

1 The Community Development Block Grant (CDBG) Advisory Board held a regular
2 meeting on Wednesday, May 25, 2011 in the Babe James Community Center, 201 N
3 Myrtle Avenue, New Smyrna Beach, Florida. Gail Henrikson, Planning Manager called
4 the meeting to order at 6:00 p.m.

5
6 **ROLL CALL**

7
8 The following members answered to roll call:

9 Melvin Brown

10 Joseph Darrisaw

11 Jacquelyn Morgan

12 Gwendolyn Lee Jenkins Rainge

13 Jacqueline Wadley

14
15 Mildred White and Jacqueline Wadley were absent.

16
17 Also present were Planning Manager Gail Henrikson, City Attorney Frank Gummey,
18 Debora Jenkins, Recording Secretary and Donna King from Volusia County Community
19 Assistance.

20
21 **ELECTION OF CHAIRPERSON**

22
23 **Mr. Brown made the motion to elect Joseph Darrisaw as Chairperson; seconded**
24 **by Ms. Rainge. Motion passed unanimously on a roll-call vote, 5-0.**

25
26 **ELECTION OF VICE-CHAIRPERSON**

27
28 **Mr. Brown made the motion to elect Gwendolyn Rainge as Vice-Chairperson;**
29 **seconded by Ms. Morgan. Motion passed unanimously on a roll-call vote, 5-0.**

30
31 **INTRODUCTION TO SUNSHINE LAWS**

32
33 Mr. Gummey explained the Sunshine Laws to the Board. He reviewed what would be
34 considered public records. He explained that the meetings would be open to the public
35 for participation. He explained that when 2 or more committee members were together
36 at other settings, they would not be allowed to have a discussion on items that the
37 Board would cover at their meetings. Mr. Gummey explained the penalties that would
38 be incurred for such action.

39
40 Mr. Brown inquired as to if he would be able to participate at community meetings.

41
42 Mr. Gummey stated yes, except if he was were involved with another organization that
43 dealt with the same kind of projects.

44
45 Mr. Brown stated that he was president of another organization and asked if he would
46 be required to leave should a topic that is part of CDBG be discussed.

1 Mr. Gummey suggested that if that should happen, the best action to take would be to
2 remove himself from the room.

3
4 Ms. Henrikson stated that the public would be able to participate with their input at the
5 CDBG Advisory Board meetings.

6
7 OVERVIEW OF COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) FUNDING
8 PROCESS

9
10 Donna King from Volusia County Housing Grants Administration explained the Block
11 Grants and how they would be entitled or given. She explained that the County had an
12 agreement with the City for grant funds from HUD and applications must be submitted
13 to HUD by August 16th, 2011. She stated that June 1st was the deadline for the City to
14 decide how to appropriate those funds. She explained three types of projects that the
15 funds would be issued for:

- 16 1) To benefit low/moderate income people
17 2) To clean up or demolish property considered blighted
18 3) Urgent need for safety or help

19
20 She stated that while repaving roads did not meet the criteria, the reconstruction of
21 roads did. She stated that dirt roads could be paved, sidewalks could be installed and
22 facilities could be improved with the grant funds.

23
24 She explained that the grants were issued on a reimbursement basis and the city would
25 need to have proof of payment linked to the project. She stated the city would need to
26 keep records for a minimum of 5 years after project was completed.

27
28 Mr. Gummey inquired if part of the CDBG funds could be used for the Housing
29 Authority.

30
31 Ms. King answered yes, part of the CDBG funds could be used for down payment
32 assistance as long as the income requirements were met. She stated that it would also
33 be able to be utilized for rehabilitation projects as well.

34
35 Mr. Brown asked if the Black Heritage Museum could fall under that category.

36
37 Ms. King stated that the city would have to show that it would benefit the low/moderate
38 income groups.

39
40 Ms. Henrikson asked Ms. King if she perceived any future cuts to the grant monies
41 available.

42
43 Ms. King answered that entitlement grants have come under fire recently for cuts and
44 unfortunately funds may be reduced for those programs.

45
46 Ms. King stated that a five year plan would need to be submitted to HUD with proposed
47 activities laid out. She stated a one year action plan which is more substantial, would be

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1 required to be submitted to HUD as well. She stated that the five year plan would not be
2 set in stone and could be revised. She stated that HUD looks at the one year action
3 plan more closely.

4
5 Ms. Henrikson asked if there were limitations regarding public service projects.

6
7 Ms. King answered not on facility improvements but rather funding for things such as
8 senior centers and homeless shelters would be capped at 15%.

9
10 Mr. Darrisaw inquired as to how many cities were participating.

11
12 Ms. King answered 11 cities all together.

13
14 Mr. Brown asked if the acquisition of real estate would be eligible.

15
16 Ms. King answered that would depend on what the intended use was and how it would
17 benefit the people.

