**MINUTES**

**COLUMBIA COMMUNITY DEVELOPMENT COMMISSION**

**DECEMBER 14, 2016**

**MEMBERS PRESENT MEMBERS ABSENT CITY STAFF**

Michael Fletcher Pamela Forbes Randy Cole

Mitchell Ritter Paul Whatley Jacob Amelunke

Michelle Lambert Mark Jones Gary Ansbach

Blaine Regan

Michael Salanski

**I.) Call to Order**

MR. FLETCHER: It's 7:00, so let's get started. Call to order tonight's Community Development Commission meeting, December 14th, and we start out with introductions.

**II.) Introductions**

MR. FLETCHER: Mitch, would you begin?

MR. RITTER: Yeah. Mitch Ritter, Ward 2.

MR. SALANSKI: Michael Salanski, Ward 5.

MR. COLE: Randy Cole, City Staff.

MR. FLETCHER: Mike Fletcher, Member At Large.

MR. REGAN: Blaine Regan, 6th Ward.

MS. LAMBERT: I'm Michelle Lambert.

MR. AMELUNKE: Jacob Amelunke, City Staff.

MR. ANSBACH: Gary Ansbach, City Staff.

MR. FLETCHER: Thank you.

**III). Approval of Agenda**

MR. FLETCHER: For approval of the Agenda, did everybody look over the Agenda, and does anyone have any comments or any changes they'd like to propose?

MR. RITTER: I'll make a motion to approve.

MR. FLETCHER: Hearing none ‑‑ we need ‑‑

MR. RITTER: Motion to approve.

MR. REGAN: I'll second.

MR. FLETCHER: All in favor?

**(A unanimous voice vote for approval.)**

MR. FLETCHER: Opposed?

(No response.)

MR. FLETCHER: So we have an approved Agenda.

**IV.) Approval of Minutes**

MR. FLETCHER: Next is approval of the meeting minutes from the last meeting of November 9th. Are there any comments on the meeting minutes?

(No response.)

MR. FLETCHER: Hearing none, I need a motion to approve those.

MR. REGAN: Move to approve the minutes from the last meeting.

MR. SALANSKI: Second.

MR. FLETCHER: All in favor, say aye.

**(A unanimous voice vote for approval.)**

**V.) Special Items**

MR. FLETCHER: Next on the agenda is Special Items, and I believe the Staff Memo addresses both of those. So, Randy, I'll turn it over to you.

MR. COLE: All right. Thanks. I'll give you a little update on the CHDO Funding. We've got a new commissioner tonight, so I'm going to try to explain the acronyms. CHDO is Community Housing Development Organization Funding. This funding comes out of our HOME Funds. We give out 800 in CDBG in about 400 homes. We're required to set aside 15 percent of our annual HOME allocation for CHDO Funding. Basically our CHDO is our non‑profit developers, like Habitat, CMPA, Job Point. And typically every day we set it aside, and we waste an RP, and they present what they propose to do with the funds.

So this year we had three properties, and we had a non‑competitive process, but we still wanted them to submit proposals that were ‑‑ that detailed how they would get the funds. So at the last meeting, the Commission moved to approve those and move forward, with the caveat that they should bring back their final set of plans.

So I communicated with the CHDO's, Habitat and Job Point, to have their plans ready to bring back to the CDC in January. CMCA thinks they'll get there. And if they don't, I don't want to hold up Habitat and Job Point if CMCA needs to wait until February. Preferably I told CMCA I'd like to have them all together. It would be nice to look at them as a package. So hopefully they can get that done.

So it goes before Council next Monday. It's in the Action Plan Amendment. So it allocates 67,000 out to those organizations, and it allows them to develop on each ‑‑ develop on one of the properties.

Another thing I included in the Action Plan Memo prior to our last meeting until now, Boone County Family Resources communicated with me, we provide 25,000 in funds for them to demo their Apple Tree ‑‑ 4632 Apple Tree Lane property. They've since done that. They've met the requirements in the agreement, but they had about $5,000 left over, and they said they didn't want it.

As Centro Latino got started on their wall in the rear of their property, we found that they needed a taller wall than they initially planned. They were doing some grading on the property just to the west that they'll be grading on. So they went ahead and went with the higher wall, but it's going to cost about 5,000 extra.

So I said, Well, I'll see if, you know, the Council will approve, because we've got to get that allocated. Typically I come to you all first before I do that, but it was such a small amount, and I had an Active Plan Amendment cued up, I just went ahead and put it in there. So I just wanted to communicate that with everybody. That will get that money spent and taken place.

