



HOUSING AND NEIGHBORHOODS DEPARTMENT

JACKSONVILLE HOUSING COMMISSION

MINUTES

OF

REGULAR MEETING

April 16, 2008

4:00 p.m.

April 16, 2008

4:00 p.m.

PROCEEDINGS before the Jacksonville Housing Commission taken on Wednesday, April 16, 2008, Ed Ball Building, 214 N. Hogan Street - 8th Floor, Jacksonville, Duval County, Florida commencing at approximately 4:02p.m.

COMMISSION MEMBERS

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

PROFESSIONAL STAFF:

KAREN CHASTAIN, Esquire, Office of the General Counsel

STAFF:

DAYATRA COLES
ROB GILRUP
FLORETTA GREEN
WIGHT GREGER
DARRELL GRIFFIN
SUSAN HARNAGE
LAURA STAGNER-CRITES
YON WHEELER

OTHERS PRESENT:

Gina Birmingham, HPNEF
Doug Brown, NLP
Roger Corte, HABIJAX
Mr. Danford, Jacksonville Urban League
Carrie Davis, Wealth Watchers
John Edwards, NFCAA
Bishop E.M. Johnson, Grace and Truth
Carolyn Ettlenger, Housing Partnership
Sandra Harrison, HPNEF
Sanford Horvitz, LISC
Jeff Lowery, Everbank
Shannon Nazworth, Ability Housing
Richard Paige, HPNEF
Chris Simens, Builders Care
Robyn Stockdale, HPNEF
Arnold Tritt, NEFBA
Andre Williams, Jacksonville Urban League
Bill Wilson, Builders Care

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PROCEEDINGS

April 16, 2008

Regular meeting

4:00 p.m.

Call to Order and Comments. Chairperson Commander called the regular meeting to order at approximately 4:02 p.m. with a quorum present.

1. Consider Approval of Minutes of March 16, 2008 Regular Meeting. The first item on the agenda was the approval of the minutes of the March 16, 2008 Regular Meeting, a copy of which is attached hereto and by this reference made a part hereof. A motion was made by Mr. Smith to approve the minutes as amended and duly seconded by Mr. Filip. Referring to the minutes, Mr. Commander wanted to know if Mr. Wilson's concerns were addressed. Ms. Greger stated that she had a meeting with him and his concerns were addressed.

Motion passed 8-0.

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 February 29, 2008 are available for review. She stated that the budget process is beginning and she will incorporate the recommendations made for funding starting July 1, 2008 and October 1, 2008.

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 SHIP PI to Catholic Charities for the emergency rental assistance program is awaiting First City Council Reading. The items that were completed by City Council since the last Board meeting were the HOME Program Income Appropriation and the HOPWA Lapse Appropriation.

2c. Director's Report.

Ms. Greger gave a report regarding information that has taken place since the last authorized Board meeting. Discussion ensued about the following:

- Ms. Greger stated that staff is still working on the new legislation that is needed to define the roles and specific details in order to legally separate the JHC and JHFA Board of Commissioners. She stated that there should be a draft document available for review at the next Board meeting.
- The final Jacksonville Journey meeting to adopt recommendations will be on April 24, 2008 in the Main Library at 1:00pm. The Housing and Neighborhoods Department will be taking the lead in implementing some of the items that will be adopted.
- At the last meeting the Board approved that the Crime Free Multi-family Housing Policy be appended to the existing Multi-family policy. She informed the Board that the crime free policy has been attached to the adopted multifamily

policies and it is now available for review on the department's website. Ms. Greger will also be following up with the department's neighborhoods coordinators to organize resident associations in multi-family communities.

- Referring to committee structures, Ms. Greger stated that she has only heard from two Board members regarding committee structures. She would need to receive feedback from all of the Board members in order to implement a set of goals to create committees. She will send a reminder email to the Board members.

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 production is starting to increase by more than 50%. There were over five hundred (500) letters mailed to potential homeowners regarding home repair assistance. Ms. Coles also stated that some of the CHDOs are beginning to tap into the CHDO pool of subsidy funds.

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:

- The three bond deals that have been approved that are in various stages of credit underwriting are Bennett Creek, Arlington Portfolio and the Towers of Jacksonville.

- The 2006 single-family bond issue still has \$2M left to originate. There are plans on coming up with a process to allocate those funds. The 2007 bond issue has approximately \$8.5M and is moving very well.
- There was an approval for revisions to the policy relating to the local government contribution loans that are funded so that developers can apply to Florida Housing for tax credits in their annual universal cycle.
- Mr. Ron Jackson will be joining the JHFA Board. It will take approximately six weeks to go through the legislative process before he becomes a voting member.

