

**ADMINISTRATION AND HUMAN SERVICES
STANDING COMMITTEE MINUTES
Monday, October 25, 2021**

The meeting of the Administration and Human Services Standing Committee was held on Monday, October 25, 2021, at 6:11 p.m., remotely via Zoom or by phone. The following members were present: Commissioner Markley, Chairman; Commissioners Philbrook, Kane, and Bynum. Commissioner Ramirez was absent. The following officials were also in attendance: Melissa Sieben and Emerick Cross, Assistant County Administrators; Jeff Conway and Henry Couchman, Assistant Counsel; Ashley Hand, Director of Strategic Communications; Alley Porter, Commission Liaison; Kathleen VonAchen, Chief Financial Officer; Wilba Miller, Director of Community Development; Stephanie Stauffer, Community Development Program Coordinator; Robert Burns, District Court Judge; Carol Godsil, Deputy UG Clerk; Monica Sparks and Allie Facio, UG Clerk's Office.

Chairman Markley said before I call this meeting to order, I want to announce that due to COVID-19, some committee members, staff and public are attending remotely via Zoom as well as on site. All participants joining by phone should mute their phones when not speaking to avoid background noise.

During the meeting, please make sure you announce yourself by name and title every time you speak so the public that is observing knows who is speaking. This is critical given the number of remote participants and is current guidance from the Kansas Attorney General.

The public is allowed to participate by Zoom or submit comments by email prior to the meeting and those comments will be included in the record of the meeting. The public may also indicate their intent to provide remote public comment by contacting the Clerk's Office by 5 p.m. the Thursday before the meeting. The public will also have an opportunity to provide brief comments, either by telephone or via Zoom from the lobby of the Municipal Office Building.

Chairman Markley called the meeting to order.

Roll call was taken and all members were present as shown above.

Chairman Markley said, there are no revisions to tonight's agenda.

Chairman Markley said, our first order of business is the minutes from our August 23rd meeting.

Action: **Commissioner Bynum made a motion, seconded by Commissioner Kane, to approve.** Roll call was taken and there were four "Ayes," Philbrook, Kane, Bynum, Markley.

Committee Agenda:

Item No. 1 – 211028...PRESENTATION: DISTRICT COURT UPDATE

Synopsis: Departmental update on District Court, submitted by Robert Burns, District Court Judge. For information only.

Robert Burns, District Court Judge, said, I want to give you a brief update on the District Court and where we are. As you know, we are the 29th Judicial District. We are one of 31 judicial districts in the state of Kansas. I am the Chief Judge and have been for the last two and a half years. I've actually been on the bench for about 17 years and some of you may know though, prior to that for nine years, I was in the Unified Government Legal Department. So, I do have a pretty good working knowledge of not only our side of the street, but also the UG and the Legal Department.

The District Court is, obviously, a separate branch of the state of Kansas with the executive and the legislative branch. The Unified Government, however, is required to provide certain things to us by statute, so I wanted to kind of update you on that and where we are, and where I think we are headed.

The District Court has approximately 150 employees, that includes 16 judges who are elected officials in Wyandotte County. That also includes administrative assistants, court reporters, clerks, court service officers, so we do have a number of people in the buildings that we are provided. Obviously, we handle every type of case in the state of Kansas. We handle all the criminal cases, including felonies and misdemeanors; civil cases which can involve business and personal injury; domestic cases involving divorce, child support, child custody; traffic; juvenile

cases; probate cases; limited actions, which could be evictions and collections; protection orders; eminent domain; tax sales; adoptions; marriage licenses. So, we do provide a wide range of services to the people of Wyandotte County.

State law does provide certain statutory requirements that the Unified Government must provide to the District Court. By statute, the Unified Government must adequately fund the operation of the District Court and is responsible for all expenses, except those required to be paid for by the state. The state basically covers our salary and our benefits, but doesn't really pay for any other operating expenses, so the brunt of that would fall on the budget. By state law, the budget is required to be submitted by me as the Chief Judge and is submitted for approval by the Board of Commissioners.

