

COMMUNITY RELATIONS COMMISSION

PLANO MUNICIPAL CENTER

1520 K Avenue

February 23, 2017

ITEM NO.	EXPLANATION	ACTION TAKEN
	<p>5:00 p.m. - Dinner – Building Inspections Conference Room</p> <p>5:30 p.m. - Regular Meeting – Building Inspections Training Room</p> <p>1 Call to Order/Pledge of Allegiance</p> <p>2 Comments of Public Interest: This portion of the meeting is to allow the public to speak on items of interest or concern. It is not for the purpose of speaking on items that are on the current agenda. The Commission may not discuss these items, but factual or policy information may be provided in response to the comments, and the Commission may choose to place the item on a future agenda. Comments are limited to three (3) minutes per speaker, with a maximum time limit of fifteen (15) minutes for this portion of the meeting. Speakers will be notified when speaking time has expired.</p> <p>3 Approval of Minutes from the November 17, 2016 meeting</p> <p>4 Presentation and Discussion of the 2017 Consolidated Grant Application Training</p> <p>5 Discussion of the 2017 Consolidated Grant Application Public Hearing and Deliberation Process</p> <p>6 Consolidated Grant Application Rubric</p> <p>7 Items for Future Agendas</p> <p>Council Liaisons: Mayor Pro Tem Lissa Smith and Council Member David Downs</p>	

ACCESSIBILITY STATEMENT

Plano Municipal Center is wheelchair accessible. A sloped curb entry is available at the main entrance facing Municipal/L Avenue, with specially marked parking spaces nearby. Access and special parking are also available on the north side of the building. Requests for sign interpreters or special services must be received forty-eight (48) hours prior to the meeting time by calling the Neighborhood Services Department at 972-208-8150.

COMMUNITY RELATIONS COMMISSION MEETING MINUTES
November 17, 2016

COMMISSIONERS PRESENT

Judy Drotman, Chair
Cynthia Thomas, Vice-Chair
Cynthia Moore
Halimur Khan
Donna Straker
Daniel Edwards
Ron Johnson
Kimberly O'Neil

STAFF PRESENT

Shanette Brown, Housing and Community Services Manager
Anna Graham, Sr. Housing and Community Services Coordinator
Nopawn Austin, Sr. Housing and Community Services Coordinator
Doris Carter, Sr. Administrative Assistant

The meeting was called to order by Chairman Judy Drotman in Building Inspections Training Room, 1520 K Avenue at 5:35 p.m., Thursday, November 17, 2016. A quorum was present.

COMMENTS OF PUBLIC INTEREST

There were no public comments.

APPROVAL OF MINUTES

Vice-Chair Cynthia Thomas made a motion to approve the July 28, 2016 Community Relations Commission meeting minutes. Commissioner Donna Straker seconded the motion, which passed 7-0.

Commissioner Kimberly O'Neil arrived at 5:40 p.m.

AGENDA ITEM NO. 4
PRESENTATION AND DISCUSSION OF THE CITY'S 2017 BOND REFERENDUM

Ms. Karen Rhodes-Whitley, Director of Budget & Research, gave a presentation covering the City's 2017 Bond Referendum.

**AGENDA ITEM NO. 5
DISCUSSION OF THE ROLE OF THE COMMUNITY RELATIONS COMMISSION**

Chairman Drotman gave an overview of the role of the Community Relations Commission and the grant hearing process.

**AGENDA ITEM NO. 6
PRESENTATION AND DISCUSSION OF THE CITY OF PLANO'S 2015 CONSOLIDATED ANNUAL PERFORMANCE EVALUATION REPORT (CAPER), WHICH DESCRIBES ACCOMPLISHMENTS RESULTING FROM THE CITY'S UTILIZATION OF U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT FUNDS FROM OCTOBER 1, 2015 THROUGH SEPTEMBER 30, 2016**

Manager Shanette Brown presented an overview of the accomplishments in the CAPER for the period October 1, 2015 through September 30, 2016. Ms. Brown explained the changes made by the U.S. Department of Housing and Urban Development in the reporting process.

After much discussion of the report, Vice-Chair Thomas made a motion to approve the report as submitted. Commissioner Moore seconded the motion, which passed 8-0.

**AGENDA ITEM NO. 7
CONSIDERATION OF THE 2017 ANNUAL GRANT CALENDAR, CONSOLIDATED GRANT APPLICATIONS, INSTRUCTIONS, AND COMMISSION EVALUATION**

Ms. Brown gave a presentation covering the 2017 grant calendar, applications, instructions, and evaluation process.

Commissioner O'Neil inquired about the use of a rubric system when evaluating the applications. Ms. Brown stated that if the Commission would like to use a rubric system that could be a discussion item for a future agenda.

**AGENDA ITEM NO. 8
ITEMS FOR FUTURE AGENDAS**

It has been requested that the rubric system be considered as a future agenda item.

There being no other items for future agendas, Vice-Chair Thomas made a motion to adjourn the meeting. Commissioner Ron Johnson seconded the motion, which passed 8-0. Chairman Drotman adjourned the meeting at 7:05 p.m.

Community Relations Commissioner

CITY OF PLANO
COMMUNITY RELATIONS COMMISSION

February 23, 2017

Agenda Item No. 4

Presentation and Discussion of the 2017 Consolidated Grant Application Training

DESCRIPTION:

The Community Relations Commission will receive the training provided to grant applicants on the 2017 Consolidated Grant process.

REMARKS:

On January 24 and 25, 2017, City staff provided training to 39 organizations on the 2017 grant application process. This information will be reviewed for the Commission.

Staff is open to any suggestions the Commission may have for improvement and/or clarification during the one-on-one application review meetings.

RECOMMENDATIONS:

None.

CITY OF PLANO
COMMUNITY RELATIONS COMMISSION

February 23, 2017

Agenda Item No. 5

**Discussion of the 2017 Consolidated Grant Application Public Hearing
and Deliberation Process**

DESCRIPTION:

In preparation for their April and May meetings, the Community Relations Commission will discuss the public hearing and deliberation process for 2017 grant funding.

REMARKS:

Staff will discuss the process with the Commission to ensure we have a mutual understanding and help new Commissioners know what to expect from the upcoming meetings.

Excluding City programs, there are 39 organizations eligible to submit applications based on the attendance at our grant training this year, including:

- Four (4) new to the City's process;
- 26 of 28 are current grant year subrecipients of CDBG, HOME, and/or BCSG funds.

As in the past, staff is offering one-on-one sessions with organizations to review and provide specific guidance on their application eligibility and content. The deadline to schedule a one-on-one application review session was Friday, February 10, 2017.

Staff will discuss the use of SharePoint and ZoomGrants for the dissemination of grant application attachments and commissioner grant recommendations. Additionally, staff is open to any suggestions the Commission may have for improvement during the public hearing and deliberation process, as well as the funding recommendation spreadsheet.

RECOMMENDATIONS:

None.

CITY OF PLANO
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Agenda Item No. 6

Consolidated Grant Application Rubric

DESCRIPTION:

The Community Relations Commission will discuss the potential creation and use of a rubric to evaluate grant applications.

REMARKS:

This item was suggested as a future agenda item at the November 17, 2016 Commission meeting. The Commission will discuss the use of an evaluation tool to assist in reviewing grant applications and ultimately providing funding recommendations to City Council. Staff will be available to provide a historical perspective and suggestions that may assist in this process.

RECOMMENDATIONS:

None.