

**COMMUNITY SERVICES ADVISORY BOARD MEETING
MARCH 13, 2006– 7:00 P.M.**

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

Board Members

	<u>Present</u>	<u>Absent</u>	<u>Cumulative From 10/05</u>	
			<u>(P)</u>	<u>(A)</u>
Jennie Brooks	P		5	0
Marie Conroy		A	1	4
Marjorie Davis		A	0	5
John Hurley, Chair		A	5	1
Sanford Rosenthal	P		4	1
Diane Schuster	P		4	1
Robert Smith		A	4	1
William Goetz, Vice Chair	P		5	0
Michael Kimmey	P		4	1
Alfred Imgrund	P		4	1
Avery Dial	P		5	0
Margaret Birch	P		3	1
Fenel Antoine	P		1	2
Emmett Kater	P		1	0

Staff Present:

Leon Burgess, Housing & Community Development
Susan Batchelder, Housing & Community Development

Margaret A. Muhl, Recording Secretary

Guests

None

Call to Order

Vice Chair William Goetz called the meeting to order at approximately 7:06 p.m. The roll call was taken and a quorum was present, followed by the recitation of the Pledge of Allegiance.

Susan Batchelder proceeded to introduce staff that was present this evening.

New Board Members

Susan Batchelder proceeded to introduce Fenel Antoine and Emmett Kater.

Fenel Antoine stated that he had served on other City boards in the past. He advised that he had worked in the Secret Service in his country before coming to the United

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States. He also stated that he was in a partnership with another individual in a restaurant in Sunrise.

Emmett Kater stated that he worked for the Atlanta Police Department for 14 years and the Georgia State Patrol for 10 years. He reiterated that he was a communications expert. He worked with the City of Hollywood and then retired. He also served on the Pension Board for a number of years, and worked with various volunteer organizations.

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Diane Schuster stated that in the minutes Mr. Goetz had previously made some comments and then later in the minutes it stated that he had entered the meeting.

Susan Batchelder stated that on page 2, Margarett Hayes was making reference to comments made by Mr. Goetz previously stated. It was clarified that he was not actually speaking at that time.

Margaret Birch stated that on page 3 it read: "...it appeared the City and County was on opposite sides..." and it should read: "...it appeared the City and County were on opposite sides...."

Emmett Kater asked about other materials which had been distributed with the minutes.

Vice Chair William Goetz explained that a worksheet had been attached regarding applications that would be submitted.

Emmett Kater further stated that he read in the minutes about the video taping of the Board's meetings. He stated that he did not feel the meetings should be on video tape.

Vice Chair William Goetz stated that Mr. Hurley had made an inquiry about the video taping of these meetings, but to the best of his knowledge nothing had been done regarding that matter.

Alfred Imgrund stated that on page 3 it stated: "Alfred Imgrund reminded everyone that this was a partisan issue..." and it should read: "Alfred Imgrund reminded everyone that this was a non-partisan issue...."

Motion made by Jennie Brooks and seconded by Margaret Birch to approve the minutes of the February 13, 2006 meeting as corrected. Board unanimously approved.

FY 2006-2007 Community Development Block Grant Application Process Workshop

Susan Batchelder stated that copies of all the Advisory Boards within the City, including their members and who appointed everyone to those Boards, had been distributed. She advised that there were two vacancies presently on this Board, and Jennie Brooks was serving until another appointment is made.

Michael Kimmey advised that his phone number was incorrect on that list. The correct number was (954) 563-0105. He advised that he had requested this change to be made several times.

Susan Batchelder further stated that last month discussions took place at this Board's meeting regarding ranking considerations in reference to the points for the CDBG. She advised that there would be a meeting with the new members to review the ranking system.

Jennie Brooks asked when the applications would be submitted. Susan Batchelder advised that they would be submitted within 2-3 weeks. The application process closed at 3:00 p.m. on March 6, 2006, and 18 applications had been received. She stated that staff was presently reviewing all the applications to make sure they all qualified. Then, the books will be distributed to this Board, and then site visits could commence. She reminded the Board that site visits had to be made alone.

Emmett Kater asked if there was a procedure to be followed in connection with site visits. Vice Chair William Goetz stated that in the past some Board members had visited the organizations to see how they functioned and what was being accomplished. He reiterated that site visits had to be disclosed and if there were any conflicts of interest, then Board members also had to make that known and excuse themselves from that particular discussion.

Susan Batchelder explained that if site visits are to be made, the Board members should make the organizations aware of their pending visits.

Vice Chair William Goetz stated that he did not believe there had been many site visits in the past.

Emmett Kater further asked how site visits would affect his final determinations. Vice Chair William Goetz stated that if matters discovered during site visits were relevant to the application being made, then it could affect final determinations.

Jennie Brooks suggested that Board members review the documents provided by staff before conducting any site visits.

Michael Kimmey asked if points of contact could be provided for each organization to the Board before the completed materials were distributed.

Susan Batchelder stated that staff would attempt to expedite all materials received.

Fenel Antoine asked if any procedure needed to be followed during the site visits. Susan Batchelder stated that each applicant would make a presentation, and there might not be enough time for Board members to present any photographs or tapes taken during their visits. If questionable situations were at a particular site, then comments and questions could be placed before that applicant during their presentation for further clarification. She reiterated that if all applications were not heard on April 10th, then a meeting would be held the following week to finish.

Susan Batchelder reiterated that staff felt it was important for the Board to hear all presentations before making their rankings. Then discussions would commence regarding the distributions to be made.

Susan Batchelder reiterated that a meeting would be held on Wednesday, 11:00 a.m. at the Mizell Center, 1409 NW 6th Street, to explain the procedure to all new members and anyone else who had questions.

Margaret Birch asked when grant applications were submitted did staff review them regarding whether they met the purpose for which this group was designed which was "social service with an impact." She asked further if the grant requests did not meet the criteria would they still be included and presented to the Board.

Susan Batchelder explained that all applications had to meet the grant criteria set forth from HUD.

Margaret Birch asked if HUD provided copies of the guidelines. Susan Batchelder explained further there were many books containing all the guidelines.

Vice Chair William Goetz stated that discussions occurred in the past whether this Board should grant monies to the top three ranking organizations, or if contributions should be made to various applicants. Last year, this Board had not made a firm decision to cut off the ranking at any particular point, but some applications had been denied.

Susan Batchelder stated that previously the Assistant City Attorney had discouraged this Board from setting parameters since each case would be reviewed on their individual merits.

Fenel Antoine left the meeting at this time.

Other Business

Emmett Kater asked if funding was available for schooling or training for this Board to assist them in discovering what other agencies in other municipalities were doing.

Susan Batchelder stated that Housing Community Development was completely grant funded. Monies went to pay for programs and their administration. Therefore, funds were restricted. She advised that Board members were permitted to contact other cities to see how things were done, but there were no set programs for Board members.

Emmett Kater further asked if the City's budget could not afford to include such seminars for Board members. Susan Batchelder reiterated that they were not part of the General Fund. Emmett Kater asked if any of the City's advisory boards received funding for such programs. Susan Batchelder further stated that the City did not fund any other advisory boards.

Vice Chair William Goetz suggested that this Board explore the possibility of the availability of such grants that would fund seminars for Board members.

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There being no further business to come before this Board, the Vice Chair adjourned the meeting at approximately 7:50 p.m.

Respectfully submitted,

Margaret A. Muhl