

# APPROVED

## COMMUNITY SERVICES BOARD MEETING March 8, 2010 – 7:00 P.M.

### CITY COMMISSION CHAMBERS – 1<sup>ST</sup> 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>
Erika Baer	P		4	2
Michael Kimmey		A	4	2
Avery Dial	P		6	0
Margaret Birch		A	5	1
P.J. Espinal	P		5	1
Christopher Priester	P		4	2
James Currier	P		5	1
Nadia Locke	P		6	0
Donald Karney	P		6	0
Helen Hinton	P		3	3
Wendy Gonsher	P		5	1
Jeannine Richards	P		5	0
David Tilbury		A	2	1
Richard Whipple	P		2	0
Suzanne Higgins	P		1	0

#### **Staff Present:**

Angelia Basto, Administrative Support  
Susan Batchelder, Assistant Manager of Housing & Community Development  
Karen Reese, Representative of the Economic Development Department

Margaret A. Muhl, Recording Secretary

As of March 8, 2010, there are 15 appointed members to the Board, which means 8 members would constitute a quorum.

#### **Call to Order**

Chair Avery Dial called the meeting to order at approximately 7:00 p.m., and all stood for the Pledge of Allegiance led by Suzanne Higgins.

Roll call was taken. A quorum was present this evening.

Staff members present this evening were introduced by Ms. Batchelder.

Nadia Locke entered the meeting at approximately 7:03 p.m.

**Board and Staff Introductions**

Suzanne Higgins introduced herself and provided information regarding her background.

---

Ms. Batchelder stated that Ms. Espinal attended the last City Commission meeting and presented the Board's recommendations. Ms. Richards also attended. Ms. Batchelder stated the Commission approved all recommendations. She advised the annual action plan meeting was held, and they collected about 20 summary applications. This is where staff advises whether an agency is eligible for the program. Several organizations were at their fourth year of funding.

Ms. Batchelder stated that at the annual action meeting, she advised that the Commission accepted this Board's recommendations and would see how the next year progressed.

Ms. Batchelder stated that organizations that had not been funded in the previous year or had never been funded would receive extra points in the ranking process.

**Approval of Minutes – February 8, 2010**

**Motion** made by Mr. Currier and seconded by Ms. Espinal to approve the minutes of the February 8, 2010 meeting as presented. Board unanimously approved.

**Communications to City Commission**

There was unanimous consensus to convey a thank you to Commissioner DuBose for speaking on the board's behalf regarding recommendations made in connection with the Community Development Block Grant (CDBG) Program and to the entire City Commission for adopting their recommendations.

**Cultural Arts and Tourism Report**

Karen Reese, Economic Development, stated that Ms. Espinal volunteered last month to attend a cultural meeting at Broward County to determine what work was being done so information could be brought back to this Board. Next month, Ms. Richards would attend. Ms. Reese stated that the meeting included constituents from all over the County, and the big push was how to share in services. The Manager of the Parks and Recreation Department attended to see what could be done. There was space available, but no funds to pay for the events. Artists suggested that possibly they could share and help bring in events. By attending these meetings, the Board might become clearer in their duties, and possibly make recommendations to the City Commission.

Ms. Reese suggested that she make quarterly reports to this Board as to what was taking place in the City, and how they could share and support events.

**Motion** made by Ms. Hinton and seconded by Mr. Carrier to have the Economic Department provide quarterly reports regarding events to this Board.

Ms. Espinal stated that quarterly reports would provide sufficient information as to what issues should be discussed by this Board.

Board unanimously approved.

Ms. Reese stated that if information becomes available that this Board should be aware of, she would continue sending everyone an e-mail regarding awareness items. She stated that they will see how things go for one year with herself, Ms. Richards, and Ms. Espinal attending the County meetings. Next year, two other designees could be appointed.

