

City of Palm Bay, Florida
COMMUNITY DEVELOPMENT ADVISORY BOARD
Regular Meeting 2024-02

Held on Wednesday, the 21st day of February 2024, 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 Chair Thibert at approximately 6:01 p.m.

ROLL CALL:

CHAIRPERSON:	Rebecca Thibert	Present
VICE-CHAIRPERSON:	Jerry Williams	Absent
MEMBER:	Alfred Agarie	Present
MEMBER:	Kera Beard	Present
MEMBER:	Dawn Bittar	Present
MEMBER:	Donny Felix	Present
MEMBER:	Robert Good	Absent
MEMBER:	Jamie Hirzel	Present (late)
MEMBER:	Henry Morin	Present
MEMBER:	Shenielle Walker	Present
BOARD ATTORNEY:	Rodney Edwards	Present

STAFF MEMBERS:

Nancy Bunt, Director of Community & Economic Development; Ibis Berardi, Assistant Director of Community & Economic Development; Siphikelelo Chinyanganya, Housing Administrator; Rodney Edwards, Assistant City Attorney; Elena Sarazua, Senior Housing Program Specialist; Carmen Journey, Board Secretary.

ADOPTION OF MINUTES:

1. Regular Meeting 2023-12; December 20, 2023

Motion by Chairperson Thibert, seconded by Ms. Bittar, to adopt the minutes as presented. Motion carried unanimously.

PUBLIC COMMENTS: (Non-agenda items only)

There were no public comments.

NEW BUSINESS:

1. Election of Chairperson and Vice-Chairperson

Motion by Mr. Morin, seconded by Ms. Bittar, to reappoint Ms. Thibert as Chairperson.
Motion carried unanimously.

Motion by Mr. Felix, seconded by Ms. Walker, to appoint Ms. Bittar as Vice-Chairperson.

Ms. Hirzel joined the meeting at approximately 6:02 pm.

2. Summary of Past Performance & Accomplishments and Consolidated Annual Performance & Evaluation Report (CAPER) for FY 2022-2023 in accordance with the City's Citizen Participation Plan

Ms. Bunt presented the past performance reports and the spreadsheet summary of the CAPER report. As of September 30, 2023, the City expended \$2.3 million, with a remaining balance of approximately \$840,000. Ms. Bunt mentioned that Community Development Block Grant (CDBG) regulations did not require the CAPER to be considered by the Board; however, the Board by-laws required same. Staff would be presenting recommendations the Board to revise the by-laws in the future. Ms. Bunt noted that a motion was not needed as the reports were just informational.

3. Discussion of Training Opportunities and Schedule

Ms. Bunt spoke about the proposed training schedule and the Florida Housing Coalition recorded trainings that were sent out to the board members to complete.

Chairperson Thibert requested that the board members take the suggested training first and discuss additional trainings later. Mr. Edwards explained that the Board would need to have a quorum in order to meet for a training. He clarified if a meeting was cancelled because there was no quorum, the Board could not meet. Chairperson Thibert suggested completing the online training before the next meeting and to discuss additional training at the next meeting.

4. Scoring and evaluation of CDBG funding requests for FY 2024-2025 Annual Action Plan

Ms. Bunt announced the City received twelve (12) applications requesting CDBG Public Services funding and seven (7) for Non-Public services. Staff had reviewed all applications to ensure that the funding requests met U.S. Department of Housing and Urban Development's (HUD) national objective and were HUD eligible activities. The applications were provided to the Board members in advance.

The following applications for funding were deemed ineligible: Streetside Showers and Volunteers of America of Florida Inc. Ms. Bunt reiterated that anyone that was on the Board and affiliated with a non-profit could not apply for CDBG funds due to Federal conflict of interest, and that they would have to wait for one year after leaving the Board to apply for federal funds.

The Board considered the following agencies:

A. Aging Matters in Brevard

There were no comments.

B. Brevard Alzheimer's Foundation

There were no comments.

C. Catholic Charities of Central Florida, Inc.

There were no comments.

D. Club Esteem, Inc.

There were no comments.

E. Conklin Davis Center for the Visually Impaired, Inc.

Mr. Morin questioned the number of blind people in the community. Vada Jackson, Program Coordinator for Independent Living Skills, said there were approximately 3,000, many of which were over the age of 50. The goal was to provide services to 30 individuals to assist them in continuing to be independent. Mr. Morin asked how many applications were received and how many were denied to reach the final number of 30 people. Ms. Jackson explained that the agency received referrals from Florida Division of Blind Services and no person was denied services.

