



**APPROVE**  
**Meeting Minutes**  
**City of Fort Lauderdale**  
**Community Services Board**  
**Department of Sustainable Development**  
**CITY OF FORT LAUDERDALE 700 NW 19<sup>th</sup> Avenue, Fort Lauderdale, Florida 33311**  
**July 10, 2023 – 4:00 P.M.**

<b>MEMBERS</b>		<b>PRESENT</b>	<b>ABSENT</b>
Christi Rice, Chair (via Zoom)	P	8	1
William J. Dunne, Vice Chair	A	8	2
Wismy Cius	P	2	1
Christina Disbrow	A	1	3
Gary Hensley	P	2	0
Sharon Hughes	P	6	2
Ronald Pierre	P	7	3
Amy Schimelfenyg	P	4	0

**Staff Present**

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

**Communications to City Commission**

None.

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

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

**Motion** made by Mr. Hensley, seconded by Mr. Pierre, that Christi can participate online with us. In a voice vote, the **motion** passed unanimously.

Chair Rice called the meeting to order at 4:03 p.m. Roll was called and the Pledge of Allegiance was recited.

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

**III. APPROVAL OF MINUTES – May 8<sup>th</sup>, 2023**

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

**IV. CDBG UPDATES**

Ms. Dsouza recalled that at the May 2023 meeting, the Board voted to evenly divide an allocation of \$17,000 in Community Development Block Grant (CDBG) funds between Step Up Inc. and Oasis of Hope Community Development Corporation (CDC). Since that time, it has been determined that the available amount was \$17,819.50. An even division of this allocation would provide each agency with \$8909.75. The contracts with these agencies will need to be amended to reflect the correct allocation.

**Motion** made by Mr. Hensley, seconded by Mr. Pierre, to approve the \$17, 819.50 distributed equally between Oasis of Hope and Step Up. In a voice vote, the **motion** passed unanimously.

## V. HOPWA UPDATES

Ms. Dsouza called the Board's attention to a handout on Housing Opportunities for Persons with HIV/AIDS (HOPWA) over the last three years. The document shows the unspent dollars in each year. If there is a consistency in the unspent funds over this time frame, the allocation will be brought back to the Board to determine if they would like to reallocate some of these dollars to another program in which there is a need.

Ms. Dsouza noted that the tenant-based rental voucher (TBRV) waiting list was created on June 29, 2023 for three days, in which there were 131 unduplicated applicants. The first 25 of these applicants will be housed. She requested that the Board review unspent funds and make a decision on whether or not to allocate more money to the TBRV program and the applicants on its waiting list.

Mr. Hensley requested clarification of the funds the Board is asked to consider moving. Ms. Dsouza replied that these include unspent dollars from Mount Olive Development Corporation (MODCO), as they had been allocated to a pilot program that is no longer in operation. There is approximately \$108,000 remaining from previous years as well as just over \$100,000 from the current year.

Chair Rice noted that HOPWA funding recipient Broward House also has remaining funds, as they have faced several challenges in the current year due to flooding. They have scheduled a meeting with City Staff to discuss this further. Staff does not presently have a clear picture of how much funding may be available for reallocation from that agency.

Chair Rice asked if the reallocation of unspent funds to the TBRV program would go to another organization. Ms. Dsouza explained that if \$100,000 is added to the program, it could be equally distributed between the two agencies which provide TBRV services so they can bring in new clients.

**Motion** made by Mr. Hensley, seconded by Ms. Hughes, to distribute the funds to TBRV organizations to bring on more clients, the \$100,000.

Mr. Hensley noted that the TBRV program is administered by Broward Regional Health Planning Council (BRHPC) and Broward House.

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

Ms. Dsouza continued that she is working on the upcoming request for proposal (RFP) cycles for HOPWA and CDBG. The Board members will be provided with a link to the system they will use for scoring. Hard copies of the applications will be available upon request. This cycle will begin in February 2024, following the annual action meeting in January.

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

Ms. Williams advised the HOPWA provider agencies present to review their contracts carefully in order to be sure of the grant year from which their funding is provided. In the past, time limits were not enforced for HOPWA dollars; however, the agencies are now required to use their funds in a timely manner, as they can no longer retain these dollars after the three-year grant period has elapsed. Any unused funds must be returned to the U.S. Department of Housing and Urban Development (HUD) by the City.

#### **VII. PUBLIC COMMENTS**

Francisco Gomez, representing CareResource, requested additional information about the HOPWA dollars remaining from previous years. Ms. Williams explained that provider MODCO had released some of its units, but the funding amount was not changed, which meant they left some HOPWA funds on the table. These funds will be moved into the TBRV program.

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

Ms. Williams noted that the Community Services Board's governing Ordinance requires them to hold a minimum of 10 meetings per year. She suggested that the Board may wish to review this Ordinance and consider requesting that it be amended to require a minimum of eight meetings, based on the Board's track record. This would allow them to cancel meetings during the summer months, when it can be difficult to reach a quorum. The Board members agreed with this proposal by consensus.

#### **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 4:27 p.m.

Community Services Board

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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.]