



CITY OF FORT LAUDERDALE

Approved
City of Fort Lauderdale
Community Services Board
April 9, 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	5	1
Jasmin Shirley, Vice Chair (4:12)	P	6	0
Mark Fillers	P	5	1
Itohan Ighodaro (arr. 4:12)	P	3	3
Gary Jackson	P	5	1
April Kirk	P	5	1
Scott Kjelson	A	3	3
Anthony McFann	P	5	1
Richard Morris	P	6	0
Noah Szugajew	P	5	1

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

III. APPROVAL OF MINUTES – March 12, 2018

Motion made by Mr. Fillers, seconded by Mr. Morris, to accept. In a voice vote, the **motion** passed unanimously.

IV. REVIEW GROUND RULES FOR APPLICATION PRESENTATIONS

Chair Francis advised that Applicants have a total of 10 minutes to make their presentations to the Board: three minutes to provide an overview of the organization, and a seven-minute question-and-answer period with the Board.

V. OPENING STATEMENT REGARDING FY 19 CDBG FUNDING

Ms. Williams stated that City Staff has not yet received confirmation from the U.S. Department of Housing and Urban Development (HUD) regarding its Community Development Block Grant (CDBG) funding amount for fiscal year (FY) 2019. Today's activity will be based on the funding amount received last year. If a funding change occurs, the applicants will come back before the Board at a later date for a change in their award amounts.

VI. CDBG PRESENTATION ORDER

Public Services

- **Broward Partnership for the Homeless**

Tom Campbell, Chief Operating Officer of the Broward Partnership for the Homeless, explained that the organization has requested \$50,000 in support of transportation and meal services for their Central Homeless Assistance Center. The Partnership is a social services provider that offers housing and social services for individuals experiencing homelessness. They also offer several offsite permanent housing and rapid re-housing programs.

The Central Homeless Assistance Center is located in Fort Lauderdale and is a 230-bed emergency shelter for individuals experiencing homelessness. Roughly 160 individuals and 70 families are typically at the Center, with an average stay of approximately 60 days for individuals and 90 days for families. All persons at the Center have access to the Partnership's full range of services and are assigned to a case manager who provides an individualized service plan.

In addition to case management services, the Center has a clinic with a nurse practitioner, dentist, and hygienist, as well as a workforce development department that helps clients find jobs, and a behavioral health program. When clients leave, the program connects them to supportive services within the community.

Mr. Morris observed that over the past few years, the Partnership's goal of improving client self-sufficiency has decreased by percentage. Mr. Campbell explained that the Broward Partnership for the Homeless will change its outcome percentage to roughly 35% for FY 2018-2019. The continuum of care, length of stay, and rate of positive placement refer to placement in a HUD-defined positive outcome. They have also set a goal of roughly 35% for the continuum of care against an average of 37%. These goals

are consistent with the outcomes determined for other grant programs. The funding request stipulates \$35,000 for three meals a day and \$15,000 for bus passes.

Chair Francis asked how many case managers are on staff for the Broward Partnership for the Homeless. Mr. Campbell replied there are a total of six case managers serving individuals and two case managers that serve families. There is also an aftercare case manager who serves all clients leaving the Center.

Chair Francis also asked how clients are moved from the Assistance Center into sustainable housing, recognizing the shortage of affordable housing in the area. Mr. Campbell stated that the Partnership's case managers help clients either re-connect with their families if possible or move into an assisted living facility. He acknowledged that housing placement can be a challenge.

- **Impact Broward, Inc.**

Diane Smith, Director of the Senior Companion Program, advised that previous CDBG funding has enabled the organization to expand the number of low- and moderate income senior companion volunteers, as well as the number of elderly and disabled adults and caregivers who receive weekly visits by those volunteers.

In order to expand their services and reach beyond Broward County, Impact Broward changed its name to the South Florida Institute on Aging in November 2017. Current programs will continue, and programming will expand to meet broader needs in Broward County as they change.

The CDBG funding request is for the Senior Companion Program, which receives \$127,000 in federal funding. This federal funding requires a 10% local match. The Senior Companion Program has existed for 30 years and provides a positive, creative approach to the care of older adults. Senior Companion volunteers provide individualized companionship and supportive services to elderly and disabled adults as well as providing respite to caregivers. Services provide benefits for both the volunteers and the recipients, including reduced isolation, mental health benefits, and quality of life improvements.

In 2017 the Senior Companion Program served 377 clients, 23% of whom were Fort Lauderdale residents. Of the 119 volunteers, 33% were also Fort Lauderdale residents. In 2018, 28 new volunteers have been added to the program. The CDBG funding request is for \$48,000. This funding will expand the number of volunteers to 11 and the number of clients to 52. It will support the tax-free stipends of \$2.65/hour provided to the volunteers.

