

**City of Lawrence, KS  
Community Development Advisory Committee  
January 26, 2017 Minutes (City Commission Room)**

**MEMBERS PRESENT:** Frank Brown, Alex Delaney, Jonathan Holley, Matthew Kapfer, Steven Koprince, James Minor, Frank Pondrom, Kendall Simmons, Blake Swenson

**MEMBERS ABSENT:** Jenna Coker

**STAFF PRESENT:** Danelle Dresslar, Brad Karr

**PUBLIC PRESENT:** Ted Boyle, Nathan Littlejohn, Liz Stuewe, Pat Miller, Phil Collison, Marilyn Stanley, Anju Mishra, Mia Gonzalez, Jim Evers

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Chair Koprince called the meeting to order at 5:30 p.m.

**1. Introductions.**

The committee members introduced themselves.

**2. Approval of the January 12, 2017 Minutes.**

Delaney moved **to approve the CDAC meeting minutes from January 12, 2017.** Simmons seconded the motion. The motion **passed 7-0.**

Pondrom and Brown arrived at the meeting.

**3. Complete Declaration of Participation and Interest form.**

Dresslar handed out Declaration of Participation and Interest forms to be filled out by the committee members.

**4. Discussion of 2017 CDBG Public Service Applications.**

The committee heard from applicants in attendance about their organization and request for funding.

Mia Gonzalez, Director of Development with the Lawrence Community Shelter (LCS), spoke to the committee about their request for funding. Delaney asked about the decrease in funding requested over last year. Gonzalez said LCS is finding other resources, including additional grants and increased fundraising activities. Swenson asked what type of staff would be funded by this grant. Gonzalez said the grant would pay staff costs for case managers and directors.

Jim Evers, Director of Development with the Salvation Army, spoke to the committee about their request for funding. The grant funding would go to fund the Emergency Services Council (ESC), a collaboration of the Salvation Army, Ballard Community Services, ECKAN, Willow Domestic Violence Center, and Douglas County Senior Services. The ESC provides rent and utility assistance to prevent homelessness; up to \$200 for a one time intervention with a \$600 lifetime cap. The funds go directly to landlords to prevent eviction or utility companies to prevent disconnection of services. Swenson asked how many people would be served by this

grant. Evers said for example, in 2015, the ESC served 239 households at an average of \$172.41/household.

Anju Mishra, Lawrence Branch Manager for Housing and Credit Counseling Inc (HCCI), and Marilyn Stanley, Interim Executive Director for HCCI, spoke to the committee about their request for funding. The funding would be used for consumer credit counseling, to help people stay in their homes. The counseling is available to either renters or homeowners, and offers help in creating a budget, understanding credit reports, repaying debt, and paying utilities, rents and mortgages on time. The grant funds would be used to pay a portion of the salaries of the counselors, and would help an estimated 124 low income households. Swenson asked how often the counselors met with the clients. Mishra said the clients can come to the office any number of times for a period of six months. Swenson asked about awareness and marketing of the program. Stanley said they do not have a marketing budget, but Mishra is in the process of revising an outreach work plan; word of mouth is the largest source of referrals. Swenson asked about the use of social media. Stanley said HCCI does use Facebook, which connects to their Twitter, to post about events and classes. Mishra said HCCI also gets referrals from HUD. Simmons said a large number of her low income tenants do not have Facebook and asked if HCCI has any handouts to provide to possible clients; Stanley said they would connect with Simmons later to provide information. Minor asked if a lot of individuals return for additional help. Mishra said yes, and in most cases personal finance is a taboo subject; parents, spouses and partners often do not know about the debt problems. Stanley said every client leaves the counseling session with an action plan to try to reach their goals. Dresslar inquired about the upcoming regulations on housing counselors obtaining HUD certification. Stanley said the counselors have always had the National Foundation for Credit Counseling certification, and will now also become HUD certified. Stanley said HCCI will still provide rental counseling as in the past, but CDBG funds will only be used for the consumer credit counseling sessions.

