

MINUTES
COMMUNITY DEVELOPMENT ADVISORY COMMITTEE
May 14 and 15, 2025
Killeen Community Development Training Room
802 N. 2nd Street, Building E
Killeen, TX 76541
10:00 A.M.

CALL TO ORDER: Meeting was called to order at 10:20 A.M. by Mr. Frederick.

ROLL CALL: Committee members present – Mr. Frederick, Ms. Bracey, Ms. Cossey, Mr. Moss, Ms. Subree, Ms. Santos and Ms. Taylor. Absent: LaDonna Barbee, Tony Ringgold and Angela Galbreth. City Staff present – Tiffanie McNair, Celeste Sierra, Donna Esquenazi and Asha Pender, Deputy City Attorney.

APPROVAL OF AGENDA: Ms. Cossey moved, seconded by Ms. Santos to approve the meeting agenda. Motion carried unanimously.

APPROVAL OF MINUTES of last meeting from April 4, 2025: Mr. Frederick advised the committee that there is a typo on the date of the meeting they are approving the minutes for. They are approving minutes from April 4, 2025, and the agenda reads April 3, 2025. Ms. Cossey moved to approve the minutes from April 4, 2025, motion seconded by Mr. Moss to approve the April 4, 2025, CDAC minutes as written, no discussion and motion carried unanimously.

DISCUSSION ITEMS

A. Review the schedule of applicant presentations.

Ms. Esquenazi distributed a handout and updated the committee on the applicant presentation schedule. Killeen Creators withdrew both applications on May 14th and will not present. The remaining schedule is unchanged.

B. Discuss and consider current federal grant funding and alternate approval methods for applicant funding.

Ms. McNair explained that when the agenda was prepared and posted, we had not received notification of our allocation. The City of Killeen has just received notification that \$1,350,070.00 is allocated for Community Development Block Grant and \$545,001.73 for HOME. Ms. McNair advised that CDAC can still elect an alternate plan for example awarding a percentage of the total allocation when it would have been received as opposed to reconvening when the allocation was received. Mr. Frederick explained that in the past the committee used last year's allocation numbers if the new allocation was not received in time when funding was recommended and depending on whether the allocation received was higher or lower than last years, the amounts were corrected by the higher or lower percentages without having to reconvene just to make that one change. Mr. Frederick entertained a motion and Ms. Santos moved to approve the motion to accept the alternate approval method so that if there is a change in the grant allocations, a percentage would be used to change the allocation amounts that CDAC recommends so CDAC would not need to reconvene. Ms. Bracey seconded the motion. No further discussion and motion carried unanimously.

C. Discuss and consider recommendations for the grant awards of CDBG, HOME and HOME- ARP Program Year 2025-2025 applications. The committee heard in-person presentations from the following agencies for the indicated programs:

Maureen Jouett, Bring Everyone in the Zone Recourse 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 Community Clinic office manager salary assistance.

Mr. Frederick advised members that the meeting would recess for lunch and would resume with the presentations. Meeting recessed at 12:05 PM. Meeting resumed at 12:50 P.M. Committee members resumed listening to presentations from the following entities for the indicated programs/projects:

Jamie Hunt for Hill Country Community Action for center director salary assistance;
Sgt. Kyle Moore for the Community Engagement Unit;
Sgt. Kyle Moore for the Homeless Outreach Team Reunification Program.

After presentations, Mr. Frederick called for a break at 2:10 PM. The meeting resumed the meeting at 2:25 PM.

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

Sgt. Kyle Moore for the Tenant Based Rental Assistance Program;
Tanya Roper for the Faith-Based Chemical Dependency Treatment Facility Program.

Mr. Frederick recused himself during the Greater Killeen Community Clinic presentation and question and answer portion of the presentation as well from the recommendation for funding discussion due to his current association with the Greater Killeen Community Clinic. After question-and-answer sessions during presentations and after discussions between committee members, Ms. Sabree moved, seconded by Ms. Taylor to make the following public service agency funding recommendations as indicated for a total of \$202,510.50. Motion carried unanimously.

