

MINUTES  
COMMUNITY DEVELOPMENT ADVISORY COMMITTEE  
May 3, 2017  
Community Development Training Room #E105  
Killeen Arts and Activities Center  
802 N. 2<sup>nd</sup> Street, Building E, Killeen TX 76541  
11:50 AM

1. PRESIDING: Mr. Ralph Cossey, Committee Chairman presided over meeting beginning at 12:05 PM
2. PRESENT: Committee members present: Riakos Adams, Ramon Alvarez, Richard Banta, Kim Barr, Angelia Batie, TaNeika Driver-Moultrie, Nick Guajardo, Andrew Owens and Ashley Whitworth. City staff present: Leslie Hinkle, Cinda Hayward, Holli Clements (replacing Traci Briggs), and Celeste Sierra. (Mr. Alvarez excused himself from the meeting at 1:45 PM and did not return; the Committee took a break from 2:04 to 2:23; Mr. Banta excused himself from meeting at 4:14 but returned to meeting).
3. APPROVAL OF AGENDA: Ms. Driver-Moultrie moved, seconded by Mr. Barr to approve meeting agenda. Motion carried unanimously.
4. APPROVAL OF MINUTES: Mr. Alvarez moved, seconded by Mr. Banta to approve February 15, 2017 minutes as written. Motion carried unanimously.
5. AGENDA ITEMS
  - A. Receive briefing on revised Conflict of Interest disclosure forms and form submittal: Ms. Hayward advised that a revised form had been developed by her and the Deputy City Attorney based on policy and the form included indicates the four questions by checking yes or no and indicating what a potential conflict would be. Mr. Adams asked if committee members were considered covered persons and Ms. Hayward responded that committee members were considered covered persons.
  - B. Receive briefing on 2<sup>nd</sup> quarter status of CDBG and HOME projects: Ms. Hinkle directed committee to the report attachment for the status information of current CDBG and HOME project. Committee viewed a slide presentation of the Stewart Neighborhood Improvements project. Ms. Driver-Moultrie commented that she would like the City to let people know where the park is and what work has gone into getting it to where it is today. Mr. Barr asked about the status of the Girl Scout project. Ms. Hayward advised that agency plans to have drawings presented to plans review by the middle of June. There was a bit of a delay getting the plans ready because the agency had to deal with city, state and federal regulations governing asbestos removal and lead abatement. Ms. Driver-Moultrie asked if the agency was going to use the funding by the end of September and Ms. Hayward advised that this being a construction project, the agency had until March 2018 to complete project.
  - C. Receive briefing on hiring of a consultant to administer the HOME program projects until a suitable replacement can be hired: Ms. Hinkle advised that the current Home Program Coordinator had submitted her resignation and since there the program is still very active, the Department had decided to hire Ms. Barraza as a consultant to provide assistance with processing homebuyer applications, conduct education classes, and assure that applications for homebuyer assistance are eligible per program regulations. HUD requires that a public disclosure be made if the consultant is someone that has previously worked doing HOME Program activities. Disclosure was being made to the public through this agenda item that Community Development's intention is to hire Ms. Barraza on a on consulting basis to prevent a gap in service until a replacement can be hired. Mr. Guajardo inquired as to how Ms. Barraza was going to be paid and Ms. Hinkle advised that she would be paid on an hourly basis and would submit all information for Ms. Hinkle to review prior to being paid. Mr. Owens asked if there would be any benefits paid and Ms. Hinkle advised that she would not be eligible to receive any benefits.

- D. Receive a briefing on status of notification from HUD on annual entitlement amounts for FY 2017-18 CDBG and HOME programs and process for making recommendations for funding proposed activities and projects: Ms. Hinkle advised that although the administration has approved level funding, there are still no Entitlement budget numbers available for the Committee to make funding recommendation. Ms. Hinkle asked the Committee to consider going with current allocation and recommend funding on a prorated share evenly across the board. Amounts will be adjusted when the actual Entitlement figures are received and will either be increased or decreased. The Committee would need to include this form of approval when they make recommendations.
- E. Discuss and consider reprogramming of CDBG and HOME funds to eligible FY 2017-2018 activities: Ms. Hinkle briefed the Committee on funding available for reprogramming to eligible activities which include program income received by CDBG in the amount of \$21,186.10 during FY 15-16 and FY 16-17 and HOME funds in the amount of \$84,121.06 in program income and recaptured funds received during FY 15-16 and FY 16-17. Ms. Driver-Moultrie moved, seconded by Mr. Adams to approve the use of CDBG and HOME program income and recaptured funds on FY 17-18 eligible activities. Motion passed unanimously.
- F. Discuss and consider approval of applications submitted for FY 2017-18 proposed program of activities for recommendation to City Council: The Committee heard a presentation from the following applicants Ms. Hobbs and Ms. Pierce from Hill Country Community Action Association, Inc.; Ms. Quiney from Heritage House of Central TX; Mr. Dewees and Ms. Clay from Communities in Schools of Greater Central Texas; Mr. Hall and Ms. Armour from Families in Crisis, Inc.; Ms. Jouett from Bring Everyone in the Zone; Ms. DiLillo from Greater Killeen Free Clinic; Ms. Sierra and Ms. Hinkle and Mr. Radeke from COK Community Development; Mr. Koester from COK Street Services; and Mr. Thompson and Ms. Schuler from MCI Nextgen Properties, LLC.

