

Chairperson Dr. Nash pointed out to the other board members that Attorney Brown was not present and asked if they wanted to await his arrival or move forward as it was a workshop. Those present agreed to move forward without the attorney, who was not answering calls.

Call to Order

Chairperson Dr. Nash called the meeting to order at 5:14 pm.

The Quincy Community Redevelopment Agency Regular Board met on Monday, September 8, 2025, with the following other members present at roll call: Member Dr. Wood, Member Knight, Member Harris and Member Stephens

Also in attendance:

Manager Forehand and Transcriptionist Pam Tribue

Approval of Agenda

Motion by Member Stephens to approve the agenda, seconded by Member Harris, motion carried 5-0.

Manager's Report

2025-2026 Proposed Budget

Manager Forehand referred to the handout detailing the proposed 2025-26 CRA budget totaling \$2,091,452. She noted the "Use of Fund Balance" of \$691,093 may change as the fiscal year closes out. This amount differs from that of the Finance Department but Ms. Forehand acquiesces to her experience. Expenditures are broken out between operating and catalyst programs.

Member Harris asked why the 2024/25 actual expenditures are not included. Feels that is important. He then questioned the difference in fund balance between the manager's report and the report from Finance. He asked if Finance Director Daniels could join the meeting to get clarification on the numbers.

Quick recess as Ms. Daniels is located and copies of report from Finance is copied.

Meeting reconvenes – Ms. Daniels joins the meeting.

Member Harris asked which budget would be included in the City's budget.

Ms. Daniels explained that Ms. Forehand was not looking at it the way she was. There was \$840K based on the 2023 audit, that has not been spent. We also received TIF funds this current year that have not been totally spent. Both of those will roll into fund balance for the coming year. Her conservative guess is \$1,473,000 in fund balance.

Chairperson Dr. Nash interjected that a message was received from Attorney Brown that he would be unable to make the meeting as he is tied up in hearings. Sends his apologies.

Member Harris clarified/verified that the board would be working from the report provided by Finance, as it will be what's included in the City's budget.

Member Dr. Woods pointed out the bank balance of \$2.5M. Why is there a discrepancy there? Ms. Daniels explained the \$2.5 does not include any expenditures through the fiscal year-end, so she estimated that number and reduced fund balance by that amount. Dr. Woods wants to use a more realistic number as the board hasn't spent any funds this year.

Member Stephens suggests approving the revenue side of the budget. If there is additional money at the end of the year we can add it to the catalyst fund.

Motion by Member Stephens that on the revenue side adopt the proposed budget of \$2,892,300, seconded by

- Chairperson reminded the board that it's a workshop so no votes will be made but they agreed that when they come back to vote, this is what they should see.

Member Harris then asked where the funds came from \$44K increase in the salaries line item.

Member Knight asked if what was provided is a complete list of projects for 2025/26? Based on previous discussion this amount will be increased to \$2.8M.

Member Dr. Wood reminded the manager that the board requests that the line items under CRA Projects be more defined, broken out into more specific items and with sub-totals.

Member Knight stated if we do have an increase in funds of \$800K perhaps each board member can have different projects completed in their districts.

Member Harris is concerned await page 2 of Ms. Daniels' handout as it relates to CRA staff. He reminded the board that in 2024 no monies were spent on staff and all the projects were done. This year we increased it and it's proposed to increase it more. He disagrees with the addition of a part-time coordinator and changes the administrative assistant to full-time.

Member Harris recommends keeping the personnel structure the way it is right now and any leftover funds would go to catalysts projects. We can always make any changes if needed to address needs related to community policing but he thinks this position is identical to a program existing at the Quincy Police Department.

Ms. Forehand asked the board to be mindful that she prepares for two boards and more is now required.

Member Harris disagrees that there is more required but does feel that more was done previously. Ms. Forehand stated the board should not expect that she will be able to do the same thing she did last time. Member Harris said they had a City Manager who handled the CRA and completed every project and if a good enough City Manager is hired, they may be able to go back to spending \$0 on personnel when it comes to the CRA. He can't see increasing personnel at this time. Manager Forehand state she disagrees with him wholeheartedly and that they will not be doing it the way it was done, to avoid where we are now in terms of the current investigation. Member Harris stated that this has nothing to do with the projects that were completed. Homes were repaired!! Businesses received funding!!

Inaudible chatter between the manager and Member Harris. Chairperson Dr. Nash asked for order.

Member Harris continued to say the programs from last year were completed and done. What's under investigation are individuals, not the program and the projects. The attorney has vetted them and we have not run into any legal issue when it comes to the programs themselves. It does

not make sense to hire additional people at this time, when there is an increase in the work let's reconsider this. All we have done this fiscal year is give people jobs. Let's move forward, get away from the personal stuff.