Bring Everyone in the Zone for salary for resource manager salary assistance	\$ 11,364.57
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	\$ 20,000.00
Greater Killeen Free Clinic for office manager salary assistance	\$ 22,000.00
Hill Country Community Action for center director salary assistance	\$ 25,000.00
COK Police Department for Community Engagement Unit events	\$ 5,000.00
COK Homeless Outreach Team for Licensed Master Social Worker for salary assistance	\$100,145.93

ADJOURNMENT:

With no further questions or comments, Mr. Frederick entertained a motion to adjourn. Ms. Bracey moved to adjourn at 4:16 PM seconded by Mr. Moss. Mr. Frederick reminded the committee that the meeting will resume on May 15, 2025, at 12:00 P.M. Meeting adjourned.

CDAC Meeting May 15, 2025 12:00 PM

Meeting called to order at 12:05 PM by Mr. Frederick. Members present were Ms. Taylor, Ms. Santos, Ms. Cossey, Ms. Bracey and Mr. Moss. Absent members were Ms. Barbee, Ms. Galbreth, Ms. Sabree and Ms. Ringgold. City Staff present were Tiffanie McNair, Celeste Sierra, Donna Esquenazi and Asha Pender.

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

Antonio Murphy, Executive Director of COK Parks & Recreation for the Park Improvement program;
Jerry Millard, Director of Code Enforcement for code enforcement officer for the CDBG target areas for salary and operations assistance;
Celeste Sierra, Community Development Grants Program Manager for the Housing Rehabilitation Program;
Celeste Sierra, Community Development Grants Program Manager for HOME Program.

After presentations, Mr. Frederick called for a break at 12:44 PM. Meeting called back to order at 1:00 PM.

After question-and answer sessions during presentations and after discussions between committee members, Ms. Santos moved, seconded by Ms. Bracey To make the following public service agency funding recommendations as indicated. Motion carried unanimously.

COK Code Enforcement Officer year 1 of 3 forward commitment salary & operations	\$ 64,474.00
COK Parks and Recreations Conder and Marlboro Park Improvements	\$591,473.95
COK Community Development Housing Rehabilitation Program	\$200,000.00

Ms. Cossey moved, seconded by Ms. Bracey to approve the funding recommendations for COK Home Program as indicated. Motion carried unanimously.

COK Community Development HOME Housing Programs	\$408,751.29
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Ms. Cossey motioned to approve, seconded by Ms. Bracey to approve the funding recommendations for COK Code Enforcement forward commitment, CDBG Planning and Administration, HOME Program Administration and Planning, and Community Housing Development Organization required set aside. Motion carried unanimously.

COK Code Enforcement year two of forward commitment salary & operations	\$ 61,972.64
CDBG Planning and Administration	\$270,014.00
HOME Program Administration and Planning	\$ 54,500.18
Community Housing Development Organization (CHDO) required set-aside	\$ 81,750.26

DISCUSS FUTURE AGENDA ITEMS:

Mr. Frederick asked when recommendations go to council. Ms. Sierra advised the Public Hearing is June 3, 2025, for the required 30-day comment period. And the final public hearing with recommendations to city council is July 15, 2025. Mr. Frederick let the committee know they are welcome to attend the meetings, but to let COK staff know as to avoid a quorum. Ms. McNair stated that the Citizens Participation Plan will also be available for public comment, however CDAC is not required to vote on any revisions. Ms. McNair advised that the Citizens Participation Plan will be emailed to all members for their information. Ms. McNair advised that there were minimal changes to the document.

ADJOURNMENT: Mr. Frederick entertained a motion to adjourn the meeting. Ms. Bracey motioned to adjourn at 1:42 PM on May 15, 2025, seconded by Ms. Santos. Meeting adjourned.

Donna Esquenazi, CD Grants Program Monitor: _____