18
19 Mr. Brown asked if it could be used for transitional purpose, to temporarily house people
20 displaced from their homes.

21
22 Ms. King stated yes.

23
24 Mr. Brown stated that Daytona Beach had demolished a home and replaced it with
25 gardens. He asked if this type of project could be done with the grant funds.

26
27 Ms. King stated that the work could probably be completed but under three phases. She
28 stated that it could possibly be covered under blight conditions. She stated the
29 community garden could be eligible especially if it were grown for consumption by the
30 residents. She stated that Daytona Beach possibly used other funds for their community
31 gardens. She stated all projects are required to undergo an environmental review in
32 order to proceed.

33
34 Mr. Brown asked whether the funds could be used for scholarships for youth art
35 services.

36
37 Ms. King answered she did not believe it would be able to be funded but would have to
38 check to confirm.

39
40 Mr. Brown asked about the Health and Wealth Program.

41
42 Ms. Henrikson stated that perhaps a health clinic could be set up at the Babe James
43 Community Center for health screening.

44
45 Ms. Henrikson also explained what kinds of home repairs would be eligible. She stated
46 repairs such as windows, electrical, roof repairs, handicap accessibility would be some
47 of the eligible repairs.

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1
2 Mr. Brown stated his concerns about a person having the funds to do such repairs
3 upfront.

4
5 Ms. Henrikson stated that under the reimbursement program, the City would fund up
6 front. She stated the City would then submit the income verification paperwork to the
7 County and a signed contract from the contractor that was hired to do the work.

8
9 Mr. Brown inquired as to who would be running the teen activity programs?

10
11 Ms. Henrikson answered the KC Society and that although the program was drafted
12 over a year ago, the board could amend the allocation if needed.

13
14 Mr. Darrisaw asked to review the funding of the projects for 2010/2011.

15
16 Ms. Henrikson stated that funds from last year were carried over from Pettis Park and
17 that currently there were three projects out to bid; a sign/message board, a fence
18 relocation and playground equipment update for the Babe James Community Center.
19 She stated there were three public service projects which were the Track Team, Solid
20 Rock Boxing and the KC Society.

21
22 Mr. Gummey excused himself from the meeting at 6:56 pm.

23
24 Ms. Henrikson referred to the memo on projects from the Neighborhood Community
25 Meetings. She stated there was three projects the staff was recommending;
26 reconstruction of roads, a supervisor at the parks and code enforcement/demolitions
27 but, she stated, it was now up to the CDBG Advisory Board to approve where to
28 allocate the funds.

29
30 Mr. Darrisaw stated that he was concerned about the June 1st deadline. He was
31 reluctant to decide without input from the public.

32
33 Ms. Henrikson the City needed to submit the complete application and then send an
34 approval letter. She stated the City was under a short notice due to HUD's timeframe.

35
36 Mr. Darrisaw stated that since the Board was representing the Community, he was
37 concerned about the lack of announcement at the Community Neighborhood meeting
38 with regards to the CDBG meeting being open to public. He asked that it be noted for
39 the record.

40
41 Ms. Henrikson apologized that she did not point out that fact in her announcement of
42 the meeting. She stated that she assumed that the public knew that all board meetings
43 held by the city were open to the public and that all discussions were of public record.
44 She stated that the projects needed to be determined in tonight to meet the deadline.
45 Otherwise, the City Commission would choose the projects so that the City would be
46 able to meet HUD's deadline for filing.

47

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1 The Board discussed the listed projects and each member gave input as to what the
2 funds would be best used for.

3
4 **The following projects were voted on and unanimously passed 5-0:**

5		
6	Bike Racks	\$5,000
7	Demolitions	\$30,000
8	Code Enforcement	\$20,000
9	Park Ranger	\$25,000
10	Netting/Racquetball Court	\$5,000
11	Senior Stipend **	\$20,000
12	Microsoft Software Upgrade for Computers	\$8,995
13	and printers at the Babe James Center	
14		

15 **** with the condition that there would be a need to find a qualified person or**
16 **organization to run the program.**

17
18 Mr. Darrisaw stated he would call and ask Pastor Pete at Bethel Baptist Church and
19 then call Ms. Henrikson to let her know.

20
21 ESTABLISHMENT OF REGULAR MEETING DATES AND TIMES

22
23 The board's general consensus was to move the meetings to Thursday nights at 6 p.m.
24 and to have the meetings on a monthly basis with the first meeting to be held on the
25 fourth Thursday in August (August 25, 2011).

26
27 REPORTS AND COMMUNICATIONS BY THE BOARD

28 None.

29
30 REPORTS AND COMMUNICATIONS BY THE STAFF

31 None.

32
33 ADJOURNMENT

34 With there being no further business, the meeting was adjourned at 8:00 p.m.