

**MINUTES**  
**COMMUNITY DEVELOPMENT ADVISORY COMMITTEE**  
**MAY 4, 2016**  
**Community Development Training Room #E105**  
**Killeen Arts and Activities Center**  
**802 N. 2<sup>nd</sup> Street, Building E, Killeen TX 76541**  
**12:30 PM**

1. **PRESIDING:** Mr. Ralph Cossey, Committee Chairman presided over meeting.
2. **PRESENT:** Committee members present: Ramon Alvarez, Richard Banta, Kim Barr, Angela Batie, Alvin Dillard, Ph.D., TaNeika Driver-Moultrie(arrived 1:07 PM) and Ashley Whitworth. Committee member absent: Eric McConaughy. City Staff present: Leslie Hinkle, Cinda Hayward, Traci Briggs, and Celeste Sierra.
3. **APPROVAL OF AGENDA:** Mr. Barr moved, seconded by Dr. Dillard to approve meeting agenda. Motion carried unanimously.
4. **APPROVAL OF MINUTES:** Mr. Barr moved, seconded by Dr. Dillard to approved minutes of January 21, 2016. Motion carried unanimously.
5. **AGENDA ITEMS**
  - A. **Receive briefing on revised Conflict of Interest disclosure forms and forms submittal:** Ms. Hayward provided the Committee with the Conflict of Interest Policy and the revised forms that need to be submitted to city staff by committee members prior to voting on any funding. Forms will comply with federal regulations and city ordinances as it relates to CDBG or HOME funded activities.
  - B. **Receive briefing regarding absences for persons appointed to city boards, commissions or committees:** Ms. Briggs briefed committee on attendance policy based on city ordinances and advised that a member missing three consecutive meetings or more than 25% of meetings in a 12 month period would be subject to the removal from the board or committee. Removing a member for non-attendance would start with the committee or board chair notifying the City Manager and the City Manager notifying the City Council.
  - C. **Receive briefing on 2<sup>nd</sup> quarter status of CDBG and HOME projects:** Ms. Hinkle provided committee members with reports and provided details on ongoing projects. She advised projects are all going forward and are on time. Completion dates are based on contract agreements with contractors or vendors.
  - D. **Discuss and consider reprogramming of CDBG and HOME funds to eligible FY 2016-17 activities:** Ms. Hinkle reviewed funds available for reprogramming based on completed or cancelled projects. Ms. Whitworth moved, seconded by Mr. Banta to reprogram funds available to eligible FY 2016-17. Motion carried unanimously.
  - E. **Discuss and consider approval of applications submitted for FY 2016-17 proposed program of activities for recommendation to City Council:** The following organizations submitted an application for funding and provided a presentation to the committee; **Hill Country Community Action Association, Inc.**: Tama Shaw and Kimbra Hobbs from Hill Country Community Action Association, Inc. on the aging services food delivery program to seniors and persons with disabilities with center meals and also meals for homebound elderly or

