

**City of Fort Lauderdale  
Community Services Board  
October 8, 2012 – 4:00 P.M.  
City Commission Chambers, City Hall  
Fort Lauderdale, FL 33301**

<b>MEMBERS</b>		<b>PRESENT</b>	<b>ABSENT</b>
Donald Karney, Chair	P	12	0
Richard Whipple, Vice Chair	P	12	0
Benjamin Bean (arr. 4:02)	P	6	1
Margaret Birch	P	11	1
Earl Bosworth	P	10	2
Ann Clark	P	3	0
Wendy Gonsher (arr. 4:01)	P	10	1
Helen Hinton	P	9	3
Bradley Katz	P	6	0
Jasmin Shirley	A	10	2
Kenneth Staab	A	9	3

**Staff Present**

Jonathan Brown, Manager, Housing and Community Development  
 Jeri Pryor, Federal Grants Administrator, Housing and Community Development  
 Marcia Gair, Administrative Assistant  
 Michael Walker, City Procurement Office  
 Kyle Carter, City Procurement Office  
 J. Opperee, Recording Secretary, Prototype, Inc.

**Communications to City Commission**

None.

**I. Call to Order / Roll Call**

- **Quorum Requirement – As of 10/8/12 there are 11 appointed members to the Board, which means 6 constitutes a quorum.**

Chair Karney called the meeting to order at 4:00 p.m. Roll was called and it was noted a quorum was present.

**II. Welcome and Board / Staff Introductions**

The Board and Staff members introduced themselves at this time.

Ms. Gonsher arrived at 4:01 p.m.

### III. Approval of Minutes – August 13, 2012

**Motion** made by Vice Chair Whipple, seconded by Ms. Hinton, to approve. In a voice vote, the **motion** passed unanimously.

Mr. Bean arrived at 4:02 p.m.

### IV. HOPWA Discussion

- **Legal Aid Proposal Review, Discussion, and Recommendation**
- **Commission Decision on Remaining HOPWA Recommendations**

Mr. Brown explained that the City Commission has reviewed the HOPWA recommendations offered by the Board; however, the City Manager raised questions regarding the proposal submitted by Legal Aid of Broward County. The City Attorney subsequently provided an opinion that referred to conflicts he felt may be present, and Legal Aid provided a response to the City Attorney's opinion.

Mr. Brown concluded that the City Manager would like the Board to review the memo from the City Attorney, as well as the response from Legal Aid, to determine whether or not their recommendation will remain the same. He noted that this discussion is open only to those Board members who participated in the RFP selection committee.

Vice Chair Whipple observed that he stands by the Board's recommendation with regard to any conflict between the City Manager, the City's Legal Department, and Legal Aid of Broward County. He felt the Board should take no action to address this issue. Ms. Gonsher agreed with this, stating that the Board should not attempt to give a legal judgment.

**Motion** made by Vice Chair Whipple, seconded by Ms. Gonsher, that the Board stays with the recommendations that they made in September, when they made the recommendations for funding. In a voice vote, the **motion** passed unanimously.

### V. Annual Elections

**Motion** made by Ms. Gonsher, and duly seconded, to nominate Mr. Whipple. [The **motion** was not voted upon.]

**Motion** made by Ms. Birch, seconded by Ms. Clark, to nominate Donald [Karney]. [The **motion** was not voted upon.]

Vice Chair Whipple suggested that elections be postponed for one month so a full Board might be present.

**Motion** made by Vice Chair Whipple, seconded by Ms. Birch, to have nominations closed. In a voice vote, the **motion** passed unanimously.

## **VI. Good of the Order**

None.

## **VII. Items for the Next Agenda**

- **Discussion on Whether or Not the CSB will be Taking Vacation in November and/or December 2012**

Mr. Brown advised that the next meeting date, November 12, falls on Veterans' Day. He stated that the Board may elect to meet, reschedule for another date in November, or postpone until the December meeting. He added that the next major issue to come before the Board will be in January 2013, when they will be presented with information on Community Development Block Grant (CDBG) funding and how the agencies are performing. January 2013 will also be the start date for the new grant cycle.

