

**COMMUNITY SERVICES ADVISORY BOARD MEETING  
NOVEMBER 14, 2005 – 7:00 P.M.**

**CITY COMMISSION CHAMBERS – 1<sup>ST</sup> FLOOR  
100 N. ANDREWS AVENUE**

**Board Members**

	<b><u>Present</u></b>	<b><u>Absent</u></b>	<b><u>Cumulative From 10/03</u></b>	
			<b><u>(P)</u></b>	<b><u>(A)</u></b>
Jennie Brooks	P		17	4
Marie Conroy		A	13	4
Marjorie Davis		A	5	16
John Hurley	P		11	10
Robert Pascal		A	17	4
Sanford Rosenthal	P		21	0
Diane Schuster	P		3	0
Robert Smith	P		21	0
William Goetz	P		12	1
Michael Kimmey	P		10	2
Alfred Imgrund		A	8	1
Avery Dial	P		3	0
Margaret Birch		A	0	1

**Staff Present:**

Assistant City Attorney  
Margaret Hayes, Community Development  
Leon Burgess, Housing & Community Development  
Susan Batchelder, Housing & Community Development

Margaret A. Muhl, Recording Secretary

**Guests**

None

**Call to Order**

Chair John Hurley called the meeting to order at approximately 7:01 p.m., roll call was taken, and a quorum was present.

**New Member**

Margarette Hayes announced that Margaret Birch was a new appointee to the Board. She also advised that Jennie Brooks was also present at tonight's meeting.

Margarette Hayes announced that she had received an e-mail on October 4, 2005 from Robert Kimmey, but she had not read that e-mail until after the October 10<sup>th</sup> meeting.

**Board and Staff Introductions**

Margarette Hayes stated that the following staff members were present at tonight's meeting: Susan Batchelder, Community Development; Leon Burgess, Community Development; and Margarette Hayes, Community Development.

**Approval of Minutes – October 10, 2005 Meeting**

**Motion** made by Jennie Brooks and seconded by Avery Dial to approve the minutes of the October 10, 2005 meeting. Board unanimously approved.

**New Board Member Update**

Margarette Hayes stated that there are still some vacancies on this Board, and possibly at the Commission meeting tomorrow, new appointments would be made.

**Review of Fiscal Year 2006-2007 Community Development Block Grant Application Process**

Margarette Hayes stated that during the funding cycle and subsequent application review that occurred last year, several questions were raised by this Board in regard to additional documentation and information that should be included as part of the application. She stated that a copy of the 2005-2006 application was submitted to the Board, along with information submitted by Dr. Goetz in regard to ranking. She stated that they are rapidly approaching the '06-'07 funding cycle, and therefore, she wanted to review this information with the Board.

Margarette Hayes continued stating that at the back of the application are the current ranking considerations.

The current #1 consideration was in regard to local support and leveraging which was the ability of the requesting organization to leverage CDBG dollars through matching funds from other agencies, other grants, and other funding cycles. The organization was required to provide evidence of what the other funding commitments are which could be from the County, donations, or in-kind services. They were ranked based on the amount of CDBG monies they were requesting, and the overall points available were 30.

Margarette Hayes explained that the ranking consideration offered by Dr. Goetz suggests that evidence, base evaluation of effectiveness with the same point structure, but objective evidence of effectiveness of same program in the past.

Dr. Goetz stated that the second page of his report contained his comments regarding leveraging.

Margarette Hayes read as follows: "Ability to leverage CDBG through matching funds from elsewhere. Evidence of other funding commitment, percentage of project costs funded by CDBG." Additional comments are as follows: "Cash on hand, and net assets of applicant's organization, and for any parent organizations, and must provide evidence of organization's expenses and income for the last two fiscal years."

Jennie Brooks stated that some of the organizations that make requests are just starting out, and might not be able to supply all the requested information for the last two years. Therefore, she felt that possibly such information for the last year would be sufficient.

