

**City of Hollywood
Community Development Advisory Board
Regular Meeting Minutes
July 12, 2023**

1. CALL TO ORDER:

The City of Hollywood, Florida, held a virtual Community Development Advisory Board Meeting on July 12, 2023. The meeting was called to order by Chair, Mitch Anton, at 6:05 PM.

2. ROLL CALL:

Present:

Mitch Anton
Myron Brandwine
Phil DeSouza
Kelly Edwards
Joann Fullington Reese
Michael Gold
Thomas Lander
Mena Morgan
Hector Mujica
Amber Yeisley

Absent:

Milana Walter

STAFF:

Donna Biederman, Community Development Project Manager
Ryon Coote, Community Development Manager
Merry Kaye, Community Development, Administrative Assistant

3. NEW BUSINESS

➤ **Introductions and Welcome of New Members**

Chair Anton welcomed all the members new and returning then introduced himself. Then all the members introduced themselves and expressed their reasons for joining the CDAB.

➤ **Housing Inspector position filled**

Ms. Biederman explained that Community Development recently filled their housing inspector vacancy. His name is Grantland Allen and he has already fit in with the team and taken on responsibilities of the position.

➤ **Subrecipient agreements for Homeless Service and TBRA**

Ms. Biederman explained that CD staff is currently working on CDBG CV2 agreements, awarded by the Florida Department of Economic Opportunity (FDEO) for the administration of homeless services. These City Commission

previously voted to accept the funding and the next step is to have the City Commission approve the subrecipient agreements with Taskforce for Ending Homelessness and the Miami Rescue Mission d/b/a/ Broward Outreach. A total of \$760,335 was awarded and \$590,000 will be used for homeless services.

4. OLD BUSINESS

➤ City Commission passing FY 2023-2024 One Year Action Plan

Ms. Biederman explained Fiscal Year 2023-2024 One Year Action plan has been approved. She indicated that she sent the plan to all the members to review. She added that the Board held a workshop with the Commission in April, in June the Board voted to accept the plan, and at the July 5th City Commission Meeting, the Action Plan was approved and will be submitted to HUD.

➤ RFP for Homeless Services, Tenant Based Rental Assistance, Rent Assistance, Insurance, and Emergency Roof & Windows

Ms. Biederman explained the projects that are on-going within the Community Development Division:

- Mr. Coote explained the emergency roof/window repair bidding process has been completed with procurement, they opened the bid today and have (9) eligible contractors may be able to participate. The evaluation committee will be reviewing the submissions for final disposition.
- Mr. Coote continued with the insurance provider's project. This RFP is requesting qualifications for eligible agents that are able to work with our housing rehab residents to provide insurance. This will eliminate the process of getting three quotes for every project as the city will have already vetted the agents, thus increasing the efficiency of the loan/grant closings.
- Ms. Biederman explained that for the Owner-Occupied Housing Rehab is in the pre-bid process. Once the process is complete and bids are received, the Board will be involved in the process of selecting the winning bidders.
- Ms. Biederman explained the last three, Homeless Services, Tenant Based Rental Assistance, and Rental Assistance together as they are all in the status of review and editing and not ready to begin the process.

➤ Public Relations

Ms. Biederman explained that this is an ongoing process. The CDAB Members provide recommendations to the City Commission on matters pertaining to federal and state grant funds. The members also can serve as a liaison between the city and the community. The board is encouraged to provide positive promotion of the available programs and correct any misinformation on social media.

Ms. Biederman provided examples of member outreach and offered to support and fact-check any information they wish to provide the community. Members are encouraged to communicate with the CD manager and staff liaison for information to promote or for any questions they may have.

5. MEMBER COMMENTS

- Chair Mitch Anton asked about the two City-owned houses for sale.

Ms. Biederman explained to the new members how the two houses came to be City-owned. The houses are located at 2323 Cleveland Street, and 550 N 66th Terrace. 2323 did not garner any interest the last time it was listed. However, 550 had several interested parties and Broward County is working with the potential buyer at this time.

6. STAFF COMMENTS

- **Upcoming Amendment to FY 2022 One Year Action Plan to include program income and re-allocation of funds**

Ms. Biederman explained that typically the CDAB does not meet in August. However, there is an important item that requires a public hearing before it goes before the City Commission. Therefore, we need to hold a meeting in August, and need a quorum.

Mr. Coote expressed the need for this meeting in order to move the funding and stay within compliance with HUD.

7. ADJOURNMENT

***A motion was made by to Phil DeSouza adjourn the meeting at 7:23 PM and was seconded by Amber Yeisley. The motion passed unanimously. ***