Liz Stuewe, Shelter Manager of the Willow Domestic Violence Center, spoke to the committee about their request for funding. The Willow is a 30 bed emergency shelter for men, women, and children fleeing domestic violence and human trafficking. Their request for funding is for additional security equipment necessary for the operation of the shelter, and to address safety concerns which have recently arisen. Koprince asked for an example of the type of situation this would help address. Stuewe said one of the biggest concerns for the shelter is when abusers will stalk survivors to the shelter location. The additional security would help to record some of those instances and involve law enforcement. Koprince asked if the system is monitored. Stuewe said the shelter is staffed 24 hours per day, and the staff would be alerted of any outside activity approaching the shelter. Swenson asked if there was a yearly fee for the cloud based recording. Stuewe said yes, and it includes one year with the installation; the shelter would pay for the monitoring in future years.

Ted Boyle, President of the North Lawrence Improvement Association, spoke to the committee about their funding request. Boyle said the largest expense for the neighborhood association is for the printing and postage for the newsletters; he asked if there was any progress on a coordinated print bid for all the neighborhood associations. Dresslar said the estimate from the City's contracted printer was higher than some of the neighborhoods were currently paying. Dresslar said the matter is now up to the neighborhood associations to collaborate on trying different printers to reduce expenses. Delaney asked about discussing this topic at a LAN meeting. Boyle said they have, but there is still no solution. Simmons asked if Boyle had contacted the other neighborhood associations to discuss collaborating. Boyle said he has, but

has not received a response. Delaney said the CDAC held a special meeting to try to assist the neighborhood associations in collaborating and the City has also tried to assist, but it seems the neighborhoods are not willing to help themselves. Boyle said the printed newsletter is the major way to communicate with the North Lawrence residents, many of whom are low/moderate income and have no access to computers. Boyle said fundraising and donations make up for the shortfall in funds to pay the coordinator, print the newsletter, and other activities such as adopting families during the holidays. Simmons offered to coordinate a meeting with the neighborhood associations to discuss combining their newsletter printing and postage. Minor suggesting reducing newsletter costs by offering a downloadable newsletter by cell phone if the residents don't have a computer. Boyle said it would not work in North Lawrence. Simmons said a lot of free government cell phones are old flip phones that would not work well in reading a newsletter.

Phil Collison, President of the East Lawrence Neighborhood Association, spoke to the committee about their funding request. Collison said as the new president this year, he would be willing to meet with the other neighborhood associations to discuss reducing newsletter costs and other strategies. Collison agreed the printed newsletters are necessary for elderly residents who find computer usage difficult. Koprince asked about how many hours per week the coordinator is paid. Collison said the salary is based on 10 hours/week, even though she works more hours per week on ELNA items. Collison said ELNA holds multiple fundraising activities throughout the year and tries to raise funds through other means, such as renting out a lawnmower and tiller.

Pat Miller, President of the Pinckney Neighborhood Association, and Nathan Littlejohn, Vice President of PNA, spoke to the committee about their request for funding. Miller said PNA would be willing to meet with the other neighborhood associations to discuss reducing cost for the newsletters. Miller said the PNA coordinator is paid for about 20 hours/week, which accounts for the largest expense in their budget; the next largest expense is for the printing and mailing of the newsletters. Miller said it was important to send out the 1525 copies of the newsletters due to the low/mod nature and the large amount of transient renters in the neighborhood. Koprince asked about PNA's plan to raise additional funds. Miller said PNA was going to reach out to LMH to inquire about financing a portion of the newsletter printing costs, as they have in the past. PNA also holds two social events per year to raise funds and collect donations. Swenson inquired if PNA could ask residents if they preferred a newsletter by mail or email. Miller said it becomes difficult when residents move out of the neighborhood and there is no way to track those by email address. Minor asked how receptive local businesses were to offering donations. Miller said in the past PNA has received donations from Dillons, Checkers, and the Merc for the social events. Delaney said last year the CDAC decided to allocate each of the applying neighborhood associations the same amount of funds, regardless of size; how does PNA plan to increase community outreach and increase outside funds to justify using the same equal allocation plan. Miller said in the past year, PNA did have some additional growth and participation; they are trying to develop ways to get more resident involvement, particularly in the western side of the neighborhood. Littlejohn said the eastern side of the neighborhood is the area which attends most of the meetings; if he is elected President during the next elections, he plans on getting out and trying to meet residents and encourage them to attend the meetings. Holley asked if meeting are still held at LMH, and if they have considered having meetings in Pinckney School. Miller said the meetings are held at LMH when possible, and it would cost money to open the school on Saturdays to hold the meetings. Minor asked if PNA participates in school activities. Miller said they have from time to time, and the school has been good at providing information.

