

**City of Fort Lauderdale  
Community Services Board  
May 12, 2014 – 4:00 P.M.  
City Commission Chambers – City Hall  
Fort Lauderdale, FL 33301**

		October 2013-September 2014	
<b>MEMBERS</b>		<b>PRESENT</b>	<b>ABSENT</b>
Wendy Gonsher, Chair	A	6	2
Helen Hinton, Vice Chair	P	7	1
Benjamin Bean	A	5	3
Ann Clark	A	6	2
Mark Fillers	P	6	2
Wanda Francis	P	7	1
Andrew Jimenez	A	4	2
Jason King (dep. 5:16)	P	7	1
Chris Lovell	P	2	0
Jasmin Shirley	P	7	1

**Staff Present**

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

**Communications to City Commission**

None.

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

- **Quorum Requirement: As of April 30, 2014, there are 10 appointed members to the Board, which means 6 constitutes a quorum**

Vice Chair Hinton called the meeting to order at 4:03 p.m. Roll was called and all stood for the Pledge of Allegiance.

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

None.

**III. APPROVAL OF MINUTES – APRIL 14, 2014**

**Motion** made by Ms. Francis, seconded by Mr. Lovell, to approve. In a voice vote, the **motion** passed unanimously.

#### **IV. APPROVAL OF MINUTES – APRIL 21, 2014**

**Motion** made by Ms. Francis, seconded by Mr. Lovell, to approve. The **motion** passed by unanimous consensus.

#### **V. HOPWA DISCUSSION**

- **Current HOPWA Findings**

Mr. DeSantis provided an update on monitoring for the agencies providing Housing Opportunities for People with HIV/AIDS (HOPWA) services. At present, all but two agencies that received letters have provided corrective action plans and the required documentation. The remaining two agencies have not been previously monitored, as they have only recently joined the HOPWA program. He concluded that there are no major issues at present.

- **Annual Action Plan Funding Discussion**

Mr. DeSantis described the draft HOPWA fiscal summary spreadsheet provided to the members, noting that it lists the following:

- Funds actually expended and broken down by program;
- Projected expenditures for the rest of the year;
- Dollar amount requested by the agencies to run each program;
- Comments by the agencies referring to 2014/2015 budget requests;
- Amount the CSB wishes to provide to each agency;
- Total requested funds versus total funds to be awarded.

He concluded that Staff estimates there will be \$2.8 million in unspent funds in addition to the \$7.1 million grant. If there is a reduction in funds from the federal government during the next three-year cycle, the budget will require adjustment. Mr. Brown clarified that the HOPWA program covers a one-year agreement with two subsequent one-year renewal options. The spreadsheet is intended to indicate whether the funds requested by each agency are in line with that agency's expenditures thus far.

The Board members reviewed the document, noting that some unspent funds were the result of a freeze in the tenant-based voucher program, which had not been expanded in order to prevent overcommitting its funds. These unspent dollars will come back to the Board during the next three-year RFP cycle. Mr. DeSantis advised that housing subsidies for HOPWA participants are treated in a similar manner to fixed costs: agencies cannot use funds from these subsidies for other programs.

Mr. DeSantis continued that the Permanent Housing Placement (PHP) program was established with the intent of assisting clients who experience medical issues or loss of income. He noted that each year, there are clients who ask for funds from this program more than once, although the funds are intended for one-time use. At present, a client

must wait 24 months before s/he may request these funds again, although there are caveats for extenuating circumstances such as divorce, domestic violence, and other issues not caused by the clients themselves.

He described the Short Term Rent, Mortgage, and Utilities (STRMU) program as providing 13 weeks of service, with a lifetime cap of 39 weeks; after this cap is reached, clients are eligible for only four weeks of service per year. In the event of job loss or a medical emergency, clients may receive a maximum of 21 weeks of service, during which they must develop housing stability plans. Mr. DeSantis concluded that this is an effort to control costs and serve more unduplicated clients, as Fort Lauderdale's costs for this program have been among the highest in the nation in the past.

