

**COMMUNITY SERVICES ADVISORY BOARD MEETING
JANUARY 10, 2005 – 7:00 P.M.**

**CITY COMMISSION CHAMBERS – 1ST FLOOR
100 N. ANDREWS AVENUE**

Board Members

	<u>Present</u>	<u>Absent</u>	<u>Cumulative From 10/03</u>	
			<u>(P)</u>	<u>(A)</u>
Robert Brady	P		11	2
Jennie Brooks	P		10	3
Marie Conroy		A	9	1
Marjorie Davis		A	5	8
John Hurley	P		5	8
Robert Pascal	P		12	1
Sanford Rosenthal	P		13	0
Robert Smith	P		13	0
William Goetz	P		4	1
Michael Kimmey	P		3	1
Alfred Imgrund	P		1	0

Staff Present:

Margarette Hayes, Community Development
Lauren Wilmoth, Secretary Community Development

Margaret A. D'Alessio, Recording Secretary

Guests

Kevin Green
Alan Pascal
Harris W. Manning

Call to Order

Chair Robert Brady called the meeting to order at approximately 7:00 p.m. and roll call was taken and a quorum was present.

New Board Member

Chair Robert Brady welcomed Alfred Imgrund as a member of the Community Services Advisory Board.

Alfred Imgrund said he was retired and had been a licensed private detective, along with having served as Mayor of his town for one term. He stated that he was happy to serve on this Board.

Approval of Minutes – December 13, 2004 Meeting

Motion was made by Chair Robert Brady and seconded by Robert Pascal to approve the minutes of the December 13, 2004 Meeting. Board unanimously approved.

New Board Member Updates

Margarette Hayes stated that Mr. Imgrund had been the last appointee. No new appointments were made at the previous Commission meeting. She said that Mr.

COMMUNITY SERVICES ADVISORY BOARD

JANUARY 10, 2005

PAGE 2

Imgrund had not been notified of his appointment in time for the Board's previous meeting, and therefore, Mr. Imgrund's attendance record would be changed.

Information Updates:

Affordable Housing Roundtable

Margarette Hayes stated that Commissioner Moore had attended this Board's last meeting and had provided an update regarding the Affordable Housing Roundtable held on November 6, 2004 at the Research Library and Cultural Center. Mr. Pascal had requested copies of the handout, which had been provided. Such information had been distributed to the Board, along with the information entitled "American Dream." She said the second phase of the Affordable Housing Roundtable would be held on January 22, 2005 at the Performing Arts Center at 9:00 a.m. An update would be provided and this Board was invited to participate.

Ms. Hayes stated that a diverse group of individuals had met during the first meeting.

CRA Power Point Presentation

Margarette Hayes stated that the CRA had made a presentation giving the annual update as required by the Block Grant Fund, and copies were provided to this Board.

Community Development Block Grant Application & Guidelines

Margarette Hayes stated that every year their office was charged with the responsibility of providing to HUD an Annual Action Plan for the use of their Federal dollars, including the CDBG, the HOME, Emergency Shelter Grant, ESG, and HOPWA funds. The planning cycle would start this Wednesday. She stated that the application and instructions were provided to the Board. She said HUD required them to plan a year in advance, and therefore, the Program year would start October 1, 2005 through September 30, 2006.

Ms. Hayes further stated that on page 2 of the application under the "Proposal Schedule," January 12, 2005 would be the first planning meeting whereby the Emergency Shelter Grant and the HOPWA Programs would be addressed. She advised that on January 13, 2005 at noon, they would discuss the CDBG and the Home Programs, and during the evening on January 13, 2005 all grants would be discussed. She stated the meeting would be held at the Mizell Center, 1409 NW 6th Street.

Ms. Hayes stated that the applications would be made available to everyone on January 24, 2005. She stated that HOPWA requested that proposals be released on February 6, 2005. She advised that the CDBG application deadline would be February 21, 2005 at 3:00 p.m. She stated that the RFP deadline for HOPWA would be March 1, 2005 at 3:00 p.m. She stated further that the bid opening for the RFP would be March 7, 2005. April 11, 2005 would be this Board's first review of the applications for such funds. She stated the second presentations would take place on April 18, and the public hearing would be tentatively scheduled before the City Commission for June 21, 2005.

Ms. Hayes urged the Board to attend the planning meetings. She also stated that they were starting the stages for the 2006-2010 5-year action plan to be presented to HUD. She advised that they were presently in the process of sending out the surveys regarding the programs so they could assess as to what they had to plan for over the

COMMUNITY SERVICES ADVISORY BOARD

JANUARY 10, 2005

PAGE 3

next 5 years. A public meeting would then be held, and the issues presented to the City Commission.

Chair Robert Brady asked if the applicants had to attend the planning meetings so as to be eligible for the funding. Ms. Hayes replied they did not have to attend such meetings, because the applicants felt they could handle the applications. She stated that in regard to the CDBG and HOPWA Programs, they did encourage the applicants to attend the pre-proposal and pre-bid conferences so they could ask questions regarding the programs.

Chair Robert Brady proceeded to welcome Dr. Goetz to the meeting at approximately 7:15 p.m.

Jennie Brooks asked who submitted the RFP. Ms. Hayes stated for the Block Grant Funds it was the actual application. The RFP was for the HOPWA monies, which were competitively bid.

Chair Robert Brady asked how much was available this year through the HOPWA Program. Ms. Hayes stated there was about \$6.1 Million available. Chair Robert Brady asked if a sole applicant could request such an amount. Ms. Hayes stated that short of the 3% administrative budget, they could do so. Based on prior experience, they let everyone know about the areas in need, such as substance abuse. She stated there was a Tenant Voucher Program that had to be funded through the Housing Authority, and every year they had been the successful in receiving award of the bid. She stated that most funds were used for direct emergency financial assistance, such as individuals threatened with homelessness.

