

City of Palm Bay, Florida
COMMUNITY DEVELOPMENT ADVISORY BOARD
Regular Meeting 2021-05

Held on Wednesday, the 19th day of May 2021, 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 Borkowski at approximately 6:00 p.m.

ROLL CALL:

CHAIRPERSON:	Alan Borkowski	Present
VICE-CHAIRPERSON:	Rebecca Thibert	Present
MEMBER:	Kenneth Johnson	Present
MEMBER:	Khalilah Maragh	Present
MEMBER:	Henry Morin	Present
MEMBER:	Alvin Payne	Present
MEMBER:	Vince Pryce	Absent
BOARD ATTORNEY:	Jill Jacobs	Present

Mr. Johnson participated in the meeting via teleconference.

STAFF MEMBERS:

Sandra Urban, Housing Administrator; Juliet Misconi, Acting Public Works Director; Joan Junkala-Brown, Deputy City Manager; Elena Sarazua, Board Secretary.

ADOPTION OF MINUTES:

1. Regular Meeting 2021-04; April 21, 2021.

Motion by Ms. Thibert, seconded by Mr. Morin, to adopt the Minutes as presented. Motion carried unanimously.

PUBLIC COMMENTS: (Non-agenda items only)

Kera Beard expressed support to South Brevard Sharing Center and spoke about the importance of their programs.

PRESENTATIONS:

The Board discussed revising the scoring criteria for future applications for funding.

Mrs. Urban announced that because of a formula allocation error the Community Development Block Grant (CDBG) funding amount had increased from \$757,196 to \$768,354. Mrs. Urban advised that \$499,430.10 might be allocated for Other Eligible Activities; \$115,253.10 for eligible Public Services; and \$153,670.80 for eligible Planning and Administration costs.

1. FY 2022 CDBG Agency Application Presentations

Mrs. Misconi gave a presentation and spoke about the funding request for the Public Works Department. The funding would be used for site acquisition costs to acquire low-lying open lands to provide water quantity attenuation and water benefits to receiving waters, Turkey Creek and Indian River Lagoon. Natalie Shaber and Hector Franco, Public Works Department engineers, answered some of the Board's questions regarding the project.

Mrs. Urban informed the Board that the Greater Palm Bay Senior Citizen Center application, received for the same funding category, was determined ineligible as the agency did not have the authority to request funding for a City-Owned facility.

The Board discussed increasing the award amount for Public Works and considered awarding the entire amount of funding available to this agency.

Motion by Mr. Morin, seconded by Ms. Thibert, to award City of Palm Bay Public Works in the amount of \$499,430.10.

Alberta Clinkscales, Space Coast Cultural Arts and Business Organization (SCCABO) requested to have her agency considered for CDBG funding under Special Economic Development. Ms. Clinkscales stated that her application was submitted under the Public Services category, however, she felt that SCCABO might be eligible under the Other Eligible Activities category.

Mrs. Urban stated that upon reviewing SCCABO application it was determined that the services offered by the Agency fell under Employment Training, which was considered Public Service. Ms. Clinkscales disagreed and stated that due to the lack of guidance and technical assistance in the application process, SCCABO was unable to complete the application for CDBG funds under Other Eligible Activities, therefore its application

was submitted under Public Services. Mrs. Urban requested a recess to reevaluate SCCABO application. The Board concurred.

Mr. Morin withdrew his motion.

A brief recess was taken after which the meeting resumed.

Mrs. Urban announced that upon reviewing CDBG guidelines, staff determined that SCCABO's application did not meet the criteria for Special Economic Development and was considered a Public Service application.

Motion by Mr. Morin, seconded by Ms. Thibert, to award City of Palm Bay Public Works in the amount of \$499,430.10. Motion carried unanimously.

Sean Odle, representing Brevard Alzheimer's Foundation, Inc., requested \$50,000 in CDBG funds for the Safe Ride Program, which would provide transportation for seniors and disabled. Ms. Maragh asked staff to clarify if eligible individuals were determined based on low to moderate income area. Mrs. Urban answered that eligibility was determined by household income limit.

Ms. Jacobs made a statement about conflict of interests.

