

MINUTES  
COMMUNITY DEVELOPMENT ADVISORY COMMITTEE  
May 19, 2021  
Killeen Community Development Training Room  
802 N. 2<sup>nd</sup> Street, Building E  
Killeen, TX 76541  
11:00 AM

1. PRESIDING: Committee Chair Riakos Adams presided and called the meeting to order at 11:19 AM.
2. PRESENT: Patsy Bracey, Kathy Bradley, Van Fraley, Johnny Frederick, Keith Maxwell, Luvina Sabree, Chet Southworth (virtually). City staff: Leslie Hinkle (in route), Cinda Hayward, Holli Clements, Celeste Sierra, Rashawn Smith.  
  
ABSENT: Placidio Rivera (resigned May 13, 2021)
3. APPROVAL OF AGENDA: Mr. Frederick moved, seconded by Ms. Bracy to approve meeting agenda. Motion carried unanimously.
4. APPROVAL OF MINUTES: Mr. Frederick moved, seconded by Mr. Maxwell to approve January 28, 2021 minutes as written. Motion carried unanimously.
5. AGENDA ITEMS
  - A. Receive a briefing on the status of 'open' CDBG and HOME activities: Ms. Hayward provided the status of CDBG and HOME program projects citing the pandemic current weather that CDBG construction projects were behind on schedule and expenditures of 2020 funds under the Public Services category has all agencies expending about half of their allocated funding. The status of Public Facilities Improvements including the two parks were also behind because of the pandemic however should be on schedule for the coming months. HOME Program activities are on track regarding expenditures with exception to Homebuyer Program which has suffered from loss of jobs for interested applicants. The North Killeen Housing Redevelopment Program has three years of funds from 2018, 2019 and 2020 – a total of \$731,319.00; that program is launching in July. Mr. Frederick inquired about the program funds noting no expenditures and could be used in another program; Ms. Hayward indicated overall the program is complex incorporating all requirements for a new program involving several different housing types, underwriting and policy development to meet HUD requirements. Ms. Hayward assured Mr. Frederick funds would be spent in the coming year. Ms. Sabree asked Ms. Hayward if these funds could be used to help people fix their credit (for the First Time Homebuyer Assistance Program) or to educate them on how to fix their credit – Ms. Hayward responded indicating that time is the only way to fix credit or to pay off the debts owed. Regarding counseling, HOME program could ask for CDBG Public Service funds for counseling of individuals but has not requested those funds. Ms. Bradley asked about how a new person (in Killeen) can qualify to get the homebuyer funds - Ms. Hayward responded providing information about the Homebuyer Education class and that program requirements on listed on the First Time Homebuyer Assistance City web page.
  - B. Discuss and consider reprogramming funds for availability in PY2021-2022 (City FY2022) CDBG/HOME programs and projects. Ms. Hayward briefed the CDAC on the Program Year 2021-22/Fiscal Year 2022 CDBG and HOME Program annual grant allocations from HUD and funds available for reprogramming from completed projects and program income. Mr. Frederick moved, seconded by Ms. Bracy to approve meeting agenda. Motion carried unanimously.
  - C. Receive a briefing on submittals for the PY21-22 Pre-Applications; Applicant withdrawal from consideration; updated requirements for Submittals for the PY 21-22 Annual Applications for Funding (AFF) CDBG and HOME programs; and use of the AFF rating & evaluation sheets. Ms. Hayward briefed the CDAC on the format of the program year 2021-2022 Pre-Application and required process: and

preapplication withdrawal from New Jerusalem Holy Christian Church Outreach Ministries. Ms. Hayward briefed CDAC on the required attendance at a training session and that six sessions were held 'live on Zoom' and prerecorded session was also available; there was also a good turn-out of new agencies. Ms. Hayward briefed CDAC on the Annual Application for Funding (AFF) CDBG and HOME programs with the updated requirements for submittals. Staff included a requirement to participate in reporting services provided to homeless persons if requesting funding under CDBG or HOME. The required reporting license cost for the Homeless Management Information System (HMIS) is \$300 and will be paid from the allocation of CDBG for their program. HMIS includes a network of agencies that report on services to persons experiencing homelessness and identifying of what services were provided by other agencies and what services are still needed. Use of the HMIS will help provide consistent information across the area for reporting on the number of persons who are experiencing homelessness. The AFF also requires any CDBG paid agency staff time to be committed to the project at 80% of the overall time in the project. Ms. Hayward also briefed the CDAC on use of the rating and evaluation sheets for each applicant; the rating should consider consistency with the Community priorities outlined in the 2020-2024 Consolidated Plan when allocating funding for the applicants. Mr. Frederick asked questions on the wording contained in the sheets and wanted clarification on "rate" and the its context; Ms. Hayward provided the information requested and then offered to provide CDAC with a history of funding for each of the agencies.

