

COMMUNITY DEVELOPMENT ADVISORY COMMITTEE

MEETING MINUTES: FEBRUARY 3, 2021

Members of the City of New Braunfels' Community Development Advisory Committee met on February 3, 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 6:06 PM.

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

Absent: Aaron Drotts and Daniel Seydler

Staff Present: Jennifer Gates, Grants Coordinator

Citizens Present: None

WELCOME: Emily Lane, Chair, called the meeting to order at 6:06 PM and welcomed everyone.

MINUTES: Consider approval of January 6, 2021 minutes

MOTION: Robert Blythin moved to approve the January 6, 2021 minutes. Motion was seconded by Sue Briner.

VOTE: Revised minutes for January 6, 2021 were unanimously approved.

COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM:

- A. Paula Harper reported that the amendments to the PY19 Annual Action Plan and the PY20 Annual Action Plan have been submitted and approved by HUD. The PY19 amendment addressed the receipt of Round 3 CDBG-CV funds by the City. The PY20 amendment addressed the change in the CDBG grant amount. The PY19 CAPER has been completed and will be submitted to HUD prior to the deadline.
- B. Jen Gates reported that the notice of the CDBG Pre-Application Workshop to be held on February 10, 2021 had been emailed to numerous agencies and that the public notice for the workshop was posted on the website and published in the Herald Zeitung newspaper.

Emily Lane suggested that the list of agencies who had received notice be submitted to the Workforce Housing Advisory Committee (WHAC) for their review and input regarding the possible solicitation of additional agencies. During CDAC's discussion, it was decided that if the flyer was sent to one city committee then it should be sent to all committees to ensure widespread solicitation efforts. Emily requested that the notice go out to the committees before February 5, 2021.

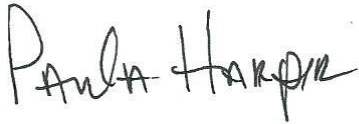
- C. Paula Harper reviewed the progress spreadsheet for PY20 funded agencies. There was a concern expressed by committee members that some agencies have not requested

reimbursement for PY20 projects or reported any beneficiary numbers. Paula stated that she had been in contact with these agencies to identify any issues in the expenditure of grant funds.

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

ADJOURNMENT: Being no further business, the meeting was adjourned at 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
PY20**

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

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.