

# COMMUNITY DEVELOPMENT ADVISORY COMMITTEE

## MEETING MINUTES: JANUARY 6, 2021

Members of the City of New Braunfels' Community Development Advisory Committee met on January 6, 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. Emily Lane called the meeting to order at 6:01 PM.

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

Absent: Aaron Drotts and Paula Harper

Staff Present: Jennifer Gates, Grants Coordinator

Citizens Present: None

**WELCOME:** Emily Lane, Vice Chair, called the meeting to order at 6:01 PM and welcomed everyone.

**INTRODUCTIONS:** Committee members and Staff introduced themselves.

**MINUTES:** Consider approval of December 2, 2020 minutes

**MOTION:** Emily Lane mentioned minor revisions to December 2, 2020 minutes; revisions include the correction of the committee member who called the meeting to order and the misspelling of a committee member's name. Sue Briner moved to approve the revised December 2, 2020 minutes. Motion was seconded by Daniel Seydler.

**VOTE:** Revised minutes for December 2, 2020 were unanimously approved.

**ELECTION OF CHAIR AND VICE-CHAIR:** Nominations and Election for CDAC Chair and Vice-Chair

**MOTION:** Motion made by Marc Hamilton to nominate Emily Lane as CDAC Chair; Sue Briner seconded. Emily Lane nominated Sue Briner as CDAC Vice-Chair; Marc Hamilton seconded.

**VOTE:** Motion was unanimously approved.

### **COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM:**

- A. Emily provided overview of Workforce Housing Advisory Committee (WHAC) prior to designation of a CDAC Member to serve on the WHAC. Motion made by Emily to nominate Tommy Carden as a CDAC's representative on WHAC; Sue Briner seconded. Jennifer Gates will provide the New Braunfels Economic Development Corporation's 2018 New Braunfels Workforce Housing Study to CDAC members.
- B. Emily provided a review of CDBG Program and CDAC Mission Statement.
- C. Committee reviewed and discussed the CDBG PY21 application and application process for eligible entities. Jennifer will include CDAC members on email message sent to potential applicants when notifying them of the open application period.

- D. Emily requested that Jennifer and Paula Harper gather feedback from PY19 subrecipients regarding their CDBG-funded projects and programs. Feedback will be provided to CDAC during their review of the PY21 applications.
- E. Jennifer notified CDAC that PY20 projects have been initiated; additional details will be provided at next meeting.

**NEXT MEETING:** The next meeting will be on February 3, 2021 beginning at 6:00 PM via Zoom.

**ADJOURNMENT:** Being no further business, the meeting was adjourned at 6:53 PM.

Respectfully submitted,

*Jennifer Gates*

Jennifer Gates

**CDAC ATTENDANCE CHART  
PY20**

<b>Member</b>	<b>Dec. 2<sup>nd</sup></b>	<b>Jan. 6<sup>th</sup></b>	<b>Feb. 3<sup>rd</sup></b>	<b>Mar. 3<sup>rd</sup></b>	<b>Mar. 17<sup>th</sup></b>	<b>April 7<sup>th</sup></b>	<b>May 5<sup>th</sup></b>	<b>June 2<sup>nd</sup></b>	<b>Aug. 4<sup>th</sup></b>	<b>Additional Meeting</b>	<b>Absent</b>
Robert Blythin	X	X									
Susan Briner	X	X									
Shae Burnett		X									
Tommy Carden	X	X									
Aaron Drotts											2
Amy Gusman	X	X									
Marc Hamilton	X	X									
Emily Lane	X	X									
Daniel Seydler		X									1

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.