



**CITY OF OREM
CDBG COMMISSION MEETING
56 NORTH STATE STREET
OREM, UTAH 84057
July 30, 2019**

6:00 PM REGULAR SESSION – CITY COUNCIL CONFERENCE ROOM

In attendance: Kena Mathews, Steven Downs, Tanya Harmon, Giovana Alisa, Kenneth Ransom, and Nathan Evans. Mattathias Westwood and Barbara Jones were excused. Mattathias Westwood was out of town and Barbara Jones was ill.

Kena Mathews welcomed everyone and had everyone introduce themselves. Tanya Harmon is new to our Commission and everyone welcomed her. We did not have a quorum so no official business was conducted.

Kena Mathews reviewed the collaboration process this past year with the other entitlements in Utah County and explained that the entitlements would like the Commission to consider the some changes for this year. These changes are in response to some concerns that the County CDBG Commission had about this past year's public service process. They felt that the Commissions should have had more input in deciding which organization should apply for which entitlement(s). Some of the Commission members had concerns about funding one of the non-profits that the Commission staff had agreed to fund as part of our entitlement collaboration.

Recommendations include:

Capital project applications will be handled the same as the public service applications were last year.

One application for both public service and capital projects if organizations are applying to two or more of the entitlements. This way the organizations only have to complete one application instead of two or three.

Organizations applying for various projects/programs would apply to the entitlements directly (i.e. Community Action).

The City of Orem and organizations with Orem only projects would apply directly to the City of Orem like in the past.

Joint informational meetings will be held for those applying to more than one entitlement like last year.

A subcommittee would be established and include members from all the entitlement Commissions. Utah County and Provo would have 3 members, Orem would have 2 members, and Lehi would have one (if they participate). This is based on funding amounts.

The subcommittee would review the applications and determine what organizations would best be suited to apply to each entitlement.

The full CDBG Commission will still hear presentations and make funding recommendations to the City Council.

Two City Council hearings will be held and the City Council will approve final allocations.

Those in attendance felt like the recommendations were a great idea and were in support of them. The only concern was that the Commission wanted applicants to understand that there should be no expectation of guaranteed funding with this new process. The Commission will meet again in October to go over details for this coming year's funding process and to finalize Commission subcommittee. Ken Ransom and Giovana Alisa volunteered to serve on the Commission subcommittee.

Steve Downs told the Commission the City is looking at ways to standardize the membership numbers, quorum, term limits, etc. across the board from all City Commissions/Boards, etc. There was some discussion around this topic and some ideas brought up on how to streamline the Commission terms, make-up, etc. The Commission members would like the CDBG Commission remain a seven member Commission. The members would like the membership quorum requirements changed to a majority of those present in order to vote on items instead of reducing the size of Commission. A minimum/maximum range was also proposed for membership numbers. It was suggested that the CDBG Commission terms are moved to a three year term with the opportunity to do another term. Terms beyond the second would be by Commission invitation. Steven will take these suggestions back to the City Council.

Steven also told the Commission that we will be doing away with written minutes and moving over to recorded minutes that can be time stamped and posted on YouTube for review. The goal is to save both Commission and staff time. Those in attendance thought this was a good idea.

Kena Mathews will update the City's CDBG policies and procedures and create policies and procedures for the Critical Home Repair and Home Rehabilitation Program. Once ready, she will send them out to the Commission for review and recommendations.

Kena Mathews and Steven Downs asked the Commission if they had any ideas of someone to fill the vacant spot on the Commission. Commission members were encouraged to recommend the opportunity to friends and have them apply.

The next Commission meeting will be in October. Kena will send out a Doodle Calendar to find a good date at the end of September.

Meeting was adjourned at 7:10 p.m.