

Regular Meeting of the Community Development Board
December 3, 2013

Board Members Present: Patt Leikam, Katrina Kruger, Emily Shaffer, Kathleen Candelaria

Excused Board Members: Kamber Kelly, Trent Currie, Fred Button, Martha Sanford

Staff Present: Brenda Beckett, Lynda Woods, Dina Harmon, VISTA Leader Aundi Hunter

Welcome / Introductions / Announcements: The Community Development Board met at its regular monthly meeting located in the 6th Floor Conference Room, Miller Building, 2825 3rd Ave North, Billings, Montana. Co-chair Patt Leikam called the meeting to order at 3:00 p.m. VISTA Kalyn Yasutake shared information regarding bracelets and calendars on sale that will benefit Billings Community Connect. It is a suggested \$1 donation for a bracelet and \$20 for a calendar.

Public Comment: None.

Meeting Minutes: *There are no additions or corrections for the November 5, 2013 minutes. The minutes will be approved during the January meeting.*

Staff Reports: The monthly reports were sent out from October which everyone received. Staff reviewed and there were no questions from the Board.

- **Billings Metro VISTA Project:** Eight slots have been filled for January recruitment. For Martin Luther King, Jr. Day, the VISTA's will be volunteering at Billings Community Connect which will take place January 24, 2014 from 9am-4pm at the Shrine Auditorium.
- **First Time Homebuyer:** The recommendation to transfer \$175,000 in CDBG funding to the First Time Homebuyer Program was approved by the City Council. Expenditures will be prioritized with CDBG funding in order to meet HUD's timeliness deadline in April 2014.
- **Home Repair Programs:** There are thirteen individuals seeking housing rehabilitation loans. There are ads being placed in different newspapers in order to recruit new general contractors.
- **Neighborhood Stabilization Program:** There is a buyer for the Conway House and it will be closing on December 20th. It is a family of four with three young children.

One Year Schedule Review: The necessity for June, July, August and September meetings will be decided closer to those meetings. Additionally, the November 4th meeting will need to be rescheduled at the next meeting due to the City Offices being closed for Election Day. There were no other concerns with the schedule.

AmeriCorps VISTA Application: Brenda Beckett sought approval to put forward an application for the sixth year of the VISTA project in the upcoming year. This application would include a change in status from Support to Program Grant. Through this change, living stipends and end of service stipends would be paid through the City's Finance Department or from a hired outside source. Additionally, Billings Metro VISTA Project would be allotted a specific amount of spots instead of borrowing from other projects.

Katrina Kruger moved that the AmeriCorps VISTA Application be passed. Kathleen Candelaria seconded. An email vote was sent subsequently to the members not in attendance. Motion carried.

CDBG & Home Application Guidelines & Application: The application was reviewed and will be released on December 6, 2013. The only change is a yes/no block on the front page, indicating a loan application.

Neighborhood Concerns and Happenings: Patt Leikam attended the Neighborhood Task Force training and thought a lot of good ideas will come from what they are trying to do. Emily Shaffer's service to the Board was celebrated with refreshments.

Patt Leikam adjourned meeting and the next meeting is set for January 7th. Election of board officers will take place during the January meeting.