**COMMUNITY DEVELOPMENT ADVISORY COMMITTEE**
**March 11, 2014**
**MINUTES**

Members Present
Ella Kane, Chair
Donna Felty
Lettie Jackson
Carmen Johnson
David Akard III
Carol Taylor

Members Absent
Hattye Broady
Eric Rouse
Tim Matheson

Others Present
Mindy Bowman

The Community Development Advisory Committee meeting was called to order by Ella Kane at 6:40 p.m. on March 11, 2014, at the Bristol, Tennessee Conference Room.

**MINUTES:** Donna Felty moved that the minutes of the February 11, 2014, meeting be approved; seconded by Carol Taylor; motion carried unanimously.

**Old Business**

- Staff reported that the city and TDEC had signed contracts for the TDEC energy efficiency repairs program for low income homeowners in the Bristol, TN area. A conference call would be held on March 20 to discuss the press release and check presentation. A public meeting was held on March 4 at Anderson Street United Methodist Church and another public meeting would be held on March 31 at 5:30 at the Slater Center.
- Staff reported that the CDBG rehab applicant whose home had been destroyed by fire did not have any judgments against her. Lettie Jackson moved that the project move forward, seconded by David Akard; motion carried unanimously.

**New Business**

- Copies of policy and procedures were handed out for review. Staff recommended that they be updated. Policies need to be added as far as how many times a homeowner is assisted with the programs. After discussion the committee decided to review and get examples of other Policy and Procedures from other jurisdictions. Staff will email information to members to discuss at the next meeting in April.

**ANNOUNCEMENTS**

- The next CDAC meeting will be April 8, 2014 at 6:00
- Application for emergency Solutions Grant was mailed out on March 11, 2014
- Application for Tennessee Housing Development Agency Housing Trust Fund was mailed out last Thursday, March 6, 2014.
- HUD monitoring would take place on March 24-26, 2014
- Action Plan would be worked on for rough draft at next meeting

There being no further business, the meeting was adjourned at 7:05 p.m.

APPROVED: _____
Ella Kane, Chair

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Mindy Bowman, Recorder