



HOUSING AND NEIGHBORHOODS DEPARTMENT

# **MINUTES**

**OF**

# **REGULAR MEETING**

**March 19, 2008**

**4:00 p.m.**

March 19, 2008

4:00 p.m.

PROCEEDINGS before the Jacksonville Housing Commission taken on Wednesday, March 19, 2008, Ed Ball Building, 214 N. Hogan Street - 8<sup>th</sup> Floor, Jacksonville, Duval County, Florida commencing at approximately 4:11p.m.

COMMISSION MEMBERS

CHARLES COMMANDER, Chair  
BURSEY J. ARMSTRONG, SR., Member  
CATHERINE L. CHILDERS, Member  
KEN FILIP, Member  
BARBARA HARRELL, Member  
TERRY MOORE, Member  
JIM PELLOTT, Member  
ANTOINE D. ROBERTS, Member  
BERNARD E. SMITH, Member  
RONALD C. JACKSON, Member

WIGHT GREGER, Director

## APPEARANCES

### **BOARD MEMBERS:**

CHARLES COMMANDER, Chair  
BURSEY J. ARMSTRONG, SR., Member  
CATHERINE L. CHILDERS, Member.....absent  
BARBARA HARRELL, Member  
RONALD C. JACKSON, Member  
TERRY MOORE, Member.....absent  
JIM PELLOT, Member  
KEN FILIP, Member.....absent  
ANTOINE D. ROBERTS, Member.....absent  
BERNARD E. SMITH, Member  
KERRI STEWART, Ex-Officio Member....absent

### **PROFESSIONAL STAFF:**

KAREN CHASTAIN, Esquire, Office of the General Counsel

### **STAFF:**

DAYATRA COLES  
FLORETTA GREEN  
WIGHT GREGER  
DARRELL GRIFFIN  
GLADYS PAYTON  
LAURA STAGNER-CRITES

### **OTHERS PRESENT:**

Rahman Ali, Yield Foundation  
Wanda Baldwin, Jacksonville Urban League  
Richard Danford, Jacksonville Urban League  
Carolyn Ettlenger, Housing Partnership  
Kevin Gay, Operation New Hope  
Kevin Hayes, RADO  
Sanford Horvitz, LISC  
Bishop E.M. Johnson, Grace and Truth  
Shannon Nazworth, Ability Housing  
Gregory Owens, JEA  
Mary Kay O'Rourke, Habijax  
Tom Scangarello, Operation New Hope  
Paul Tutweiler, NJCDC  
Andre Williams, Jacksonville Urban League  
Bernard Wilson, Helpful Citizens

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PROCEEDINGS

March 19, 2008

Regular meeting

4:00 p.m.

**Call to Order and Comments.** Chairperson Commander called the regular meeting to order at approximately 4:11 p.m. with a quorum present.

**1. Consider Approval of Minutes of January 23, 2008 Regular Meeting.** The first item on the agenda was the approval of the minutes of the January 23, 2008 Regular Meeting, a copy of which is attached hereto and by this reference made a part hereof. A motion was made by Mr. Armstrong to approve the minutes and duly seconded by Ms. Harrell.

**Motion passed 6-0.**

**2. Staff Reports**

2a. Financial Report

Referring to the Financial Reports, copies of which are attached hereto and by this reference made a part hereof, Ms. Stagner stated that the Financial Statements ending January 31, 2008 are available for review.

2b. Legislative Update.

Referring to the Legislative Update memo, a copy of which is attached hereto and by this reference made a part hereof. Ms. Stagner stated that the HOME Program Income Appropriation and the HOPWA Lapse Appropriation was approved through Council Committee Action this week and will be on next Tuesday's Consent

Agenda. The items that were completed by City Council since the last Housing Commission meeting were the LISC Appropriation for 2008, the JEA Energy Efficiency Grant and the Foreclosure Mitigation Funding.

2c. Executive Director's Report.

Ms. Greger stated that there was a Board Retreat on February 23, 2008. She said it was productive and well attended. She also stated that the thought process at the retreat was for the JHC to be advisory and focus more on policy, advocacy, marketing and preparing an annual report of accomplishments for the community. Mr. Commander suggested that staff send the Board information about what the committees are and request for them to specify which one they would like to serve on and bring back to the Board for review. Ms. Greger stated that March 25, 2008 is Affordable Housing Day at the Capitol. This is when all of the affordable housing advocates gather to promote continued funding through the Sadowski Act.

