

COMMUNITY DEVELOPMENT ADVISORY COMMITTEE

MEETING MINUTES: MARCH 3, 2021

Members of the City of New Braunfels' Community Development Advisory Committee met on March 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 6:01 PM.

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

Absent: Tommy Carden and Daniel Seydler

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

Citizens Present: None

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

MINUTES: Consider approval of February 3, 2021 minutes

MOTION: Robert Blythin moved to approve the February 3, 2021 minutes. Motion was seconded by Sue Briner.

VOTE: Minutes for February 3, 2021 were unanimously approved.

COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM:

- A. i. Paula Harper reported that 21 participants representing 14 agencies attended the CDBG Pre-application Workshop. Jennifer Gates reported that neither she or Paula had not received any questions or request for technical assistance from the agencies but that she planned to send out an email to all the attendees as a reminder of the March 10th due date and reminding them that staff was available to answer questions.

Emily Lane asked if staff had reached out to the other City committees to inform them of the application workshop as had been requested at the February 3rd meeting. Jennifer reported that she had discussed it with Jared Werner, her supervisor. Jared determined that since it was not a standard practice to send out info on workshops to other committees but that the information should instead be sent to the Management team for their review. The Management team could forward the information to City Council and other committees if they determined that was appropriate.

- ii. Paula Harper reviewed the CDBG application schedule and timeline. She informed the committee that the applications are due March 10th by 4:00 PM. Jennifer Gates and Paula will review the applications for eligibility and provide a coversheet with pertinent information about previous funding and any issues that were experienced with past and current grants. The

applications will be emailed to the CDBC members on Friday, March 19th. Hard copies will also be available at the front desk at City Hall for CDAC members.

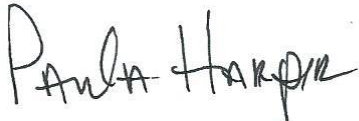
CDAC members were reminded that there will be two CDAC meetings in April. On April 7th, CDAC will review and discuss the applications. The second meeting will be held on April 21st and will be a Question and Answer session with the agencies. Both meetings will be held beginning at 6:00 PM and will be ZOOM meetings.

- B. Paula Harper reviewed the progress spreadsheet for PY20 funded agencies. There was a concern expressed by committee members that some agencies are not expending their grants in a timely manner. It was discussed that a slow expenditure rate or lower beneficiary numbers would be a factor in ranking applications for PY21. 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 April 7, 2021 beginning at 6:00 PM via Zoom.

ADJOURNMENT: Being no further business, the meeting was adjourned at 6:28 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	X							
Susan Briner	X	X	X	X							
Shae Burnett		X	X	X							
Tommy Carden	X	X	X								1
Amy Gusman	X	X	X	X							
Marc Hamilton	X	X	X	X							
Emily Lane	X	X	X	X							
Daniel Seydler		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.