



## COMMUNITY DEVELOPMENT DIVISION

### Community Development Board Meeting Minutes

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#### Regular Meeting of the Community Development Board

April 4, 2017

**Board Members Present:** Becky Bey, Jim Corson, Rebecca Noell, Joe Stockburger, Patt Leikam, Laura Gittings-Carlson

**Staff Present:** Brenda Beckett, Sandra Lopez, Wyeth Friday

**Board Members Excused:** Katrina Kruger, Kathleen Candelaria, Bret Rutherford

**Guests:** City Council Member Larry Brewster

**Welcome / Introductions / Announcements:** The Community Development Board met at its regular monthly meeting located in the 6<sup>th</sup> Floor Conference Room, Miller Building, 2825 3<sup>rd</sup> Avenue North, Billings, Montana. Board Chair, Becky Bey, called the meeting to order at 3:03pm. Introductions were made around the table.

**Public Comment:** Staff noted that the VISTA members attended City Council for Mayor's Day, where they were well received.

**Meeting Minutes:** Board member Jim Corson moved to approve the March meeting minutes and Rebecca Noell seconded the motion. A vote was taken and the minutes were approved unanimously.

#### Staff Reports:

- Foreclosure Acquisition / Housing Rehabilitation Program:** Staff reported that they won the bid on the 244 Terry Property in March. Closing on the home would happen in April. One new Manufactured Home Repair Program application was received in March, with funding available to assist one to two homeowners. Two of the Housing Rehabilitation projects were closed out in March. 35,000 utility bill inserts were mailed on a four week billing cycle that ended in March. Those recruitment efforts yielded 22 calls to the division in response to the inserts and eight new applications were received! Funding is available to assist about 5 homeowners. Seven seniors participated in the Housing Rehabilitation workshop at the Senior Center on March 21<sup>st</sup>, resulting in two applications that have already been submitted. Staff also attended the Community Resource Fair on March 21<sup>st</sup> to distribute brochures and applications to community service providers. Jim Corson also noted that staff had shown good commitment to outreach with the Indian Education Coordinator.
- First Time Home Buyer Program:** Staff reported an increase in applications received for the FTHB program, averaging about three to four daily submissions. Funding is available to assist an estimated 18 households using CDBG funds, and 13 households using Council funds. Program income has recently been made available to assist approximately six more prospective first time home buyers.
- VISTA:** Recruitment for Summer Associates and the upcoming July year-term VISTA members is continuing, as Staff develop VISTA Assignment Descriptions. Staff reported a visit from Amy Dailey, the Pacific Cluster Area Manager for the Corporation of National and Community Services, and the State office director for CNCS, Jackie Girard, as well as several Board members prior to the City Council meeting that took place April 3<sup>rd</sup>. At the City Council Meeting, the VISTA members introduced themselves and their projects. Becky Bey also commended VISTA Jacqui Paul for a presentation she did recently on the Veteran's Resource Guide. Staff also noted the success of attending the annual ServeMontana Symposium in Helena, Montana, March 8-10.

**Consolidated Plan — Draft Annual Action Plan & Budget Recommendation:** Staff presented a drafted annual action plan to the Board and discussed the process to draft the plan. *See attached.* The CD Board and staff discussed program budgets without a set amount of guaranteed funding. Patt Leikam made a motion to adopt the proposed budget as recommended, should the amount of funding be available, and Laura Gittings Carlson seconded. Becky Bey took a voice vote and the board approved and adopted the staff recommendations, with the presumed allocation of funds to the division.

**Neighborhood Concerns and Happenings:** Jim Corson reminded the Board that there are methods for them to raise awareness and support for City of Billings Community Development Programs.

**Next Meeting:** Becky Bey adjourned the meeting and set the next for May 2<sup>nd</sup>, 2017.