Chair Francis asked if it is difficult to add volunteers to the program. Ms. Smith replied that it is not typically difficult due to both the tax-free stipend and the desire to volunteer.

Beneficiaries of the program are asked to respond to an annual survey, which is administered over the phone if the individual does not return the document.

- **Jack and Jill Children's Center**

Heather Siskind, Executive Director of Jack and Jill Children's Center, explained that the organization's mission is to break the cycle of poverty through early and elementary education and through family strengthening programs.

In order for families to bring their children to the organization and participate in the family strengthening program, adults must work a total of 25 hours per week or must be in school. 90% of families served are headed by single mothers and have an average of two to three children per household, with an annual gross income averaging \$24,000/year. 90% of families are 200% below the federal poverty line and qualify for subsidized care; however, there are approximately 3000 in Broward County who are waiting to receive this subsidy.

Ms. Siskind continued that Jack and Jill began a kindergarten two years ago and has begun first grade in 2018. Their plans are to expand their services through fifth grade. They have been supported by CDBG funds in the past: the last year the agency received support, 12 to 20 children were able to go to school. They provide approximately 50 scholarships per year and raise funds for additional scholarships. The amount of financial assistance a family receives is based on a sliding scale. If a parent experiences a shortfall, the organization uses emergency funding dollars to cover some services so they can continue to pay for child care.

Mr. Morris asked if the agency assesses children the same way throughout the year, and if an evaluation is given to parents as well. Ms. Siskind confirmed that children receive the same three assessments during the year. Families are assessed when they begin participating in the program, including factors such as secure housing, budgeting, and goals related to education or jobs. Case management services are available on a year-round basis. Children are evaluated on the basis of how they have progressed toward particular goals. These goals can be changed depending upon what the Board would like to see measured.

Ms. Ighodaro asked what percentage of scholarship funds would be covered by Jack and Jill Children's Center, as well as what out-of-pocket costs parents would be expected to pay. Ms. Siskind reiterated that this depends on the parents' income. At present, 50 children in the program receive scholarships.

Susan Stanley, Finance Director for Jack and Jill Children's Center, stated that an average scholarship costs roughly \$5000/year. Scholarships help families who are currently on the organization's waiting list seeking approval for subsidized vouchers. The scholarships depend on the amount of time a child remains in the program. Another consideration is the age of the children, as a child in the infant room requires \$200/week

while a child in a room for older children requires only \$100/week. The organization has budgeted for approximately 50 scholarship families with \$300,000.

- **Women in Distress, Inc.**

Michael Barron, Director of Operations for Women in Distress, Inc., advised that the organization's mission is to stop domestic violence for everyone through intervention, education, and advocacy. In 2017, they provided 6532 emergency shelter nights to 160 domestic violence survivors who are residents of Fort Lauderdale. Roughly 20% of all individuals served are Fort Lauderdale residents.

The agency is requesting to help 50 individuals with 531 emergency shelter nights. Mr. Barron noted that half the individuals in their shelters are children. They are also establishing a pet shelter, as pets are the second leading cause, behind children, of why more people do not seek emergency shelter from domestic violence.

Mr. Fillers noted that the organization's personnel files were previously listed as a finding by the Florida Coalition against Domestic Violence. Mr. Barron explained that any information not included in a personnel file at the time the Coalition pulls those files is referred to as a finding. The organization has since corrected this issue.

Mr. Morris asked if Women in Distress has updated a 10-year quality plan which was put into place in 2005. Mr. Barron replied that he would need to look into this issue in order to identify the document.

Chair Francis noted that there has been a 6% increase in the number of referrals to the agency's shelters. Mr. Barron clarified that clients are becoming more aware of what constitutes domestic violence and are more willing to report it. At present, when a case of child or pet abuse is opened, most Police forces automatically open a case of possible domestic violence.

CBDOS

- **H.O.M.E.S., Inc.**

Linda Taylor, Chief Executive Officer of HOMES, Inc., stated that the agency's mission is to provide home and community, targeting young people who have aged out of foster or relative care and other low- to moderate income individuals and families. They are the second-largest provider of beds for youth who have aged out of care in Broward County, offering 21 beds. HOMES also provides 19 paid internships to young people.

The problems HOMES hopes to solve for young people include preventing substance abuse, addressing mental health issues, assisting the homeless, and preventing incarceration. Current accomplishments include providing 173 young people with services, 139 of whom have received stable, safe furnished housing. 133 young adults

have been placed in paid internships, and 124 have been enrolled in and attended high school, trade school, or college.