Ms. Gonsler commented that there are unresolved CDBG issues yet to be discussed, including a review of priorities in relation to proposals. She added that there should also be further discussion of adding another category for small neighborhood projects, which might need a lower amount of funding.

Mr. Brown stated that the conversation on changes to the current CDBG program should be discussed at one to two meetings, so a change to the application could be prepared and sent to the City Commission. He estimated that this meant the applications would go out in March 2013.

**Motion** made by Ms. Gonsler, seconded by Vice Chair Whipple, that the Board reschedule the November meeting and take vacation for the December meeting.

The Board discussed prospective meeting dates in November. Mr. Brown explained that any dates would have to be checked against the City's meeting calendar to determine when the room is available, or to find an alternate location. It was decided by consensus that Staff would email the Board members with the dates on which the room would be available for the November meeting, and a final date would be set depending upon the members' responses.

In a voice vote, the **motion** passed unanimously.

Vice Chair Whipple asked if a discussion of the HOPWA RFP process could be placed on the November Agenda. Ms. Pryor agreed that this could be done. She pointed out that when the Selection Committee's recommendations had gone before the City Commission, the only change made by the Commission, other than further discussion of the Legal Aid issue, was to the tenant-based voucher program: although the Committee had recommended that Broward House receive the full \$3.5 million allocation, the Commission had decided to divide these funds between Broward House and the Broward Regional Health Planning Council (BRHPC). Staff is working with both agencies to ensure a fair and equitable division of this program.

Chair Karney requested additional information on why this allocation was divided. Mr. Brown explained that the City Commission had viewed both agencies' proposals favorably, and BRHPC would be able to serve more clients than Broward House, with lower administrative costs. He advised that this meant Staff worked with both agencies to develop a format for new applicants to their programs, such as a new division of vouchers.

Ms. Pryor added that the wait list for this program would open in November or December, depending upon how quickly clients could be transferred between agencies. She continued that the Homeless Management Information System (HMIS), a computer program used for HOPWA, is being used to aid in the transition of clients between agencies, and a program is being written so the system can manage this transition. It is hoped that this division will be complete by November.

Ms. Gonsler asked when the Legal Aid issue would go back before the City Commission. Mr. Brown replied that it will be on the Agenda of the October 16 Conference Agenda meeting. All HOPWA recommendations offered by the Board will be presented at a public hearing in November.

Mr. Brown concluded that CDBG issues would also be discussed at the November meeting, including potential changes to the categories.

### **VIII. Communications to City Commission**

Vice Chair Whipple observed that a late proposal received by the City Commission in response to the RFP had caused a delay in the distribution of information on the HOPWA proposals to the Selection Committee. He asserted that the Commission should support the requirements listed in an RFP.

Mr. Brown asked if the Board would have preferred Staff to provide them with the information immediately available, or if they felt Staff should wait to distribute this information if a similar situation occurred in the future. Vice Chair Whipple said he would prefer that the City Commission supported "what Staff and the referendum

reads” and no longer provide additional leeway to agencies which might be late in their response. He felt the Commission had given the appearance that they did not support City Staff.

Ms. Pryor clarified that the issue had affected the distribution of grading sheets to the Selection Committee members.

Ms. Gonsler said she would like to discuss what went wrong or right with respect to the Selection Committee’s review of HOPWA agencies. She stated that in the future, she would recommend that Board members have more input in the creation of the RFP itself as well as participating in the selection process. She also felt the City Commission should clarify the rules of participation for individuals who may have a conflict of interest, as there had been significant discussion of some Committee members’ roles as voting or non-voting members.

Chair Karney suggested that the proposed Communication to the City Commission be tabled until November, when the HOPWA process would be discussed further. Ms. Pryor advised that this might allow more than one issue to be communicated to the Commission. Vice Chair Whipple agreed that this was acceptable.

## **IX. Adjournment**

There being no further business to come before the Board at this time, the meeting was adjourned at 4:33 p.m.

[Minutes prepared by K. McGuire, Prototype, Inc.]