Under state statute, the county must also provide security for the District Court as deemed necessary by the Board of Commission. In our case, the Sheriff does provide not only the courthouse security to get into the buildings that we house, but also the courtroom security itself. Finally, the county must also provide an adequate place for court to be held. We have three buildings, the main courthouse, which is where most of the judges and the courtrooms are and the clerks; the correctional and court services building which is also known as the old federal building that has two criminal courtrooms, as well as probation; and our new building, the juvenile services building that has the juvenile courts, detention, the juvenile clerks, and probation.

We also, as I indicated earlier, we are relying upon the Unified Government for the budget. That includes money for jurors, money for attorneys for juvenile offenders, guardian ad litem, CINC cases. Also, attorneys for specialty courts and probate, general supplies and office expenses that we require, process servers. We also supervise the court trustees who collect the child support. That is a self-funded department; and any capital improvements we need on the buildings in which we conduct courts.

In March of '20, we were shut down like everyone else. However, the Kansas Supreme Court ordered us to continue to operate to provide essential and necessary functions. There was a limited number of matters that we covered. Basically, first appearances, arrest warrants, search warrants, protection orders, and some juvenile matters. We did reopen in late May of 2020, with a limited staff. However, at that point, we were open to the public, so the offices were open for people to come in and get what they needed. Initially, most of our hearings were by Zoom.

Some of our hearings have continued to be held by Zoom, and we found that certain dockets do function better by having them conducted over Zoom. So, we have done so. The Supreme Court's allowed us to do so and so we plan on doing that for the foreseeable future. However, many hearings are now held in person.

The last thing we had to do to resume our normal functions was to resume jury trials. The Kansas Supreme Court ordered us to draft a jury trial plan which needed to be approved by the Chief Medical Officer Dr. Greiner, also by the Office of Judicial Administration in Topeka, and finally by the Supreme Court. We did have that approved in early '21. Because of the conditions of the pandemic, we waited until June to resume jury trials. We've had about 17 trials so far. Most of those have been criminal, I think we've had one civil trial. Everything else has been criminal.

At one point we did have a backlog of about 200 jury trials, however we have worked our way through that, and I think we're down to approximately 70 jury trials that are set at this point that are criminal. We have about 50 or 55 civil trials, but we were able to eliminate our backlog through a lot of hard work and cooperation with everyone. Since we have resumed jury trials, we really haven't had any issues. We haven't had any trials disrupted by COVID. I think our plan has worked well. I do appreciate the efforts of the Unified Government. Emerick Cross has been very helpful, the folks at Buildings and Maintenance have also been very helpful, so it's worked and we continue to push forward and get trials done.

As far as the future, our budget has always been—I think we've been fair and reasonable. I think we've been prudent in how we've used the money. There's been times we've been asked to cut back on some things and we've worked with Unified Government. So, I think there is a good working relationship. I intend on continuing that. As with anything, there could be unexpected expenses if we end up with an unusual number of trials or a particularly large trial. So, I look forward to continued cooperation to make sure we are provided what we need to operate.

The main things I see are some very significant capital improvements, particularly as it relates to the main courthouse. We need a new roof, we need a new HVAC system, and new elevators. I don't know if you've been over to this building recently. We've had one working elevator for about the last six months. Fortunately, the numbers of people coming into the building are not as they were before COVID, particularly as far as people getting their tags. So, we've been able to

adjust, but it has been a burden and takes a little while sometimes. The good news is those three main things are in the process. They're on order or in the process of getting in the budget, so I think those will get addressed.

That leaves, really, the Correctional Court Services building, the old Federal building. I don't know if you've been over there. That building is in very poor condition. It has many issues. However, it does have our two largest courtrooms. Our two criminal divisions are over there. So, it's quite necessary for us to have that space or at least have space like that somewhere else. That's kind of a long-term goal, long-term issue we have and I think we would need to develop a plan because, quite frankly, that building needs some significant work. It's going to continue to function, and I don't know that that's practical going forward. With that, I would be happy to answer any questions that anyone might have regarding our operations and anything else with the District Court.

