

Regular Meeting of the Community Development Board
October 2, 2012

Board Members Present: Kamber Kelly, Cindy Sanders, Martha Sanford, Fred Button, Kathleen Candelaria, Trent Currie

Excused Board Members: Patt Leikam, Emily Shaffer

Staff Present: Brenda Beckett, Lynda Woods, Denise Bohlman, VISTA Kelly Fessler

Welcome / Introductions / Announcements: The Community Development Board met at its regular monthly meeting located in the 4th Floor Large Conference Room, Parmly Billings Library, 510 N. Broadway, Billings, Montana. Chair Kamber Kelly called the meeting to order at 3:03 p.m.

Public Comment: None.

Meeting Minutes: *Fred Button moved that the minutes of the September 4, 2012 meeting be approved as written. Martha Sanford seconded. Motion carried.*

Comprehensive Annual Performance Evaluation Report (CAPER): Brenda Beckett gave a presentation about the completed CAPER for FY 2011-2012. This is the second year of the Consolidated Planning process, which is a 5-year process. She reviewed the division's strategies, i.e., housing, housing and partnerships, older neighborhoods, service to special populations (including the homeless, elderly, minorities and persons with disabilities). Please see the attached presentation materials.

HOME Monitoring: Brenda updated the Board as a question was asked as to how many units were being monitored. There are currently 15 projects being monitored and 125 units are being monitored within those 15 projects.

Staff Reports: Lynda Woods began the staff reports by giving an update on the status of the rehabilitation programs.

Neighborhood Stabilization Program – Lynda Woods reported she has been meeting with the contractor to finalize the work list and will be moving forward with the rehabilitation of the 648 Conway property and improving accessibility. Lynda estimated the home would not be ready for sale until the Spring of 2013.

Housing Rehabilitation Programs – Lynda stated there have been a lot of applications for both the Housing Rehabilitation program and the Manufactured Home Repair program. No funds have been committed thus far for the new fiscal year for either program.

First Time Home Buyer – Dina was not present to give her report, but her facts and figures are contained in the Monthly Report provided to the City Council

Billings Metro VISTA Project – VISTA Kelly Fessler reported about the activities of 9-11 Day of Service. The day began with the VISTAs delivering over 2,000 disaster preparedness flyers to the School District No. 2 elementary schools. The flyers focused on fire safety. Then two garden benches were built and donated to The Salvation Army Youth Garden. The VISTAs spent a good portion of their day at Whitetail Run Community Garden doing general maintenance of the grounds, harvesting and painting garden décor, which included educational harvest signs. Finally, the VISTAs ended their day at the Veterans’ Garden at Independence Hall and built a perennial garden along the pathway leading to the vegetable garden. An engraved stone was placed there dedicating the garden to the veterans and honoring them for their service. There were 19 community volunteers involved in the projects throughout the day. Over \$1,000 in donated plants, food and supplies was received. During this day of events, the State VISTA Director, Jackie Girard, toured the project, along with the HUD regional director, LeRoy Brown.

November CD Board Meeting: *Chair Kelly mentioned that the November 6th CD Board meeting would need to be rescheduled as it falls on General Election day and all City offices will be closed. Martha Sanford made a motion to move the November CD Board meeting to Tuesday, November 13th. Kathleen Candelaria seconded the motion. Motion carried.*

Neighborhood Concerns and Happenings: None mentioned.

Tentative Schedule: Next Board meeting is scheduled for Tuesday, November 13th, 2012, at 3:00 p.m.

Meeting adjourned at 3:53 p.m.