Chair Francis noted that HOMES, Inc. typically interviews 25 potential participants in their program and select 16 to participate. Ms. Taylor explained that this is the agency's annual target number. An individual may stay with the organization for a number of months if they are not ready for the program, up to age 24 years 9 months. They target 25 participants each year. Individuals not selected for the program are assigned a life coach, who helps them with issues such as mental health challenges, substance abuse, and appropriate housing.

Mr. Fillers requested clarification of how much additional funding the agency plans to leverage against the Community-Based Development Organization (CBDO) funding request. He also asked how much outside funding will be dedicated to the project. Ms. Taylor advised that 100% of funding goes toward the project: the current year's funding supplied by Fort Lauderdale is used to match a grant from the Children's Services Council (CSC) of Broward.

Ms. Kirk and Vice Chair Shirley advised that the agency take greater care in preparing its narrative for future applications.

- **Mount Bethel Human Services**

Dr. Rosby Glover, representing Mount Bethel Human Services Corporation, stated that the organization was founded due to the overrepresentation of minorities in the juvenile justice system. Their focus is on diversion, intervention, and prevention programs. They also work with entire families by providing job skills training, computer training, and a food pantry. The agency is located within a ZIP code that experiences extreme poverty. Mount Bethel works within the community to address these issues.

Dr. Glover continued that the funding request would assist with projects in Mount Bethel's Family Resource Center. Andrea Dean Haugabook, Director of Programs, further explained that this Center helps the organization evaluate the needs of individuals in the surrounding community by providing needs assessments and assistance. They provide fresh food to families, teach work-related skills, and put participants in touch with prospective employers. Ms. Haugabook concluded that Mount Bethel has partnered with local businesses to teach individuals the skills they needed to secure jobs. They will also offer case management services.

Mr. Fillers requested clarification of the relationship between Mount Bethel Human Services and Mount Bethel Church, noting that the application states the church helps assist the organization in the event of a budget shortfall. Dr. Glover stated that Human Services is a 501(c)3 organization that is separate from the church. This information is included to show that if the agency falls short in any way, the church is available to assist them; however, over the years, this has not been necessary.

Mr. Fillers also asked for more information regarding the agency's accounting system. Dr. Glover explained that for many years, the organization and the church shared a fiscal director who handled the books for both entities; more recently, this is no longer an issue.

Mr. Fillers asked the representatives from Mount Bethel to address findings identified by the City in 2017 and the corrective actions undertaken to address them. Ms. Haugabook referred the Board to the most recent monitoring report from the City, which was attached to the application. The findings state there was no documented procurement process for the CDBG program, no record of active community-based development organization certification, and no documentation of procedures for managing CDBG funds. Since this letter was written, Mount Bethel has complied with all these findings and submitted a response to the City, including policies that address all three issues.

Ms. Williams confirmed that Mount Bethel has supplied the requested information and documentation; however, the City has not issued a letter stating the findings have been lifted, as the City is awaiting a response from HUD.

Ms. Kirk requested additional clarification of the percentage of total funds that will go toward beneficiaries of the project rather than program administration, as well as the budget itemization summary. Ms. Haugabook replied that Mount Bethel operates several different programs dedicated to diversion, intervention, and prevention. The Family Resource Center, along with other programs, is housed in the agency's corporate office. She described the expenses associated with operating the food pantry as similar to the expenses associated with other programs, including utilities, occupancy, and personnel. These expenses are classified as shared costs: only 25% of that total expense is allocated to CBDO funding.

Mr. Fillers asked if Mount Bethel is prepared to deal with the documentation demands associated with participating in the CDBG program. Dr. Glover replied that the agency has received CDBG funds many times over the past 10 years and can ensure HUD and City requirements are met.

Ms. Ighodaro observed that the application states 90% of individuals served by the program will receive employment. Dr. Glover advised that this is verified by follow-up documentation submitted by participants and employers. Mount Bethel also conducts a six-month post-evaluation to check on the progress of previous clients.

Chair Francis emphasized the need to complete the application clearly and succinctly so the Board can understand where funds will be used. She also requested clarification of how the food pantry is used in conjunction with other aspects of the program, and noted that only one case manager is listed as available. Dr. Glover explained that the agency's food pantry serves as the main draw for the surrounding community; however, individuals also come to Mount Bethel with various other needs, which the agency

strives to meet. The organization typically operates with 14 to 15 volunteers, who help document and participate in activities at the home facility.

