



**COMMUNITY DEVELOPMENT ADVISORY
COMMITTEE
March 13, 2018
MINUTES**

Members Present

Ron Crockett
Spence Flagg
Ella Kane
Chase Mitchell
Marjorie Tester
Tiffany Walden

Members Absent

Dan Witcher, Chairman
Todd Dolehanty, Vice Chairman
Sid Oakley

Others Present

Brian Rose, Staff
Christina Blevins, Staff

Call to Order & Roll Call:

The Community Development Advisory Committee (CDAC) meeting was called to order March 13, 2018, at 5:28 p.m. at the City Hall Annex by Board member Ron Crockett.

Approval of Minutes, February 13, 2018, Meeting:

Ron Crockett asked for any changes or corrections to the February 13, 2018 meeting minutes. None being heard, Marjorie Tester moved the minutes be approved as presented; seconded by Chase Mitchell; motion carried unanimously.

2018-19 Neighborhood Grant Program Presentation – Brian Rose & Christina Blevins

Christina Blevins gave a brief overview of the Neighborhood Grant Program including goals for the grant, scoring criteria and past recipients. The 2016 Grant was awarded to the Middlebrook Neighborhood for Middlebrook Entrance lighting issues. The 2017 Grant was awarded to the Junior League of Bristol in partnership with a local Boy Scouts of America Troup 3 to construct five Little Free Libraries at each elementary school in the City, the project is to be completed in May. Christina and Brian asked the group to if they would like to help the Community Development Department by becoming the grant selection committee for this particular grant. They then discussed the timetable and responsibilities associated with this commitment including but not limited to helping the City get the word out regarding the grant opportunity, reviewing grant applications and choosing a winner. Christina noted the committee will need to have a called meeting in July to discuss the grant applications received, feasibility of projects, positive impacts for Bristol and the neighborhood applying and then choose the winner. Brian discussed the overall application process and noted that staff has tried to streamline the process more this year. Brian also noted that staff plans to work more with the City's Community Development Department on better marketing for the Neighborhood Grant Program and trying to grow the interest.

Chase Mitchell asked if it would be a conflict of interest if he helped with a grant for one of the neighborhoods. Brian Rose felt like it would be a conflict; however, if Chase is involved with an application he would need to talk to the CDAC committee upfront and exclude himself from voting privileges. Ron Crockett agreed with Brian's assessment and added that he feels Chase should be allowed to participate in discussions but to recuse himself from voting.

CDAC was asked to review the Neighborhood Grant Application before the next meeting and Christina said she would email applications to the committee as received for review. The committee was receptive and agreed to participate as the selection committee for the Neighborhood Grant.

Old Business:

CDBG & HOME Consortium Projects - Christina handed out the February 2018 monthly report for the group to review as it applies to both CDBG and HOME Consortium projects. She asked the group if they like receiving this report via the handout during CDAC meetings and the committee responded yes.

2018-2019 HUD Grant Allocations and Action Plan – Christina stated that staff has been directed by the HUD field office in Knoxville to move forward with the potential of submitting the Action Plan by May 15, 2018. Christina stated that she was under the impression that staff would have more time to complete the Action Plan since allocations have not been published for communities yet. Staff will be moving forward with the Draft Action Plan until further direction from HUD is received. Christina also mentioned that she would be presenting the Draft Plan at the City Council meeting on April 3, 2018.

Staff presented the one-year Action Plan DRAFT Income and Expenses paperwork to the committee for review and further discussion.

CDAC Terms & Recruitment - Christina mentioned that Ron Crockett did reapply for the committee. She also noted that Spence Flagg and Sid Oakley have expiring terms in April unless they reapply to the committee.

New Business:

Neighborhood Grant Selection Committee – There was light discussion and a unanimous consent from the group to become the selection committee. Christina thanked the committee for agreeing to become the Neighborhood Grant selection group.

Other Matters:

Quarterly Reports from YWCA Children's Center – Christina shared the past two quarterly reports from the YWCA Children's Center and the letter from the YWCA asking for CDBG funding in 2018-19. Christina then read statistics shared in the letter and thanked the committee for supporting the organization again this coming year.

Announcements & Adjournment:

Christina noted that the next CDAC meeting was scheduled for April 10, 2018, which would be the last meeting until July 2018.

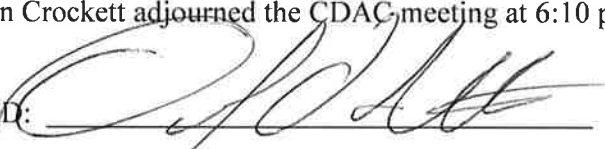
Tiffany Walden updated the group on the LEAD! Bristol project for Family Promise of Bristol. Tiffany discussed the Poverty Simulator and her experience as a participant.

Ron Crockett added that he is also on the Salvation Army Advisory Board and they are potentially starting a new program helping one family at a time.

Marjorie Tester noted that First Tennessee Bank is starting a free consulting service on financial literacy called Operation Hope. Marjorie stated that Operation Hope will be located in the downtown Kingsport First Tennessee office; however, she thinks they will travel around to various locations to work with groups and teach classes based on the need.

There being no other announcements, Ron Crockett adjourned the CDAC meeting at 6:10 p.m.

APPROVED: _____



Dan Witcher, Chair



Christina Blevins, Recorder