

## COMMUNITY GRANTS ADVISORY COMMISSION

OCTOBER 11, 2017

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 11, 2017 at 6:30 p.m.

Commissioners Present: Adriana Pedraza, Kelly Buettner, Randy Hubbard, Essie Hennie, Samuel Franklin, Jennifer Mott

Absent: Stella Stevens

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

The meeting was called to order by Administrator Best at 6:34 p.m. and noted the presence of a quorum.

**17-982** Oaths of Office. The Oath of Office was administered to the commissioners by City Secretary Sandy Hart.

**17-983** Election of Officers. Commissioner Hubbard was nominated as Chairman by Commissioner Pedraza. Commissioner Hennie was nominated as Co-Chairman by Commissioner Buettner. The slate of officers was presented for approval by Administrator Best. Commissioners unanimously approved the slate.

**17-984** Board Orientation and Training. Administrator Best provided an overview of commissioner expectations. The primary function of the Community Grants Advisory Commission is to review grants and deliberate to make funding recommendations based on application content and presentations. The Community Support Grant cycle occurs during the Fall and the CDBG cycle occurs in the Spring. The focus tonight will be on the Community Support Grant. Each grant cycle consists of two public hearing sessions and one deliberation meeting. Agencies may make applications for two grants and all requests must be for \$3,000 minimum. Agencies must be a 501(c)(3) for at least one year.

Deliberations for CSG funding will be held November 16 at 6:30 p.m. at

the John & Judy Gay Library. Recommendations will be presented to City Council on December 5, 2017. Grant funding for this year will be approximately \$119,700. Commissioner Hubbard encouraged commissioners to review the list of grant applicants prior to the presentations to ensure you do not have a conflict of interest. If there is a conflict of interest, the commissioner must complete the required form as a matter of record.

Commissioners unanimously approved the motion by Commissioner Buettner, seconded by Commissioner Pedraza, to approve the minutes as follows:

- 17-985** Minutes of the Community Grants Advisory Commission Meeting of June 21, 2017
- 17-986** Minutes of the Community Grants Advisory Commission Meeting of July 25, 2017

Commissioners unanimously approved the motion by Commissioner Pedraza, seconded by Commissioner Mott, to adjourn the meeting. The meeting adjourned at 7:24 p.m.

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RANDY HUBBARD  
Chairman