



CITY OF FORT LAUDERDALE

Approved
City of Fort Lauderdale
Community Services Board
March 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	P	4	1
Jasmin Shirley, Vice Chair	P	5	0
Mark Fillers	P	4	1
Itohan Ighodaro	P	2	3
Gary Jackson	P	4	1
April Kirk	P	4	1
Scott Kjelson (arr. 4:03)	P	3	2
Anthony McFann	P	4	1
Richard Morris	P	5	0
Noah Szugajew	P	4	1

Staff Present

Mario DeSantis, Liaison and Housing Administrator
Simone Flores, Housing and Community Development Division
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 March 10, 2018, there are 10 appointed members to the Board, which means 6 constitutes a quorum**

Chair Francis called the meeting to order at 4:00 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 – January 8, 2018 and February 12, 2018

Motion made by Mr. Fillers, seconded by Mr. Jackson, to approve the minutes from January 8 and February 12, 2018. In a voice vote, the **motion** passed unanimously.

Mr. Kjelson arrived at 4:03 p.m.

Mr. DeSantis requested that an additional Agenda Item be added under Item V, CDBG Updates, to discuss the withdrawal of the Fort Lauderdale Community Center from funding consideration.

IV. RESIGNATION OF BRYAN WILSON

Mr. DeSantis reported that former Board member Bryan Wilson is no longer employed by SunServe, which means he has become ineligible to fill the at-large position on the Board. A member of the City Commission will make an appointment in the near future.

V. CDBG UPDATES

- **Status of CDBG Public Services and Capital Projects Expenditures**

Community Development Block Grant (CDBG) Coordinator Simone Flores reported that Impact Broward is approximately \$5000 ahead of schedule in terms of expenditures. If this trend continues, the agency will exhaust its funding before its contract deadline. Turnstone Wisdom Village is behind schedule for reimbursement due to internal reasons, but hopes to be caught up by the next billing cycle. Women in Distress of Broward County is roughly \$4000 behind schedule, but expects to be caught up within the next billing cycle. Turnstone and Call of Africa are both currently under legal review.

- **Fort Lauderdale Community Center**

Mr. DeSantis stated that the City has reached out to the Fort Lauderdale Community Center to determine the progress of their billing and invoices. Documents necessary to process invoices have not been submitted, and the Center has failed to meet with the City as requested. As of the previous week, Staff received notification that the Center plans to relinquish its CDBG funds due to staffing issues.

Because the Center's funds were voluntarily relinquished, the Board may reallocate up to 40% of these dollars without seeking City Commission approval. When funds are relinquished, the City closes the agency's account and redistributes the money. Because Impact Broward is likely to use all of its funds in the near future, he recommended that the Board reallocate \$18,600 to Impact Broward. The remaining public service agencies are less likely to fall short, so there is no reason to allocate additional funds to them at this time.

Mr. Fillers asked if the City has made a recommendation on how to use the remaining \$10,500 of the Fort Lauderdale Community Center's allocation. Mr. DeSantis replied that at this time, no other agency has indicated that they need additional funds or will experience a shortfall. If the \$10,500 is not reallocated by the Board, it will be reallocated through the CDBG program, possibly for capital improvement or other projects, at the City's discretion.

Mr. DeSantis clarified that in order for Impact Broward to use all its funds, the agency would need to serve more clients or provide more frequent service than expected. As long as the reallocated amount remains below 40%, City Commission approval is not required.

Vice Chair Shirley requested an update regarding the City's discussions with Turnstone about its capital expenses. Mr. DeSantis advised that these discussions are currently being addressed by legal entities, and the City has heard no news that would prohibit it from providing the agency with funds. Because Call of Africa is located in a flood zone, this agency is required by the U.S. Department of Housing and Urban Development (HUD) to have a secondary inspection to determine its eligibility. Questions also remain regarding the Light Center, which is located in a church building and therefore subject to federal prohibitions against using program space for church functions.

Ms. Ighodaro asked if an allocation of additional funds would change the goals and progress of Impact Broward. Mr. DeSantis replied that these goals and outcomes would be adjusted based on the additional amount.

Motion made by Mr. Fillers, seconded by Mr. Morris, to move funds from Fort Lauderdale Community Center's award to the Impact Broward in the amount of \$16,800, with the remaining \$10,468 to be reallocated at a later date on review of the performance of Women in Distress and Turnstone.

Mr. Morris pointed out that because the Board has not seen any outcomes reported by Impact Broward, he would not be comfortable reallocating the funds at this time. Vice Chair Shirley stated that the agency could not be reimbursed if they were not meeting these outcomes, as they are submitting invoices approved by the City each month. Mr. Morris noted, however, that the Board does not see what is submitted by the agency and is unable to respond to it. He felt the Board should receive more frequent updates, and that Impact Broward should have sufficient reserve funds to provide services without a vote on the allocation at today's meeting.

Mr. Fillers asked how much funding Impact Broward had requested for the current cycle. Mr. DeSantis estimated that the request matched their allocation, noting that this is the first year in which they used CDBG funds in the current capacity.

Ms. Kirk commented that she was also uncomfortable making a decision on the additional funds without speaking to a representative of the agency or seeing documentation; however, she also did not want prospective clients to go without services.

