

 <p style="text-align: center;">Council Communication Office of the City Manager</p>	Date: January 25, 2016
	<p style="text-align: right;">Agenda Item No. 44</p> <p style="text-align: right;">Roll Call No. <u>16-0150</u></p> <p style="text-align: right;">Communication No. <u>16-034</u></p> <p style="text-align: right;">Submitted by: Phillip Delafield, Community Development Director</p>

AGENDA HEADING:

Approval of Community Development Block Grant (CDBG) Contract with Polk County Health Services (PCHS) for the Continuum of Care Board (COCB) Executive Director Position.

SYNOPSIS:

Approval of CDBG Contract with PCHS for the COCB Executive Director Position. This contract is for the first two (2) years of a three (3) year funding commitment of \$75,000 per year.

FISCAL IMPACT:

Amount: \$75,000 per year

Funding Source: 2015 CDBG Fund and future CDBG Fund Allocations

ADDITIONAL INFORMATION:

The COCB Administrative Work Group reviewed the staffing needs of the COCB and developed a proposal for the City of Des Moines and Polk County Board of Supervisors to review. This proposal included staffing needs to further the goals of the COCB.

On January 20, 2015, the Polk County Board of Supervisors approved partial funding for the COCB Executive Director position. Their approval included funding of \$75,000 per year for three (3) years. On February 23, 2015, City Council authorized CDBG funding of \$75,000 per year for three (3) years for the hiring of an Executive Director for the COCB.

The Executive Director for the COCB is responsible for the day-to-day operations of the COCB and furthering their goals. Additionally, the funding, with the Polk County funding will be available to hire an additional staff person for the COCB to provide additional support.

The Executive Director for the COCB was hired in July 2015. The PCHS is providing office space and administering the payroll on behalf of the COCB. The contract being recommended to Council will allow for the reimbursement of eligible expenses since the hiring of the Executive Director in July 2015. This is a two (2) year contract, which after expiration, will be eligible for an additional one (1) year extension with approval from the City Council.

PREVIOUS COUNCIL ACTION(S):

Date: February 23, 2015

Roll Call Number: [15-0307](#)

Action: [Authorizing](#) Community Development Block Grant (CDBG) funding allocation for Continuum of Care Board (COCB) Executive Director. ([Council Communication No. 15-077](#)) Moved by Coleman to adopt. Motion Carried 7-0.

BOARD/COMMISSION ACTION(S): NONE

ANTICIPATED ACTIONS AND FUTURE COMMITMENTS:

This contract is for two (2) years of funding. After the contract expires, staff will prepare a contract for the third and final year for Council approval.

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