

APPROVED

COMMUNITY SERVICES ADVISORY BOARD MEETING NOVEMBER 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>
Marie Conroy		A	2	10
Marjorie Davis		A	8	4
Diane Schuster	P		10	2
Robert Smith	P		10	2
William Goetz	P		11	1
Michael Kimmey	P		11	1
Alfred Imgrund	P		8	3
Duane Ingram		A	1	4
Avery Dial		A	9	3
Margaret Birch	P		9	2
Fenel Antoine		A	3	7
Emmett Kater		A	4	5

Staff Present:

Laura Maldonado, Clerk-Typist/Receptionist
Margarette Hayes, Manager, Housing & Community Development

Margaret A. Muhl, Recording Secretary

Call to Order

Vice Chair Robert Smith called the meeting to order at approximately 7:05 p.m. Roll call was taken.

Margarette Hayes stated she had received an e-mail today advising that Duane Ingram was resigning from this Board. She then proceeded to read his e-mail to the Board.

Board and Staff Introductions

Margarette Hayes advised that Commissioner Moore would appoint a new member to this Board in place of Mr. Ingram.

The Pledge of Allegiance was recited.

Agenda

Margarette Hayes advised that tonight's agenda listed that an election would take place for 2006/2007. She explained that John Hurley had been appointed to the Community Appearance Board, but meantime he had been elected as Chair of this Board. Since

COMMUNITY SERVICES ADVISORY BOARD

November 13, 2006

PAGE 2

there was no quorum this evening, no official action could take place as of this time. Therefore, Robert Smith would remain as Vice Chair of this Board until January, 2007.

Alfred Imgrund asked about the terms of the officers. Margarette Hayes explained that the term ran from October 1, 2006 through September 30, 2007.

Approval of Minutes

Margarette Hayes announced that no minutes would be approved this evening since a quorum was not present.

New Board Member Updates

Margarette Hayes advised that there were no new members at this time.

Affordable Housing Revisions

Margarette Hayes stated that at last month's meeting, there had been some requests to change their housing programs, and she referred the Board to the front page of the Commission Agenda Report. A resolution was requested approving increases and funding levels for the Replacement Housing Program which was a component of the Substantial Rehabilitation Program and any emergency repair program.

Margarette Hayes explained that the Substantial Rehabilitation Program was for housing units requiring substantial work. If any structural problems existed that were beyond repair, the unit would be demolished and rebuilt. When the Commission approved the funding level at \$145,000 it was for either the rehabilitation or replacement of the housing unit. During the last 6-8 months, they discovered that \$145,000 paled in comparison to building a new house as opposed to rehabilitating one. Therefore, they requested the Commission to bring the cost of a replacement housing unit up to the maximum amount of \$198,000.

Margarette Hayes stated there were four vendors they worked with which had been pre-approved by the City Commission to provide assistance to individuals in an emergency situation, including electrical issues, water damage and other plumbing issues, septic and drain field issues, and emergency repairs for roof replacement. This program had been approved up to \$10,000 which was an outright grant, but due to an increase in the cost of building materials and supplies the amount was increased to \$15,000. A resolution had been approved by the City Commission and would be forwarded to Tallahassee.

William Goetz asked where the funds came from. Margarette Hayes explained that they came from the State Housing Initiative Partnership Program (SHIP). The pool of money would remain the same, but the cap would be increased.

Review of the Better Meeting Academy Handbook

Margarette Hayes stated that if any Members of this Board had any questions in connection with the handbook they would be forwarded to the City Clerk's office and addressed at the January meeting.

Margarette Hayes further stated that on page 6 it addressed quorums stating: "A quorum remains the same even if vacancies exist."

Robert Smith asked about individuals automatically being removed from the Board after being absent for a certain number of meetings. Margarette Hayes explained that generally that was what would happen when the City Clerk's Office was contacted regarding absences.

William Goetz stated that vacancies were affecting this Board to conduct their business and he felt that should be brought to the attention of the City Commission. Robert Smith added that once the new year began this Board would be entering their busy season.

Margarette Hayes added that there were four vacancies for this Board, along with individuals who had not been regularly attending the meetings of this Board.