Mr. Fillers requested clarification of the agency's confidentiality. Dr. Glover stated that all client information remains confidential. The volunteers do not have access to clients' sensitive information or documentation.

VII. COLLECT SCORING SHEETS

Ms. Williams collected the members' scoring sheets, noting that the Board needs follow-up information from Women in Distress, Inc., regarding its 10-year plan and demographic data at tomorrow's meeting.

Chair Francis reported that the Board received a letter from Turnstone Development. Mr. Fillers asked if there is any basis on which Turnstone's request should be entertained, pointing out that it is outside normal procedure. Ms. Williams replied that the Board has not previously received a request of this nature, adding that the letter may have been triggered by the release of funds by the Florida Community Center, which was discussed at the March 2018 meeting.

Motion made by Mr. Fillers, seconded by Mr. Jackson, that [the request] not be considered by the Board for this funding cycle, and [Turnstone] can apply again in the next funding cycle.

Mr. Morris recalled that he has taken issue in the past with the way agencies were funded using unexpended dollars. He pointed out that other agencies were not provided with an opportunity to comment on the reallocation of these funds at the March meeting. Ms. Williams indicated that Staff was asked to reach out to Impact Broward to determine if they could use additional funds. She confirmed that this email was sent, although she did not receive a response. Mr. Morris pointed out that this was the reason for his concern with the action taken by the Board in March.

Chair Francis clarified that Turnstone's request to the Board was for an additional \$10,000.

In a voice vote, the **motion** passed 8-1 (Mr. Morris dissenting).

Ms. Kirk expressed concern that while the Board's previous mission was to review all social service applications that come before the City, they have been tasked primarily with the disposal of CDBG and Housing Opportunities for Persons with HIV/AIDS (HOPWA) dollars. She felt the Board should have a larger conversation with the City regarding its roles and duties, including whether or not the CSB should continue to grant these funds or if another process should be created.

Mr. Fillers pointed out that there have been concerns with the original decision to fund Turnstone, as it is a private development entity. Ms. Kirk stated that her primary concern is with the process through which funds are granted within the City. She added that if an applicant is not qualified, the Board should not see requests from them.

Vice Chair Shirley recalled that the Board is provided with projections of how agencies are expected to spend down their funds, and pointed out that Turnstone was not expected to overspend or run out of funding before its term ended. She felt the agency should be prepared to spend its own funds for this rather than using grant funds.

Chair Francis asked if the Board was presented with Turnstone as an applicant because of their location in ZIP code 33311. She also noted that until last year, the Board did not review CBDO applications. Ms. Williams replied that she would look further into the Resolution governing the Board's purview. She clarified that Turnstone Development is registered as a not-for-profit developer. The issue with Turnstone's capital improvement application was raised by the City's Legal Department. While the public service aspect of the application was acceptable, the capital improvement program was held up because HUD has not fully responded to the City's question.

Ms. Kirk reiterated that the Board should review its Charter, as its original purpose was broader than its current activity. Ms. Williams stated she would send a copy of the Resolution forming the Board to its members. Chair Francis suggested that the Board's responsibilities may have changed because available funds are decreasing over time.

Ms. Williams pointed out that CDBG funds have a "spend-down ratio," which means funds cannot be held in the City's account longer than 1.5 times the amount awarded. This responsibility is communicated to CDBG agencies through targeted deadlines showing how much they should spend within a set time frame. If the spend-down ratio is not met, it has a negative impact on the City, as it suggests the agencies do not need the funds they have requested.

Ms. Ighodaro asked if agencies apply for CDBG funds of their own free will. Ms. Williams explained that the City is required to provide public notice of CDBG funds in the *Sun-Sentinel*. They also provide a courtesy reminder to agencies on the City's mailing list, and information is available on the City's website.

Mr. McFann commented that his greatest concern is the lack of established procedure for responses to issues such as Turnstone's letter of request. He felt this creates too much uncertainty with the Board, and may result in unforeseen circumstances.

VIII. ITEMS FOR APRIL 10, 2018 MEETING

- **Determine Agency Selection and Funding Levels**
- **Finalize Performance Indicators**

Ms. Williams stated that she would email the members' scores to them in advance of tomorrow's meeting. She noted that although member Scott Kjelson was not present for today's meeting, he has been involved in the review process. She asked if the Board wishes to strike Mr. Kjelson's responses from the average for this reason, as Staff has not received his scoring sheet.

Motion made by Mr. Fillers, seconded by Vice Chair Shirley, to not use the information from that Board member. In a voice vote, the **motion** passed unanimously.

IX. ADJOURNMENT

There being no further business to come before the Board at this time, the meeting was adjourned at 5:30 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.]