

**MINUTES**  
**COMMUNITY DEVELOPMENT ADVISORY COMMITTEE**  
**August 4, 2021**

Members of the City of New Braunfels' Community Development Advisory Committee met on August 4, 2021, via a Zoom virtual meeting due to COVID-19 social distancing requirements. CDAC members logged into the meeting to record attendance. A quorum of the Community Development Advisory Committee was present. Marc Hamilton called the meeting to order at 6:02 PM.

Present: Marc Hamilton, Daniel Seydler, Robert Blythin, Tommy Carden, Amy Gusman, and Shae Burnett

Absent: Emily Lane was absent

Staff Present: Jennifer Gates, Grants Coordinator, and Paula Harper, CDBG Consultant

Citizens Present: One citizen was present

**WELCOME:** Marc Hamilton, Acting Chair, called the meeting to order at 6:02 PM and welcomed everyone.

**MINUTES:** Consider approval of June 2, 2021, minutes. There were no revisions to the minutes.

**MOTION:** Tommy Carden moved to approve the June 2, 2021 minutes. Motion was seconded by Daniel Seydler.

**VOTE:** Minutes for June 2, 2021 meeting were unanimously approved.

**A. CDBG UPDATES**

- a. Paula Harper reviewed the Project Progress Spreadsheet, including a report of agencies that are, and are not, spending their awarded PY20 funding on schedule.
- b. Jennifer Gates discussed that the Comal County Senior Citizens Foundation has informed the City that they will not be able to expend any additional PY20 funds for the Meals on Wheels program. This is due to the agency's increased funding sources from the CARES Act. The City has made the decision to award the balance of their grant (\$11,183.80) to the San Antonio Food Bank – New Braunfels location as the agency is performing a similar CDBG-funded activity and therefore is a minor amendment to the PY20 Annual Action Plan. CDAC members and the attending citizen expressed their support of the reallocation of funding. The PY20 AAP will be updated in accordance with the City's HUD-approved Citizen Participation Plan.
- c. Paula Harper reported that the PY21 Annual Action Plan has been uploaded into IDIS after approval by the City Council on June 28, 2021. The Annual Action Plan will be submitted to HUD on August 12, 2021.

**B. OTHER BUSINESS**

- a. As in previous years, CDAC members decided to meet for dinner on Wednesday, October 6, 2021, at Dos Rios at 6:00 PM. This will be a social gathering and no CDBG

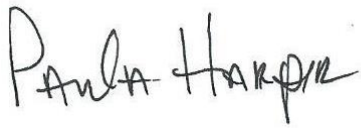
business will be discussed. However, a meeting notice will be posted advising that there could be a possible quorum with the time, date, and place of the dinner to ensure compliance with Open Meetings requirements.

- b. It was decided that the December meeting will be held via ZOOM. At that time, CDAC members will determine the format of future meetings.

**NEXT MEETING:** The next meeting will be on December 1, 2021, beginning at 6:00 PM.

**ADJOURNMENT:** Being no further business, the meeting adjourned 6:36 PM.

Respectfully submitted,

A handwritten signature in black ink that reads "Paula Harper". The signature is written in a cursive, flowing style.

Paula Harper

**CDAC ATTENDANCE CHART**  
Updated: August 4, 2021

Member	Dec. 2 <sup>nd</sup>	Jan. 6 <sup>th</sup>	Feb. 3 <sup>rd</sup>	Mar. 3 <sup>rd</sup>	April 7 <sup>th</sup>	April 21 <sup>st</sup>	May 5 <sup>th</sup>	June 2 <sup>nd</sup>	Aug. 4 <sup>th</sup>	Additional Meeting	Absent
Robert Blythin	X	X	X	X	X	X	X	X	X		
Susan Briner	X	X	X	X	X	X	X	X	N/A		
Shae Burnett		X	X	X	X	X	X	X	X		
Tommy Carden	X	X	X		X	X	X	X	X		1
Amy Gusman	X	X	X	X	X	X	X	X	X		
Marc Hamilton	X	X	X	X	X	X	X	X	X		
Emily Lane	X	X	X	X	X	X	X	X			1
Daniel Seydler		X			X	X	X	X	X		3

**From the By-Laws:**

**ARTICLE IV – TERMS**

- A.** A committee member shall be assumed to have resigned his/her position, thereby forfeiting his/her unexpired term of office if, during the calendar year, he/she is absent three (3) consecutive times or a total of four (4) times in a calendar year, provided at least five (5) day notice of the meeting has been given.