- D. Discuss and consider approval of CDBG ad HOME programs Administration and continuation of Other Programs Fixed Costs. Mr. Adams informed the Committee the City Manager requested CDAC to consider items usually approved for funding as 'fixed costs'. The items will cut down some deliberation because of what is always funded in accordance with HUD allowance. Ms. Hayward briefed the CDAC funding categories for administration of the CDBG and HOME programs as annual costs allowed by the grants each year. Ms. Hayward also provided information about other programs 'fixed' costs that cover for a staff position as allowed by HUD regulation. Mr. Adams turned over the floor to Ms. Hayward to provide the briefing. Ms. Hayward indicated that these items presented are administration for CDBG and HOME programs; the minimum set aside requirement for Community Housing Development Organizations (CHDOs) as presented in the past; and for City budget purposes the CD Housing Rehabilitation Delivery costs and the Code Enforcement administration and operations would better be considered as fixed or [ongoing] expenses. These are staff positions and the City Manager has requested the costs be presented this way for Annual Budget timing purposes. Mr. Frederick asked about past performance of Code Enforcement costs being a number but no reporting and in the past this has been competitive – this now takes Code Enforcement out of the competition. Mr. Adams asked if the Code Enforcement funding was in a category up against other proposals. Ms. Hayward responded to Mr. Frederick on citations written and staffing the position; Ms. Hayward responded to Mr. Adams indicating the Code Enforcement funds are part of the remaining funds available after administration and public services. Mr. Adams requested the Committee to 'take action' on all or divide them [listed in the item document]. Mr. Frederick asked if the Code Enforcement funds would have been part of the Public Services program funds. Ms. Hayward responded that the funds would be in the same category of Public Facilities. Ms. Clements offered opinion on the listed items as all fixed costs or split the items for consideration. Further discussion continued about the proposed use of the funds for each Housing Rehabilitation and Code Enforcement with Ms. Hayward concluding that a vote of no funding would eliminate a position not the program. Mr. Frederick moved to: Fund CDBG Administration, Code Enforcement admin/ops, CD Housing Rehabilitation Delivery, HOME program Administration and HOME program CHDO set aside as listed with the caveat that in forgoing years the Code Enforcement and Housing Rehabilitation Delivery not be presented as fixed costs. Motion seconded by Ms. Sabree. Mr. Southworth was in opposition for clarification. Mr. Adams restated the Motion, Motion carried unanimously.

Mr. Adams requested a recess for lunch at 12:25 pm and to reconvene at 12:45 pm.

Mr. Adams confirmed Mr. Southworth was still connected virtually and could hear the meeting transmission; Mr. Southworth confirmed. Mr. Adams called the meeting to order at 12:50 pm; a quorum is present.

- E. Discuss and consider recommendations for approval, of CDBG and HOME Program Year 2021-2022 Applications for Funding for proposed activities, to City Council. Mr. Adams introduced the first applicant presenter for the CDBG Public Services funding requests.

Unity Visitation Center – Ms. Tasha Martin. Ms. Martin appeared virtually and provided information on Unity Visitation Center through a visual presentation on the mission of the organization and the CDBG funding proposal. Several CDAC members and CD Staff asked Ms. Martin questions regarding her organization, the number of employees, how income was determined for those receiving services, training of workers, documentation associated with court requirements, number of CPS clients in the last year, number of Killeen residents, who was the organization’s executive director, whether or not the agency was working with a CPA. Ms. Martin responded to all the questions posed to the satisfaction of the Committee. Mr. Adams thanked Ms. Martin for the presentation.

Oak Creek Academy – Ms. Traci Fogel Hansen. Ms. Hansen introduced herself to the CDAC and provided information about the specialty education offered by Oak Creek Academy available to children with special needs and the school tailors the education component to the child’s needs. Ms. Hansen detailed the proposal request for scholarship funds for low income families that could not afford the specialized private school. Several questions were posed by CDAC members and CD Staff regarding use of the scholarships for low-income families, the way income eligibility is determined, exactly how the request is broken down and the amount parents would pay, the percentage of children that are low-income now, the financials of the organization and land/building acquisition, and feasibility of the agency funding the scholarships on their own, (Mr. Adams stated Mr. Southworth exited the meeting at 1:28 pm) number of teachers, are teachers state certified, and percent of children that are currently Killeen residents, and if any live in the northern Killeen Revitalization Area, and how this program is better than the program at KISD. Ms. Hansen responded to all the questions posed to the satisfaction of the Committee. Mr. Adams thanked Ms. Hansen for the presentation.

