



**CITY OF FORT LAUDERDALE** 700 NW 19<sup>th</sup> Avenue, Fort Lauderdale, Florida 33311  
**November 13, 2023 – 4:00 P.M.**

**APPROVED**

**Meeting Minutes  
City of Fort Lauderdale  
Community Services Board**

**Department of Sustainable Development**

<b>MEMBERS</b>		<b>PRESENT</b>	<b>ABSENT</b>
Christi Rice, Chair	P	2	1
William J. Dunne, Vice Chair	A	1	1
Wismy Cius	A	7	3
Latrisha Greaves	P	3	0
Gary Hensley	P	7	0
Sharon Hughes	P	2	1
Ronald Pierre	A	3	2
Amy Schimelfenyg	P	8	0

**Staff Present**

Rachel Williams, Housing and Community Development Manager  
Carla Blair, Recording Secretary, Prototype, Inc.

**Communications to City Commission**

None.

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

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

Chair Rice called the meeting to order at 4:07 p.m. and the Pledge of Allegiance was recited. Roll was called and it was noted a quorum was present.

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

**III. APPROVAL OF MINUTES – October 9, 2023**

**Motion** made by Mr. Hensley, seconded by Ms. Greaves, to approve the minutes from the last meeting. In a voice vote, the **motion** passed unanimously.

**IV. CDBG & HOPWA APPLICATION PROCESS**

Ms. Williams explained that in February 2024, the application cycle will open for both the Community Development Block Grant (CDBG) and Housing Opportunities for

Persons with HIV/AIDS (HOPWA) processes. HOPWA dollars are allocated on a three-year cycle, and a request for quotation (RFQ) will be sent out on February 5, 2024.

Interested agencies will have a four-week window in which they may apply, with the deadline set for March 5, 2024 at 2 p.m. She strongly emphasized that this is a hard deadline, and applicants are encouraged to submit their applications ahead of that date and time, as extensions will not be granted.

Ms. Williams continued that applications must be submitted to Housing and Community Development, which is located at 914 Sistrunk Boulevard, Suite 103. City Hall is no longer open to the public. Applicants must provide a physical copy of the application.

Once the application has been received, Staff will perform a cursory review to ensure all required documentation is in the physical copy. Agencies are required to register with INFOR, which is the software system used by the City.

Once bids are submitted through INFOR, they will be downloaded and sent to the Board via file-sharing software. If a member or members would prefer a physical copy or thumb drive, they are asked to let Staff know in advance so the agencies can provide additional hard copies and thumb drives containing their application. Staff may not photocopy or otherwise duplicate applications. Ms. Greaves and Ms. Hughes each requested physical copies.

Once Staff has received the applications, they make arrangements for distribution to the Board members. Ms. Williams advised that 2024 will be a challenging year for review, as it will include both CDBG and HOPWA review. It is likely that the Board will hear presentations over two meeting days in the month of April. These dates are currently set for April 8 and 9, 2024. The second date can be cancelled if it is not necessary.

The Board members will have just under one month to complete their individual reviews for both grant programs. Scoring rubrics must be returned to Staff no later than April 1, 2024. The rubric will be reviewed at the next Community Services Board (CSB) meeting. The scoring format has not changed from previous years.

Once the process is complete and the Board has made its final decisions, they will be published in the newspaper and online in centralized locations so the public may comment on them. The U.S. Department of Housing and Urban Development (HUD) requires a 30-day comment period for which public notice must be provided. This time period will extend through May and into June 2024.

The recommendations are typically presented to the City Commission at their second meeting in June or first meeting in July. Ms. Williams emphasized the importance of

this time frame, as the recommendations must be approved by the Commission before their summer recess and transmitted to HUD no later than August 15, 2024. The contracts with agencies will begin in October 2024, which is the beginning of the new fiscal year.

Ms. Williams concluded that the processes are similar for HOPWA and CDBG grants.

Chair Rice noted that there will be a mandatory meeting in January 2024 for all agencies which plan to apply for CDBG funds. Ms. Williams clarified that while there is also a public meeting for agencies which will apply for HOPWA dollars, the meeting is not mandatory for that grant program.

Ms. Williams advised that the public meeting provides an opportunity for new Board members to learn about the different grant programs offered through Housing and Community Development. This meeting will be scheduled for the Monday immediately following the CSB's January 2024 meeting.

Ms. Williams concluded that the final page for the Board members to review reflects the 2024 CSB meeting dates. She encouraged the members to double-check whether or not there are any conflicts with holidays, noting that the November 18, 2024 meeting was rescheduled to avoid a conflict with Veterans Day.

Chair Rice noted that providers may be closed on the October 2024 meeting date, which falls on a federally observed holiday. An alternative could be to ensure no presentations from providers are scheduled on that date.

**Motion** made by Mr. Hensley, seconded by Ms. Greaves, to move the 11<sup>th</sup> meeting to October 21, 2024, in observance of Indigenous Peoples' Day and Columbus Day. In a voice vote, the **motion** passed unanimously.

**Motion** made by Mr. Hensley, seconded by Ms. Hughes, to accept the scheduled meeting dates with the one change of the 11<sup>th</sup> meeting being moved to the 21<sup>st</sup>. In a voice vote, the **motion** passed unanimously.

## **V. GOOD OF THE ORDER**

Chair Rice recalled that the Board had discussed communicating to the City Commission with regard to changing their governing Ordinance to allow more flexibility and fewer meetings if there is no pending business. Based on the Board's motion at the October 2023 meeting, she has drafted a communication to the City Commission, which is currently with the City Attorney's Office for review.

Ms. Williams reported that the City Attorney's Office has stated that if a meeting is convened but there is no quorum and no meeting is held, this would not be counted as an absence for the members who did not attend. Chair Rice was not in favor of this,

pointing out that the absence of members would be the reason a quorum was not reached. She felt the absences should still be counted.

Ms. Williams concluded that she is awaiting feedback from the City Attorney's Office regarding next steps.

Ms. Williams continued that at a previous meeting, there had been discussion of some HOPWA providers who offer project-based housing changing from this model, as they felt it is no longer feasible. The City reached out to HUD for technical assistance; however, this meeting has not yet been held, as there has been significant and rapid turnover in the HUD field office in Miami. She has invited the new HUD team to visit the City on November 30, 2023 to meet and build new relationships. It is possible that the City's questions can be answered at that meeting.

Mr. Hensley asked how the delay would affect the HOPWA providers who are awaiting guidance on the proposed change. Ms. Williams replied that the next HOPWA RFQ will go out status quo, as there is no time to make substantive changes. She added that the new RFQ will be for \$8 million, which reflects a slight increase in some categories.

## **VI. PUBLIC COMMENTS**

None.

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

Chair Rice noted that the Board will review the grant scoring process and rubrics for the members in December.

## **VIII. COMMUNICATIONS TO CITY COMMISSION**

Chair Rice noted that the Board's communication to the City Commission is currently pending.

Ms. Williams announced that on Friday, December 1, 2023, which is World AIDS Day, an event is scheduled at 2650 Sistrunk Boulevard, which is the African-American Research Library, from 4 p.m. to 5:30 p.m. The event is sponsored by the County in collaboration with some of the City's HOPWA agencies.

Mr. Hensley requested an excused absence from the December meeting. Chair Rice added that she will be traveling at the time of the January 2024 meeting and will not be able to attend via electronic communications.

## **IX. ADJOURNMENT**

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There being no further business to come before the Board at this time, the meeting was adjourned at 4:39 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.]