



CITY OF FORT LAUDERDALE 700 NW 19th Avenue, Fort Lauderdale, Florida 33311
February 12, 2024 – 4:00 P.M.

APPROVED

**Meeting Minutes
 City of Fort Lauderdale
 Community Services Board**

Department of Sustainable Development

MEMBERS		PRESENT	ABSENT
Christi Rice, Chair	P	5	1
William J. Dunne, Vice Chair	P	3	2
Wismy Cius	P	2	0
Latrisha Greaves	P	6	0
Gary Hensley	P	9	1
Sharon Hughes (arr. 4:11)	P	3	3
Ronald Pierre	A	5	3
Amy Schimelfenyg	A	10	1

Staff Present

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 February 1st, 2024, there are 8 appointed members to the Board, which means 5 constitutes a quorum**

Chair Rice called the meeting to order at 4:09 p.m. Roll was called and it was noted a quorum was present. The Pledge of Allegiance was recited.

II. WELCOME / BOARD AND STAFF INTRODUCTIONS

III. APPROVAL OF MINUTES – January 16th, 2024

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

Ms. Hughes arrived at 4:11 p.m.

IV. UPDATE OF AMENDMENT OF ORDINANCE C-12-01 SECTION 5

Ms. Dsouza reported that the City Commission has approved the Ordinance Amendment proposed by the Board. The amended Ordinance itself must be re-drafted by the City's Legal Department. It will go before the City Commission at their February 20, 2024 meeting for first reading.

V. CDBG & HOPWA UPDATES

Ms. Dsouza stated that the Community Development Block Grant (CDBG) pre-application process is complete, and there are five Public Services applicants for the current fiscal year, two of which are new applicants. Their requests total \$196,000. There is also one agency which is applying for Community Based Development Organization (CBDO) dollars.

The deadline for submission of the full CDBG application is February 29, 2024. The Board members will receive the applications at their March 2024 meeting, and Staff will email the scoring sheets to them. They will have an opportunity to update their scores at the April 8 and 9, 2024 Board meetings, when the applicants will make their presentations.

Ms. Dsouza continued that the City has invested in new software, Neighborly, which will be implemented over the next year. The next cycle of CDBG applications will use this software.

Chair Rice requested an update on an agency which had considered returning their CDBG funding. Ms. Dsouza advised that she had reached out to that agency, Step Up!, to discuss program requirements, and the individual representing the agency has indicated he will keep and use the CDBG funds. The agency will provide a performance review in July or August 2024.

Chair Rice requested clarification that the Board typically sees performance reports on a quarterly basis. Ms. Dsouza explained that Housing Opportunities for Persons with HIV/AIDS (HOPWA) agencies provide quarterly reports, while CDBG recipients do not; however, quarterly reports can be scheduled if that is the Board's wish. Chair Rice stated that she would like to see a performance report from the agency with which Staff has worked, which could be provided via email.

It was clarified that CDBG agencies provide quarterly performance reports to the City, although these are typically reviewed by the Board only once per year. Because CDBG billing is highly regulated, the City already knows where agencies stand with respect to client counts and expenditures. Chair Rice requested that Staff share the information they receive from these agencies with the Board. Ms. Dsouza confirmed that a report will be compiled from the CDBG agencies' billing and provided to the Board. Agencies can also be asked to provide quarterly or six-month reports for the next contract year.

Ms. Dsouza continued that the HOPWA request for quote (RFQ) is currently live on the City's portal. The deadline for applications is March 1, 2024. The City has \$7.6 million in HOPWA funding available for allocation.

Ms. Dsouza also noted that the U.S. Department of Housing and Urban Development (HUD) has invited the City to participate in a race/gender/orientation cohort. Applications have been sent to HOPWA agencies that wish to participate in this cohort, which will be active for one year. HOPWA clients are also invited to participate and share their experiences. All meetings will be virtual and administered through HUD. Staff is awaiting more information from HUD on the cohort.

VI. GOOD OF THE ORDER

None.

VII. PUBLIC COMMENTS

None.

VIII. ITEMS FOR THE NEXT AGENDA

Char Rice noted that the next meeting will include a performance update from CDBG agencies, as well as any further clarification of the review process. There may also be an update on the Board's governing Ordinance.

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 4:31 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.]