

Regular Meeting of the Community Development Board  
January 3, 2011

**Board Members Present:** Kamber Kelly, Emily Shaffer, Patt Leikam, Thomas Grimm, Trent Currie, Kathleen Candelaria

**Board Members Excused:** David Goodridge

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

**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. Kamber Kelly, called the meeting to order at 3:10 p.m. Trent Currie was introduced and welcomed!

**Public Comment:** None.

**Meeting Minutes:** *Emily Shaffer moved that the minutes of the November 1, 2011 meeting and the minutes of the December 6, 2011 meeting be approved as written. Patt Leikam seconded. Motion carried.*

**Staff Reports:** – Brenda began by sharing with the Board for their review the annual report from Young Families - Early Headstart that she recently received.

**Housing Rehabilitation Program** – Lynda Woods reported the funds are 55% committed. Six projects are under construction. Five homeowners are actively seeking bids. One new application for the Interest Subsidy Program was received. Two subordination requests were received and processed.

**Minor Home Repair Program** – Lynda Woods stated 90% of the funds are committed with one grant awarded in December. Seven projects are in construction. Seven homeowners are actively seeking bids.

**Mayor's Committee on Homelessness** – 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. The Point-in-Time Survey will be done throughout the community on Thursday, January 26<sup>th</sup>. That will be followed by the Billings Community Connect at the Shrine Auditorium on Friday, January 27<sup>th</sup>.

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. Casey has continued to work on the video and with graphic designers on a new booklet, poster and fact sheet for Welcome Home Billings. The booklet, the poster and fact sheet will all be posted to the City's Website in PDF format for easy access.

**First Time Home Buyer** - Dina Billington-Harmon reported that all monies have been expended in the First Time Home Buyer's program. New applications are still being received.

**Homewood's CHDO Project** - Dina is currently working on a revised timeline for this project that may include a revision of expenditure deadlines and project completion. The amendment is currently going through the city routing process for signatures.

**HOME / CDBG Monitoring** - Dina reported that monitoring for Michel's House was completed in December. Monitoring that was scheduled for the Mental Health Center's group homes had to be rescheduled for January at the request of Mental Health Center.

**Neighborhood Stabilization Program** - Dina continues to work with the potential buyers and their lender to secure a buy-sell agreement for one of the homes.

**Kings Green Phase IV** - Dina stated the project is currently on hold until spring weather allows for asphalt work to be completed.

**Fair Housing Initiatives Program Grant** - Brenda Beckett stated the second quarterly report was submitted for the FHIP grant. Accomplishments to date include: 90 fair housing trainings / events took place; 3 fair housing newsletters have been distributed; 33 fair housing materials have been purchased and / or developed; and fair housing education has impacted over 4,600 people in the Billings area.

The City has produced a new FlipPix fair housing brochure specific to American Indians and samples were provided during the meeting.

Brenda then spoke about the current funding cuts and impending impact. She provided charts and graphs demonstrating the CDBG / HOME funding history. She also provided a preliminary budget for the upcoming fiscal year 2012-2013. It is anticipated that the City's overall decrease in funding to total approximately \$237,063 or a 21% decrease in its CDBG / HOME funding. As illustrated on the charts, this is the lowest amount of CDBG / HOME funding the City has received since 2000-2001. Brenda stated that other cities are moving away from grants and restructured to loans as the repayments have saved their programs.

**VISTA** - A request for proposals for VISTA member positions will be advertised in January / February, if the Community Development Board and City Council support an application for VISTA placements for the upcoming year. Casey Brown and Justin Henry will be completing their year of service by January 21, 2012. The new VISTAs will be attending their Pre-Service Orientation and their swearing in ceremony in Helena the week of January 23.

**Election of Officers:** Emily Shaffer made a motion to nominate Kamber Kelly as Chair. Kamber Kelly accepted the nomination. The motion seconded by Tom Grimm, motion carried. Emily Shaffer made a motion to nominate Patt Leikam as Co-Chair. Patt Leikam accepted the nomination and Tom Grimm, seconded the motion. Motion carried.

A discussion was held about future Board Member training. This training would focus on the procedures involved during the CDBG Application process. It was decided the training be held immediately after the next CD Board Meeting in February.

Also discussed was the need for additional board members to be appointed. There are currently two vacancies and a third may occur as soon as April 1<sup>st</sup>. Normally the Mayor appoints new Board Members in January and June. In emergency situations, however, the Mayor may be asked to appoint in months other than January and June.

**VISTA Project application:** Brenda discussed the accomplishments of the VISTA projects. She asked the Board to approve the application for a fourth year of funding to build capacity in Billings to impact poverty and homelessness. The application submission deadline is in April. The Billings Metro VISTA Project would place up to 10 AmeriCorps\*VISTA members serving to reduce homelessness and create the tools people in poverty need to build sustainable futures. This aligns with goals of the Mayor's Committee on Homelessness. The VISTA projects have generated over \$2 million in the Billings area.

Co-Chair Patt Leikam made a motion to support the application for VISTA project. Kathleen Candelaria seconded the motion and the motion carried.

**Neighborhood Concerns and Happenings:** Chair Kamber Kelly raised concerns about absenteeism of Board Members. Board Members attendance and participation is vitally important in determining the direction the Community Development Division will take. She urged all Board Members to make every effort to attend Board meetings. If a Board Member cannot attend they must contact the Community Development office to be excused. When a Board Member has 3 unexcused absences, the Mayor can be asked to replace that Board Member.

No other concerns were discussed.

**Tentative Schedule:** Next Board meeting is scheduled for Tuesday, February 7th, 2012, at 3:00 p.m. Board training will be held at 4:00 p.m.

Meeting adjourned at 3:42 p.m.