

Regular Meeting of the Community Development Board  
December 6, 2011

**Board Members Present:** Jim Hartung, Emily Shaffer, Patt Leikam

**Board Members Excused:** Thomas Grimm, David Goodridge

**Staff Present:** Brenda Beckett, Dina Billington-Harmon, Lynda Woods, Casey Brown, Denise Bohlman

**Welcome / Introduction:** The Community Development Board met at its regular monthly meeting located in the 4<sup>th</sup> Floor Large Conference Room, Parmly Billings Library, 510 N. Broadway, Billings, Montana. Jim Hartung, Chair, called the meeting to order at 3:05 p.m.

**Public Comment:** None.

**Meeting Minutes:** Approval of the Minutes was tabled until a later date due to a lack of a quorum.

**Staff Reports:** Brenda Beckett discussed that a technical assistance meeting would be held with a technical assistance provider that HUD provides to conduct a wellness review. The Community Development Division has a low-risk analysis score for the HOME program at this time, which indicates the Division is doing well for program management.

**Fair Housing** – The Community Development Division is halfway through the FHIP grant and it has been very rewarding. Twenty-eight resources were gathered for the Self-Help Law Center. Additional brochures were created and some of them are the first of their kind in the nation, including one for HIV-AIDS as a protected class under disability. A brochure was also created for people in recovery as a protected class under disability. Three newsletters have been distributed -- one from Yellowstone AIDS and two from the Community Development Division. An estimate of nearly 4,700 individuals have been touched by the information thus far.

**VISTA** – Four additional January positions have been filled. Jessie Soye and Lauren Asmus will be working on the *community garden* project for the Housing Authority of Billings.

Aundreana (Aundi) Hunter will be working for Tumbleweed's *mentoring program*. She just finished her Bachelor's Degree in Biology. She is very excited about working with at-risk teens and has had some past experience.

Andrew Proctor will be working on the *illuminate poverty and homelessness project*. He will be working on data analysis and two-year action planning with the homeless service providers. He is just finishing work with the AmeriCorps NCCC in Maryland, providing disaster relief, construction and landscaping.

**Mayor's Committee on Homelessness** – Casey Brown, VISTA, reported she has been working with members of the Mayor's Committee on Homelessness marketing campaign for the two-year action plan results for FY 2009-2011. The Mayor's Committee is striving to have more materials available for viewing and downloading from the web so materials are not just sitting in

display boxes around the City. Casey has also been working on a video showing the need of the community and the work that is being done, including successes to help educate the community that the plan is working.

Lynda Woods stated she has also been working with the Mayor's Committee on Homelessness and the local Continuum of Care. The Continuum of Care conducts the Point-in-Time Survey and Lynda has been attending planning meetings at The Hub. All of the activities will be associated with the Billings Community Connect (Project Homeless Connect-type project).

**First Time Home Buyers** - Dina Billington-Harmon reported that all monies have been expended in the First Time Home Buyer's program.

**Kings Green Phase IV** - Dina stated that work on Kings Green will stop for now due to weather conditions. Ten homes are left to construction before the project is completed. A total of 49 homes will be in the Kings Green Subdivision.

**Housing Rehabilitation Program** – Lynda Woods reported the funds are 44% committed. There are several projects under construction.

**Minor Home Repair Program** – Lynda Woods stated 82% of the funding is committed for this program.

Brenda shared with the Board for their review the annual report from Young Families - Early Headstart that she recently received.

**CDBG / HOME Application and Guidelines:** Brenda Beckett explained the Application, Guidelines book and provided a 2012 schedule. She reviewed the changes and improvements made to the Application and Guidelines, including a disclaimer located on page 5 in the introduction. Brenda discussed the eligibility of 5 organizations in the current pool of applicants which received funding 3 years ago and would be eligible again for public services.

Brenda then reviewed the task force priorities for housing and neighborhoods for the past several years. The task forces will again be asked for priorities in February/March after all applications have been received.

A motion was made by Emily Shaffer to accept the Community Development Division CDBG / HOME Application and Guidelines as written for release to the public. Patt Leikam seconded the motion. Due to a lack of a quorum, it was decided that each absentee Board Member would be contacted either via email or personal telephone call and asked for his or her vote to the motion so the Application and Guidelines may be released to the public on December 9<sup>th</sup>. All absentee Board Members placed their vote and the motion passed, unanimously.

**Neighborhood Concerns:** Patt Leikam announced that Central-Terry Task Force will not be meeting again until March. Jim Hartung announced he will be leaving his position as Chair of the Community Development Board at the end of his term, December 31, 2011.

**Tentative Schedule:** Next Board meeting is scheduled for Tuesday, January 3rd, 2012, at 3:00 p.m.

Meeting adjourned at 3:48 p.m.