

MINUTES
COMMUNITY DEVELOPMENT BLOCK GRANT
ADVISORY COMMITTEE (CDBGAC)
Tuesday, June 19, 2007

The Community Development Block Grant Advisory Committee convened at 6:36 p.m. in the Community Development Conference Room, Kevin Davis presiding.

Committee Members

Present:

Kevin Davis, Chair
Barbara Judkins, Vice Chair
Carol Rooney
Mary Scruggs

Committee Members

Absent:

Doug Killough
Sunny Ugochukwu
T.J. Gilmore

Staff Members

Present:

Jamey Kirby, Grants Coordinator
Andrea Rincón, Grants Specialist

The Committee Chairman, Kevin Davis, called the meeting to order and announced the presence of a quorum.

Ms. Andrea Rincon began discussion for the consideration of CDBG Category II and City Fund renewal applications by providing year-to-date agency reports, also summarizing the recent monitoring process. Amongst the agencies that presented minor issues were Greater Lewisville Cares, Youth and Family Counseling, and Day Stay for Adults. While their First Offender Program is operating effectively, Youth and Family Counseling are still exploring possible explanations for their record low referrals to their Community Psychological Health Care Program which has impacted their levels of service for the 2006 program year (currently at 8 percent of expected service goals). Similarly, Greater Lewisville Cares is experiencing low referrals also impacting their units of service (currently at 49 percent of service goal). Last, Day Stay for Adults experienced significant staff turnover with the person assigned to complete grant reporting and accounting. Consequently, agency staff is currently three months behind on both monthly reports and requests for reimbursement. Mr. Andre Villarreal, Executive Director for Day Stay, recently hired a new part-time accountant; Ms. Rincon intends on scheduling a meeting in near future for technical assistance. Ms. Rincon then reviewed the agency summary reports and renewal applications with the committee and members took several minutes to review and discuss. Ms. Carol Rooney recused herself from discussion and consideration of the CCA renewal application.

In considering the renewal applications, the committee discussed the implications of reducing the renewal amount for the Youth and Family Community Psychological Healthcare Program or the alternative, to allow the agency to maintain status quo funding and reduce their service units. Ms. Judkins inquired as to whether it was permissible for Youth and Family to “juggle” funds between the programs (e.g., fund more to the First Offender Program and less to the CRC program). Ms. Rincon reminded the committee 1) the FOP and CRC program are in two (competing) categories with the CRC program being in a bottom tier category, and 2) establishing precedent amongst the agencies is vital so that they are not encouraged to quickly amend agreements or juggle funds between different programs in the event that those programs are not performing adequately. Mr. Kevin Davis mentioned that he was more inclined to give the funds that were not being spent by Youth and Family’s CRC program to an another agency that is spending grant funds in a timely manner and whose service goals are on target. Ms. Rincon agreed and mentioned that both PediPlace and Communities In Schools have a proven track record for exceeding their service goals

each program year while at the same time, deplete their grant funds very early in the program year. The committee suggested taking \$5,000 out of the to be deducted from the CRC program's \$30,000 renewal request (this still leaves Youth & Family Counseling with a little more funding than they had two years ago); the committee agreed to award an additional \$4,000 to PediPlace and an additional \$1,111 to Communities in Schools. (\$GLC requested \$500 less this year and there is \$389 less in funding availability producing an additional \$111). Barbara Judkins made a motion to that effect and was seconded by Mary Scruggs. The motion passed 4-0.

In reports, Ms. Rincon reviewed the monitoring response letters received from the agencies thus far. Committee members took several minutes to review the letters with no additional questions. Ms. Rincon reported that the First Time Homebuyer Assistance Program recently celebrated its 50th closing. Tim Phillips, City of Lewisville Media Specialist, attended the closing that was held mid-June to interview both the new homeowners and their homebuying team.

There were no items of interest. A motion was made to adjourn the meeting by Kevin Davis with a second by Ms. Judkins. The meeting was adjourned at 8:06 p. m.

Respectfully Submitted,

Jamey Kirby,
Grants Coordinator

Kevin Davis,
Committee Chairman