Emerick Cross, Assistant County Administrator, said, I would like to also echo from our end that we've established kind of a new working relationship with District Court Services, and Judge Burns and Anita Peterson have been very easy for us to work with. We deal with some tough, big-ticket items sometimes and we have such a good relationship together that we work together to attack these items. I appreciate them being very reasonable with some of these big-ticket items. It's very costly to put a new roof on a building that size. It's very costly to fix elevators. I just want to pass on that I appreciate them working with us to achieve these goals. I look forward to continuing this relationship and working with them and solving these issues in the future.

Commissioner Bynum asked, your honor, could we just step back to the budgeting items, just quickly? It's for me and the public both, with regard to the District Court operation. Can you go a little deeper into—I know you gave us some explanation of the ways the Unified Government financially supports District Court operation, but for example, am I correct that salaries of the judges, for example, is a state payment? I mean, you're a state employee, is that right?

Judge Burns said, correct. We work, technically, for the state of Kansas and a judge is not really an employee. We're an elected official, but yes, we are paid—our salary and benefits are paid by the state of Kansas. Now, our employees are also considered to be employees of the

state of Kansas, and all of their salaries, all their benefits, are paid for through the state. So, the Unified Government doesn't contribute any money to their salary, doesn't cover any of their benefits, we have a separate insurance, separate everything that is paid for through the state.

The way the statutes read, anything other than that, basically, the Unified Government has to provide it. So, you've got to give us a place to have court. We've got to have a courthouse. To run the courthouse, we've got to have phones and computers and copy machines, things like that. You have to provide security, so we have the Sheriff who provides security to not only get into our building, but any security we might need in a courtroom.

There's certain things, also, that the Unified Government's agreed to pay for. So, like if an adult's charged with a felony, we have an appointment list. That's paid through the state of Kansas. However, we—and this was developed several years ago—we have attorneys for juvenile offenders. That's not paid for through the state, and neither are the attorneys for the parents that have children that are in need of care. So, those monies are paid for through the Unified Government budget to operate. So, basically, the Unified Government has to provide us with everything we reasonably need to operate the courts, which is other than our salary and benefits.

Commissioner Bynum said, thank you. I really appreciate it. I just think that I'm not sure I always have the delineation in place and certainly I think the public fails to understand. So, I think it's just really helpful for you to share that with us. I don't know that in the big scheme of things it really matters, except for the fact that when we're talking about budgeting local taxpayer dollars, it is nice for our community to understand all the components that are included in that. So, again, thank you very much.

Judge Burns said, you're welcome. I'd be happy to answer any other questions about that or anything else. It is kind of tricky because everybody just sees that we work for the government, but they don't realize even though we work with the Unified Government, we're not a department of the Unified Government. We are our own separate branch and we're technically state employees.

Chairman Markley asked, any other questions from committee members? I'll ask the Clerk if any comments have been received from the public. **Allie Facio, UG Clerk's Office**, said, no comments were received.

Chairman Markley said, thank you, Judge Burns, for the update. It's always great to hear these updates in advance of the next budget season, so when these discussions happen, we have some background and some understanding of what's been going on and what you see as upcoming concerns. So, I really appreciate your time tonight. That item was for information only.

Judge Burns said, thank you, again. If any of the commissioners ever need anything, they know where to find me. I'm happy to talk with you at any time. Thanks for the opportunity to talk to you.

Action: For information only.

Item No. 2 – 211089...RESOLUTION: AMENDING THE SCHEDULES OF MEETING TIMES FOR THE STANDING COMMITTEES AND FULL COMMISSION

Synopsis: A resolution amending the schedules of meeting times for the Standing Committees and Full Commission of the Unified Government Board of Commissioners through January 2022, by switching the meeting times for the Neighborhood/Community Development and the Economic Development/Finance Standing Committees, submitted by Jeff Conway, Assistant Counsel.