disabled persons. They will deliver within a 2 mile radius from the center, there is a small waiting list, and the program has funding only for home delivers Mon-Fri, there are churches and other organizations that provide service during the weekend. **Heritage House of Central TX:** Michael Christ, Executive Director and Jocelyn Holberg, Case Manager from Heritage Housing of Central Texas advised their organization provides assistance to homeless persons through their empowerment program intake and case management services. The organization routinely receives persons who have stayed at the FIC Homeless shelter. HHCTX board and FIC board met to prevent duplication of services and HHCTX decided to continue working with persons at-risk of becoming homeless and also doing outreach, but will work with homeless if they come in for assistance. **Greater Killeen Free Clinic:** Ms. Driver-Moultrie and Mr. Barr recused themselves from discussion and voting on the following application. Marlene DiLillo, Executive Director, gave a presentation on the work the clinic does and also presented a video by AmeriCares showing the outlook of a local patient enrolled in the chronic disease management care program who receives medical care, medications, medication management and chronic disease education. The video also featured the nurse who manages the program and provides these services. CDBG funding will pay for approximately 33% of the salary for the Clinical Supervisor. GKFC only see uninsured, although the clinic started a psychiatry residency rotation that sees people coming out of the Bell County jail that may be on Medicaid, also they see MHMR patients who may take longer to see a psychiatrist, but need medications, and also from Indigent Health Care and the clinic's uninsured patients. This is an unadvertised and closed program since it is only by referral. GKFC will be unable to place any staff at the homeless shelter since the clinic's current Medical Director just retired and a new one must be appointed because all higher and midlevel volunteer medical staff must work under the direction of a medical director. When one is appointed, GKFC will look at placing staff at the homeless shelter. The clinic is still seeing patients from the homeless shelter since the shelter is not very far away, most of the patients walk over. **Families in Crisis, Inc.:** William Hall, Director of Operations, funding request is for transportation assistance to clients of the FIC to medical, law enforcement, and other appointments when other transportation is not available. Cove Taxi provides the taxi services and charges \$5.00 for local rides, \$20.00 to Metroplex, HH area is \$32.00 Scott and White is \$65.00. Currently medical services for sexual assault are provided only by Scott and White hospital and the Mclane's Children's Hospital in Temple. Metroplex, Darnell nor Seaton have the certification to do that medical work. **Communities in Schools:** Michael Dewees, Executive Director and Cinnamon Clay advised the organization provides assistance to Eastward Elementary at risk students who are struggling with school by way of academic, social services and behavioral assistance through the Connections Program. The grant will assist with a portion of Ms. Clay's salary. The Connections Program works as a team with schools staff and works with children who are enrolled in the Connections Program but also with students that are not. Ms. Clay assists the children throughout the day either inside the school or at the separate CIS building on campus which has a food pantry, a clothing closet and also an area to wash and dry clothes. The program works with the children and with the families as well. **Families in Crisis, Inc.:** William Hall, Director of Operations, advised they opened the homeless shelter in December of 2015 and is a much needed shelter for this area, as there was none before this one. There were a lot of donors that assisted with building the shelter. The shelter has provided assistance in the last four months to 396 different individuals, 6499 bed nights of those clients with 121 being females. Averaging about 55 clients per night and staying at capacity. The agency is requesting assistance for salary for a case management person who will assist with referrals to food stamps, Medicaid, housing, social services to help them get beyond being homeless. The shelter currently partners with MHMR, drug and alcohol services, HIV testing staff and a VA rep. The Greater Killeen Free Clinic with begin services next month. Most of the organizations that are partnering with the shelter provide case management only on their programs, i.e., alcohol and substance abuse, MHMR, HIV testing, and the VA. The shelter refers clients to the Food Stamp offices, the GKFC,