William Goetz suggested that possibly letters could be sent to the individuals assigned to this Board asking them to reaffirm their commitment.

Margarette Hayes advised that the minutes of this Board were circulated to the City Clerk's Office and to the City Commission. She stated that letters could be sent out to the Board Members requesting their attendance at the meetings.

Other Business

Margarette Hayes stated that the Board had the opportunity to review Neighbors Helping Neighbors proposal.

William Goetz reiterated his proposal of requesting seed money from the City Commission to be used to search for grants enabling this Board to be more proactive. He explained that he had added the disaster portion to his proposal as an added feature, but believed other services could be supported.

Alfred Imgrund suggested that a motion be formulated regarding this matter and brought back to this Board for further discussion. He believed this was an extraordinary request for an advisory board.

William Goetz stated that there could be two parts to the matter. The first part would be to request the seed money from the City Commission, and the second part would be regarding disaster work (neighbors helping neighbors). He stated they could present a specific resolution with the proviso that they would be able to branch out into other projects. He further stated that if this Board wanted to pursue such a concept, than he would like to reach out to other community service organizations for their input regarding how this could be constructed.

COMMUNITY SERVICES ADVISORY BOARD

November 13, 2006

PAGE 4

Michael Kimmey agreed that they needed to refine more specifically what was to be discussed.

Margarette Hayes stated that this item would be placed on the Board's next agenda and a motion would be entertained from William Goetz.

Margarette Hayes stated that letters would be sent out to all members of the Board encouraging them to attend the meetings.

William Goetz suggested that numbers be included in the letters showing how attendance had fallen. Robert Smith suggested that the resolution be quoted regarding termination for not attending meetings.

Margarette Hayes advised that there would be no meeting in December, and therefore, the next regularly scheduled meeting would take place in January, 2007.

Robert Smith wished everyone a Merry Christmas and a Happy New Year.

William Goetz reminded everyone that he had requested how the ranking considerations could be included into the questionnaire and application regarding grants. Margarette Hayes explained that the rankings were included with the application. William Goetz stated that in the application there was little reference made to the applicant's past behavior or criteria judging the success of their operation. He believed there should be specific questions on the application in connection with the ranking considerations.

Margarette Hayes stated that they would be able to meet and discuss the issue. She stated that she would send a copy of the application to everyone. William Goetz reiterated that the ranking considerations had been approved, but they would be making sure that they gather as much information as possible from the applicant. She stated that a quorum of this Board would be needed in order to move forward on this matter.

William Goetz asked from where the model for the application had been obtained. Margarette Hayes explained that they had received information from four other municipalities, local and outside the state. She explained further that the application was presently being revised and she would be sending out copies to the Board Members.

Margarette Hayes explained that the Board was ranking the applicants based on the considerations and if the information was not included in the application, than they would not receive points. She reiterated that they attempted to define the application to provide an assessment of what the organization was attempting to do, who they were, what their money was, and who would be their beneficiaries. The ranking considerations were included as a part of the application package. She reiterated that there was not a quorum present to direct her to change the application. The planning meeting would take place in January, and therefore, she would send out a copy of the application to the Board for their review.

COMMUNITY SERVICES ADVISORY BOARD

November 13, 2006

PAGE 5

William Goetz asked if he could meet with Ms. Hayes to develop some questions that would assist in implementing the rankings. Margarete Hayes stated that she would be in contact with Mr. Goetz. William Goetz stated that the process would take too long and deadlines would not be met.

Alfred Imgrund stated that William Goetz had personalized agendas and acted as Chair of this Board, and he believed Mr. Goetz was harassing Ms. Hayes who was doing her best in explaining the situation and procedure. He stated that the matter should be let go because Ms. Hayes had answered the question. He added that William Goetz appeared to be a bulldozer who would not take no for an answer.

Margarete Hayes further explained that she agreed to send out the application for the Board's review and comments could be provided.

There being no further business to come before this Board, the meeting was adjourned at approximately 7:42 p.m.

Respectfully submitted,

Margaret A. Muhl,
Recording Secretary