



CITY OF FORT LAUDERDALE

APPROVED
Meeting Minutes
City of Fort Lauderdale
Community Services Board
City Commission Chambers, City Hall
March 14, 2022 – 4:00 P.M.

MEMBERS		PRESENT	ABSENT
Marisol Simon, Chair	P	7	1
Christina Disbrow, Vice Chair	A	4	1
Pamela Aiken	P	1	0
Elizabeth Cupido	P	3	2
Christi Rice	P	3	1
Shackera Scott	A	1	1
Terra Sickler	A	0	4

Staff Present

Rachel Williams, Housing and Community Development Manager
Eveline Dsouza, Administrative Supervisor, Housing and Community Development
Carla Blair, Recording Secretary, Prototype, Inc.

Communication to the City Commission

None.

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

- **Quorum Requirement – As of March 1, 2022, there are 7 appointed members to the Board, which means 4 constitutes a quorum**

Chair Simon called the meeting to order at 4:01 p.m. and the Pledge of Allegiance was recited. It was noted a quorum was present at the meeting.

II. WELCOME / BOARD AND STAFF INTRODUCTIONS

III. APPROVAL OF MINUTES – JANUARY 10 AND FEBRUARY 14, 2022

Motion made by Ms. Rice, seconded by Ms. Aiken, to approve the January minutes. In a voice vote, the **motion** passed unanimously.

Ms. Rice requested clarification regarding the members’ attendance as reflected in the February 14 minutes. Ms. Dsouza explained that the City Clerk’s Office had originally informed Staff that the Board’s attendance would be kept by calendar year, but later made a correction reverting attendance to the Board members’ terms, which required changes.

Motion made by Ms. Cupido, seconded by Ms. Aiken, to accept the February 14 minutes. In a voice vote, the **motion** passed unanimously.

IV. CDBG UPDATE

- **FY 22-23 Grant Application Review Process**

Ms. Williams stated that Community Development Block Grant (CDBG) Public Services applications have been distributed to the Board members, along with the scoring tool to be used. Today members will also receive the two applications from entities applying under the Community-Based Development Organizations (CBDO) category. All current CDBG agencies are on pace to expend their funds within the required time frame.

The City receives \$1.5 million overall in CDBG funding, of which 15% may be used for Public Services. Another 20% is set aside for administrative services. Other percentages or amounts are designated for specific uses such as capital projects, home repairs for families with low incomes, and other needs. The total funds available to the Board for allocation to Public Services agencies are \$329,290.

Ms. Williams continued that once funds have been allocated to all other needs, the remaining funds are allocated to CBDOs. She estimated that this will be roughly \$175,123 this year.

V. BOARD TO DISCUSS HYBRID MEETING

Ms. Williams recalled that at a previous meeting, the Board sent a communication to the City Commission requesting permission for hybrid meetings. There had also been discussion of why they were seeking this permission, although this detail was not included in the communication. The City Commission did not agree to allow hybrid meetings. Ms. Williams recommended that if the Board chooses to send another request for hybrid meetings, a more detailed explanation of why they would like to use this format should be included.

Chair Simon asked if the Board members wished to pursue this issue further with the Commission. Ms. Rice advised that she felt the Commission has made their position clear on this issue, and there is no indication at this time that they might reconsider the request. Chair Simon and Ms. Aiken agreed with this summation.

Ms. Cupido asked if members or representatives of agencies might be able to attend meetings remotely on a case-by-case basis. Ms. Williams confirmed that current guidelines permit this accommodation if advance notice is provided.

VI. GOOD OF THE ORDER

Chair Simon stated that she will be moving from the City by the time of the May 2022 meeting. Ms. Williams clarified that the Board will need to vote to elect a new Chair: the Vice Chair will not automatically move into that position.

It was asked if the Board requires a minimum number of members. Ms. Williams explained that while there is no minimum, the Ordinance governing the Board establishes 15 seats. Staff has been working to reach out to members of the community who may be interested in membership. There are a number of specific positions that must be filled, including a representative from the Housing Authority. She encouraged the Board members to reach out to any interested individuals they may know.

It was noted that Ms. Somerstein's absence from today's meeting was excused due to technical difficulties.

VII. PUBLIC COMMENTS

None.

VIII. ITEMS FOR THE NEXT AGENDA

Ms. Williams advised that she is considering extending an invitation to the Ryan White Foundation's Services Division to attend the May 2022 Board meeting, as they have funding available that can be used toward housing.

Chair Simon reminded the members that their CDBG scoring sheets are due to City Staff by April 1, 2022. Two days are scheduled for April meetings in case more time is necessary to discuss the applications. The scoring sheets will be provided to the members at the April 11 meeting in case any adjustments are necessary. Once all applicants have made presentations and scores are finalized, the Board will make its funding allocation recommendations.

Ms. Williams noted that in order to receive funding, applicants must receive a minimum score of 70%; however, if available funding is insufficient, there is no rule that says applicants meeting this minimum score must be funded. The City Commission's top priorities are included in the members' backup materials for consideration during funding decisions.

Chair Simon concluded that the City Commission has the final decision on funding allocations: the Board is responsible only for making a recommendation. Ms. Williams added that the Chair typically attends the City Commission meeting at which these recommendations are discussed. Because Chair Simon will not be present at that time, the Board will need to designate another member to attend this Commission meeting. It was determined that this will be discussed further at a subsequent 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 4:36 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.]