

APPROVED

COMMUNITY SERVICES BOARD MEETING June 8, 2009 – 7:00 P.M.

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

	<u>Present</u>	<u>Absent</u>	<u>Board Members</u> <u>Cumulative</u> <u>From 10/09</u>	
			<u>(P)</u>	<u>(A)</u>
Marjorie Davis		A	0	8
William Goetz	P		7	1
Michael Kimmey		A	6	2
Avery Dial	P		8	0
Margaret Birch	P		7	1
Emmett Kater		A	5	3
P.J. Espinal	P		7	1
David Maymon	P		8	0
Christopher Priester	P		6	2
James Currier	P		8	0
Nadia Locke	P		7	1
Kevin Hull	P		5	3
Donald Karney	P		8	0
Helen Hinton	P		3	0
Carmelita Singh-Mayer	P		1	1

Staff Present:

Angelia Basto, Administrative Support
Susan Batchelder, Assistant Community Development Manager
Stephen Scott, Director of Economic Development
Karen Reese, Economic Development Department

Margaret A. Muhl, Recording Secretary

Call to Order

Chair David Maymon called the meeting to order at approximately 7:00 p.m., and all stood for the Pledge of Allegiance led by Ms. Birch. Roll call was taken.

Ms. Batchelder advised that as of June 8, 2009, there were 14 appointed members of the Board, and therefore, 8 members would constitute a quorum. A quorum was present this evening.

Mr. Goetz entered the meeting at approximately 7:07 p.m.

Communications to City Commission

Chair David Maymon announced that he was going to run for State Representative and has filed the required documentation with Tallahassee. He asked if some

information could be provided to him as to whether he could continue serving on this Advisory Board while running for office.

Ms. Batchelder advised that she would check on this matter with the City Attorney's Office.

Board and Staff Introductions

Ms. Batchelder proceeded to introduce staff that was present at tonight's meeting.

Ms. Batchelder announced that Carmelita Singh-Mayer was a new member to the Board.

Ms. Mayer stated that she is a financial advisor and an active Rotary Club member, and was appointed to the Board by Commissioner Rogers.

Approval of Minutes

May 11, 2009

There being no corrections or additions made to the May 11, 2009 meeting minutes, they were accepted and approved by the Board.

Cultural Arts and Tourism

Stephen Scott, Director of Economic Development, stated that he prepares tourism reports for the City Commission, and would also provide copies to this Board. He further stated that one of the requests made by this Board was to visit the Dillard Museum. Ms. Birch spoke with a representative of the Museum, and now the museum is willing to make arrangements after their normal hours to accommodate this Board and have them visit the site. He asked the Board if they wanted to make that trip on July 13, 2009 which was their next scheduled meeting.

Mr. Scott further stated that another possible visit was to tour the Fort Lauderdale Aquatics Complex and International Swimming Hall of Fame. He advised that Karen Reese would be working with him as liaison with this Board in the future.

Chair David Maymon asked if the Board wanted to visit the Museum between now and July 13th instead of using a normal meeting night. The Board decided that in lieu of their scheduled meeting, they would visit the Museum at around 5:30 p.m. on July 13, 2009.

Ms. Locke asked about the floating docks being made available only until 9:00 p.m. Mr. Scott explained that the Business Enterprise Department oversees all docks, and he would check on the matter and report back to the Board.

Comments were also made about public parking for the beach north of Sunrise closing at 9:00 p.m. Mr. Scott explained that the problem was the neighborhoods adjacent to that site. Therefore, a compromise was arrived at and a decision made to

close at 9:00 p.m. so the neighbors would not be negatively impacted. He advised that he would double-check that information with the Parking Department and report back to the Board.

Ms. Birch stated that there was a Jazz Festival and Arts Show scheduled for June 19, 2009 at the Dillard Museum, and suggested that possibly this Board might want to visit on that evening. Mr. Scott stated that a private tour might not be possible that evening, but he would check and report back. Ms. Espinal suggested that the Board arrive at around 5:30 before the event begins.

Ms. Batchelder reminded the Board that no business matters could be discussed on June 19, 2009.

Proposed 2009/2010 Annual Action Plan

Ms. Batchelder advised that Jonathan Brown was unable to attend this evening due to a death in his family.

Ms. Batchelder stated that staff stands behind their recommendation in limiting the number of public service organizations receiving funds, but they would still propose this Board's recommendations regarding the distribution of CDBG funds to the City Commission.

Ms. Batchelder further stated that HUD informed them that a miscalculation had been made, and therefore, the CDBG funding went from \$2,069,892 to \$2,069,722. Staff was in the process of making the necessary changes which would only affect the administration and rehabilitation figures.

Motion made by Ms. Espinal and seconded by Ms. Birch to open the public hearing. Board unanimously approved.

Chair David Maymon announced that the Board had received the Annual Action Plan.

Mr. Goetz asked how a determination was made regarding the amount of money being applied to each program. Ms. Batchelder stated that as an entitlement city, they received entitlement from the census tracts. Planning meetings were held in January and public input was provided. Some programs were in designated areas and were funded because they fulfill part of the Consolidated Plan, and others were the result of planning meetings. Regarding CDBG funds, they were only permitted to allocate 15% of the budget to public services, and the balance was done through either pre-existing programs or programs sponsored previously by the City Commission. All administrative fees were dictated by HUD, and the City only receives 5% of the total for the Emergency Shelter Act, 10% for H.O.M.E.S., 3% for HOPWA, and 20% of the total for CDBG funds. She further explained that HOPWA was a County-wide grant and was based on the census tracts.

Ms. Batchelder advised that as the lead City for the County, they took over the program about 10 years ago because there had been a large number of problems.