F. Esther Theological

There were no comments.

G. Family Promise

There were no comments.

H. Grandparents Raising Grandchildren

There were no comments.

I. Greater Melbourne Police Athletic League (PAL)

There were no comments.

J. City of Palm Bay SCAT Bus Voucher Program

There were no comments.

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

Each agency was given the opportunity to provide an overview of their organization.

Tom Kammerdener, CEO of Aging Matters of Brevard, spoke about the agency's mission and services provided. He explained how the nutrition program could benefit seniors. The agency was requesting \$37,800 to serve more than 10,080 meals to 63 duplicated seniors in the city. Each individual would receive 160 meals at \$3.75. Currently, there were 453 clients on the wait list in Brevard County, and 145 of those were in Palm Bay. By the end of the year, the wait list would be 650 to 700.

Sean Odle, Operations Director with Brevard Alzheimer's Foundation, Inc., spoke about the organization's programs and services provided, such as, adult daycare for seniors with dementia and Alzheimer's; the Safe Ride program which provided seniors with transportation to the three (3) daycare centers, doctor's trips for medical appointments and, grocery shops across the county. The agency was requesting \$25,080 that would go towards Safe Ride and Mobile Food Pantry programs. This year the agency performed 4,032 duplicated safe ride trips for Palm Bay residents. Currently, the agency was helping 47 families in Palm Bay with the food program and was hoping to grow to 60 this year. The services were at no cost to the individuals.

Jennifer Brandon and Cynthia Romero, representing Catholic Charities of Central Florida, Inc., spoke about services they provide - crisis pregnancy counseling, emergency financial assistance, refugee support, immigration legal services, prevention of homelessness and senior wellness. Catholic Charities provided over 187,000 services to people throughout nine (9) counties in their service area in 2022. Catholic Charities asked

for \$33,250 to assist 17 households with either rent, utilities or case management. Mr. Felix asked if the agency had any plans to expand services in Palm Bay area. Ms. Brandon and Ms. Romero confirmed same.

Ellena Little, Executive Director of Club Esteem, spoke about the organization's program and services offered, such as an individualized tutoring to children, including daily nutritional meals, etc. Club Esteem applied for \$52,500 to assist 15 students with after-school programs and 8-week summer programs in Palm Bay.

Dr. Pauline V. Borland, President, and Brenda Spurlock, Administrative Assistant, from Esther Theological spoke about the services offered. The requested funds would be used for such programs as the Second Chance Alternative to Incarceration Program for legal fees to assist 10 or more people.

Tara Pagliarini, Executive Director, and Mark Sexton, Program Director, from Family Promise of Brevard, spoke about the organization, its background and services. The \$25,600 requested funding would be used to provide eviction prevention services and housing stability to families in Palm Bay. Ms. Beard asked if this was a tenant counseling service. Mr. Sexton answered that the agency did not have a certified HUD Housing counselor; therefore, they had to change the type of service to "other services" on the application.

Mary Ann Sterling, Executive Director, and Natash Walsh, Assistant Director from Grandparents Raising Grandchildren of Brevard County FL Inc., spoke about the organization and services offered. The requested funding would be used to aid with legal services for grandparents.

Rufus Williams, President from The Greater Melbourne Police Athletic League, spoke about the services offered. They were currently mentoring 25 students in Palm Bay. The requested funds were to mentor 27 students.

Nancy Bunt, spoke about City's request to provide low-income Palm Bay residents with 10 free rides or 30-day bus passes.

Ms. Bunt explained that the City's Finance Department reviewed the financial, and audit portions of the applications, etc., and how the staff had already scored the Financial Capacity section. There was a summary of past performance, detailing agencies that did not expend all their funds or did not meet anticipated number of people to be served.

A brief recess was taken to tally the scores, after which time the meeting resumed.

Board members continued the scoring process while considering with the funding requests for non-public service agencies and public facilities.

Greg Minor, Parks and Facilities Director from the City of Palm Bay, spoke about the improvements needed for the Palm Bay Aquatic Center, Liberty Park, Victoria Park, Madden Park and Riviera Park. The requested \$484,006.79 would be used for improvements to five projects. Mr. Minor provided detailed information on what was needed to be done for the projects.

