

MINUTES

On May 23, 2024, the **Community Development Advisory Committee** met at **11:04 AM** at the Simms Building Training Room 275, to provide the committee with an opportunity to conduct a Work Session to review agenda items and consider future agenda items.

In attendance were:

<u>JaNet Van Alstine - Chair</u>	Community Development Advisory Committee
<u>Tommie Knox – Vice Chair</u>	Community Development Advisory Committee
<u>Katheryn Massey</u>	Community Development Advisory Committee
<u>Maya Marrujo</u>	Community Development Advisory Committee
<u>Meg Dejong-Shier</u>	Community Development Advisory Committee
<u>Jason Riddlespurger</u>	Community Development Director
<u>Stefanie Rodarte-Suto</u>	Community Development, Assistant Director
<u>Samantha Hernandez</u>	Interim Grant Manager
<u>Shelia King</u>	Grant Monitor
<u>Lauren Ebben</u>	Grant Monitor
<u>Angela Snow</u>	Grant Monitor
<u>Shaira Joyce</u>	Grant Monitor

ITEM 1: Call to Order

JaNet Van Alstine established a quorum and called the scheduled meeting of the **Community Development Advisory Committee** to order at 11:04 A.M. JaNet passed it over to Stefanie Rodarte-Suto to proceed with an overview for the session.

ITEM 2: Community Development and CDAC Overview

Stefanie Rodarte-Suto welcomed the committee members and proceeded with an overview stating this meeting is how the funding for allocations is determined. She reiterated that the total budget allotment is not enough to allocate to all agency requests for funding but that all applications have been reviewed to fulfill as many requests as possible. She reminded the board of the workflow for the work session and the evaluations of the eleven eligible applications and the benefits that these agencies provide to our community. Stefanie advised on how they were ranked, qualified, and given an ASSESS score and gave directions on the recommended allocation of the funds to the various agencies on the agenda.

ITEM 3: Public Services

The top 6 eligible applicants, their requests, and what they do are as follows:

Amarillo Children’s Home – Put in 2 applications, 1 qualified for life-skills coordinator direct service salary. Amarillo Children’s Home works with children aging out of foster care system ages 19-21.

Another Chance House – Works with homeless services for men. Asking for direct service salary assistance.

Guyon Saunders Resource Center – Homeless day shelter requested direct service funding.

Martha’s Home – Second year asking for Case Management direct service salary.

Salvation Army – Emergency Shelter asking for Case Management direct service salary

Maverick – After-school and summer program asking for direct service assistance salary.

Stefanie stated applicants must be a non-profit or governmental organization, must provide proof of financial stability and history of serving the target priority population, demonstrate history of financial funding from government grants. She also explained Community Development vetted these applicants by high risk to low risk and that the applications being brought forth are low risk and in alignment with Community Development priorities.

CDAC Evaluation of Applicants

Stefanie stated that the applications can be viewed by their paper applications or from a flash drive electronically. Stefanie Rodarte-Suto asked the Committee to make an evaluation of Applicants alignment with Community Developments priorities, Applicants financial risk; and to make a funding recommendation. Stefanie then explained a little the score sheets and scoring process.

Motion to approve:

Katheryn Massey made a motion to approve Minutes from February 15th, 2024, with changes as noted. JaNet Van Alstine seconded motion, Tommie Knox third motion. All in favor, none opposed, motion and minutes approved.

Meg Dejong-Shier made a motion to approve Minutes from May of 2023. Katheryn Massey seconded motion, Tommie Knox third motion. All in favor, none opposed, motion and minutes approved.

ITEM 4: Work Session CDBG Public Service applications

JaNet calls work session to order and stated scoring will begin.

- Meg Dejong-Shier asked: Is the amount of money we will be awarded less than the previous years?
 - Stefanie answered: In 23-24 we had 244,000 total with funding CDAC and Coming Home allocation. Did receive less overall this year. Total in 22-23 1.6 million, this year 1.59 million.

ITEM 5: Public Address/Public Comment:

JaNet opened for Public Address. No one wished to speak. Closed Public Address.

If anyone on this committee believes there is conflict of interest in discussing the funding for any organization, please express your conflict to the group and refrain from discussion when we reach that item. Any conflict of interest would include serving on board or leadership council of any organization considered today; working as a volunteer, intern, or employee of any organization considered today; financially supporting any of these organizations.

Are there any committee members that will recuse themselves from discussing any proposed application?

JaNet stated that she will recuse herself from any funding discussions concerning Martha's Home.

ITEM 6: CDBG Public Service Application Discussion

Stefanie explained that as each project is discussed, collaborate with discussions and recommendations. When coming to a tentative agreement for an amount towards any specific project, Stefanie will put the amount on the spreadsheet so the group can see the totals, what they can add or take away. Use opinions and insight to collaborate or funding decisions.

JaNet began discussion with Scores.

Guyon Saunders Resource Center was 11.8

Marthas Home was 7.2

Another Chance House was 7.6

Salvation Army was 8.4

Maverick was 9.8

Amarillo Children's Home was 10

Discussion began for Guyon Saunders funding. A paragraph in an audit that gave the committee board pause stated that management has elected to omit substantially all the disclosures ordinarily included in financial statements prepared in accordance with a cash basis of accounting. If the omitted disclosures were included in the financial statements they might influence the users' conclusions about the organization's assets, liabilities, net assets, revenues, and expenses. Accordingly, the financial statements are not designed for those not informed of such matters.

