



CITY OF FORT LAUDERDALE

**Approved**  
**City of Fort Lauderdale**  
**Community Services Board**  
**April 10, 2018 – 4:00 P.M.**  
**City Commission Chambers, City Hall**  
**Fort Lauderdale, FL 33301**

<u>MEMBERS</u>	<u>PRESENT/ABSENT</u>
Wanda Francis, Chair	P
Jasmin Shirley, Vice Chair	P
Mark Fillers	P
Itohan Ighodaro	P
Gary Jackson	P
April Kirk	P
Scott Kjelson	P
Anthony McFann	P
Richard Morris	P
Noah Szugajew	P

**Staff Present**

Rachel Williams, Administrative Assistant I  
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**

Chair Francis noted that in response to a request from the previous day’s meeting, Ms. Williams had emailed the Board members a copy of the Ordinance that establishes the Board’s responsibilities. She requested that discussion of the Ordinance be placed on the May 14, 2018 Agenda.

**III. REVIEW AGGREGATE CDBG SCORES**

Chair Francis referred the members to their Community Development Block Grant (CDBG) scoring sheets, which ranked the applicants in the following order for Public Services funding:

- Broward Partnership for the Homeless
- Jack and Jill Children's Center
- Impact Broward
- Women in Distress, Inc.

The combined rankings for Community-Based Development Organizations (CDBOs) showed HOMES, Inc. ranked first and Mount Bethel Human Services second.

Mr. Fillers noted that Staff provided the Board members with a spend-down history for the applicants who received funding the previous year. Broward Partnership for the Homeless and Jack and Jill Children's Center did not receive CDBG funds the previous year. Ms. Williams reviewed the spending histories of those agencies that received funds in fiscal year (FY) 2017-2018, explaining that some agencies are spending their funds faster than projected. This means they are on schedule to use all their funds before the end of the fiscal year. Other agencies may be spending their funds more slowly than expected.

Mr. Fillers pointed out that Mount Bethel spent significantly less than the funding granted to them during the last funding cycle, and other agencies spent between 80% and 85% of their funds. Any unspent funds are returned to the City and must be used in other ways. He asked how the Board should deal with funded agencies that do not use the dollars allocated to them. Ms. Williams clarified that this cannot be held against some agencies, as they may have received additional reallocated funds without sufficient time in which to spend it. Other agencies may have been granted extensions in which to use reallocated funds.

Chair Francis requested additional information regarding the significant percentage of funds that Mount Bethel did not spend from its previous allocation. Ms. Williams offered to reach out to a representative of the agency via email.

#### **IV. DISCUSS AND FINALIZE FUNDING RECOMMENDATIONS**

- **FY 19 CDBG PUBLIC SERVICES**

Chair Francis stated that at present, there is a total of \$147,000 available to fund CDBG applicants, and requests from the agencies total \$198,000. She also noted that most of the Board's scores for applicants are very similar.

**Motion** made by Mr. Fillers, seconded by Mr. Szugajew, that based on the scores all being very close together, [the Board] awards 74% of the requested amount of each of the four organizations to total out to the \$147,000, to split the shortfall equally across the four, based on the amount of money they requested.

Ms. Kirk requested clarification of the dollar amount a 74% allocation would provide to each agency. Ms. Williams reported that this would provide the following allocations:

- Broward Partnership for the Homeless: \$37,000
- Jack and Jill Children's Center: \$37,000
- Impact Broward: \$35,520
- Women in Distress: \$37,000

This would allocate a total of \$146,520.

In a voice vote, the **motion** passed unanimously.

**Motion** made by Mr. Fillers, seconded by Mr. McFann, that Impact Broward's allocation be increased by \$480 to \$36,000 to make it a rounded value. In a voice vote, the **motion** passed unanimously.

Representatives from all four CDBG Public Services agencies confirmed that they were willing to accept the reduced funding amounts.

- **FY 19 CDBO**

Chair Francis stated that HOMES, Inc. has requested \$175,000, while Mount Bethel Human Services has requested \$85,000. A total of \$175,000 is expected to be available for distribution. She added that the average score of the Board members for HOMES came to 90, while Mount Bethel averaged 74.

Ms. Kirk asked if there is a stipulation through the City or the CDBO process that an applicant must meet a specific scoring threshold in order to receive funding. Ms. Williams replied that while such a threshold is in place for Public Services applicants, she did not know if a similar threshold was established for CDBOs.

Chair Francis and Mr. Fillers expressed concern with funding Mount Bethel due to some of the concerns raised by their application, which were discussed briefly the previous day. Mr. Fillers added that the organization's failure to spend all their allocated funds in previous fiscal years was also reason for concern.

Mr. Morris requested additional information on monies that have been swept from agencies in the last two years. Ms. Williams replied that roughly \$250,000 in CDBG funding was swept in the past. Mr. Morris recalled that the Board has discussed ways of setting up agencies for success; however, they also have a process by which funding can be swept if they do not succeed.

Ms. Williams explained that each contract between an organization and the City states that the City must meet a spending deadline established by the U.S. Department of Housing and Urban Development (HUD). Therefore the City clarifies for each agency

the amount they must spend per quarter in order to meet this deadline. Some agencies may be serving fewer clients than anticipated, and may need to amend their plans accordingly. Other agencies may return their funds to the City because they cannot spend them in a timely manner. Ms. Williams pointed out that the City meets individually with each applicant as well as in an open forum, and clearly states the requirements of CDBG funding. Vice Chair Shirley added that not all agencies are able to provide the documentation required by the CDBG process.