COMMUNITY SERVICES ADVISORY BOARD

NOVEMBER 14, 2005

PAGE 3

Dr. Goetz stated that when the Board was doing the evaluation of the applicants, it appeared that the application process and the long-term follow-up by staff had concentrated on the goals of the grant and how the monies were to be spent, as opposed to the measurement of outcomes to which extent the applicant had met their goals, and whether the grant resulted in tangible benefits to the community. He further stated that they needed to assure that money was being spent on effective programs, rather than just spending money on intuition. He continued stating that there would obviously be some new programs and new grantees that would not be able to supply all of the requested information, but if organizations were requesting grants that had been in existence for some time or had received previous grants, then he felt it would be appropriate to request evidence showing that their goals had been met. He stated that for new grantees, it would be reasonable to request criteria by which they intended to judge their movements.

Dr. Goetz stated that some of his wording regarding his recommendations might be intimidating, and possibly staff could make some modifications.

Margarette Hayes stated that if Dr. Goetz is requesting evidence regarding the applicant's expenses and income for the last two fiscal years, then that was a simple statement and could not really be modified. Dr. Goetz stated that a lot of his recommendations were affirmation as to what was previously requested. He stated that the Board needed to consider that some groups might have an extreme balance in their budget of monies that had not been spent, and then they would need to reconsider granting them any further funds.

Margarette Hayes stated that a reasonable solution to that would be if applicableness applied in that case. She then asked for further explanation from Dr. Goetz regarding his comments pertaining to cash-on-hand and net assets of applicant's organization or any parent organization. She asked if an example of this would be the Girl Scouts. Dr. Goetz explained that it would actually be a subset of the organization's expenses and income making it easier for the Board to ferret it out and not have to look at all the financial reports. Margarette Hayes further asked if Dr. Goetz was requesting a type of balance sheet. Dr. Goetz stated that the balance sheet consists of the organization's expenses and incomes. He felt it would make the procedure more simple.

Robert Smith stated that he was in favor of Dr. Goetz's recommendations, but he wanted to see the last item mentioned rolled into 3A. Dr. Goetz stated that he almost separated those because he felt the ranking considerations were done in a way that certain items should be covered separately.

Margarette Hayes clarified that in regard to leveraging and assets they would request that the applicant leverage their money, indicate matching from other outside funds, evidence to be shown of other funding commitments, and a percentage shown of project costs funded by CDBG which essentially would remain the same.

Chair John Hurley asked if there should be an "up" or "down" vote as to whether to adopt the recommendations being made. Margarette Hayes stated that it was up to the Board to decide how they wanted to address this.

Chair John Hurley stated that everything does not match up with what had been proposed by Dr. Goetz. Therefore, he felt that an "up" or "down" vote as to whether to adopt the suggestions made would be the best way to handle this. He asked the Board for their comments.

Dr. Goetz stated that if the Board adopted his suggestions, then he would be willing to work with staff to streamline the recommendations and make them clearer.

Margarette Hayes stated that she wanted to make sure that everyone would be on the same page. She stated further that often times the application process was difficult, and some of the requesting agencies were small and did not have grant writers to help them understand the complete process. Other agencies have paid grant writers who breeze through the process. She stated they were trying to arrive at a comfortable mix so any not-for-profit would be able to understand the process and not feel unduly over-burdened.

Chair John Hurley asked if the Board had to make their decision this evening. He asked if Dr. Goetz could meet with staff and possibly do some streamlining, and then the recommendations brought back to the Board.

Margarette Hayes stated that there is no Board meeting in December, and when the Board meets in January a draft application would be presented because it would be released at the end of that month as part of the funding cycle.

Dr. Goetz stated that if the Board wanted to adopt the intent of his recommendations, he would work with staff to have those suggestions incorporated into the application draft. Margarette Hayes reiterated that some streamlining could be done. Dr. Goetz further stated that any complicated issues could be ironed out in January.

Margarette Hayes stated that in regard to spending experience no adjustments could be made. In regard to the uniqueness of the projects, she felt that was basically self-explanatory. She stated that leveraging, evidence, base evaluation of effectiveness, and community support were essentially the same. She felt there were only 2-3 areas that might require some fine-tuning.

