05I  | Crime Awareness/Prevention  
Promotion of crime awareness and prevention, including crime prevention education programs and paying for security guards. |
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<tr>
<th>Code</th>
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| 05J  | Fair Housing Activities (subject to Public Services cap)  
Fair housing services (e.g., counseling on housing discrimination) that meet a national objective.  
For fair housing services activities carried out as part of general program administration (and thus not required to meet a national objective), use 21D. |
| 05K  | Tenant/Landlord Counseling  
Counseling to help prevent or settle disputes between tenants and landlords. |
| 05L  | Child Care Services  
Services that will benefit children (generally under age 13), including parenting skills classes.  
For services exclusively for abused and neglected children, use 05N. |
| 05M  | Health Services  
Services addressing the physical health needs of residents of the community.  
For mental health services, use 05O. |
| 05N  | Services for Abused and Neglected Children  
Daycare and other services exclusively for abused and neglected children. |
| 05O  | Mental Health Services  
Services addressing the mental health needs of residents of the community. |
| 05P  | Screening for Lead Poisoning  
Activities undertaken primarily to provide screening for lead poisoning.  
For lead poisoning testing/abatement activities, use 14I. |
| 05T  | Security Deposits  
Tenant subsidies exclusively for payment of security deposits. |
| 05U  | Housing Counseling  
Housing counseling for renters, homeowners, and/or potential new homebuyers that is provided as an independent public service (i.e., not as part of another eligible housing activity). |
| 05V  | Neighborhood Cleanups  
One-time or short-term efforts to remove trash and debris from neighborhoods.  
Examples of legitimate uses of this code include neighborhood cleanup campaigns and graffiti removal. |
| 05W  | Food Banks  
Costs associated with the operation of food banks, community kitchens, and food pantries, such as staff costs, supplies, utilities, maintenance, and insurance. |
April 2, 2020

The Honorable Jim Ardis
Mayor of Peoria
419 Fulton Street
City Hall
Peoria, IL 61602-1217

Dear Mayor Ardis:

I am pleased to inform you of a special allocation to your jurisdiction of Community Development Block Grant funds to be used to prevent, prepare for, and respond to the coronavirus (COVID-19). This allocation was authorized by the Coronavirus Aid, Relief, and Economic Security Act (CARES Act), Public Law 116-136, which was signed by President Trump on March 27, 2020, to respond to the growing effects of this historic public health crisis.

The CARES Act made available $5 billion in Community Development Block Grant Coronavirus (CDBG-CV) funds. Of this amount, the Department is immediately allocating $2 billion based on the fiscal year 2020 CDBG formula. The remaining $3 billion shall be allocated based on needs using best available data, in the following tranches: $1 billion shall be allocated to States and insular areas within 45 days of enactment of the Cares Act, and $2 billion shall be distributed to states and local governments at the discretion of the Secretary. Up to $10 million will be set aside for technical assistance. Given the immediate needs faced by our communities, the Department has announced the first allocation of funds. Your jurisdiction’s allocation is $1,087,562.

The CARES Act adds additional flexibility for both the CDBG-CV grant and, in some cases, for the annual FY2020 CDBG grants in these unprecedented times. The public comment period is reduced to not less than 5 days, grantees may use virtual public hearings when necessary for public health reasons, the public services cap is suspended during the emergency, and States and local governments may reimburse costs of eligible activities incurred for pandemic response regardless of the date.

In addition, the CARES Act authorizes the Secretary to grant waivers and alternative requirements of statutes and regulations the Secretary administers in connection with the use of CDBG-CV funds and fiscal year 2019 and 2020 CDBG funds (except for requirements related to fair housing, nondiscrimination, labor standards, and the environment). Waivers and alternative requirements can be granted when necessary to expedite and facilitate the use of funds to prevent, prepare for, and respond to coronavirus.

The Department is developing a notice that will further describes the CARES Act’s
provisions, a Quick Guide to the CARES Act flexibilities and other provisions, and other resources to enable swift implementation of CDBG-CV grants. As these become available, they will be posted on HUD’s website and distributed to grantees. The Department will also support grantees with technical assistance.

As you develop your plan for the use of these grant funds, we encourage you to consider approaches that prioritize the unique needs of low- and moderate-income persons and the development of partnerships between all levels of government and the private for-profit and non-profit sectors. You should coordinate with state and local health authorities before undertaking any activity to support state or local pandemic response. CDBG-CV grants will be subject to oversight, reporting, and requirements that each grantee have adequate procedures to prevent the duplication of benefits. HUD will provide guidance and technical assistance on DOB and regarding prevention of fraud, waste, and abuse and documenting the impact of this program for beneficiaries.

The Office of Community Planning and Development (CPD) is looking forward to working with you to successfully meet the urgent and complex challenges faced by our communities. If you or any member of your staff has questions, please contact your local CPD Field Office Director or CPDQuestionsAnswered@hud.gov.

Sincerely,

John Gibbs
Acting Assistant Secretary
for Community Planning and Development
U.S. Department of Housing and Urban Development