Jennifer Ottomanelli, representing Brevard County Legal Aid, Inc., requested \$21,000 in CDBG funds to provide legal services for low to moderate income residents of Palm Bay with unmet legal needs.

Mr. Morin asked to specify what the funding would cover. Ms. Ottomanelli replied that the funding would cover program staff salaries.

Rosa Reich, representing Catholic Charities of Central Florida, requested \$22,275 in CDBG funds to provide utility assistance to Palm Bay residents. The agency would assist 45 households in Palm Bay with up to three months electric and utility assistance.

Jennifer Ottomanelli, representing Conklin Davis Center for the Visually Impaired, requested \$20,000 in CDBG funds for Palm Bay residents, who were blind or visually impaired, to participate in one or more of their programs, which were designed to assist with varying age groups and levels of blindness and visual impairment.

Tomara Mays, representing Easter Seals Florida, Inc., requested \$35,000 in CDBG funds for its STRIVE Program to provide individuals, who were mentally or physically disabled, an opportunity to learn skills and receive job training in hospitality. Ms. Thibert asked if the agency already had established relationships with local hospitality companies. Ms. Mays replied that Easter Seals had partnered with some of the local hotels and restaurants. Ms. Maragh asked if STRIVE Program was new to Brevard County. Ms. Mays replied that the Program would be new to the Brevard County, however, it was currently active in 39 other counties of Florida. Mr. Morin asked how participants would get selected for the program. Ms. Mays explained that applicants get assessed to ensure they would succeed in the program. There was Board discussion on eligible expenses under CDBG funds.

LeAngela Aitken, representing Evans Center, requested \$20,000 in CDBG funds to support its programs, that included cooking and nutrition classes, senior outreach, workforce training, and diabetes prevention cohort. The agency would serve a minimum of 300 participants in Palm Bay. Ms. Thibert asked staff to clarify Staff Summary Report Comments pertaining to this organization. Mrs. Urban stated that Evans Center was previously awarded \$20,000 in CDBG funds for fiscal year 2021, however, the agency had not submitted any invoices nor reports in a timely manner. Ms. Thibert pointed out the importance of receiving reports from subrecipients of funds by the City on time. Ms. Maragh asked to clarify leveraging of funds. Ms. Aitken responded.

Tara Pagliarini and Mark Sexton, representing Family Promise of Brevard, requested \$21,900 in CDBG funds to provide intake coordination to assist Palm Bay families in preventing homelessness and providing shelter. The funding would allow for the expansion of existing services and to process the intake more efficiently by creating a new position.

Kerry Fink and Joe Steckler, representing Helping Seniors in Brevard, requested \$28,820 in CDBG funds for proposed Palm Bay Partner Focus on Seniors project.

Terri Smith, representing Helps Community Initiatives, Inc. requested \$104,825 in CDBG funds for Rapid Re-Housing and Supportive service project. Services would include housing relocation and stabilization services as well as short-term rental assistance. Ms. Maragh asked to clarify for the use of the funds. Ms. Smith replied that \$45,000 would be used for two part-time case managers and one part-time housing navigator; another \$45,000 would be used for rental assistance and supportive services; and \$3,600 would

be used for Open Table Training Program. Ms. Thibert asked staff if computers were an eligible expense. Mrs. Urban stated that computers were an eligible expense, however, per Federal Regulations, they would have to be tagged, inventoried, and monitored by staff on a yearly basis. Mrs. Urban asked for clarification on “Goals and Objectives” part of the application to ensure that the agency would not discriminate clients based on race, color, religion, sex, national origin, familial status, or disability. Ms. Smith confirmed that HCI would not discriminate anyone and would serve any client regardless of their race, color, religion, sex, national origin, familial status, or disability. Ms. Smith addressed additional questions from the Board regarding the number of participants, funding usage and rental assistance services.

