

**City of Cleveland Heights  
Citizens Advisory Committee  
August 9, 2016  
Council Chambers, Cleveland Heights City Hall**

MEMBERS PRESENT

David Benson	Allison McCallum
Vetella Camper	Marian Morton
Kim DeNero-Ackroyd	T. Nadas
Douglas Dykes	Donalene Poduska
Bradley Eckert	Amanda Shaffer
Cory Farmer	Steve Titchenal
Christine Henry	Meg Vanderbilt
Robin Koslen	Sarah West
Gail Larson	Parker Zabell
Menachem Lubling	

MEMBERS ABSENT

Dawn Ellis (exc.)	Katura Simmons (exc.)
Jonathan Goldman (exc.)	

STAFF PRESENT

Nancy McLaughlin

GUESTS PRESENT

Tanisha Briley, Cleveland Heights	Kara O'Donnell, Cleveland Heights
Karen Knittel, Cleveland Heights	Tim Boland, Cleveland Heights
Allan Butler, Cleveland Heights	Joanne Federman, Family Connections
Deanna Bremer Fisher, FutureHeights	Charniece Holmes, Family Connections
Amy Rosenbluth, Lake Erie Ink	Hannah Van Jura
Avrohom Adler, Gesher	Keesha Allen, HRRC
RoxSana Ballard, Triple Threat	Lynda Hicks, Start Right Food Pantry
Rev. Jimmie Hicks Jr., Start Right Food Pantry	

CALL TO ORDER

Allison McCallum, Chair, called the Public Hearing to order. She opened the public hearing by welcoming everyone and giving a brief statement of the order of the meeting. She stated that this was the first of two public hearings and that the second would be held at 7:00 p.m. on Tuesday, August 16, 2016 in Council Chambers at Cleveland Heights City Hall.

Allison stated that Cleveland Heights is an Entitlement Community receiving Community Development Block Grant funds directly from the Department of Housing and Urban Development (HUD). The funds enable the city to develop a viable community by providing decent housing and a suitable living environment and by expanding economic opportunities. She explained that a final allocation for 2017 has not yet been made by Congress, but that the City is estimating that we will receive slightly less than 2016, which was about \$1.46 million. She explained that CDBG is a federal program and that all applicable regulations must be followed including an environmental review of each project that includes a Section 106 Historic Preservation Review.

Members of the audience not affiliated with an applicant agency were invited to speak regarding the CDBG program or community issues that could be addressed by a CDBG-funded activity. No comments were received.

Allison reminded each applicant to limit their prepared remarks to five minutes if they were applying for one activity and to eight minutes if they were applying for more than one activity. She stated that CAC members could ask questions after their comments. Presenters were reminded that CAC had received a copy of their written application and that a CAC Subcommittee would be contacting them after the public hearing.

#### ROLL CALL

Secretary Amanda Shafffer called the roll. A quorum was present.

#### APPLICATION HEARING FOR CDBG

##### **Economic Development – Total Request \$355,094**

**Economic Development Program Administration - \$90,094**

**Storefront Renovation Program - \$265,000 (\$125,000 rebates, \$100,000 loan, \$40,000 consultants)**

Tanisha Briley, City Manager, presented the request for administrative costs for the Economic Development program. The City recently hired an Economic Development Director, Tim Boland, and a Business Development Manager, Brian Anderson. The request is for personnel and operating expenses for the ED program. The salaries for these positions are 50% CDBG funded. Economic Development is a priority for the City and Tim and Brian will be working closely with local businesses and promoting the City to potential developers. They will also work on community development needs.

Kara O'Donnell, City Planner, presented the request for additional funding for the Storefront Renovation Program. There are two projects that are being designed and

others in the pipeline that will use the majority of the funds remaining in the program. The consultants continue to be invaluable to the success of the program.

### **GIS Program – Total Request \$76,700**

Karen Knittel presented the City's request for funding for a GIS Analyst/Manager (50% salary) and the acquisition of ESRI GIS software. The information that GIS provides is invaluable to departments throughout the city and is especially valuable for CDBG programming. Other entitlement cities have used GIS with great success, including Euclid and Lakewood. It would also allow the City to provide a wealth of information to our residents.

### **FutureHeights – Total Request \$96,000**

Deanna Bremer Fisher, Director, presented their request for funding to continue the community capacity building program for Cleveland Heights as well as the request for start-up funding for a new economic development program. FutureHeights is looking to become a CDC for the City of Cleveland Heights. The community capacity program is continuing from April 2015. The organization currently has two full-time employees and is working with volunteers to facilitate activities within the City.

### **Home Repair Resource Center - Total Request \$229,251**

**Housing Counselor (public service) - \$55,678**

**Housing Rehabilitation Programs - \$173,573**

Keesha Allen, Executive Director, presented the agency's 2017 requests and reviewed the organization's activities. HRRC continues its mission to keep Cleveland Heights houses in good repair. They have a good relationship with the City and work closely with Housing and HPO staff. In the 45 years of HRRC's existence, their programs have enabled more than \$14 million in repairs to Cleveland Heights homes. They continue to offer classes, resource library, tool lending program and financial assistance programs which assist low/moderate income families and seniors on very tight budgets. HRRC funds leverage a large dollar amount of private dollars.

