

APPROVED
Meeting Minutes
City of Fort Lauderdale
Community Services Board
City Commission Chambers, City Hall
March 13, 2023 – 4:00 P.M.

<u>MEMBERS</u>		<u>PRESENT</u>	<u>ABSENT</u>
Christi Rice, Chair	P	6	0
William J. Dunne, Vice Chair	P	6	1
Wismy Cius	A	9	3
Christina Disbrow	P	1	0
Gary Hensley	P	10	1
Sharon Hughes	A	3	2
Ronald Pierre	A	4	3
Amy Schimelfenyg	P	1	0

Staff Present

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

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

- **Quorum Requirement – As of March 1, 2023, there are 8 appointed members to the Board, which means 5 constitutes a quorum**

Chair Rice called the meeting to order at 4:04 p.m. and the Pledge of Allegiance was recited.

II. WELCOME / BOARD AND STAFF INTRODUCTIONS

New and returning Board members Amy Schimelfenyg and Christina Disbrow introduced themselves at this time.

III. APPROVAL OF MINUTES – February 13, 2023

Motion made by Mr. Hensley, seconded by Vice Chair Dunne, to approve. In a voice vote, the **motion** passed unanimously.

IV. DISCUSS CDBG FY 23-24 APPLICATION REVIEW PROCESS

Ms. Williams advised that she will distribute thumb drives containing the Community Development Block Grant (CDBG) applications at today's meeting, which come from not-for-profit organizations that provide eligible services to the community. Each year the City undertakes an application process in which these organizations apply for the CDBG dollars. The Board members are asked to review the application packets and score the applications.

Ms. Williams briefly described the CDBG scoring process, explaining that in April, the applying agencies will come before the Board in person to answer questions about their applications. The Board members may then adjust their scores if they wish. Once the final scores have been submitted and the applicants ranked, the Board will make funding recommendations to the City Commission.

Ms. Dsouza noted that the members were provided with an Excel scoring sheet for the applying agencies. Once the members have filled out their scoring sheets, they may return them to her office. Changes can be made to these forms after the agencies have made their presentations. The deadline for submission of the scoring sheets is Monday, April 3, 2023, which is one week before the next Community Services Board (CSB) meeting. Any Board members with questions were encouraged to contact Staff.

Chair Rice stated that the Board's regular meeting will be scheduled for April 10, 2023, with the possibility of a second meeting on Tuesday, April 11 if necessary.

V. DISCUSS HOPWA FUNDING AVAILABILITY FOR NEW HOUSING PROJECTS PROPOSED

Chair Rice recalled that at the February Board meeting, two agencies made proposals to the Board regarding new initiatives to expand their housing inventory in the Housing Opportunities for Persons with HIV/AIDS (HOPWA) program.

Ms. Williams advised that one agency, Mount Olive Development Corporation (MODCO), proposed to use \$900,000 acquire a six-unit building that was being sold which had previously been used under a master lease for HOPWA services. She briefly reviewed the three-year request for proposal (RFP) cycle for the HOPWA program, which funds housing and similar services for individuals living with HIV/AIDS.

The HOPWA program recently underwent modernization at the federal level, which resulted in an increase of approximately \$270,000 for the City. This increase can provide housing for four to five additional HOPWA clients. The City combined this with HOPWA funds that had been saved in reserve, totaling \$2.1 million. The Board is asked to determine the best use for these dollars, which are a one-time allocation that will not be part of the recurring annual award.

Ms. Williams noted that while no MODCO representative was present at the meeting, a representative of Broward House was present to describe their proposal. Stacy Hyde, representing Broward House, explained that this agency currently operates a 74-bed assisted living facility in Downtown Fort Lauderdale, which includes 44 beds for HOPWA clients. They have been offered the opportunity to lease another 14-bed facility in the city of Plantation to expand their services.

Broward House's assisted living facility serves clients between the ages of 18 and 90. They house clients who are uninsured and provide a number of wraparound services,

including case management and mental health/substance abuse treatment. Broward House's total budget request for one year is \$668,000.

Chair Rice asked how Broward House would be able to sustain the facility after one year. Ms. Dsouza explained that Broward House has provided all its invoices from the existing facility, but charges only 69% of each invoice, which covers 36 to 37 HOPWA beds in that facility.