Meg Dejong-Shier stated that the 2022 financial audit (of Guyon Saunders Resource Center) was clean. Both Katheryn Massey and Meg Dejong-Shier agreed that the financial statement as well as the high amount being asked for were concerns. As for Amarillo Children's Home, the red flag was sustainability for next year would be based on reimbursement from the state. Martha's Home, Salvation Army and Another Chance House all make sense.

Katheryn Massey stated that she wondered if Amarillo Children's Home is asking to fund a homeless service. Meg Dejong-Shier stated she isn't sure if this project is aimed at children who are aging out but are housed at Amarillo Children's Home, or if it is aimed at children who are already aged out and are homeless.

Stefanie explained how they scored each applicant and how they decided the amount Community Development suggested vs how much each applicant asked for.

Tommie Knox stated he looks at Amarillo Children's Home and Martha's home as important because of the children as most important. The Salvation Army and Another Chance House are viewed more as community services. Guyon Saunders accountability is questionable.

Katheryn Massey stated she would fund Maverick more than Salvation Army because of the impact on the children and the wonderful program. Speaks on how case managers such as the one at Martha's home are foundational for client's future success.

Maya Marrujo suggested priority should be Martha's Home and Amarillo Children's Home because on the invaluable resource given by Case Management to the specific vulnerable population of women, mothers, and children.

Katheryn Massey and Maya suggested \$20,000 for Martha's Home.

Tommie Knox suggested both Amarillo Children's Home and Martha's Home should get allocations.

Katheryn Massey suggested settling on \$20,000 for Martha's Home.

JaNet moved to Guyon Saunders Resource Center. JaNet stated they have financial resources available, she does not like that they were withholding financials, and the amount they are asking for is a very large sum. She is unsure why they need two full-time employees as well as an additional full-time employee and that she did see the need for a part-time social worker.

Tommie Knox pointed out the turnover rate for Guyon Saunders Resource Center. Tommie Knox asked how many employees there are now. Stefanie stated there are 2 full-time employees as well as the executive director, then the paid volunteer employees.

Katheryn Massey questioned about the Guyon Saunders Resource Center's success rate.

Stefanie stated Guyon Saunders Resource Center is a day shelter.

Katheryn Massey reiterated that the Salvation Army is a night shelter and Guyon Saunders Resource Center is a resource for the houseless population during the day.

Maya explained the dire concerns of homelessness during the day without the resources of a day shelter like Guyon Saunders Resource Center such as respite, water, shelter, snacks, and meals to satisfy dehydration and low blood pressure which both can be dangerous to one's health. Maya stated having staff that can process information and give substantial resources is necessary.

Tommie Knox stated he has had plenty of times where he tried to give his own resources to homeless individuals and believes Guyon Saunders Resource Center should at least get half of what they are asking for.

JaNet stated she has a good idea on how Guyon Saunders Resource Center facility is run and is wrestling with the amount of funding being asked for, considering high turnover. Understood that resources offered would not otherwise be available, however, concerns are of the continuity of the funds.

Stefanie stated Community Development does have a history of funding for Guyon Saunders Resource Center. Samantha Hernandez stated Guyon Saunders Resource Center's requests always goes towards a salary, Guyon Saunders Resource Center provides documentation back-up needed for that, and is always on time which is a point of funding consideration as well as their timely communication.

JaNet recommended \$45,000 for Guyon Saunders Resource Center; Tommie Knox seconded. Katheryn Massey and committee members suggested \$37,000 for Guyon Saunders Resource Center. Katheryn Massey stated committee suggested \$24,000 for Maverick, committee agreed. Katheryn Massey suggested splitting the remaining \$25,000 with Amarillo Children's Home and Another Chance House.

JaNet suggested giving a little more to Amarillo Children's Home for the important and essential life-skills for the children of Amarillo Children's Home. Maya stated they would like to put Amarillo Children's Home at \$15,000 and Another Chance House at \$10,000. Committee members agreed.

Katheryn Massey stated she wished they had fully asked for funding for everyone.

ITEM 7: Motion to approve:

JaNet stated in the committee's discussion they have discussed the following allocations from the available **\$119,309.93**.

JaNet made a motion to approve funding in the amount of **\$37,000** for ***Guyon Saunders Resource Center***. Katheryn Massey made a motion to approve. Motion seconded. Motion approved. None opposed.

Katheryn Massey made a motion to approve funding in the amount of **\$20,000** for ***Martha's Home***. Meg Dejong-Shier made a motion to approve \$20,000. Tommie Knox seconded the motion. Motion approved. None opposed.

JaNet made a motion to approve funding in the amount of **\$20,000** for ***Maverick***. Katheryn Massey made motion for 20,000. Tommie Knox seconded the motion. Motion approved. None opposed.

JaNet made a motion to approve funding in the amount of **\$17,000** for the ***Salvation Army***. Tommie Knox made a motion to approve. Motion seconded. Motion approved None opposed.

JaNet made a motion to approve funding in the amount of **\$10,000** for ***Another Chance House***. Tommie Knox made a motion to approve. Meg Dejong-Shier seconded the motion. Approved. None opposed.

JaNet made a motion to approve funding in the amount of **\$15,309.93** for ***Amarillo Children's Home***. Katheryn Massey made a motion to approve. Maya seconded. Tommie Knox third. Motion approved. None opposed.

ITEM 8: Adjournment:

Katheryn Massey motioned to adjourn the meeting and JaNet Van Alstine seconded the motion to adjourn. Motion carried and meeting was adjourned at 4:00pm.

JaNet Van Alstine
Community Development Advisory
Committee (CDAC) Chair

Date