

**City of Fort Lauderdale  
Community Services Board  
March 10, 2014 – 4:00 P.M.  
City Commission Chambers – City Hall  
Fort Lauderdale, FL 33301**

<b>MEMBERS</b>		<b>October 2013-September 2014</b>	
		<b>PRESENT</b>	<b>ABSENT</b>
Wendy Gonsler, Chair	A	5	1
Helen Hinton, Vice Chair	P	5	1
Benjamin Bean	P	4	2
Ann Clark	P	5	1
Mark Fillers	P	4	2
Wanda Francis	P	5	1
Andrew Jimenez	P	3	1
Jason King (arr. 4:03)	P	5	1
Jasmin Shirley (arr. 4:03)	P	6	0

**Staff Present**

Mario DeSantis, Liaison and Housing Administrator  
Jonathan Brown, Manager, Housing and Community Development  
Marcia Gair, Administrative Aide  
J. Opperlee, Recording Secretary, Prototype, Inc.

**Communications to City Commission**

None.

**I. CALL TO ORDER / ROLL CALL / PLEDGE OF ALLEGIANCE**

- **Quorum Requirement: As of February 28, 2014, there are 9 appointed members to the Board, which means 5 constitutes a quorum.**

Vice Chair Hinton called the meeting to order at 4:01 p.m. All stood for the Pledge of Allegiance and roll was called.

**II. WELCOME / BOARD AND STAFF INTRODUCTIONS**

The Staff members introduced themselves at this time.

**III. APPROVAL OF MINUTES – FEBRUARY 10, 2014**

**Motion** made by Mr. Fillers, seconded by Mr. Bean, to accept the minutes. The **motion** passed unanimously by consensus.

**IV. CDBG APPLICATIONS**

Mr. Brown reviewed the Community Development Block Grant (CDBG) application process, noting that five proposals were received for the program this year. All five applications are in different categories. He recalled that in the past, the Board has established a minimum average score which each application must meet in order to be considered for funding.

Mr. King and Ms. Shirley arrived at 4:03 p.m.

Mr. Brown recalled that preliminary CDBG figures are typically available in April. Agencies will present their applications at the April 14 Board meeting, followed by a brief question-and-answer period. Scores are due to Staff on April 18. On April 21, the Board will meet again to rank the agencies and make its funding recommendations.

He added that the reduction in applications may be due in part to agencies' awareness of the reduction in funding, the requirements of the program, performance indicators, and other factors related to the application process. There are no open findings related to any of the applying agencies at this time.

## **V. HOPWA UPDATE**

Mr. DeSantis reported that the Housing Authority currently receives Housing Opportunities for Persons with HIV/AIDS (HOPWA) funds to operate one house and one facility including eight units; due to the Housing Authority's lack of supportive services, a meeting of HOPWA agencies met to discuss how these services would be provided to the Housing Authority's clients. The agencies sent a letter to the City Manager expressing their concerns with a master lease to the Housing Authority, and asking the City to turn the facility over to a current HOPWA agency through the RFP process. This would allow the agency to provide the necessary supportive services and alleviate concerns regarding the provision of emergency services in the facility.

It was clarified that the agencies typically prefer to take ownership of the properties; the City had initially hoped to retain the Housing Authority as owner/landlord of the subject property, with another agency providing the services. A 10-year restrictive covenant requires the units to be used for HOPWA-eligible clients, although it does not guarantee funding. Staff will recommend funding be provided to the successfully bidding agency for four years. This time frame will complete the current three-year cycle and include the next three-year cycle. Previously unexpended funds would be used for this purpose, and the 10 years of the restrictive covenant would reset.

Mr. Brown added that once the property is granted to an agency, the units remain with that agency unless it defaults on the restrictive covenant. In the event of a default, the property would revert to the City. Mr. DeSantis noted that half the units in the facility in question are currently filled. The agency that eventually operates the facility must be able to provide the supportive services required by a HOPWA contract.

The members discussed the disposal of these units. Mr. Brown clarified that the Board may make a recommendation at today's meeting, or may wait until the Annual Action Plan has been developed. SunServe is currently providing supportive services for clients in these units, which means the City remains in compliance with Department of Housing and Urban Development (HUD) regulations.

Mr. Fillers asked if the Board could request independent proposals from each agency that signed the letter to the City Commission, reflecting how they would handle the property, before title passes to one of them. Mr. Brown confirmed that each agency would be required to go through the City's procurement process, with Board members participating in the RFP selection committee. He concluded that a decision must be made in order to prevent the City from having to repay HUD dollars.

**Motion** made by Mr. Fillers, seconded by Ms. Francis, that [the City] proceed forward with the RFP process for this, as a recommendation of the Board, to move this out of the Housing Department and actually get it out to the areas where it actually can be dealt with in full compliance with HOPWA regulations. In a roll call vote, the **motion** passed 7-1 (Mr. Bean dissenting).

