



CITY OF FORT LAUDERDALE

APPROVED

**City of Fort Lauderdale
Community Services Board
February 12, 2018 – 4:00 P.M.
City Commission Chambers, City Hall
Fort Lauderdale, FL 33301**

October 2017-September 2018

MEMBERS		PRESENT	ABSENT
Wanda Francis, Chair	A	3	1
Jasmin Shirley, Vice Chair	P	4	0
Mark Fillers	P	3	1
Itohan Ighodaro	A	1	3
Gary Jackson	A	3	1
April Kirk	P	3	1
Scott Kjelson	A	2	2
Anthony McFann	A	3	1
Richard Morris	P	4	0
Noah Szugajew	P	3	1
Bryan Wilson	A	3	1

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 January 8, 2018, there are 11 appointed members to the Board, which means 6 constitutes a quorum**

Vice Chair Shirley called the meeting to order at 4:03 p.m. and all present recited the Pledge of Allegiance. Roll was called and was noted a quorum was not present at the meeting.

II. WELCOME / BOARD AND STAFF INTRODUCTIONS

III. APPROVAL OF MINUTES – January 8, 2018

In the absence of a quorum, minutes could not be approved at this time.

IV. CDBG Updates

Ms. Williams provided an update on grants awarded for the 2017/2018 Community Development Block Grant (CDBG) funding year. A contract has been fully executed for Women in Distress of Broward County; while they have not submitted an invoice to date, they are working with the City on ways to meet their spend-down ratio. The organization is using a cost allocation methodology, which means they cannot bill for clients who do not live in the Fort Lauderdale area.

Turnstone received funds in two different categories, as they had both a self-sufficiency and a capital improvement program request. The grant for the self-sufficiency program has been fully executed and an invoice has been submitted, although it requires some correction. The capital improvement request agreement has not yet been executed. The City is in ongoing discussions with HUD regarding this agreement.

Impact Broward has executed its service agreement and is current on its billing and reimbursement. They are meeting their spend-down ratio according to their contract.

Vice Chair Shirley asked if the City anticipates resolution of the discussion of Turnstone's capital improvement request. Ms. Williams replied that the City hopes to have resolved this issue by the end of March 2018.

Ms. Williams continued that the Life Center's contract is almost ready to be executed. It was delayed because the Life Center is a religious organization, which places limits on what can or cannot be funded. Staff revisited their request and identified the areas in which the City may provide funding. The process will also be further delayed because the Center is required to perform an environmental study.

Call of Africa's project has also been delayed due to environmental requirements. Work must be completed before their contract may be executed.

The Fort Lauderdale Community Center's contract was fully executed; however, the organization did not have full financial statements when they came before the Board for approval, which must be provided before the process can continue. Staff has reached out to their Chief Executive Officer (CEO). The organization has submitted paperwork for reimbursement, but has not been reimbursed due to discrepancies. Ms. Williams advised that this may be due in part to the organization's lack of previous grant experience. Staff has recommended that they partner with other agencies to learn how to submit cost allocations, income certification, and other requirements.

Mr. Fillers recalled that there were previous issues related to zoning and IRS requirements for this agency. Ms. Williams stated that these issues have yet to be resolved. If the agency cannot overcome these hurdles, it will be recommended by the City that they release the 2017-2018 funds and apply again to the program at a later date.

Mr. Fillers requested additional information regarding the Fort Lauderdale Community Center. Ms. Williams explained that the organization identified a house to be leased in a residential neighborhood in an unincorporated area of Broward County. During this research, however, Staff also identified that the physical address listed in the organization's application was not accurate. HUD requires funded agencies to have physical locations.

Mr. DeSantis stated that HUD requires confidential personal records to be secured in a physical location rather than in a storage facility. This places the organization's funding through the City in jeopardy.

Mr. Szugajew asked to know the deadline by which CDBG funds must be spent. Ms. Williams replied that public service dollars must be spent by September 30, 2018, although the capital projects proposed by the Life Center and Call of Africa are allowed three years.

Ms. Kirk commented that the Board should consider its funding decisions more carefully in the future due to the address issue and other concerns facing funded agencies. She pointed out that time spent working with organizations may not be the best use of Staff's time.

Ms. Kirk asked what would happen if the agencies experiencing environmental issues cannot resolve them. Ms. Williams advised that in the case of Call of Africa, the City provides funding to a Community Redevelopment Agency (CRA), which would need to revisit the issue and determine how to reallocate these dollars. The Board would not be asked to take action. In the case of Turnstone, the City's Legal Department has not identified any funding barriers thus far. The City will proceed on the premise that the building is serving low-income families in accordance with HUD's national objectives.

Vice Chair Shirley observed that at the next scheduled meeting, representatives of the Fort Lauderdale Community Center are asked to be present in order to review information with the Board. Staff will also be asked to provide an update on the Life Center at the next meeting.

V. HOPWA UPDATES

Mr. DeSantis reported that funds have been uploaded and agencies participating in the Housing Opportunities for Persons with HIV/AIDS (HOPWA) are submitting their invoices. The City's goal is to ensure that the agencies submit their invoices by the 3rd of each month. HOPWA funds from previous years have all been spent so no funds are lost.

VI. GOOD OF THE ORDER

Mr. DeSantis continued that Fort Lauderdale Neighbor Support Night is scheduled for Thursday, February 15, 2018 at 5:30 p.m. The event is open to the public.

VII. PUBLIC COMMENTS

None.

VIII. ITEMS FOR THE NEXT AGENDA

Mr. DeSantis stated that he would compile the Board's meeting dates once more and send them to members by the end of the week. He confirmed that more time will be spent reviewing CDBG updates at the next meeting.

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 4:34 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.]