

**CITY OF MIDDLETOWN
CITIZENS' ADVISORY COMMITTEE**

MINUTES

15-September-2004

Present

L. Wallace, Chair
B. Plum
D. Mitkoski
A. Kelly
R. Bantum
L. Caditz-Peck
E. Noglow
A. Watson
E. Bogdan

Absent

S. Englehardt, Vice Chair
H. Henry
J. Robinson
A. Marino
V. Amato

Also Present

M. Wackers
N. Bishop
A. Meyers

L. Wallace called the meeting to order at 5:07PM.

L. Wallace tabled the minutes until the committee received quorum.

The first item on the agenda the CDBG public service cap violation. M. Wackers explained that HUD had offered two options in resolving the fact that the City of Middletown has spent more in public services funds than it was allowed. The amount that was over spent was \$24,476.00. The two options are with the City repays HUD \$24,476 with funds from the General Fund or the City of Middletown reduces the 2005 CBG public Service cap by \$24,476.00. L. Caditz-Peck motioned that the second options of reducing the 2005 public service cap be used in resolving this issue. V. Amato seconded the motion and the Committee approved the motion unanimously. E. Bogdan seconded and the Committee approved the motion unanimously.

L. Wallace called for a review of the minutes. B Plum motioned to approve the minutes. D. Mitkoski seconded the motion and the Committee approved the minutes unanimously.

The second item on the agenda was the Consolidated Plan Development Process. M. Wackers explained that the City will be hiring a consultant to facilitate in the development of the Consolidated Plan.

The third item on the agenda was the extension request from the Russell Library presented by Arthur Meyers and Vincent Guiliano. E. Noglow motioned to approve an extension to December 31, 2004 for the \$17,000 on the handicapped access ramp and an extension until March 31, 2005 for the \$85,000.00 for handicapped access work within the Library. D. Mitkoski seconded the motion and the Committee approved the motion unanimously.

The fourth item on the agenda was the request from the Middletown Board of Education's School Readiness Project. B. Plum motioned to approve an extension to December 31, 2004. L. Caditz-Peck seconded the motion and the Committee approved the motion unanimously.

The fifth item on the agenda was the request from Oddfellows Playhouse. A. Kelly motioned to approve the extension to December 31, 2004. L. Wallace seconded the motion and the Committee approved the motion unanimously.

The sixth item on the agenda was the request from Positive Solutions. Norman Bishop provided an update since his presentation in July. Positive Solutions has decided to search for a new location to acquire and will use the fall to look for a location. If no location can be found Positive Solutions would consider a long-term lease. The Committee asked if it would be likely that they will be able to secure a loan this time. Norman Bishop replied that Positive Solutions was seeking pre-approval this time and that this time

Positive Solutions has been able to document an income stream. L. Caditz-peck motioned that Positive Solutions be given an extension until December 31, 2004 in order to acquire a new property or negotiate a long term lease. The Committee discussed this motion and concluded that the original spirit of the application for these funds was for the acquisition of a property. R. Bantam seconded the motion and the Committee voted against the motion unanimously. A. Watson motioned that Positive Solutions can receive an extension until December 31, 2004 to purchase a property and that at least a sales contract should be approved between sell and buyer in order to receive another extension to close the deal. B. Plum seconded the motion and the Committee approved the motion unanimously.

The seventh item was the request from the Mercy Housing and Shepard Home. A. Watson motioned that an extension be granted until December 31, 2004 and that a contractor be hired, working at the site, and that some funds be spent, in order for another extension to be considered. L. Caditz-Peck seconded the motion and the Committee approved the motion unanimously.

The seventh item was a discussion about a new Performance Measurement initiative by HUD. M. Wackers explained that performance measurement is simply an organized process for gathering information to determine how well programs and projects are meeting needs, and using that information to improve performance and better allocate resources. By 2005, HUD anticipates that grantees will have implemented some form of a performance measurement system to reflect a way to gauge what constitutes success in each grantee's jurisdiction.

Currently, the City of Middletown reports Outputs to HUD. Outputs are direct products of program's activities. They are usually measured in terms of the volume of work accomplished, such as number of low-income households served, number of loan applications processed, number of units constructed or rehabilitated, linear feet of curbs and gutters installed or number of jobs created or retained.

HUD wants to come up with ways to measure Outcomes. Outcomes are benefits that result from a program. Outcomes typically relate to a change in conditions, status, attitudes, skills, knowledge, or behavior. Common outcomes could include improved quality of life for program participants, improved quality of local housing stock, or revitalization of a neighborhood.

HUD is asking grantees to come up with performance measures to monitor outcomes from the resulting projects we fund in the community. There are areas that should be addressed:

- Suitable Living Environment / Neighborhood Revitalization
- Affordable Housing
- Economic Revitalization / Economic Opportunities
- Ending Chronic Homelessness
- Housing Opportunities for Persons With AIDS

Michiel Wackers explained that this issue will be discussed more in the future and that this is an initial primer to this new requirement.

There being no further business, the committee adjourned, upon a motion by B. Plum. E. Noglow seconded the motion and the Committee approved the motion unanimously. The meeting adjourned at 6:37pm.

Respectfully submitted,

Michiel Wackers
Community Development Specialist