

Minutes  
Housing and Community Development Commission  
February 8, 2023  
Council Chambers, City Hall, Columbia

COMMISSIONERS PRESENT

Rebecca Shaw  
Michael Fletcher  
Mitchell Ritter  
Ross Kasmann  
Barbara Jefferson  
Thomas Rose  
Diane Suhler

COMMISSIONERS ABSENT

Blake Willoughby  
Michelle Lambert

CITY STAFF

Tim Teddy  
Jennifer Deaver  
Jacob Amelunke  
Darcie Clark  
Molly Fair

- I. CALL TO ORDER The meeting was called to order by Rose at 6:59 pm.
- II. INTRODUCTIONS  
Present at the start of the meeting were commission members Shaw, Fletcher, Ritter, Kasmann, Jefferson, Rose, and Suhler.
- III. APPROVAL OF THE AGENDA  
Motion to approve the agenda: Shaw  
Motion to 2<sup>nd</sup>: Jefferson  
Motion passes: 7:0  
Not voting: Willoughby and Lambert
- IV. APPROVAL OF MINUTES  
Motion to approve the draft January 11<sup>th</sup>, 2023 minutes: Shaw  
Motion to 2<sup>nd</sup>: Ritter  
Motion passes: 7:0  
Not voting: Willoughby and Lambert
- V. OLD BUSINESS  
FY 2024 Housing and Community Development Needs Survey: Deaver shared that the survey is out on the City's BeHeard website and was emailed to all City employees. As of February 8, there have been 128 responses received, with responses from all six wards. The Columbia Housing Authority will be sending out the survey with their next newsletter, and hard copies will be available at various locations around town. Rose requested Staff reach out to Joanne Nelson for recommendations on survey distribution.
- VI. NEW BUSINESS  
FY 2024 Pre-Application Workshop – Scheduled March 8, 2023: Deaver shared that the Pre-Application workshop is scheduled for March 8, 2023. It is an educational event for potential

applicants on the process of applying for funds, but is open to the public and HCDC members. Discussion was had on how best to publicize the event.

VII. SPECIAL ITEMS

HCDC Authorizing Ordinance and Board and Staff Member Roles: Deaver reviewed Commissioner and Staff Roles. Rose inquired if the process for the five-year Consolidated Plan would be reviewed, Teddy shared that will likely happen towards the end of this year, given that 2024 is the last program year in the current five-year plan.

Review of CDBG/HOME Funding and Management of Funds from National to Local Level: *Discussed with "HCDC Authorizing Ordinance and Board and Staff Member Roles".*

Review of Committee Activity and Fiscal Activity Cycles: Deaver reviewed the dates for the upcoming funding cycle. Discussion was had about the Letter of Intent process for applicants.

Annual Rating Criteria Review: The Commission and Staff discussed the rating criteria. Rose inquired if the categories that the projects must fall into can be amended, Teddy shared that that would be something to consider revising when creating the next five-year Consolidated Plan. The Commission discussed that in the past there have been applications that have been too vague, particularly on the budget section, and thus difficult to rate. Deaver shared that Staff plans to address that at the pre-application workshop.

VIII. GENERAL COMMENTS BY PUBLIC, MEMBERS AND STAFF

The Commission and Staff discussed what types of projects and agencies are eligible for CDBG and HOME funds, as well as how information about funding is publicized.

Ritter requested a summary at the next meeting of FY 2021 projects funded and which of those projects have fully expended funds or not.

Shaw shared that Randy Cole of the Columbia Housing Authority recently gave a presentation to the Coalition to End Homelessness that included a housing availability report from the Columbia Board of Realtors, and requested Staff reach out to Cole to request he share the report.

IX. NEXT MEETING DATE

March 15, 2023

X. ADJOURNMENT

Motion to Adjourn: Jefferson

Motion to 2<sup>nd</sup>: Shaw

Motion passes 7:0

Not voting: Willoughby and Lambert

The meeting was adjourned at 8:15 pm.