2d. Program Reports

Referring to the Production Report, copies of which are attached hereto and by this reference made a part hereof. Ms. Coles stated that the focus has been mainly on closing out the years prior to 2006-2007 in order to ensure that agencies are in compliance with all of the federal and state regulations. Ms. Coles stated that they are trying to get those funds expended fully are providing technical assistance to all of the

organizations. The Universal Applications have been reviewed and completed. Ms. Harrell stated that the production report indicates that Habijax and Habitat Resources do not have a completed contract. She is concerned about this since this is a year later and we are about to approach another universal cycle. Ms. Chastain stated that the commitment letter has been signed. Regarding Habitat Resources, there was a long standing checklist of things that was needed since it is considered a real estate transaction. As of today, there are no title commitments, surveys, or an environmental site assessment. She still lacks the commitment letter from the first lien holder. Discussion ensued about the definition of loans, grants, and forgivable loans.

### **3. Committee Reports**

#### **3a. Jacksonville Housing Finance Authority.**

Mr. Smith stated that at the JHFA Board meeting today the following items were discussed in detail:

- Bennett Creek Apartments (264 units off of Bowden Road), requested a little more time due to the changing market conditions. They need to change their method from private placement to a credit enhancement structure.
- There was an approval of the extension of the professional services agreement for our bond team.
- Arlington Housing Portfolio (725 units), has applied for bond financing.

- The Towers (194 unit elderly facility), is going through the bond process.
- There was an approval for three applications for local government support so that the developers can apply to Florida Housing for tax credits in their annual universal cycle.

#### **4. Action Items**

##### 4a. Jacksonville Urban League

Referring to the Jacksonville Urban League (JUL) request, a copy of which is attached hereto and by this reference made a part hereof. JUL is requesting funding in the amount of \$516,820 for rehabilitation. They already have qualified applicants available to receive funds. Ms. Coles stated that JUL was not awarded any funding during the 2007/2008 Universal Cycle due to having a total of \$1M in funding outstanding from previous years. During that time period, there was a presentation given by Mr. Daniels stating that if they had a pipeline of individuals ready to utilize their funds, they would be able to come back to the Board and request further allocation. The Board encouraged them to do so. Ms. Coles stated that they are not recommending the full amount because the funding that was identified is already aging. Therefore, this would give them just enough time to receive the funds and have the funds expended prior to receiving any other funding for the next fiscal year. Staff recommended approval in the amount of \$350K. Mr. Smith made a motion to approve funding

for the Jacksonville Urban League in the amount of \$350K. Mr. Jackson seconded the motion.

**Motion passed 6-0.**

Mr. Danford commended one of his staff members; Andre Williams who received his General Contractor's License and thanked everyone for all of their support.

4b. Universal Funding

Referring to the 2008-2009 Universal Application Funding Recommendations, copies of which are attached hereto and by this reference made a part hereof. Ms. Green stated that there was a very lengthy review of each of the applications for the Universal Funding Cycle of 2008-2009. Ms. Green gave a brief overview of each of the funding sources listed by strategy and it was determined that staff recommendation is to fund \$16,207,608. Funding recommendations are as follows:

- Down-payment Assistance - \$1,440,000
- Homeowner Counseling - \$359,000
- Foreclosure Counseling & Prevention - \$375,000
- AIDS and Emergency Shelter Activities - \$2,227,012
- Emergency Rental Assistance & Relocation - \$452,612
- Administration and Delivery Costs - \$2,166,363
- Homeowner Occupied Rehab - \$6,350,000
- CHDO Development Subsidies - \$1,224,477
- CHDO Operating Subsidies - \$163,145
- New Construction - \$450,000

- Rental & Facilities Rehabilitation - \$1,000,000

Discussion ensued about the funding recommendations and the awards for Habijax. Habijax requested \$1,725,500 of down-payment assistance. Ms. Green stated that the reason staff did not recommend funding for Habijax is because the units are not developed and they did not want an outstanding balance just sitting there. Once the units are built, Habijax can come back and request funding for down-payment assistance. The Board felt that there was no reason to withhold funding from Habijax because they have been a proven producer throughout the years. Mr. Smith suggested to appropriate \$625,000 from Rental and Facilities Rehab and \$375,000 from Foreclosure Counseling and Prevention and allocate it to Habijax. As program income continues to accumulate, monies can be refilled into rental rehab and foreclosure prevention. Discussion ensued and Mr. Smith made a motion to appropriate \$625,000 from Rental and Facilities Rehab and \$375,000 from Foreclosure Counseling and Prevention totaling \$1M and award it to Habijax. Mr. Jackson seconded the motion.