Christeen Sullivan, Assistant Public Works Director from City of Palm Bay spoke about the requested \$700,000 to construct 8-foot sidewalks along the east side of San Filippo Drive, from Wichita Boulevard to Eldron Boulevard (approximately 0.65 miles). Ms. Beard asked, if awarded, how additional funding would be obtained since the available funds were less than \$700,000. Chairperson Thibert said that \$482,000 was the total available for Public Facilities Improvements. Ms. Sullivan said the department would probably have to use General Funds. Ms. Bittar asked if General Funds had already been allocated for this project. Ms. Sullivan said that the funds had been budgeted. Chairperson Thibert asked if there were any considerations for six (6) foot sidewalks instead in order to reduce the cost. Ms. Sullivan would confirm with staff. Ms. Bittar asked what would happen to the grant funds if the City was unable to acquire the difference. Ms. Bunt said that the City's Housing Division would look into utilizing unencumbered CDBG funds to add to the project or see if there were General Funds that could be added to the project as well. The department was waiting to bid the sidewalk to know the project costs, and since these funds were not available until October of 2024, the department had enough time to allocate funds into the project.

Becky Lemstrom, Director, Grants Administrator from South Brevard Women's Center, Inc, spoke about the organization and services offered. The funding request for \$270,802 was to renovate four transitional housing units in Palm Bay. Ms. Beard asked questions about the renovations. Ms. Lemstrom explained the numerous repairs needed, including new flooring, appliances, etc. Two units were currently being repaired and the tenants would be moved to different apartments. Ms. Beard asked if the agency would be required to relocate tenants in accordance with the Uniform Relocation Act and if the agency was familiar with the process. Ms. Lemstrom responded that agency had done relocation before. Ms. Bunt recommended using State Housing Initiatives Partnership (SHIP) Program funds for this project instead of CDBG funds.

Each agency received the following scoring:

A.	SCAT Bus Voucher Program	699
B.	Greater Melbourne PAL	653
C.	Catholic Charities	643
D.	Brevard Alzheimer’s Foundation	639
E.	Conklin Davis Center for Visually Impaired	620
F.	Club Esteem	617
G.	Grandparents Raising Grandchildren	578
H.	Esther Theological	575
I.	Family Promise	566
J.	Aging Matters in Brevard	564

There was extensive discussion on the funding award amounts for each applicant.

Motion by Chairperson Thibert, seconded by Ms. Bittar, to recommend the top five (5) agencies with the highest scores for approval by City Council.

Motion carried with members voting as follows:

Ms. Thibert	Yea
Mr. Agarie	Nay
Ms. Beard	Yea
Ms. Bittar	Yea
Mr. Felix	Nay
Ms. Hirzel	Yea
Mr. Morin	Yea
Ms. Walker	Yea

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

Each Non-Public Service application received the following scoring:

A. Parks and Facilities - Liberty Park	681
B. Parks and Facilities - Aquatic Center	681
C. South Brevard Women's Center	670
D. Parks and Facilities - Riviera Park	645
E. Public Works- Streetlights & Sidewalk Project	641
F. Parks and Facilities - Victoria Park	634
G. Parks and Facilities - Madden Park	633

Motion by Chairperson Thibert, seconded by Ms. Beard, to bring the agenda item for South Brevard Women's Center to the next Board meeting to request SHIP funding for the renovation project. Motion carried unanimously.

Ms. Beard asked what the Public Works Department would do with \$107,000. Ms. Sullivan said the department had \$200,000 for a sidewalk gap to use and that Public Works would be requesting another \$200,000 next year from General Fund. As discussed earlier in the meeting, the department could request unused CDBG funds to meet the requested amount.

Mr. Felix asked if there was a time frame to expend the money. Ms. Bunt clarified that the funding began each fiscal year from October 1st and would have to be expended by September 30th. Mr. Felix asked if it was possible to reallocate funds from other projects. Ms. Bunt explained there was a process and would require amendment approvals.

Motion by Ms. Beard, seconded by Mr. Felix, to recommend the following projects for Council approval: Liberty Park, Aquatic Center, Riviera Park and sidewalks and streetlights. Motion carried unanimously.

OTHER BOARD BUSINESS:

1. Informational: Staff Report

There were no comments regarding the Staff Report.

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Chairperson Thibert asked Ms. Bunt to resend the training link to make sure everyone received it.

ADJOURNMENT:

The meeting was adjourned at approximately 8:29 p.m.

Rebecca Thibert, CHAIRPERSON

ATTEST:

Carmen Journey, BOARD SECRETARY