



## COMMUNITY DEVELOPMENT DIVISION Community Development Board - Meeting Minutes

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### Regular Meeting of the Community Development Board June 7, 2022

**Board Members Present:** Rebecca Noell, Jim Corson, Shane Noble, Joe Stockburger, Hannah Olson, Kathleen Candelaria, Katrina Kruger, Jessica Schmidt

**Board Members Excused:** Bret Rutherford

**Staff Present:** Brenda Beckett, Dina Harmon, Tam Rodier, Carly Collins, Wyeth Friday

**Welcome / Introductions / Announcements:** The Community Development (CD) Board met in the 6<sup>th</sup> Floor Conference Room of the Miller Building. Board Chair, Rebecca Noell, called the meeting to order at 3:00pm. Brenda Beckett reported that HUD released written allocations for CD Programs. Project outcomes will be updated based on funding approvals from the City Council, so the Annual Action Plan should be finished and submitted soon.

**Public Comment:** None.

**Meeting Minutes:** Board member, Jim Corson, moved to approve May minutes with noted corrections. Board member, Shane Noble, seconded the motion. A vote was taken, and the minutes were approved unanimously.

#### Staff Reports:

- **First Time Home Buyer Program (FTHB):** The maximum purchase price has increased for the year. Updated income limit updates go into effect June 15<sup>th</sup>. Four closings are currently scheduled. Staff has funding available to continue assisting additional households.
- **Housing Rehabilitation:** The program remains on hold. No new applications were received in May.
- **Foreclosure Acquisition / Housing Rehabilitation Program:** No proposals were received for the Steffanich property; staff is looking into opportunities for a development managed by the City.
- **CDBG-CV:** The Salvation Army is continuing with their mobile meals project. The Downtown Billings Association (DBA) handwashing / bathroom facility has arrived in Billings. Preparations are being made for installation. All environmental reviews for the Parks improvement projects have been completed and all grant agreements have been signed. Developments should be underway soon. The environmental review for the Boys and Girls Club project is complete, and the grant agreement is being routed for signatures. Grant agreements for Alternatives, Inc. and School District 2 are being negotiated. Each of these projects can commence July 1<sup>st</sup> as long as grant agreements are finalized by that time.

CDBG-CV Fast-Track Public Services projects including Chinook Horses, Education Foundation (Billings Public Schools), Explorers Academy – Head Start, Family Promise, and Alternatives, Inc., are progressing accordingly. Gratitude In Action's application has been approved and grant agreements are being negotiated. Big Sky Senior Services and Family Services' applications were canceled due to non-responsiveness / missing information.

- **HOME-ARP:** Staff reported that they are continuing to review program guidelines and develop methods for assessing community need. Staff recently participated in a webinar where less than five percent of participating jurisdictions reported having submitted an Allocation Plan yet. Staff will continue to offer updates on project progress.

- **Billings-Metro VISTA Project (B-MVP):** Three VISTA Members have been confirmed for service placement starting on August 15<sup>th</sup> at Wise Wonders, the Yellowstone Art Museum, and Mountain Health Gives. Recruitment for new members will continue through July 15<sup>th</sup>.

**AmeriCorps VISTA Updates:** AmeriCorps VISTA, Tori Duffy, reported on her service project at Dog Tag Buddies. The overall goal of her project was to assist with an Assistance Dogs International Accreditation process in order to build capacity and create additional financial sustainability for the organization. Tori's service consisted of technology enhancements to digitize program applications, tracking, and internal processes. She also fully updated and established organizational policies, procedures, and quality controls. Tori was able to recruit several volunteers to assist with this process. Tori participated in strategic planning for the agency and networked with various organizations dedicated to improving veteran health services.

**July Meeting:** The CD Board determined that there will not be a July meeting. The Board planned to reconvene in August.

**Neighborhood Concerns & Happenings:** Staff and the CD Board discussed the lack of foreclosures and housing trends, and how this has affected program operations within the division.

**Next Meeting:** Board Chair Rebecca Noell adjourned the meeting at approximately 4:00pm. The next regular meeting will be held on August 2, 2022.