

APPROVED

COMMUNITY SERVICES ADVISORY BOARD MEETING FEBRUARY 12, 2007 - 7:00 P.M.

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

<u>Board Members</u>	<u>Present</u>	<u>Absent</u>	<u>Cumulative</u>	
			<u>From 10/06</u> <u>(P)</u>	<u>(A)</u>
Marie Conroy		A	0	4
Marjorie Davis		A	0	3
Diane Schuster	P		4	0
Robert Smith	P		4	0
William Goetz	P		4	0
Michael Kimmey		A	3	1
Avery Dial	P		1	3
Margaret Birch	P		4	0
Fenel Antoine		A	2	2
Emmett Kater	P		3	1
Adriane Reese	P		2	0
Sanford Rosenthal	P		2	0

Staff Present:

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

Margaret A. Muhl, Recording Secretary

Call to Order

Chair William Goetz called the meeting to order at approximately 7:09 p.m. and all stood for the Pledge of Allegiance. Roll call was taken.

Margarette Hayes stated that Michael Kimmey was ill and would not be attending tonight's meeting. Also, Alfred Imgrund was resigning from this Board.

Board and Staff Introductions

Margarette Hayes proceeded to introduce staff that was present this evening.

Approval of Minutes

Margarette Hayes stated that the minutes of the January 8th meeting could not be approved this evening since there was not a quorum present.

Margarette Hayes further stated that in consulting with the City Clerk's Office regarding the recording of the Board's minutes, comments, and the Board's concern regarding

striking information from the minutes, she was informed that all information that was recorded had to be reported. In fact, they advised that a new bid was put out for the recording services for the City for various boards, and in that bid they were reinforcing these points in connection with the transcription of minutes. Any comments made would be recorded and would be considered an official part of the minutes of the meeting.

Chair William Goetz stated that it was his understanding that this Board could have the comments stricken.

Adriane Reese stated that one of the items discussed at the last meeting was whether the comments were an accurate reflection of what transpired. She stated it was her interpretation that there could have been some disparity between the comments written versus the comments spoken. She further stated that at that time she had indicated that any tape-recorded transcript would provide an accurate reflection of what actually occurred.

Chair William Goetz stated that the transcribed minutes were an accurate reflection of what had transpired. He was suggesting at that time that the comments be stricken from the minutes or reworded in a manner that Mr. Imgrund should have worded his comments because he believes such comments were out of order.

Adriane Reese stated that while she agrees that some people express themselves in an unprofessional manner while sitting on a board that is a separate issue.

Chair William Goetz stated that they would then get into a discussion as to what should be included in the minutes. There could be a verbatim transcript or according to Roberts Rules of Order minutes could reflect the decisions made, but not necessarily what all transpired at a particular meeting. He believes the attorneys for the City should be consulted.

Margarette Hayes stated that if a Board Member arrived later this evening, they would be able to go back and approve the minutes of the January meeting. Otherwise, approval would take place at the March meeting as long as there was a quorum present.

New Board Member Updates

Margarette Hayes stated that there are vacancies on the Board and when such positions were filled names would be added to the member list. She further stated that the Board consists of 15 members, but there were only 12 positions filled at this time.

Margaret Birch clarified that without a quorum no official business could be conducted by the Board. Margarette Hayes confirmed. Margaret Birch stated that the Board would soon be moving into the time period where grants were being approved, and she asked if such decisions could be made without a quorum, if that should occur.

Margarette Hayes stated that no formal action could be taken without a quorum. She reminded the Board that in January there had been a quorum present. The question of Ms. Conroy's presence was raised. Margarette Hayes explained that she was on leave and as of this time she had not been removed from the Board.

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Chair William Goetz stated that he felt that matter should be discussed at some point in time. He further clarified the procedure regarding absences.

Margarette Hayes advised that she would obtain a copy of the By-Laws and procedures for this Board and provide them at next month's meeting.

Chair William Goetz stated that he feels that this Board should consider a person's attendance record and possibly advise the Commission regarding their removal from the Board.

Margarette Hayes advised that Emmett Kater had joined the meeting at approximately 7:19 p.m., and therefore, the Board now had a quorum.

Approval of Minutes

Motion made by Emmett Kater and seconded by Margaret Birch to approve the minutes of the January 8, 2007 meeting. Board unanimously approved.

Chair William Goetz advised that a formal motion was not necessary to approve the minutes and the procedure could be handled by the Chair asking if there were any additions or corrections by the Board Members.

Emmett Kater stated that he disagreed and believed that a motion and second was necessary for approval.

Chair William Goetz stated that he would bring in a copy of Roberts Rules of Order for the Board to address this issue.