Mr. Adams stated Mr. Fraley is leaving the meeting (1:47 pm) a quorum is still present.

Hill Country Community Action Association – Kimbra Hobbs. Ms. Hobbs appeared virtually and introduced herself to the CDAC and provided information through a visual presentation about the organization’s Killeen elderly meal program, the organization’s mission statement and target population the program and the different types of meals offered. Ms. Hobbs also discussed additional components of the program to include a client assessment, nutrition education, budgeting, a safety and wellness check, and self-certification forms for income eligibility. The program increases social interaction among participants and their quality of life to include nutritional health. Ms. Hobbs went on to provide detail on the costs associated with the meal program and comments from some of the program participants. Ms. Hobbs responded to all questions posed to the satisfaction of the Committee. Mr. Adams thanked Ms. Hobbs for the presentation.

Heritage House of Central Texas – Cotina Quiney. Ms. Quiney appeared virtually and introduced herself to the CDAC and provided information through a visual presentation about the history of the organization and the target population the organization serves through the Empowerment Program. Ms. Quiney also provided information about the proposal request to supplement the case manager position to assist persons who are homeless. Several questions were asked of Ms. Quiney responded to all questions posed to the satisfaction of the Committee. Ms. Adams thanked Ms. Quiney for the presentation.

Mr. Adams offered a quick break for the CDAC and noted a quorum was no longer present. The CDAC took a five (5) minute recess at 2:14 pm returning at 2:18 pm. Mr. Adams called the meeting to order at 2:18 pm and noted Mr. Southworth had returned to the meeting. Mr. Frederick announced to the CDAC that he is a Board Member of the Greater Killeen Free Clinic and will be abstaining from questions for this presentation.

Greater Killeen Community (Free) Clinic – TaNeika Driver-Moultrie. Ms. Moultrie introduced herself and provided information through a visual presentation about the Greater Killeen Community Clinic, formerly the Greater Killeen Free Clinic. Ms. Moultrie provided a new Clinic brochure to each of the CDAC and City Staff while detailing the purpose of the Clinic, its history, hours, and intended beneficiaries. Ms. Moultrie detailed the dates and times of current Clinic operations, staff and dedicated volunteers, clients know Clinic Staff by first name. Ms. Moultrie provided detail on the funding proposal and position duties associated with the funding request. Ms. Moultrie answered questions to the satisfaction of the Committee. Mr. Adams thanked Ms. Moultrie for her presentation.

Mr. Adams announced another break in place until 2:40 pm. Mr. Adams called the meeting to order at 2:43 pm and announced the next presenter. Mr. Adams skipped to the next presenting agency Communities In Schools.

Communities in Schools of Greater Central Texas – Marla Campbell, David Woodberry, Jaquan Jackson. Ms. Campbell introduced herself indicating Mr. Michael Dewees is out for emergency eye surgery. Ms. Campbell provided an overview of the CIS program on partnerships created among other agencies that is brought into the CIS classroom, identified Ms. Jackson and her duties in the CIS program at the new Killeen Elementary School; Ms. Jackson provided information about the CIS program duties she fulfills associated with the CIS program; Mr. Woodberry provided history of his work with CIS and how the CIS program changes to meet the service needs of the children and find resources for things that cannot be provided by CIS.

Mr. Adams stated Ms. Sabree was departing the meeting and Mr. Fraley has returned at 3:06 pm; a quorum was still present.

Mr. Woodberry and Ms. Jackson responded to questions posed to the satisfaction of CDAC and CD Staff. Mr. Adams thanked the CIS representatives for their presentation.

Families In Crisis, Inc. – William Hall. Mr. Hall introduced himself and provided the CDAC with information on the organization's history in Killeen and Temple. The proposal is for partially funding of the Homeless Shelter Case Manager with contributing funding coming from State partners – TDHCA [Texas Department of Housing and Community Affairs]. Mr. Hall was asked if the agency would participate in the HMIS system; Mr. Hall indicated the agency, by law could not be entered into the HMIS system and that FIC uses a comparable data base that reports to HUD, and it is preferred to enter client data in HMIS but without a written notice indicating FIC would not be breaking any laws they cannot participate in HMIS. Mr. Hall responded to questions posed to the satisfaction of the Committee and CD Staff. Mr. Adams indicated Ms. Sabree and Mr. Fraley returned to the meeting. Mr. Adams thanked Mr. Hall for his presentation.

