



**NEIGHBORHOODS DEPARTMENT
HOUSING AND COMMUNITY DEVELOPMENT DIVISION**

**JACKSONVILLE HOUSING AND COMMUNITY DEVELOPMENT COMMISSION
MEETING MINUTES
Wednesday, July 24, 2019
9:30 am**

Proceedings before the Jacksonville Housing and Community Development Commission taken on
Wednesday, July 24, 2019
Ed Ball Building, 8th Floor, Jacksonville, FL32202
Jacksonville, Duval County, Florida, commencing at approximately 9:35 a.m.

Commissioners

David Wakefield, Chair
Raul Arias, Vice Chair – **Excused**
Marshall Adkison, Commissioner - **Unexcused**
Teresa Durand-Stuebben, Commissioner
Diana Galavis, Commissioner
Charles Garrison, Commissioner
Curtis Hart, Commissioner
Sharol Noblejas, Commissioner - **Excused**
Lauren Parsons-Langham, Commissioner
Thomas B. Waters, Commissioner – **Excused**

City of Jacksonville Staff:

Dr. Johnny Gaffney - **Absent**
Lawsikia Hodges, OGC
Barbara Florio, Board Liaison
Nicole Spradley, Board Administrative Support
Kelly Mierkowski, Affordable Housing & Community Development Administrator

City Council:

Council Member Garrett Dennis - **Unexcused**

Guests Present:

James Coggin, LISC
Rosalinda Rawls, Schell Sweet C.R.C

Staff:

Sonya Graves	Susan Harnage	Carolyn Herring
Kenny Logsdon	Errol Schell	Eleanor Sweet
Kamisha Gross	Riesa Lowery	



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Call Meeting to Order, Welcome and Introductions

Chair David Wakefield called meeting to order at 9:35am

Approval of Minutes for June 26, 2019

A motion to approve the June 26, 2019 minutes was made by Commissioner Charles Garrison and duly seconded by Commissioner Curtis Hart.

Motion Passed: 6-0.

I. Public Comments

No public comment cards.

II. Division Report – Barbara Florio on behalf of Chief Tom Daly

Liaison Barbara Florio provided the Chief's report because Tom Daly was in Washington D.C. attending the Community Solutions Large City Strategies Conference. She provided a breakdown of the employee changes in the Division and at the City. A copy of the new organizational chart will be provided to the Commission at the next meeting. Bryan Mosier (Director of Neighborhoods), Chiquita Moore (Operations Director) and Robert Ownby (Housing Property Administrator) will attend an upcoming meeting to introduce themselves.

Commissioner Hart asked Liaison Florio to confirm whether Council Member Garrett Dennis is still the liaison to the Commission. He's concerned that the Commissioner representing planning discipline and Council liaison are not in attendance.

Liaison Florio explained that on October 1, 2019 the City will be implementing new software that manages such things as grants, payroll, accounting, 630-city system, and project management among others. Housing staff are currently attending testing sessions. She also reported that the Division will not be monitored by HUD or the State this year.

III. Quarterly Report – FY 2018-2019 – Kelly Mierkowski

Kelly Mierkowski provided an overview of the Housing Division's accomplishments for Fiscal Year 18/19 3rd quarter report. A handout of each was provided in the board packets. She indicated that the Division is discussing opening the waiting list for the Down Payment Assistance Program because there is funding available.

Commissioner Garrison inquired as to when the State would provide new funding for Down Payment Assistance Program. Ms. Mierkowski responded that funding could be approved as soon as July or August and that the waiting list would not be opened until the new funding is available.

Chair Wakefield inquired about the Revolving Loan Fund (RLF) program having a low application turnout. Ms. Mierkowski responded that funds are available, that they are doing a rolling application process and will be hosting a workshop for applicants.

Ms. Mierkowski noted that when HUD does the test in August and that the Division has met the required the 1.5 benchmark - we are currently at 1.43 for CDBG funds.



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IV. New Business

Chair Wakefield explained that the Committee reviewed and edited the by-laws this morning.

Lawsikia Hodges stated that Chapter 50.105 in the City's code does require the Boards and Commissions to have a Chair, Vice Chair and Secretary therefore this language will remain in the by-laws.

Commissioner Hart inquired about whether there was a State statute requiring a Planning Commission member sit on the board. Ms. Hodges will research.

Liaison Florio mentioned having a discussion with the Mayor's Office and explained that the seat doesn't have to be filled by someone in the planning field. An essential employee or any one from the eleven categories could be appointed to fill the seat.

Liaison Florio announced that the edited by-laws will be provided in the Commissioner's August meeting packet and voted on at the September meeting.

Commissioner Garrison agreed to be the Secretary. A motion to approve Commissioner Garrison as Secretary was made by Commissioner Hart and Seconded by Commissioner Langham.

Motion Passed: 6-0.

Commissioner Garrison inquired about the process for artists to request permits to paint on abandoned City buildings. Kenny Logsdon will research.

Liaison Florio reported that Commissioner Arias was on the Council's consent agenda at last night's meeting and approved for reappointment to a second four-year term to the Commission.

V. Unfinished Business

Commissioner Garrison asked for the Commission's guidance and thoughts on his proposed idea to establish an Affordable Housing Subcommittee within the Commission or a task force. He provided a handout with the mission, process and charge and asked that it be discussed at the next meeting.

VI. Meeting Adjourned

The meeting was adjourned at 10:11 a.m.



**NEIGHBORHOODS DEPARTMENT
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THE DATE FOR THE NEXT MEETING IS WEDNESDAY, AUGUST 28, 2019.

CERTIFICATION

Recorded and Transcribed by:

Signature on file

Nicole Spradley, Executive Assistant
JHCDC Staff Support

Submitted by:

Signature on file

Barbara Florio, Operations Manager
JHCDC Board Liaison

Approved by:

Signature on file

David Wakefield, Chair
JHCDC