

MINUTES
COMMUNITY DEVELOPMENT ADVISORY COMMITTEE
May 10, 2023
Killeen Community Development Training Room
802 N. 2nd Street, Building E
Killeen, TX 76541
11:00 AM

CALL TO ORDER: Meeting was called to order at 11:50 by Mr. Frederick.

ROLL CALL: Committee members present – La Donna Barbee, Patsy Bracey, Teresa Cossey, Tracy Hillman-Benoit, Luvina Sabree, and Angela Ann Santos. Absent: Angela Galbreth, Jonathan Hildner and Mary Taylor. City Staff present – Cinda Hayward, Rashawn Smith, Celeste Sierra and Asha Pender, Deputy City Attorney.

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

APPROVAL OF MINUTES of last meeting from April 6, 2023: Ms. Hillman-Benoit moved, seconded by Ms. Santos to approve April 6, 2023 minutes as written. Motion carried unanimously.

AGENDA ITEMS

- A. Receive a briefing on open CDBG and HOME programs activities: Ms. Hayward briefed the committee on status of current CDBG and HOME projects and programs as of the second quarter. Mr. Frederick asked if the funding for the CDBG code enforcement officer was subject to reprogramming if it was not used. Ms. Hayward advised that a mid-year reprogramming of those funds may be visited if the officer has not been selected or if they cannot keep that position filled. Ms. Bracy asked if it would really take 24 months to complete the improvements at the Rosa Hereford Community Center. Ms. Hayward advised the improvements could take between 18-24 months to complete. In response to Greater Killeen Community Clinic hiring medical staff to conduct clinics and funding being returned for the past two cycles, Mr. Frederick advised that the clinic's finances have improved due to the clinic receiving additional funds from Bell county's indigent health care program and from other grants and may do with less funding from the CDBG grant. Ms. Barbee advised the clinic may consider a raise for the officer manager. In reference to Killeen Creators asking to request a response from HUD on the conflict-of-interest issue resulting from hiring the agency's ED's husband to be paid with CDBG, Ms. Hillman-Benoit asked which regulation stated that the activity was non-compliant due to conflict of interest. Ms. Hayward advised the HUD's compliance addressed conflict-of-interest policy regarding benefits received by certain staff and included information about IRS and the Secretary of State's non- profit requirements may have additional compliance. Ms. Cossey asked if the agency is selling produce at farmer markets to generate revenue. Ms. Hayward advised they provided the produce only to residents where gardens were located. No further discussion.
- B. Discuss and consider reprogramming funds for availability in PY2023-2024 (City FY2024) HOME program income: Ms. Hayward advised that CDBG funding available for reprogramming was addressed at the April 6 meeting and was allocated to the senior and center improvements at the senior and community center, which went to council and was approved on May 9, 2023. The Council also accepted the bid submitted for the project and activity will move forward. HOME program income received during FY 21-22 was available for reprogramming and was being requested to be allocated during the FY 23-24 funding process. Ms. Hillman-Benoit moved, seconded by Ms. Santos to allocate HOME program income funds in the amount of \$479.43 during the current allocation process. Motion carried unanimously.
- C. Receive a briefing on submittals for the PY22-23 Pre-Applications; Applications for Funding (AFFs) submitted; use of the AFF evaluation sheets; and Previous Forward Commitment of CDBG funding: Ms. Hayward briefed committee on the application process and deadlines, advising that staff was available for assisting with reviewing proposed requests, assisting with pre-applications and with the applications for funding. There were six entities that went through proposal review but did not submit pre-applications, two entities that submitted a pre-application but did not submit all required documents. A survey was sent out to agencies requesting input on the application process and there were no responses received. Staff prepared applications submitted for review by CDAC and advised all applications for CDAC review included an evaluation sheet for use by

committee. Ms. Hayward advised that the only project not included was the CDBG Code Enforcement officer funding as the project was allocated a forward commitment. Agencies will brief committee in person on their projects and will be available for questions from the committee.

At approximately 12:38 pm, Mr. Frederick called a recess to address a medical condition experienced by Ms. Santos. Ms. Santos left for the day and the meeting resumed at 12:50 pm.

- D. Discuss and consider recommendations for approval of CDBG and HOME Program Year 2023-2024 Applications for Funding of proposed activities to City Council: Committee listened to nine public service application briefs from the following applicants and asked questions from some of the applicants: Suzanne Armor and William Hall from Families in Crisis, Inc. requesting salary assistance for case manager at the domestic violence shelter; Ashley Johnson and Jamie Hunt from Hill Country Community Action Association requesting salary assistance for a meal delivery driver under the Killeen Senior Meals Program; Rashawn Smith of Killeen Community Development for salary and operation assistance for two master social workers under the Killeen Reunification Program for homeless initiatives; Sgt. Angela Mathews for operations assistance for the Community Engagement Unit for community events; Michael Dewees and Cinnamon Clay from Communities in Schools for salary assistance for a caseworker under the Connections Program.

