

Regular Meeting of the Community Development Board
May 7, 2013

Board Members Present: Emily Shaffer, Martha Sanford, Fred Button, Kamber Kelly, Katrina Kruger, Patt Leikam

Excused Board Members: Trent Currie, Cindy Sanders, Kathleen Candelaria

Staff Present: Brenda Beckett, VISTA Leader Aundi Hunter, VISTA Kelly Fessler, Lynda Woods, Dina Harmon, Gina Simonetti

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 North Broadway, Billings, Montana. Chair Kamber Kelly called the meeting to order at 3:00 p.m. Katrina Kruger announced the excitement from her church about the resource map. Kelly Fessler announced a Resource Notepad was made which is a tool developed for caseworkers to help them better refer clients to other needed service providers. Eight Summer VISTA applicants have been approved to date.

Public Comment: None.

Meeting Minutes: Changes noted on the explanation of the Subordination Policy for last month's minutes.

Patt Leikam moved that the minutes of the April 19, 2013 meeting be approved as corrected. Emily Shaffer seconded the motion. Motion carried.

Staff Reports: Reports were sent out from January which everyone received. Staff reviewed and there were no questions from the Board.

- **Neighborhood Stabilization:** Conway House is complete with rehabilitation and a buy/sell has been signed and is set to close June 12th.
- **First Time Homebuyers:** Home & CDBG money is gone but still has the Council's reinvestment money to utilize.

Annual Action Plan Review & Approval: Brenda Beckett reported that she has not changed anything in the Annual Action Plan except for the addition of a couple of public comments. YWCA was asked to submit a letter to City Council to update them on the current programming that they have due to the closure of the disability program. Additionally, YWCA is looking towards creating a transitional living program. Council member Pitman commented on seeing the benefits of how the priority based budgeting shook out for the city based processes in relation to the Community Development processes; Community Development funds all tier 1 and tier 2 processes. Tier 1 includes First Time Homebuyer and Home Repair Programs, tier 2 includes CHDO and VISTA. HUD recommends sending the plan to them by May 15th because they have 45 days to approve the funding and plan which would bring the approval date to July 1st. This might lead to a delay of the openings of First Time Homebuyer program, CDBG & HOME, and home repair programs.

Patt Leikam moved that the Annual Action Plan plan be approved. Martha Sanford seconded the motion. Motion carried.

Allocation Process Review: Staff would like to change the application preparation process and make it simpler for City staff submission. The documents contain a lot of the same elements and this change would lead to a decrease in duplication costs. The board agreed to look over a draft application prior to the next allocation season.

Monthly Report: Mental Health Center has some non-compliance issues specifically with health and safety of the residents. They rehabilitated three properties with City money and sold one of the locations.

Neighborhood Concerns and Happenings: None.

Kamber Kelly adjourned meeting and the next meeting is set for June 4th.