



**OFFICIAL MINUTES OF THE OXFORD MAYOR AND COUNCIL MEETING
SPECIAL CALLED MEETING
WEDNESDAY, DECEMBER 20, 2021 – 6:15 PM
VIA TELECONFERENCE**

ELECTED OFFICIALS PRESENT:

David Eady – Mayor
George Holt – Councilmember
Lynn Bohanan – Councilmember
Avis Williams – Councilmember
Laura McCanless – Councilmember
James Windham – Councilmember

ELECTED OFFICIALS ABSENT:

Jeff Wearing – Councilmember

APPOINTED/STAFF PRESENT:

Bill Andrew – City Manager
Marcia Brooks – City Clerk/Treasurer

OTHERS PRESENT: Art Vinson, Robert Jordan

1. The meeting was called to order by the Hon. David Eady, Mayor.
2. **A motion was made by George Holt to accept the Agenda for the Special Called Meeting of December 20, 2021. Laura McCanless seconded the motion. The motion was approved unanimously (5/0).** (Attachment A)
3. Community Development Block Grant (CDBG) Language Access Plan Resolution (Attachment B)
As a special condition of the stipulations of the CDBG that Oxford recently received from the Georgia Department of Community Affairs (DCA), the Mayor and Council must adopt a Language Access Plan to address the communication needs of Limited English Proficient (LEP) residents impacted by the project. Staff recommends approval of the LEP resolution.

George Holt noted that the address for the City of Oxford is incorrect on page 6. Bill Andrew advised he would correct this error before the resolution is signed.

Mr. Holt also asked for verification that the grant comes from the U.S. Department of Housing and Urban Development (HUD) and is passed to the City of Oxford by DCA. He noted that the City Manager is the LEP Coordinator. He also observed that it appears that Oxford has such a small number of LEP residents that the City will not be required to translate all documents or undertake a lot of other effort to comply with this requirement.

Mayor Eady agreed with Mr. Holt's observations. Mayor Eady observed that Appendix A in the document which provided data concerning LEP residents for Oxford was very blurry. He downloaded the data from the American Community Services Data site. This information was provided during the meeting. The main point for Oxford is that if a resident who is impacted by the project cannot read the

Documents due to limited English proficiency, the City is required to provide reasonable accommodations in the form of an interpreter to ensure the information is understood.

Art Vinson asked if funds from the grant would be used to comply with this requirement. Marcia Brooks stated that there are some funds set aside for administrative purposes. Mr. Vinson asked if the City knows the estimated cost of compliance. Bill Andrew advised there should be no cost unless a request is made by a resident needing a reasonable accommodation.

Mayor Eady emphasized that the margin of error for some of the estimates in the population data is almost as large as the estimates themselves. Also, the data is based on a population estimate for 2019, not an actual census count.

Laura McCanless made a motion to approve the Language Access Plan resolution for the CDBG. George Holt seconded the motion. The motion was approved unanimously (5/0).

Mr. Andrew advised Mayor Eady that the resolution is due to DCA on the following day.

4. Adjourn

Jim Windham made a motion to adjourn at 6:28 p.m. George Holt seconded the motion. The motion was approved unanimously (5/0).

Respectfully Submitted,



Marcia Brooks
City Clerk/Treasurer