

City of Palm Bay, Florida
COMMUNITY DEVELOPMENT ADVISORY BOARD
Special Meeting 2020-05

Held on Wednesday, the 15th day of July 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 Vice-Chairperson Borkowski at approximately 6:07 p.m.

ROLL CALL:

CHAIRPERSON:	David L. Hernandez	Absent
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	Absent
MEMBER:	Kenneth Johnson	Present
BOARD ATTORNEY:	Rodney Edwards	Present

STAFF MEMBERS:

Tina Johns, Housing Administrator; Joan Junkala-Brown, Community and Economic Development Director; Rodney Edwards, Deputy City Attorney; Danielle Crotts, Board Secretary; Jennifer Lawson, Housing Program Technician

ADOPTION OF MINUTES:

1. Special Meeting Number 2020-02

Motion by Ms. Thibert, seconded by Ms. Maragh, to approve the minutes with the following corrections: Item 1, under New Business, the first sentence on Page 3 was

changed to reflect: “Mr. Borkowski asked why the applications did not come before the Board for scoring and review prior to going to City administration and City Council, as had been done in previous years.” Motion carried unanimously.

PUBLIC COMMENTS (NON-AGENDA ITEMS):

There were no Public Comments.

OLD/UNFINISHED BUSINESS:

There was no Old/Unfinished Business.

NEW BUSINESS:

1. Introduction of new Board Member – Deputy Mayor Kenneth Johnson

Ms. Johns introduced Mr. Johnson to the Board. Mr. Johnson apologized for not attending in-person; however, he expressed his excitement to serve on the Board and looked forward to future accomplishments.

2. 2020-2023 SHIP Allocation Update

Ms. Johns provided the Board with an update on SHIP funding allocation update for Fiscal Year 2020-2021. Governor DeSantis initially vetoed allocating SHIP funding to municipalities; however, a State Legislative Special Session was scheduled to take place in November to obtain a final decision. Ms. Thibert inquired if the City had a State Lobbyist that could advocate on behalf of the City for continued funding. Mrs. Junkala-Brown stated a Request for Proposal was in progress for the selection of a State Lobbying firm, which could assist with advocating for continued SHIP funding. There was additional discussion on advocating for SHIP funding such as: adoption of a City Resolution, promotion within the Space Coast League of Cities (SCLOC) and reaching out to other local state and federal lobbyists.

OTHER BOARD BUSINESS:

1. Overview of Housing Division and CDAB Board – Roles and Responsibilities

Mrs. Junkala-Brown opened the floor for discussion of any concerns or discrepancies the Board had regarding the roles and responsibilities of both City staff and Board Members. Items discussed were by-law revisions, program deadlines, frequency of meetings, Board Member attendance and program status reporting.

The Board discussed using Community Development Block Grant (CDBG) funds toward special economic development eligible activities, such as small business assistance and educational trainings/webinars, in the future. Ms. Maragh felt it was important that the Board explore all applicable activities that would contribute to overall community development in addition to housing assistance.

Ms. Thibert expressed that any City departments that applied for funding shall be expected to follow the same application process as other organizations in the requirement to make a presentation to the Board showing how the funds would be used, if approved by the Board. Mrs. Junkala-Brown stated City departments are encouraged to attend Board meetings when applying for funds.

Mr. Borkowski asked if CDBG funds could be used to purchase police vehicles and body cameras. Mrs. Junkala-Brown confirmed in the affirmative and briefly discussed the process and some of the requirements needed to do so. Mr. Borkowski also asked if CDBG funds could be used toward homelessness resources and initiatives such as overnight shelters, transitional housing and food distribution centers. Mrs. Junkala-Brown said those type of initiatives could be funded through public services to allow for entities to provide services to the homeless community. Under CDBG guidelines, a facility may be constructed or purchased for the use of transitional housing. There was some additional discussion regarding homelessness assistance using CDBG funding.

Ms. Maragh asked where the low- to moderately-low income areas were in Palm Bay. Mrs. Junkala-Brown stated she would email a map of the areas to the Board.

Ms. Maragh inquired about how priorities and community needs are identified when developing a consolidated plan. Mrs. Junkala-Brown stated that a community needs survey was published to the City's website and advertised through social media, news outlets, and other platforms. She added that the 5-Year Consolidated Plan, which guides CDBG funding priorities, is a joint effort by all Brevard County HOME Consortium members. She further stated that the County and the HOME Consortium intend to hire a consultant to prepare the next 5-Year Consolidated Plan. Mrs. Junkala-Brown would email results of the survey to the Board.

2. CDAB Rules of Order

Mrs. Junkala-Brown discussed some of the challenges faced during meetings and provided solutions to streamline the process. She suggested the Board try to follow Robert's Rules of Order as much as possible.

3. Sunshine Law

Mrs. Junkala-Brown opened the floor for discussion on Sunshine Law for which questions could be answered by the Board Attorney, Rodney Edwards. Mr. Edwards addressed the Sunshine Law as it applies to electronic means of communications, stating that official Board action between members shall not take place via electronic means, such as email and other social media avenues as it would not comply with Florida Sunshine Law. Mr. Edwards added there should be no gathering of two or more Board members discussing official Board business outside of publicly-noticed Board meetings. Ms. Thibert made a recommendation for staff to use blind copy when sending emails to the Board as an effort to minimize back and forth communication between Board members.

4. Florida Commission on Ethics

Mr. Edwards spoke briefly about Florida's Ethics Laws on prohibited actions or conduct regarding solicitation and acceptance of gifts while serving as a member of an advisory board.

Ms. Johns informed the Board that July 31, 2020 would be her last day of employment.

ADJOURNMENT:

The meeting was adjourned at approximately 7:38 PM.

Alan Borkowski, VICE-CHAIRPERSON

ATTEST:

Danielle Crotts, BOARD SECRETARY