Bring Everyone in the Zone – Maureen Jouett. Ms. Jouett appeared virtually and introduced herself and provided a visual presentation on the organization's proposal for the coming year, detailing the goal and actual assistance provided under the current program which is lower due to COVID-19 and misinformation on counting clients. Ms. Jouett indicated the agency is spending more time with clients in need. Ms. Jouett also provided additional information on other partner funding providing match and funding from the Fund for Veteran Assistance. Ms. Jouett responded to questions posed to the satisfaction of the Committee. Mr. Adams thanked Ms. Jouett for her presentation.

Killeen Community Development Elderly Transportation Program – Celeste Sierra. Ms. Sierra introduced herself and provided a visual presentation and information about the Killeen Elderly Transportation Program. Ms. Sierra provided the program history and revisions to assist elderly persons with transportation through taxi, the HOP, and Hill Country Special transit system. Ms. Sierra responded to questions posed to the satisfaction of the Committee. Mr. Adams thanked Ms. Sierra for her presentation.

Mr. Adams asked the CDAC if they wanted to deliberate on the recommendations for the CDBG Public Service Programs. In the past, the Committee would make initial recommendations and then come to a consensus on the final recommendation to present to City Council. After discussion and deliberation by the CDAC, Mr. Adams read through the recommendations for each applicant identifying the allocation recommendation decisions. Mr. Frederick moved, seconded by Ms. Bracey to set the funding recommendation in the amounts just stated in the consensus agreed. Motion carried unanimously.

Mr. Adams called a recess at 4:42 pm to reconvene tomorrow at 3:00 pm.

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Mr. Adams called the meeting to order, May 20, 2021, at 3:19 pm with a quorum present. All were present minus Ms. Bracey. City Staff are present to include Mr. Joe Brown, not present Holli Clements (arrived at 3:23 pm).

Mr. Adams reminded the CDAC to avoid side conversations during presentations and in deliberations.

Mr. Adams announced the first presenter as Central Texas 4C.

Central Texas 4C, Inc. – Janell Frazier. Ms. Frazier introduced herself to the CDAC and proceeded to provide information about the organization as the grantee agency for Coryell and Bell County Head Start Centers. Ms. Frazier detailed qualifying requirements for participation in the Head Start Program and provided a hand-out associated with the agency proposal as well as information from participating families and children. Ms. Frazier responded to questions posed about the proposal to the satisfaction of the Committee. Mr. Adams thanked Ms. Frazier for her presentation.

Killeen Recreation Services Bob Gilmore Senior Center Wing– Joe Brown. Mr. Brown introduced himself to the CDAC and provided a visual presentation and information about the history of the CDBG proposal or the project, previous and current. Mr. Brown detailed information associated with the proposal and identified the need for a program of requirements to bring the proposal to realization providing Killeen Seniors their own space. Several questions were posed by the CDAC and Mr. Brown and CD Staff answered those questions posed to the satisfaction of the Committee. Mr. Adams thanked Mr. Brown for his presentation.

Mr. Adams offered the next presentation for the HOME Program and indicated that no other applicants other than City department submitted for HOME funds. Mr. Adams posed a question to CDAC whether to allow the presentation from CD Staff or deliberate on the Public Facilities category; the Committee concluded to deliberate the Public Facilities funding requests. Mr. Driver moved, seconded by Ms. Sabree to fully fund item Head Start with the remaining amount to the Senior Center and forward commit the difference [from the current \$700,000 proposal] of \$80,061.27 from next year (PY2022-23/FY2023) allocation of CDBG funds. Motion passed unanimously.

Mr. Adams addressed the CDAC regarding the City Department proposals for HOME funds. After discussion Ms. Hayward provided information about the availability of rental assistance for the community not affected by COVID-19. Ms. Hayward also provided information about the North Killeen Housing Redevelopment program. Mr. Southworth made a motion, seconded by Mr. Driver and Mr. Frederick to fully fund the Killeen Opportunity to End Homelessness and the remaining available for the

6. ADJOURNMENT: Mr. Adams announced all items on the Agenda had been completed and reminded the CDAC to submit their evaluation sheets and submit them by the first week of June and noted to CD Staff to include the past allocations on proposals in the future. Mr. Southworth moved, seconded by Ms. Sabree and Mr. Farley to adjourn the meeting at 4:31 pm.

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Cinda Hayward, CD Administrator  
Killeen Community Development