



COMMUNITY DEVELOPMENT ADVISORY BOARD
MONDAY, March 9, 2026, 4:15 P.M.
COMMISSION ROOM, CITY HALL
LEAVENWORTH, KANSAS

Call to order:

Chairwoman Mary Mack called the meeting to order at 4:15 p.m. and a quorum was present.

Board members present in the commission chambers:

Chairwoman Mary Mack
Vice Chairman Brian Keeley
Sr. Paula Rose Jauernig
Kelly Butler
Tony Majors

Board members absent:

Mike Seufert

City Staff members present:

Community Development Coordinator, Bradley Brandon
Community Development Clerk, Katherine Criscione

Motion to roll call:

Chairwoman Mary Mack requested a motion for roll call.
5 of 6 members present, Chairwoman Mack deemed the meeting open.

Approval of the February 09, 2026 minutes:

Chairwoman Mack requested a motion to approve the minutes, as presented.
Motioned by Vice Chairman Brian Keeley.
Seconded by Board member Tony Majors.
Approved by a vote of 5-0

Agencies to present & answer CDAB questions:

Jackie Masoner, Manager of Catholic Charities Family Support Center

Requesting \$10,500 for rent and utilities. Services they provide are the Kansas Loan Pool, Family Financial Transformation to teach finances and budgeting, a Workforce person on staff, Happy Bottoms program that distributes diapers, and the Pregnancy Maintenance Initiative Program. Commodities Supplemental Food Program that offers seniors an extra box of food each month (home delivery is available), TEFAP, several financial assistance programs, clothing and household items. Handed out 300 take home Thanksgiving dinners last year. Partnered with Knights of Columbus to provide 200 coats for children. Client choice emergency food pantry that averages 1500 individuals a month, serving over 18,000 individuals with food. Utilizes about 45

volunteers every month. 3 full time family support employees and 4 part time employees that are housed between Leavenworth and Atchison.

Chairwoman Mack asked if there were any questions.

Board Member Kelly Butler asked if Atchison has the same capabilities that we have here.

Ms. Masoner responded that they have a family support center in Atchison too, but they share assets between the two counties.

Chairwoman Mack inquired about the 45 volunteers and if they split their time between the two locations.

Ms. Masoner responded no, they are based here in Leavenworth. Atchison has their own.

Jennifer Christensen, Executive Director for Interfaith Community of Hope:

Not available

Jermaine Wilson, Board Member for The Leavenworth Mission:

Requesting \$15,000 for rent assistance and to stabilize The Mission during its transition. Serves Veterans, seniors, low-income families and individuals experiencing homelessness. The Mission provides food, toiletries, animal food and supplies, clothing, toys and household items. The largest food pantry in Leavenworth County that distribute TEFAP. Pop up produce pantries that serve an average of 94 individuals, including 45 children, 37 seniors, and a mobile food pantry twice a month that reaches approximately 250 households. Additional food pantry on the fourth Monday serves between 80 and 90 families.

The thrift store played a part in sustaining the food pantry. It covered rent, utilities and other operational costs. As of February 2026, the thrift store is no longer operational. The Mission has moved its location to 616 Grand Ave. Volunteers are always appreciated.

Chairwoman Mack asked if the move from Broadway to Grand has disrupted their service.

Mr. Wilson said it has created some challenges, but they have volunteers that have helped support the transition.

Chairwoman Mack asked what times are available for someone who wants to volunteer.

Mr. Wilson replied that every Monday volunteers can come to 616 Grand Ave from 3 p.m. to 5:30 p.m. Also, the fourth Monday of every month they are looking for volunteers that are available from 2 p.m. to 7 p.m. Please visit The Leavenworth Mission website, Facebook and YouTube.

Ms. Butler asked if this is the old Howard Wilson and if they have a separate space inside or if they are joining with Harvest Christian Center International.

Mr. Wilson replied Harvest Christian Center International has allowed them to use the back half of the church building.

Ms. Butler asked if they had to pay rent, and Mr. Wilson responded that yes, they do.

Chairwoman Mack asked if there were any other questions.

Mr. Majors commented that it's great that they picked up the Mission and it's vital for the community.

