After determining that a quorum was present, the Community Services Advisory Committee of the City of Denton, Texas convened in a Regular Meeting on Friday, February 20, 2026, at 12:00 p.m. in Training Rooms 1 and 2 at the Development Services Center, 401 N. Elm Street, Denton, Texas.

MEMBERS PRESENT: Members Dale Tampke, Tracey Long, Kamyon Conner, and Kamga Siewe, Janet Scott-Harris

MEMBERS ABSENT: None

Called to order at 12:04 p.m. by Chair Dale Tampke with five members present.

1. ITEMS FOR INDIVIDUAL CONSIDERATION

A. CSAC 26-001 – Consider approval of minutes of January 9, 2026.

Chair Dale Tampke requested a motion to approve the minutes as listed.

Member Tracey Long moved to approve the minutes. Member Kamyon Conner seconded the motion. The motion carried.

AYES (4): Members Dale Tampke, Kamga Siewe, Kamyon Conner, and Tracey Long
NAYS (0): None
ABSTENTIONS (1): Member Janet Scott-Harris

B. CSAC 26-002 – Consider amending prior approval of the Community Services Advisory Committee's 2026 meeting schedule.

Staff explained that at the prior meeting it was noted that the time of the meeting would not be a factor for staff due to the new hours of operations on Fridays, being from 8AM to 12PM. However, staff were notified after the last meeting that the meeting time posed an issue, and the committee would need to seek amending the schedule. Discussions took place around proposing a new meeting time only. The committee opted to keep the previous schedule but move the meeting up to 10AM to ensure the meeting is done by 12PM. The dates are listed below for reference.

February 20
March 20
April 24
May 8
June- No meeting
July 17

August 14
September 11
October 9
November 13
December- No meeting

Chair Dale Tampke requested a motion to approve the amended 2026 schedule time only. Member Kamyon Conner made a motion to move the meeting time to 10AM on the dates listed above. Kamga Siewe seconded the motion.

AYES (5): Members Dale Tampke, Janet Scott-Harris, Kamga Siewe, Kamyon Conner, and Tracey Long
NAYS (0): None

C. CSAC 26-003 – Receive nominations and elect a Chair and Vice Chair.

Committee held a discussion and received nominations for Chair and Vice Chair.

Member Janet Scott-Harris nominated Dale Tampke as Chair. No other nominations were received. Member Kamga Siewe seconded the motion. The motion carried.

AYES (4): Members Janet Scott-Harris, Kamga Siewe, Kamyon Conner, and Tracey Long
NAYS (0): None
ABSTENTIONS (1): Dale Tampke

Member Janet Scott-Harris nominated Tracey Long as Vice Chair. No other nominations were received. The motion carried.

AYES (4): Members Dale, Tampke, Janet Scott-Harris, Kamga Siewe, and Kamyon Conner
NAYS (0): None
ABSTENTIONS (1): Tracey Long

Chair asked about term dates and staff noted that the term for the Chair and Vice Chair is from January 1, 2026, through December 31, 2026.

D. CSAC 26-004 – Receive a report and hold a discussion regarding the 2025-2026 Community Development Grant program agency expenditures and performance measures.

Staff presented an overview of the quarterly report that provided details on agency goals and expenditures from October 1 through December 31, 2025. Staff explained that there are several multi-year agreements and single-year agreements, which is why the multi-year shows a higher percentage of goals and expenditures met. Staff provided information to the committee that the Human Services agencies should have expended and met client goals of 25%; however, expenditure is below target. It was noted various reasons why there have been delays in meeting

the expenditure goals through December 31, 2025, and provided a plan of action to get agencies up to compliance. Technical assistance is provided to all agencies and staff are working to create video snippets to alleviate the common errors that have been seen thus far in hopes of reducing the errors in the future months of reporting and request. Through December 31, 51% of the client goals have been met which is on target to meet the overall goal by the end of the program year, and 92% of those served are low-moderate income households or persons.

The committee was provided with information on agencies that were significantly behind meeting the expenditure and client goals, as well as if they are a late reporter and if they receive more than 1 hour of technical assistance.

One member asked if the agencies receive receipt of the report being submitted. Staff explained that currently they do not receive a receipt that the report has been submitted; however, the agencies can tell if the report is submitted by ensuring the box is checked and completed. It was suggested that staff work with Neighborly to include submitted receipts of a report to ensure agencies receive confirmation that their reports have in fact been submitted. A suggestion was also made to request Neighborly to include a receipt or notification for Reviewers to be notified that they have not submitted a score for the applicant.

Another member asked if it's usual for technical assistance to be just 1 hour. Staff explained that the information provided was based on those agencies who have received more than 1 hour of technical assistance, but it varies by agencies. Some agencies have only received 30 minutes of technical assistance.

E. CSAC 26-005 – Receive a report regarding the status of the substantial amendment for HOME Investment Partnership (HOME) and HOME Investment Partnership American Rescue Plan (HOME-ARP) funds.

