



APPROVED
Meeting Minutes
City of Fort Lauderdale
Community Services Board
Department of Sustainable Development
700 NW 19th Avenue, Fort Lauderdale, Florida 33311
January 16, 2024 – 4:00 P.M.

MEMBERS		PRESENT	ABSENT
Christi Rice, Chair	P	4	1
William J. Dunne, Vice Chair (arr. 4:06)	P	2	2
Wismy Cius	P	9	3
Latrisha Greaves (via Zoom)	P	5	0
Gary Hensley	P	8	1
Sharon Hughes	A	2	3
Ronald Pierre	P	5	2
Amy Schimelfenyg	P	10	0

Staff Present

Rachel Williams, Housing and Community Development Manager
 Eveline Dsouza, Administrative Supervisor, Housing and Community Development
 Carla Blair, Recording Secretary, Prototype, Inc.

Communications to City Commission

None.

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

- **Quorum Requirement – As of January 1st, 2024, there are 8 appointed members to the Board, which means 5 constitutes a quorum**

Chair Rice called the meeting to order at 4:05 p.m. Roll was called and it was noted a quorum was present. The Pledge of Allegiance was recited.

Vice Chair Dunne arrived at 4:06 p.m.

II. WELCOME / BOARD AND STAFF INTRODUCTIONS

Chair Rice noted that a motion from the Board is necessary to allow Ms. Greaves to attend the meeting via Zoom.

Motion made by Mr. Hensley, seconded by Ms. Schimelfenyg, to allow her to attend via Zoom. In a voice vote, the **motion** passed unanimously.

III. APPROVAL OF MINUTES – December 11th, 2023

Motion made by Vice Chair Dunne, seconded by Mr. Hensley, to approve. In a voice vote, the **motion** passed unanimously.

IV. REVIEW REVISED CDBG SCORING TOOL

Ms. Dsouza reviewed the revised Community Development Block Grant (CDBG) scoring tool for the Board members, as well as a scoring sheet reflecting the range of possible scores from low to high.

V. NEXT STEPS TO AMEND ORDINANCE NO. C-12-01 SECTION 5

Ms. Williams advised that the Board's communication to the City Commission made at their December 2023 meeting, which requests amendment of their governing Ordinance, has gone before the Commission. The proposed Ordinance amendment is scheduled to go to the Commission at their February 20, 2024 meeting for first reading. If approved, it will then be scheduled for second reading. Chair Rice advised that she will plan to attend the February 20 meeting.

VI. GOOD OF THE ORDER

Chair Rice noted that the Annual Action Plan meeting will follow today's Community Services Board (CSB) meeting at 5 p.m. All applicants for CDBG and Housing Opportunities for Persons with HIV/AIDS (HOPWA) funding must attend this mandatory meeting.

Ms. Williams stated that one of the agencies currently funded with CDBG dollars has verbally notified Staff that they may wish to forfeit these funds. She noted that the CDBG program is highly regulated, with strict requirements for documentation. She asked the Board for any ideas on how to help "startup" organizations which may come forward in the future, as documentation issues have caused other agencies to forfeit funds in the past as well.

Ms. Williams recalled that the program intended to establish a mentoring program for young people in trouble. CDBG requirements include income certification to ensure eligibility, which some households may not want to disclose. The Board had allocated \$8900 to the program.

Ms. Williams advised that the program's representative has been asked to provide written documentation by the end of the current week if he wishes to forfeit the CDBG funds. She emphasized that the decision on whether or not to forfeit the funds is up to the organization, not Staff.

Ms. Greaves commented that a lack of CDBG experience, as well as the brief longevity of the program, may have contributed to the difficulties. Chair Rice recalled that when

the program was first presented to the Board, they had wished to support it; however, in hindsight, they had not seen a formal application by the agency, which could have indicated difficulty in reporting.

Chair Rice asked if there is a specific time frame in which the \$8900 must be reallocated if it is forfeited. Ms. Williams advised that there are options the Board may wish to consider, as some organizations had applied for a larger amount of CDBG funding than was allocated to them. She noted that these organizations have experience with the CDBG program.

Mr. Hensley requested additional information regarding conflict of interest. Ms. Dsouza replied that Staff will send the Board members a list of CDBG and HOPWA applicants and the members will need to identify any potential conflicts of interest with those agencies and will need to step away from discussion of any funding allocations.

VII. PUBLIC COMMENTS

None.

VIII. ITEMS FOR THE NEXT AGENDA

The CDBG timeline was clarified, with pre-application summaries due between January 30 and February 2, 2024. Staff will review the summaries to ensure they meet the objectives of the U.S. Department of Housing and Urban Development (HUD), which provides CDBG funding. Full applications are then sent out to applicant agencies and must be returned to Staff by February 29, 2024. A list of applicants will be available by the next Board meeting on February 12, 2024. Applications will be presented to the Board members at the April 8 and 9, 2024 meetings.

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 4:33 p.m.

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