Jeff Conway, Assistant Counsel, said, this is a very simple item. It's the Economic Development and Finance Committee would flip its position with the Neighborhood and Community Development Committees. So, they just switch, and ED&F would move to the 5 o'clock slot and Neighborhood and Community Development would meet immediately thereafter.

That would be for the rest of the—remainder of the schedule, of the two-year schedule. In order for this to take effect in November as was the idea, it would need to be fast tracked so it could hit the commission meeting this Thursday. My understanding is that Commissioner

McKiernan and Commissioner Burroughs have talked this over and want to do this. That's about it.

Chairman Markley said, thanks, Jeff. Yes, so this, for those in the public that are watching, this is the other side of standing committees. So, it's a little weirdness because we are the Administration and Human Services Standing Committee. We have to approve the other standing committees flipping their time slots. It's sort of a change to create some convenience for those people who are not committee members who have to attend that meeting, so they can get done and out of there a little more quickly. Are there any questions or comments from the committee members on this item?

Action: **Commissioner Bynum made a motion, seconded by Commissioner Philbrook, to approve.** Roll call was taken and there were four "Ayes," Philbrook, Kane, Bynum, Markley.

Item No. 3 – 211090...REQUEST: ESG-CV REALLOCATION

Synopsis: Request to reallocate returned/unused ESG-CV funds to assist in establishing temporary shelters, submitted by Wilba Miller, Director of Community Development.

Wilba Miller, Director of Community Development, said, one of our nonprofit agencies that received ESG COVID II funds last year during an RFP process has turned back \$293,000 that they will not be using. At the same time, we got correspondence from a couple of agencies wanting to put together a temporary emergency shelter for cold weather, similar to what they did last year, only have the ESG COVID monies pay for it.

So, this is just for information only to let the commission know that we will be looking for places, resources, volunteers, staffing to put this in place. They are hoping to put something in place by December 1 for possibly up to six months. They've reported that last year, they served approximately 30 individuals. This would not be open every night. It would only be open to the public when it's, I think it was 26 degrees or a little bit higher. I don't remember.

Melissa Sieben, Assistant County Administrator, said, 28 degrees or below.

Ms. Miller said, so, I'm here to answer any questions.

Chairman Markley said, I'm going to ask a question. I show it as being for a vote, you said for information only. So, if somebody could confirm that while Mike Kane is speaking, that would be helpful. Thanks.

Commissioner Kane said, first of all, I want to say I think that's outstanding that we're in a position with the pandemic and everything else and people being homeless and stuff like that. I cannot thank you guys enough for doing something like this. I hope in the future we can do more.

Ms. Miller said, Commissioner, our records indicate that we wanted it for information only. When we went through the RFP process, we did not bring the agencies to commission. It was a competitive process, so this one is just an agency dropping out. Instead of trying to give it out to the other agencies, right now we think that this was a higher priority. If we find that other agencies have money and are not spending their money, we'll go knock on their doors because these funds have to be spent by August the 5th of 2022, and we don't want to give any money back.

Commissioner Bynum said, first of all, thank you, Commissioner Kane, for the compassion that you've shown with your comment. Commissioner Philbrook and I have been in more than one meeting with a variety of the agencies that are really doing everything they can to try and assist this population. We know how brutal last winter was. We hope and pray that it's not that way again, but I'm so grateful for the forward progressive thought. Instead of scrambling for a shelter, we're planning for a shelter. Even though we could've started our planning sooner, we're still going to be able to provide some relief for this population. I just wanted to state that I 100% support it, and Wilba, thank you for everything you do. That's it.

Chairman Markley said, I should've mentioned there are a couple of semi-related items, so we may be commenting here on some of the future items, as well.

Commissioner Philbrook said, I'll be interested in hearing a little bit more in-depth report back from you guys, and I'm sure I'll be on some other meetings as it has to do with this. I want to know a little bit more in-depth at some point.

