

# Community, Housing & Human Services Board

October 4, 2023  
Meeting Minutes

Meeting called to order at **4:00 PM.**

## **Attendance/Introductions**

- **Board Members Present:** Karen Ssebanakitta, David Edwards, Barb Lee, Adriane Leithauser, Casey Bowers, Eric Robison, Robert Lippman, George Dahl, Karen Stratton, Betsy Wilkerson
- **Staff Present:** Kim McCollim, Christy Jeffers, Heather Page, Tessa Jilot, Kimberly Babb, Richard Culton, Adam Schooley, Kelly Burnett, Kathy Downs, Keri Cederquist
- **Guests Present:** Nicolette Ocheltree, Jennifer Wilcox,

**\*\*The Attendance roster listed above may not capture all the individuals that attended virtually if they joined the meeting after it had started due to the limitations of the virtually meeting platform\*\***

## **Approval of the Agenda:**

**MOTION** by Leslie Hope, seconded by Karen Ssebanakitta, **to approve the Agenda; unanimously approved.**

**Public Comments:** None

## **Discussion and Action Items:**

**CAPER:** Christy Jeffers provided an overview of the CAPER, what the staff has been doing to improve operations and compliance with HUD. No public comments have been received at this time and none were made during the meeting. Some discussion followed.

**MOTION** by Leslie Hope, seconded by Karen Ssebanakitta, **to approve the CAPER as presented; unanimously approved.**

**Board Co-Vice Chair Nominations:** Karen Ssebanakitta asked for nominations for Co-Vice Chairs as she is stepping down from that position and Bob will be terming out soon. The names will be brought forward in November as well as any additional nominations, and the vote will take place in December.

**SNAP Single Family Rehab and Minor Home Repair Programs:** Tessa Jilot provided information regarding the six-month budgets for SNAP Single Family Rehab and Home Repair Programs. Some discussion followed.

**MOTION** by Eric Robison, seconded by Gordon Graves, **to approve the six-month budgets for SNAP Single Family Rehab and Home Repair Programs; unanimously approved (with Karen Stratton recusing herself.)**

**Director's Report:** Richard Culton provided an update on department functionality without Jenn Cerecedes. Kim McCollim also assisted with some of the budgeting issues and funding for community centers and TRAC. Discussion followed.

**City Council Updates:** There will be a fairly big update from Council regarding the Regional Authority at the Council Study Session on October 5<sup>th</sup> at 11am. Discussion followed.

**Committee Updates:**

**Affordable Housing:** Reviewing the AH applications for submitting to the committee for review. Reminder to get into Neighborly.

**RFP:** A committee member stepped down so that puts too many board members in the committee so that spot needs to be filled quickly.

**Announcements:** None.

**Meeting Adjourned at 5:55 PM.**

The next CHHS Board Meeting is scheduled for **November 1, 2023 from 4:00-6:00 pm.**