

**COMMUNITY RELATIONS COMMISSION  
JANUARY 9, 2007**

**Commissioners Present**

Bob Masengill, Chairman  
Betty Monday-Mahan  
Richard Shlakman  
Susan Lavigne  
Jene Brogan  
Pamela Harvey  
Sharon Marsh-Wyly  
T. J. Johnson

**Staff Present**

Christina Day, Neighborhood Services Manager  
Jerry Bradley, Jr., Community Development Coordinator  
Stacy Brown, Sr. Community Development Coordinator  
Terrie Monroe, Sr. Community Development Coordinator  
LaShon Ross, Human Resources Director  
Sharon Sturns, Human Resources Manager  
Donna White, Technical Administrative Assistant

Council members, Sally Magnuson was present

The Community Relations Committee meeting was called to order by Chairman Masengill at 6:06 p.m., Tuesday, January 9, 2007, with the Pledge of Allegiance.

**Public Comment**

There were no public comments.

Chairman Masengill began the meeting by acknowledging that Commission members had received the September 14, 2006, minutes and having had the opportunity to review them, asked for a motion to approve them as submitted. Commissioner Lavigne made a motion to approve the minutes as submitted. Commissioner Shlakman seconded the motion, which passed 8-0.

**AGENDA ITEM NO. 4**

**CONSIDERATION OF ANNUAL AFFIRMATIVE ACTION REPORT FOR 2005-2006**

Sharon Sturns, Human Resources Manager, was present to discuss and answer questions pertaining to the City's Annual Affirmative Action Report for 2005-2006. There were several questions from Commission members.

Chairman Masengill asked Ms. Sturns if there was any action that the Commission needed to take relative to the report.

Ms. Sturns stated that the only action required was for each Commission member to acknowledge that the report was presented to them by their signature on the copy that would be forwarded to the City Council for their approval at a later date.

Chairman Masengill asked each Commissioner to introduce themselves to the other members due to the fact that there were two new members appointed. Chairman Masengill requested that the introductions begin with the two newly appointed Commission members, Commissioner Marsh-Wyly and Commissioner Harvey.

**AGENDA ITEM NO. 5  
REQUEST FOR AN AMENDMENT TO 2006-2007 CROSSROADS FAMILY  
SERVICES CSG ALLOCATION**

Stacy Brown, Sr. Community Development Coordinator, stated this is a request from the Crossroads Family Services agency to reallocate \$3,450 that was originally granted for relocation expenses of the agency's offices to be used for equipment needs. Subsequent to the grant allocation, the agency's Board of Directors decided that the offices should not be moved. Jim Malatich, Executive Director, was available to answer questions. After several questions and comments by Commission members, Commissioner Marsh-Wyly made a motion for the amendment to be granted. Commissioner Brogan seconded the motion, which passed 8-0.

**AGENDA ITEM NO. 6  
REQUEST FOR EXTENSION OF DATES FOR 2004-05 AND 2005-06 ASSISTANCE  
CENTER CDBG ALLOCATION**

Terrie Monroe, Sr. Community Development Coordinator, stated this is a request to grant contract extensions for reimbursement of expenses to the Assistance Center of Collin County for construction project expenses that were to take place under the CDBG grant allocations for FY 2004 and FY 2005. Jackie Hall, Executive Director, was available to answer questions. The amount of funds discussed was \$4,250 for interior painting that was done just before and after December 31, 2006; \$609 for a sign that was installed; and \$2,276.52 for exterior painting done just after the first of the year. Although, there were several questions and comments as to why the needed building repairs had not been completed as of December 31, 2006, most of the discussion centered around the fact that some of the work had been done by/before December 31, 2006, the rest of the work shortly after the new year began.

Ms. Hall was operating under the premise that, even though all of the work was not finished before December 31, 2006, that since the funds were encumbered and some of the work begun before January 1st, 2007, that those expenses are eligible for reimbursement.