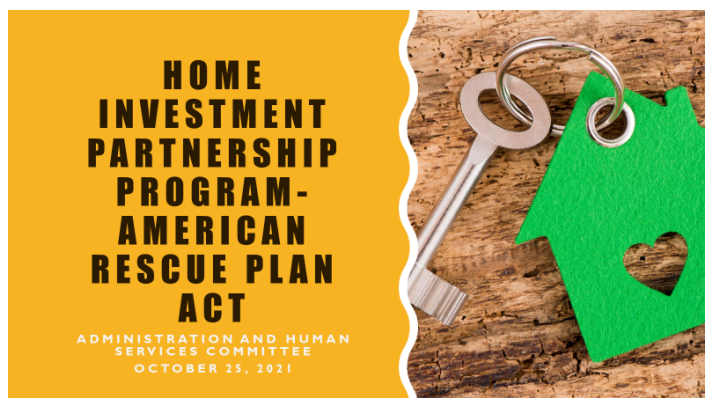
Chairman Markley asked, any other comments from commissioners? If not, and if this is indeed for information only, we can move along to Item No. 4.

Action: For information only.

Item No. 4 – 211088...RESOLUTION: HOME-ARP GRANT AGREEMENT

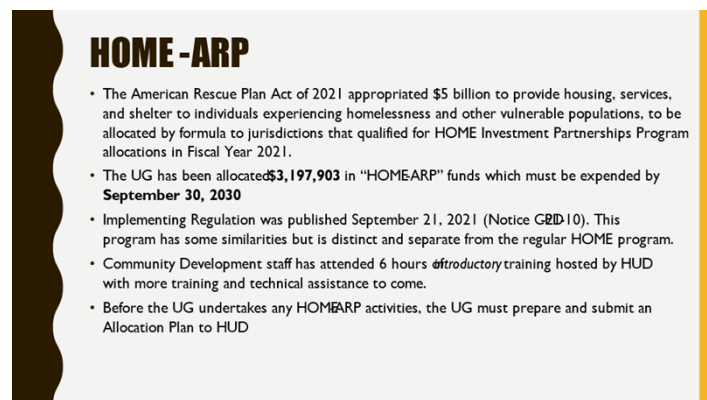
Synopsis: Resolution for the acceptance of federal funds for homelessness assistance and supportive services, and enter into an agreement with the U.S. Department of Housing and Urban Development, submitted by Wilba Miller, Director of Community Development.

Wilba Miller, Director of Community Development, said, so, earlier this year, HUD notified us that we would receive \$3,197,000 for an appropriation for what they call the HOME-ARP or American Rescue Plan Program. It was allocated to provide housing services and shelter to individuals experiencing homelessness and other vulnerable populations. HUD would like us to authorize a grant agreement and, with the UG, to begin grant planning. Stephanie Stauffer, of my staff, is going to make the presentation to commission, and then we'll answer questions if we can.



October 25, 2021

Stephanie Stauffer, Community Development Program Coordinator, said, I'm really excited to be here to talk about this grant program. I think it presents our community with a really neat opportunity.



HOME-ARP

- The American Rescue Plan Act of 2021 appropriated \$5 billion to provide housing, services, and shelter to individuals experiencing homelessness and other vulnerable populations, to be allocated by formula to jurisdictions that qualified for HOME Investment Partnerships Program allocations in Fiscal Year 2021.
- The UG has been allocated \$3,197,903 in "HOMEARP" funds which must be expended by **September 30, 2030**
- Implementing Regulation was published September 21, 2021 (Notice GRD-10). This program has some similarities but is distinct and separate from the regular HOME program.
- Community Development staff has attended 6 hours of introductory training hosted by HUD with more training and technical assistance to come.
- Before the UG undertakes any HOMEARP activities, the UG must prepare and submit an Allocation Plan to HUD

So, Wilba gave a pretty good overview. This is a grant that is coming from the American Rescue Plan Act from HUD, and it is a little bit more than \$3.1M. Although the American Rescue Plan has been out there for a while, we didn't get the regulation from HUD until towards the end of September. So, we've been combing through that. This program, although it's similar to the regular HOME grants that we get on an annual basis from HUD, it is pretty different and there are different populations we can serve and different activities we can do and cannot do. So, I'll talk about that a little bit more.

