

**COMMUNITY DEVELOPMENT BLOCK GRANT**  
**8th CDBG CITIZENS ADVISORY COMMITTEE MEETING**  
Thursday, April 11, 2013, 2:00 PM – 4:00 PM  
Third Floor Conference Room, Lewiston City Building  
**FINAL MINUTES**

**Roll Call:** This meeting was started at 2:00 p.m. and was chaired by Andy Choate.

**Members Present:** Andy Choate, Pauline Gudas, Sue Charron, Heidi Brooks and Walter Hill

**Members Absent:** Nathan Libby

**Staff Present:** Lincoln Jeffers, Jayne Jochem, Ingrid Nivison and Cathy Lekberg

**1) Review and approval of March 26, 2013 Minutes**

The Committee made a motion as follows:

**MOTION:** by **Heidi Brooks** to accept the March 26, 2013 meeting minutes with one change. Second by **Pauline Gudas**.

**VOTED: 4-0 (Passed)**

Sue Charron and Walter Hill arrived at the meeting at 2:10 p.m.

**2) Discussion regarding City Council Workshop held April 9, 2013**

Lincoln Jeffers, Jayne Jochem, Pauline Gudas and Heidi Brooks were all in attendance at the City Council workshop. Members agreed the workshop went well and all of the Committee's recommended allocations were accepted. Councilor Saddlemire was against partially funding the caseworker and fully funding the code enforcement positions, but because of the City budget, there was no choice. The general fund would pick up the remaining balance for the caseworker. Both of these positions were considered very valuable.

Also, one councilor questioned why they were funding three new agencies and Pauline responded that these agencies were meeting totally different needs than all of the other agencies and the Committee was looking for new and innovative ways to assist the community. Daniel Ungier of Cultivating Community was in attendance and did a great job explaining to the Council what their agency does. The Committee also thought that the City Council has become very confident in the way the scoring process is done.

**3) Discussion of FY2014-15 application format, scoring criteria, and budget summary**

There was concern that there might be a disconnect with the agencies filling out the application and what the Committee is scoring on. They also discussed being consistent with the budget that the applicants complete. It should be either the entire budget or just the program budget for all applicants and the members agreed that the program budget was the most important one.

The Committee discussed and agreed that when scoring the agencies this year (ask x score x 60%) was good and wanted this to remain the same for next year. Based on how strong the applicant's application was, would decide how much of their ask they would receive.

Members commented about Nutrition Center of Maine and how because they asked for a higher amount of \$45,000 this year, they received almost the same as last year. Jayne

said they originally had two separate programs, but because of HUD requirements, they needed to combine them so it would fall under the public service agency section.

Members also asked how well the agencies knew the process and Jayne said this year, they held only one training session which was not mandatory. She suggested having two or three session and make them mandatory. Also, December is a bad time of year for people to meet, and they talked about starting the process earlier.

When discussing objectives and goals, three members scored by objectives and three scored by goals. After some debate, it was decided to score by goals for next year and see what happens.

After going through the entire application, the Committee decided to add, delete and change the following items.

Delete Section II, Item #3 – question regarding LAASH;  
Add to Section II, Item #7 “number of Lewiston residents served?”;  
Add to Section II, Item #13 “specifically list organizations CDBG funding would be leveraging;  
Add to Application Checklist (Proof of filing an IRS 990 Form);  
Delete “Indirect Costs and Repairs/Maintenance” from #12 Budget Spreadsheet;

Jayne stated that next year is the last year of the Consolidated Plan 2010-2014 and they should let it go and gear up for the next plan 2015-2019. She explained that for the next plan, they should try and meet goals that have not already been met. One goal that could be focused on is job training and job placement. They could encourage agencies that address these goals to apply.

New members were asked about what their thoughts were for interviewing the agencies and they said they would prefer that more or all agencies are interviewed but would leave it up to the full Committee on how many.

### 3) **Adjournment**

The Committee made a motion as follows:

MOTION: by **Pauline Gudas** to adjourn the meeting at 4:10 **p.m.** Second by **Walter Hill**.

VOTED: **6-0 (Passed)**