etc. The shelter has not partnered with an agency for case management because the shelter is open between 3pm and 10pm and most agencies are open between 8am-5pm. The shelter has sent some clients to Heritage House, but Heritage House has called back asking why they were sent there. Some clients have gone to HHCTX on their own as well. Clients are allowed to remain at the shelter between the hours of 3pm – 7am and from 7am to 3pm shelter staff restocks, cleans, disinfects, washes dishes, cooks and prepares for the evening clients. The shelter does let sick persons stay and mothers with children. The shelter has a security person at the shelter every night during operating hours, seven days a week. The police department stops by every other day, the police department is very supportive and they show up very quickly if they are called. Mr. Hall doesn't think there has been an increase in the homeless population since they opened. The shelter gets persons from Temple, also Vets from Temple, but the agency provides housing assistance to Veterans, so that is why the VA sends. There are some that come every night and some that are gone for a while and then return and there are some that do not want to come to the shelter at all. Sometimes they come in for the night and leave the city the next day. FIC follows up with clients that are assisted with housing and other services for six months. The homeless shelter outreaches through KISD through Communities in Schools, KISD homeless liaisons, when arranging for transportation services to schools, with Child Protective Services and other organizations. KISD defines homeless children differently than HUD. They include children who are staying with relatives and not with their parents. **Bring Everyone in the Zone:** Maureen Jouett, Executive Director, through the resource manager, assists low income service members, veterans, their families and their care givers with clients physical needs prior to being assisted with the psychological needs. The agency partners and collaborates with about 300 agencies and is looking at assisting 600 persons. If they receive homeless clients, the organization tries to assist them as well. **Elderly Transportation Program:** Mr. Alvarez and Ms. Driver-Moultrie recused themselves from discussion and voting on this application. Celeste Sierra, COK, advised Community Development Department administers the program providing six free taxi rides per month to elderly, low income citizens of Killeen. The elderly has used the program to go to medical appointments, grocery shopping, worship, senior centers and other social services or recreational activities. Cove Taxi charges a maximum of 16.00 per ride even if the ride charges more. Depending on the money allocated for the program, the rides may be less or the persons assisted may be less. Rides can be taken to Harker Heights only for medical appointments and to Ft. Hood to Darnall Hospital or to the Commissary or PX. **CDBG Administration:** Mr. Alvarez and Ms. Driver-Moultrie recused themselves from the presentation and voting of this application. Ms. Hinkle advised that 20% of the grant can be utilized for the administration costs of the program which pays for salaries, benefits, supplies, etc. The City of Killeen typically provides assistance for the remaining administration cost that the grant cannot cover.

Mr. Cossey suggested that the Committee adjourn for the day and reconvene for tomorrow for additional discussions and additional presentations.

- F. **ADJOURNMENT:** Ms. Driver-Moultrie moved, seconded by Dr. Dillard to adjourn meeting until May 5, 12:30 PM. Motion passed unanimously.

May 4 and May 5, 2016  
Community Development Advisory Committee Meeting

Mr. Cossey, Chairman of the Community Development Advisory Committee, reconvened May 4, 2016 meeting on May 5, 2016 at 12:32PM. The following Committee members were present: Mr. Alvarez, Mr. Banta, Mr. Barr, Ms. Batie, Dr. Dillard, Ms. Driver-Moultrie and Ms. Whitworth. Eric McConaughy was absent. City Staff present included Ms. Hinkle, Ms. Briggs, Ms. Hayward and Ms. Sierra.

Committee continued with Item E. on the agenda and received presentations from the following applicants: **Girl Scouts of Central Texas, Inc.**: Lynelle McKay, CEO; Melissa Dietzman, Killeen Sister Cities Service Unit Director; Maryanne DeLeon, Resource Development Director; and Timothy Swank, Director of Facilities provided the presentation. Ms. McKay provided a quick overview of the Girl Scout program and the overall function and initiatives of the Girl Scout program. Ms. Dietzman provided information on the different troops that are active in Killeen, Ft. Hood, Harker Heights, Copperas Cove, and Nolanville and the community services that the girls have been involved in. Ms. DeLeon provided history on the current building and what improvements have been made to date. She also explained why the organization has decided to keep the building where it is currently located and the plans for improving the building's serviceability so it can be more accessible and remain close to the girls from the neighborhood. Mr. Swank provided information on the project detail which includes improvements and modifications to the building bathrooms and kitchen for ADA accessibility, asbestos abatement, expansion of the parking lot, HVAC, attic insulation, electrical upgrade, upgrade gutters, windows, ceilings and doors, roof replace and backyard landscaping and security lighting and sustainable gardening. The project is expected to be complete by 1<sup>st</sup> Quarter of 2018. Preliminary asbestos inspections and estimates have been requested. Building size is approximately 4500 sq. ft. **Environmental Services, City of Killeen**: Mr. Alvarez and Ms. Driver-Moultrie recused themselves from the discussion and voting of the following applicant. Kristina Ramirez, Director of Environmental Services and John Koester, Director of Street Services provided a presentation. The project entails the costs of trail materials, benches, pet waste stations, native vegetation, educational signage, irrigation, security lighting and sidewalk improvements connecting to the final staff of the overall Stewart Street project. Ms. Ramirez advised that this phase of the project focuses on accessibility and an educational component which will educate park users on native plants and vegetation and wildlife that exist in the park. The work will be completed by city staff and CDBG funds will be used for purchase of materials. Once funded, they will proceed with construction, beginning with the city's utilities department for the water component and moving on to fencing and the walking path. The project includes the installation of fencing and lighting on the south part of the area that aligns with the Families in Crisis, Inc. boundary which will include a gate to provide access to the park and then going forward with the installation of signage. The continuation of the sidewalk replacement in the same residential project area to allow better access to the park and is also included in this project. Sidewalk replacement will be completed by a contractor. Majority of park work will be done by COK and majority of sidewalk will be done by contractor. **City of Killeen Community Development Department**: Mr. Alvarez and Ms. Driver-Moultrie recused themselves from discussion and voting on this application. Edward Radeke, Housing Specialist presented the application for the Housing Rehabilitation Program. He advised the program assists low-income homeowners with repair or replacement of vital components of the home, lead paint testing and remediation is done on units constructed prior to 1978, accessibility for disabled persons, weatherization and energy efficiency. He provided before and after details on some recent homes that were rehabilitated and some homes that are currently being look at for the program. Application is reviewed for eligibility, an inspection is completed to see what is needed, a work write-up on the project is completed and requests for estimates are sent out to responsible contractors. Mr. Radeke remains with the project until completion. He advised homeowners remain in the home while the rehabilitation is going on and if they need to, they usually move to another room within the home.

