

APPROVED ON _____ APRIL 19, 2007 _____

**CITIZENS ADVISORY COMMITTEE
CAC MEETING**

MARCH 22, 2007

PORTSMOUTH CITY HALL

6:00 P.M.

Present: Chairperson Nancy Emerson, William Thorpe, Jean Pecunies, Lynne Langley,
Stephen Lichtenstein, Algene Bailey

Absent: Bob Layton (called), Dani Rooney (called)

Staff: David Moore, Program Manager

Chairperson Emerson opened the meeting and recognized David Moore who explained that the evening's meeting was for the CAC to make its recommendation to the City Manager on which agencies should receive CDBG funding in the FY 2007-2008 budget. He also explained to the committee that the next meeting on April 12, 2007 would be to review the draft budget for FY 2007-2008. He said that soon, the committee would receive the draft FY 2007-2008 Annual Action Plan and CDBG Budget and the public comment period would begin.

Mr. Moore then proceeded to the evening's handout which was a roster of all the public service agencies requesting funding, their FY 2006-2007 grants received, and their FY 2007-2008 grants requests. He reminded the committee that all of the agencies that requested funding last year (with the exception of New Hampshire Legal Assistance), submitted new requests and that there were no additional agencies requesting funding. The handout provided one funding option for FY 2007-2008, which included funding for all agencies at FY 2006-2007 levels. He indicated that the \$1,000 that had been used to fund New Hampshire Legal Assistance (NHLA) in FY 2006-2007 could be awarded to the other agencies.

General discussion took place regarding the option presented. Mr. Thorpe said he favored the level funding option and indicated his preference that the \$1,000 be distributed to the Compass Care Senior Companion Program (\$500) and to Families First of the Greater Seacoast Dental Program (\$500). Mr. Lichtenstein asked if it was possible to view the roster of grantees that receive support from the Welfare Department through the General Fund. Mr. Moore provided a printout of the FY 2007 City of Portsmouth budget document, which includes a chart of the CDBG Public Service Agency Grant recipients and the grant recipients from the Welfare Department Social Service Grant program. The committee discussed the how several agencies funded by the CDBG program were also funded by the Welfare funds and that the Welfare funds provided support to several programs who do not seek CDBG funds.

Ms. Emerson noted how it was helpful to review the annual reports submitted to the committee by some agencies during the presentations. Other committee members agreed

and Mr. Moore said he would suggest that applicants who have annual reports be requested to bring them to presentation nights during the next Public Service Agency Grant round.

Ms. Langley said she would like to distribute the additional \$1,000 to PHA Senior Activities Program at the Senior Center (\$500) and to Seacare Health Services (\$500). She commented that the Senior Center had an especially difficult year from a funding perspective and could likely use the additional funds.

Mr. Thorpe said he would like to see an amalgamation of the information in the application, which enabled the committee to more easily compare the grant applications. For example, he was interested in comparing the percentage of Portsmouth residents served by each agency and what the percentage of the agency's overall budget was represented in the CDBG grant request. Mr. Moore indicated that a similar comparative handout had been utilized in the recent past and could be used again.

Chairperson Emerson asked the committee if there was widespread support on the committee for option 1 on the handout, which was level funding of all agencies from the previous year, NHLA excepted. The committee indicated support for option 1 and Mr. Thorpe so moved; all voted in favor.

Ms. Pecunies then moved to distributed \$500 of the \$1,000 yet to be allocated to A Safe Place. Mr. Bailey seconded the motion and it passed unanimously.

Mr. Thorpe then moved to distributed \$500 of the remaining \$500 yet to be allocated to the Dental Program at Families First of the Greater Seacoast. Ms. Pecunies seconded the motion and it passed unanimously.

The discussion then turned to how the grant review process could proceed in the future. Mr. Lichtenstein said he would like to see the committee ask questions that allowed agencies to expand upon the impact of their services on their clients. Mr. Bailey said he was interested in salaries paid to staff members of these agencies. He asked Mr. Moore how the committee would know if salaries paid to staff members were reasonable. Mr. Moore said that all agencies are required to submit two budgets during the application process. He said the committee could compare salary line items from year to year and the committee could inquire of presenters exactly what duties staff members funded with CDBG funds do.

Chairperson Emerson called for a vote to recommend the funding levels for the public service agencies to the City Manager as agreed in the previous motions. Mr. Lichtenstein made the motion and Algene seconded. All voted in favor.

Ms. Emerson adjourned the meeting at 7:30 p.m.