Mr. Goetz asked if the City applied for a certain amount of money regarding CDBG funds. Ms. Batchelder reiterated that these were all entitlement grants that were based on the census information. She reminded everyone that a new census would be taken in 2010. The formula followed is available on the web site HUD.gov. She advised that a census map would be brought to the next Board meeting.

Mr. Priester entered the meeting at approximately 7:25 p.m.

Mr. Goetz asked about Homeless Prevention and whether the programs overlapped each other. Ms. Batchelder explained that the Homeless Prevention in ESG was supplemented by the Homeless Prevention Strategy and CDBG because with the Emergency Shelter grants they could not pay mortgages. Mr. Goetz asked if the program overlapped with the Foreclosure Prevention Program. Ms. Batchelder stated that it did not because it was new, and primarily individuals had to either be in foreclosure proceedings or ready to enter them.

Mr. Goetz asked about the Revitalization Strategy Area and how it was determined as to who received monies. Ms. Batchelder stated that it was done on a capacity basis, and Mt. Bethel was capable of doing that and did not charge any administrative fees. All 100% of the monies go to either the Resource Center or the Childcare Program.

Mr. Goetz asked if there was any overlap between the programs administered by the Department and the CDBG grants approved by this Board. Ms. Batchelder stated that some public organizations that applied provided some services done by the NRSA, but they were done for their own organizations, such as Jack 'n Jill. They were monitored closely and no monies paid to the Jack 'n Jill recipients received monies from the Mt. Bethel Program. She reiterated that services might be duplicated, but not provided to the same areas or individuals.

Ms. Espinal asked for further clarification regarding the housing programs. Ms. Batchelder explained that rehabilitation administration could be used for intake, the writing of specifications, and construction review specialists. This would also cover anything not included in H.O.M.E.S., and CDBG Rehabilitation Administration could be used to cover project costs. Some examples were given regarding rehabilitation.

Mr. Goetz asked about follow-ups regarding the Action Plan Programs. Ms. Batchelder proceeded to explain the procedure followed.

Ms. Espinal proceeded to comment on the process used in regard to the CDBG requests. She reiterated that the rating sheets appeared to be a verification of staff's work. She asked if HUD permitted smaller organizations to benefit from such programs, and were their criteria explained clearly. She suggested that the City sponsor a meeting whereby explanations could be provided regarding available programs. Ms. Batchelder explained that planning meetings were held and advertised. Examples can be provided regarding how to fill in the applications because it was considered public information. Ms. Espinal stated that she did not believe there was sufficient public notice. Ms. Batchelder reiterated that monthly meetings were held with the applicants that had been awarded funds. Ms. Espinal

stated that she wanted to make sure that all people were being served. She believed there was a shortage of assistance to individuals east of I-95.

Ms. Batchelder explained various programs that individuals were eligible to participate in. She reiterated that some programs were only available to areas that met the eligibility requirements.

Mr. Goetz asked for further clarification regarding the NCIP programs. Ms. Batchelder explained those monies were a 50% grant to civic associations that applied who could not afford a 50% match.

Motion made by Mr. Currier and seconded by Ms. Birch to close the public hearing and approve the Annual Action Plan. The Board approved with the exception of Dr. Goetz who was not in support.

Chair David Maymon pointed out that other cities such as West Palm Beach, Jacksonville, Fort Lauderdale, and some others had been cited, and additionally 85% of the monies had been funded prior to 2003. He stated that as long as staff can acknowledge that all discrepancies were addressed, they would be willing to move forward.

Ms. Batchelder explained that the HUD office out of Miami came and monitored the City on an annual basis. None of the monies being paid back had been used incorrectly, but were being repaid due to the fact that the timeliness issue had not been followed, particularly regarding the land programs, or that previously there had not been correct documentation.

Other Business

Audit

Ms. Batchelder asked if the Board had any comments regarding the audit.

Ms. Birch asked if documentation was being retained in the engineering office. Ms. Batchelder advised that with the initiation of every NCIP project, all documentation was retained in their office.

Ms. Espinal stated that she was glad the audit occurred and that issues were being addressed.

Ms. Batchelder proceeded to provide some corrections that were being made. She stated that the monies were not being repaid to HUD, but into the City's line of credit for future projects.

Mr. Goetz asked if HUD had reviewed any documentation from 2006 through 2008. Ms. Batchelder advised they had not, and had only audited 2005 and 2006 and earlier. She further stated that from 2006 and forward corrections had already been made. She explained that they had to prove that the monies spent had met the national objective.

Policy and Procedure/CDBG Funds

Ms. Batchelder stated they were attempting to arrive at policies and procedures for the CDBG grants, particularly for public services. Staff was recommending that this Board establish a committee who would meet with staff and create the criteria for the awarding of the CDBG public services grant. The meetings would be held during the day so the criteria could be refined.

Mr. Priester suggested that Ms. Espinal be chair of such a committee. Members of the committee would be: Ms. Espinal, Ms. Birch, Mr. Goetz, Mr. Carney, and Ms. Hinton.

It was suggested that the individual with the longest tenure on the Board serve as Chair.

Ms. Batchelder explained that the committee would be working with staff. Mr. Goetz advised that the committee would have to be approved by the City Commission. Ms. Batchelder stated that she did not believe that was the case, but would check on the issue.

Chair David Maymon appointed Ms. Birch as Chair of the Committee.

Ms. Batchelder stated that once she received clarification as to whether this committee had to be approved by the Commission or not, she would e-mail the members regarding a schedule for such meetings.

Good of the Order

The Board wished Mr. Maymon luck on the election for State Representative.

Motion was made to adjourn the meeting. The Board unanimously approved.

There being no other business to come before this Board, the meeting was adjourned at approximately 7:59 p.m.

Respectfully submitted,

Margaret A. Muhl,
Recording Secretary