



AGENDA

COMMUNITY DEVELOPMENT ADVISORY BOARD

Regular Meeting No. 2011-02

February 16, 2011 - 5:00 P.M.

City Hall Council Chambers, 120 Malabar Road SE

CALL TO ORDER:

ROLL CALL:

ADOPTION OF MINUTES:

1. Regular Meeting No. 2011-01; January 19, 2011

NEW BUSINESS:

1. Oral presentations of Public Service Agencies
2. Public Service RFP Rankings

PUBLIC COMMENTS:

ADJOURNMENT:

If an individual decides to appeal any decision made by the Community Development Advisory Board with respect to any matter considered at this meeting, a record of the proceedings will be required and the individual will need to ensure that a verbatim transcript of the proceedings is made, which record includes the testimony and evidence upon which the appeal is based (FS 286.0105). Such person must provide a method for recording the proceedings verbatim.

In accordance with the Americans with Disabilities Act, persons needing special accommodations for this meeting shall, at least 48 hours prior to the meeting, contact the Housing and Neighborhood Development Services Division at (321) 952-3429 or Florida Relay System at 711.

CITY OF PALM BAY, FLORIDA

COMMUNITY DEVELOPMENT ADVISORY BOARD Regular Meeting No. 2011-01

The Community Development Advisory Board meeting was held on Wednesday, the 19th of January 2011, in the City Hall Council Chambers, 120 Malabar Road, SE, Palm Bay, Florida.

These minutes are on file at the Housing and Neighborhood Development Services, 5240 Babcock St. NE, Suite 212, Palm Bay, Florida. The minutes are not a verbatim transcript but a brief summary of the discussions and actions taken at the regular meeting.

CALL TO ORDER:

The meeting was called to order by Chairperson Ms. Kaufmann-Griffin at 6:32 P.M.

ROLL CALL:

CHAIRPERSON:	Kimberly S. Kaufmann-Griffin (Banking)	Present
VICE CHAIR:	David L. Hernandez (Residential Home Bldg.)	Present
MEMBER:	Nancy Domonousky (P&Z Board)	Absent
MEMBER:	Christopher Duncan (Advocate for low-income)	Present
MEMBER:	Carolina Mallon (Employers within the City)	Present
MEMBER:	Sharon Maynard (Real Estate)	Absent
MEMBER:	William O'Hara (Not-for-profit)	Present
MEMBER:	Vacant (Resident of the City)	Vacant
MEMBER:	Latoya Reynolds (For-profit provider)	Present
MEMBER:	Rainer Warner (Actively engage in home building)	Present
MEMBER:	Jane Williams (Essential Services Personnel)	Present

ALSO PRESENT:

William J. Pehaim, HANDS Specialist.

ADOPTION OF MINUTES:

1. Regular Meeting No. 2010-12; December 15, 2010.

Motion by Mr. Hernandez, seconded by Mr. O'Hara, to adopt the minutes of Regular Meeting No. 2010-12. Motion carried with members voting as follows: Ms. Kaufmann-Griffin, aye; Mr. Hernandez, aye; Mr. Duncan, aye; Ms. Mallon, aye; Mr. O'Hara, aye; Ms. Reynolds, aye; Mr. Warner, aye. Ms. Williams, aye;

OLD BUSINESS:

There was no old business.

NEW BUSINESS:

1. Election of Officers

The By-Laws for the Community Development Advisory Board called for the election of officers at the first regular meeting of the calendar year. Ms. Kaufmann-Griffin asked for nominations for the Chairperson and Vice Chair.

Motion by Mr. Hernandez, seconded by Ms. Reynolds to nominate Ms. Kauffman-Griffin for Chairperson. Motion carried with members voting as follows: Ms. Kaufmann-Griffin, aye; Mr. Hernandez, aye; Mr. Duncan, aye; Ms. Mallon, aye; Mr. O'Hara, aye; Ms. Reynolds, aye; Mr. Warner, aye. Ms. Williams, aye.

Motion by Ms. Kauffman-Griffin, seconded by Mr. Warner to nominate Mr. Hernandez for Vice-Chairperson and to keep the current officers in place. Motion carried with members voting as follows: Ms. Kaufmann-Griffin, aye; Mr. Hernandez, aye; Mr. Duncan, aye; Ms. Mallon, aye; Mr. O'Hara, aye; Ms. Reynolds, aye; Mr. Warner, aye. Ms. Williams, aye.

2. Public Service Selection Process

Mr. Pehaim reviewed the procedures for the public service selection process that would be conducted at the Board's next meeting on Wednesday, February 16, 2011, at 5:00 p.m., in the City Hall Council Chambers.

3. Technical Capacity Building Guidelines

Mr. Pehaim presented to the Board members the Technical Capacity Building Program that reflected the agency scores, ranking, funding limits, funding histories, accomplishments, and the eligible activities that qualified a non-profit public service agency for funding. Mr. Pehaim reviewed the process thoroughly and explained the Community Development Staff would give its input but made sure the Board understood the process since the Board would have the ultimate responsibility of recommending to the City Council those organizations that would be funded.

4. Public Service Agency History

Mr. Pehaim reviewed the funding histories that qualified a non-profit public service agency for funding.

5. FY 1011 Scoring Sheet & Example

Mr. Pehaim reviewed the scoring sheet along with an example showing the Board's top five

agencies, scores and totals.

6. FY 1011 Public Service e-mail

Mr. Pehaim would be sending a memo to the Board members on the agencies that submitted proposals which indicated the proposals that would be reviewed and ranked by the Housing and Neighborhood Development Services staff.

7. Six Public Service Questions

The six questions for the Public Service Oral Presentation must be answered by each oral presenter and the six questions answered would be evaluated by each agency's responses.

8. Proposals ready for pick-up e-mail

Board members would be reminded to pick up the proposals at the Housing and Neighborhood Development Services office. The application proposal deadline would be February 4, 2011, and the proposals would be disseminated to the Community Development Advisory Board on February 9, 2011. The Board had seven (7) days to read and rank the proposals prior to the February 16, 2011, meeting.

9. CDBG Planning Calendar FY 2011-2012

Mr. Pehaim explained to the Community Development Advisory Board members the Action Plan development process and highlighted important upcoming events on the Community Development calendar for the FY 2011-2012.

PUBLIC COMMENTS:

There were no public comments.

ANNOUNCEMENTS:

Mr. Pehaim announced that the Evans Center Community Survey would be Saturday and Sunday January 22nd and January 23rd. Mr. Pehaim stated that survey volunteers and interviewers would be needed for administering the Evans Center Grocery/Deli/Laundromat survey. This would be an opportunity to get involved in the Community and to assist with the Evans Center Grocery/Deli/Laundromat Community Survey. Mr. Pehaim mentioned he would train the survey interviewer volunteers on Saturday.

Mr. Pehaim advised the Board the next meeting would be February 16, 2011 at 5:00 P.M.

for the Public Service Agency interview Process/Proposal Rankings.

ADJOURNMENT:

Motion by Mr. Hernandez, seconded by Ms. Reynolds, to adjourn. Motion carried with members voting as follows: Ms. Kaufmann-Griffin, aye; Mr. Hernandez, aye; Mr. Duncan, aye; Ms. Mallon, aye; Mr. O'Hara, aye; Ms. Reynolds, aye; Mr. Warner, aye. Ms. Williams, aye.

The meeting was adjourned at approximately 7:20P.M.

Kimberly Kaufmann-Griffin, Chairperson

ATTEST:

David L. Hernandez, Vice Chairperson