



**Community Development Advisory Board
Minutes
January 16, 2020 @ 6:00 p.m.**

		Present	
Vacant	District 1	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Lisa Kerns	District 2	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Jackie Adams	District 3	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Ann Birch	District 4	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Bud Thames	District 5	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Marshall West	District 6	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Rev. Jimmie Howell	District 7	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Kristen Smalls	District 8	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Edward Beaufort-Cutner	County Supervisor Appointee	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Staff			
Johnny Cribb	County Supervisor	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Les Blankenship	Deputy County Supervisor	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Danny Thrower	Chief Infrastructure Officer	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Victoria Marshall	County Grants Administrator	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Guest			
Phillip Obie, II, Berkeley County Councilman – District 3			

The meeting was called to order at 6:02 p.m. by Victoria Marshall, Grants Administrator.

I. Welcome

Johnny Cribb, County Supervisor, introduced himself to the board and thanked them for their service. The first year of project funding recommendation will set the stage for the success of the Program and the continuation of funding from the Department of Housing and Urban Development (HUD) for many years to come. He stressed the importance of the work the Board will be involved in and the difference they will make for citizens residing in the County. Councilman Phillip Obie, Danny Thrower and all board members in attendance introduced themselves.

II. New Business

- Advisory Board ByLaws

Bylaws were reviewed by the board. The bylaws contained two Article VIs. The Board requested the following changes:

Article VI – Amendments change to Article VII - By-Laws

Article VII – Conflict of Interest change to Article VIII - Conflict of Interest.

County staff will make said changes and bring corrected bylaws to the next meeting for the Chairman's signature.

Motion to accept Bylaws with changes was made by Marshall West:

2nd: Bud Thames

Ayes: 8 No: 0

- Nomination of Chair, Vice Chair

Mr. Marshall West was nominated as Chair and Mr. Bud Thames was nominated as Vice-Chair.

Motion to accept nominations by Jimmie Howell:

2nd: Jacki Adams

Ayes: 8 No: 0

Meeting was turned over to Chairman West

III. Approval of Minutes

The minutes from the December 2019 Advisory Board meeting were reviewed and approved.

IV. Proposal Scoring Training

The Board participated in a training session using a dummy application. After questions and discussion, the application was scored by all members. Each member shared their score and suggestions for improvements/changes the applicant can incorporate to make the project more feasible. Board voiced concern over the applicant's ability to manage a project properly. Victoria stated the County will be providing technical assistance and monitoring of projects and spending closely.

The Board recommends a meeting to review the current CDBG application and Request for Application package to make improvements for ease in reviewing and scoring. A meeting will be scheduled after all required HUD plans and documents are sent to Washington for review and acceptance.

V. Applicant Presentations Date

Wednesday, February 5, 2020 @ 6:00 p.m.
Berkeley County Administration Building
Assembly Room

Victoria will send an invitation to all applicants to present their projects to the Board. After a 3-minute presentation by each applicant, the board members will be able to ask probing questions before the funding recommendation meeting, scheduled for a later date.

VI. Proposal Funding Recommendation Meeting Date

Monday, February 10, 2020 @ 6:00 p.m.
Berkeley County Administration Building
Multi-Purpose Room

VII. Other Business

Mr. Howell motioned to determine the Board Terms at a later meeting. Ann Birch seconded the motion.

VIII. Adjournment

The meeting was adjourned at 8:22 p.m.