

**COMMUNITY GRANTS ADVISORY COMMISSION**

**NOVEMBER 21, 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, Municipal Building, 222 N. Tennessee St., McKinney, Texas on November 21, 2019 at 6:30 p.m.

Commissioners Present: Chairman Randy Hubbard, Donna Loughmiller, Lent Keeler, William Wehunt, Jeff Dargatz, Todd Burton.

Absent: Adriana Pedraza, Jennifer Mott.

Staff Present: Community Services Administrator Shirletta Best, Community Services Coordinator Camille Smith, Housing Services Coordinator Rebecca Salinas, Administrative Assistant Lupe Armijo.

Chairman Hubbard called the meeting to order at 6:37 p.m. after determining the presence of a quorum.

**19-0976** Minutes of the Community Grants Advisory Commission Meeting of October 10, 2019

Commissioners unanimously approved the motion by Commission Donna Loughmiller, seconded by Commissioner William Wehunt, to Approve and Refer 19-0976 Minutes of the Community Grants Advisory Commission Meeting of October 10, 2019

**19-0977** Grant Reviewer Training - Introduction to Using ZoomGrants Software  
Chairman Hubbard called for Grant Reviewer Training – Introduction to Using ZoomGrants Software. Commissioners viewed a ZoomGrants video on how to review and score grant applications. Passwords will be assigned to Commissioners as the grant season gets closer.

**19-0978** Consider/Discuss the CDBG Consolidated Annual Performance Evaluation Report (CAPER)

Chairman Hubbard called for Consideration/Discussion of the CDBG Consolidated Annual Performance Evaluation Report (CAPER).

Administrator Best reviewed the parts of the CAPER Report including a summary of 2018-2019 activities and performance, the Program Year goals and outcomes, the Annual Consolidated Plan, beneficiaries by race and ethnicity, percent of low-to-moderate income individuals served, and allocation of expenditures. Administrator Best advised of the correction to the Public Comment Period dates to 12/1/2019 – 12/16/2019.

Coordinator Rebecca Salinas presented information on the Housing Rehabilitation Program Funded by CDBG.

Commissioners unanimously approved the motion by Commission Lent Keeler, seconded by Commissioner Donna Loughmiller, to adjourn the meeting. The meeting adjourned at 7:36 p.m.

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RANDY HUBBARD  
Chairman