

Old Brooklyn Community Development Corporation

Board of Directors Meeting Minutes  
February 28, 2023

**Board Members Present:** David Robinson, Adam Sauerwein, Katrina Homer, Kate Warren, Philena Seldon, Brendan Zak, Cherie Kaiser, Kathryn Clusman. **Staff:** Lucas Reeve, Amber Jones, Darlene Glass, Charles Kennick, Jess Timms, Sienna Dunakin. **Guest:** Jody Bonhard  
New employee Sienna Dunakin, Director of Neighborhood Development introduced herself to the board.

**Meeting was called to order at 6:00 pm.** Brendan Zak made a motion to approve the January minutes, Cherie Kaiser seconded, minutes were approved. Kate Warren made a motion to approve the minutes from the February emergency meeting, Kathryn Clusman seconded.

**Treasurer's Report** (Lucas Reeve) Not much change from last month. Most of the focus at the financial meeting was on accounts receivable. Waiting on reimbursements related to the Healthy Homes initiative and Community Development Block Grants. Brendan Zak motioned to approve Kathryn Clusman seconded, financials were approved.

**CDBG RFP Application:** (Lucas Reeve) Every year at this time the organization puts together a response to the city of Cleveland RFP, requesting funds from Community Development Block Grants, by way of HUD. Pursuant to the Board authorization Feb 7th, we submitted the 2023/2024 RFP application to the city a couple of weeks ago.

This year we requested \$600,000, based on our program and budget. \$155,000 of the \$600,000 request is part of the grant that Community Development reviews and allocates based on our proposal. The balance of that money is allocated by Ward 12 and Ward 13 council members. The community development block grant is primarily used to support housing and small business support work, and this year a homebuyer education series. Last year the organization received \$540,000, which included some funds left over from the prior year.

A couple of changes to highlight about the Housing programs proposed:

1. Housing Maintenance (seniors, disabled folks, all low/moderate income households). We are now restricted to a minimum investment of \$1,000 per home. Therefore, where we historically have been doing 30 or more maintenance projects per year, we will be doing 8-10 homes this coming year.
2. Substantial Rehabs: These rehabs now require a \$5,000 minimum investment. We plan on doing two of these next year. For example a roof repair, acquisition rehab or layering several interventions to meet the investment minimum.
3. We are proposing to double our small business support programming next year, meeting a growing need in the neighborhood.
4. For the first time we will also be doing a Homebuyer Education series.

**Memphis & Pearl Project Update:** (Lucas Reeve) Pursuant to the Board authorization Feb 7<sup>th</sup>, the MOU is executed between OBCDC, Pearl Road UMC, Desmone and Tipping Point. The project has kicked off and is moving quickly. An RFP was finalized, seeking environmental consultants. The scope will include Phase I's on the Broadview Lot and PRUMC controlled parcels / building. Additionally, they are bidding to do the Hazardous Materials work for the entire development site. Are the groups who received the RFP are Cleveland based organizations. Old Brooklyn collaborated with Desmone and Tipping point, who submitted an ARPA Gap Financing application, responding to the recently released City of Cleveland RFP.

The application endeavored to leverage into the allocations for financing on both market rate and affordable housing, with projections currently at 80% AMI on the project. A pre-development budget is currently being developed as well as a strategy to address that capital need.

**Volunteer Program Presentation:** (Darlene Glass) Responding to a critical need, it's important we develop a volunteer program, especially considering our Ambassador program is winding down. The key outcomes of the program will be, engagement, increased impact, increased awareness, building capacity and fostering a greater sense of community. With more people, we can do more, in more areas. Its very exciting.

Aspects of a successful volunteer program:

- Volunteer appreciation events, certificates, swag

Developing a structured program:

- Created detailed volunteer job descriptions, using an easy online sign up portal

Creating a volunteer culture:

- Volunteer gathering space, autonomy/comfort, being “part of the team”

Increasing our impact on the neighborhood:

- Create more opportunities for community members and volunteer leaders to give back and take ownership

Three Areas to Volunteer:

- Events: Set-up/clean-up, information table, Carey
- Home Rehabs: Paint, repair, site supervision
- Neighborhood Beautification: Cleanup crew, landscaping, graffiti removal

Startup budget for 2022-2023 \$1, 239 includes online portal, t-shirts, swag, snacks/water.

Projected budget for 2023-2024 \$3,839 adding more supplies and volunteer appreciation events.

Next Steps: May – train volunteers, April – begin recruiting and online portal goes live. Board Member David Robinson asked what the initial goal was for volunteer recruitment. (40 People). Kate Warren asked about ensuring there were seasonal opportunities. (Yes)

**Meeting adjourned at 6:46 pm.**