Boyle invited the CDAC members to the NLIA chili supper on February 13, 2017. Miller invited the CDAC to the PNA potluck dinner on June 3, 2017.

Koprince asked if the committee wanted to discuss the allocations, or wait until the next meeting. Delaney said the Willow has asked for a small amount, and he felt comfortable allocating 100% of their request.

Delaney moved **to fund 10a, Willow Domestic Violence Center, Shelter Security System at \$784.95**. Several members seconded the motion. The motion **passed 9-0**.

Dresslar reminded the CDAC they could vote at any time on item 12c, the administrative costs for staff to run the programs.

Delaney moved **to fund 12c, City of Lawrence Community Development Division (CDD), Administration at the respective regulatory caps (20% CDBG and 10% HOME)**. Minor seconded the motion. The motion **passed 9-0**.

Koprince indicated several applicants (Brook Creek Neighborhood Association, Success by Six, and Catholic Charities) were not in attendance to discuss their public service applications, and hoped they would be able to attend the next meeting.

**5. Public Comment.**

There was no public comment.

**6. Miscellaneous/Calendar.**

The next meeting of the CDAC will be on February 9, 2017 and the committee will continue reviewing the CDBG Public Service applications. HOME applications will tentatively be discussed on February 23, 2017; CDBG Non-Public Service (Capital Improvements) will tentatively be discussed on March 9, 2017.

**7. Adjourn.**

Koprince moved **to adjourn the January 26, 2017 meeting of the CDAC at 6:55 p.m.** Simmons seconded the motion. The motion **passed 9-0**.

**Attendance Record**

| Members         | Jan 12 | Jan 26 | Feb 9 | Feb 23 | Mar 9 |  |  |  |  |  |  |  |  |  |  |  |
|-----------------|--------|--------|-------|--------|-------|--|--|--|--|--|--|--|--|--|--|--|
| Frank Brown     | +      | +      |       |        |       |  |  |  |  |  |  |  |  |  |  |  |
| Jenna Coker     | E      | E      |       |        |       |  |  |  |  |  |  |  |  |  |  |  |
| Alex Delaney    | +      | +      |       |        |       |  |  |  |  |  |  |  |  |  |  |  |
| Jonathan Holley | +      | +      |       |        |       |  |  |  |  |  |  |  |  |  |  |  |
| Matthew Kapfer  | +*     | +      |       |        |       |  |  |  |  |  |  |  |  |  |  |  |
| Steven Koprince | +      | +      |       |        |       |  |  |  |  |  |  |  |  |  |  |  |

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| James Minor     | +   | + |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Frank Pondrom   | + * | + |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Blake Swenson   | E   | + |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Kendall Simmons | +   | + |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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- E Excused Absence
- U Unexcused Absence
- X Meeting Cancelled – Weather Conditions
- Meeting Cancelled – Committee Vote/No Business
- \* First meeting after appointment
- \*\* Last Meeting Prior to expired term
- ^ Last Meeting