



**COMMUNITY DEVELOPMENT ADVISORY BOARD
MONDAY, March 11, 2024, 4:15 P.M.
COMMISSION ROOM, CITY HALL
LEAVENWORTH, KANSAS**

Call to Order:

Chairman Charles Davis called the meeting to order at 4:15 p.m. and a quorum was present.

Board members present in the commission chambers:

Chairman Charles Davis Vice Chairman Ralph Taylor
Mary Mack Brian Keeley Mike Seufert

Board members absent:

Tony Majors Sr Paula Rose Jauernig

City Staff members present:

Community Development Coordinator, Julie McKeel
Community Development Clerk, Katherine Criscione

Approval of the February 12, 2024 minutes:

Chairman Charles Davis requested a motion to approve the minutes, as presented.
Motedioned by Vice Chairman Ralph Taylor.
Seconded by Board member Mike Seufert.
Approved by a vote of 5-0

Update of Agency Financials:

Ms McKeel indicated all agencies currently receiving CDBG funds are trending well. Reviewed current received requests for reimbursement and expenditures status. No concern that any agency currently receiving funds will not be able to expend and move forward.

Agency Presentations:

Each agency was given 2-3 minutes to speak about their agency and give additional information.

Shelby Bowen, Finance Coordinator of First Judicial District CASA Association:

Requesting grant for rental reimbursement of their building and advised a review of the agency functions. Vice Chairman Taylor stated he would like to set up a meeting to do a walk thru. No other questions from CDAB, but other CDAB Members expressed interest in attending the walk thru also.

Jackie Masoner, Manager and Sarah Larson, Grants Manager of Catholic Charities of NE Kansas:

Requesting grant for utility reimbursement of their building and advised a review of the agency functions. Talked about all the benefits Catholic Charities provides the community. Indicated they are seeking someone to fill an open position with WorkForce that will assist others in finding employment and helping with case management. Chairman Davis inquired about the screening process for volunteers. Board Member Mary Mack asked about requirements for the open WorkForce position.

Myranda Agnew, Executive Director of Leavenworth Interfaith Community of Hope:

Requesting grant for utility reimbursement of their building and advised a review of the agency functions. Seeing record number of intakes already this year, anticipates those numbers will be potentially doubled from last year. Chairman Davis acknowledged the level of humbleness the shelter shows. Board member Mary Mack congratulated Myranda for being awarded the Chamber of Commerce Humanitarian of the Year award.

Iris Arnold, Director of Leavenworth Mission:

Requesting grant for rent reimbursement of their building and advised a review of the agency functions to relieve the burden of monthly payments so they can purchase more sustainable food for their clients. Vice Chairman Taylor inquired about operation hours so he can volunteer.

Katie Irvin, Executive Director of Alliance Against Family Violence:

Requesting grant for utility reimbursement of their building and advised a review of the agency functions. Vice Chairman Taylor inquired about operation hours so he can volunteer. Chairman Davis inquired about 30/60/90 day follow ups and how she views their success. Vice Chairman Taylor applauded Ms Irvin for stepping up to the plate in her role.

Beth Watkins, Manager of Saint Vincent Clinic:

Requesting grant for utility reimbursement of their building and advised a review of the agency functions. Vice Chairman Taylor commented when he walks in the door of the clinic he feels the care attitude from all of the staff members.

Ms McKeel invited the public agencies to stay or leave. She stated she's very glad all of the agencies applied for funds and advised of their cohesive work relationships for the greater good of the citizens.

Aggregate Discussion:

Ms McKeel reviewed the aggregate information from the scoring of the applications and other factual information for preparation of voting on funding of public service agencies. Two options of funding were presented for discussion purposes only. These two options reveal the difference of funding upon scoring results verses equal funding to all agencies. Ms McKeel reviewed the voting of funding is for CDAB to determine. Ms McKeel reviewed that we do not fund agencies more than their requested amount ask on their applications. The \$51,000.00 available for funding is the projected figure, as the City's entitlement allocation has yet to be announced.

Chairman Davis acknowledged the scores are close enough to not use them as an indicator. Board Member Brian Keeley stated agencies are all asking for utility or rental assistance. Board Member Mike Seufert stated CDAB determined this manner of funding to the agencies many years ago. Ms McKeel advised of the process that would need to change and take place if funding for another method other than rent or utility reimbursement. Ms McKeel requested that pro-rata be included into the voting so that even distribution could be given to the agencies without bringing CDAB back to revote since we are voting on a projected figure of \$51,000.00.

Board Member Mike Seufert made a motion to select option 2 with the contingency that if there is more or less money available that the funds are distributed evenly up to their ask. (Option 2 would evenly divide funding after full ask of Leavenworth Mission & Catholic Charities since these two agencies are requesting less than what would be an equal distribution amount.)

Second from Board Member Brian Keeley.

Approved by a 5-0 vote.

Other:

Ms McKeel advised she will send all CDAB Members the contact information of the individuals and agencies that presented. Ms McKeel advised she can give updates to the funding upon request and advised the 2024 Annual Action Plan is posted for review in draft form at City Hall, public library, and online.

Next Meeting:

April 8, 2024 @ 4:15pm

Adjourn:

Movement and second to adjourn. Vice Chairman Davis announced the meeting adjourned.

Meeting adjourned at 5:02 p.m.

Minutes taken by Community Development Clerk, Katherine Criscione