



APPROVED

MINUTES

COMMUNITY DEVELOPMENT COMMISSION MEETING

Tuesday, January 09, 2024, City Council Chambers

400 South Vine Street, Urbana, IL 61801

Call to Order: Chairperson Anne Heinze Silvis called the meeting to order at 6:01 p.m.

Roll Call: Breaden Belcher, Grants Management Division Manager, called the roll. A quorum was present.

Commission Members Present: Anne Heinze-Silvis, Chris Diana, Rev. Robert Freeman, DeShawn Williams, and Patricia Jones

Commission Members Excused/Absent: None

Others Present: Breaden Belcher, Grants Management Division Manager; Hillary Ortiz, Executive Assistant; Kimberly Smith, Community Development Services Director and Katie Harmon, Continuum of Care Coordinator at Champaign County Regional Planning Commission

Approval of Public Hearing Minutes: Commissioner Williams moved to approve the minutes of the October 24, 2023, Public Hearing. Commissioner Jones seconded the motion. The motion carried unanimously.

Commissioner Jones moved to approve the minutes of the October 24, 2023, CD Commission Meeting. Commissioner Williams seconded the motion. The motion carried unanimously.

Petitions and Communications: There were no Petitions or Communications to discuss.

Audience Participation: No audience members were present to give public input. The city did not receive public input via mail or email either.

Presentations: Katie Harmon, serving as the Continuum of Care Coordinator at Champaign County Regional Planning Commission, delivered a presentation regarding the Strategic Plan of the Champaign County Continuum of Service Providers to the Homeless (CSPH). Ms. Harmon concentrated her presentation on the latest revisions to the Strategic Plan's objectives, detailing the steps CSPH aims to implement for their attainment. The identified goals and their corresponding actionable steps are as follows:

1. Permanent Housing
 - Increase PSH vouchers for homeless families with children from 44 to 60.
 - Increase PSH vouchers for homeless individuals without children from 67 to 80.
 - Advocate for more low-income housing tax credit (LIHTC) developments through presentations to city and county boards.

2. Data Utilization & Quality
 - Increase HMIS bed coverage from 67% to 80% through CSPH outreach and technical support.
 - Integrate CES List into HMIS.
 - Use HMIS performance data in HUD and ESG funding decisions.
 - Enhance data literacy within CSPH.
 - Conduct yearly HMIS data review and analysis training.
 - Provide quarterly HMIS Report Card reviews to CSPH.
 - Mandate CSPH members to report annual agency monitoring outcomes.
3. Equity
 - Perform an annual Racial Equity Analysis for CSPH.
 - Offer annual trainings on Gender Identity Final Rule, Non-Discrimination, and Diversity, Equity, and Inclusion.
 - Collaborate with stakeholders for LGBTQ outreach.
 - Improve CES advertising.
 - Revise the CSPH Grievance Policy.
 - Update Memorandums of Understanding to align with CSPH Policies and Procedures Manual.
4. Landlord Engagement
 - Launch the Landlord Risk Mitigation Fund pilot and assess results.
 - Organize annual CSPH Landlord Focus Groups for education and feedback.
 - Introduce a yearly CSPH Landlord Appreciation Award.
 - Investigate collaborating with landlords to compile a vacant unit inventory.
 - Sustain yearly source of income education and training for CSPH members, tenants, and landlords.
5. Lived Experience Representation
 - Establish a recruitment and retention strategy for individuals with homelessness experience on the CSPH Executive Committee.
 - Develop position descriptions for CSPH Executive Committee Members with homelessness experience.
 - Investigate funding options for compensating individuals with homelessness experience on the CSPH Executive Committee.
 - Collect annual feedback from individuals with homelessness experience through Focus Groups, CSPH Member Satisfaction Surveys, and Town Hall Meetings.
 - Recruit individuals with homelessness experience to provide yearly testimonials at CSPH meetings.

Upon completion of her presentation, Ms. Harmon engaged with the commissioners, addressing and concerns they had and providing more information to their more nuanced questions. Ms. Harmon shared her contact information and offered to provide additional information, along with a copy of the complete CSPH Strategic Plan, if requested by the commissioners.

Staff Report: Mr. Belcher began the Staff Report by letting the commissioners know that the CAPER, which was submitted to HUD in September, had received a response back. HUD requested some corrections to be made and asked the staff to provide additional information on a few items. Mr. Belcher noted that these adjustments have been made and the CAPER was returned to HUD for a final review.

Mr. Belcher provided an updated timeline for the Fiscal Year 2024-2025 Annual Action Plan (AAP). He noted that the first public hearing will take place on January 30, 2024, before the regularly scheduled CD Commission Meeting, with the draft AAP being available for review on March 1, 2024. A detailed list of the upcoming dates was included in the commissioner's packets.

Mr. Belcher informed the commissioners that the applications for Community Housing Development Organization (CHDO) funding were distributed in December. The allocated CHDO funding comprises \$120,000 for developmental expenses and \$32,500 for operational expenses. The staff anticipates having the applications prepared for the commissioners' review during the February CD Commission Meeting, possibly earlier.

Mr. Belcher stated that the Grants Division listed the Community Development Coordinator position online in December, and are currently in the process of evaluating applications. Staff aim to secure a suitable candidate to fill the vacancy within the coming month or two.

Old Business: There was no Old Business to discuss.

New Business: Mr. Belcher introduced a resolution proposing an amendment to augment the funding for a tenant-based rental assistance (TBRA) agreement aimed at aiding victims of gun violence. This agreement is in place between the City and Champaign County Regional Planning Commission (CCRPC). Initially, when the agreement was executed, CCRPC was allocated \$125,000 in funding to deliver TBRA assistance over a two-year span, concluding on June 30, 2025. Subsequent to the agreement's inception, the program's framework has shifted, and there has been a notable surge in interest. This proposed amendment seeks to allocate an additional \$125,000 in funding to the program, with the funds intended for utilization by June 30, 2025, enabling support for an additional 10-12 households.

Chairperson Anne Heinze-Silvis asked for a motion to forward the amendment to council, with the recommendation for approval. Commissioner Freeman provided the motion and Commissioner Jones seconded. A voice vote was then called, which carried unanimously.

Mr. Belcher introduced Kimberly Smith, the Community Development Services Director, who had been in attendance for this meeting.

Study Session: There were no Study Session items to discuss.

Adjournment: Seeing no further business, Chairperson Heinze Silvis adjourned the meeting at 6:49 p.m.

Recorded by:

Hillary L. Ortiz
Executive Assistant