So this is the CHDO Funding allocation that's in the Action Plan Amendment. We've got 105 Lynn going to CMCA. It would be a lesser amount, 20,000, since they're doing a two bedroom, one bath. Habitat and Job Point, at this point, 23‑5, more since they're doing three bedroom, two bath. All the CHDO's have driven by the site, seen that it's graded and ready to go. They're all excited about that. They like that. So that's ‑‑ that's it for those properties.

MR. FLETCHER: Any comments?

(No response.)

MR. FLETCHER: Go on to the Needs Survey. And for the Needs Survey, that's for us for review and approval?

MR. COLE: Yeah. So included in the packet was our Community Development Needs Survey. So for our new commissioner and Michelle, because Michelle is pretty new, also, every year we kind of ‑‑ we have a flow of how the year goes. So this next year we'll be planning for FY 2018 budget, so we're always planning about a year and a half out. So sometimes people get a little confused on what year we're on, because we're planning so far out.

But we kick off the process in January. We do a public hearing, asking the public, you know, what are our needs, do we need to update our Action Plan, is there something we're missing that we need to change direction or do something. And then, also, with that, with that hearing, we put up a survey I send around. We leave that open ‑‑ we start leaving it open all the way through April, because it doesn't take much for me to plow the data, and why not get as many responses as we can. Last year we got about 190. Maybe this year we'll get 200.

But this survey checks in on all of our goals that are in our Consolidated Plan. So it just looks back at rating all of our different goals that are in our five‑year Consolidated Plan.

I added some additional explanations. I think at the last meeting you asked for a little explanation on some of the different questions. So I added a few things to help ‑‑ added a little narrative where it maybe wasn't, you know, familiar to a layperson, like micro‑lending. Some people might not know what that is, so I added "Loans to low to moderate income individuals to start their business." Added some on Vocational Training. A lot of people probably, you know, aren't familiar with that. Some of them were self‑explanatory, so I didn't really ‑‑ it was a balance between give them enough to where you don't confuse or direct them somewhere, but give them enough so they know what they're reading.

So this is the survey. And certainly if you have some additional revisions or things you want me to add before I send it out in January, I can get that done.

MR. FLETCHER: Did anyone have any comments or changes they recommended?

(No response.)

MR. FLETCHER: Hearing none, we need a motion to approve.

MR. REGAN: Motion to approve the Community Development Needs Survey as is.

MS. LAMBERT: Second.

MR. FLETCHER: All in favor, say aye.

**(A unanimous voice vote for approval.)**

MR. FLETCHER: Opposed?

(No response.)

MR. FLETCHER: Motion carries, so that's approved. Thank you for developing that. I think the changes will be helpful. I know this has been an awesome process to start doing this every year. You know, five years ago we weren't doing it, so it's been a big improvement. I think the City and the State holders feel like they have a lot more involvement. You did a good job getting this out. We appreciate that.

MR. COLE: Thanks.

**VI.) Reports**

MR. FLETCHER: Next up are the Reports. So back to you, Randy.

MR. COLE: All right. So, of course, we had our Homelessness Summit. Do a little recap of how that went. We had over 150 attendees, so that was really well attended. Saw Pam there. Saw Paul was there, Whatley, saw new commissioner ‑‑ basically we've got three new commissioners now, so it was ‑‑ it was cool to see people out at that. And we had a good, broad cross‑section of the community. We saw some people from the banking community there, both the social services providers, of course, our local leaders. It was a great event. We had speakers from all across the country.

I really ‑‑ the thing I was really excited about is I got our HUD regional office director to come from St. Louis, so that was pretty awesome that he came. He came and gave a little update on HUD funding and kind of their initiatives, but I also was able to pull him aside and drive around the Lynn Street block area. He was really excited about that. He wanted me to do a write‑up on it, so new, incoming administrations can look at it. Good examples of projects out there, so I put a little one page together with some help from the communications department and got some good pictures in it and sent it on. So that puts us in good standing with him on those efforts. Yeah, he was really excited about it.

But yeah, the Homelessness Summit was great. We had three big goals come out of the event. This is directly from the attendees, this ‑‑ the public and social service providers that were there.

Increasing affordable housing, also transitioning to Housing First. For people that aren't familiar with that, that's making our shelters more welcoming to people with criminal history, maybe addicted to drugs or on some kind ‑‑ you know, influence, under the influence of some kind of drugs, so ‑‑ so people aren't turned away, and maybe thinking about where we could direct those people that are in those really tough situations. Certainly got to be thoughtful about having families, but it's been a big national movement to house people first, because basically, you know, it makes sense, if someone doesn't have a job or has a chemical addiction problem, mental health problem, you can't tell them to fix that and then go get housing. You've got to get the housing before you can address all of these other needs. So that was a big theme throughout the event.