Mr. Morris stated that he wanted to ensure the Board is not turning its back on agencies that can use CDBG funds, but also may experience issues in meeting documentation and other requirements. Ms. Kirk observed that while there is a strong community need for funds, not all agencies can function under stringent federal requirements, as it may cost additional staffing dollars simply to manage the grant funds.

**Motion** made by Mr. Fillers [for] \$150,000 for HOMES, \$25,000 for Mount Bethel Human Services. The **motion** died for lack of second.

**Motion** made by Vice Chair Shirley, seconded by Mr. Fillers, [for] \$175,000 for HOMES.

Mr. Szugajew commented that failure to fund Mount Bethel at any amount could send a negative message to the community and discourage agencies from applying in the future.

In a roll call vote, the **motion** failed 4-6 (Chair Francis, Ms. Ighodaro, Mr. Jackson, Mr. McFann, Mr. Morris, and Mr. Szugajew dissenting).

**Motion** made by Mr. Szugajew, seconded by Mr. McFann, to fund HOMES in the amount of \$125,000 and Mount Bethel in the amount of \$50,000.

Vice Chair Shirley expressed concern that the amount provided to Mount Bethel might be insufficient for the program they wished to fund, and pointed out that no representative of the organization was present to confirm its sufficiency. She felt this could set the agency up for failure. Mr. Fillers reiterated his concern with the organization's amount of unspent funds in a previous cycle, which constituted less than half of the awarded amount.

Mr. Morris asked if all applicants were aware that today's meeting was a required part of the CDBO process. Ms. Williams confirmed that all agencies applying for CDBG or CDBO funds were advised to send representatives to both the April 9 and April 10, 2018 meetings, although attendance is not mandatory.

Mr. Fillers commented that because CDBO dollars are allocated under different guidelines and structures than CDBG funds, there is no mechanism by which monies can be reallocated to prevent their loss. Ms. Williams reiterated that if an agency

anticipates difficulty in spending its funds within the appropriate time frame, it may contact the City and request a 90-day extension on its contract.

In a roll call vote, the **motion** passed 6-4 (Chair Francis, Vice Chair Shirley, Mr. Fillers, and Ms. Kirk dissenting).

Vice Chair Shirley reiterated that the agencies should be asked whether they can operate their proposed programs with the reduced allocations.

Chair Francis observed that the Board had previously discussed the possibility of setting a minimum average score which an agency must meet before it is considered for funding. She requested that this be a future Agenda Item for further discussion. She also asserted that she felt it is imperative that a representative of Mount Bethel be present at today's meeting, and concluded that they should be present in May.

Mr. Morris recalled that the Board had previously considered discussing performance indicators on a quarterly basis, and suggested that they can discuss the agencies' expenditure of funds as well. Ms. Williams pointed out that the documentation of performance indicators reflects expenditures.

Mr. Fillers asked if there is a mechanism to reallocate unspent funds in the CBDO category if necessary, even if only two agencies are funded. Ms. Williams replied that this is possible if the amount does not exceed 50% of the initial award. If it exceeds 50% of the awarded amount, the reallocation of funds must go before the City Commission and requires public notice.

It was confirmed that HOMES, Inc. was willing to accept the reduced funding amount.

#### **V. DISCUSS AND FINALIZE PERFORMANCE INDICATORS**

**Motion** made by Mr. Fillers, seconded by Ms. Kirk, that the Board accept the performance indicators of the category CDBG Public Services as published to the Board. In a voice vote, the **motion** passed unanimously.

#### **VI. GOOD OF THE ORDER**

Ms. Kirk advised that at the previous week's City Commission meeting, the week of April 2-6, 2018, was recognized as National Community Development Week in the City of Fort Lauderdale. The Commission recognized Board Liaison Mario DeSantis and the Staff team from Community Development.

#### **VII. ITEMS FOR THE NEXT AGENDA (May 14, 2018)**

- **Review HOPWA Agency Performance Indicators**

- **Review HOPWA Allocations**

Chair Francis added that in addition to review of Housing Opportunities for Persons with HIV/AIDS (HOPWA) performance indicators and allocations, the Board also hoped to speak with a representative of Mount Bethel Human Services to discuss the CDBO allocation. They would also discuss the possibility of setting a minimum aggregate score that agencies must meet if they wish to receive CDBO funding. Mr. Fillers pointed out that HOMES, Inc. must also be present to review performance indicators.

Ms. Kirk requested that the Board also review and discuss its governing Ordinance at the May meeting. She added that in June or July 2018, the Board will review the revised CDBG Public Service application.

Mr. Morris asked if Women in Distress, Inc. had provided the 10-year strategic plan and demographic information requested at yesterday's meeting. Ms. Williams replied that she had emailed the organization but had not received a response. Delores Deferrari, Program Director for Women in Distress, advised that the organization responded to the email earlier in the day, and would re-send the information to Ms. Williams.

Linda Taylor, Chief Executive Officer of HOMES, Inc., reported that during the 2017-2018 application period, the agency was asked to mentor the Fort Lauderdale Community Center. She explained that this relationship between organizations is thriving, and they are working on several projects together, including one project that may be able to feed 500 families within the Broward Municipal Services District.

## **VIII. COMMUNICATIONS TO CITY COMMISSION**

Ms. Kirk suggested that at a future meeting, the Board consider sending a communication to the new City Commission to emphasize the need for true affordable housing in the City of Fort Lauderdale. This would help many agencies provide services that are beneficial to their clients' health. The Board may also wish to submit a written request to meet with the Commission. Mr. Fillers commented, however, that this topic may be outside the Board's scope.

## **IX. 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.]