There was considerable variance among Commissioners and staff as to what constituted “encumbrance of funds”: whether it means entering into a contractual agreement for goods/services to be provided and receiving all of those services/goods contracted for, or entering into a contractual agreement for goods/services to be provided and receiving at least part of those services/goods contracted for. Ms. Hall requested a clarification from the Commission on what constitutes “encumbered funds” according to HUD. Commissioner Harvey made a motion to table the item to the January 16, 2007, Community Relations Commission meeting. Commissioner Monday-Mahan seconded the motion, which passed 8-0. Commissioner Monday-Mahan requested Ms. Christina Day, Neighborhood Services Manager, contact HUD and obtain in writing the best course of action for the Commission to take and what options were available. Ms. Day assured the Commission that staff would contact HUD and communicate HUD’s response to each Commission member before the next meeting.

Commissioner Harvey stepped down for Agenda Items No. 7 and No. 8 and left the room.

**AGENDA ITEM NO. 7  
REQUEST FOR REALLOCATION OF A PORTION OF THE 2005-2006 PLANO  
INTERNATIONAL PRESCHOOL**

Ms. Brown stated this is a request to reallocate \$5,500 of CDBG funds that was allocated to Plano International Preschool to complete an extra restroom for two year-olds, to the First Time Homebuyer’s program. The organization decided not to build the restroom. Kristen Price, the Executive Director for International Preschool, asked the Commission if she could request the amount of money be reallocated to pay for the repair and replacement of the school’s HVAC unit. The amount of funds that had not been spent was \$5,500, as opposed to the figure of \$4,900 as listed in the packet. Commissioner Shlakman made a motion to deny the request for reallocation of the unspent amount of CDBG funds to Plano International Preschool. Commissioner Johnson seconded the motion, which passed 7-0.

**AGENDA ITEM NO. 8  
REQUEST FOR REALLOCATION OF 2005-2006 CDBG FUNDS FROM HOUSING  
REHABILITATION TO THE FIRST TIME HOMEBUYER’S PROGRAM**

Ms. Monroe stated that the First Time Homebuyer’s program was running short on funds to complete the number of loan closings to reach the goal of twenty (20). She explained how much the average assistance is, the approximate amount that would be needed, and the balance that was remaining in the grant amount through June 30, 2007. Ms. Monroe stated that with the amount of funds that were set aside for development of a homeowner maintenance manual (\$12,500), the \$5,500 that was unused from the Plano International Preschool allocation, and an additional \$25,000 reallocation from the housing rehabilitation program, the First Time Homebuyer’s program would be adequately funded through the remainder of this fiscal year to reach its goal.

After much discussion, Commissioner Brogan made a motion that the \$12,500 originally designated for development of a homeowner maintenance manual and \$30,000 from the housing rehabilitation program be reallocated to the First Time Homebuyer's program. Commissioner Monday-Mahan seconded the motion, which passed 8-0. Commissioner Shlakman made a motion to approve the reallocation of the unspent amount of CDBG funds (\$5,500) to Plano International Preschool to the First Time Homebuyers program. Commissioner Johnson seconded the motion, which passed 6-1.

Commissioner Harvey resumed her seat.

**AGENDA ITEM NO. 9 - PUBLIC HEARING  
REGARDING THE USE OF 2007-08 COMMUNITY DEVELOPMENT BLOCK GRANT ,  
HOME GRANT, AMERICAN DREAM DOWNPAYMENT INITIATIVE, AND  
COMMUNITY SERVICE FUNDS**

Chairman Masengill stated that the next part of the Community Relations Commission's meeting would be the presentations of Neighborhood Services staff for request of funds.

**AGENDA ITEM NO. 9A - PUBLIC HEARING  
HOMEOWNERSHIP ASSISTANCE**

Ms. Monroe shared a story of a couple that applied for first time homeownership assistance and recently closed on their first home. She provided the Commission with a brief overview of the program, the two funding sources from which funds come, and the results accomplished for the previous year and this fiscal year-to-date. Ms. Monroe requested \$100,000 for 2007, in an effort to close twenty loans. Much discussion was held.

