

CITY OF KENNEWICK
CDBG COMMITTEE
July 26, 2023

1. CALL TO ORDER:

Bobbie Littrell called to order the regular meeting of the Block Grant Advisory Committee at 4:04 p.m. on July 26, 2023 in the City Hall Council Chambers.

2. ATTENDANCE:

Members Present

Bobbie Littrell, Vice Chair
Bruce Donner
Christy Watts
Jim Millbauer, Councilmember
Christina Palmer, M.S Director
Kylie Peel, Staff Liaison

Members Excused/Absent

Ron Hue, Chair
Jerry Martin
Carlo D'Alessandro
Vel Wright

3. APPROVAL OF MINUTES:

There was no open discussion on the May 24, 2023 and June 28, 2023 minutes due to being three (3) committee members present and not enough for a quorum. Voting of minutes is suspended until the next scheduled meeting where a quorum is present.

4. OPEN ISSUES:

CARES Act Substantial Amendment - Christina Palmer reviewed the cost break down of the proposed security upgrades at the Community Center. The project includes the addition of 4 internal security cameras, lockdown button and access control/badge reader for the door located in the kitchen. It was explained the \$28,000 leftover funds could be used towards the proposed Community Center Security project and staff recommends that the remaining funds after this project is completed would then roll it into the 2024 Annual Action Plan.

Bobbie Littrell asked if we would be able to make timeliness. Kylie Peel explained there is no concern due to HUD extending the timeline to have CARES Act funds expended by 2026.

Councilmember Millbauer asked if the quote required a new door to be installed. Christina explained that it would not require a replacement of the door, rather it installs badge reader to the door. Staff would then remove the physical key aspect of unlocking/locking that door. It was also explained that access control provides better security for the facility so we can see who is entering through that door and can better manage access as people/volunteers change with the Meals on Wheels program. Changing out physical keys is costly and time consuming.

Bruce Donner asked about centralized control on the badges and Christina informed that it is centralized within our IT Department and badges and door access are only given out by IT staff. We can also narrow down the days & times the badges will work on the door if needed. Voting on this project is postponed until the next scheduled meeting where a quorum is present.

5. NEW BUSINESS:

None.

6. COMMITTEE COMMENTS/DISCUSSION:

No comments or discussion.

7. ADJOURNMENT:

The meeting adjourned at 4:13 p.m.

The next scheduled meeting is set for August 23, 2023.