Ms. Hyde further explained that Broward House's funding allocation for their assisted living facility has remained the same since before 2016. They will need to be able to fill the funding gap caused by inflation in order to continue providing services for their clients. They have applied for additional funding through the U.S. Department of Housing and Urban Development (HUD) and the Ryan White HIV/AIDS Program as well.

Ms. Dsouza noted that the proposal is to provide 14 HOPWA beds at a new facility in addition to the HOPWA beds at the existing facility.

Chair Rice asked if the provision of new funds would allow Broward House to bill for a higher percentage of their invoices. Ms. Hyde clarified that they plan to spend the same amount, as there are other grant funds that assist with this expenditure. Because the proposed funds would be a one-time allocation, at the end of the year Broward House would assess ways to continue operations at the new assisted living facility with other financial support. If no additional support is available, the organization may have to reduce the number of beds after one year.

Ms. Hyde advised that the transitional housing provided by Broward House is not long-term: most residents are present from six months to one year. Their first lease on the additional property would be for one year.

It was further clarified that MODCO was requesting \$900,000 of the available one-time \$2.1 million, while Broward House requests \$668,000. The total requested amount by both agencies is roughly \$1.7 million. MODCO proposes to use the funds to acquire a facility they have leased in the past. The building would provide seven units, six of which would be used toward housing, with the remaining unit serving as office space. This would permit the agency to serve six individuals or families.

Chair Rice commented that in addition to the funding that may be provided by the City, MODCO should also be prepared to provide a percentage of the purchase price as well. There has been no discussion of matching funds between MODCO and Staff.

Ms. Williams pointed out that although MODCO had given up their master lease on the property, the City had continued to provide them the same level of funding as when they still had these six units. For this reason, she did not feel there would be an accompanying request for operational funds. Ms. Williams added that MODCO returned any unused funds to the City at the end of the year, which contributed to the \$2.1 million in reserves.

The Board members discussed the proposals, with clarification from Staff that the two requests may be treated as entirely separate. MODCO currently has 24 HOPWA units which are under restrictive covenant for that use. Approval of their request would raise their total number of units to 30.

Vice Chair Dunne asked what could be done with the remaining funds if both projects are funded at their total combined request of \$1.7 million. It was clarified that the Board may issue an open RFP for the remaining funds if they wish. This would be separate from the traditional HOPWA RFP that is issued every three years. Another option is to hold onto the reserve funds for future use.

Motion made by Vice Chair Dunne, seconded by Mr. Hensley, to approve Broward House. In a voice vote, the **motion** passed unanimously.

It was clarified that this would provide a one-time award of \$668,000 to Broward House for their proposed master lease program.

Motion made by Ms. Disbrow for Staff to continue speaking with MODCO so we can get more answers and clarifications.

Ms. Williams clarified that this would mean Staff would determine if MODCO would bring funds to the table for their proposal, and if so, how much that would be.

Chair Rice stated that the Board would like to hear MODCO's response if this is feasible. Ms. Williams advised that this information can be emailed to the Board members following Staff's discussion with MODCO. A full Board discussion of this issue would be held at the April meeting in addition to CDBG scoring and presentations.

Ms. Disbrow **restated** her **motion** as follows: **motion** for MODCO to provide more information regarding matching funds and operations. Mr. Hensley **seconded** the **motion**. In a voice vote, the **motion** passed unanimously.

VI. HOPWA FY 24-25 RFP DISCUSS COMMUNITY NEEDS AND PROGRAM FUNDING

Ms. Dsouza advised that this Agenda Item is related to the discussion of new HOPWA properties as well. The Board will be asked to make a decision regarding where funding is most needed for HOPWA housing.

VII. GOOD OF THE ORDER

None.

VIII. PUBLIC COMMENTS

None.

IX. ITEMS FOR THE NEXT AGENDA

Chair Rice noted that there will be discussion of MODCO's HOPWA proposal at the April meeting, as well as review of the CDBG applications and scoring recommendations. Ms. Williams stated that it is hoped the actual CDBG budget will be available by that time.

X. COMMUNICATIONS TO CITY COMMISSION

None.

XI. ADJOURNMENT

There being no further business to come before the Board at this time, the meeting was adjourned at 4:54 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.]