



St. Clair County

INTERGOVERNMENTAL GRANTS DEPARTMENT

To Grants Committee Meeting

November 12, 2025

MINUTES

Members Present:

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

Members Excused:

Steve Reeb, Chairman
Richie Meile

Staff Present:

Rick Stubblefield, Executive Director
Becky Rose, Executive Assistant

Others Present:

May Brown

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Assistant Chairman Sue 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. Sharkey and a second by Mr. Greenwald, the minutes from the October 8, 2025 Grants Committee meeting were approved unanimously.

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

Upon a motion by Mr. Sharkey, and a second by Mr. Greenwald, the Check Register Summaries for the pay periods in October, 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. Smallheer, 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. Assistant Chairman Gruberman presented the 2026 Grants Committee Meeting Schedule.

Upon a motion by Mr. Sharkey, and a second by Mr. Greenwald, the 2026 Grants Committee Meeting Schedule was approved unanimously and placed on file.

B. Director's Report

Mr. Rick Stubblefield stated that he and Chris Anderson attended the groundbreaking ceremony for the Pisal Center at Comprehensive Behavioral Health's Lebanon Road campus last Friday. St. Clair County is contributing approximately \$3.2 million to the project using COVID-19 relief funds. We are currently still waiting for the federal government to reopen so we can receive responses regarding our CAPER. Additionally, we continue working to obtain rehabilitation applications for the designated Disaster Recovery areas. The Action Plan has been updated, resubmitted, and is currently awaiting review. All the 2022 Disaster Recovery projects remain in the environmental review stage. For the Housing Resource Center (HRC), we are waiting for the new Notice of Funding Opportunity (NOFO) for Continuum of Care (COC) projects. Although we were originally given a two-year grant agreement, the administration is now pulling back and requiring all CoCs to reapply for funding in alignment with their new priority structure.

Mr. Stubblefield stated that Weatherization met with St. Clair County Housing Authority to initiate the process of pursuing multifamily projects. We are continuing to interview prospective contractors however, two candidates we were optimistic about have stopped responding. Unfortunately, this has been a recurring pattern. We remain optimistic about another group with whom we have had several productive meetings. They have experience working with Veterans and are actively involved in government projects. We are hopeful this partnership will move forward.

Mr. Stubblefield stated that a new \$2 million NOFO has been released in Workforce Development. Because it is a targeted NOFO, we will proceed with completing the application. We are already engaged with the targeted entity and have invested some of Workforce Development Formula Funding in Incumbent Worker Training (IWT) projects to help initiate their efforts. This will be a two-year project.

Mr. Stubblefield stated that Low Income Home Energy Assistance Program (LIHEAP) continues to face challenges related to the availability of federal LIHEAP funding, and it remains unclear how the situation will ultimately be resolved. This time of year, typically brings a significant surge in call volume, and our phone lines are currently overwhelmed. It would be unrealistic to hire enough staff to manage both the incoming calls and the processing of applications at this pace. The primary factor slowing application processing is the high number of submissions returned without the required documentation. While occasional oversights are understandable, many applications are submitted with none of the necessary documents attached. Despite providing a clear checklist, we continue to receive incomplete applications.

Mr. Stubblefield stated that there are currently no federal Community Service Block Grant (CSBG) funds budgeted for next year. While we are managing for now, next year may be a critical turning point if the funding landscape does not improve. CSBG remains our most versatile program, offering greater flexibility to provide assistance than any other initiative. We are continuing to accept applications and move forward to the extent possible with the resources we have.

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

Other Comments

None.

Adjournment

Assistant Chairman Sue Gruberman entertained a motion to adjourn. On a motion by Mr. Sharkey, and a second by Mr. Moore, motion passed, and Assistant Chairman Gruberman adjourned the meeting at 5:48 p.m.