

MINUTES  
COMMUNITY DEVELOPMENT ADVISORY COMMITTEE  
May 15, 2024  
Killeen Community Development Training Room  
802 N. 2<sup>nd</sup> Street, Building E  
Killeen, TX 76541  
11:00 AM

1. CALL TO ORDER: Meeting was called to order by Mr. Frederick at 11:33 PM.
2. ROLL CALL: The following members were present: Patsy Bracey, Teresa Cossey, Tracy Hillman-Benoit, Luvina Barbee and Mary Taylor. Absent were LaDonna Barbee, Angela Galbreth, Tony Ringgold, and Angela Santos. City staff present: Rashawn Smith, Celeste Sierra, and Asha Pender. Absent: Tiffanie McNair.
3. APPROVAL OF AGENDA: Ms. Cossey moved, seconded by Ms. Bracy to approve the agenda as written. Motion carried.
4. APPROVAL OF MINUTES: Ms. Bracy moved, seconded by Ms. Sabree to approve the minutes of the April 12, 2024 CDAC meeting as written. Motion carried.
5. AGENDA ITEMS
  - A. Briefing on use of the AFF evaluation sheets by CDAC: Ms. Smith briefed members on the use of the evaluation sheets as required by HUD for the evaluation of each applicant. She asked for members to complete each section by scoring according to the number of points as indicated. Mr. Frederick advised members to make sure the agency name was included in the evaluation sheets and to turn in the evaluations before leaving just in case members were unable to come in tomorrow. Ms. Rashawn also reminded members that there was a forward commitment approved for next year for the CDBG Code Enforcement Officer. Next year would be the final year for this program and Code Enforcement would need to reapply for the continuation of this position. Mr. Frederick advised members that the meeting would recess for lunch and would resume with the presentations to committee by applicants. Meeting recessed at 11:43.
  - B. Discuss and consider recommendations for approval of CDBG and HOME Program Year 2024-25 Applications for Funding of proposed activities to City Council: Meeting resumed at 12:30 p.m. with Tony Ringgold and Angela Santos joining the meeting. The Committee heard in-person presentations from the following agencies for the indicated programs:

Sgt. Kyle Moore and Ron Patrick, City of Killeen for the Homeless Reunification Program;  
Sgt. Kyle Moore for the Community Engagement Unit  
Maureen Jouett, Bring Everyone in the Zone for the Resource Manager salary assistance;  
Michael Dewees and Cinnamon Clay for Communities in Schools caseworker salary assistance;  
William Hall for Families in Crisis for homeless shelter caseworker salary assistance;  
TaNeika Driver-Moultrie for Greater Killeen Free Clinic office manager salary assistance;  
Jamie Hunt for Hill Country Community Action for senior meals coordinator salary assistance;  
Celeste Sierra for City of Killeen Elderly Transportation Program direct assistance;  
Melanie Faure for WeeCare, Inc. dba Upwards for Boost Program staff salary assistance  
(A virtual presentation through the TEAMS platform was conducted by WeeCare, Inc. dba Upwards)

After presentations, Mr. Frederick called for a break at 3:00 pm and resumed the meeting at 3:25 PM.

Mr. Frederick recused himself during the Greater Killeen Free Clinic presentation and question and answer portion of the presentation as well as from the recommendation for funding discussion due to his current association with the Greater Killeen Free Clinic. After question-and-answer sessions during presentations and after discussions between committee members, Ms. Sabree moved, seconded by Ms. Santos to make the following public service agency funding recommendations as indicated for a total \$193,934.35. Motion carried.

