



CITY OF FORT LAUDERDALE

Approved
City of Fort Lauderdale
Community Services Board
August 12, 2019 – 4:00 P.M.
City Commission Chambers, City Hall
Fort Lauderdale, FL 33301

October 2018-September 2019

MEMBERS		PRESENT	ABSENT
Wanda Francis, Chair	P	8	1
Noah Szugajew, Vice Chair	A	8	1
Jonathan Bennett	A	5	3
Laurel Bolderson	P	7	2
Christina Disbrow	P	7	1
April Kirk	P	7	2
Richard Morris	P	7	3
Marisol Simon	P	1	0

Staff Present

Rachel Williams, Housing and Community Development Manager
Lisa Tayar, Recording Secretary, Prototype, Inc.

Communication to the City Commission

Motion made by Ms. Kirk, seconded by Ms. Simon, to send a communication to the Commission that [the Board] supports this process, and that they are excited for these partners to work together, in that when these contracts come through it would be in the best interest for the City and the residents to expedite the process. In a voice vote, the **motion** passed unanimously.

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

- **Quorum Requirement – As of July 19, 2019, there are 8 appointed members to the Board, which means 5 constitutes a quorum**

Chair Francis called the meeting to order at 4:01 p.m. and all present recited the Pledge of Allegiance. Roll was called and it was noted a quorum was present at the meeting.

II. WELCOME / BOARD AND STAFF INTRODUCTIONS

III. APPROVAL OF MINUTES – JUNE 10, 2019

Motion made by Ms. Kirk, seconded by Ms. Simon, to approve. In a voice vote, the **motion** passed unanimously.

Chair Francis noted that this would be Ms. Bolderson's final meeting as a Board member, as she is relocating.

IV. HOPWA

- **Discussion on Uncommitted HOPWA Funds**

Ms. Williams recalled that the state of Florida had given the City an opportunity to request \$785,000 in additional Housing Opportunities for Persons with HIV/AIDS (HOPWA) funding. Because another municipality withdrew its request, the state has offered to provide \$947,000, all of which must be spent and invoiced by June 30, 2020.

Because this will not be an ongoing source of funding, the HOPWA agencies have agreed to extend time-limited vouchers beyond the eight-month time frame for expenditure to approximately 18 months. HOPWA providers will identify clients from the current tenant-based rental voucher (TBRV) waiting list, as well as clients from across the HOPWA continuum of care, whom they feel will be successful within the limited time frame.

Ms. Williams advised that a rapid re-housing concept will be used by HOPWA agencies to screen qualifying clients who will receive vouchers. Because the City is not the grantee but the sub-recipient of funds, administrative dollars are limited. Qualified clients will come to the City, which will then cut rent checks to their landlords. This will lessen the administrative burden on HOPWA agencies.

Ms. Williams recalled that she had forwarded emails and other correspondence from various HOPWA agencies to the Board members, which made it clear that each agency would require an additional staff position to address the administrative burden. This means a portion of the \$2 million remaining from a previous year may be provided to them for this purpose. The balance of the \$2 million would be used to sustain vouchers in the limited time period.

There is also a separate request from Broward House for 10 beds for which they no longer have funding from another source. Ms. Williams clarified that this request is not related to the \$947,000 in pending state funds, but would be fulfilled from the \$254,000 in uncommitted funds in the current budget.

Chair Francis requested clarification of the number of clients who would be served by the \$947,000 from the state. Ms. Williams replied that to effectively serve clients on the waiting list, these funds would be used for more than one-time assistance. This means only 75 clients could be served from the waiting list. Case managers will screen clients for eligibility, while a separate team will review eligible clients and the City will provide them with checks.

Chair Francis pointed out that the HOPWA agencies will need to hire experienced case managers to screen clients for eligibility. Ms. Williams explained that Legal Aid Services

of Broward County reviews all leases before clients requesting permanent housing placement (PHP) assistance move into their homes. Vouchers may be used anywhere they are accepted on the open market in Broward County.

Ms. Williams continued that while vouchers will be extended to up to 18 months, clients will have a goal of becoming self-sufficient within 12 months. Housing units are inspected to ensure habitability. Broward County is supportive of the proposed program.

Ms. Kirk strongly recommended that financial requests of this nature be presented in writing so the Board members have a clearer understanding of what is necessary before they are asked to make a decision. Ms. Williams stated that due to the short notice provided with the state's offer, the City's Finance Department requires more time to put these figures together. They are expected by the next scheduled meeting. Chair Francis proposed that a representative of the Finance Department be invited to the September 2019 meeting as well.

Ms. Kirk requested clarification of whether or not the timeline for use of funds is considered achievable. Ms. Williams replied that the HOPWA agencies will begin the housing process before their new staff members are hired. New hires will be brought on board to assist the following agencies:

- Broward House
- Care Resource
- Mount Olive Development Corporation (MODCO)
- Broward Regional Health Planning Council (BRHPC)
- SunServe
- Legal Aid Services of Broward County

New personnel will be brought in while the housing process is underway. Ms. Williams further clarified that SunServe and Care Resource will provide the case management/intake component for the process, which means two case managers are needed. Another case manager will be shared between the housing agencies to provide wraparound services, and an additional attorney will be needed for Legal Aid.