**Families in Crisis, Inc.:** Tenant Based Rental Assistance Program. William Hall, Director of Operations presented the application. The agency runs a domestic violence shelter, a homeless shelter and assists veterans and elderly with housing. This TBRA application will provide assistance to an estimated 36 families working towards self- sufficiency and to avoid homelessness. This program assists persons with at least 24 months of housing who will eventually move into public housing or Section 8 housing. Even with the Section 8 program being closed FIC has a good working relationship with public housing and can usually place clients in public housing. The elderly clients are usually harder to place because they move slower under the Section 8 program and have a smaller, fixed income so they tend to stay under TBRA assistance longer than 24 months.

**City of Killeen First Time Homebuyer Program:** Mr. Alvarez and Ms. Driver-Moultrie recused themselves from discussion and voting on this application. Maria Barraza, HOME Program Coordinator made the presentation. The First Time Homebuyer Assistance Program provides assistance with closing costs and down payment assistance and repairs for income eligible first time homebuyers. The repairs made to a home meet the requirements for the uniform property condition standards. The down payment and closing cost assistance is made as a forgivable loan to homebuyers, they do need to remain in the home for five (5) years, and repairs are made as a grant to the homeowners. Ms. Barraza provided a presentation showing the homes that have been purchased recently. The repairs made are minor repairs that can be done quickly within ten days after closing. The program does not over subsidize and provides only what is needed for down payment or closing costs and works with sellers on negotiated repairs. Homebuyers must qualify for a mortgage loan on their own and may use whatever type of loan is most affordable for them. The debt to income ratio is 30% for house payment and 43% for overall debt. Homeowner education is provided free of charge and also a free post purchase class is provided. The **Community Housing Development Organization** 15% set-aside is a required set-aside. Ms. Hinkle provided information on the CHDO set aside and also the HOME Program administration. The Program provides for 10% of administrative costs and the City of Killeen contributes the remaining costs that the grant does not cover.