And then also coordination across systems. You know, we have so many people that are funded by different funding sources, pushes people into silos, and, you know, sometimes people just get used to doing things a certain way, so you get in your own little ‑‑

MR. FLETCHER: So that community-based systems mapping, that's more of getting the providers together in the workshop or something and talking about overlap services and who does what?

MR. COLE: Yeah. And the County actually did that a little bit, but they want to do ‑‑ they basically want to take up what the County did and do more.

MR. FLETCHER: The County, you're referring to ‑‑

MR. COLE: Janet Thompson, down at County Commissions, she kind of organized a group. There was about 40 different individuals, from social service providers to City people, the police, sheriff's department, a broad cross‑section of folks. We mapped out what are all the services, where people get referred to. I mean, they had people along a whole wall. And it was amazing to see people who had worked in the field for a long time learn stuff.

MR. FLETCHER: Isn't there like a 411 call that's supposed to kind of fuse some of those same things?

MR. COLE: Yeah. There's several different efforts like that. A new group that got a lot of attention in this event is the Functional Zero Task Force. The VA is in on it, Phoenix programs, other ‑‑ a lot of big players in social services, and they've had some real good coordination. I think this event shined a light on the good work they're doing, and they're hoping to build on that further.

But it's basically a group of providers in town that are developing a binding list of homeless people in our community, and then ‑‑ and are prioritizing who's in a worst situation, who we need to be proactive about.

MR. FLETCHER: They do the annual homelessness survey. Is that what it's called?

MR. COLE: Yeah, it's a count.

MR. FLETCHER: A count about this time of year, right?

MR. COLE: Yeah, they've done it, and it's ‑‑ that came up in the event, also. It's good that you brought that up. We had a panel that all communicated to our HUD guy that that process is kind of not very effective, because basically what HUD does ‑‑ it's how they decide allocations of funding for Continuum Care Funds, which we don't get as a community because we're not quite big enough, and that pot has shrunk so small, we'd get pushed out of it. And we used to be our own continuum, but we're not now because we can get more money if we're not. It's a whole shell game going with funding.

But anyways, it requires cities to ‑‑ and counties all across the state to go out ‑‑ or all across the country, and for a 24‑hour period, you go out and you find homeless people and count them. So you can probably see you're going to miss a lot of people. It's not a good way to catch people.

So what the staff have been proposing, or proposed at the event, was using something like a by‑name list that's always being updated constantly, you know, monthly, and they're all in a shared system, rather than getting volunteers to go out and look under bridges and different camps.

MR. FLETCHER: So as these organizations make contact with an individual, they get added to the database.

MR. COLE: Yeah. And the HUD guy was actually really open to it and asked a lot of questions, so it was cool.

MR. FLETCHER: So who's in on the board for the Functional Zero Task Force? Who started that?

MR. COLE: Katie Wilkins over at the VA. And she had just ‑‑ I think she went to a conference and toured another city doing this, doing a by‑name list, and she wanted to get it started here. She's really motivated and a good organizer, and I think ‑‑ I think it's a great effort.

MR. SALANSKI: Randy, with regards to the ‑‑ that list, the homeless list, is simply the only prerequisite that they are considered homeless, or does it take into consideration an individual being homeless and just simply in transit?

MR. COLE: Doubled‑up or in transit?

MR. SALINSKI: Uh‑huh.

MR. COLE: They don't get people that are doubled‑up very well. So it's basically the people in town that are homeless that ‑‑ that most people are ‑‑ had some kind of contact with. But yeah, they are growing, so people in transit, they do capture new people that are coming in. It's a tough population. Some people, you know, don't want to be on lists or don't ‑‑ so it's a constant challenge, but I think what they're doing is more effective than going out and once a year counting people.

MR. FLETCHER: Because it's kind of number counting, you're one and done, where you actually have some information on the individual.

MR. COLE: Yeah.

MR. FLETCHER: So where are we on B and C?

MR. COLE: On what?

MR. FLETCHER: Initiate ‑‑ sorry. B and C.

MR. COLE: I'm sorry. I don't have that report.

MR. FLETCHER: Oh, it's Initiate a local continuum of care task force. That's going to be something new?

MR. COLE: Oh, yeah. So we used to have continuum care. And basically that means everybody that could apply ‑‑ so have to back up and talk about the funding source. So Continuum Care Funds, you can either qualify for funds by doing the competitive process through the State, so every year they do an RP, but it's just for funds for serving homelessness, tackling that issue. But if you're your own continuum, then you can basically qualify for an entitlement type grant. So it's a funding allocation that's figured on a formula for need in your community.