Dr. Goetz asked if anyone objected to any of his recommendations. Margarette Hayes explained that the point structure was good, but in regard to evidence and base evaluation of effectiveness, she felt some of that could be combined so as not to "intimidate" the applicants. Dr. Goetz stated that in retrospect he agreed.

Jennie Brooks stated that in the application process she would like to know what communities were served by the organizations. She reiterated that City funds were to service the City, but in some communities it was evident that was not done.

Margarette Hayes explained that as part of the current application, Part IV stated: "The application must include a map or maps showing the location of the project. Maps must have a census tract or block number area base and must be clearly eligible. Supplementary maps must also be included, and all maps must display the following information: The project location, and the project services area boundaries." She stated that specific groups are being assisted such as the Girl Scouts who work with schools in communities that are under served. In other school areas, parents could afford to pay.

Jennie Brooks emphasized that service areas should clearly be defined.

Dr. Goetz stated that a narrative description would be helpful. He felt that maps alone would not be helpful.

Chair John Hurley asked where was the requirement in the application stating that a map was to be supplied. Margarette Hayes explained that it was part of the actual application.

Sanford Rosenthal stated that he believed the Girl Scouts disbursed their monies throughout the County. Margarette Hayes stated that they worked with schools within the City of Fort

COMMUNITY SERVICES ADVISORY BOARD

NOVEMBER 14, 2005

PAGE 5

Lauderdale, and when invoices were submitted the girls were associated with those particular schools. She reiterated that was a requirement. He stated that the City had a lot of Girl Scouts. Margarete Hayes reiterated that not all of the schools had 50% or more of the young girls in a particular income category. They were working with those girls and their families and not going out to all the schools in the City.

Dr. Goetz asked if under Community Support, they added a question in the ranking consideration requesting a description of impacted community. Jennie Brooks agreed.

Chair John Hurley asked if the Board should vote on the recommendations in a preliminary manner and conditionally accept the ranking consideration proposals, and the Board would revisit them at their next meeting, or should the recommendations be voted on during tonight's meeting.

Margarete Hayes stated that when they distributed this last month, it was with the intent that the Board would provide input.

Chair John Hurley asked if any other Board member had any suggestions, additions, comments or objections to the proposed recommendations.

Avery Dial stated that he had no objections to the intent, and the recommendations could be voted on in a preliminary manner so Dr. Goetz could then meet with staff for more fine tuning.

Chair John Hurley suggested that there be an "up" or "down" vote to adopt the proposed recommendations, while directing Margarete Hayes and Dr. Goetz to work together to fine-tune the document. Then, such document could be presented to the Board for adoption at the next meeting.

**Motion** made by Sanford Rosenthal and seconded by Jennie Brooks to adopt the proposed recommendations for ranking considerations as prepared by Dr. Goetz. Board unanimously approved.

Dr. Goetz urged all Board members to review the recommendations closely and make any suggestions to Margarete Hayes.

Chair John Hurley reminded everyone about the Sunshine Law in regard to this matter.

**Other Business**

Margarete Hayes reminded the Board there would not be a meeting in December. The Board would reconvene on the second Monday of January, 2006.

Margarete Hayes stated that she and Dr. Goetz would meet in the interim and would present a document to the Board in January.

Sanford Rosenthal asked if he could be supplied with some of the names of the applicants so he could get a head-start on interviewing. Margarete Hayes stated that they did not have such information in January because the applications had to be submitted. She stated that once applications are submitted, staff could notify Mr. Rosenthal of the names of the organizations. She stated that staff then had to review the applications in order to determine the eligibility of the projects and that all Federal requirements are being met.

COMMUNITY SERVICES ADVISORY BOARD

NOVEMBER 14, 2005

PAGE 6

Michael Kimmey stated that the disbursement of funds was handled differently last year, and some partial disbursements had been made. He asked if there had been any feedback from the applicants in that regard.

Margarette Hayes stated that Susan Batchelder was the fiscal administrator, but everyone that received money was appreciative, and preferred getting something instead of nothing.

