

To Grants Committee Meeting

August 13, 2025

MINUTES

Members Present:

Susan Gruberman, Asst. Chairman
Courtney Moore
Ken Sharkey
Matt Smallheer

Members Excused:

Steve Reeb, Chairman
Scott Greenwald
Richie Meile

Staff Present:

Rick Stubblefield, Executive Director
Becky Rose, Executive Assistant

Others Present:

May Brown

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Assistant Chairman Susan Gruberman called the meeting to order at 5:30 p.m. in the St. Clair County Annex Conference Room, 2nd Floor.

Attendees rose and recited the Pledge of Allegiance.

Assistant Chairman Gruberman took roll call.

Assistant Chairman Gruberman asked if there were comments from the public on the agenda. There were no other public comments.

Upon a motion by Mr. Moore and a second by Mr. Sharkey, the minutes from the July 10, 2025 Grants Committee meeting were approved unanimously.

Upon a motion by Mr. Sharkey, and a second by Mr. Smallheer, the letter from the Grants Committee Chairman to the County Board Chairman transmitting the payroll and expense claims for the month of July, 2025 was approved unanimously.

Upon a motion by Mr. Sharkey, and a second by Mr. Moore, the Check Register Summaries for the pay periods in July, 2025 were approved unanimously and placed on file.

There were no questions concerning the Community Services Group and the reports were placed on file.

There were no questions concerning the Community Development Group and the report was placed on file.

There were no questions concerning the Workforce Development Group and the report was placed on file.

Upon a motion by Mr. Moore, and a second by Mr. Sharkey, the Community Services, Community Development, and Workforce Development Group reports were approved unanimously and placed on file.

Resolutions

None.

Old Business

None.

New Business

A. Director's Report

Mr. Rick Stubblefield stated that the Community Development Block Grant is currently in its second round of letters sent out to targeted home rehabilitation areas affected by flooding. CDBG has submitted its five-year consolidated plan. Environmental reviews for public facility projects are currently in progress. Two Community Housing Development Organizations (CHDOs) are actively underway. These nonprofit entities are engaged in the acquisition and development of affordable housing, with CDBG providing closing cost assistance to eligible clients. In addition, two first-time homebuyer contracts are scheduled to close this month. Environmental reviews for the 2022 CDBG Disaster Recovery projects are also ongoing. The Program Year 2024 (PY24) Action Plan has been submitted, incorporating priorities related to infrastructure improvements, housing initiatives, and economic development.

Mr. Stubblefield noted that all Continuum of Care project grants supporting the Housing Resource Center have been executed. The department is preparing for the upcoming Illinois Housing Development Authority (IHDA) rental support monitoring scheduled for early September.

Mr. Stubblefield reported that 17 Weatherization projects are currently active. Completion of these jobs is expected to bring the department close to fully expending the grant, which has been extended due to complications with the Weather Works System. Additionally, the department has been invited to participate in the Illinois Department of Commerce and Economic Opportunity (DCEO) Healthy Homes Pilot Program. This initiative will provide an additional \$8,500 per household for homes that would otherwise be deferred due to health and safety hazards such as mold or pest infestations.

Mr. Stubblefield stated that the Low-Income Home Energy Assistance Program (LIHEAP) has provided energy assistance benefits to 6,444 households. The application period for the current program will close on August 15th and is scheduled to reopen October 1, as a priority month. The Percentage of Income Payment Plan (PIPP) is currently in the recertification phase. There are 533 active PIPP participants, a decrease from approximately 800 in previous years. The decline is attributed to recent changes in the discount rate, which has reduced programming eligibility.

Mr. Stubblefield stated that Community Service Block Grant is scheduled for monitoring next week. The grant application for the upcoming program cycle is due by September 15th. The department is in the process of revising its work plans to ensure alignment with community needs identified through recent surveys. A reassessment of current sub-grantee partners is also underway to ensure continued program effectiveness and accountability.

Mr. Stubblefield reported that Workforce Development has nine new incumbent worker training projects that were approved during the most recent MidAmerica Workforce Investment Board (MAWIB) meeting. While overall participant numbers have seen a slight decline due to increased per capita program costs, the department continues to strengthen its focus on work-based learning strategies. These include expanded apprenticeship

opportunities and on-the-job training, which are aimed at enhancing long-term workforce sustainability and economic mobility.

Mr. Smallheer made a motion to approve the Director's report and Mr. Sharkey seconded the motion. The motion passed unanimously.

Other Comments

None.

Adjournment

Assistant Chairman Susan Gruberman entertained a motion to adjourn. On a motion by Mr. Moore, and a second by Mr. Smallheer, motion passed, and Assistant Chairman Gruberman adjourned the meeting at 5:47 p.m.