

City of Palm Bay, Florida
COMMUNITY DEVELOPMENT ADVISORY BOARD
Special Meeting 2020-02

Held on Thursday, the 21st day of May 2020, at City Hall Council Chambers, 120 Malabar Road SE, Palm Bay, Florida.

This meeting was properly noticed pursuant to law; the minutes are on file in the Housing and Community Development Division Office, City Hall Annex, Palm Bay, Florida.

The meeting was called to order by Chairperson Hernandez at approximately 5:53 p.m.

ROLL CALL:

CHAIRPERSON:	David L. Hernandez	Present
VICE-CHAIRPERSON:	Alan Borkowski	Present
MEMBER:	Khalilah Maragh	Present
MEMBER:	Kathleen Hogan	Absent
MEMBER:	Rebecca Thibert	Present
MEMBER:	William O'Hara	Present
MEMBER:	Vince Pryce	Present
MEMBER:	Amaya Vinuela	Absent
BOARD ATTORNEY:	Rodney Edwards	Present

STAFF MEMBERS:

Tina Johns, Housing Administrator; Joan Junkala, Community and Economic Development Director; Rodney Edwards, Deputy City Attorney; Danielle Crotts, Agency Secretary

ADOPTION OF MINUTES:

1. Regular Meeting Number 2020-01

Motion by Ms. Thibert, seconded by Mr. Borkowski, to approve the minutes with the following corrections: under Roll Call, Board member Kristine Herndon was absent; Board member Amaya Vinuela's name should be added and marked as present. Motion carried unanimously.

PUBLIC COMMENTS (NON-AGENDA ITEMS):

There were no Public Comments.

OLD/UNFINISHED BUSINESS:

1. Amendment to Community Development Advisory Board Bylaws

Mrs. Junkala-Brown briefly discussed some of the amendments being made to the Bylaws.

Motion by Ms. Maragh, seconded by Mr. Pryce, to approve the amendments to the Bylaws of the Community Development Advisory Board and recommend to City Council the approval of Ordinance 2020-01 to revise Section 52.193(D)(1) of the City of Palm Bay's Code of Ordinances.

Ms. Thibert asked for clarification on one of the revisions being made. Mrs. Junkala-Brown addressed her question.

Motion carried unanimously.

Note: The motion was rescinded under Item 1, New Business, and the Board concurred to reschedule the item to a Special Meeting under Item 5, New Business.

NEW BUSINESS:

1. FY 2020-2021 CDBG and HOME Annual Action Plan

Mrs. Junkala-Brown spoke about grant funding for CDBG and HOME, as well as some of the allocations within each program, such as eligible public services and planning/administrative costs. Mrs. Junkala-Brown shared that seven (7) applications were received by public service organizations for CDBG public service funding, two applications for public facility improvements, and two applications for HOME funding. The applications were reviewed for completeness and eligibility by City staff via an evaluation committee. Mrs. Junkala-Brown provided the Board with staff's findings and recommendations, which would be presented to City Council on June 18th for a final hearing.

Mr. Borkowski asked why the applications did come before the Board for scoring and review prior to it going to City administration and City Council, as had been done in previous years.

Note: Pursuant to Special Community Development Advisory Board Meeting 2020-05, Adoption of Minutes, the following correction was made to Mr. Borkowski's comment above:

Mr. Borkowski asked why the applications did not come before the Board for scoring and review prior to it going to City administration and City Council, as had been done in previous years.

Mrs. Junkala-Brown stated, pursuant to the by-laws, it was not a responsibility of the Board to review the applications. It was staff's responsibility to review and provide suggestions to the Board and then the Board could provide recommendation to City Council to either approve as-is, amend, or deny the Public Service agency selections.

Chairperson Hernandez asked if the process for initial review of the applications would revert to the way it was previously done as he felt it was the Board's primary purpose. Mrs. Junkala-Brown stated she would need clarification from the City Attorney's Office as it was not clearly defined as the Board's responsibility within the bylaws.

Ms. Thibert stated it was hard for her to make a recommendation without seeing the applications or hearing what the organizations had to say. Mrs. Junkala-Brown stated the attachment to the agenda memo provided a list of all entities that applied for funding, services proposed, along with their requests.

Chairperson Hernandez asked why there seemed to be a decline in interest for the program. Mrs. Junkala-Brown stated it may have been because the notice of funding availability (NOFA) failed to be posted by the previous Housing Administrator in November and it was not posted until March.

Mr. Borkowski expressed concerns with the NOFA and did not believe it was handled effectively. He felt it should have gone out to the public earlier. He also expressed concern that it was posted during a pandemic, as the availability and accessibility for some of the organizations was limited due to shutdowns and employees teleworking. He stated he would not be voting in favor of approving this item.

