

City of Palm Bay, Florida
COMMUNITY DEVELOPMENT ADVISORY BOARD
Regular Meeting 2021-03

Held on Wednesday, the 17th day of March 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 6:01 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:	William O'Hara	Absent
MEMBER:	Alvin Payne	Present
MEMBER:	Vince Pryce	Present
BOARD ATTORNEY:	Jennifer Cockcroft	Present

STAFF MEMBERS:

Joan Junkala-Brown, Director of Community and Economic Development; Sandra Urban, Housing Administrator; Jennifer Cockcroft, Deputy City Attorney; Danielle Crotts, Business Development Coordinator; Elena Sarazua, Board Secretary.

ADOPTION OF MINUTES:

1. Regular Meeting 2021-02; February 17, 2021.

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

PUBLIC COMMENTS: (Non-agenda items only)

There were no public comments.

PRESENTATIONS:

1. CDBG-CV3 Agency Application Presentations

Paula Schroeder from Aging Matters in Brevard spoke about services they provide, and that the requested \$20,000 funding would be utilized to deliver frozen meals to Palm Bay seniors for four to five months. Ms. Maragh asked if the agency had received previously awarded Community Development Block Grant – Coronavirus (CDBG-CV) funding. Ms. Schroeder answered that the funding had not yet been received. Ms. Thibert asked for clarification if the agency was seeking funding for the same services as previously awarded, and if it would be an eligible activity. Mrs. Urban clarified that the agency was eligible to apply for the same services as an expansion of the existing services.

Rosa Reich from Catholic Charities of Central Florida, Inc. spoke about her organization's history, mission, and services provided. For the past 7-9 years the agency had been receiving Housing and Urban Development (HUD) funds through the Department of Children and Families (DCF) to provide rental assistance. The requested funding would be used to provide rental and mortgage assistance, and financial counseling to Palm Bay residents. Mr. Pryce asked some questions regarding Palm Bay office location, marketing tools and client tracking. Ms. Reich addressed the questions.

Ms. Maragh asked about a breakdown of the requested amount and how client's eligibility is tied to COVID-19. Ms. Reich answered that the requested funding will be used to serve about 30 households and explained the application process. Mr. Morin asked how many Palm Bay residents are currently being assisted and if they would be eligible for a new funding. Ms. Reich replied that currently 3 Palm Bay residents are being served, and the requested funding will serve new clients only. Ms. Reich answered some additional Board's questions regarding funding usage.

Kerry Fink and Rick Broadrick from Helping Seniors of Brevard County, Inc. spoke about the organization and services provided. The Board had some concerns about funding usage and asked to specify what services would be covered under requested funding. Mr. Fink replied that the funding would be used for case management in Palm Bay. There was additional Board discussion on how the organization's services respond to COVID-19 and if they fell under eligible activities. Mrs. Urban suggested to make determination on agency's eligibility at this time. Mr. Borkowski decided to evaluate Helping Seniors of Brevard County, Inc. after hearing all presentations.

Ms. Sarazua stated that Evans Center rescinded their application for funding, and Helps Community Initiative, Inc. submitted their application after the deadline.

Andy Vasquez from St. Joseph Church – St. Vincent de Paul Society spoke about the organization's programs and services offered. Requested funding would provide food assistance to residents in Palm Bay. Mr. Vasquez addressed some of the Board's questions regarding cost per participant and how the agency would identify clients affected by COVID-19. Bruce Brosnahan, the President of St. Joseph Church – St. Vincent de Paul Society, explained that the cost per bag of food was approximately \$42. One bag of food would serve one household. Mr. Brosnahan answered questions regarding additional funding dedicated to this program, the number of previously served families and the amount of funding spent in the past year.

Kathryn Rudloff from Florida Institute of Technology, Inc. gave an overview of organization's mission and services provided. The requested funding would be used to provide technical assistance to businesses to recover from COVID-19 through the weVENTURE program. Ms. Rudloff spoke about other sources of funding through the program, and how its services were advertised in the community.

Mrs. Urban stated that South Brevard Sharing Center's application was submitted incomplete.

Mr. Johnson asked what specific information was missing in applications from Helps Community Initiative, Inc. (HCI) and South Brevard Sharing Center. Mr. Johnson expressed some concerns about the scoring system where agencies without prior experience with CDBG funding may be at a disadvantage. Mrs. Urban said that the scoring system was not meant to put any agency at a disadvantage, but to show capacity for CDBG funding. Mrs. Urban stated that HCI's application was missing the 501C(3) Certificate and Affidavit, and their application was received after the deadline. South Brevard Sharing Center submitted the application without the questionnaire.

Mr. Pryce asked when agencies awarded today would receive the allocation of funds. Mrs. Urban said the funding would be effective after Council approval.

NEW BUSINESS:

1. Scoring and evaluation of CDBG-CV3 funding requests for FY 2019-2020 Annual Action Plan CARES Act Amendment

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

Mrs. Urban announced the final scores for each applicant.

Motion by Mr. Johnson, seconded by Ms. Thibert, to deny the application from Helping Seniors of Brevard County, Inc. for Public Service CDBG-CV3 funding request. Motion carried unanimously.

Motion by Mr. Johnson, seconded by Ms. Thibert, to approve the CDBG-CV3 funding requests as follows: Aging Matters in Brevard for \$20,000; Catholic Charities of Central Florida, Inc. for \$104,841; St. Joseph Church – St. Vincent de Paul Society for \$20,000; and Florida Institute of Technology for \$170,504.20. Motion carried unanimously.

2. FY 2019-2020 CAPER

Motion by Mr. Pryce, seconded by Ms. Thibert, to approve the City's 2019-2020 Consolidated Annual Performance and Evaluation Report (CAPER) for the fiscal year October 1, 2019 thru September 30, 2020 for the Community Development Block Grant. Motion carried unanimously.

OTHER BOARD BUSINESS:

1. Informational: Staff Report

Mrs. Urban provided a status update on different housing programs and funds, such as Community Development Block Grant (CDBG), CDBG-CV1 (Coronavirus), CDBG-CV3 HOME Investment Partnership Program, State Housing Initiative Partnership (SHIP), Neighborhood Stabilization Program (NSP) and American Rescue Plan.

Mrs. Urban addressed questions from the Board. It was asked how the CDBG program was advertised and there were concerns regarding the lack of variety in participating agencies. Mrs. Urban said that the City advertised the CDBG program through the City's website and email distribution list. Mrs. Junkala-Brown added that the information about application window opening was also advertised on Social Media (Facebook), and the applications were available at public libraries, Evans Center and at City Hall. The Board discussed other ways to promote the program and attract new participants.

Mr. Morin spoke about the challenges of bringing new businesses to Palm Bay and the importance of educating the local business community on grant and development opportunities.

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ADJOURNMENT:

The meeting was adjourned at approximately at 8:50 PM.

Alan Borkowski, CHAIRPERSON

ATTEST:

Elena Sarazua, BOARD SECRETARY