MR. FLETCHER: But didn't you just say we didn't qualify for that?

MR. COLE: We don't because of how we chose to not be a continuum. But we could if we got enough organizations on board, and probably if we went county wide, we could qualify as a continuum. But I think there needs to be further investigation what that would be on impact on the funding.

So when we're our own continuum, we would get an annual allocation we could plan for and an included an allocation for like 10 percent admin, but the city and the County and local partners stopped doing that because they went after the competitive pot of money that the state oversees instead of being a direct recipient, and they've been able to get more funds.

So the benefit of going into our own continuum would be more coordination because, you know, we're all ‑‑ local agencies are all competing for funds from the state. They're just bringing their proposals that ‑‑

MR. FLETCHER: Oh, it's all individual by organization?

MR. COLE: Yeah. So to do the continuum, that would just mean that there's a little more centralized effort over how those funds are going to be used and directed. It's kind of six to one, half a dozen to the other. Less money, more directive or more money ‑‑ you know, that needs to be a community‑wide discussion, though, if ‑‑ and I'm not even sure if HUD ‑‑ HUD and/or the State would be supportive or open to that, because the movement has been to consolidate more continuums.

MR. FLETCHER: Who's responsible for doing that?

MR. COLE: So I'll be ‑‑ I'll probably be involved in that task force. Steve Paulis has been really interested in that, because it will probably directly relate to a lot of his work. And the County, of course, and the United Way, and then definitely the VA, Phoenix programs, other big providers in town that deals with homelessness.

MR. FLETCHER: And the last one, Develop a coordinated entry system. I mean, we kind of have that with the homeless day center, right?

MR. COLE: Yeah. They're talking more about a coordinated like database system. So like the VA works on their own for veterans, but the general population is on, you know, their own, and you have ‑‑ you have like several different systems out there. So the goal would be to get people to have more memorandums of understanding between organizations and more ‑‑ share more information about those.

MR. FLETCHER: Seems like that's an outfall of this Functional Zero Task Force.

MR. COLE: Yeah, there's been some good progress in that already, so a lot of these goals aren't goals centered around us that we haven't done anything about. I mean, there's been some progress. These all came out of things they're going to keep doing, start doing, or do more of it.

MR. FLETCHER: Was there anything that you figured out that you shouldn't be doing? Is there something we're doing we should stop that's not effective?

MR. COLE: You know, the point when that came out, that was probably a 15‑minute conversation of the panel. It was real heated, because everybody talked about how it was a waste of staff time for data that's not really valid. That was probably the biggest thing.

MR. FLETCHER: Anybody have any questions about the summit?

(No response.)

MR. FLETCHER: Looks like next is the Community Land Trust Update.

MR. COLE: So our Community Land Trust Organization, the Implementation Ordinance was approved by Council on September 6th. I've filed our Articles of Incorporation, so we're now a legal entity, or as the legal department says, We can sue and be sued. Council appointed a board at the November 21st meeting, so we've got six board members. Three of them with community and business leaders. Three are neighborhood members. We got some great people. It's going to be a really strong board. I think everybody is raring to go.

Out of our funding agreement going before council, we first read at this next meeting, and then they'll do a second and final consideration for adoption on the January 3rd meeting. And that will be the funding agreement for the Community Land Trust, which will be the 200,000 in the City Surplus Funds allocated for those homes as a part of the 2016 budget, City budget. So those aren't CDC or homeless City funds. But then there's also the 40,000 for the solar panels that you all approved that go on the 2016 budget.

So that will be the funding agreement that gets them started on their first project, and it also includes donation of those properties on Lynn Street to the Land Trust. So they'll have a really busy first meeting on January 10th. They'll have to designate someone as a chairperson, you know, right off. They'll have to consider the funding agreement and get it signed. And yeah, we'll be off to the races.

So we got our funding commitment from Providence Bank for the development financing. So that's good through January 15th. So we've got to get the Board onboard for approving that, which shouldn't be too tough. Yeah, that's where we're at on that.

MR. FLETCHER: Could you send out to the Commission notification of when and where that first meeting is so that we can attend if we choose?

MR. COLE: Oh, yeah. The first meeting is January 10th. We're actually going to be at Centro Latino at 7. And we were originally going to schedule it here, but the thought is that organization need to be a community organization and not the City's. So what a great way to kick off the meeting and say we're going to have this meeting out in the neighborhood ‑‑

MR. FLETCHER: So it's not a City ‑‑ so it's not a City organization.