Ms. Maragh asked why Aging Matters was determined to be ineligible for funding. Mrs. Junkala-Brown said the application packet was submitted after the deadline provided in the Request for Proposal (RFP). Ms. Maragh also asked why Melbourne Police Athletic League (PAL) and Space Coast Cultural Arts and Business Organization (SCCABO) were ineligible. Mrs. Junkala-Brown explained that SCCABO's proposed use of CDBG funds were ineligible and did not meet the eligibility criteria, per Chapter 7 of the US Department

of Housing and Urban Development (HUD) Guide, and the evaluation committee did not feel that PAL met a priority need as defined by the City's adopted Five Year Consolidated Plan.

Ms. Thibert was disappointed that the Board was not convened once the evaluation committee selected the list of applicants, and prior to it going to City Council for the first hearing. Mrs. Junkala-Brown explained timeline constraints in regard to HUD and City Council submittal deadlines.

Deputy City Attorney Rodney Edwards stated he would review the Board's Bylaws along with State and Federal regulations related to the Board's participation with reviewing applications for CDBG Public Service funding eligibility. He stated that his findings would be provided at the following meeting.

Motion by Ms. Maragh, seconded by Mr. Pryce, to rescind the motion to approve Item 1, under Old/Unfinished Business. Motion carried unanimously. The Board concurred to reschedule the item to a Special Meeting under Item 5, New Business.

Motion by Ms. Thibert, seconded by Chairperson Hernandez, to deny the FY 2020-2021 CDBG and HOME Annual Action Plan. Motion carried unanimously.

2. Draft SHIP Local Housing Assistance Plan (LHAP) 2020-2023

Mrs. Junkala-Brown provided a brief overview of the LHAP 2020-2023 and addressed some of the Board's questions.

Chairperson Hernandez recommended that the item be tabled and schedule a Special Meeting for a later date to discuss further. No official action was taken by the Board on this item. The Board concurred to reschedule the item to a Special Meeting under Item 5, New Business.

3. Amendment to Citizen Participation Plan to include emergency provisions

Mrs. Junkala-Brown spoke about the technical revisions made to the Citizen Participation Plan (CPP) at the direction of U.S. HUD, which included expedited procedures that would allow the City to spend CARES Act funds awarded to the City in a timely manner for COVID-19 related assistance.

Motion by Mr. Borkowski, seconded by Ms. Maragh, to approve the amendment to the Citizen Participation Plan to include emergency provisions. Motion carried unanimously.

4. CARES Amendment to Fiscal Year 2019-2020 Annual Action Plan

Mrs. Junkala-Brown explained the substantial amendment being made to the plan to allocate \$458,099 in CDBG-CV funds awarded to the City for COVID-19 response into HUD-eligible activities under HUD, to include additional funding for public services, special economic development and/or affordable housing activities related to COVID-19, and allocating the maximum award for planning and administrative costs.

Motion by Mr. Borkowski, seconded by Ms. Maragh, to approve the CARES Amendment to Fiscal Year 2019-2020 Annual Action Plan. Motion carried unanimously.

5. Substantial Amendment to FY 2018 Annual Actions Plan

Mrs. Junkala-Brown provided a brief overview of the substantial amendment to the FY 2018 Annual Action Plan, which included reallocating CDBG funds previously unspent toward the purchase of a fire brush truck, fire tender truck and life-saving equipment for Palm Bay Fire Stations 3 and 5, both located in a low to moderate income census areas.

There was some discussion on where funds could be used in the future based on other departmental needs and projects. A few board members felt there should be more Board involvement during the process and more meetings should be held to provide opportunities for discussion.

Motion by Mr. Pryce, seconded by Ms. Maragh, to approve the substantial amendment to FY 2018 Annual Action Plan. Motion failed with the members voting as follows:

Chairperson Hernandez	Nay
Vice-Chairperson Borkowski	Nay
Board Member Maragh	Yea
Board Member Thibert	Nay
Board Member O'Hara	Nay
Board Member Pryce	Yea

Chairperson Hernandez asked staff to reschedule a Special Meeting for the next week to include the following: Item 1, under Old/Unfinished Business; Items 2 and 6, under New Business; and Other Board Business. The Board concurred to reschedule the items as requested.

6. Informational – Technical Revisions to SHIP LHAP 2017-2020

The Board concurred to reschedule the item to a Special Meeting under Item 5, New Business.

OTHER BOARD BUSINESS:

1. Introduction to new Housing Administrator, Tina Johns

The Board concurred to reschedule the item to a Special Meeting under Item 5, New Business.

ADJOURNMENT:

The meeting was adjourned at approximately 7:14 PM.

David Hernandez, CHAIRPERSON

ATTEST:

Danielle Crotts, BOARD SECRETARY