



COMMUNITY DEVELOPMENT ADVISORY COMMITTEE

2/13/2023

Virtual Meeting*

Worcester, MA

6:00pm

*This meeting was conducted virtually/remotely, using the WebEx on-line computer meeting platform to allow participation by computer or by phone [in accordance with the stated preferences of CDAC members].

DRAFT - MEETING MINUTES

CDAC present: Jack Newton (chair), Bryan Milward (vice chair), Emmanuel Larbi (recorder), Suzanne Graham Anderson, Michael Murphy, Taylor Neil

CDAC absent: Lizbeth Perez Rodriguez, Pamela Stolz, Joel Wallen

City Staff: Greg Baker, Jared Sas, Anthony Miloski

Meeting was video recorded and is available at the following link:

<https://play.champds.com/worcesterma/event/1665>

1) Call to Order

The meeting was called to order at 6:25 pm. The following items had been e-mailed to each CDAC member prior to the start of the meeting:

- Agenda
- Minutes from 2/6/2023

2) Roll Call

A roll call of CDAC members in attendance was conducted by city staff.

3) Review and Approval of 2/6/2023 meeting minutes (vote needed)

A motion was seconded and passed to vote approval of the 2/6/2023 minutes. CDAC voted by roll call 6-0 for their approval.



4) Discussion of Year 49 RFP Public Service Applications from master binder table of contents as follows: (#1) African Community Education through to (#17) Worcester Housing Authority

All the Year 49 RFP Public Service Applications from master binder table of contents: (#1) through to (#17) as listed below were reviewed and discussed.

1. African Community Education – After School Program
2. Centro Las Americas – Case Management
3. Centro Las Americas – Emergency Food Pantry
4. Community Builders – Volunteer Income Tax Assistance (VITA) Program
5. Dismas House – BAR None
6. Family Health Center – Emergency/Restorative Dental Services
7. Family Health Center – Healthcare for Homeless Families Program
8. Friendly House – Case Management
9. Friendly House – Youth Development Services
10. Living in Freedom Together (LIFT) – HARBOR Victims Advocates
11. Quinsigamond Village Community Center – Basic Needs Services
12. Rachel's Table – Children's Milk Fund
13. Southeast Asian Coalition of Central MA – Case Management
14. Southeast Asian Coalition of Central MA – Employment & Education
15. South Worcester Neighborhood Center – Case Management
16. United Way of Central MA – YouthConnect Summer
17. Worcester Housing Authority – Transporting Elderly to Senior Center

CDAC members stated that they looked more favorably upon those proposals that included clearly defined, easy to measure outcomes.

In response to a question regarding Dismas House's proposal to fund salaries, it was noted that while salaries were an eligible use of CDBG funds, the criteria for reimbursement for this and all CDBG funded programs, is based upon their successful achievement of contracted program outcomes.

There were some concerns raised by CDAC members regarding the impact of recent staff turnover at the Family Health Center.

Living in Freedom Together (LIFT) proposal was the only new proposal submitted under this year's process. It does not qualify to be judged independently under the set aside for new programs given that the amount of funding requested greatly exceeds the funding cap for this category. Instead, the LIFT proposal would be rated against all the other Year 49 public service applications, which were all renewals of already funded programs.

There was a question regarding the relationship of the Rachel's Table Children's Milk Fund program within the Jewish Federation of Central Massachusetts.

It was noted that both Quinsigamond Village Community Center and South Worcester Neighborhood Center utilize Friendly House as a fiscal conduit.



City staff described recent efforts to expand the category of case management programs beyond single-time interactions and to move to a more comprehensive approach to client assistance. A good example of this was the expansion of the traditional case management program of the Southeast Asian Coalition to provide a specialized employment preparedness and education program which includes an ESL (English as Second Language) component and outcomes focused on securing client employment opportunities.

There was concern expressed by the city administration, that some funding requests for existing programs such as United Way's YouthConnect Summer Program and the Worcester Housing Authority's Program to Transport Elders to the Senior Center, have exhibited "cost creep" i.e., significant cost increases over the last several years with minimal increases or even decreases in service outputs resulting in greatly increased Cost Per Unit (CPU) charges.

Given the 15% cap on public services programs allowed under CDBG, the city is constricted in its ability to fund programs seeking large allocations, and CDAC members would like to see programs funded through CDBG attempt to secure other non-CDBG resources.

5) Next Steps

The following upcoming next steps were discussed and agreed upon by CDAC members:

City Staff would transmit CDBG Scoring Rubrics and Instructions to CDAC members within a week.

2/27/2023 (Monday, 6 pm) – CDAC Meeting to discuss and review the remainder of Year 49 CDBG RFP Applications (Public Facility Renovations and Interdepartmental proposals) and to review and discuss CDBG Scoring Rubrics and Instructions.

3/2/2023 (Thursday, 5 pm) – Year 49 CDBG Applicant Presentations at the Worcester Senior Center*. [*This meeting would be in-person meeting and require in-person participation by CDAC members and applicant presenters.]

3/8/2023 (Wednesday) – CDAC Year 49 Application Scores due to the Recorder.

3/13/2023 (Monday, 6 pm) – CDAC Meeting to review Application Scores on behalf of CDAC members

3/20/2023 (Monday, 6 pm) – CDAC Meeting to discuss letter to be drafted to the City Manager to review process and offer recommendations.

6) Adjournment

As there were no more items, a motion was seconded and passed to vote to adjourn the meeting. CDAC voted by roll call 6-0 to adjourn the meeting at 7:31 pm.