MR. COLE: That's the long‑term vision, that it would be its on separate entity. But the thought is the City is the only entity in town that can kind of get the ball rolling. So they're going to ‑‑ you know, we're going to put the properties and the funds in the organization, and then I'm going to provide staffing services for a minimum of three years for free, and then after that, hopefully they'll be in a position where they can start thinking about transitioning to a different way of doing it.

MR. RITTER: You had mentioned that they could raise money, raise additional money instead of coming back to this Commission after that three‑year period is over where the City's ‑‑ or as an independent organization they could ‑‑

MR. COLE: They could do fundraising on their own or they could come back and ask for CDBG and HOME dollars, so yeah.

MR. RITTER: Do you anticipate them trying to qualify to be a CHDO?

MR. COLE: I'm going to strongly recommend that they don't, because the goal of this is not to set up a competing organization.

MR. FLETCHER: That's what I was going to ask.

MR. COLE: And that's the way we've got these properties on Lynn Street set up.

MR. RITTER: This is just a land bank.

MR. COLE: It's just to be the long‑term stewards of property and make sure where we invest in affordable housing, it stays affordable, stays good quality, and that the community has a say for how that's done, not to create another entity to compete with Job Point and Habitat. So what I would anticipate that organization potentially coming back would be, I don't know, probably 3 to 5,000 bucks for like some administrative stuff. I don't know there, but a lot of it depends on how this first year goes. We might not need to come back and ask for funds for up to two years.

MR. FLETCHER: Any other comments on Land Trust?

(No response.)

MR. FLETCHER: Next is go over the schedule. I think we've seen this a couple times now. Did you make changes?

MR. COLE: No changes. It's been on everybody's radar.

MR. FLETCHER: Everyone has got this in their calendars?

MR. COLE: January 11th, that's the Community Development Needs. We'll review our policy in February, issue the 2018 Direct P at the end of February. For new commissioners, I'd recommend attending the pre‑application workshop at 6:30 here in Room 1A. This is the workshop that anyone applying for CDC goes to, so you can see what they're hearing and learn a lot about the process. We'll start into all of our public hearings.

MR. FLETCHER: Is that it?

MR. COLE: Yeah, unless you need more details about the schedule.

MR. FLETCHER: Anyone has questions about the schedule?

(No response.)

**VII.) General Comments by Public, Members, and Staff**

MR. FLETCHER: General comments by the public. We don't have any. Any staff or commission comments?

MR. COLE: From a staff view, we're going to really try to get the word out about our Community Development Needs hearing, so hopefully get people here. I don't know if ‑‑ Mike is newest. He might want to introduce himself.

MR. FLETCHER: You know, for some reason, I thought you were already a member. I know we have a couple new members, but you look so familiar to me.

MR. SALANSKI: Perhaps it's what I do for a living, and that's I work right across the street, Central Bank of Boone County here in downtown Columbia, Missouri.

MR. FLETCHER: That's it. I've dealt with you there. That's exactly what it is. You looked familiar to me. So I apologize for not recognizing you.

MR. SALANSKI: Anyways, thank you, Randy. And again, my name is Michael Salanski. I think these cards are very convenient. I am a new appointee, of course, to the commission. I'm excited to be here. I'm excited to listen and learn what you all have been doing over the last 12 months.

As I mentioned to Randy when we had coffee, leading up to this particular meeting, my initial goal was just to digest the last year's worth of meetings, kind of see what you've been doing, what you've been discussing, and why, and ultimately try to be an exceptional listener.

I look forward to contributing where I can and when I can, but for now, I'm excited to be here, and I welcome any feedback from any of the other commissioners.

MR. FLETCHER: Well, for ‑‑ and for you and everybody, I kind of go fast sometimes, but don't be afraid to ask questions or stop me, please. If I'm kind of rolling along and you want to get engaged and get on a sidebar discussion to understand something, please speak up. Don't let us just go by if you do not understand something. It's an important process. Please feel free to speak up and stop me anytime.

Last thing, the only comment I have is congratulations. Mr. Cole has been on the United Way board, he's been appointed to the United Way board. That's fantastic. So congratulations. Saw that in the newspaper.

MR. COLE: Thanks.

**VIII.) Adjournment**

MR. FLETCHER: I think that completes the agenda. Would anyone like to make a motion to adjourn?

MR. RITTER: I'll make the motion, if somebody seconds it.

MR. REGAN: I second it.

MR. FLETCHER: All in favor, say aye.

**(A unanimous voice vote for approval.)**

MR. FLETCHER: All opposed?

(No response.)

MR. FLETCHER: The meeting is adjourned. Thank you.

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