



## **HOUSING & COMMUNITY DEVELOPMENT ACT COMMITTEE**

Tuesday, April 19, 2016

7:00 pm

Lorraine H. Morton Civic Center, 2100 Ridge Avenue

Room 2402

### **AGENDA**

- I. CALL TO ORDER / DECLARATION OF QUORUM**
- II. APPROVAL OF MEETING MINUTES FOR MARCH 15, 2016**
- III. BOARDS, COMMITTEES, AND COMMISSIONS CONSOLIDATION DISCUSSION**
- IV. PUBLIC COMMENT**
- V. STAFF REPORTS**
- VI. ADJOURNMENT**

The next meeting of the Housing & Community Development Act Committee is scheduled for Tuesday, May 17, in Room 2402.

***Order of agenda items is subject to change***

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## **HOUSING & COMMUNITY DEVELOPMENT ACT COMMITTEE**

Tuesday, March 15, 2016

7:00 P.M.

Lorraine H. Morton Civic Center, 2100 Ridge Avenue, Room 2402

Members Present: Ald. Rainey, Ald. Wilson, Ald. Braithwaite, Ald. Holmes, Ald. Miller, C. Goddard, M. Miro, G. Makey, S. Jones

Members Absent: J. Sanke

Staff Present: S. Flax, N. Holden-Corbett

Presiding Member: Ald. Rainey, Committee Chair

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### **CALL TO ORDER / DECLARATION OF QUORUM**

Chair Rainey declared a quorum of the Housing and Community Development Act Committee and called the meeting to order at 7:06pm.

### **APPROVAL OF FEBRUARY 16, 2016 HOUSING & COMMUNITY DEVELOPMENT ACT COMMITTEE MINUTES**

Ald. Braithwaite moved for approval of the minutes, seconded by Ald. Miller. A voice vote was taken and the minutes were unanimously approved.

### **PUBLIC INPUT ON THE DRAFT 2015 CONSOLIDATED ANNUAL PERFORMANCE AND EVALUATION REPORT (CAPER)**

Ald. Braithwaite moved to start the hearing for the City of Evanston's draft 2015 Consolidated Annual Performance and Evaluation Report (CAPER). Motion was seconded by Ald. Wilson and passed unanimously. There were no public comments; Ald. Rainey closed the hearing.

### **VOTE TO RECOMMEND APPROVAL OF CAPER BY CITY COUNCIL AT MARCH 28, 2016 MEETING**

Ald. Braithwaite moved to recommend approval of the 2015 Consolidated Annual Performance and Evaluation Report, seconded by Ald. Wilson and passed unanimously.

### **UPDATE ON FINAL 2016 ACTION PLAN**

N. Holden-Corbett noted that the City of Evanston's 2016 Action Plan – which was recommended for Council approval by the Housing and Community Development Act Committee on November 17, 2015 and updated during the February 16, 2016 meeting – will go to City Council for approval on Monday, March 28, 2016.

**OTHER PUBLIC COMMENT**

A student from Oakton Community College asked for information about the City of Evanston, City Council, and various committee meetings.

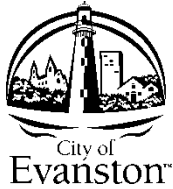
**STAFF REPORTS**

There were no additional staff reports.

**ADJOURNMENT**

There being no further business, Ald. Rainey requested a motion to adjourn. It was moved by S. Jones and seconded by Ald. Wilson. Motion passed unanimously and the meeting was adjourned at 7:23pm.

Respectfully submitted,  
Nora Holden-Corbett  
Grants and Compliance Specialist



# Memorandum

To: Members of the Housing & Community Development Act Committee

From: Sarah Flax, Housing and Grants Administrator  
Nora Holden-Corbett, Grants and Compliance Specialist

Subject: Boards, Committees, and Commissions Consolidation Discussion

Date: April 15, 2016

In 2015, the Housing & Community Development Act Committee and Mental Health Board worked together on a consolidated application process for local and federal funds for the 2016 grant year. This included pre-application meetings and combined hearings to make funding decisions.

- September 10, 2015 – CDBG/MHB Combined Applicant Hearing (HCDA & MHB)
- September 12, 2015 – MHB Only Applicant Hearing
- September 24, 2015 – CDBG Only Applicant Hearing
- September 29, 2015 – CDBG Funding Decisions
- October 8, 2015 – MHB Funding Decisions

This collaboration allowed the City to holistically approach the needs of our community. Since both funds address Public Service needs, making collective funding decisions reduces administrative burden to agencies, provides more transparency, and allows funds to more directly impact common goals. Additionally, the process improves grant management, reduces duplication of agency services, and ensures all needs are met.

The two funds are very different, but jointly identify at-risk individuals and prioritize their needs. MHB would continue to be used as local funds, with more flexibility and not subject to stringent federal requirements. CDBG would continue to be used for public facilities improvements and City projects in addition to its 15% set-aside for public services. The CDBG total amount allocated to public services (including City programs) for 2016 is \$270,000, and the local MHB funds are approximately \$750,000. Since the application process is already collaborative, the respective Boards/Committees may now like to discuss the possibility of making consolidated decisions as a unified Committee.