Chair John Hurley stated that he did not feel monies should be given to the individuals who provided lava lamp therapy. He stated that he was not in favor of it last year, and would not be in support of that group this year.

Robert Smith stated that the City Attorney had questioned the Board members about the visits they made to the organizations, and he asked if guidelines should be provided by that office regarding site visits in order to prevent any problems.

Margarette Hayes stated that she would check into the matter.

Dr. Goetz stated that he would like to discuss some matters in the future such as holding a workshop as other boards do and if that would be beneficial for this Board. Margarette Hayes asked if the workshops would be in connection with the evaluation process of the applications. Dr. Goetz stated that would not necessarily be the case, but would be a good idea. He further asked if possibly this Board could apply for grants in order to expand their mandate. He suggested that possibly the City's grant manager could meet with this Board in the future. He stated that previously he had written certain grants and would be happy to assist in such matters.

Margarette Hayes stated that they had no control over the other grants that were available. Dr. Goetz stated that administrative oversight would be part of the grant. Margarette Hayes stated that was not necessarily the case. Dr. Goetz asked how could a grant be accepted, if part of the monies were not designated for administration. Margarette Hayes reiterated that staff presently processed grants that did not allow for administrative costs. Dr. Goetz stated that this would probably have to go through the City Commission.

Jennie Brooks stated that this matter had been discussed last year because possibly monies were available elsewhere that could be distributed. She stated they were told the City did not oversee such funds, and therefore, such funds could not be incorporated into the City's budget.

Margarette Hayes explained that it did not preclude other agencies from applying, but as an Advisory Board their function would not extend to the actual application outside of the Board's purview. She stated further that she would check into this issue and report back to the Board.

Jennie Brooks stated that previously they had discussed the possibility of holding a workshop. Margarette Hayes stated that the City Clerk's office is working on this matter since they coordinate all the Boards. She advised that all aspects of the Boards would be reviewed.

Chair John Hurley stated that he wanted to see this Board become televised on the public access channel. Margarette Hayes stated that she had inquired about that, but since this was not a regulatory board, it could not be televised. She advised that the City Clerk's Office made the decision since they coordinate all the boards. She explained that she had been informed that it was a requirement that some of the boards be televised due to the regulatory process. She stated that she would clarify the matter with the City Attorney's office. Chair John Hurley stated that probably the City ordinances require that the regulatory boards be televised, but he was not sure if there was an ordinance precluding anyone else from being televised.

COMMUNITY SERVICES ADVISORY BOARD

NOVEMBER 14, 2005

PAGE 7

Margarette Hayes reiterated that she would have the matter clarified and report back to the Board in January.

Chair John Hurley stated that he would like for the Board's meetings to begin with the Pledge of Allegiance.

**Motion** made by Jennie Brooks and seconded by Diane Schuster to begin the Board meetings for the Community Services Board with the Pledge of Allegiance. Board unanimously approved.

Dr. Goetz asked if it would be appropriate for this Board to have subcommittees to discuss issues. He felt this could be helpful in the future.

Chair John Hurley suggested that this issue be presented to the City Attorney's office. Margarette Hayes stated that she would check into that matter.

Avery Dial stated that he felt there was a good argument that this Board had a regulatory function. Margarette Hayes reiterated that she would discuss all the suggestions made tonight with the City Clerk's Office and the City Attorney's Office.

Margarette Hayes stated that she was also going to mention the Pledge of Allegiance issue so this Board would be in total compliance with all the rules and regulations. Chair John Hurley emphatically stated in a lighthearted way that if the City Attorney stated that could not be done, he would resign from this Board and hold a press conference relating to such matter. He stated that he did not care what the City Attorney had to say regarding that matter. He reiterated that the Board's meetings would begin with the Pledge of Allegiance.

**Motion** made by Sanford Rosenthal and seconded by Jennie Brooks to adjourn the meeting.

There being no other business to come before this Board, the meeting was adjourned at approximately 8:00 p.m.

Respectfully submitted

Margaret A. Muhl  
Recording Secretary