

1 The Community Development Block Grant (CDBG) Advisory Board held a regular  
2 meeting on Thursday, August 25, 2011 at the Bethel Baptist Church, 1407 Enterprise  
3 Avenue, New Smyrna Beach, Florida. Joseph Darrisaw, Chairperson, called the  
4 meeting to order at 6:07 p.m.

5  
6 **ROLL CALL**

7  
8 The following members answered to roll call:

9 Melvin Brown  
10 Joseph Darrisaw  
11 Gwendolyn Lee Jenkins Rainge  
12 Jacqueline Dianna Wadley  
13

14  
15 Jacquelyn Morgan was absent.

16  
17 Also present was Planning Manager Gail Henrikson.

18  
19 Mildred White entered the meeting at 6:12 p.m.

20  
21 **APPROVAL OF MINUTES**

22  
23 **Regular Meeting May 25, 2011**

24  
25 Mr. Darrisaw stated that Ms. Wadley was listed at being present, however, she was  
26 absent for the meeting held on May 25, 2011.

27  
28 Ms. Rainge stated that the minutes stated that she nominated Mr. Darrisaw to be  
29 Chairperson. The nomination was actually made by Mr. Brown, and seconded by her.

30  
31 **Mr. Rainge made a motion to approve the minutes as amended, seconded by Mr.**  
32 **Brown. Motion passed unanimously, 4-0.**

33  
34 **NEW BUSINESS**

35  
36 Ms. Henrikson opened the discussion by addressing the planning process for the  
37 Community Development Block Grant budget for fiscal year 2012/2013. She stated that  
38 the planning process in the past has been abnormal due to notices not being received  
39 from the Department of Housing and Urban Development (HUD) until April or May. This  
40 then required a quick turnaround from the Planning department, in order to submit  
41 applications to the County by June 1<sup>st</sup>. Therefore, she advised the board to begin the  
42 planning process and develop a schedule to avoid this. She addressed the projects  
43 shown on the FY 2012/13 Projected Activities list.

44  
45 Ms. Henrikson stated that because the City did not yet know how much money it would  
46 receive in FY 2012/13, she had calculated the percentage of money that the City had  
47 estimated it would spend on each project.  
48

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1 Ms. Rainge asked if youth and senior services are currently being funded.

2  
3 Ms. Henrikson stated that CDBG funds are being used to fund the K.C. Society's teen  
4 stipend program, which is the only youth service program being funded currently.

5  
6 Mr. Darrisaw asked if the track and boxing programs would be funded by PAL.

7  
8 Ms. Henrikson stated yes, but she has not received a response back from PAL.

9  
10 Ms. Rainge addressed a concern that if CDBG funds are being used to fund a program,  
11 she wants to know that the program is working and that it is serving a good number of  
12 the residents.

13  
14 Mr. Darrisaw asked if there are any reports on how CBDG funds are spent.

15  
16 Ms. Henrikson stated that the only program that has been reimbursed is the K.C.  
17 Society. A monthly report is sent to the County and she will ensure that board members  
18 receive a copy of the report.

19  
20 Mr. Brown asked Ms. Henrikson to clarify the meaning of "kids served".

21  
22 Ms. Henrikson explained how the program works, including how the teens are  
23 reimbursed.

24  
25 Mr. Brown asked if anyone from the City or anywhere else is monitoring these  
26 programs.

27  
28 Ms. Henrikson stated that no body from the City or County monitors these programs.  
29 However, K.C. Society submits a monthly report to her that details the previous month's  
30 activities.

31  
32 Mr. Darrisaw stated his concern about the program not being monitored.

33  
34 The Board discussed how there should be some monitoring of the program.

35  
36 Mr. Brown asked if KC Society submits a schedule of activities.

37  
38 Mr. Darrisaw stated that there should be a schedule for all programs.

39  
40 Ms. Henrikson stated that monitoring can be put in place, but she would like to speak to  
41 the City Manager and the County regarding this. She stated that during the verification  
42 process there was no requirement for monitoring.

43  
44 Yvonne C. Jefferson, resident, addressed the Board. She asked if there is an age limit  
45 to participate in the program.

46

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1 Ms. Henrikson stated that she believed the maximum age limit is 18 years old, but she  
2 did not know the minimum age.

3  
4 Mr. Darrisaw stated that he believed it was either 12 or 13 to 18 years of age.

5  
6 Ms. Jefferson stated that she wanted further information about the program. She was  
7 informed by other parents that their children who inquired about participating were told  
8 they couldn't participate.

9  
10 Ms. Henrikson stated that it is limited to thirteen recipients.

11  
12 There was general discussion about the KC Society teen stipend program between the  
13 Board members and members of the public.

14  
15 Ms. Jefferson stated that she would like to have had the head of the KC Society present  
16 at the meeting to answer these questions.

17  
18 Ms. Henrikson stated that she is not present because this topic of discussion was not  
19 listed on the agenda for this meeting.

