

City of Palm Bay, Florida
COMMUNITY DEVELOPMENT ADVISORY BOARD
Regular Meeting 2021-09

Held on Wednesday, the 15th day of September 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 6:02 p.m.

ROLL CALL:

CHAIRPERSON:	Alan Borkowski	Present
VICE-CHAIRPERSON:	Rebecca Thibert	Absent
MEMBER:	Kenneth Johnson	Present
MEMBER:	Rito Lazarre	Absent
MEMBER:	Khalilah Maragh	Present
MEMBER:	Henry Morin	Present
MEMBER:	Alvin Payne	Absent
MEMBER:	Vince Pryce	Present
MEMBER:	Cristina Wright	Present
BOARD ATTORNEY:	Rodney Edwards	Present

Mr. Johnson participated in the meeting via teleconference.

STAFF MEMBERS:

Sandra Urban, Housing Administrator; Nancy Bunt, Director of Community and Economic Development; Rodney Edwards, Deputy City Attorney; Elena Sarazua, Board Secretary.

ADOPTION OF MINUTES:

1. Regular Meeting 2021-05; May 19, 2021

Motion by Mr. Pryce, seconded by Ms. Maragh, to adopt the Minutes as presented. Motion carried unanimously.

NEW BUSINESS:

1. Introduction of new Board Members – Rito Lazarre and Cristina Wright

Chairperson Borkowski introduced Mr. Lazarre and Ms. Wright to the Board.

2. Informational: Funding Request for Affordable Housing Project - SHIP

Mrs. Urban spoke about a request from JIC Palm Bay Apartments LLC for monetary support from the City of Palm Bay in the amount of \$50,000.00 for the Palm Bay Apartments workforce housing development. If approved by City Council, the \$50,000.00 would come from Fiscal Year (FY) SHIP 2019-2020 still to be received from Florida Housing Finance Corporation. Mrs. Urban answered some of the Board's questions about project's location, number of units and funding specifics.

3. FY 22-23 CDBG Scoring Criteria

Mrs. Urban introduced updated CDBG Ranking Worksheet and suggested to implement the following adjustments: for the Criteria A "Introduction" instead of 10 points to have a maximum of 5 points, for the Criteria D "Measurable Outcomes" instead of 5 points to have a maximum of 10 points, and to have Criteria E renamed as "Consolidated Plan Consistency/Priorities".

Mrs. Urban spoke about other changes reflected in the new Ranking Sheet, which were based on individual feedback from the Board members.

Ms. Urban proposed to discuss whether presentations should remain mandatory. Ms. Maragh said that presentations played an important role in the scoring process.

Ms. Maragh and Mr. Borkowski asked staff for clarification on Criteria H "Financial Capacity". Mrs. Bunt clarified that the Finance Department would be reviewing agencies' audit reports and financial statements, and any findings would be brought to the Board's attention. The staff scores for Criteria H would be forwarded to the Board prior to the meeting and the Board would have the ability to adjust the score.

Mr. Pryce asked the difference between Criteria B "Demonstration of Need" and Criteria E "Consolidated Plan Consistency". Mrs. Urban advised that Demonstration of Need would explain why the services were needed in the community, and the Consolidated Plan Consistency criteria would ensure that the services fell within Consolidated Plan.

Mrs. Urban outlined the definition of leveraging and spoke about its importance in CDBG applications.

Ms. Wright felt that presentations should not be mandatory and graded. Mr. Morin said that in the past, some of the presentations were inconsistent with actual applications. He also pointed out that each agency had every opportunity to meet with staff to ensure the application was completed correctly. Mrs. Urban agreed. Mr. Morin said that handouts should not be permitted. There was additional Board discussion on Ranking Sheet Criteria.

Motion by Ms. Maragh, seconded by Mr. Johnson, to accept the Criteria as recommended by staff. Motion carried with members voting as follows:

Mr. Borkowski	Yea
Mr. Johnson	Yea
Ms. Maragh	Yea
Mr. Morin	Yea
Mr. Pryce	Nay
Ms. Wright	Nay

Motion by Mr. Morin, seconded by Ms. Maragh, to approve 2022-2023 CDBG Ranking Worksheet with the possible points as follows:

- A. Introduction – maximum of 5 points
- B. Demonstration of Need – maximum of 15 points
- C. Description of Target Clientele – maximum of 10 points
- D. Measurable Outcomes – maximum of 10 points
- E. Consolidated Palm Consistency – maximum of 10 points
- F. Organizational Capacity and Capability – maximum of 15 points
- G. Leveraging – maximum of 10 points
- H. Financial Capacity – maximum of 15 points
- I. Past Performance – maximum of 10 points

Motion carried unanimously.

OTHER BOARD BUSINESS:

1. Informational: Staff Report

Mrs. Urban provided a status update on different housing programs and funds, such as CDBG (Community Development Block Grant), CDBG-CV (Coronavirus), CDBG-CV3, HOME (HOME Investment Partnership Program), SHIP (State Housing Initiatives Partnership), VHB (Voluntary Home Buyout Program), NSP (Neighborhood Stabilization Program).

ADJOURNMENT:

The meeting was adjourned at approximately 7:25 PM.

Alan Borkowski, CHAIRPERSON

ATTEST:

Elena Sarazua, BOARD SECRETARY