



## EMPOWERMENT ZONE ADVISORY BOARD

City of El Paso – Community and Human Development Department – Empowerment Zone Grant (EZ)

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ADVISORY BOARD ORIENTATION MINUTES  
CITY HALL – 2<sup>nd</sup> FLOOR CONFERENCE ROOM  
OCTOBER 30, 2007  
2:00 p.m.

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The Empowerment Zone Advisory Board met in regular session at the above place and date. Meeting was called to order at 1:58 p.m. Isela Robison was present and presiding.

The following Advisory Board members answered roll call: Trinidad Acevedo, Sally Andrade, Park Kerr, Soledad Muniz, and Kwadwo Achampong.

Staff present: Bill Lilly (Community and Human Development Director), Isela Robison (Empowerment Zone Grant Coordinator), Marie A. Taylor (City Attorney's Office), Roxanne Varela (CD Environmental Assessment personnel), Tom Serrano (CD Senior Grant Planner), Terry Villanueva (Community and Human Development Secretary), Julia Estrada (AARP participant)

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1. Welcoming Remarks – Bill Lilly, Director, Community and Human Development

Advisory Board members and Community and Human Development staff introduced themselves.

Mr. Lilly gave a brief history of how the Empowerment Zone Program started and where it presently stands.

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2. Presentation by City Staff on the Following Subjects:

- A. HUD Round II Urban Empowerment Zone
- (1) Description of the El Paso Empowerment Zone
  - (2) El Paso Empowerment Zone Corporation (EPEZC) - Transition
  - (3) Community and Human Development Department

A Presentation was given by Isela Robison explaining the Strategic Plan, the Empowerment Zone boundaries, and a description of the El Paso Empowerment Zone Corporation (EPEZC). She also explained that the Empowerment Zone Grant is now being managed by the Community and Human Development Department within the City of El Paso

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- B. Governing Documents – Require compliance with statutory, regulatory and contractual requirements and procedures applicable to the administration of use of grants from the United States.
- (1) Memorandum of Agreement between HUD and City of El Paso
  - (2) HUD CFR 24

The HUD/City of El Paso Memorandum of Agreement and HUD CFR 24 regulations were distributed for informational purposes.

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- C. Strategic Plan – Community Input
- (1) Community Meetings
  - (2) Basic Compliance - "All funds...shall be used by the Zone only in conjunction with economic development activities consistent with the Implementation and Strategic Plans."
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Isela Robison explained the Strategic Plan will be revised per federal regulation. The strategic planning process consists of conducting community meetings and obtaining the community's input.

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D. Empowerment Zone Advisory Board

- (1) Role of the Advisory Board – Marie A. Taylor, City Attorney's Office
- (2) Forms - Financial Disclosure Form and Conflict of Interest Disclosure
- (3) Empowerment Zone Governing Body is City Council

Marie A. Taylor informed the Advisory Board of the Resolution adopted by City Council which describes the role of the Governing Body, Advisory Board, City personnel, and HUD.

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E. Role of City Staff

- (1) City, State, Federal Compliance
- (2) Administrative Support

Marie A. Taylor gave a brief description regarding role of City staff and Advisory Board complying with City, State, and Federal regulations.

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3. Nomination and Election of Chairperson and Vice-Chairperson

Motion made by Sally Andrade, seconded by Park Kerr, and unanimously carried that Item 3 be tabled until next Advisory Board meeting.

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4. Discussion and Action on Establishing Board Members' Initial Terms by Lot

Motion made by Sally Andrade, seconded by Park Kerr, and unanimously carried that Item 4 be tabled until next Advisory Board meeting.

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5. Set Next Meeting

Advisory Board suggested future meetings to be held on Tuesdays at 5:30 p.m.

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6. Public Comments on Agenda Items

None

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7. Adjournment

Motion made by Trinidad Acevedo, seconded by Kwadwo Achampong, and unanimously carried to adjourn meeting at 3:15 p.m.

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