Mr. DeSantis noted that the members were provided with a fiscal/programmatic summary sheet for all HOPWA agencies, listing their expenditures, the number of clients reached, targets, and notes. He called their attention to the Susan B. Anthony Recovery Center, stating that the City did not receive 2013 invoices from this agency until January 2014, and invoices from October 2013 through February 2014 have not yet been received. Many of the invoices submitted were not correct, despite technical assistance by Staff. He concluded that the agency has thus far spent only 16% of its funds.

The Board reviewed the summary sheet information related to the Susan B. Anthony Recovery Center, noting that the agency has a new CEO. Mr. DeSantis advised that the agency experienced similar issues with their CDBG funds, which ultimately required them to return some of these dollars. Invoices were only submitted after numerous requests by Staff. The HOPWA contract states that invoices must be submitted within 30 days of the closing of a month. Mr. Brown recalled that when concerns arose the previous year, the Board had recommended that the Center receive an extension instead of new dollars.

It was noted that the Center has assisted nine clients through facility-based services during the past year, although they are not submitting invoices in a timely manner. Mr. Brown pointed out that the City must spend its funds within a time frame dictated by HUD; when an agency is not spending its funds at a pace that allows the City to meet these requirements, it becomes an issue. A meeting has been scheduled between Staff and the agency's new CEO. It was determined that no decision would be made until this meeting has taken place.

## VI. CSB MAY MEETING SCHEDULE

Mr. Brown explained that because the Board typically meets twice during the month of April, it has forgone its May meeting in the past.

**Motion** made by Ms. Shirley, seconded by Ms. Clark, that the Board not meet in May. In a voice vote, the **motion** passed unanimously.

Mr. DeSantis stated that the HUD action plan must go to the City Commission on or before their first meeting in July. This means the CSB must recommend dollar amounts for each program at their June meeting.

**Motion** made by Mr. Fillers to put the May meeting back on the Agenda.

Mr. DeSantis asked what the Board would need to help them make a decision on the dollar amounts, as this would determine whether or not the May meeting would be necessary. He pointed out that Staff can provide information on allocation amounts, funds actually spent, number of clients served, and other information the Board might need to determine that the agencies are meeting their requirements.

The Board members discussed what they felt would be useful information, including any outstanding monitoring issues with the agencies, as well as why an agency might not have achieved a certain percentage of its goals by this time. Mr. Brown clarified that if the City has both \$2 million in unspent dollars and the \$8.3 million received, the oldest dollars are spent first. He recalled that unspent funds were discussed at the February Board meeting.

Mr. Fillers asserted that the members' inability to see what is happening with the agencies on a year-to-year basis prevented greater understanding of the nuances of the program, and requested that information be provided over time to show the evolution of the agencies' spending over the last three years. He stated that this would contribute to the Board's ability to make better HOPWA recommendations. It was clarified that two years' information could be provided thus far, as there is still one year remaining within the agencies' current funding cycle. He also requested a list of spending by program by year.

Mr. DeSantis also clarified that facility-based programs meeting over 100% of their stated goals do so due to turnover, which can occur for several reasons, including death, removal from the program, or transfer to another program. Mr. Brown advised that the members would also be provided with the agencies' performance indicators as established by the Board, as well as the agencies' score cards.

Mr. King **seconded** Mr. Fillers' **motion**. In a roll call vote, the **motion** passed 5-3 (Vice Chair Hinton, Ms. Clark, and Ms. Shirley dissenting).

It was determined that the Board would meet on Monday, May 12.

The following Item was taken out of order on the Agenda.

#### **VIII. ITEMS FOR THE NEXT AGENDA**

Vice Chair Hinton requested that printed copies of the Agenda be provided to the Board members at meetings.

Mr. Fillers suggested that a representative of the Susan B. Anthony Recovery Center be invited to the April Board meeting to discuss some of the issues that agency is experiencing. Mr. Brown confirmed that a request would be sent to the Center.

#### **VII. GOOD OF THE ORDER / PUBLIC COMMENTS**

Mr. Brown explained that a State Statute now requires the City Commission and all advisory bodies to discuss any written public comments on Agenda Items at their meetings. These comments will be provided to the Board members by Staff. Members of the public may also comment on any Items before an advisory entity votes on them. City Staff is working to determine the process to be followed at all Board meetings in order to comply with this Statute.

#### **IX. COMMUNICATIONS TO CITY COMMISSION**

The Board recalled that a communication had been previously sent to the City Commission requesting that absences on the Board be filled. Mr. Brown stated he would reach out to the City Commission to determine if they have reviewed this communication.

The members briefly discussed the possible reasons for the low number of applicants for CDBG funding, which could include the amount of work necessary to apply and the inability of programs to apply to the program for more than three consecutive years.

There being no further business to come before the Board at this time, the meeting was adjourned at 5:30 p.m.

Any written public comments made 48 hours prior to the meeting regarding items discussed during the proceedings have been attached hereto.