Details about Mental Health Board, Housing and Community Development Act Committee, and the HCDA 2016 tentative schedule are attached.

## **Housing & Community Development Act Committee**

**PURPOSE:** To provide advice and recommendations to the City Council on the goals, objectives and overall policy direction of the Community Development Block Grant Program; to make recommendations to the City Council on the use and appropriation of Community Development Block Grant funds; to monitor the progress of all CDBG funded programs; to initiate such studies and reports as are necessary for the effective operation of the CDBG program; and to conduct such public hearings as are required and deemed necessary for the gathering of information and ideas related to the CDBG Program.

**# OF MEMBERS:** Ten (10) members

**QUALIFICATIONS:** At least 2 Aldermen and 2 citizens-at-large must reside in wards located within the CDBG Low/Moderate Income Target Area. At least one member of the HCDA Committee must also be a member of the Plan Commission.

**TERM:** Alderman four (4) years, Citizens three (3) years. Aldermen may be reappointed without limit. Citizens may serve two terms.

**REPORTS TO:** City Council

## **Mental Health Board**

**PURPOSE:** To aid individuals in the enhancement, maintenance and/or restoration of their mental health within the context of their environment and to review and evaluate community mental health services and facilities in Evanston, including services and facilities for treatment of mental disorders, alcoholism, drug addiction, and developmental disabilities, including mental retardation, cerebral palsy, epilepsy and autism.

**# OF MEMBERS:** Nine (9) members

**QUALIFICATIONS:** Must be Evanston residents; must be representative of interested groups in the community. Membership of the Board shall be a representative of interested groups in the community, such as the Health Department, medical societies, local welfare agencies, hospital boards, school boards, local comprehensive health-planning agencies, lay associations concerned with mental health, alcoholism, controlled substances addiction or use of cannabis, or developmental disabilities, as well as labor, business and civic groups and the general public.

**TERM:** Four (4) year terms. Members may serve no more than two (2) terms.

**REPORTS TO:** Human Services Committee

# Application Process for 2017 Funding

## Important HCDA Committee meeting dates outlined below

Meetings will be held in room 2402; dates and locations are subject to change

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Tuesday, February 16, 2016 – HCDA meeting (discuss 2017 funding application process)

*Tuesday, March 1 – deadline for agencies to submit suggestions/feedback from 2016 process*

Tuesday, March 15, 2016 – HCDA meeting (Draft 2015 CAPER)

Tuesday, April 19, 2016 – HCDA meeting

Tuesday, May 17, 2016 – HCDA meeting

Tuesday, June 21, 2016 – HCDA meeting

Tuesday, July 12, 2016 – Pre-application meeting for agencies

Thursday, July 14, 2016 – Pre-application meeting for agencies

Tuesday, July 19, 2016 – HCDA meeting

*Monday, August 1, 2016 – all (new) applicants must submit a pre-application letter by 4pm*

Tuesday, August 16, 2016 – HCDA meeting

*Friday, August 19, 2016 – All applications due in ZoomGrants*

*Monday, August 29, 2016 – Deadline for submitting questions to agencies scheduled for review 9/8/16*

*Wednesday, August 31, 2016 – Deadline for submitting questions to agencies scheduled for review 9/10/16*

Thursday, September 8, 2016 – HCDA AND MHB: joint meeting and review/hearings

*Friday, September 9, 2016 – Deadline for submitting questions to agencies scheduled for review 9/20/16*

Saturday, September 10, 2016 – MHB ONLY: review applications/hearings

Tuesday, September 20, 2016 – HCDA ONLY: review applications/hearings

*Tuesday, September 27, 2016 – CDBG funding decision*

Tuesday, October 18, 2016 – HCDA meeting

Tuesday, November 15, 2016 – HCDA meeting (Draft 2017 Action Plan)

Tuesday, December 20, 2016 – HCDA meeting



## MEETING MINUTES

### MENTAL HEALTH BOARD

Thursday, January 14, 7:00 PM

Lorraine H. Morton Civic Center, 2100 Ridge Avenue,

Members Present: S. Johnson, K. Ruetzel, I. Ziaya, M. Pierce, J. Taylor, J. Wernick, A. Stark

Members Absent: C. Fleming

Staff Present: J. Wingader

Presiding Member: S. Johnson, Board Chair

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#### Call to Order / Declaration of Quorum

Chair Johnson declared a quorum and called the meeting to order at 7:02pm.

#### Presentation

Ashleigh Knoeferl, Health Educator with Erie Family Health Center, spoke about the organization including services available, number of therapists on staff, and hours of operation.

