



CITY OF FORT LAUDERDALE

APPROVED

**City of Fort Lauderdale
Community Services Board
January 8, 2018 – 4:00 P.M.
City Commission Chambers, City Hall
Fort Lauderdale, FL 33301**

October 2017-September 2018

MEMBERS		PRESENT	ABSENT
Wanda Francis, Chair	P	3	0
Jasmin Shirley, Vice Chair	P	3	0
Mark Fillers	P	2	1
Itohan Ighodaro	A	1	2
Gary Jackson	P	3	0
April Kirk	P	2	1
Scott Kjelson	P	2	1
Anthony McFann	P	3	0
Richard Morris	P	3	0
Noah Szugajew	P	2	1
Bryan Wilson	P	3	0

Staff Present

Mario DeSantis, Liaison and Housing Administrator
Rachel Williams, Administrative Assistant I
Nadienka Sanz, Housing Quality Inspector
Michael Mitchel, Recording Secretary, Prototype, Inc.

Communication to the City Commission

None.

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

- **Quorum Requirement – As of November 13, 2017, there are 11 appointed members to the Board, which means 6 constitutes a quorum**

Chair Francis called the meeting to order at 4:00 p.m. Roll was called and all present recited the Pledge of Allegiance.

II. WELCOME / BOARD AND STAFF INTRODUCTIONS

Mr. DeSantis introduced Housing Quality Inspector Nadienka Sanz. Ms. Sanz will conduct all housing inspections for the City.

Mr. DeSantis noted that the Board will need to elect a Chair and briefly discuss upcoming meetings.

Motion made by Mr. Fillers, seconded by Ms. Shirley, to take a vote for Wanda Francis to be Chair. In a voice vote, Chair Francis was unanimously re-elected.

Motion made by Mr. Fillers, seconded by Mr. Morris, for Jasmin Shirley to be Vice Chair. In a voice vote, Vice Chair Shirley was unanimously re-elected.

Mr. DeSantis explained that the City will not be issuing a new Housing Opportunities for Persons with HIV/AIDS (HOPWA) RFP, as the City Commission agreed to extend the existing contracts. A new three-year contract will be issued next year. Preparations for the HOPWA process will begin in spring 2018. The contracts issued to Legal Aid of Broward County, SunServe, and Care Resource at the previous year's dollar amount were also approved by the City Commission.

Mr. DeSantis reviewed prospective Board meeting dates for 2018, stating that additional meetings scheduled for February 22, 2018 and March 19, 2018 would not be necessary.

Motion made by Mr. Fillers, seconded by Mr. Szugajew, to cancel the meetings scheduled for Thursday, February 22 and Monday, March 19 [2018]. In a voice vote, the **motion** passed unanimously.

III. APPROVAL OF MINUTES – November 13, 2017

Motion made by Vice Chair Shirley, seconded by Mr. Fillers, to approve the minutes of November 13, 2017. In a voice vote, the **motion** passed unanimously.

IV. CDBG UPDATES

- **Upcoming Annual Meeting**

Mr. DeSantis advised that the annual meeting for prospective Community Development Block Grant (CDBG) applicants will follow today's Board meeting at 5:30 p.m. New Board members are invited to attend. The meeting will review the programs for which funding is allocated, as well as the application process in general.

- **FY 18-19 Application Process**

Mr. Morris asked if the application will be available electronically. Mr. DeSantis replied that this change is currently on hold while the application itself is reviewed. Ms. Kirk added that she has worked with Staff to make the separate program applications more feasible. Mr. DeSantis explained that CDBG funds must be allocated to nonprofit organizations only, which led to a thorough review of rules and regulations of the process.

Chair Francis asked how the Board would communicate with the City with respect to making the application process available online. Mr. DeSantis stated that the process to be used to make applications available electronically has not yet been determined. At present, Staff is working to ensure that all applying agencies would have the fiscal capacity to carry out their programs during the first three months of the award.

- **Review and Discuss CDBG Webinar Links**

Mr. DeSantis continued that he has re-sent previous CDBG webinar links to the Board, and strongly encouraged the members to review this information. Staff will be prepared to answer any questions on the process at the February 2018 meeting.

- **New CDBG Staff**

Mr. DeSantis advised that the City has hired a new CDBG coordinator, who will be present at the next Board meeting.

V. HOPWA UPDATES

- **New HOPWA Staff**

Mr. DeSantis recalled that the City was advised to address the perceived conflict of interest that arose from allowing HOPWA agencies who owned their own units to approve these units' housing quality standards. Unspent funds were allocated, with the Board's guidance, to fund the position of Housing Quality Inspector. The Inspector will perform annual inspections for all HOPWA programs, address any complaints, and "spot-check" units to ensure standards for a safe and habitable environment are met.

Mr. DeSantis continued that Commission Agenda Memos (CAMs) submitted regarding HOPWA went through the City Commission process very smoothly. When the next funding allocations are made, he will work to ensure all issues are addressed at the same time, including submission of the Annual Action Plan and moving of unspent dollars.

Mr. Morris asked if it is possible for the Board to hear a biannual update on the housing quality inspections. Mr. DeSantis agreed this could be done. He noted that Broward County follows the Housing Quality Standard (HQS) checklist, which sets a higher standard than the federal government to ensure units are appropriately maintained for their clients' health. Inspectors are asked to review units to ensure they meet Americans with Disabilities Act (ADA) standards, all appliances are in proper working order, the units have working smoke detectors, and other health and safety standards. If minor issues are documented, they must be addressed within 30 days of inspection. Major issues require immediate correction or the lease may be canceled.

VI. GOOD OF THE ORDER

None.

VII. PUBLIC COMMENTS

None.

VIII. ITEMS FOR THE NEXT AGENDA

Mr. DeSantis advised the next meeting will primarily address questions regarding the CDBG process. He noted that HOPWA and CDBG funds have been uploaded from the federal government, which means the City can begin reimbursing agencies. In the event of a government shutdown, these funds will remain available for the full year, although governmental sources will not be available to respond to questions.

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 4:27 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.]