

City of Palm Bay, Florida
COMMUNITY DEVELOPMENT ADVISORY BOARD
Special Meeting 2021-01

Held on Wednesday, the 20th day of January 2021, at Tony Rosa Community Center, 1502 Port Malabar Blvd NE, 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 6:04 p.m.

Mrs. Urban announced the resignation of David Hernandez.

ROLL CALL:

CHAIRPERSON:	Vacant	
VICE-CHAIRPERSON:	Alan Borkowski	Present
MEMBER:	Kenneth Johnson	Present
MEMBER:	Khalilah Maragh	Present
MEMBER:	Henry Morin	Present
MEMBER:	William O'Hara	Present
MEMBER:	Rebecca Thibert	Present
MEMBER:	Alvin Payne	Present
MEMBER:	Vince Pryce	Present
BOARD ATTORNEY:	Patricia Smith	Present

STAFF MEMBERS:

Sandra Urban, Housing Administrator; Patricia Smith, City Attorney; Danielle Crotts, Board Secretary; Elena Sarazua, Board Secretary.

ADOPTION OF MINUTES:

- 1. Special Meeting 2020-07; September 15, 2020**
- 2. Special Meeting 2020-09; November 18, 2020**

Motion by Mr. Johnson, seconded by Ms. Thibert, to adopt the minutes as presented.
Motion carried unanimously.

PUBLIC COMMENTS: (Non-agenda items only)

There were no public comments.

OLD/UNFINISHED BUSINESS:

1. 2021 Proposed CDAB Meeting Schedule

Motion by Ms. Thibert, seconded by Mr. Johnson, to approve the meeting schedule.
Motion carried unanimously.

PRESENTATIONS:

1. Fire Station 5 Update Presentation

Mrs. Urban provided an overview of the renovations made to Fire Station 5. She stated that the majority of the building was purchased with Community Development Block Grant (CDBG) funding.

2. CDBG-CV Agency Application Presentation

Paula Schroeder from Aging Matters in Brevard spoke about the organization, its services and the impact that COVID-19 has had on their operation. The requested funding would be used for serving seniors in Palm Bay by providing prepared frozen meals. Ms. Schroeder answered some of the Board's questions regarding funding usage and the number of clients served in the past by the agency with CDBG funding.

Sean Odle from Brevard Alzheimer Foundation, Inc. gave an overview of programs and services provided by the agency. The funding would be used to provide transportation for life sustaining services. Ms. Thibert asked if Brevard Alzheimer Foundation, Inc. was approved at the previous CDAB meeting for the same program. Mrs. Urban replied that the agency was previously approved for CDBG-CV funding for a different program. There was some discussion about vulnerable population definition. Mr. Odle answered some of the Board's questions regarding the agency's targeted clientele, funding usage, and agency's other sources of funds.

Nicole Tenpenny from Community Housing Initiative, Inc. spoke about agency's background and services provided. The requested funding would be used to administer rental, mortgage and utility assistance program for Palm Bay residents. Ms. Tenpenny spoke about the application process and eligibility requirements. There was an additional discussion about project delivery fee and program marketing.

Mrs. Urban informed the Board about the possibility of receiving emergency rental assistance funding from the COVID-19 Relief bill, passed in December 2020.

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

NEW BUSINESS:

The Board concurred to consider Item 3, under New Business, at this time.

3. Scoring and evaluation of CDBG-CV1 funding requests for FY 2019-2020 Annual Action Plan CARES Act Amendment

Mrs. Urban announced the final scores for each applicant.

Motion by Mr. Johnson, seconded by Ms. Thibert, to award \$20,000 to Aging Matters in Brevard. Motion carried unanimously.

Motion by Ms. Thibert, seconded by Mr. Johnson, to award \$20,000 to Brevard Alzheimer Foundation, Inc. Motion carried unanimously.

Motion by Ms. Maragh, seconded by Mr. Johnson, to award \$61,368.20 to Community Housing Initiative, Inc. Motion carried unanimously.

There was Board discussion regarding modification to Community Housing Initiative, Inc.'s application to eliminate project delivery costs.

The Board resumed the consideration of items in the order as shown on the agenda.

1. Board Consideration on selection of Chairperson and Vice Chairperson.

Ms. Thibert and Mr. Borkowski nominated their candidatures for position of Chair. Ms. Thibert withdrew her candidature for Chair and nominated herself for Vice-Chair position.

Motion by Ms. Thibert, seconded by Mr. Pryce, to select Mr. Borkowski as Chairperson.
Motion carried unanimously.

Motion by Mr. Johnson, seconded by Mr. Borkowski, to select Ms. Thibert as Vice-Chairperson.

2. Amendment to CDAB Bylaws

Motion by Mr. Johnson, seconded by Ms. Thibert, to accept changes to By-laws by going from quarterly CDAB schedule to monthly CDAB schedule. Motion carried unanimously. Mr. Johnson asked if the bylaw amendments required a change to the ordinance. Mrs. Urban addressed the question.

OTHER BOARD BUSINESS:

1. Informational: Staff Report

Mrs. Urban provided a status update on different housing programs and funds. Mrs. Urban answered some of the Board's questions regarding funding expenditures and the CDBG technical assistance workshop for public. Ms. Maragh asked staff to share a recording of the CDBG technical assistance workshop and a copy of the Low to Moderate Income Block Groups map with the Board.

ADJOURNMENT:

The meeting was adjourned at approximately at 7:38 PM.

Alan Borkowski, CHAIRPERSON

ATTEST:

Elena Sarazua, BOARD SECRETARY