Sr. Jauernig asked how the seniors and residents apply for the government commodities. She wanted to know if Mr. Wilson has the applications or if people get them from the government or state, and how people qualify.

Mr. Wilson responded that on the fourth Monday, individuals come and sign in, bring their ID and have their information entered into a database, and they are given a card. The next time they come, they present their card and can get the food they need. Volunteers are available to load the food for them.

Chairwoman Mack asked if there were any other questions or comments.

Elaina Crenshaw, Executive Director of the Alliance Against Family Violence:

Requesting \$10,000 for utility reimbursement. In the last year, they have served 141 individuals, 52 of those were Leavenworth residents. 85% were extremely low income, 15% were very low income. Expecting to serve 120 residents this coming year. There is a court advocate that works with law enforcement and City officials. A community office has been opened. They are working to create an outreach program for clients that move out of the shelter, so they can get continued support.

Ms. Crenshaw asked if there were any questions for her.

Sr. Jauernig asked how people get to the shelter, if law enforcement takes them. Ms. Crenshaw responded it is through a variety of means, a call in through a hotline (AAFV is contacted via the hotline by law enforcement and hospitals), Guiding Light is also a point of contact.

Chairwoman Mack asked if the advocate with the Police Department is a police officer. Ms. Crenshaw replied not at this time, but they are working toward it. Currently, they have a court advocate that works with law enforcement. The court advocate is at the Justice Center every Monday to be available for walk-ins.

Sr. Jauernig asked about the 141 individuals they served last year and if AAFV is predicting lower numbers this year. Ms. Crenshaw said there are 120 residents. Residents are classified as people that come into the shelter.

Mr. Brandon added that in reference to the court advocate, the County attorney handles the domestic violence cases. A police officer gives a Victim's Notice to the person affected by domestic violence and AAFV's advocate meets with the victim and the County attorney to provide guidance on what to do and how to get a protection order.

Ms. Butler asked if they had their own building. Ms. Crenshaw responded that they do have their own building, but they are also renting an office to provide a public space where they can assist the non-residential clients and the court advocate has a place to meet outside of the Justice Center.

Ms. Butler asked for clarification that Ms. Crenshaw's request is for utilities. Ms. Crenshaw replied yes.

Chairwoman Mack asked if there were any other questions or comments.

Mr. Majors thanked Ms. Crenshaw for what they do and wanted to know if they keep statistics.

Ms. Crenshaw said yes. They use a data program called Osnum. They also keep demographic information once a client has exited anything that can be personally identified, it's destroyed or redacted.

Kelly Williams, Executive Director for the First Judicial District CASA Association:

Requesting \$13,500 for rent reimbursement. They have 3 programs under their umbrella:

CASA: Court Appointed Special Advocates. Primary focus is to recruit volunteers and train them to be professional advocates. CASAs stay on a case for the life of the case, typically 17 months. The goal is that the child is reunited with their biological parents, adoptive parents or that they get a permanent custodianship with someone who will be a forever home. Last year they served 42 Leavenworth children.

Child Exchange and Visitation Center: Supervised visitation and monitored exchange at Center. Primary focus is to recruit volunteers and train them to be professional monitors. The monitors sit in on all the visits that occur. They observe the interactions and record everything that happens factually and unbiased. Last year they served 138 children.

Child Advocacy Center: Forensic interviewing. Serves between CAC, law enforcement and DCF. Prosecutors are usually involved in the process but don't observe the interviews. The Center oversees training and hiring of forensic interviewers, who are sent to Huntsville, AL for training. Last year they had just under 150 children that had forensic interviews.

Ms. Williams asked if there were any questions.

Chairwoman Mack commented on her own personal experience with a CASA advocate and how awesome the program is.

Ms. Butler said she volunteers and said she loves CASA's program, that it's amazing and the people that work there are truly incredible. She asked how long they had been in their building, and if they saw themselves staying in the building. She inquired if the rent had been raised.

Ms. Williams replied they have been in their current building for 18 years. They rent from Greenamyre and the building is for sale. They have a 10-year lease that has 5 years left on it. Their rent increases 3% every year. Their Board is looking at the possibility of acquiring or building their own space and doing a capital campaign.

Chairwoman Mack asked if there were any other questions or comments.