The Board discussed reasons a client might request assistance through the PHP program more than once, such as damage caused by that client to his or her housing unit. Mr. DeSantis confirmed that if a client has used up his or her eligibility or has not fulfilled the requirements of a documented corrective action plan, it is possible that the client may become homeless. In the case of landlord evictions or other non-HOPWA-related housing terminations, Staff would refer the client to Legal Aid for additional services. He noted that clients may also apply for non-HOPWA subsidies; similarly, if a client's record includes non-HOPWA violations, that client may apply for HOPWA services. Mr. DeSantis emphasized the importance of housing case management in assisting these clients.

Mr. Brown reviewed the timeline for funding recommendations, noting that the Board's recommendations must be provided to the City Commission no later than June 2014. This would allow time for the agencies' contracts to be prepared prior to the new fiscal year. The City Commission must also approve any use of previously unexpended dollars in the funding recommendations.

**Motion** made by Mr. Fillers, seconded by Ms. Francis, that the Board make a recommendation to the City Commission that the proposal for funding for the next year's cycle be at \$8,113,976.49.

Mr. DeSantis advised the Board to review the agencies' requests and expenditures and determine whether or not their requests made sense; if not, the Board may discuss the requests with the representatives present at today's meeting. The Board members also debated whether or not to recommend funding the total requested budget of \$8.1 million based solely on the agencies' requests. It was determined that in order to use any unspent funds, previous action plans must be amended, which would require specific recommendations for funding to individual agencies and programs rather than a global amount.

Mr. Fillers **withdrew** his **motion**.

The Board decided to review the funding amounts requested by each agency with the agencies' representatives. Mr. King noted that due to a conflict, he would be unable to remain at today's meeting. It was determined that he would obtain a recording of the meeting in order to hear the continued funding discussion, and would make funding recommendations directly onto the spreadsheet provided by Mr. DeSantis before the final discussion in June.

Mr. DeSantis provided an update on the Susan B. Anthony Recovery Center, with which Staff has been working closely. This agency has submitted all outstanding invoices from March 2013 to September 2013 and has spent approximately \$89,000 of its unused funds, with \$92,000 remaining to be used from October 2013 to September 2014. He estimated that if the Board continues to recommend funding for this agency, they will require roughly \$90,000 for fiscal 2014-2015.

Steve Nolte, representing Broward House, stated that this agency provided Staff with the minimum funding amount necessary to sustain its programs. He pointed out that Broward House cannot predict the level of income its clients will be able to contribute toward their housing. The proposed budget would not reduce the number of vouchers available to Broward House, but would maintain the existing status quo. If the agency was provided with more funding than requested, it would be possible to restore some of the services previously provided in its assisted living facilities, such as staffing, housekeeping, nursing, case management, and other salaried services.

Mr. King left the meeting at 5:16 p.m. It was noted that a quorum was no longer present.

Dr. Rosalind Osgood, representing Mount Olive Development Corporation (MODCO), stated that the agency has requested the same amount as in previous years, as she felt the agency is incurring costs for which they have not been billing. She confirmed that MODCO has worked diligently with City Staff to determine which expenses are allowable, and that the agency could serve more clients if they received more funds than requested.

Natasha Markman and Jackie Curnow, representing Broward Regional Health Planning Council (BRHPC), explained that they had worked with City Staff to determine the dollar amount necessary for their programs once new eligibility requirements are in place. This would allow BRHPC to serve more unduplicated clients rather than simply continuing to serve the same clients.

Mr. DeSantis confirmed that case management is a component of the funding for tenant-based, facility-based, and project-based housing, and will be provided as part of these programs. Because this is an inclusive expense, it was not possible to estimate the cost of case management as if it was a separate service. It was clarified that case managers may direct HOPWA clients to other programs that can assist them in reaching self-sufficiency, although it was noted that BRHPC's primary responsibility is review and

approval of STRMU/PHP applications. Mr. Nolte confirmed that Broward House case managers also guide clients to non-HOPWA programs for additional services.

Francisco Gomez, representing Care Resource, stated that because they received a portion of the funds originally allocated to Minority Development and Empowerment, Inc. (MDEI), they were asked to assist an additional 75 clients. They presently serve 270 unduplicated clients. He noted that in addition to housing case management, Care Resource also assists clients in need of other services, such as food and medical assistance. Mr. DeSantis clarified that he had also spoken with representatives of Care Resource, who had informed him they would be able to cut approximately \$3000 in funding without interfering with the agency's services.

