



**COMMUNITY DEVELOPMENT ADVISORY
COMMITTEE
February 9, 2021
MINUTES (Conducted Electronically)**

Members Present

Ron Crockett
Raymond Hill
Ella Kane
Matthew Slagle
Marjorie Tester
Shauna Nefos Webb
Steve Willinger
Dan Witcher

Members Absent

Vernon Perry, Jr.

Others Present

Karena Coakley, Bristol Housing
Tim Beavers, Staff
Christina Blevins, Staff

I. Call to Order & Roll Call

The Community Development Advisory Committee (CDAC) meeting was called to order on February 9, 2021 at 5:35 p.m., by Chairwoman Marjorie Tester. The meeting was held electronically via Zoom. Chairwoman Tester welcomed everyone to the meeting. Christina Blevins called the roll and those present/absent are noted above.

II. Explanation and Approval of Conducting the Meeting Electronically

Chairwoman Tester noted the necessity for conducting electronic meetings and Governor Lee's Executive Order No. 16 (extended through February 27, 2021 by Executive Order Number 71) which suspended the provisions of the Open Meetings Act to the extent necessary to allow governing bodies to conduct their essential business by electronic means, rather than being required to gather a quorum of members physically in the same location.

One condition of meeting electronically is that if a member of CDAC or Staff is attending by audio only, they are asked to identify themselves by name and position when they speak.

In order to proceed with meeting electronically, the Governing body should make a determination that meeting electronically is necessary to protect the health, safety and welfare of Tennesseans in light of the COVID-19 outbreak. At this time it would be appropriate for the members to discuss whether they believe that meeting electronically is necessary, and vote accordingly. If the members do not agree that meeting electronically is appropriate at this time, then this meeting should be adjourned until such time as the members can meet in person.

The approval of the electronic meeting was put to a vote and all members present voted unanimously to approve the electronic format of the meeting.

Chairwoman Tester welcomed newly appointed member Matthew Slagle to the CDAC. Mr. Slagle introduced himself to the group, stating that he appreciated the opportunity to participate and he was looking forward to getting involved and being a supportive citizen. Several members welcomed Mr. Slagle to the committee.

III. Approval of Minutes, January 12, 2021 Meeting

Chairwoman Tester asked for any amendments or changes to the January 12, 2021, meeting minutes. Chairwoman Tester commented that there was a typo within the minutes and asked Christina Blevins to record the correction. Ron Crockett made a motion to approve the minutes from the January 12, 2021, meeting as corrected. Steve Willinger seconded the motion. Christina Blevins called roll, all present were in favor.

IV. Old Business

CDBG-CV Round 1 Update: Christina Blevins announced that staff is processing invoices and have drawn down funds from HUD for Round 1 allocations. Mrs. Blevins commented that several agencies have exhausted their funding while some agencies have yet to request their first reimbursement. Mrs. Blevins will contact those agencies that have yet to request funding. The committee may be asked to reallocate funding, which will be discussed if necessary at a future meeting.

CDBG-CV Round 3 Update – COVID CARES ACT Project: Christina Blevins stated that staff has initiated the COVID CARES Act program with the United Way of Bristol. The program commenced on Monday, February 1st. Mrs. Blevins stated that the United Way has been a great partner to work with on this project. United Way has been working with recipients to direct them to all available resources while confirming that they meet program guidelines before they utilize CDBG-CV funding for utilities and food vouchers.

2019 CAPER: Christina Blevins stated that the 2019 CAPER was approved, and she provided a brief overview of the CAPER.

V. New Business

2021 One-Year Action Plan – HUD Funding Discussion: Christina Blevins gave an overview of program funding for 2020. Mrs. Blevins presented an estimated 2021 HUD allocation based on 2020 funding as the allocation for 2021 was not yet available. Mrs. Blevins reviewed administration, public services, and projects (rehab/reconstruction, sidewalks, and demolition) carryover and anticipated allocation funding.

Discussion ensued from the committee members regarding the current sidewalk project and CDBG funding, and other grants that the City is utilizing for sidewalk projects within City limits.

Mrs. Blevins presented the draft 2021 Action Plan based on a HUD allocation of \$197,102 (2020 funding).

Administration:	\$39,420.40
Rehab/Reconstruction:	\$88,681.60
Sidewalks:	\$10,000
Demolition:	\$30,000
Public Services:	\$29,000 (YWCA - \$25,000 & ARCH - \$4,000)
Total:	\$197,102

Steve Willinger made a motion to approve funding and projects contingent on final 2021 allocation amounts from HUD. Shauna Nefos Webb seconded the motion. Christina Blevins called roll, all present were in favor.

Dan Witcher commented that he believes that 20% of the allocation presented today is where we stand, and that we should move forward with updating the figures and allocating funds to projects as presented.

VI. Other Matters:

CDBG & HOME Staff Monthly Reports/Program Updates: Christina Blevins stated that she emailed the committee the CDBG and HOME staff report for January 2021. Mrs. Blevins commented that January was a busy month. Items of interest included recent contracts and project work located at 205 Willow Street, 1237 Carolina Avenue and 906 Kentucky Avenue. Staff has completed three drawdowns from HUD and the COVID CARES Act project commenced. HOME Consortium discussions continued regarding the Environmental Assessment (EA) recently completed for a potential project in Kingsport; HUD approved the Environmental Assessment, and contracts are ready for signature.

Bristol Day Center Update: Ron Crockett gave an update on the progress of the Bristol Day Center. The working committee has chosen Hunt Memorial United Methodist Church as a site of interest. The United Methodist Church has selected Bristol as a Missional Hub; Hunt Memorial has an existing mission to help the homeless and others with an array of needs. Family Promise of Bristol is leading the efforts for the Day Center and Mr. Crockett is on the Steering Committee advising Family Promise of Bristol while working toward the partnership with Hunt Memorial United Methodist Church. Mr. Crockett discussed potential partners, available space within the church, bus transportation, and case management. The focus of the Missional Hub is homelessness and those at risk of losing their home. Those with immediate needs and long-term needs are being discussed. Group discussion ensued on transportation, existing building/potential improvements, City of Bristol, VA, and neighbors in the area of Hunt Memorial United Methodist Church. The committee members praised Mr. Crockett for serving and helping with the Bristol Day Center. Mr. Crockett stated that the Family Promise of Bristol has crafted a grant for a Case Worker and rapid rehousing; it is a very detailed program.

Bristol Housing Update: Karena Coakley gave an update for Bristol Housing. Mrs. Coakley stated that the eviction moratorium has been extended to March 31, 2021; no evictions at this time. The Housing Authority is working with several citizens who are behind in rent and haven't made any payments, they are discussing options with these individuals. Tennessee Housing Development Agency (THDA) is receiving \$458 million to go towards rental assistance for private landlords; Mrs. Coakley is working with THDA to determine if Bristol Housing will

qualify for assistance. Karena Coakley added that Bristol Housing was able to house a homeless person today and are working with other agencies to offer additional services to this individual. Discussions ensued regarding the THDA rental assistance. Chairwoman Tester thanked Mrs. Coakley for her report.

VII. Announcements & Adjournment:

Mrs. Blevins added that ARCH had a successful homeless Point-in-Time (PIT) count for the region in late February, in light of the challenges associated with COVID-19.

The next CDAC meeting is scheduled for March 9, 2021.

There being no further business, the meeting was adjourned at 6:35 p.m.

APPROVED: 
Marjorie Tester, Chair


Christina Blevins, Recorder