CDBG Public Services Process/Application

Margarette Hayes asked if any of the Board Members have any concerns or questions regarding this matter. She suggested that Adriane Reese meet with her to review the process since she was new to this Board.

Margarette Hayes advised that the applications were due back to the City on March 1, 2007 and would be reviewed by staff to ensure that they all meet the national objective for the Federal requirements pursuant to HUD. The applications would then be forwarded to this Board. This Board would then review the applications, make any site visits, and then at the Board's next meeting presentations would be made by the applicants. She advised such presentations would be made to this Board at their April meeting.

Adriane Reese asked if a timeline would be provided showing the process to be followed. Margarette Hayes explained that was all part of the application package.

Chair William Goetz asked how many organizations requested applications. Margarette Hayes advised that so far about 25 organizations requested the applications, but they would have to wait and see how many would actually apply for such funds. The total amount to be distributed was about \$300,000. She added that it was not a requirement that all applicants attend the planning meetings that were scheduled because some

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organizations were comfortable with their understanding of the application and what was being required.

Margaret Birch stated that last year they received a list of the applicants in alphabetical order, and she asked if another system could be used.

Robert Smith stated that presentations were made by the organizations in alphabetical order, but he believed the following month the applicants were listed according to rank.

Emmett Kater stated he believed that lists did not make the difference and that they should make a determination as to how to award the funds. He believed they had to act as Judges and make the decision regarding the granting of funds.

Chair William Koetz explained that after the presentations were made, the Board then ranked the applicants based on the submitted information in accordance with the required criteria.

Margarette Hayes confirmed that when the Board begins distributing the funds, they reviewed the applicants according to the rank provided them.

Emmett Kater asked if the Board Members could have a one-on-one in connection with reviewing the ranking process.

Margarette Hayes proceeded to explain the ranking procedure.

Adriane Reese asked when the Board Members would receive the applications for their review. Margarette Hayes stated that the packages would be delivered within one week after staff received the applications. Therefore, the Board has approximately three weeks to review all the material.

Margarette Hayes then began to explain the points and how they were given to the organizations.

Margaret Birch suggested that at the Board's next meeting, they review the ranking sheet so that everyone understood what was being required. Margarette Hayes confirmed. Chair William Goetz stated that was a good idea and would assist the Board Members in this matter.

Adriane Reese asked if Ms. Reese, Monitoring and Compliance Officer, could attend the Board's next meeting and provide some further information on the subject. She stated that she wanted to make sure that the organizations who continually received monies were meeting the measurable terms and goals of their proposals, and that over the long run were their programs functioning successfully.

Chair William Goetz explained that in his ranking consideration proposal, he was requesting that such information be provided, but he did not believe that such data was collected.

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Emmett Kater asked if Ms. Reese was being paid to attend after-hours meetings. Adriane Reese stated that she had left a message for Ms. Reese to contact her, but as of this time that had not occurred. Margarette Hayes stated that Ms. Reese should have contacted her office when staff was not responding.

Chair William Goetz stated that this Board requested in the past for presentations to be made by staff regarding various issues.

Margaret Birch stated that she believed they should review the success of the programs sponsored by the applicants, but not research items such as how long people stayed on a job because that was not part of the grant request. She believed that Margarette Hayes could provide all the necessary information. Margarette Hayes confirmed.

Chair William Goetz stated that he believed they needed to research whether anyone ever graduating from the various programs were hired for such positions.

Emmett Kater stated that he did not believe people could be guaranteed jobs even though they received training through these various programs. He did not feel that the organizations should be penalized because individuals had not been hired.

Chair William Goetz asked if Ms. Reese could attend a Board meeting to provide some additional information. Margarette Hayes stated that she would have to decide whether Ms. Reese would come to a meeting or if the Board would just be provided with the end-of-year performance report. If technical questions need to be answered, then Ms. Reese would provide that information.

Robert Smith stated that to his recollection, he believed that in the past only one organization had received a poor performance. Margarette Hayes stated that she did not recall the exact information. In order for the agencies to receive any monies, they must expend their money and are paid on a reimbursement basis.

Chair William Goetz clarified that at the next Board meeting performance data from previous years would be distributed for purposes of discussion or Ms. Reese might come before the Board and explain the process further.

Margarette Hayes stated there were two issues involved. One issue was performance, and the other was the monitoring and compliance components. She stated that the Board also wants to see that the programs were accomplishing their goals. She added that she would place on the Board's next agenda, a discussion and review of the ranking process.

Chair William Goetz further clarified that the follow-up data would also be brought to the Board. Margarette Hayes stated that all information could be provided but warned the Board that the report was a very expansive document which lists all of the activities which was submitted to HUD on an annual basis.