Pamela Bress, representing Ready for Life Brevard, requested \$25,000 in CDBG funds to provide trauma-informed wraparound services for homeless and at-risk youth in Brevard County. Ms. Bress gave an overview of the some of the services that agency provided, such as Information and Referral, Personal Advocacy, Emotional Support or Safety Services, Shelter and Housing Services, and Criminal/Civil Justice Assistance. Ms. Bress answered some of the Board’s questions regarding targeted clientele and funding usage. Mrs. Urban pointed out that CDBG funds cannot be used to supplant agency’s costs, but rather, must be used to supplement funds.

Tara Pariso, representing South Brevard Sharing Center, requested \$115,253.10 in CDBG funds to continue support for housing program that included outreach, bridge housing, permanent housing, and case management services for individuals in Palm Bay, who previously had been at imminent risk of homelessness.

Becky Lemstrom, from South Brevard Women’s Center, requested \$36,905 in CDBG funds for Transitional Housing for Victims of Violence. The program allowed time for women and their children in situations of homelessness and violence to recover from immediate crisis and work towards rebuilding their lives by utilizing the wrap around services provided by the Women’s Center. Mr. Morin asked for how long the services would be provided. Ms. Lemstrom answered that the cost would provide service for up to 12 months.

Alberta Clinkscales and Marcus Smith, representing SCCABO, requested \$53,000 in CDBG funds for its Technology Career Program. The funding would be utilized to launch its workforce development and job placement program called Technology to Careers. The program would provide IT Certifications Program to Palm Bay residents. Ms. Urban stated

SCCABO in fact submitted 501(c)(3) form with the application and the application was complete. Ms. Maragh asked what the cost per participant included. Ms. Clinkscales replied that the agency intended to serve 10 participants and the cost would include assessment and training.

Mrs. Urban stated that staff overlooked the application for Aging Matters in Brevard , which was submitted complete and on time, and requested that the agency be considered for funding.

Motion by Ms. Thibert, seconded by Mr. Johnson, to consider Aging Matters in Brevard for CDBG funding. Motion carried unanimously.

Mrs. Urban gave an overview of Aging Matters in Brevard's application.

Paula Schroeder and Craig Edmonson-Wood from Aging Matters in Brevard requested \$27,900 in CDBG funds for Meals on Wheels Program. The requested funds would supplement Older American Act federal funds with a total of 9,300 meals served to 62 Palm Bay residents.

A brief recess was taken after which time the meeting resumed.

NEW BUSINESS:

1. Scoring and evaluation of CDBG funding requests for FY 2021-2022 Annual Action Plan

Mrs. Urban announced the final score for each applicant.

There was Board discussion on award amounts and how to proceed with allocating the remaining funding.

Mr. Johnson left the meeting at this time and did not return.

Motion by Ms. Thibert, seconded by Ms. Maragh, to award South Brevard Women's Center in the amount of \$32,253.10. Motion carried unanimously.

Motion by Ms. Thibert, seconded by Mr. Morin, to award South Brevard Sharing Center, Family Promise of Brevard, Aging Matters in Brevard, and Conklin Davis Center for Visually Impaired in the amount of \$20,000 each. Motion carried unanimously.

2. CARES Substantial Amendment to Program Year 2019-2020 Annual Action Plan

Motion by Ms. Thibert, seconded by Ms. Maragh, to approve CARES Substantial Amendment to Program Year 2019-2020 Annual Action Plan. Motion carried unanimously.

3. FY 2021-2022 HOME Allocation

Motion by Ms. Thibert, seconded by Mr. Morin, to approve and further recommend that City Council approve the recommendations for programs and activities to be funded for FY 2021-2022 HOME funds.

OTHER BOARD BUSINESS:

1. Consideration of Date Change for June 16, 2021 Regular Meeting

Motion by Ms. Thibert, seconded by Ms. Maragh, to move scheduled Regular Meeting to June 30, 2021 and to allow scheduling Special Meeting prior to June 15, 2021. Motion carried unanimously.

2. Informational: Staff Report

Mrs. Urban provided a status update on different housing programs and funds, such as CDBG, CDBG-CV1 (Coronavirus), CDBG-CV3, SHIP, NSP, American Rescue Plan.

ADJOURNMENT:

The meeting was adjourned at approximately 9:58 PM.

Alan Borkowski, CHAIRPERSON

ATTEST:

Elena Sarazua, BOARD SECRETARY