

Regular Meeting of the Community Development Board
December 4th, 2012

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

Excused Board Members: None

Staff Present: Brenda Beckett, Dina Harmon, Lynda Woods, 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 3:00 p.m. Emily Shaffer will continue with meetings through the allocations.

Public Comment: None.

Meeting Minutes: *Pat Leikam moved that the minutes of the November 13, 2012 meeting be approved as written. Trent Currie seconded. Motion carried.*

Staff Reports:

- **First Time Home Buyer** – Dina Harmon reported there are currently enough CDBG funds in the program for about 4 more households.
- **Billings Metro VISTA Project** – Brenda Beckett reported that the 13th VISTA position has been filled.

One Year Schedule Review: The necessity for a July meeting will be decided closer to July. There were no other concerns with the schedule.

AmeriCorps VISTA Application: Brenda Beckett sought approval to put forward an application for the fifth year of the VISTA project in the upcoming year. The deadline for the application is in April and it would be for the one year placements in July and January as well as the summer associates in June. Fred Button motioned approval of an application. Emily Shaffer seconded. Motion carried.

CDBG & HOME Application Guidelines & Application: Brenda Beckett reviewed the guidelines and applications for FY 2013-2014 allocations. Staff will continue to submit applications for internal programs. Language in the introduction clearly explains the City is not accepting applications from non-profit organizations for grants. The Community Development Board and City Council eliminated grants programs, opting for sustainable programs creating program income through City managed loans. City programs managed by the City are first priority for funding. Trent Currie motioned approval of application and guidelines. Martha Sanford seconded. Motion carried.

Neighborhood Concerns and Happenings:

Pat Leikam invited the board to the Self Help Law Center on December 18th for an open house from 1:00 p.m. to 6:00 p.m. The Self Help Law Center is located at 3021 3rd Avenue North. Entrance is located on North 31st.

Brenda Beckett discussed office relocation presentation at City Council. The first preference is leasing space in the Miller Building or another space with the Department. The second option is buying and remodeling a building. City offices must be out of the current Library Building by September 2013.

Tentative Schedule: Next Board meeting is scheduled for Tuesday, January 8, 2013, at 3:00 p.m. Election of board officers during January meeting.

Kamber Kelly adjourned meeting at 3:32 p.m.