Adriane Reese asked if an organization had been funded on a continual basis would the Board be able to see their end of the year performance report. Margarette Hayes

explained that all information was sent to their department, and then all information was compiled into one document. She stated that she would be able to provide a sample reimbursement request for review. She explained that every time a reimbursement request was filed, all criteria had to be met and they did not wait until the end of the year.

Sanford Rosenthal stated that just because someone was doing a good job was not a reason to continue granting them funds. He believed that funds should also be distributed to new agencies that were starting up.

Adriane Reese reiterated that the agencies should not rely on these funds and should have some sort of generated income after a period of time. She emphasized that she would like to see end of the year summaries. Margarette Hayes stated that such information could probably be provided, but she was not sure of the time that would be involved to meet the deadline for the next Board meeting.

Margaret Birch stated that before any action was taken, they needed to make it official before they could direct Ms. Hayes. She stated that a motion needed to be made and then everyone would have the opportunity to vote.

Motion made by Emmett Kater and seconded by Adriane Reese that all the requests made by this Board regarding the obtaining of information be complied with by Ms. Hayes, such as having Ms. Reese attend the Board's meeting, and performance reports being provided.

Sanford Rosenthal asked when the cutoff date was for the applicants to make their requests.

Margarette Hayes stated that there were still a couple of weeks for submissions to be made.

Board unanimously approved the above-made motion.

A short recess was taken due to Mr. Kater leaving the dais at approximately 8:06 p.m. and returning at approximately 8:09 p.m.

Other Business

Neighbors Helping Neighbors

Chair William Goetz asked if the Vice Chair should take over the meeting at this time since he was making the request regarding the proposal of "Neighbors Helping Neighbors." Therefore, William Goetz stepped down as Chair during this discussion.

William Goetz stated that he had distributed two documents, one of which was entitled "Proposal to the Community Services Board" which outlined a program he was suggesting requesting the City Commission to provide grant monies to aid this Board in carrying out their mission. To formalize that request, he distributed another document in the form of a resolution.

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William Goetz clarified that the specific information regarding services and the accessing of such services during a disaster was an example of what he believed would be appropriate for this Board to consider, if grant monies were received.

Margarette Hayes stated that the current ordinance for this Board set aside specific duties and responsibilities. Mr. Goetz was suggesting that such duties and responsibilities be changed and amended to include specific changes. The resolution addressed a budget request in particular that would allow this Board to be funded similar to the Utilities Services Board. Once funds were received, the Board would then take on other duties and responsibilities. This matter had been on the Board's agenda several times. She wanted the Board to note that any action taken or recommendations made would then be forwarded to the City Manager who would decide if it should be forwarded to the City Commission. The Commission would then make the final determination as to whether or not the duties and responsibilities of this Board should be changed.

Margarette Hayes further stated that the Community Development Department could not spend money on coffee which was one of the suggestions being made.

William Goetz asked how much money was given to the Utilities Services Board and what the funds were used for.

Margarette Hayes stated that she was not sure about the exact amount of money, but the Committee had convened a forum regarding energy and received a budget to bring in speakers which she believed had been authorized by the City Commission. She did not know if that was a one-time event or if it would be ongoing.

Margaret Birch stated that she had served on that Board for about three years. She asked if Ms. Hayes could explain what the actual ordinance stated regarding this Board, especially regarding its purpose.

Margarette Hayes explained that this Board was created to address housing and housing-related activities within this City. Social and cultural responsibilities were removed from the duties for this Board about six to seven years ago and handed-off to the Commission.

Margaret Birch clarified that in order to move forward with Mr. Goetz's proposal, it would mean they would have to return to the City for a change in the ordinance.

Margarette Hayes further explained that based on the recommendation made by this Board, she would take it through the process.

Margaret Birch stated that Mr. Goetz had stated in his proposal that this Board would create committees which would mean that they would be changing their purpose and adding on more work. She reiterated this was not what she had volunteered to do.

Emmett Kater stated that this information should have been distributed prior to the meeting so a more careful review could have been done. He felt that it appeared that repetitious requests were being made.

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William Goetz explained that the idea was to help communities access services which were already being provided by the City or other organizations. He was not suggesting that additional equipment be purchased. The list made was an example of things that communities might want to request or have further knowledge of. The intent was to provide examples to this Board of things he felt could be prototypes for what this Board might be interested in doing to improve community services.

Emmett Kater asked how the proposal would affect her department and staff.

Margarette Hayes stated that she did not have sufficient staff at this time and would not be able to provide any additional administrative support. As part of the resolution, Mr. Goetz mentioned: "Administrative support staff to develop specific proposals for programs which would be considered for the allocation of funds from that budget."