So far, we've attended about six hours of training from HUD and that was just to go over the regulation. It's very basic. HUD got a really good allocation of money to do more training and technical assistance. So, we're pretty sure we're going to get a chance to really dive into the regulation and see what other communities are doing and get ideas and things like that. Before we can undertake any activities with this grant fund, we also have to prepare and submit an allocation plan to HUD.

QUALIFYING POPULATIONS

1. Homeless (24 CFR 91.5)
2. At-risk of homelessness (24 CFR 91.5)
3. Fleeing or attempting to flee domestic violence, dating violence, sexual assault, stalking or human trafficking (24 CFR 5.2003 and Trafficking Victims Protection Act of 2000)
4. Other families requiring services or housing assistance to prevent homelessness (GPD10)
5. Those at the greatest risk of housing instability (CPD1-10)

So, there are two really important things with this grant. You have to serve all five populations and you have to carry out eligible activities. On the screen, there are five qualifying populations, so that is—homeless is defined in HUD regulation, at-risk of homelessness as defined in HUD regulation, fleeing or attempting to flee domestic violence, dating violence, sexual assault, stalking, or human trafficking and that is defined in regulation and also in some legislation. Other families requiring services or homeless assistance to prevent homelessness. This is a new definition that came out with this program. Also, those who are at the highest risk of housing instability, which is also in the definition.

ELIGIBLE ACTIVITIES

- Acquisition, construction, or rehab of rental housing
- Acquisition, construction, or rehab of non-congregate shelter
- Supportive Services (full description in Notice)
- Tenant based rental assistance
- Non-profit operating and capacity building assistance (up to 5% of grant)
- Administration and planning (up to 15% of grant)



The eligible activities under this grant are acquisition, construction or rehabilitation of rental housing; acquisition, construction or rehab of non-congregate shelter. That would be a shelter facility where folks would come in and they would get a private room. That would also include sanitary facilities are private. So, think of hotels where you go into your room and you have a bathroom. It would be like that. It wouldn't be the situation where there's a large room with the bunk beds.

We can also pay for supportive services and there's a very long list of services that are included in that. That's all in the notice. We can do tenant-based rental assistance, and we can also do nonprofit operating and capacity building assistance. That's assistance to nonprofits to build their capacity in order to help them carry out these types of activities we're going to fund. Also, administration and planning. That's our staff time in putting together the plan and monitoring the activities and doing all that stuff, which is capped at 15% of the grant.

INELIGIBLE ACTIVITIES

- Homebuyer assistance activities that are eligible under the regular HOME program
- Development of housing for homeownership which is eligible under the regular HOME program.
- Operation costs for noncongregate shelter
- Supportive services that a participant is already receiving from another source



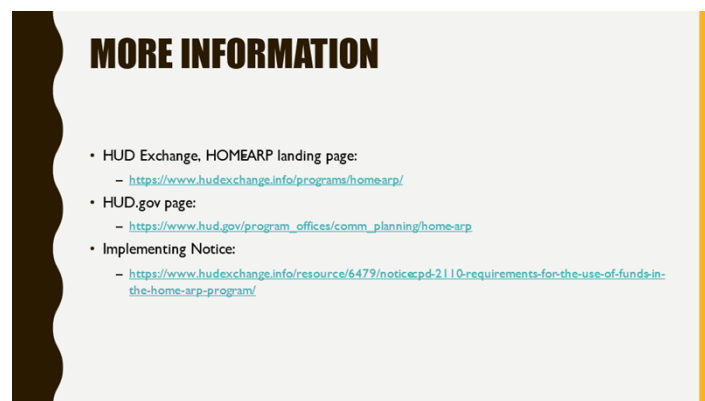
Some ineligible activities, so under our regular HOME program we really focus on homeownership in Wyandotte County. Those kinds of activities are not eligible with this program, so we're going to be switching gears pretty sharply with this new HOME program. You cannot pay for operation costs for a non-congregate shelter, so if we build a non-congregate shelter, we're not allowed to pay for the ongoing operating costs in keeping that facility open. Then, we can't pay for supportive services that a participant is already receiving from another source.