Ms. Briggs advised that there will have to be split votes by Committee members on applications that have Committee members abstaining. No votes for those with conflict. After committee discussion on all CDBG applications the committee voted to fund the following entities in the following manner and forward recommendations for funding to City Council. **Public Services:** Dr. Dillard moved, seconded by Ms. Whitworth to fund all public service applications, except Greater Killeen Free Clinic and Elderly Transportation Program. Motion passed with 7 votes and with Ms. Driver-Moultrie in opposition. Dr. Dillard moved, seconded by Mr. Banta, with Mr. Barr and Ms. Driver abstaining, to approve funding for Greater Killeen Free Clinic. Motion passed with 6 votes. Dr. Dillard moved, seconded by Ms. Batie, with Mr. Alvarez and Ms. Driver-Moultrie abstaining, to fund the Elderly Transportation Program. Motion passed with 6 votes and with Mr. Banta in opposition. Mr. Barr moved, seconded by Ms. Batie, with Mr. Alvarez and Ms. Driver-Moultrie abstaining, to fund **CDBG Administration** application. Motion passed with 6 votes. Dr. Dillard moved, seconded by Mr. Banta, with Mr. Alvarez and Ms. Driver-Moultrie abstaining, to fund **Public Facilities/Improvements and Housing**. Motion passed with 4 votes and with Mr. Banta and Ms. Batie in opposition.

PUBLIC SERVICES	ACTIVITY	CDAC Recommendation
Hill Country Community Action Association, Inc.	Killeen Elderly Meals Program	\$ 7,500.00
Heritage House of Central Texas	Empowerment Program	\$ 10,000.00
Greater Killeen Free Clinic	Clinical Salary Support	\$ 23,594.82
Families in Crisis, Inc.	Client Transportation Project	\$ 7,500.00
Communities in Schools of Greater Central Texas, Inc.	Connections Program, Eastward Elementary	\$ 20,594.83
Families in Crisis, Inc.	Homeless Shelter Case Manager	\$ 17,000.00
Bring Everyone in the Zone, Inc.	Military Support Program	\$ 10,000.00

City of Killeen, Community Development Department	Elderly Transportation Program	\$ 40,000.00
City of Killeen, Community Development Department	Planning/Admin of CDBG Activities	\$ 181,586.20

<b>CDBG PUBLIC FACILITIES/IMPROVEMENTS HOUSING REBAILITATION</b>	<b>ACTIVITY</b>	<b>CDAC Recommendation</b>
Girl Scouts of Central Texas, Inc.	Service Center Rehabilitation Project	\$ 209,248.00
City of Killeen, Environmental Services	Stewart Neighborhood Project – Phase 3	\$ 148,130.00
City of Killeen, Community Development Department	Housing Rehabilitation Program	\$ 262,196.68
<b>TOTAL CDBG RECOMMENDED FUNDING</b>		<b>\$937,350.53</b>

After committee discussion on all HOME applications, the committee voted to fund the following entities in the following manner and forward recommendations for funding to City Council. Mr. Barr moved, seconded by Ms. Whitworth, with Mr. Alvarez and Ms. Driver-Moultrie abstaining, to fund Families in Crisis, Inc. TBRA and the City of Killeen First Time Homebuyer Program. Motion passed with 6 votes. Mr. Barr moved seconded by Mr. Banta to fund the CHDO set aside. Motion passed unanimously. Ms. Whitworth moved, seconded by Dr. Dillard, with Mr. Alvarez and Ms. Driver-Moultrie abstaining, to fund the HOME Program planning and administration. Motion passed with 6 votes.

<b>HOME TBRA, CHDO and ADMIN</b>	<b>ACTIVITY</b>	<b>CDAC Recommendation</b>
Families in Crisis, Inc.	Tenant Based Rental Assistance Program	\$ 185,525.37
City of Killeen, Community Development Department	First Time Homebuyer Program w Repairs	\$ 263,708.77
Community Housing Development Organization CHDO	Required set-aside	\$ 46,653.75
City of Killeen, Community Development Department	Planning/Admin of HOME Program	\$ 31,102.50
<b>TOTAL HOME RECOMMENDED FUNDING</b>		<b>\$ 526,990.39</b>

**ADJOURNMENT:** Mr. Barr moved, seconded by Ms. Driver-Moultrie to adjourn meeting. Meeting adjourned at 2:49 PM.

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Celestina Sierra, CD Specialist