



CITIZENS ADVISORY COMMITTEE

City of Durham Virtual Meeting Via Zoom

(each Committee member received a personal secure meeting link)

Monthly Meeting Minutes

8/23/2021

6:00 PM

The Durham Citizens Advisory Committee met on the above date and time with the following members present: Levon Barnes (Chair), Shaneka Bynum, Rachel Eberhard, Lea Efird, Dr. Monique Holsey-Hyman, Donald Hughes, Jillian Riley, Adam Sadda, Alicia Smith-Freshwater, and Ebony West

Others Present: (Staff), Reginald J. Johnson (Staff), Matt Schnars (Staff), Pierce Freelon (City Council liaison)

Excused: Michelle Ketchum, Richard LaBennet, Dr. Brian Langloss (vice chair), Carl Newman

Not Excused: N/A

1. Call to Order

The meeting was called to order at 6:05 p.m. by Levon Barnes, Chair.

2. Introduction of New Members

Three new members who were introduced (Shaneka Bynum, Lea Efird, Donald Hughes)

3. Officer Nominations (2021/2022)

- a. Secretary- Alicia Smith-Freshwater
- b. Chair- Levon Barnes
- c. Vice Chair – Dr. Brian Langloss

The chair opened the floor for nominations for the position of secretary. Alicia Smith-Freshwater self-nominated; seconded by Ebony West; committee unanimously elected sole nominee.

The chair opened the floor for nominations for the position of chair. Jillian Riley nominated Levon Barnes; Alicia Smith-Freshwater seconded the motion; the sole nominee was unanimously elected.

The chair opened the floor for nominations for the position of Vice chair. The Chair shared with the committee that Dr. Langloss was still interested in continuing to serve in this capacity. Jillian Riley nominated Brian Langloss, seconded by Dr. Monique Holsey-Hyman; sole nominee unanimously elected.



4. Approve 2021-2022 Calendar

The calendar for this fiscal year was presented; and motion made by Dr. Monique Holsey-Hyman to accept; seconded by Donald Hughes; motion passed.

Date	Purpose	Notes
August 23, 2021	Regular Meeting	
September 27, 2021	Regular Meeting	
October 25, 2021	Regular Meeting	
*November 15, 2021	Regular Meeting	Adjusted to 3 rd Monday - Thanksgiving
*December 20, 2021	Regular Meeting	Adjusted to 3 rd Monday - Christmas
January 24, 2022	Regular Meeting	
February 28, 2022	Regular Meeting	
March 28, 2022	Regular Meeting	
April 25, 2022	Regular Meeting	
May 23, 2022	Regular Meeting	
June 27, 2022	Regular Meeting	

*Meeting dates adjusted due to Thanksgiving and Christmas Holidays.

5. Volunteer T-shirts

Matthew shared the link for volunteer t-shirts provided through the Clerk’s Office as recognition for board members. Approximately seven members have completed the google link for T-shirt size. The deadline for ordering shirts is August 27th.

6. Virtual CAC meetings

Due to rising cases in Covid19 due to the Delta variant- all city council and board meetings will be held virtually through the fall. Each board member will be provided a unique link to each meeting. The public may also attend our meetings via a YouTube link that is provided upon registration. Members can contact Matt at Matthew.Schnars@durhamnc.gov if they are unable to locate the meeting link. There was discussion on member preference to meet face-to-face versus virtually. The chair and Ronald Johnson shared that all meetings will be held virtually until further notice. Matt has created a wiki page for the committee’s reference. <https://sites.google.com/view/cac-wiki/home>

7. Agenda Topics for Future CAC meetings

The chair opened the floor for member feedback on desired topics for future meetings





- Refresher on Grants/programs facilitated by the CAC (acronyms, objectives, new member orientation consisting of previous PPT presentations/recordings)
- Affordable Housing Bond (impact on residents; status updates/progress)... engaging citizens
 - overview of CARES Act spending and American Rescue Plan
 - impact/overview on housing; stemming evictions...
 - bond's impact on black and brown communities
 - ways to inspire agencies/organizations to get involved with CAC; applying for grants
- CAC Priorities with new administrative leadership (new mayor; city council)
- Collaboration with other city and county boards/committees with similar mission and/or purpose (e.g. Housing and Development, Workforce Development, Environmental...)
 - Joint effort to address homelessness and housing needs
 - Host planning session (mind-meld/brainstorm with other boards)
- Overlap with other boards (above)- select one project to collaborate (neighborhood improvement services, community/economic development...)
- Status updates on CAC funded agencies (grants- close the loop on progress; accountability)
- Develop and track key performance indicators on CAC mission/objectives. Are metrics achieved (strategic vision/priorities and how they align with the City's vision).
- Role as community ambassadors/liasons; board member roles and responsibilities; as well as expectations of grantees and/or sub recipients
- Impact of CARES/ARP on existing CAC facilitated grants/processes for administration

8. Procurement Review Opportunities (RFPs/RFQs)

Matt Schnars and Reginald J. Johnson discussed the eight (8) process review opportunities since our last meeting. The RFP/RFQ process has transitioned to a “rolling calendar” instead of Spring/Fall timeframe where vendors and organizations can apply for grants. This is mostly due to multiple funding sources and types of procurement opportunities that occur throughout the year. CAC members were invited to participate in these reviews (as individuals versus “full” committee) for better efficiency and effectiveness.

9. Community Development Week

Community Development Week is scheduled in April 2022. A preliminary session will be held before December to ensure CAC can plan volunteer events and projects for that week. Ebony West will be leading the planning team that will consist of Levon Barnes, Dr. Monique Holsey-Hyman, and Jillian Riley.

10. Other Business

Announcements : Next meeting 9/27/2021

Meeting adjourned at 7:27p.m.