#### Approval of the August 20, 2015 Meeting Minutes

Chair Johnson noted that CJE, not the City of Evanston, initiated the task force to address hoarding. Ms. Taylor moved approval of the September 10, 2015 meeting minutes as corrected, seconded by Mr. Pierce. and the corrected minutes were unanimously approved.

#### Approval of the October 8, 2015 Meeting Minutes

Ms. Taylor moved approval of the minutes as submitted, seconded by Ms. Ziaya. The minutes were unanimously approved.

#### Public Comment

Alexandra Halilovic of Shore Community Services reported that the organization was relying on credit to continue providing services because the State has not released funds.

#### Liaison Report

Board members provided updates about LAF, Metropolitan Family Services, Housing Options for the Mentally Ill, Northwest CASA, Meals at Home, and PEER Services.

#### Staff Report

Staff reported status of 2015 4<sup>th</sup> quarter reports Ms. Taylor requested a timeline for the 2016 grant cycle and a list of important dates.

**Chair Report**

Chair Johnson provided an update on the proposed allocation for Trilogy, Inc. and stated that she was in the process of discussing unallocated funds with Ald. Miller. The Board discussed information about hoarding and how hoarding cases are addressed. There was further discussion about the information provided in the packet about mental health services in Evanston and the E-Plan. Rainer Huemer, representative from Presence Behavioral Health, provided information about the services Presence provided in 2015.

Chair Johnson announced that the Health Department's new intern, Martin Majewski, would be attending meetings and working on the E-Plan. She called for volunteers to assist.

**Other Business**

Chair Johnson requested a review of the scoring questions for the 2016 funding application. The Board directed staff to seek feedback on the application process from agencies to inform the 2017 planning process.

**Adjournment**

Ms. Taylor moved to adjourn the meeting, Ms. Ruetzel seconded the motion and it was approved unanimously. Meeting adjourned at 8:23 pm.

Respectfully submitted,  
Jessica Wingader  
Grants and Compliance Specialist





## MEETING MINUTES

### MENTAL HEALTH BOARD

Thursday, February 11, 7:00 PM

Lorraine H. Morton Civic Center, 2100 Ridge Avenue,

Members Present: S. Johnson, K. Ruetzel, I. Ziaya, M. Pierce, J. Taylor, J. Wernick, A. Stark, C. Fleming

Staff: Ald. Miller, S. Flax, J. Wingader

Presiding Member: S. Johnson, Board Chair

#### **Call to Order / Declaration of Quorum**

Chair Johnson declared a quorum and called the meeting to order at 7:00pm.

#### **Approval of the January 14, 2016 Meeting Minutes**

Ms. Taylor moved approval of the January 14, 2016 meeting minutes, seconded by Ms. Fleming. The minutes were unanimously approved.

#### **2016 Funding – Ald. Miller**

Ald. Miller opened by providing more information about the status of the unallocated funds. There was discussion about the application Trilogy submitted and the services the agency offers; there was further discussion about other services available in the community. Ald. Miller recapped the Board's purpose which is to outline mental health priorities and requested suggestions from the Board as to ways the funds could be used to address youth violence. There was discussion about the process of identifying and funding proposals. Ms. Ruetzel suggested dividing the funds between agencies already addressing youth violence. Ald. Miller stated that it was his goal to solicit all ideas the Board had to address the topic of reducing youth violence. There was further discussion about the process and ways to address priorities. Chair Johnson called for volunteers to form a working committee to generate ideas to be discussed at the following meeting in March; Ms. Fleming and Ms. Wernick agreed to volunteer.

#### **Public Comment**

Ruth McMahon, Chief Development Officer of Trilogy, asked about the decision to reallocate funds. Ald. Miller clarified the process and stated that a decision had not been reached.

#### **Other Business**

Ms. Johnson introduced a draft letter from the Board to the City Manager requesting that a staff member from the Health & Human Services Department attend MHB meetings. Ms. Ruetzel explained the purpose for submitting the letter. There was discussion about staffing boards, commissions and committees and ways staff could communicate information. Board members offered suggestions to the language of the letter and there was further discussion about staffing. It was agreed that Ms. Ruetzel

would prepare another draft incorporating the suggestions and return it for the Board's review.

Ms. Johnson requested a review of the ZoomGrants application and scoring questions. Ms. Flax requested Board feedback on the application. Ms. Johnson agreed to meet and provide feedback.

### **Liaison Report**

Board members provided updates for Connections for the Homeless, Shore, Moran Center, Childcare Network of Evanston, Child Care Center, Housing Options, Family Focus, North Shore Senior Center, PEER Services, and YOU.

### **Staff Report**

Staff provided a timeline for the 2017 grant cycle. There was discussion about ways staff could more effectively present information. The Board requested more time for hearings. There was further discussion about the scoring system and the way allocations were determined.

### **Adjournment**

Ms. Ruetzel moved to adjourn the meeting, Ms. Fleming seconded the motion and it was approved unanimously. Meeting adjourned at 8:31 pm.

Respectfully submitted,  
Jessica Wingader  
Grants and Compliance Specialist