



CITY OF FORT LAUDERDALE

**DRAFT**  
**Meeting Minutes**  
**City of Fort Lauderdale**  
**Community Services Board**  
**City Commission Chambers, City Hall**  
**October 11, 2021 – 4:00 P.M.**  
**Hybrid Meeting**

**October 2021-September 2022**

<b>MEMBERS</b>		<b>PRESENT</b>	<b>ABSENT</b>
April Kirk, Chair	P	1	0
Marisol Simon, Vice Chair	A	0	1
Pamela Aiken	P	1	0
Emma Collum	P	1	0
Elizabeth Cupido	P	1	0
Christina Disbrow	P	1	0
Christi Rice	P	1	0
Shackera Scott	A	0	1
Terra Sickler	P	1	0

**Staff Present**

Rachel Williams, Housing and Community Development Manager  
Eveline Dsouza, Senior Administrative Assistant, Housing and Community Development  
Jamie Opperee, Recording Secretary, Prototype, Inc.

**Communication to the City Commission**

None.

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

- **Quorum Requirement – As of October 1, 2021, there are 9 appointed members to the Board, which means 5 constitutes a quorum**

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

**II. WELCOME / BOARD AND STAFF INTRODUCTIONS**

New Board member Emma Collum introduced herself at this time.

**III. APPROVAL OF MINUTES – AUGUST 2021**

**Motion** made by Ms. Disbrow, seconded by Ms. Cupido, to approve the August 9 meeting minutes. In a voice vote, the **motion** passed unanimously.

#### **IV. CDBG and HOPWA – Updates**

Ms. Dsouza stated that all Community Development Block Grant (CDBG) public service agreements have been executed on time by all applicants who were awarded funds. The first quarterly performance reports are expected in January 2022.

The City is currently reorganizing and filling vacant positions, as three Staff members have recently left. Staff will inform the Board when a new CDBG point of contact has been named.

Ms. Dsouza continued that Housing Opportunities for Persons with HIV/AIDS (HOPWA) agreements have also been executed. HOPWA agencies have submitted their proposed budgets, which will be uploaded into the Provide database so the agencies can begin billing in October 2021. They are encouraged to bill on a day-to-day basis rather than saving invoices until the end of the month, as City Staff can review items as they are submitted.

HOPWA agencies have submitted their September 2021 invoices and the fiscal year (FY) 2020-2021 contract will soon be closed. Numbers from this fiscal year are expected to be available in November or December 2021. All agencies met their goals for that year.

Ms. Williams advised that Staff is working with the Provide database, through which client information and invoices are processed, to determine if a tenant-based rental voucher (TBRV) waiting list can be opened for FY 2021-2022, as discussed at a previous meeting. The Board will be kept apprised of progress.

#### **V. Review 2022 CSB meeting dates**

The Board reviewed the proposed 2022 meeting dates, with Chair Kirk noting that they typically meet two days in a row during the month of April. They are required to meet 10 times per year, and may cancel up to two meetings throughout the year.

**Motion** made by Ms. Disbrow, seconded by Ms. Rice, to approve the proposed dates for our meetings in 2022. In a voice vote, the **motion** passed unanimously.

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

Chair Kirk observed that the Board's communications to the City Commission do not seem to make their way to the Commission. She cited their August 2021 communication as an example, expressing concern that, aside from these communications, the Commission may not be reading the Board's meeting minutes and understanding the work they do.

Ms. Williams explained that communications to the City Commission are sent to the City Clerk's Office. From that point, Staff is notified of whether or not the communication will be discussed at a meeting, which is then communicate back to the Board. In the case of the August 2021 communication, she had not followed up with the City Clerk's Office because the Commission made its own decision to return to a hybrid meeting format. This met the objective the Board had proposed by creating the communication.

Chair Kirk recalled that the Board has also sent communications to the Commission regarding joint meetings with other advisory bodies, such as the Budget Advisory Board (BAB) and/or the Affordable Housing Advisory Committee (AHAC). Ms. Williams confirmed that this communication was sent to the City Clerk's and City Manager's Offices, but no dates for joint meetings have been proposed thus far. Chair Kirk reiterated her concern that this could mean the City Commission does not see the work the Community Services Board (CSB) is doing, or the work of provider agencies.

Ms. Rice recalled that at a recent meeting, a member of the public had raised the issue of a grant program that is overseen by the BAB. Chair Kirk noted that at a Conference Agenda meeting, the Commission had discussed the oversight of nonprofit grants by the BAB, with some Commissioners expressing interest in having the CSB oversee this process instead. She felt the Board has suggested ways in which they may be more helpful to the City, but these suggestions seem to go unheard.

Ms. Williams advised that the CSB was one of the first City advisory bodies considered to oversee nonprofit grants. While she had recommended that these go to the CSB, as there is already a mechanism in place for this process as well as an experienced Board, the decision was ultimately made to give this responsibility to the BAB. She pointed out that this additional oversight would have required an amendment to the Resolution governing the CSB, which limits its responsibilities to HOPWA and the public service component of CDBG.

Chair Kirk noted that the Resolution creating the CSB in the 1970s had a much wider focus, which has been narrowed over recent years to focus only on CDBG and HOPWA. She concluded that if communications to the City Commission are not the best means of sharing information with the Commission, she would like Staff to provide the Board's minutes to the individuals responsible for making these types of decisions, whether they are the Commissioners or the City Manager. She felt the Board has been effectively silenced by this lack of communication.

## **VII. PUBLIC COMMENTS**

None.

## **VIII. ITEMS FOR THE NEXT AGENDA**

Ms. Dsouza reiterated that the HOPWA providers will submit their reports from the fourth quarter of FY 2020-2021 prior to October 30, 2021. The reports will be presented at either the November or December meeting. Ms. Williams added that fourth quarter CDBG reports will also be presented within this time frame.

**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.]