4. Action Items

4a. Approval for Funds/Swap - Housing Partnership

Referring to switching around funds for the Housing Partnership, Ms. Greger stated that the housing programs available are flexible enough that funding can be swapped around from one grantee or project to another. But, the change will require the approval of the Board and the City Council. Originally, HOME funds were awarded to the Housing Partnership in the amount of \$212,794. With the client base that the Housing Partnership uses for down payment assistance, funding would be better utilized using old SHIP program income, thus using the HOME dollars for the H2H (Headstart to Homeownership) program. The funding will still be used for down payment assistance activities. Ms. Greger is requesting that the Board approve allocating \$212K to the

Housing Partnership in SHIP Program Income and to amend the Housing Partnership's current contract and re-appropriate \$212K to the H2H program. Mr. Pellet made a motion to approve the transfer of funds as requested. Mr. Jackson seconded the motion.

Motion passed 8-0.

5. Discussion Items

5a. Review of Rehabilitation Policies and Procedures

Referring to the Rehabilitation Policies and Procedures, a copy of which is attached hereto and by this reference made a part hereof. At last month's Board meeting, Ms. Greger stated that the maximum funding amount for rehabilitation is not adequate. With the \$40K maximum and the 30% project delivery fee, there is only \$28K left for the actual project. Mr. Commander requested that a revised LHAP be presented at the next Board meeting with the highlighted changes to discuss and review. Today, Ms. Green stated that the rehabilitation policies must be reviewed first in order to propose changes to the LHAP. She has asked each of the agencies that work with the Housing Services Division who provide substantial rehabilitation assistance to give a brief overview of their organization and present their homeowner occupied rehabilitation activities. There were presentations given by:

1. Mr. John Edwards, Executive Director from Northeast Florida Community Action Agency.
2. Ms. Carolyn Ettlenger, Executive Director from Housing Partnership.

3. Mr. Bill Wilson, Executive Director from Builders Care.
4. Mr. Danford, President of the Jacksonville Urban League.
5. Mr. Rob Gillrup, Housing Manager for the Housing and Neighborhoods Department.

Ms. Green referred to the Project Delivery Analysis, a copy of which is attached hereto and by this reference made a part hereof, as an example of the total rehabilitation cost using actual applicant to show the calculations of labor, materials, fees, and construction costs. She is requesting authorization to solicit feedback from the rehab providers and provide a compilation of recommendation and suggestions for the rehab document before making changes to the LHAP. Questions were raised as to whether or not a Board workshop should be facilitated. Discussion ensued about project delivery cost, construction costs, quality control and it was determined that staff will schedule a workshop with the rehab providers so that they can provide their input. Recommendations from this meeting will be brought back to the next authorized Board meeting for review. At that time, it will be decided if a Board workshop should take place or if the information provided will be sufficient to move forward in amending the LHAP.

5b. Homebuyer Counseling

Mr. Pellot stated that during the past month, he attended a few sessions regarding homebuyer counseling. Referring to the Homebuyer Counseling Session Sheet, a copy of which is attached

hereto and by this reference made a part hereof. Mr. Pellot attended sessions given by the Jacksonville Urban League, Family Foundations and the Housing Partnership in order to review the best use of the funds awarded by the Housing and Neighborhoods Department. He stated that the agencies utilized outside speakers and experts in the area of mortgage, finance, home inspections, energy uses with JEA and other topics about home ownership and home buying strategies. Based on the overview of attending these meetings, Mr. Pellot made suggestions of the following:

- He would like for staff to track the number of classes and participants attending each class.
- If JHC funds are disbursed to build a home, the homebuyer must attend a training class provided by a JHC funded counseling agency only.
- Require that the counseling agencies funded by JHC administer examinations which prospective homebuyers would be required to pass in order to satisfactorily complete the course.

Mr. Pellot stated that he will continue to work with staff as program parameters are developed and offer assistance as needed in reference to homebuyer counseling.

6. Old Business

5a. Contract Status Report

Referring to the contract status report, a copy of which is

attached hereto and by this reference made a part hereof. Ms. Green stated that there are ten contracts that are not completed at this time and to contact her if there are any questions.

Public Comments

- Ms. Greger stated that the new process for the Public Comments section of the Board meeting will be to ask anyone that would like to speak to fill out the Request To Speak Public Comment Card. There will be a time limit of three (3) minutes to speak.
- Mr. Paige from Housing Partnership gave a brief summary of what they are doing with the down payment assistance funding received from the Housing and Neighborhoods Department. He thanked the Board for their commitment to affordable housing in Jacksonville.
- Ms. Nazworth from Ability Housing stated that she has been attending the Extremely Low Income (ELI) Workgroup that the Housing and Neighborhoods staff has been conducting. One of the items discussed in this workgroup is being able to create a tenant based rental assistance program to help individuals who are within the 30% below median income range. She stated that Ability Housing plans to implement a program for rental assistance and will provide the Board with an update at the next Board meeting.

Adjournment

Meeting adjourned at 5:25p.m.

JACKSONVILLE HOUSING COMMISSION

Certification

Recorded and Transcribed by:

Submitted by:

Yonner Wheeler

Secretary (N/A)

Approved by:

Charles Commander, Chairman

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