

## COMMUNITY GRANTS ADVISORY COMMISSION

APRIL 22, 2021

The Community Grants Advisory Commission of the City of McKinney, Texas met in regular session at 222 N. Tennessee St., McKinney, Texas on Thursday April 22, 2021 at 6:30 p.m.

**21-0297** Administration of the Oath of Office was taken at 6:40 p.m. by Commissioner Aaron Schmitz, given by Vice Chairperson Jennifer Mott.

Commissioners Present: Lent Keeler, Jennifer Mott, Todd Burton, Dwan Marshall, and Aaron Schmitz.

Absent: Donna Loughmiller, DeAndre Hinton, Jennifer Yeager

Staff Present: Community Service Administrator Shirletta Best, Administrative Assistant Lupe Armijo.

Vice Chairperson Mott called the meeting to order at 6:45 p.m. after determining the presence of a quorum.

**21-0298** Introductions were made by the members of the board.

**21-0057** Commissioners unanimously approved the motion by Commissioner Todd Burton, seconded by Commissioner Lent Keeler, to approve minutes of the Community Grants Advisory Commission Meeting of February 12, 2020.

**21-0299** Commissioners unanimously approved the motion by Commissioner Lent Keeler, seconded by Commissioner Dwan Marshall, to approve minutes of the Community Grants Advisory Commission Meeting of November 05, 2020.

**21-0300** Commissioners unanimously approved the motion by Commissioner Todd Burton, seconded by Commissioner Dwan Marshall, to approve minutes of the Community Grants Advisory Commission Meeting of January 21, 2021.

**21-0301** Consider/Discuss Reviewer Preparations for the FY 2021-2022 Consolidated Grants Application Process.

Ms. Best reviewed the application process for the applicants and shared that staff is in the process of reviewing applications to ensure requirements are met before notifying applicants of the final schedule. The public hearings are anticipated to be held on May 12 and May 13 in City Hall. Ms. Best explained the public services and city program submittals for the hearings are included under two funding resources: The Community Support Grant and the Community Development Block Grant. The Commissioners will determine the funding sources of agency applicants.

Ms. Best explained the role of Commissioners as grant reviewers. They will have access to each application prior to the public hearings, however not required to complete all application final reviews prior to the public hearings, but strongly encouraged to review, along with the comprehensive Consolidated Grants At-A-Glance Spreadsheet from staff to become more familiar with each application. Each applicant will be given a limited time to present a summary of their application. Following the presentation, the Advisory Commission will be able to ask further questions of the applicant. Applicants are not required to present, but it is strongly recommended and may have impact on deliberations, to which each applicant is aware. Staff will present on city programs and provide a summary of the process. Upon completion of the public hearings, the Commissioners will have a few weeks to review the applications in their entirety and in June, they will return to hold a deliberations meeting to discuss and determine their recommendations for City Council. CDBG recommendations will then follow federal procedures before providing to City Council for their public hearing. Thereafter, the Annual Action Plan is presented to HUD for final approval. The Community Support Grant recommendations will be presented to City Council upon completion of the City's Budget.

With several new Commissioners, Ms. Best asked the seasoned Commissioners to also share experiences and comments under the process. Comments came from Ms. Mott, Mr. Burton, and Mr. Keeler. Mr. Burton had a comment about brainstorming as a group beforehand; Ms. Best clarified Commissioners will do in their deliberations meeting before making final recommendations. Ms. Best further shared after the public hearings; the Commissioners will conduct a deliberations meeting to determine final funding recommendations to City Council. Staff does not select, but available to the Commissioners for questions or information updates since the holding of public hearings. Ms. Best then held a mock presentation as a proposed applicant to give the Commissioners an example of the process. Ms. Best also reminded the Commissioners of their Open Government Training requirements in addition to this Reviewer training.

- 21-0302** ZoomGrants Reviewer Training. The Commission viewed the ZoomGrants video for their role. Ms. Best provided final comments and thanked each for attending.

Commissioners unanimously approved the motion by Commissioner Todd Burton, seconded by Commissioner Dwan Marshall, to adjourn the meeting. The meeting adjourned at 7:47 p.m.

  
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Donna Loughmiller  
Chairperson

  
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Jennifer Mott  
Vice Chairperson