It was noted that no representative of the Housing Authority of Fort Lauderdale was in attendance at today's meeting. Mr. DeSantis noted that this agency is still providing billing data from 2013; based on these and previous years' submissions, he estimated that the Housing Authority would need roughly \$84,000 to operate. He recalled that at an earlier date, there had been discussions of having another agency assume operations of the Housing Authority's facilities, which include eight units and one house; however, the Housing Authority had recently determined that they will provide the supportive services required by their contract, and no transition was necessary. The facilities are expected to be at full occupancy by the end of May 2014.

Ms. Shirley requested that a representative of the Housing Authority be invited to attend the next CSB meeting in order to address the Board's concerns.

Patrice Paldino, representing Legal Aid Service of Broward County, Inc., advised that due to contract issues during the first year of the three-year funding and renewal cycle, Legal Aid effectively lost one year of funding, including the 7% cap on administrative expenses. She pointed out that this agency is the only provider of legal services to the HOPWA community, and falls into the non-housing case management category. She explained that Legal Aid has already exceeded its performance indicators, and can support its work in 2014-2015 with \$220,000 in funds while retaining some family services, for which there has been less need than anticipated.

Mr. DeSantis noted that no representatives were present from the Susan B. Anthony Recovery Center. He reiterated that, based on the agency's average invoices over the years, they would require \$90,000 to continue to provide services over the next fiscal year.

Ellie Towne, representing Shadowood II, stated that this agency's housing facility currently accommodates 30 clients. They offer facility-based services, as well as a graduate program for clients seeking independent project-based housing. She explained that they have requested across-the-board funding for facility-based housing, which would include salaries for services including security, cooks, and other expenses. \$10,000 has been cut from their project-based housing program. Ms. Towne asserted

that clients who graduate from facility-based housing are not allowed to become homeless once more.

Mark Ketcham, representing SunServe, stated that the agency has four housing case managers to cover a caseload of 324 clients. He explained that SunServe has requested level funding, although they would like to add one to two more case managers at a cost of \$50,000 each. They expect to add another case manager in September 2014. It was noted that the Board had been advised to review the HOPWA agencies' budgets before additional funding is provided. Once the Annual Action Plan has been prepared, the Board will make a recommendation to the City Commission regarding the disposition of additional case management funds.

Mr. DeSantis clarified that none of the \$2.68 million in unexpended funds has been allocated thus far; the Board has recommended the use of approximately \$300,000 of these funds. The decision before the Board at present is the dollar amount at which they wish to fund the agencies providing HOPWA services. Once this decision is made, the Annual Action Plan will be presented to the City Commission for approval. The Board will then make a recommendation to the City Commission on the disposition of the remaining unspent funds. Mr. Brown clarified that it may be possible for these unspent funds to be used during the next three-year HOPWA funding cycle.

Mr. Brown emphasized the need for the Board to provide their recommendations to the City Commission through the Annual Action Plan in a timely manner before revisiting the allocation of unspent funds. It was also noted, however, that a quorum was no longer present at the meeting, which meant no recommendation could be made at this time.

#### **VI. GOOD OF THE ORDER**

None.

#### **VII. PUBLIC COMMENTS**

None.

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

Vice Chair Hinton noted that the discussion of the Annual Action Plan would need to resume at the next scheduled Board meeting, when a quorum was present. Ms. Shirley recommended that the members give consideration to their funding recommendations for the \$7.1 million federal allocation, the \$2.68 million in unspent funds, and the \$300,000 portion of unspent funds for which a recommendation had been made regarding its disposition for case management.

Mr. Brown also recalled that the Board had asked Staff to provide them with the performance indicators for Community Development Block Grant (CDBG) agencies. He

noted that the Board's recommendation for these allocations must be rendered in June in order for the City Commission to review this recommendation in July.

**IX. COMMUNICATIONS TO CITY COMMISSION**

None.

**X. ADJOURNMENT**

There being no further business to come before the Board at this time, the meeting was adjourned at 6:24 p.m.

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

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