**AGENDA ITEM NO. 9B - PUBLIC HEARING  
HOMELESS PREVENTION**

Ms. Brown gave a history as to how this grant had been contracted out to the Assistance Center of Collin County for as long as we had been receiving funds for the program. Ms. Brown informed the Commission that due to issues with agency not spending the funds, the decision was made in 2005, by the Commission to discontinue the contract with that agency. The staff has been in deliberations as to whether the program would be administered in-house or whether other agencies would be solicited to administer it. There is \$17,000 currently remaining from the 2006 allocation and the City is requesting \$18,000 for 2007. Much discussion was held.

## **AGENDA ITEM NO. 9C - PUBLIC HEARING HOUSING REHABILITATION**

Jerry Bradley, Jr., Community Development Coordinator, Mr. Bradley, Jr. gave an overview of the program, last year's accomplishments, and accomplishments this fiscal year-to-date. Mr. Bradley, Jr. mentioned the trend of the ever increasing expense of the average housing rehabilitation projects, which contribute to fewer houses that can be rehabilitated each year. He also informed the Commission that due to a reduction of approved contractors and additional demands resulting from the passing of our previous manager, the decision was made to impose a moratorium on the processing of applications until contractors could be hired. The staff is requesting \$1,000,000 for 2007, to cover salaries and the number of housing rehabilitation and emergency home repair projects that would be able to be completed. There were several questions from Commission members regarding whether the program would be able to spend that amount given the fact that there is enough for reallocation of remaining funds, the average cost of a rehabilitation project excluding the factoring in of the cost of reconstructs, and how many more projects we expect to complete by the end of the fiscal year. Ms. Day assured the Commission that staff would research those concerns and have this information prior to commencement of deliberations.

## **AGENDA ITEM NO. 9D - PUBLIC HEARING TRANSPORTATION**

Ms. Monroe gave a history of how the need for this program was determined. She stated that Transportation is one of the two CDBG programs that was contracted out to the Assistance Center of Collin County, explaining how the program serves our low to moderate citizens of Plano. There still remains \$500 of 2006's allocation and the City is requesting \$1,000 for 2007, to continue funding such a necessary program. There were questions by the Commissioners as to why such small amounts were requested if the need for this service was so great. It was suggested that this concern be re-visited during deliberations.

## **AGENDA ITEM NO. 9E - PUBLIC HEARING ADMINISTRATION**

Ms. Day, made a request for \$100,000 in administrative funds. There was some discussion as to what types of expenses were a part of this request.

## **AGENDA ITEM NO. 10 DISCUSSION : APPOINTMENT OF VICE CHAIR**

Chairman Masengill acknowledged that it had been brought to his attention by Ms. Day that in the absence of the Chairman of this Commission, it might be worth the Commission's consideration of whether there should be a Vice Chair.

The Commissioners enthusiastically agreed. Ms. Day stated that since the agenda only listed the discussion of an appointment and not election or appointment, she would issue a revised agenda listing the election of a Vice Chair in one of the upcoming meetings.

**AGENDA ITEM NO. 11**

**DISCUSSION: COMMISSIONER OBSERVATIONS ON AGENCY VISITS**

The next agenda item was a report from Commissioners relative to the visits that they made to agencies that had been funded through these grants. Chairman Masengill asked each Commissioner for any comments that they had. Since Commissioner Harvey was not appointed at the time that the assignments were accepted by the Commissioners, she volunteered to go visit those agencies that had not been visited by a Commissioner. One of those agencies was City House. Commissioner Harvey agreed to visit them. Commissioner Marsh-Wyly accompanied Ms. Mahan on those to which she had committed to visit. Also, Ms. Marsh-Wyly stated that she will be recusing herself on any deliberations concerning LifePath Systems due to a conflict of interest.

**AGENDA ITEM NO. 12**

**ITEMS FOR FUTURE AGENDAS**

There were no items for future agendas discussed. Chairman Masengill reminded the Commissioners that the next meeting, would be scheduled for January 16, 2007, at 6:00 p.m., at the same location. That meeting will consist of a number of agencies making presentations of their grant requests to the Commission. Commissioner Johnson commended Chairman Masengill and Ms. Day for a wonderfully conducted first meeting.

Chairman Masengill adjourned the meeting at 9:22 p.m.

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Bob Masengill, Chairman