

## **COMMUNITY GRANTS ADVISORY COMMISSION**

**October 10, 2019**

The Community Grants Advisory Commission of the City of McKinney, Texas met in regular session in the 2<sup>nd</sup> Floor Conference Room, City Hall, 222 N. Tennessee Street, McKinney, Texas on October 10, 2019 at 6:30 p.m.

Commissioners Present: Chairman Randy Hubbard, Commissioners Adriana Pedraza, Donna Loughmiller, Jennifer Mott, William Wehunt, and Lent Keeler. Absent:

Commissioner Dr. Todd Burton and Alternate Jeff Dargatz.

The meeting was called to order at 6:38 p.m. by Chairman Hubbard after determining the presence of a quorum.

Staff present: Shirletta Best, Community Services Administrator; Camille Smith, Community Services Coordinator.

**19-0815** Chairman Hubbard called for approval of Minutes of the Community Grants Advisory Commission Meeting of May 30, 2019. Commissioners unanimously approved the motion by Commissioner Pedraza, seconded by Commissioner Wehunt, to approve the minutes.

**19-0816** Alternate Dargatz was not able to attend; the Oath of Office will be conducted with the City Secretary at a later date.

**19-0817** Chairman Hubbard called for the Election of Officers and asked Ms. Best to explain the process. Commissioners unanimously approved the motion by Commissioner Pedraza, seconded by Commissioner Mott, to nominate Randy Hubbard as Chairman and Donna Loughmiller as Vice Chairman for the 2019-2020 year.

**19-0818** Chairman Hubbard called on Administrator Best to present the Board Orientation and Training. Administrator Best presented an overview of responsibilities of the commission. Members are also grant reviewers for two community grants: the Community Development Block Grant (CDBG), funded under the U.S. Department of Housing and Urban Development (HUD) and Community Support Grants, under the general fund with the City of McKinney. She briefed Commissioners on the program requirements, and stated grant applications are accepted through an online consolidated grant process called Zoomgrants and the process begins annually in February. Best also discussed guidelines and instances of conflict of interest that could arise at the time of grant funding decisions. Board training will be provided at future meetings before the next application process.

Commissioners unanimously approved the motion by Commissioner Pedraza, seconded by Commissioner Loughmiller, to adjourn the meeting. Chairman Hubbard declared the meeting adjourned at 7:30 p.m.

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RANDY HUBBARD  
Chairman