Staff explained that there is not much to update the committee on, but that staff met with both agencies regarding feedback on the program. Our Daily Bread notified staff that they will not amend the current HOME contract and will complete the program by April 30, 2026, as stated in their agreement.

Giving Grace have decided to continue to utilize the funds with a new amendment to allocate the balance from Our Daily Bread and residuals for the new year. It was noted that the amendment will go to City Council in late April.

F. CSAC 26-006 – Receive a report and give staff direction regarding the 2026-27 Community Development Grant program application process.

Staff explained there is a lot to go through with this agenda item but also wanted to take some time to stop throughout to ask questions regarding the item. Staff introduced the CD survey results that were conducted in October 2025 for the 26-27 program year. Staff highlighted that there were 313 responses, which is a significant increase compared to last year's response of 39 responses. Staff explained that the goal is to continue the upward trend of getting the information

out there for people to provide feedback on how funds should be utilized based on the communities' priorities. No comments or questions about this topic.

Staff provided information on the 26-27 CD Grant applications received with one correction to the Agenda Information Sheet; the total estimated funding available for Housing and Public Facility is $1,102,085. It was noted that all 28 applications received met basic eligibility requirements as provided in the presentation.

Staff provided comments on ways to improve the application in the next year.

One member asked about the information for funding recommendations, what is the difference between CSAC Mean Scoring and Mean of CSAC Member Scoring? Staff explained this was an oversight and they are the same. Regarding the applicants that provided only one objective, one member asked if those objectives capture what the agency does best. Staff explained that the Center for Non-Profit Management provided guidance that the minimum objectives for an organization should be 2 as it would be more meaningful to show the impact of services provided. Allowing the agencies to provide too many objectives can be burdensome and reduces the agencies' ability to do one thing well. Staff explained that the goal is to focus on deliverables rather than paying for salaries of indirect personnel.

When asked for directions to assist in funding recommendations, the committee stated to keep the list as is and requested to include current expenditures in the funding recommendations instead of having the report in a separate agenda item.

Staff explained the software database used to review and score applications, submit reports and request. Staff went through a review of Neighborly Software and provided a timeline for the committee on when scoring should be completed. In Exhibit 5 - Scoring Rubric, staff provides reference points to members to go back to specific sections to review the information to be scored on. One member asked if there is a way to go back and update the score if needed. Staff explained that you can provide a score, but do not hit the submit until you're sure that's the score you want to provide to that agency or if you submitted the score and want to update your score, then committee members would have to reach out to staff so they can reopen the scorecard to make the updates.

Staff explained that Exhibit 6 was sent via email to assist in making funding recommendations with the estimated funding available. Staff requested directions on providing funding recommendations as part of the scoring process. The committee discussed and the majority agreed that funding recommendations would be included in the scorecard as well as comments, in addition to the committee members emailing their Funding Calculator to staff to determine the average for the upcoming meeting. It was noted that staff are having discussions with Neighborly to implement a funding calculator within the scorecard for members to provide funding recommendations in the software rather than an excel document.

A timeline for the committee was provided for the application review and scoring process.

Timeline

Activity	Due Date
Access to Neighborly to review applications	February 20
Questions submitted by committee members to staff to request responses by agency	March 6
Score applications	March 20

2. CONCLUDING ITEMS

In conclusion, staff informed the committee on an update to the Homeless Council Initiatives program and that the information will be sent to the committee via email.

Chair Dale Tampke thanked the committee members for serving on the board and assisting in making difficult decisions regarding funding. Chair Dale Tampke also thanked staff for doing the work that is essential to the community in providing services to those who need it the most.

A. Under Section 551.042 of the Texas Open Meetings Act, respond to inquiries from the Community Services Advisory Committee or the public with specific factual information or recitation of policy, or accept a proposal to place the matter on the agenda for an upcoming meeting and under Section 551.0415 of the Texas Open Meetings Act, provide reports about items of community interest regarding which no action will be taken, to include: expressions of thanks, congratulations, or condolence; information regarding holiday schedules; an honorary or salutary recognition of a public official, public employee, or other citizen; a reminder about an upcoming event organized or sponsored by the governing body; information regarding a social, ceremonial, or community event organized or sponsored by an entity other than the governing body that was attended or is scheduled to be attended by a member of the governing body or an official or employee of the municipality; or an announcement involving an imminent threat to the public health and safety of people in the municipality that has arisen after the posting of the agenda.

With no other business, the meeting adjourned at 1:06 p.m.

DALE TAMPKE
CHAIR
CITY OF DENTON, TEXAS

~~TAMARA JONES~~ Luisa Garcia
~~GRANTS PROGRAM COORDINATOR~~ Community Dev. Manager
CITY OF DENTON, TEXAS

MINUTES APPROVED ON March 20, 2026