Ms. Reese stated that she was asked if the City would be interested in hosting the next Municipal Arts Advisory Board meeting that occurs twice a year. It is for municipalities throughout Broward County. She felt this Board would agree to do that, and took the liberty of booking the Executive Airport Conference Room for April 30, 2010 from 8:30 a.m. to 10:00 a.m. This City would host the meeting, and this Board was invited to attend. Clara Bennett, Manager of the Executive Airport, would do the welcome speech. They are going to ask the Mayor to speak and provide an update on what occurred in the City as the result of the Pro Bowl and Super Bowl, and other scheduled events.

**Motion** made by Ms. Gonsher and seconded by Mr. Whipple to approve hosting the Municipal Arts Advisory Board Meeting to be held on April 30, 2010. Board unanimously approved.

### **Other Business**

Ms. Batchelder advised the preliminary planning meeting was held, and approximately 20 summary applications had been submitted in connection with staff determining their eligibility. Of the 20, three were not eligible because they were not public services, but housing projects. She believes that three non-profit agencies who had received funding during the last three years had submitted applications, and were advised they would not be eligible due to the three-year term limit. She advised there would be 17 or 18 applications, and the Board would receive all the information. She explained that the book would be downsized, and the Board would only receive the application, financial information, and other pertinent data to make their decisions. All information would be provided to the Board prior to the April meeting, at which time the non-profit organizations would make their presentations. Allocations would be done by this Board at the May meeting. Staff would present the Board's recommendations at the time of the Annual Action Plan in June.

Ms. Gonsher asked if there had not been discussion regarding scoring, and whether it would be done individually or by consensus. She was of the understanding they were going to discuss the process in more detail. Chair Avery Dial stated there had been some discussion regarding that matter. He thought the goal was to eliminate large discrepancies in the scoring. She was concerned using a consensus determination. She felt the agencies should be advised as to how the scoring would

be done. Ms. Batchelder proceeded to explain the process now followed. She believed the scoring procedure was modified with the three-year limit.

Mr. Currier stated that the new changes would probably average things out. Ms. Batchelder stated that the process was not as objective as they would like, but she felt the process would be better now that the field was somewhat narrowed.

Ms. Gonsher stated they discussed having one agency in each category assuming they were quality programs. She stated they needed to establish a minimum score that would reflect a quality program. She felt this issue needed to be discussed further. Possibly, this could be determined once applications were reviewed.

Mr. Priester entered the meeting at approximately 7:26 p.m.

Chair Avery Dial suggested that a percentage be chosen of what amount would be a passing grade. Ms. Gonsher stated part of the problem was the limited number of categories. She asked if she reviewed the scoring, could staff send out her proposal to the Board Members before the April meeting. Ms. Batchelder stated that could be done, but there would have to be a vote at the April meeting when everyone was present.

Mr. Whipple stated that it appeared two different points were being made regarding the evaluation form. He has not yet seen that form, but if they want to be objective, a discussion after the presentations would be appropriate. He believed the evaluation form should be as objective as possible.

Chair Avery Dial stated there would be a natural variance in the scores which was the purpose of having a Board with multiple members who had multiple perspectives.

Ms. Espinal stated that Mr. Goetz used to read the financials thoroughly. She feels the modification of the questionnaire and application would eliminate information being hid. Things would be more apparent and uniform.

Ms. Batchelder stated that if an agency ranks very low, this would come out in the discussions and they could be eliminated at that time. She added that major discrepancies in the scoring could be addressed at the May meeting. She stated that when monies were split into different operations, and each organization had different requirements for compliance, it made it hard for staff to properly monitor the programs. This was why staff preferred narrowing the field to six categories.

There was a consensus of the Board that individual scoring would be done.

Ms. Espinal stated she was not comfortable putting a number on anything at this time. Other Board Members agreed.

Ms. Batchelder asked for the Board to advise staff where the books should be delivered, whether at home or a work address. She advised the books would probably be delivered approximately two weeks before the Board's April meeting.

**Good of the Order**

Chair Avery Dial adjourned the meeting. The Board unanimously agreed.

There being no other business to come before this Board, the meeting was adjourned at approximately 7:35 p.m.

Respectfully submitted,

Margaret A. Muhl,  
Recording Secretary