

City of Worcester, Massachusetts

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Gregory J. Baker, Director
Neighborhood Development Division

**Community Development Advisory Committee
Worcester Public Library
Banx Room
One Salem Square
Worcester, MA
Tuesday, February 3, 2015
6:30 PM**

MEETING MINUTES

CDAC present: Edward Moynihan (Chair), Martha Assefa, Mark Borenstein, Etel Capacchione, Dana Strong, Paula Stuart, Daniel J. Whalen, Matthew Yalouris

CDAC absent: Michael Larkin, Tracey Pakstis-Claiborne

City Staff: Greg Baker, Steve Hill, Tony Miloski, Jeanette Roach

1) Call to Order

The meeting was called to order by Chairman Ed Moynihan at 6:36 P.M.

2) Welcome & Introductions

A new CDAC member, Matthew Yalouris, was welcomed and introduced.

3) De-brief on Year 41 / FY2016 CDBG Applicant Presentations

There was a de-briefing among CDAC members regarding the 1/29/15 applicant presentation session. Members were in general agreement that the process ran smoothly, was well organized, and was helpful for evaluating applications. In thinking of ways to further improve for future years, the following two suggestions emerged:

- Give CDAC members more time to ask questions of the presenters.
- Allow presenters to provide brief handouts to CDAC members that summarize the proposed program(s) or activity. It was stated that this may help presenters stay on topic during their presentations.

There was discussion among CDAC members and City staff regarding the FY2016 CDAC CDBG scoring / ranking system both on its own and in relation to specific applications. In general, CDAC members found the scoring criteria and process helpful, but raised a few concerns that included:

- Some of the applications received did not respond to specific RFP questions accurately, thus making it difficult to correlate responses directly with the pertinent ranking criteria.
- The scoring of proposals based upon the leveraging of funds other than CDBG can penalize newer organizations that may require a higher percentage of CDBG funds in order to carry out their proposed program or activity. City staff clarified that this criteria stems in part from the requirement that organizations have the financial capacity to carry out a CDBG grant.

Additional concerns were raised regarding individual applications. The discussion centered on the amount of funding requested in comparison to previous requests, high unexpended balances for certain organizations funded in Year 40, and challenges that some organizations faced while implementing programs supported by CDBG funding.

Neighborhood Development Division Director, Greg Baker, suggested revising the RFP process for future years, potentially with the assistance of CDAC members. Two prospective areas to address at future meetings were discussed:

- Joining the RFP and application scoring criteria so that they are one and the same.
- Reviewing the use of an annual RFP process for both new and returning applicants, and potentially consider the use of multi-year contracts for organizations with strong track records in use of CDBG funds.

Additionally, Mr. Baker discussed the need to understand the human and social services landscape in Worcester. This is something that could be placed in the 5-Year Consolidated Plan as a goal or objective to help pinpoint service gaps in the community, as well as identify the smaller organizations serving niche populations that may need assistance for accessing CDBG funding.

4) Discussion of Proposed Roles and Tenure for CDAC Chair & Vice Chair

A draft document, developed by current Chair, Ed Moynihan, outlining the terms and responsibilities of the Chair, Vice Chair, and Recorder of CDAC was distributed to CDAC members. Paula Stuart made a motion to accept the terms and responsibilities which was seconded and the motion was unanimously approved.

CDAC members continued to discuss the one year fiscal term with a maximum of up to two consecutive terms for the Chair and Vice Chair. Ms. Stuart moved to amend the motion by inserting “elected” into consecutive terms for the Chair and Vice Chair, which was seconded and the motion was adopted as amended.

There was considerable discussion among CDAC members with regard to the election timeframe and start date for the current term. The approved terms indicate that the elections for Chair and Vice Chair occur at the first CDAC meeting of each

new City fiscal year in which CDAC also has no more than 3 total committee membership vacancies at the time of voting. Ed Moynihan moved to amend the motion by having the newly adopted CDAC terms and responsibilities of the Chair and Vice Chair take effect July 1, 2015, and to elect a temporary Vice Chair for the Year 41 CDAC process. The motion was seconded and adopted as amended.

5) Nomination and Election of Vice Chair

CDAC Chair Ed Moynihan made a motion to continue as the temporary Chair until the first CDAC meeting of FY2016 (after July 1, 2015) which was seconded and the motion was unanimously approved. CDAC member Mark Borenstein received the nomination for Vice Chair. CDAC members unanimously elected Mr. Borenstein by voice vote.

6) Solicitation of RFP Score Tabulator Volunteer

CDAC member Paula Stuart volunteered for the temporary Recorder position. Ms. Stuart will collect the cumulative CDBG RFP score sheets from each CDAC member and tabulate the total final scores for use by CDAC and City program staff in creating final CDAC rankings and recommendations.

All RFP score sheets should be submitted to Ms. Stuart no later than 2/18/15. CDAC members are encouraged to submit RFP score sheets at their convenience on, or before, 2/18/15, and preferably incrementally after they are discussed at the 2/3/15, 2/10/15, and 2/17/15 scheduled CDAC meetings.

7) Discussion and Evaluation of Public Service Applications

City staff distributed a spreadsheet with CDBG Years 40 - 41 contracted/requested funding amounts, service units, and cost per service unit for the agencies with proposals under review.

CDAC discussed and reviewed the following ten Public Service applications:

- African Community Education – After School Program
- Ascentria Community Services – Staying Home: Refugee Eviction Prevention
- Ascentria Community Services – English Language Classes for Refugees
- Centro Las Americas – Case Management
- Centro Las Americas – Emergency Food Pantry
- Dismas House – BAR None
- Family Health Center – Emergency Dental Services
- Friendly House – Case Management
- Friendly House - Quinsigamond Village Services
- Friendly House - Youth Services

8) Adjournment

As there were no more items for discussion, the meeting adjourned at 8:48 PM.