

Citizens Advisory Committee for Community Development
January 26, 2021
Held Virtually via Zoom Technology
6:00 P.M.

Members Present	Trish Hubbell, David Carr, Alexandra Sheppard, Kate Stockton, Lindsay Taggard, Angela Dowler-Pryor, Abby Rea, Jenna DeJong
Absent	Brandy McShane
Staff	Bob Atchley, Senior Planner, Planning and Development; Bob Jones, Grants Administrator, Planning and Development; Judy White, Executive Secretary, Planning and Development; Glenda Troop, Accounting Technician, Planning and Development; Renee Crouch, Accounting Clerk, Planning and Development; David Fraley, Associate Planner, Planning and Development; Brendan Griesemer, Assistant Director, Planning and Development; Olivia Hough, Senior Planner, Planning and Development; Kyle Tolbert, Assistant City Attorney, Law Department
Attendance	Trish Hubbell called the meeting to order at approximately 6:05 p.m. Attendance was taken by Ms. White.
Welcome and Introductions	Welcome by Ms. Hubbell
Approval of Minutes	The Committee reviewed the following draft meeting minutes: November 24, 2020 - CACCD Meeting January 12, 2021 – Joint City Council & CACCD Annual Action Plan Public Hearing Angela Dowler-Pryor moved to approve the minutes of the November 24, 2020 –CACCD Meeting. Alex Sheppard seconded the motion. The January 12, 2021 – Joint City Council & CACCD Annual Action Plan Public Hearing minutes will be tabled until next meeting.
Fiscal Year 2021 Staff Annual Action Plan Recommendations and CACCD Comment	Bob Jones provided some background for the new members, stating the fiscal year funds haven't been allocated by HUD yet and the numbers are based on previous years estimates. Approximately \$200,000 will be used for the public service grant program. He continued by summarizing the funding allocation process, guidelines of the services, selection process, and key elements of the scoring system. There was some discussion around what programs Drew Lewis has applied for in the previous years as well as the programs they could be referred to this year, such as the housing loan program. Last year's housing project was with the Housing Authority of Springfield for a sewer repair on their housing with specific beneficiaries identified. Interest in changing the resolution was expressed, as well as the bylaws to be adjusted for the committee, as Junior League wasn't consulted due to a change in direction for them. Confirmation that every public service agency that applied was proposed funding this round. Brief discussions on total dollar amounts and amounts of funding that certain agencies requested were brought up to provide some clarification.

Great Circle's issues in other cities were brought up and the local office in Springfield was contacted for follow-up on these issues. Holly Hunt and her boss, Mary, are in the waiting room to answer any questions and clear-up confusion surrounding the issues. The residential program in another area is where the issues happened. The funding provided to the Springfield area stays here for the emergency shelter and doesn't go anywhere else.

Ms. Dowler-Pryor stated her concerns of some agencies being invited to come forward to answer questions the committee may have, while not all are offered the same opportunity. She then asked Holly if the Springfield institution calls 911 in emergency situations, based on reports saying their directive was never to call 911. Holly stated that isn't their practice in Springfield and they have called 911 on multiple occasions when needed. Bob Jones clarified that Holly and Mary were not invited to the meeting as they offered to come due to the inquiries made surrounding the current events that occurred at other locations. They are part of the public that can attend. Great Circle was only approached to assess the impact of the issues brought to attention on their performance on the next round of grant. Mr. Jones stated there are two readings, and that first readings at Council are always open to public comment, so any agencies that want to attend to speak are able. Bob Jones will be presenting to City Council on March 22, 2021.

Ms. Dowler-Pryor raised a concern of agencies not knowing why they weren't approved. Mr. Jones clarified that all agencies receive a letter stating why they were not funded or why they received a low score. The application packages are sent out and includes all of the scoring criteria as well as a description of what they will be evaluated on. Also offered are two technical assistance training programs in which the agencies are walked through the application. Minorities in Business did not attend either of those training programs which reflected in their proposal. Ms. Dowler-Pryor suggested Trish attend the first reading to summarize comments and make sure the CACCD's voice is heard. Other committee members stated their agreeance with this suggestion.

During prior presentations, only one question was asked to the presenters, and it was to Minorities in Business. Glenda Troop stated she had asked them what program they planned on doing with the youth as it wasn't stated in their proposal.

**Old Business:
Discussion and
Study of Citizen
Advisory
Committee
Practices and
Procedures in
other HUD
Entitlement
Communities**

The Committee needs to get the bylaws going as they are currently operating under a 21-year-old resolution which needs to be adjusted. Before the bylaws could be written, the resolution had to be addressed. In doing so, the Citizen Participation Plan would also need to be updated.

Trish will put previous changes that have been discussed into a Google sheet for other members to see and add comments to. She requested that the members get a handle on these so when they come together in February they can be solidified.

Kyle Tolbert stated that communications in email should be attached to minutes in accordance with Sunshine Law. He would like to be copied in the emails to ensure bylaws comply with the rules that have already been set forth. Ms. Dowler-Pryor asked for clarification as to why the City staff does not have to copy the Committee members on their email communications. Mr. Tolbert answered that public bodies are required comply with the Missouri Sunshine Law, but City staff does not.

The resolution was dictated by the Governmental Relations Committee and it was asked if that committee still exists or if any similar committee exists. Mr. Tolbert's involvement with Council has been limited but will check into the answer. Mr. Griesemer stated that City

Council refers items to other committees, therefore requests will go to City Council and they determine if it should go to a sub-committee.

Ms. Dowler-Pryor asked for information on similar committees to review their bylaws and resolutions in order to help move forward. It was determined that this committee was very unique as it is required by HUD. It was stated that the process in which other boards function and communicate with the City was what they would be most interested in.

It was suggested to define exactly what it means to comment to City Council and what is expected by Council. The Committee would like a better idea of what they are able to do as a committee. Being involved in the debriefing was also discussed as something that would be helpful to the committee.

At a later date, Kyle will be presenting on ethics, confidential conversations, and expectations of board members to ensure all of the requirements are upheld and everyone understands their roles.

Public Comments Great Circle's comments were included in above discussions.

Next Meeting CACCD Meeting – February 23, 2021, 6:00 p.m. Virtually via Zoom Technology

Adjournment Ms. Hubbell thanked everyone for their meeting attendance.

There being no further business, the meeting adjourned at approximately 7:17 p.m.

Trish Hubbell, Chair