



# Dane County

## Minutes - Final Unless Amended by Committee

### Community Development Block Grant (CDBG) Commission

*Consider:*

*Who benefits? Who is burdened?*

*Who does not have a voice at the table?*

*How can policymakers mitigate unintended consequences?*

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Tuesday, December 3, 2024

5:00 PM

Hybrid Meeting - In person at CCB Room 354

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#### A. Call To Order

Meeting was called to order at 5:00pm by Vice Chair DeGollon, with a quorum present

Staff present: Joanna Cervantes, Cindy Grady, Michelle Bozeman, Caleb Odorfer

**Present** 7 - RON JOHNSON, TERESITA TORRENCE, JEREMIAH DEGOLLON, KATHERINE KAMP, MARTIN LACKEY, JEFF GLAZER, and MICHAEL ENGELBERGER

**Excused** 2 - GODWIN AMEGASHIE, and TAYLOR BROWN

#### B. Consideration of Minutes

[2024](#)  
[MIN-337](#)

10-1-2024 CDBG COMMISSION MEETING MINUTES

**Attachments:** [10-1-2024 CDBG Commission Meeting Minutes](#)  
[10-1-2024 Registration Report](#)  
[10-1-2024 Registrations Before the CDBG Commission](#)

Motion was made by Supervisor ENGELBERGER and seconded by KAMP to approve the 10-1-2024 meeting minutes. No discussion and no opposition. Motion passed unanimously.

#### D. Presentations

[2024](#)  
[PRES-151](#)

LATINO ACADEMY OF WORKFORCE DEVELOPMENT - TRANSPORTATION BUSINESS DEVELOPMENT ACCELERATOR PROGRAM

**Attachments:** [LAWD's CDBG Commission Meeting \(Dec. 3\)](#)

Nydia Martinez, Margarita Avila and Julio Garcia from the Latino Academy of Workforce Development gave a presentation on their program and services. With CDBG Grant funding, they are able to provide mentorship, GED classes, and skills training, and the Transportation Business Development program. The program's successes include the launch of 8 new businesses, 17 full-time jobs, and 10 part-time jobs.

[2024](#)  
[PRES-152](#)

DAIS (DOMESTIC ABUSE INTERVENTION SERVICES) - PUBLIC FACILITIES

**Attachments:** [DAIS CDBG Presentaton \(1\)](#)

*Shannon Barry, Executive Director of DAIS gave a presentation on the organization and updates to the shelter facilities, including the updates and repairs that were supported by the CDBG funds. The existing shelter needed remodeling for more private spaces for clients, as well as increased visibility from the office to common spaces. Other updates and repairs included new kitchen countertops and carpet for durability and cleanliness. DAIS has exceeded their expected number of beneficiaries per the CDBG contract, serving 45 clients between Q4 2023 and Q2 2024.*

WWBIC - ECONOMIC DEVELOPMENT

*Representatives from WWBIC were not able to attend the CDBG Commission meeting, and will plan to present at another upcoming meeting.*

GRANT PROGRAM UPDATES

- a. CDBG/HOME
- b. HCRI
- c. CDBG-DR
- d. HOME-ARP
- e. CDBG-CV

*Joanna Cervantes gave updates on the CDBG/HOME grant programs. We are currently wrapping the 2024 grant, working on the contracts for the 2025 grants, and also planning for the 2026 funding categories and RFP process.*

*We were recently monitored by the State for our HCRI grant. All documentation has been submitted to the State, and we will keep the Commission informed on the final monitoring report.*

*A grant application for \$2 million was submitted to the State for the CDBG-DR (Disaster Recovery) grant program. Dane County expects to receive approximately \$1.5 million. This will support building and development efforts for areas affected by flooding several years ago; and the grant funds will be awarded to Northpointe Development.*

*HOME-ARP are allocated to Northpointe Development. Displacement of tenants has been identified, and staff are working with HUD, the developer, and the property owner to determine next steps in relocation/displacement costs.*

*The CDBG-CV grant is in its final year (2024).*

**Action Items**

1. [2024](#)  
[ACT-260](#) 2025 CDBG COMMISSION MEETING SCHEDULE

**Attachments:** [2025 CDBG Commission meeting schedule](#)

*Vice Chair DeGollon asked the members to review the 2025 CDBG Commission Meeting Schedule. He noted that several meeting dates in 2025 occur near holidays, and if there are any conflicts with those dates to let staff know as soon as possible so alternate meeting dates can be selected to ensure a quorum.*

**Motion was made by Supervisor ENGELBERGER and seconded by JOHNSON to approve the 2025 CDBG Commission Meeting Schedule. Motion passed unanimously by voice vote.**

2. [2024](#)  
[ACT-261](#) MORTGAGE REDUCTION POLICY - PROPOSED CHANGES

**Attachments:** [CDBG Mortgage Reduction Policy – Rev 11.20.2024](#)

*Caleb Odorfer indicated that the proposed changes to the Mortgage Reduction Policy were included in the Administration section of the document. Staff are already following these steps for mortgage reduction assistance, and wanted this section to be formalized and approved by the CDBG Commission as part of the Policy & Procedures.*

**Motion was made by Supervisor ENGELBERGER and seconded by JOHNSON to approve the changes to the CDBG Mortgage Reduction Policy. Motion passed unanimously by voice vote.**

## E. Reports to Committee

1. [2024](#)  
[RPT-387](#) REVOLVING LOAN FUND REPORT

**Attachments:** [RLF Report December 2024](#)

*Cindy Grady gave an overview of the Revolving Loan Fund, which includes three active loans. One of the loans is in default, and cannot make payments. The CDBG staff is determining what options there are for next steps with this loan, and will report back to the Commission. CDBG staff will also provide updates on the future status of the County loan funds, and if/when this program can continue.*

*The HUD Section 108 Loan has been closed, as the recipient has fulfilled the loan and met all obligations.*

2. [2024](#)  
[RPT-388](#) EXPENDITURE STATUS REPORT CDBG/HOME

**Attachments:** [CDBG-HOME Expenditure Status Report December 2024](#)

*Cindy Grady gave an update on the CDBG Expenditure Status Report, which is current through the end of October. Most contracts with grant recipients have been completed, and agencies have submitted invoices through 3rd quarter ending September 30th. Mandatory Quarterly program and financial reporting was implemented in 2024, and therefore we were able to meet the HUD timeliness test in early November (overall fund balance was not greater than 1.5 times grant amount).*

*The balances seen in the report do not reflect recently paid invoices. Grant recipients are continuing to send in invoices, and final invoices are due January 10, 2025. The Expenditure Status reports in February will provide an updated balance of 2024 expended funds.*

*The HOME Expenditure Status Report was not available for this meeting.*

3. [2024](#)  
[RPT-389](#) EXPENDITURE STATUS REPORT CDBG-CV

**Attachments:** [CDBG-CV Expenditure Status Report December 2024](#)

*Similar to the CDBG Expenditure Status Report, the CDBG-CV contracts have been completed and invoices are being paid.*

## F. Future Meeting Items and Dates

JANUARY 7, 2025

## G. Public Comment on Items not on the Agenda

## I. Adjourn

**Motion was made by JOHNSON and seconded by Supervisor ENGELBERGER to adjourn the meeting at 6:25pm. Motion passed unanimously by voice vote.**

*Minutes respectfully submitted by Amanda Vernia pending committee approval*