

MINUTES

On February 15, 2024, the **Community Development Advisory Committee** met at **2:05 PM** at City Hall Training Room, Room 105, to provide the committee an opportunity to introduce themselves, attend legal training provide by City Attorney, Bryan McWilliams and vote for Chair and Vice Chair.

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>	CDBG Program Coordinator, Grant Manager

ITEM 1: **Call to Order**

Kat Massey established a quorum and called the scheduled meeting of the **Community Development Advisory Committee** to order at 2:05 p.m. Kat read the agenda and passed it over to Jason Riddlespurger to proceed with introductions.

ITEM 2.A: **CDAC Welcome and Introductions**

Jason Riddlespurger welcomed the new committee members and asked everyone to introduce themselves.

- Kat Massey – Worked for COA. Would like more of the community to know of the programs offered through Community Development.
- Meg Dejong-Shier – Works for WT as a professor in social work. Would like to work with the community to make community changes.
- JaNet Van Alstine – Originally from Florida and moved to Amarillo. Has been at Martha’s Home and is an intern for Central Ministry Leader Church of Christ.
- Tommie Knox – Is from Amarillo Estridge. Main focuses are Civil Rights movements; making changes and moving forward to make a better world.
- Maya Marrujo – Has mostly lived in Amarillo in the San Jacinto and North Heights neighborhoods. Is interested in providing relief and representation of members in the community.
- Bryan McWilliams – Has been with the City for 17 years.
- Samantha Hernandez – Has been with the city for going on 2 years, enjoys working with this department to see progress in our community.
- Stefanie Rodarte-Suto – Third anniversary working for the City. With a teaching background she wanted to plug into the community to help ensure every is seen and heard inclusively.
- Jason Riddlespurger – Has been with the city twenty-seven years and twenty-four with the City Police. During his time in the police force he trained in how to interact with individuals and that led him to work more closely with the homeless individuals in our community. This has become his passion.

ITEM 2.B: **Community Development and CDAC Overview**

Jason Riddlespurger welcomed the board to being a Community Development Advisory Committee. He explained how committee terms will be staggered and the terms for each member.

- Meg Dejong-Shier: 1 year term
- Amanda Holcomb: 1 year term
- Maya Marrujo: 2-year term
- Mara Kinoff: 2-year term
- JaNet Van Alstine: 3-year term
- Tommie Knox: 3-year term
- Katt Massey: 3-year term

Jason then explained a little about each of the programs offered through the Community Development Department.

Mission Statement: Community Development is committed to improving the community, alleviating poverty, and finding lasting solutions to homelessness.

- HUD Housing Vouchers – Our HCV program is our Amarillo Housing Authority and authorized close to 1300 vouchers for community members in need of housing.
- Grant Team – oversees the Continuum of Care (CoC), Homeless Management Information System (HMIS), Emergency Solutions Grant (ESG) and CARE Program.
- Our office handles state and federal funding sources.
- We provide rental assistance w/ low barriers with programs like Tenant-Based Rental Assistance (TBRA) and ESG.
- Our CoC will help maintain our HMIS systems.
- Our Coming Home program was established in 2018 and provides Outreach, Housing Navigation, Case management, set goals, peer support, and everyday living skills.
- Prep Academy is a reintegration model for individuals coming from challenging situations to moving them into the workforce successfully.
- Our department has an Inspection team that will help with the CARE Program, HCV, and HOME inspections.

Current Projects

- **Transformation Park:** This is a low-barrier shelter and transitional housing solution.
- **Park Projects:** Partnering with Parks to bring the community an all-Inclusive Park.
- **Sidewalk Projects:** Creating walkable sidewalks in neighborhoods.

Jason concluded by inviting members to reach out to the Coming Home team to see what Outreach / Peer Support looks like to build relationships.

Katt introduced Bryan to begin the Legal training.

ITEM 2.C: Legal Training

Bryan begins with an introduction to the Texas Open Meetings Act (TOMA). There are 3 Essential Concepts.

- The board can only deliberate on posted agenda items.
- Quorum
- Agendas must be posted 72 hours prior.

Where does the open meeting act apply?

- When a quorum discusses public business
- Does not apply to purely social gatherings that are unrelated to public business or that no action is taken.
- If 4 committee members talk about an agenda item that is in violation of the Texas Meetings Act.
 - Tommie asked: If he has a conversation with a member of the community about an agenda item, is he in violation.
 - Bryan: No, if you are not involving 4 other committee members and you are not acting on the item.
 - Katt asked: If we meet at another committee meeting and 4 of the CDAC members meet is that in violation.
 - Bryan: Yes, that is considered a meeting if 4 members of the CDAC committee are together.
- If you have something to discuss with the committee, just have a meeting.

Notice Requirements:

- Individual notices are not required.
- Accessibility: A government body must post the notice in a place that is readily accessible to the public for all times for at least 72 hours before the meeting is scheduled.
 - Bulletin/ Board Kiosk
 - Outside of City Hall or on the door of City Hall (**if the room changes, it is okay to continue with the meeting**).

Public Address/Public Comment:

The Texas Open Meetings Act (TOMA) gives the public the right to speak on each item on the agenda at an open meeting. If the governmental body allows public comment, it may set reasonable rules regarding the number, frequency, and length of presentation, but it should not discriminate.

If a member of the public asks a question about an item that is not on the agenda, the members of the governmental body MAY NOT deliberate the item. Acceptable ways to respond to these situations:

- A statement of Fact regarding the item.
- A statement of Policy regarding the item.
- Place the item on the Future Agenda for deliberation.
- Refer the matter to Staff. (Community Development staff)

Executive / Close Sessions

Texas Open Meetings Act (TOMA) allows for certain matters to be discussed in a closed session.

- Real Estate Matters
- Economic Incentives
- Consult with an attorney.

Texas Open Meetings Act (TOMA) Violations – penalties include a \$500.00 fine and up to 6 months in jail.

- Criminal penalties for non-compliance.
- Participates in a walking quorum.
- Participates in prohibited closed/executive sessions.

Texas Public Information Act Basics

Applies to all public information regardless of format mainlined by or for a municipality or governmental entity. Public information includes any information that is written, produced, collected, assembled, or maintained under a local ordinance in connection with the transaction of official business.

- What constitutes a public information request?
 - A person can make a written request for public information under the act only be delivering the request by one of the following methods.
 - US mail
 - Email
 - Hand delivery
 - Or any other appropriate method approved by the governmental body including fax and electronic submissions through the governmental body website.
 - Governmental bodies generally have 10 business days to respond.

Bryan provided additional links for the board to view on screen and concluded his presentation.

Katt opened for Public Comment.

ITEM 3: Public Comment

No public comments were made. Tommie Knox made a motion to close public comment, and it was seconded by JaNet.

Public Comment closes.

ITEM 4: Regular Meeting Items:

Katt announces the motions to vote for Chair and Vice Chair to the CDAC Committee. Nomination for JaNet for Chair and Tommie for Vice Chair. Meg makes a motion to make JaNet Chair and Tommie Vice Chair, Maya Seconds. It passes.

JaNet Van Alstine – Community Development Advisory Committee (CDAC) Chair
Tommie Knox - Community Development Advisory Committee (CDAC) Vice Chair

ITEM 5: Adjournment:

The meeting is adjourned at 3:20 PM.

JaNet Van Alstine
Community Development Advisory
Committee (CDAC) Chair

Date