**Motion passed 6-0.**

Mr. Smith made a motion to approve the following funding recommendations (noted in bold red):

- **Down-payment Assistance - \$2,440,000**
- **Homeowner Counseling - \$359,000**
- **Foreclosure Counseling & Prevention - \$0**
- **AIDS and Emergency Shelter Activities - \$2,227,012**

- **Emergency Rental Assistance & Relocation - \$452,612**
- **Administration and Delivery Costs - \$2,166,363**
- **Homeowner Occupied Rehab - \$6,350,000**
- **CHDO Development Subsidies - \$1,224,477**
- **CHDO Operating Subsidies - \$163,145**
- **New Construction - \$450,000**
- **Rental & Facilities Rehabilitation - \$375,000**

**As program income accumulates, allocation can be re-filled to the funding sources of Rental and Facilities Rehabilitation and Foreclosure Counseling and Prevention.**

Mr. Pellot seconded the motion.

**Motion passed 6-0.**

## **5. Discussion Items**

### **5a. Board Retreat (Synopsis)**

Referring to the Board Retreat Synopsis, a copy of which is attached hereto and by this reference made a part hereof. Ms. Greger stated that she wanted to get a consensus from the Board today regarding the legal separation of the Jacksonville Housing Finance Authority (JHFA) and the Jacksonville Housing Commission (JHC). The JHFA is already an independent body under Florida Statute. New legislation is needed to define the roles, responsibilities, makeup and membership of the JHC. Ms. Greger wanted to know if this is the direction the Board would like to proceed in order to start the legislative process. Discussion ensued and the Board agreed for staff to go ahead and start

working on the legislation to legally separate the JHC and JHFA Board of Commissioners. Mr. Pellot requested a set of goals and timetables for some of the items requested according to the synopsis, then communicate to the Board, the priorities of those action items.

5b. Adjustment to Bond Policies

Referring to the Crime Free Multi-Housing Program, a copy of which is attached hereto and by this reference made a part hereof. Ms. Greger stated that the Jacksonville Journey meetings have been putting action items in place for anti-crime initiatives. Some of the action items are the promotion of crime free initiatives for all of JHC and JHFA funding, to create a small rental rehab program where we can provide funding for crime prevention through environmental improvement for multifamily housing. There is a sub-committee called Crime-Free Multifamily Housing which is chaired by Mr. Ferguson, Director of the Jacksonville Housing Authority to discuss ways of implementing crime prevention techniques within all of the City's multifamily apartment complexes since, the data shows a high percentage of crimes being committed in these multifamily apartments. Mr. Commander said that the Neighborhoods Safety and Stability Sub-Committee will report to the full Committee on the Jacksonville Journey a week from tomorrow and they will have a two week period to adopt or reject the recommendations. Ms. Greger stated that as soon as she is notified of the recommendations, she will bring

them back to the JHC Board to formalize, make the adjustments to the policies and re-post it on the website.

5c. LHAP Revision (Maximum Award Amounts)

Ms. Greger stated that the maximum funding amount for rehabilitation is not adequate. With the \$40K maximum and the 30% project delivery fee that we allow for our partners, it leaves only \$28K to go into actual sticks and bricks. We really make a difference in these houses and propose that we go up at least \$10K. That would require an amendment to the LHAP and it would have to be approved by City Council and the State. Mr. Commander requested that a revised LHAP be presented at the next Board meeting with the highlighted changes to discuss and review.

Public Comments

- Bernard Wilson from Helpful citizens stated that he was disappointed that his application was not funded and believes an error was made in determining whether the application met threshold requirements. Mr. Commander apologized and stated that his concerns will be addressed.
- Bishop Johnson - Director of Grace and Truth, CDC stated that the dollars that was encumbered to their organization have been utilized to its fullest extent and would like to say that they have 22 homes that are completed on some phase of construction. He said that those dollars are important and that they are scheduled to do more homes this fiscal year. He wanted to let the Board know that they will need

more dollars as the old monies will be expending down to zero in the near future. He thanked the Board and the staff for all of their support.

**Adjournment**

**Meeting adjourned at 6:20p.m.**

**JACKSONVILLE HOUSING COMMISSION**

**Certification**

**Recorded and Transcribed by:**

**Submitted by:**

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**Yonner Wheeler**

**Secretary (N/A)**

**Approved by:**

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**Charles Commander, Chairman**

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