Adriane Reese stated that considering the current funding issues the City and Country were about to experience from the Federal level on down, she felt that she could not in good conscience consider requesting the City to provide the Board anything in connection with money. She further stated that she signed up for this Board as a volunteer, has a full-time job and serves on other boards because of her commitment to the citizens of this City. She reiterated that Ms. Hayes' department presently was understaffed, and therefore, in good conscience she could not make any recommendation regarding funding.

Emmett Kater stated that he did not want the Housing and Community Development Department to be affected by any recommendation that might be made by this Board.

Margarette Hayes further stated that in connection with the public service applications, HUD permitted their department to satisfy 15% of their budget for public service and social service activities.

Margaret Birch stated that based on her experience in serving on various boards in the City, it was difficult for Commissioners to sometimes find volunteers to serve, and the members of this Board accepted the responsibility to serve based on the purpose stated. She personally was not in favor of asking the City Commission to change the direction or purpose of this Board, and she was also not in favor of this Board creating additional committees. She further stated this Board would need to decide on whether they wanted to move forward with this proposal or not.

Vice Chair Robert Smith stated that there was a time in the past where this Board had little in regard to their duties. They took it upon themselves to suggest that this Board be abolished, but it was discovered during that time that the Board needed to exist in order for the City to be able to receive the Federal funding. He reiterated that they needed to be careful not to jeopardize their relationship with HUD. He further stated that the City Commission listens as shown previously because additional duties were granted to this Board.

Vice Chair Robert Smith added that he was a very fiscally conservative individual and he believes that the City was going to have to make some large cutbacks. He feels that

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taxes and insurance were increasing and killing people. He did not believe it was politically the right time to make these suggestions. There had been a runaway

government regarding spending from the local level to the Federal level, and it must come to an end.

Emmett Kater stated that the City's legal advisors needed to attend this Board's meeting to provide counseling regarding such matters.

Sanford Rosenthal stated that life was about individuals adapting to change, and the City had to adapt to certain changes. Therefore, they needed to be flexible and take ideas to the Commission for their review.

Diane Schuster asked why this Board reviewed the taxicab issues because that had nothing to do with housing issues. She believed that other recommendations could be made.

William Goetz stated that staff was insufficient at this time, and only if the Commission granted this Board funds to proceed with the developing of some of the submitted ideas would he suggest moving forward. He further stated that he viewed this as obtaining "seed money" to seek additional funding, and then possibly the programs could become self-funding. He did not mean to suggest that money be given to hold forums.

Adriane Reese asked if this was a 501C(3) organization in order to apply for grants.

William Goetz further stated that if monies were received they could hire a consultant to seek grants in order to implement some of the recommendations being made.

Adriane Reese further stated that some good ideas were being suggested, but she was concerned that there was also some duplicity. She objected to monies being funneled through a City Board to an entity for dissemination that would benefit any sort of private group.

Motion made by Vice Chair Robert Smith that the submitted proposal be provided to the City Attorney for his review and comment. He believed it was important to do that especially in regard to their HUD relationship.

There was no second to the above motion.

Margarette Hayes explained that this information would have to be taken to the City Manager first, and then a determination would be made as to what process should be followed.

Margaret Birch asked if this Board's approval was necessary in order to move forward with this proposal.

Margarette Hayes confirmed and explained that would be the first step.

William Goetz stated that this could be presented as a request for information from the City Manager as to whether the subject proposal would be feasible or not. He further

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stated that if this Board did not want to follow through with this proposal, then the matter should not be referred to the City Manager.

Avery Dial stated that his approval of the subject proposal would be contingent on whether this would be feasible or not. Therefore, such a decision could not be made without the City Manager's comments.

Margarette Hayes clarified that there would not be any HUD funding involved in this process.

William Goetz stated that about 10% to 15% of the grants approved through the program go to what he would not consider as housing-related activities.

Sanford Rosenthal reiterated that enough time had not been provided to the Board Members to review the submitted proposal.

William Goetz further stated that one proposal he suggested was that a grant be obtained to help fund the establishment of volunteer teams from high schools which require students to put in a certain number of hours for community service.

Emmett Kater stated that further review was needed before this Board could make a decision.

Motion made by Emmett Kater and seconded by Adriane Reese that this Board should not act upon the submitted proposal until additional time was provided for the Board to further review the materials distributed. Therefore, the matter should be tabled until the Board's meeting on March 12, 2007. Board unanimously approved.

Vice Chair Robert Smith returned the gavel to the Chair William Goetz.

Motion made by Emmett Kater and seconded by Sanford Rosenthal to adjourn the meeting. Board unanimously approved.

There being no further business to come before this Board, the meeting was adjourned at approximately 8:49 p.m.

Respectfully submitted,

Margaret A. Muhl,
Recording Secretary

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