ALLOCATION PLAN PROCESS

- At a minimum Community Development will engage in consultation with:
 - Area Continuum of Care (Greater Kansas City Coalition to End Homelessness),
 - homeless and domestic violence service providers,
 - veterans' groups,
 - public housing agencies (Kansas City, Kansas Housing Authority),
 - public agencies that address the needs of the qualifying populations,
 - and public or private organizations that address fair housing, civil rights, and the needs of persons with disabilities
- Gather and analyze data related to the current need in our community and identify gaps in services.
- Select activities and funding amounts based on Consultation and Needs and Gaps Assessment.
- Develop appropriate HOMEARP policies and procedures in accordance with HUD requirements
- Publish a draft of the Allocation Plan for a 15day public comment period and hold at least one public hearing
- Seek approval from Commission to submit Allocation Plan to HUD

In order to receive this grant and start carrying out activities, we have to go through a planning process with HUD. Here are some of the steps that are required. At a minimum, we have to do consultation, and this is a list of groups that we'll have to involve in that consultation. There's quite a few folks that are going to be involved. We'll have to do a data gathering and analysis process where we look at all the current needs in our community and identify the gaps that we have in services. We will select buckets of activities and funding and put together a grant budget based on the consultation of needs and gaps assessment that we're going to do.

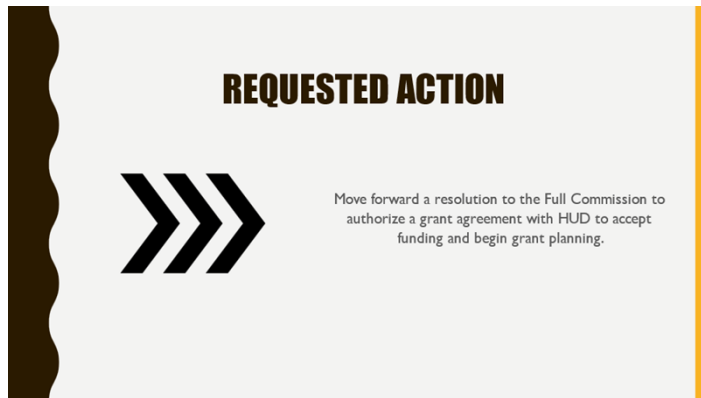
We will have to go through a process to develop a program of HOME-ARP policies and procedures because right now, we really focus on homeownership, so we're going to have to really dig into this and look at how these new activities work. We'll have to publish a draft of the allocation plan for a 15-day public comment period and hold at least one public hearing to get public feedback, and that's the minimum. Once all that's done and we've taken the public's considerations and gone over the plan and all that, we'll seek commission approval to submit the plan to HUD.



MORE INFORMATION

- HUD Exchange, HOMEARP landing page:
 - <https://www.hudexchange.info/programs/homearp/>
- HUD.gov page:
 - https://www.hud.gov/program_offices/comm_planning/home-arp
- Implementing Notice:
 - <https://www.hudexchange.info/resource/6479/noticecpd-2110-requirements-for-the-use-of-funds-in-the-home-arp-program/>

I've listed some websites here in case anyone just wants to learn more about this program. The HUD Exchange is a really good website that has all kinds of information related to HUD. They have some really good quick sheets, quick fact sheets, out there that describes some of the activities in a little bit more detail without giving you too much information because the implementing notice is 97 pages. These are really quick one-sheet deals. The HUD.gov page has some more information, and there's a link here to the implementing notice.



So, that brings us to why we brought this forward tonight, which is HUD has directed us to authorize a grant agreement with them. Usually, we submit a plan and then they approve it, and then they let us do a grant agreement. For this grant, we're working backwards a little bit. They want us to do the grant agreement so they can do some administrative things on their side, set up a treasury account, those kinds of backend things. Also, that would give us access to 5% of the grant to do planning activities to get the plan together to submit to them. That is all I have. I don't know if Wilba has anything she wants to add or, no?