Ms. Hayes stated that the actual use of funds were due at the same time to HUD as the HOPWA bids. Therefore, they were done simultaneously last year. She stated that a Selection Committee would be appointed for the HOPWA RFP consisting of individuals who had AIDS, along with an advocate for people with AIDS, and various other individuals. She explained that the Committee would review the submitted proposals, and then make their recommendations to the City Commission for the funding.

Ms. Hayes again urged the Board Members to attend the planning meetings. Chair Robert Brady asked if such meeting had to be noticed if more than one Board Member attended. Ms. Hayes stated that had not been done in the past because business was not actually discussed and the Board Members would only be listening to input being provided regarding the programs.

Robert Smith stated that he had found the meetings very interesting last year.

Chair Robert Brady encouraged the new Board Members to participate in the process.

Margarette Hayes reminded the Board Members that site visits could be made. She stated that several members had done so in the past, and it was a rewarding experience.

Consolidated Annual Performance Report (CAPER)

Margarette Hayes stated that at the end of the year a report was sent to HUD regarding who would be funded. Therefore, a comprehensive plan was required to be submitted. She stated that on Page 43 under IDIS-CO4PR26 at the bottom below the summary of expenditures, the key areas were listed that HUD required they be in compliance with, such as Low/Mod Benefit, and the minimum requirement for that category was 70%.

COMMUNITY SERVICES ADVISORY BOARD

JANUARY 10, 2005

PAGE 4

She explained that 100% of their funds were spent in helping individuals with very low income.

Ms. Hayes stated that on the next page in Part IV, Public Service Calculations, line 36 showed 14.04% was to be supplied, and their cap was 15%. Therefore, they were in compliance with such a requirement. She further stated that under Part V, Planning and Administration, HUD required that only 20% be used which had been the standard figure for the last 30 years. She stated they had asked for such limits to be increased, but HUD had not yet done so. All statutory requirements were met. She stated that this report had to be submitted to HUD by December 31st, and that had been done. They were now waiting on the report to be graded. She stated that once it was approved by HUD, she would pass on the information to this Board.

Chair Robert Brady stated that there was an unexpended balance of \$210,438.39 for CDBG expenditures. He continued stating that the media had made reports on this matter, and he asked if some further explanation could be given. Ms. Hayes explained that the Block Grant Program dollars could be carried over from year to year, and therefore, it did not mean that the funds had not been allocated. She stated that in some years the funds were encumbered in an agreement, but just had not been spent. She explained that no administrative dollars could be carried forward.

Jennie Brooks asked how much money was available in the CDBG funds. Ms. Hayes replied that in the public service area, there was about \$300,000 available. She explained that after the awards were given, they received notice that the funds had been reduced. She stated that for the program year 2005/2006, there was a reduction in the dollar amounts, and they were losing an additional \$100,000 in the Block Grant, about \$30,000 in HOME grants, and \$130,000 in the HOPWA Program. She stated that a report was given to the Assistant City Manager explaining the impacts of such reductions. She further advised that over the last 4 years, they consistently lost an average of \$100,000 in the Block Grant. She stated that such reductions decreased the amount of services that could be supplied.

Other Business

Certificates of Public Convenience and Necessity

Margarette Hayes stated that Lori Milano, Director Community Inspections, had been requested to bring forth the applications of Public Convenience and Necessity, but they were not ready. She advised that Ms. Milano had provided an e-mail update to her today stating that as they reviewed the applications, they found many to be incomplete. Notification was sent to such applicants, and after additional information was received, the applications would be presented to this Board for their review.

Jennie Brooks asked if the recommendations made in December were going to be reviewed before the other applications were submitted. Ms. Hayes stated that all applications would be presented at the same time.

Chair Robert Brady stated that Mr. Rayson appeared because he was going to be out of the country the following month. He suggested that petty cabs also be included at the same time. He stated that information was supplied regarding the issue. He said that he had promised Mr. Green that the matter would be heard.

COMMUNITY SERVICES ADVISORY BOARD

JANUARY 10, 2005

PAGE 5

Ms. Hayes stated they were attempting to be pro-active, but a halt was placed on the notice because of the applications lacking the necessary information.

Analysis to Impediments/HUD

Margarette Hayes stated that about 1½ years ago the City was cited by HUD for not updating their analysis to impediments regarding fair housing. The Commission authorized them to contract with HOPE, Inc. of Miami that was the only affordable housing provider in the Tri-County area so such analysis could be provided. She stated that it was completed and an update would be given to the City Commission. Various areas of concern were cited within Broward County. She stated that this document was only for information purposes. She stated that some of the recommendations were feasible, but some were not due to financial resources not being available.

Margarette Hayes stated that it was Lauren Wilmoth's last meeting with this Board due to her promotion to the Police Department as Secretary I.

Chair Robert Brady proceeded to congratulate Ms. Wilmoth on behalf of the Board.

Meeting Dates

Mr. Hurley asked if the meeting dates could be e-mailed to the Board Members.

Margarette Hayes stated that her secretary wanted to have everyone's e-mail address so information could be sent to them.

Chair Robert Brady reminded everyone that this Board met the second Monday of every month at 7:00 p.m. Ms. Hayes confirmed. Chair Robert Brady stated that the Board did not meet in August.

Ordinance/Budget/Community Services Advisory Board

Chair Robert Brady stated that this Board had requested clarification regarding the Ordinance authorizing a budget for this Board, which had not yet been provided. He asked if such information could be delivered to the Board Members.

There being no further business to come before this Board, the meeting was adjourned at 7:45 p.m.

Margaret A. D'Alessio
Recording Secretary