Ms. Kirk also asked for more information on the City's status as sub-recipient. Ms. Williams advised that 7% of the funds, or approximately \$64,000, may be used toward administrative fees to process checks, review files, and prepare invoices for reimbursement from the state. The HOPWA database will also require adjustment.

Mr. Morris requested more information regarding the screening criteria to be used in identifying 75 clients from the waiting list, as well as the estimate of how much would be spent per client per month. Ms. Williams explained that each client will need to provide 30% of their household income in addition to the vouchers.

Mr. Morris was also concerned with the need for a contingency for individuals at the end of the 12- to 18-month period. Ms. Williams emphasized the importance of a screening

process that will identify clients whose ongoing source of income will allow them to succeed at the end of this period. Stacy Hyde, President/CEO of Broward House, further clarified that the contingency would apply at eight months if the client is not making sufficient progress: additional case managers will assess clients' needs as they go.

Ms. Williams stated that the agencies and Staff have also considered other opportunities within the community that could be used to ensure clients' success. There are additional resources outside HOPWA that may be used to help HOPWA-eligible clients, such as purchase assistance programs offered by the City, Broward County, or other municipalities.

Chair Francis asked if the Board would receive monthly updates on the process. Ms. Williams confirmed that in September, figures and a budget would be presented to the Board so they may vote on how to fund new personnel for HOPWA agencies. Today's presentation is intended to be informational so the Board may begin thinking about the process. A draft contract from the state will be provided at the September 2019 meeting, as will the screening tool being developed by Broward House.

Ms. Kirk requested an estimate of the program's anticipated success rate. Ms. Williams reiterated that this will be related to the careful screening of clients. Barring client illness, she estimated a 70% success rate.

Ms. Simon asked how long the additional staff members would be paid using the expected funds. Ms. Williams replied that she could not estimate this and has asked for a projection by the Finance Department using numbers from the current case managers. She also could not estimate the expected unit size for clients without clearer knowledge of their household compositions.

Motion made by Ms. Kirk, seconded by Ms. Simon, to send a communication to the Commission that [the Board] supports this process, and that they are excited for these partners to work together, in that when these contracts come through it would be in the best interest for the City and the residents to expedite the process. In a voice vote, the **motion** passed unanimously.

Ms. Kirk strongly encouraged the HOPWA agencies to begin crafting their own communications to the community regarding the program to promote awareness and leverage funding.

V. CDBG

- **Updates**

Ms. Williams reported that all Community Development Block Grant (CDBG) participating agencies have met their spend-down ratios in a timely manner. The City does not expect

to lose any of this funding from the U.S. Department of Housing and Urban Development (HUD).

VI. CSB BUSINESS

• Update on Meeting with Commission

Ms. Williams advised that she will continue to reach out to the City Commission regarding a date for this meeting.

Ms. Kirk pointed out that tonight's Board meeting was not listed on the City's website. She added that there are seven open positions on the Board, some of which have been open since 2018. She felt it was unfortunate that the lifesaving work of agencies who receive funding through the Board is not televised for all Fort Lauderdale residents, and did not feel that privacy concerns were sufficient reason for lack of televised status. Ms. Kirk concluded that the Board invests significant time in its responsibilities without receiving recognition for its work, and its members wish to have a discussion with the City Commission.

VII. GOOD OF THE ORDER

None.

VIII. PUBLIC COMMENTS

Rafael Jimenez, Director of Social Services for Care Resource, thanked the Board members for their time and effort.

IX. ITEMS FOR THE NEXT AGENDA

Ms. Williams recalled that items for the September 2019 Agenda will include:

- Vote on approval of new state funding
- Vote on approval of uncommitted funds from the fiscal year (FY) 2019-2020 funding allocation

Stacy Hyde of Broward House briefly reviewed that agency's request for the funding of 10 beds in their facility-based housing program, which is in an assisted living facility. The facility-based housing program is transitional and provides meals and other services for clients who may be coming from the street, the hospital, or the jail. They are requesting \$254,000 for this purpose.

It was clarified that the \$254,000 in uncommitted funds would come from the HUD funding anticipated for the fiscal year beginning in October 2019.

Motion made by Ms. Bolderson, seconded by Ms. Simon, to approve \$254,000 for Broward House. In a voice vote, the **motion** passed unanimously.

Ms. Disbrow suggested that the HOPWA agencies invite both potential donors and public officials to tour their facilities so they can see the work being done. Ms. Hyde noted that Broward House provides a tour on the second Thursday evening of each month.

X. COMMUNICATIONS TO CITY COMMISSION

It was noted that Ms. Kirk's earlier **motion** regarding the acceptance of state funds would be sent as a communication to the City Commission.

XI. ADJOURNMENT

There being no further business to come before the Board at this time, the meeting was adjourned at 4:53 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.]