HRRC's Housing Counselor continues to offer a wide variety of classes. Many lenders require that people attend these sessions, including Cleveland Heights which requires it of those using our down payment assistance program. In 2015, HRRC entered into a contract with the City to take over the management of the Down Payment Assistance Program. They would like to expand the counseling program in 2017.

HRRC continues to work to create programs to meet the needs of the community. They have refined where, when and to whom they offer there programs.

### **Start Right Food Program – Total Request \$10,000**

Rev. Jimmie Hicks, Jr., Executive Director of the Start Right Development Corporation presented the request for administrative expenses for their food pantry. The food pantry has now evolved into more of a hunger center as need continues to increase. 2864 people were served in 2015. CDBG funding has allowed the center to increase their ability to access more food items from the Food Bank and therefore provide higher quality meals to the families in need of them. The new freezer and refrigerators have allowed them to receive a larger amount of perishable food and meats from the Food Bank when it is available and provide it to the clients. Start Right is providing lunches over the summer and over the winter holidays (in partnership with the Jewish Federation) for children and their families. The Food Bank provides the food for this service as well.

### **Gesher – Total Request \$25,000**

Avrohom Adler, founder of Gesher and director of the board, presented their request for funding. This organization works to connect families and individuals in need with the various social and human service organizations that can assist them. They will serve anyone who approaches their organization, but specifically targets the underserved Jewish community of Cleveland. Gesher was created to fill the void in that community that is created by their lack of access to normal outreach efforts. They serviced more than 500 clients last year, including approximately 200 Cleveland Heights residents. They have partnered with CEOGC, JFSA and WIC in the past year on many projects. They recently opened an office on South Taylor in the former Vanderbrook building which has been particularly helpful for the elderly and disabled. They have facilitated the opening of a WIC office to service our neighborhood. In its first 6-8 weeks of operation this office has served more than 200 clients. This is the first WIC office outside of downtown Cleveland.

### **Lake Erie Ink- Total Request \$8,872**

Amy Rosenbluth, Executive Director, presented this organization's request for CDBG funding, including playing a rap song written and performed by the kids about the power of words. They are an afterschool writing space for youth in the Cleveland Heights/University Heights schools. The funding request is for the Ink Spot program at Noble School which just completed its first year. The Ink Spot program works with 4 – 5<sup>th</sup> graders, four days per week. They plan to open it up to 3<sup>rd</sup> graders this school year. The students receive homework help as well as daily creative expression sessions.

### **Family Connections – Total Request \$30,000**

Joanne Federman and Charniece Holmes presented the request for funding for Family

Connections' Family-School Connection program. This program focuses on working with parents with children about to enter kindergarten to help them learn what is needed to perform well in school. This is especially important for children who may not have had a preschool experience and will find themselves behind their peers when they enter kindergarten. This program provides long term benefits as children are more likely to succeed throughout their school years. Also, Family Connections' liaisons go into the homes of kindergarten students to work with the families before and during the school year to work on their areas of need upon the recommendation of the teacher. They act as "coaches" to the parents who may not understand how to navigate the school system.

### **Triple Threat Kingdom Sorority – Total Request \$78,000**

RoxSana Ballard presented the request for funding for this new program that will offer life skills training for young women aged 18-24 including healthy shopping, cleaning and eating and housekeeping skills. Classes would be taught by a chef and nutritionist and will be offered for up to 20 young women per 16 week semester. There will be a housemother who will work closely with each of the girls as they go through the program.

The girls will be expected to pay a membership fee of \$15 per month for the organization and will pay an additional \$5 per month for this program. RoxSana is funding it out of her own pocket at this time. This is her first time applying for grant money and, to date, her board members have not pursued grants for the organization. CAC members offered advice and encouragement to her.

### **CDBG Administration – Total Request \$157,900**

Nancy McLaughlin, Development Officer, presented the CDBG administration request. Nancy reminded CAC that CDBG administration is responsible for all of the reporting and for assuring that regulations and procedures are being followed. She stated that the request includes \$35,000 for indirect costs and administrative costs for the management of the CDBG program. The funds include Nancy's personnel costs as well as a portion of the personnel costs for the Finance person who prepares and monitors the financial information for HUD as well as a small amount for clerical coverage and for Karen Knittel's time spent on HOME activities. The request also includes \$8,500 for Fair Housing Sales/Rental Audits. This would cover 10 audits in Cleveland Heights.

Allison McCallum stated that this was the last applicant to present their 2017 request this evening. The public hearing portion of the meeting was closed.

### MINUTES

Minutes from the June 21, 2016 meeting were approved as presented.

### STAFF REPORTS

Nancy McLaughlin reviewed the financial report. She was happy to report that the 2016 grant agreement has been received from HUD and signed and returned to them. Funds should be available in our line of credit very soon. A sewer line project in the Randolph neighborhood is being planned for September in place of the water line replacement on Coventry Road originally slated for 2016. It was cancelled due to the merger with Cleveland Water.

Nancy will send out the subcommittee template to all chairs and vice chairs. Subcommittee reports will be due to Nancy on Friday, September 2.

### UNFINISHED BUSINESS

There was no unfinished business.

### NEW BUSINESS

There was no new business.

With no further business to discuss, the meeting was adjourned at 9:15.

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Allison McCallum, Chair

Amanda Shaffer, Secretary