

## COMMUNITY GRANTS ADVISORY COMMISSION

OCTOBER 20, 2016

The Community Grants Advisory Commission of the City of McKinney, Texas met in regular session in the City Council Chambers, 222 N. Tennessee Street, McKinney, Texas on October 20, 2016 at 6:30 p.m.

Commissioners Present: Kelly Maier, Robert Christian, Stephanie Tyson, Adriana Pedraza, Kelly Buettner, Todd Burton, Randy Hubbard

Staff Present: Community Services Administrator, Shirletta Best; Community Services Coordinator, Camille Smith; Administrative Assistant, Judy Hawkins

The meeting was called to order at 6:31 p.m. by Community Services Administrator Shirletta Best.

**16-1058** Oaths of Office. The Oaths of Office were administered by City Secretary Sandy Hart.

**16-1059** Election of Chair and Vice-Chair. Commissioner Tyson nominated Commissioner Maier as Chairman of the CGAC. Commissioner Maier declined the nomination because she will be on maternity leave for several months. Commissioners unanimously approved the motion by Commissioner Tyson, seconded by Commissioner Buettner, to elect Commissioner Christian as Chairman of the CGAC.

Commissioners unanimously approved the motion by Commissioner Tyson, seconded by Commissioner Hubbard, to elect Commissioner Maier as Vice Chair of the CGAC.

**16-1060** Minutes of the Community Grants Advisory Commission Meeting of July 28, 2016. Commissioners unanimously approved the motion by Commissioner Christian, seconded by Commissioner Buettner, to approve and refer the minutes of the Community Grants Advisory Commission Meeting of July 28, 2016.

**16-1061** Board Orientation and Training. Administrator Best provided an overview of the duties of the Community Grants Advisory Commission and described the background of its origin. This was followed by a review of

the requirements to apply for Community Support Grant funding and the award process. She noted that an organization may not request funding for the same program if they received CDBG funding in the same year. Best noted there is an audit waiver option for qualified agencies. The minimum request must be at least \$3,000 and there are no income guidelines set for qualifying programs. Funding provided by the City of McKinney for Community Support Grants this year is \$119,700.

Chairman Christian welcomed all the new members of the Community Grants Advisory Commission.

Commissioners unanimously approved the motion by Commissioner Hubbard, seconded by Commissioner Burton, to adjourn. The meeting adjourned at 7:12 p.m.

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ROBERT CHRISTIAN  
Chairman