Mr. Brandon asked if anyone present had comments regarding the CDBG meeting. There were no additional comments.

Chairwoman Mack closed the agencies portion of the meeting and dismissed anyone who did not want to stay for the rest of the meeting.

Mr. Brandon said he would reach out to Jennifer Christensen, Executive Director at Interfaith Community of Hope. Their application looked good and was very thorough.

Aggregate Data Sheets:

Mr. Brandon explained the aggregate data sheets. He is using this year's grant information and matched it against what each agency is asking for, just to get a picture of what it would look like. The information will not be final until HUD gives us a final number.

Sr. Jauernig asked when the money will become available.

Mr. Brandon last year we didn't get the money until October.

Mr. Majors asked if everyone had used their money from last year.

Mr. Brandon responded that yes, everyone is on track using their money from the 2024 year and that the agencies are on track and doing well for the 2025 year. The Mission is the only one that has used all their money this year.

Ms. Butler wanted to know if HUD gives a notification about the amount of money we will receive. Mr. Brandon said no.

Ms. Butler asked if Mr. Brandon is basing the numbers off what has been received in the past.

Mr. Brandon said it usually goes up, but there is no guarantee of that. He believes last year it went up to \$15,000 but he's only allowed to use 15% of the entitlement. Last year's number was \$36,906, but only 15% of it was able to go to public service agencies. The projected available total for this year came to \$55,359.

Ms. Butler asked how Mr. Brandon comes to the determination about how much each agency will receive. Mr. Brandon said he adds together what each agency is asking for, totaling \$64,000. We were granted \$55,359, which left a deficit of \$8,641. He divided the deficit between the 5 agencies and came up with a deficit of \$1,728 each, which will be evenly deducted from each agencies "ask" amount. The secondary method of distributing the funds is based on scoring, where each agency will receive a percentage of \$55,359 based on score rank. The goal is to get rid of the deficit and make it as fair as possible.

Ms. Butler asked if the scores are shared with the agencies. Mr. Brandon said no.

Ms. Butler asked how an agency would know if they're getting more or less money based on their packet.

Mr. Brandon explained when the Board votes, everyone has a \$1,728 deficit deducted from their award money. The secondary method would be a letter sent to the agencies that simply states how much they're getting. Last year, the Board voted to deduct the deficit from each agencies "ask", that it would be fair to all the agencies. However, it will be up for vote at the next meeting on April 13, 2026.

Ms. Butler expressed she felt guilty because all the agencies are doing incredible work and they are all different and face different challenges, but they're amazing. She pointed out that it's clear some put more effort into their packets and it could just be dependent on their staff but didn't want to judge a packet because a question didn't get answered (as an example), and so the agency might get a lower grade and less money.

Mr. Brandon acknowledged it's not a popular method but felt there needed to be two options to give the Board choices to vote on. The next meeting, April 13th, will be the date of the actual vote.

Chairwoman Mack let the Board know she will not be here for the April 13th meeting.

Mr. Brandon asked the Board what they felt would be a good time to turn the sheets in. They can email it to him or drop it off in person. He would like at least two weeks to get the scores turned in so he can look them over. The Board agreed April 1st would be a good date to turn them in.

Ms. Butler asked if the project meets a strategic priority in the City for housing, health or substance abuse, if that is our gauge, and if these three programs are what they're judging the scores on. She also asked for clarification on the definition of "health".

Chairwoman Mack stated if she was needed for a vote, she could call in. Mr. Brandon said it was okay to do that. We only need 4 for a quorum.

Mr. Brandon said former Chairman Charles Davis moved to Florida. Although he didn't officially resign or present anything in writing, there is a spot open now if the Board knows of anyone that would like to serve in his place.

Chairwoman Mack asked if there were any other matters to discuss. Since there were no other matters, a motion was made to adjourn the meeting.

Vice Chairman Keeley moved to adjourn the meeting.

Tony Majors seconded the motion.

Motion carried in favor 5-0.

Next Meeting:

April 13, 2026 @ 4:15pm

Adjourn:

Chairwoman Mack announced the meeting adjourned.

Meeting adjourned at 5:00 p.m.

Minutes taken by Community Development Clerk, Katherine Criscione