



**COMMUNITY DEVELOPMENT ADVISORY  
COMMITTEE  
February 8, 2022  
MINUTES**

**Members Present**

Brittany Fleenor  
Raymond Hill  
Marjorie Tester  
Steve Willinger  
Dan Witcher  
Shauna Nefos Webb

**Members Absent**

Ella Kane  
Vernon Perry Jr.  
Matthew Slagle

**Others Present**

Karena Coakley, Bristol Housing  
Cherith Young, Staff  
Christina Blevins, Staff

**I. Call to Order & Roll Call**

The Community Development Advisory Committee (CDAC) meeting was called to order on February 8, 2022 at 5:31 p.m., by Chairman Steve Willinger. Chairman Willinger welcomed everyone and thanked members for attending the meeting. Christina Blevins called the roll and those present/absent are noted above.

**II. Approval of Minutes, January 11, 2022 Meeting**

Chairman Willinger asked for any amendments or changes to the January 11, 2022, meeting minutes. Dan Witcher made a motion to approve the minutes from the January 11, 2022 meeting as presented. Brittany Fleenor seconded the motion. All present were in favor.

**III. Old Business**

**CDBG-CV Round 1 Update:** Christina Blevins reviewed projects and admin allocations for both the CDBG-CV Round 1 and CDBG-CV Round 3 funding as follows:

- CV-Funding Round 1 - \$115,966
  - 13 Different Projects - \$89,537.60
  - City Admin - \$23,193.20
  - Not included in Allocation - \$3,235.20 (Not approved Chamber/Discover Bristol Funding)
  - Total - \$115,966

- CV-Funding Round 3 - \$181,281
  - 1 Project – COVID CARES ACT Partnership Project - \$172,216.95
  - Utilities - \$144,995.25
  - Food Vouchers - \$10,000
  - UWB Admin (10%) - \$17,221.70
  - City Admin - \$9,064.05
  - Total - \$181,281

Combining Rounds Total Funding was \$297,247

Mrs. Blevins shared budget balances for each project and current contract status. Of the closed projects, the CDBG-CV Round 1 projects have helped 2,549 total persons with this funding. The number count includes number for the City’s support for the Second Harvest Food Bank, continued Child Care Services at the YWCA, Employment Training through the Bristol Public Library, Health Services through Crossroads Medical Mission and Healing Hands Medical Mission, Homeless Services through ARCH and Bristol’s Promise and more.

Chairman Willinger asked about how these numbers are promoted in the community, Mrs. Blevins responded with the annual Consolidated Annual Performance and Evaluation Report (CAPER) to HUD. The CAPER is distributed in various locations around town and online, then has a 15-day public comment period when comments are received before the final CAPER is submitted to HUD for review she added. The CAPER includes performance measures and demographic information for all HUD Community Development programs within the City.

CDAC discussion ensued on a recent BHC editorial article “Our View – Pay the Homeless”.

**Re-allocation Discussion:** Mrs. Blevins discussed the funding at this point for reallocation of \$13,274.54, stating that possible re-allocation funds include unused funding from round 1. All new projects/programs will still need to adhere to the CDBG-CV guidelines of Prepare, Prevent and Respond to COVID-19. The only two organizations that have contacted her at this point is Second Harvest Food Bank and the United Way of Bristol for the homeless COVID + quarantine program. Mrs. Blevins added that the City has several more years to use this funding. The final Round 1 project will end April 30, 2022 and more formal re-allocation discussion can occur after that time she added.

**CDBG-CV Round 3 Update – COVID CARES Act Project in partnership with UWB:** Mrs. Blevins noted that currently the balance for the CDBG-CV Round 3 funding is \$153,175.72 and current contract is until 6/30/22. Funding has been going a bit slower than expected, but the UWB is being very careful. Mrs. Blevins expects the contract will be extended an additional year, possibly two for this particular partnership. Mrs. Blevins discussed a recent week-long training from HUD on different aspects of the CARES / CDBG-CV funds. She noted that due to those trainings, several items will need to be changed/updated to the current UWB policy and procedures. The biggest change is taking out the profit that BTES or the City would make on all upcoming utility payments. We will need to look at revenues vs. expenses and determine a % of profit. This is showing the “reasonableness” for the utility payments she noted as HUD is trying to avoid public utility providers from making profits.

CDAC discussion ensued on HUD’s reasoning of excluding the profit and discussed possible additional options for moving forward.

#### **IV. New Business**

**2022 One-Year Action Plan – CDBG Project Funding Discussion:** Christina Blevins stated that she is planning to present a staff recommendation for 2022 CDBG projects at the next CDAC meeting. Mrs. Blevins noted that final decisions do not need to be made at this time, but she did want to get the committee thinking. The Action Plan will be due to HUD in May and CDAC's recommendations will need to be presented to City Council and approved/changed before final submission. Mrs. Blevins reviewed the Action Plan projects for the current 2021 year and discussed possible future carry-over numbers based on current year projections on each project/public service. Mrs. Blevins stated that the upcoming recommendation funding will be based on current 2021 HUD funding numbers as HUD has not given allocations.

#### **V. Other Matters**

**CDBG & HOME Staff Monthly Reports/Program Updates – January 2022:** Christina Blevins reviewed the January 2022 staff report noting the recent drawdowns, update on substantial and emergency rehabs and gave kudo's to the community partners who are really stepping up to help citizens in need.

**Public Services – Quarterly Reports (YWCA & ARCH):** Quarterly reports for the YWCA and ARCH were reviewed and discussed. The YWCA quarterly report is more or less an activity report as the funding given to them goes to support 12 LMI families. ARCH's quarterly report stated that in their partnership with Family Promise, that Family Promise of Bristol has performed 27 intakes on homeless and imminently homeless clients, and successfully prevented 29 households from becoming homeless as a result of the CDBG funding provided by ARCH. What a great partnership Mrs. Blevins noted. CDAC was impressed with the quarterly reports, discussed ensued from CDAC on the importance of homeless prevention.

**ARCH – Point-In-Time Count:** Christina Blevins stated that ARCH conducted the annual homeless Point-In-Time Count (PIT) on January 26 and 27, 2022. Mrs. Blevins has asked Doug Murray with ARCH to speak to CDAC at the March meeting.

**Bristol Housing Update:** Karena Coakley gave an update for Bristol Housing. Mrs. Coakley gave an update on Edgemont Towers. The windows and doors are expected soon as they have been ordered since August of 2021. She also noted that Bristol Housing is dealing with a sink hole on Virginia Avenue, the City is working with Bristol Housing to correct the issue. Mrs. Coakley discussed the current wait-list, for a ground level one bedroom the waitlist is approximately 5 years.

Discussion ensued from CDAC on public housing, federal support, general local population "issues" and how COVID-19 has/is affecting the public housing high rises.

#### **VI. Announcements & Adjournment**

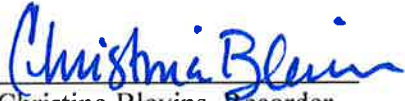
The next CDAC meeting is scheduled for March 8, 2022.

There being no further business, the meeting was adjourned at 6:30 p.m.



APPROVED:

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Steve Willinger, Chair



Christina Blevins, Recorder