Member Dr. Wood stated the one thing that has always been her goal is "Spending the money" that we are allowed. At this point we have not spent one dime; we have created a position for a part-time administrative assistant and with an extra set of hands she would think we would have done more at this point. She is highly disappointed in where we stand right now in the CRA. She receives calls asking when anything is going to be done. She can't understand us reinventing the wheel. We have spent so much time even on the Administrative Assistant position, which was brought back to the board four or five times, even though we initially said no. CRA money is not just for salaries. It is for us to spend time in the CRA District on people who really need their homes repaired. Her question is when we are going to spend any money on the projects that have already been approved. We have continually asked on this dais for the manager to spend on those projects. Business. Residential. We've given out a list. We know what the projects are and it appears like we're being stonewalled. What are the plans moving forward to spend the money that we already have? What are the next steps?

Chairperson Dr. Nash interjected the time is 6:01 pm and the board has a workshop scheduled at this time. She asked for any other discussion about the budget. Member Dr. Wood asked if the manager could answer her question about what the next steps are. Manager Forehand asked what the question was again. Member Dr. Wood responded, "never mind."

Member Harris made a recommendation for the proposed budget to leave personnel as is until there is a little more clarity on the need for those positions. Those funds should be put back into the catalyst projects. He understands no voting will be taking place today but that is what he will support during the next meeting.

Chairperson Dr. Nash indicated she is not opposed to personnel that have been recommended by the CRA Manager. For her it does make sense. Again we need to approve the budget tomorrow and we will go from there.

Administrative Assistant Salary

Member Dr. Wood stated currently the salary is at \$25/hr. for 3/hrs. per week. She proposes that this be dropped to \$17/hr. for 20/hrs. per week. Her current salary is comparable to what some Directors are making and definitely more than other administrative assistants who have been with the City for some years. Manager Forehand reminded the board that this is part-time and sometimes part-times workers make more per hour as they don't have benefits.

Member Knight asked what the salary range is for administrative assistants working in the City. Based on the report received from HR by Member Dr. Wood, the range is \$16 to \$20 per hour. There is a part-time assistant in Public Works that has been with the City for a few years and her salary is \$16 per hour for 30 hrs. per week.

This will be brought up again at a regular meeting or a special meeting where it is advertised.

Audience Comments

Michael Clary stated that in reference to CRA, he feels it has been very dysfunctional. There is \$800K that has not been used. It's becoming more and more obvious that the job is over Ms. Forehand's head. She is seeking all this help but nothing has been done. Expressed love and respect for the manager but again thinks the job is over her head.

Regina Davis

- Questioned the bank balance of \$2.5M, with the expectation of an additional \$1.3M in TIF funds next fiscal year. Based on her calculation that would be approximately \$3.8M budget for next fiscal year less any outstanding expenditures. Neither budget presented today reflect that amount.
- Questioned the reduction in the Professional Services line item. With all of the projects the board intends to undertake next year, there will be a need for additional professional services beyond attorney fees.
- Questioned what is covered under "Rental"?
- Unsure why life and health insurance is \$0.
- Asked what's going to happen tomorrow when it's time to approve a budget?

Paula Phillips

- Asked what projects have been done this year?
- What are staff doing? What is the need for additional staff?
- Is having the CRA worthwhile considering that there is such a large budget and no work is being done?

Attorney's Report

None

Manager's Comments

None

Board Members' Comments

Member Knight stated his only expectation is to get the housing and business programs up and running. He gets call on both.

Member Dr. Wood asked all board members to pay close attention to the proposed budget for expenditures. She found some of them to be a little confusing. This will not be a quick, fast and in a hurry process until the numbers look right and there is some coordination between the City's CRA budget and the budget prepared by the CRA Manager. In response to the chair Member Dr. Wood explained she would like an explanation for all budget items that show \$0.

Member Harris

- Requested a special meeting to finalize the administrative assistant's salary and hours as well as the housing program.
- He asked Mrs. Tribue to send out to all board members the programs that have been discussed and previously sent by Attorney Brown.

Member Stephens – None

Member Dr. Nash – Tomorrow's meeting is a Special Meeting to go over the 2025-26 Budget as well as the Small Business Assistance Grant Program.

Transcriptionist Tribue will send out availability notice to our members for a special meeting to administrative assistant salary and hours and the housing program.

Motion to adjourn by Member Harris, seconded by Member Dr. Wood, motion carried 5-0.

Adjournment 6:24 pm