20  
21 Ms. Jefferson stated her concern about giving out money to the program with nothing  
22 showing where the funds are being spent.

23  
24 Ms. Rainge asked for clarification about the reports that are submitted that state there  
25 are twenty-five teens enrolled in the program, but only thirteen paid positions.

26  
27 Ms. Henrikson stated the reason for the limited paid positions was that in order to be  
28 eligible for the teen stipend the teen's family must qualify for food stamps.

29  
30 Ms. Henrikson stated that she will invite the head of the KC Society to the next meeting.

31  
32 Ms. Rainge stated her concern that since she is part of the board then she wants to  
33 know what is going on in order to approve the funding.

34  
35 Ms. Henrikson stated that for the 2012/2013 program she is not looking for the Board to  
36 approve a specific organization at this time.

37  
38 Ms. Rainge stated that the amount of money allotted will determine the Board's vote on  
39 the programs.

40  
41 Ms. Henrikson reiterated that because the City did not yet know how much CDBG  
42 funding would be received in FY 2012/13, the Board should use percentages and not a  
43 specific dollar amount.

44  
45 Ms. Rainge stated that she does not have a problem with the percentages, but she feels  
46 employment training is very important so she would like to see that item higher than  
47 eleven percent. She asked for clarification on the economic development item.

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1  
2 Mr. Darrisaw asked about funding for the teen employment program and asked if it was  
3 the same as the kids program.

4  
5 Ms. Henrikson stated that the KC Society program falls under Activity 2 and the boxing  
6 and track programs fall under Activity 1.

7  
8 Ms. Latrevia Hooks, resident, addressed the board and asked if there is any educational  
9 training or any type of educational scholarships available.

10  
11 Ms. Henrikson stated that the CDBG funds cannot be used for scholarships. The funds  
12 are intended to be used for large groups of people and construction projects.

13  
14 Ms. Hooks asked if it could be used for classes, such as the business class offered at  
15 the Babe James center.

16  
17 Ms. Henrikson stated yes.

18  
19 Ms. Rainge referred Ms. Hooks to the Women's Center at Daytona State College to see  
20 what they have to offer.

21  
22 Ms. Hooks stated that she personally is not inquiring, but she knows that if a person has  
23 an education than the Women's Center does not help them.

24  
25 Mr. Darrisaw stated that the Board should decide if they want to keep the percentages  
26 where they are or make a change.

27  
28 Mr. Brown stated that he was in favor of keeping the percentages the same, but  
29 addressed a concern that some of the programs are not available to the West Side  
30 community.

31  
32 Mr. Darrisaw stated that the Board is not limited to the programs listed.

33  
34 Mr. Brown addressed the grants for businesses opening and relocating to the West Side  
35 neighborhood and stated that there are no businesses coming to the area.

36  
37 Ms. Henrikson stated that there may be residents looking to start businesses that may  
38 employ other residents.

39  
40 Mr. Brown asked what would happen to the money if funds were set aside for that and  
41 no one applies for it.

42  
43 Ms. Henrikson stated that the Board can transfer the funds to a different activity.

44  
45 Mr. Brown asked if there is a time limit to use the funds.

46

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1 Ms. Henrikson stated that if there are no applications submitted by the deadline, then  
2 the Board would have to decide on another project on which to spend the funds.

3  
4 A discussion was held regarding the time limitations for processing and submitting the  
5 applications.

6  
7 Mr. Brown addressed the acquisition of property activity and asked whether there any  
8 plans to buy property.

9  
10 Ms. Henrikson responded by stating some of the possible properties that could be  
11 purchased.

12  
13 Ms. Rainge stated that the majority of lots in the area are too small to meet City building  
14 codes and that oftentimes the lot next to it is not available. She stated that she would  
15 like to use the funds for employment training.

16  
17 **Ms. Rainge made a motion to transfer fifteen percent from Acquisition of Real  
18 Property and to Employment Training, seconded by Ms. Wadley. Motion passed  
19 unanimously, 5-0.**

20  
21 Mr. Darrisaw reviewed the percentages for each of the activities listed as follows: 22%  
22 for Youth and Senior Services, 26% for Employment Training, 26% for Economic  
23 Development, 15% for Acquisition of Real Property, and 11% for Clearance and  
24 Demolition.

25  
26 **Mr. Brown made a motion to eliminate Clearance and Demolition and move the  
27 11% to another activity, seconded by Ms. Rainge. Motion failed on a roll-call vote  
28 2-3.**

29  
30 Ms. White asked what funds were approved for demolitions.

31  
32 Ms. Henrikson stated that in May the Board approved \$30,000 for demolition projects  
33 that will begin on October 1, 2011.

34  
35 The Board discussed demolitions, funding and whether or not there is a need.

36  
37 Ms. Wadley asked for clarification of the types of structures to be demolished.

38  
39 Ms. Henrikson responded that it could be commercial buildings or homes that are poorly  
40 maintained. She said that the Building Official has a list of buildings.

41  
42 There was additional discussion about the process required to condemn and demolish a  
43 structure.