Mr. McFann asked for the time frame within which the Board might see information from the agency and the City regarding the current status of allocations. Mr. DeSantis replied that Ms. Williams may be able to send the members an email later in the week with information on performance indicators, depending upon the date of her return.

Ms. Ighodaro asked if there is a pending deadline by which the reallocation must be spent. Mr. DeSantis stated that agencies are obligated to spend 25% within the first three months, 50% within the next three months, and so on. He reiterated that Impact Broward is slightly ahead of this marker in spending their funds. If an agency does not spend their funds as required, the money may be recouped and reallocated.

In a roll call vote, the **motion** passed 8-2 (Mr. McFann and Mr. Morris dissenting).

Ms. Kirk reiterated her discomfort with reallocating funds in the absence of documentation or a more clear-cut procedure. Mr. Kjelson asked if there is a way reporting could be done more quickly to provide the Board with information on the agency's goals and metrics. Mr. DeSantis replied that the Board and Staff can further discuss performance indicators for all agencies at the first month following the end of a quarter. He noted that this reporting would most likely be provided in May rather than April 2018, as the April meeting will focus on CDBG applications.

Mr. Morris asked if the vote to reallocate \$16,800 has increased Impact Broward's contract cap. Mr. DeSantis confirmed this, stating that the cap is increased to \$58,000.

- **Mount Bethel Late Application**

Mr. DeSantis explained that Mount Bethel Human Services Corporation submitted its CDBG application 22 minutes past the 3 p.m. deadline on February 15, 2018. Staff reached out to Chair Francis, who recommended that a representative of Mount Bethel attend today's meeting to request consideration.

Andrea Dean Haugabook, Director of Programs, apologized for missing the application deadline, explaining that Mount Bethel provided counseling services to students at Fort Lauderdale schools one day after a shooting occurred at Marjory Stoneman Douglas High School. This became the agency's first priority at that time, which led to the delay in sending the application. She asked that the Board consider the request. Mr. DeSantis reiterated that the application was submitted with a 22-minute delay.

Motion made by Mr. Fillers, seconded by Ms. Ighodaro, to accept the application from Mount Bethel.

Chair Francis pointed out that Mount Bethel has submitted late applications in the past for various reasons, and asked if it would be possible to penalize the agency for this error if the late submission is approved. Mr. DeSantis replied that if the application is accepted, any penalty would be left to the Board's discretion. He added that the Board may wish to make a decision regarding how to deal with late applications in the future. Mr. DeSantis further clarified that other agencies submitted their applications two to three days prior to the deadline. Applicants were provided with at least two weeks in

which to complete their applications, which is the standard time frame for CDBG requests.

Mr. Morris commented that if a penalty is implemented for late applications, it should begin with next year's CDBG funding cycle. Vice Chair Shirley stated that in the past, the Board has accepted late applications that were more than 20 minutes past the deadline.

Ms. Haugabook advised that Mount Bethel has undergone internal restructuring, including changes in the position of financial director and others. This was one reason they did not apply for CDBG funding the previous year.

In a roll call vote, the **motion** passed 8-2 (Ms. Kirk and Mr. Morris dissenting).

The Board discussed the possibility of enacting a penalty for future late applications, with Vice Chair Shirley asserting that the CDBG application itself should make it clear that late applications will not be accepted. Chair Francis recalled that the Board has discussed this issue in previous years and opted to deny late applications; however, the circumstances surrounding Mount Bethel's delay were significant.

Ms. Kirk advised that the Board should not be placed in the position of having to decide whether or not to accept a late application. Mr. DeSantis replied that Staff has involved the Board in these cases because if they deny a late application, the City Commission may choose to overrule the denial, which further delays the process. He concluded that next year's application will clearly state there are no exceptions to the deadline.

VI. HOPWA UPDATES

Mr. DeSantis reported that there are no updates, and agencies in the Housing Opportunities for Persons with HIV/AIDS (HOPWA) are billing as required. Allocations for the following year have not yet been made.

VII. GOOD OF THE ORDER

Ms. Kirk reported that she is working with Ms. Williams on a revised CDBG application for public service and capital improvement dollars. Mr. DeSantis estimated that the revised application will be presented to the Board in June or July 2018.

VIII. PUBLIC COMMENTS

None.

IX. ITEMS FOR THE NEXT AGENDA

Mr. DeSantis stated that the meetings on April 9 and 10, 2018 will include CDBG application review, and urged the members to complete all advance paperwork prior to the first meeting. At the April 10 meeting, the Board will allocate dollar amounts based on last year's allocations, as this year's CDBG funding levels have not been provided. Staff will ask funded agencies to provide their performance indicators later in April so the Board may review them at the May 2018 meeting. HOPWA allocations are also expected to be made in May, followed by the submission of the Annual Action Plan.

X. COMMUNICATIONS TO CITY COMMISSION

Vice Chair Shirley expressed concern that a late application might bypass the Board process and make a direct request of the City Commission, which has occurred in the past. Mr. DeSantis reiterated that the revised application for next year will include language clarifying that no late applications will be accepted so both the Board and the Commission will be on the same page.

XI. ADJOURNMENT

There being no further business to come before the Board at this time, the meeting was adjourned at 5:09 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.]