Ms. Miller said, no. So, if any commissioners have any questions, we'll try to answer them.

Chairman Markley asked, questions for Stephanie or Wilba?

Action: **Commissioner Bynum made a motion, seconded by Commissioner Kane, to approve.**

Chairman Markley said, I'll ask the Clerk if anything was received from the public. **Allie Facio, UG Clerk's Office**, said, no comments were received.

Roll call was taken and there were four "Ayes," Philbrook, Kane, Bynum, Markley.

Commissioner Philbrook said, Commissioner, real quickly. So, I'm hoping that—Stephanie are you our new go-to person about this program? Are you the one that's going to be diving deep into the quicksand to take care of this?

Ms. Stauffer said, well, I think probably so, right now.

Commissioner Philbrook said, I'm just asking because there's no point in me, if I have a question, call up Wilba and Wilba will go, well, I'll have to get ahold of Stephanie and have Stephanie call you. So, do I have permission to call her, Wilba?

Ms. Miller said, you do, but she may not know everything I know.

Commissioner Philbrook said, well, that's okay. I don't know everything either, but hey. Together we'll learn.

Ms. Miller said, she'll work with it, yes.

Item No. 5 – 211092...REQUEST: MT. CARMEL REDEVELOPMENT CORPORATION

Synopsis: Request approval of Mt. Carmel Redevelopment Corporation's budget revision, submitted by Wilba Miller, Director of Community Development.

Wilba Miller, Director of Community Development, said, as some of you or all of you may know, Mt. Carmel Redevelopment Corporation has managed the Willa Gill Center since November 1 of 2002. They receive annually from the General Fund and CDBG funds approximately \$260,000, which supports the management of the facility and the provision of critical services to address housing and food insecurity. The contract includes salaries for the facility director, one case manager, one contracted security officer, one full-time custodian, and one part-time relief custodian.

The last adjustment to this contract was in 2018, which was just for security services. So, Willa Gill staff salaries have been, and continue to be, well below a standard level, which has led to staff burnout, high turnover, and issues in recruitment especially in the case manager position. Their original request to us was to bring salaries up to a marketable living wage and give backpay until the beginning of the year. Whatever we determine is a fair—if we determine that this is a fair marketable wage for these staff, to carry it forward into 2022 and beyond as a budget increase. These are increasing General funds, not Community Development Block Grant funds. Any questions?

Commissioner Bynum said, I just want to support the approval of this revision. I know that earlier I saw Ms. Andra Penn and, I believe, Pamela Grady on the call. **Ms. Miller** said, they are here. Pamela Smart.

Commissioner Bynum said, Pamela Smart. I went to school with these ladies and I've gotten their names confused. Ms. Andra, thank you for everything you do. I spent some time on the advisory committee for Willa Gill some years ago, probably almost a decade ago now, but it was a really good learning experience for me to come to understand everything that goes on at Willa Gill. Then, when you layer on the pandemic, it just made the challenge that much more difficult. So, thank you to Mt. Carmel and those that work at Willa Gill for everything you do.

Action: **Commissioner Bynum made a motion, seconded by Commissioner Kane, to approve.**

Commissioner Philbrook said, before we do roll call, can we just mention some money things, like how much that's increasing, so the public knows what the heck we're talking about?

Ms. Miller said, Mt. Carmel has requested an increase in the '21 contract to bring staff salaries up to this level. The adjustment will increase salaries for four qualified employees, applied retroactively, along with administrative expense and facility equipment totaling \$44,285.70. Then, the salary adjustment in 2022 would be totaling \$316,000 versus the \$260,000 that we pay right now.

Commissioner Philbrook said, thank you very much, I appreciate that.

Ms. Miller said, I'm sorry, I should have said it earlier.

Chairman Markley asked, any additional questions?

Roll call was taken and there were four "Ayes," Philbrook, Kane, Bynum, Markley.

Adjourn

Chairman Markley adjourned the meeting at 6:49 p.m.

October 25, 2021

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