Mr. Frederick recessed meeting for a break at 2:27 and reconvened at 2:43 to continue with applicant presentations.

Maureen Jouett from Bring Everyone in the Zone for salary assistance for the Resource Manager assisting veterans; TaNeika Driver-Moultrie from Greater Killeen Community Clinic for salary assistance for the clinic office manager. *Mr. Frederick abstained from discussion with this item as he is part of the Greater Killeen Community Clinic board.*

Kristin Wright from Killeen Creators, Inc. for community garden expansion and outreach; Celeste Sierra for direct payment of services under the City of Killeen Elderly Transportation Program.

After reviewing services and discussions by committee on the nine applicants, Ms. Sabree moved, seconded by Ms. Hillman-Benoit to recommend the following allocations for public services to city council for review and approval for a total of \$188,269.65. Motion carried unanimously.

Families in Crisis, Inc. for domestic violence case worker salary	\$ 00.00
Hill Country Community Action for meal delivery driver salary	\$ 4,187.00
COK Killeen Reunification Program for one social worker salary and operations	\$94,134.00
KPD Community Engagement Unit for community event operations	\$ 5,000.00
Communities in Schools for Connections Program case worker salary at Killeen Elementary School	\$19,000.00
Bring Everyone in the Zone for resource manager salary	\$ 5,000.00
Greater Killeen Community Clinic for office manager salary	\$10,000.00
Killeen Creators, Inc. for community garden expansion and outreach	\$ 00.00
City of Killeen Elderly Transportation Program for direct services	\$50,948.65

After no further discussions Mr. Frederick recessed meeting at 4:30 pm until May 11, 2023 at 2:30 PM.

CALL TO ORDER: Meeting was called to order at 2:34 P.M. by Mr. Frederick.

ROLL CALL: Committee members present – La Donna Barbee, Patsy Bracey, Teresa Cossey, Tracy Hillman-Benoit, Luvina Sabree, and Angela Ann Santos. Absent: Angela Galbreth, Jonathan Hildner and Mary Taylor. City Staff present – Cinda Hayward, Rashawn Smith, Celeste Sierra and Asha Pender, Deputy City Attorney.

- D. Discuss and consider recommendations for approval of CDBG and HOME Program Year 2023-2024 Applications for Funding of proposed activities to City Council: Committee continued to listen to additional applications briefs from the following applicants with committee members asking questions of applicants throughout the presentations – Edwin Revell and Elisa Navarro from City of Killeen Planning and Development Services requesting assistance with funds to clear and demolish unsafe structures within local target areas; Rashawn Smith, City of Killeen Community Development Department for acquisition/installation funds for a prefabricated building to address homelessness initiatives; Kristin Smith of Killeen Creators and, Kristin Smith of Ft. Hood Area Habitat for Humanity for funding land acquisition for housing development under the HOME program. After the final presentation, Mr. Frederick recessed meeting at 4:00 pm to provide committee an opportunity to complete evaluations on the presentations. Meeting reconvened at 4:23 pm.

Committee members went on to discuss the applications that were presented and after no further discussion, Ms. Hillman-Benoit moved, seconded by Ms. Santos to allocate funding to CDBG Administration, the forward commitment funds to CDBG Code Enforcement officer Admin, to the Community Reunification and Connections Center project and to Ft. Hood Habitat for Humanity. Funding for the HOME Program was left out of the motion and Mr. Hillman-Benoit moved to amend her original motion to include the HOME Program funding for administration and Community Housing Development Organization (CHDO) set aside. Ms. Santos concurred with the amended motion. Motion carried unanimously to recommend the following allocations for City Council review.

2023 CDBG Unsafe Structure Abatement Program	\$ 00.00
Community Development for Community Reunification and Connections Center	\$757,370.15
Community Development Department for program administration/planning activities	\$251,026.20
CDBG Code Enforcement officer forward commitment	\$ 58,465.00
HOME Program administration/planning activities	\$ 60,737.10
CHDO required set-aside	\$ 91,105.65
Ft. Hood Area Habitat for Humanity for land acquisition activities for the development of housing	\$456,007.68

Mr. Frederick asked Ms. Hayward to remind committee members when the council meets and Ms. Hayward provided dates for workshops, public hearings, public comment periods and the action plan submittal to HUD. Mr. Frederick also reminded committee members to let staff know if they are attending so that staff can address quorums appropriately.

ADJOURNMENT: Mr. Frederick asked for a motion to adjourn. Mr. Bracy moved, seconded by Ms. Hillman-Benoit to adjourn. Motion carried and meeting adjourned at 4:36 PM

Celestina Sierra, CD Senior Specialist: Celestina Sierra