44  
45 **Ms. White made a motion to continue Activity #5 to the next meeting, seconded  
46 by Ms., Wadley. Motion passed unanimously, 5-0.**

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1 Ms. Henrikson addressed item 3 on the agenda stated that because all of the proposed  
2 activities will be public service projects, the Board should next decide whether they  
3 wanted to formal application process for organizations that want to apply for funding.  
4 She referred to a sample application in the agenda packet. She stated that the staff  
5 recommended an application to ensure the same information is being reviewed by the  
6 Board.

7  
8 **Ms. White made a motion to use a formal application to select organizations,**  
9 **seconded by Ms. Rainge. Motion passed unanimously, 5-0.**

10  
11 Ms. Henrikson stated the board needs to pick a deadline for the applications to be  
12 received by the board keeping in mind to allow time to interview the applicants.

13  
14 Mr. Darrisaw asked if Ms. Henrikson will put together the application.

15  
16 Ms. Henrikson stated yes and the Board will review it for approval.

17  
18 Mr. Darrisaw asked if the application will be presented at the next meeting.

19  
20 Ms. Henrikson stated yes.

21  
22 Mr. Darrisaw asked when the notices will go out.

23  
24 Ms. Henrikson stated the day after it is approved and it can be posted at various  
25 locations.

26  
27 Ms. Henrikson stated the funding would typically be received on October 1, 2012. She  
28 then confirmed the time line as follows:

- 29
- 30 • Deadline to submit applications set for January 15, 2012
  - 31 • Board will begin the review process and ranking in February and March
  - 32 • Once the board receives notice on how much money will be received then staff  
33 can present the applications to the City Commission in May with final applications  
34 due to the County on June 1<sup>st</sup>.

35  
36 Mr. Darrisaw addressed establishing regular meeting dates and times. He stated that  
37 this was not done at the last meeting.

38  
39 Ms. Henrikson stated that the Board tried to, but due to varying schedules it was not  
40 decided upon. She stated that she would like to set the meeting dates and time through  
41 December. She asked the board if Thursday, September 22, the fourth Thursday of the  
42 month and October 20, 2011 would work.

43  
44 The Board discussed the dates and times agreed to Thursday, September 22, 2011.

45  
46 It was decided that the Board would set the October meeting date at the September  
47 meeting.

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1 Mr. Brown asked to be brought up on the projects that Board voted on for FY 2011/12.

2  
3 Ms. Henrikson stated there are seven CDBG projects that were approved and that the  
4 applications for those projects voted on in May were submitted to the County on June 1,  
5 2011. She stated that the projects were approved by the County Council on July 21<sup>st</sup>.  
6 She stated that there had been two changes to the Board's recommendations. She  
7 explained that \$4,000 from the bicycle racks had been transferred to demolitions,  
8 because the bike racks were only estimated to cost \$1,000. She stated that  
9 approximately \$400 was then cut from demolitions because funding the total allocation  
10 from the federal government was decreased. The amount originally estimated for FY  
11 2011/12 was \$113,995, while the actual amount awarded was \$113,476.

12  
13 Mr. Brown asked to clarify that the money for the bike rack was transferred to  
14 demolitions.

15  
16 Ms. Henrikson stated she had to make a decision because there was no time to hold a  
17 Board meeting, but the Board can choose to place the funds in a different approved  
18 project.

19  
20 Mr. Darrisaw asked for clarification on the bike racks.

21  
22 Ms. Henrikson stated that \$5,000 was an estimated price and the actual price was only  
23 \$1,000 for the two bike racks so the extra money had to be placed somewhere else.  
24 She chose demolitions so an application could be turned in to the County. She stated  
25 that the Board could decide to move it elsewhere with the understanding that if the  
26 funds are placed in Code Enforcement, Park Ranger, or the Senior Stipend Program,  
27 then it will have to go back to the County Council for approval.

28  
29 There was discussion about transferring the \$4,000 from the bike rack project to the  
30 purchase of computers and software for Babe James.

31  
32 Ms. White asked for clarification on who owns the existing computers, printers and  
33 software. She stated that her understanding was that the software belonged to P.A.L,  
34 but the computers belong to the City.

35  
36 Mr. Darrisaw stated that he really did not know who owns the software, computers and  
37 printers, but the Board needs to look into this.

38  
39 Mr. Darrisaw asked Ms. Henrikson if they could continue this item until next meeting.

40  
41 Ms. Henrikson stated yes and she will provide information on who owns the software,  
42 computers and printers.

43  
44 Mr. Darrisaw asked Ms. Henrikson to review what happens if the funds go into Code  
45 Enforcement.

46  
47 Ms. Henrikson repeated the information that she previously stated.

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1 COMMENTS OR STATEMENTS BY MEMBERS OF THE BOARD

2 None.

3

4 REPORTS AND COMMUNICATIONS BY THE STAFF

5 None.

6

7 ADJOURNMENT

8 With there being no further business, the meeting was adjourned at 7:15 p.m.