After question and answer session with applicants and various discussions on funding, the following final prorated recommendations based on FY 16-17 HOME Entitlement funding, were approved by the Committee:

Mr. Adams moved seconded by Mr. Owens to allocate funding in the amount of \$31,128.90 in Entitlement funds and \$4,270 in 2016 program income funds for a total of \$35,398.90 for HOME Program Administration. Motion passed unanimously.

Mr. Adams moved seconded by Mr. Guajardo to allocated funding the in the amount of \$46,693.35 to the CHDO set aside. Motion passed unanimously.

Ms. Driver-Moultrie moved, seconded by Mr. Adams to allocate \$00.00 to MCI Nextgen Properties, LLC. Motion passed 6 to 3 with Ms. Whitworth, Mr. Barr and Mr. Banta opposing.

Mr. Barr moved, seconded by Ms. Driver-Moultrie to allocated \$165,000.00 to Homebuyer Program with Repairs. Motion passed 7 to 1 with Mr. Adams opposing.

Ms. Driver-Moultrie moved, seconded by Mr. Adams to allocate remaining \$148,317.81 to Homebuyer program with Repairs. Motion passed 4 to 3 with Mr. Guajardo, Ms. Whitworth and Mr. Banta opposing and Mr. Barr abstaining.

After question and answer session with applicants and various discussions on funding, the following final prorated recommendations based on FY 16-17 CDBG Entitlement funding, were approved by the Committee:

Mr. Guajardo moved, seconded by Mr. Adams to allocated \$30,000 to the Greater Killeen Free Clinic, Nursing Salary Assistance. Motion passed 3-2 with Ms. Whitworth and Ms. Baitie opposing and Ms. Driver-Moultrie, Mr. Barr, Mr. Banta and Mr. Alvarez abstaining.

Ms. Driver-Moultrie moved seconded by Mr. Adams to allocate \$10,000 to Hill Country Community Action Association, Inc., Killeen Elderly Meals. Motion passed unanimously.

Ms. Driver-Moultrie moved, seconded by Mr. Owens to allocate \$5,000 to Heritage House of Central TX,

Empowerment Program. Motion passed 7 to 1 with Mr. Banta opposing.

Ms. Driver Moultrie moved, seconded by Ms. Whitworth to allocate \$21,000 to Communities in Schools of Greater Central Texas, Connections Program. Motion passed 7 to 1 with Mr. Banta opposing.

Mr. Adams moved, seconded by Mr. Guajardo to allocate \$17,000 to Families in Crisis, Inc., Shelter Case Manager. Motion passed 5 to 2 with Mr. Barr and Mr. Banta opposing.

Mr. Driver-Moultrie moved, seconded by Mr. Adams to allocate \$13,189.65 to Bring Everyone in the Zone, Military Support Program. Motion passed unanimously.

Mr. Barr moved, seconded by Ms. Driver-Moultrie to allocate \$40,000 to the COK Elderly Transportation program. Motion passed unanimously.

Mr. Adams moved, seconded by Ms. Driver-Moultrie to allocate \$181,586.20 to CDBG Administration. Motion passed unanimously.

Ms. Driver-Moultrie moved, seconded by Mr. Owens to allocate \$297,013.73 to COK Housing Rehabilitation Program for program admin and rehabilitation costs. Motion passed unanimously.

Ms. Driver-Moultrie moved, seconded by Mr. Owens to allocate \$314,327.52 to COK Street Services for sidewalk reconstruction. Motion passed unanimously.

With funding recommendations concluded, Mr. Cossey advised committee members to turn in completed scoring sheets and conflict of interest forms to CD Staff.

6. ADJOURNMENT: Ms. Driver-Moultrie moved, seconded by Mr. Banta to adjourn meeting. Motion passed unanimously and meeting adjourned at 4:42 PM.

Celestina Sierra, CD Specialist: \_\_\_\_\_