Bring Everyone in the Zone for salary for resource manager salary assistance	\$ 5,727.00
Communities in Schools of Greater Central TX, Inc. for caseworker salary assistance at Killeen Elementary School	\$19,000.00
Families in Crisis, Inc. for homeless shelter caseworker salary assistance	\$25,000.00
Greater Killeen Free Clinic for office manager salary assistance	\$25,000.00
Hill Country Community Action Assoc. for senior meals coordinator salary Assistance	\$ 7,207.35
City of Killeen Homeless Outreach Team for Licensed Master Social Worker salary assistance	\$70,000.00
COK Police Department for Community Engagement Unit events	\$ 5,000.00
COK Community Development for Elderly Transportation Program, direct benefit assistance	\$42,000.00

Mr. Frederick advised members would discuss funding for the WeeCare, Inc. dba Upwards after the presentations under CDBG Housing Rehabilitation, Code Enforcement, Public Facilities/Improvements funding requests scheduled for May 16, 2024 at 1:00 PM. Ms. Bracy left the meeting at 3:52 PM.

6. ADJOURNMENT: Mr. Frederick requested a motion to adjourn, and Ms. Sabree moved to adjourn at 4:15 PM. May 15, 2024 meeting will resume on May 16, 2024 at 1:00 PM. Meeting adjourned.

CDAC Meeting  
May 16, 2024  
1:00 PM

Meeting called to order at 1:05 PM by Mr. Frederick. Members present were Ms. Bracy, Ms. Cossey, M. Hillman-Benoit, Ms. Ringgold, Ms. Sabree and Ms. Taylor. Absent members were Ms. Barbee, Ms. Galbreth and Ms. Santos. City staff present were Ms. Smith, Ms. Pender, Ms. Sierra, and Ms. McNair joined the meeting at 1:38 PM.

Committee resumed listening to presentation from the following entities for the indicated programs/projects:

Kevin Watkins, City of Killeen Code Enforcement for code enforcement officer for the CDBG target areas for salary and operations assistance;  
Earl Abbot, City of Killeen Building Inspections for the Unsafe Structure Abatement Program, Clearance and Demolition;  
Rashawn Smith, Community Development for additional funds for the construction/installation of the Reunification Center.

After question-and-answer sessions with each applicant, committee decided to continue hearing the HOME Program presentations for funding and the forward commitment, CDBG Administration, HOME Program Administration and required set-asides for Community Housing Development Organizations.

After presentations and discussion was completed, Mr. Frederick asked how the committee wanted to fund remaining projects/programs. Ms. Taylor moved, seconded by Ms. Cossey to make the following recommendations for the remaining CDBG funds in the amounts indicated for a total of \$823,705.58. Motion carried.

City of Killeen Code Enforcement for CDBG Code Enforcement officer salary and operations with a forward commitment of two additional years in the amount of \$61,972.64 per year for FY 25-26 and FY 26-27.	\$ 61,972.64
City of Killeen Building Inspections for the Unsafe Structure Abatement Program Clearance and Demolition in the CDBG target area	\$120,000.00
City of Killeen Community Development additional funds for the installation/ Construction of the Reunification Center	\$641,732.94
WeeCare, Inc. dba Upwards under Economic Development for salary assistance to administer the Boost Program	\$ 00.00

Ms. Cossey moved, seconded by Ms. Taylor to make the following funding recommendations for HOME Program applications as indicated. Motion carried.

City of Killeen Community Development for the HOME Housing Programs including Tenant-Based Rental Assistance, Affordable Housing Development, and First Time Home Buyer Assistance Program	\$498,186.44
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Ms. Sabree moved, seconded by Ms. Ringgold to make the following recommendations for CDBG forward commitment, CDBG Administration, HOME Program Administration and Community Housing Development Organization required set-aside funding as indicated. Motion carried.

City of Killeen CDBG Code Enforcement Officer final forward commitment for salary and operations	\$ 58,465.00
CDBG Planning and Administration	\$265,245.80
HOME Program Administration and Planning	\$ 53,377.00
Community Housing Development Organization (CHDO) required set-aside	\$ 80,065.50

Mr. Frederick advised that all the funding recommendations had been made. And asked for a motion to adjourn and reminded committee members to turn in their evaluation sheet to staff.

ADJOURNMENT: Ms. Taylor moved to adjourn the meeting at 3:00 PM. Motion carried.

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