

PLANNING AND DEVELOPMENT DEPARTMENT
HOUSING AND COMMUNITY DEVELOPMENT DIVISION



JACKSONVILLE HOUSING AND COMMUNITY DEVELOPMENT COMMISSION BOARD MEETING MINUTES

July 23, 2014
4:00 p.m.

Proceedings before the Jacksonville Housing and Community Development Commission taken on Wednesday,
July 23, 2014, Ed Ball Building, 214 N. Hogan Street - 8th Floor
Jacksonville, Duval County, Florida, commencing at approximately 4:00 p.m.

COMMISSION MEMBERS

Philip Mobley, Chair
Daniel Albert, Member
Ramonda Fields, Member
Lisa King, Member
Mel Norwood II, Member

Elaine D. Spencer, Chief

JACKSONVILLE HOUSING COMMUNITY AND DEVELOPMENT COMMISSION BOARD MEETING MINUTES
July 23, 2014

Board Members Present:

Phillip Mobley, Chair
Lisa King, Member
Mel Norwood II, Member

Professional Staff:

Sandra Stockwell, OGC

Others Present

Rev. Aaron J. Flagg, Jr, Community Homeownership Center
Martha Cox, Family Foundation
Robert Ownby, Operation New Hope
Mary Kay ORourke, HabiJax
Angela Leatherbury, HabiJax
James Coggin, Operation New Hope
Shannon Nazworth, Ability Housing
Charles Dabney, LISC
Cheryl Murphy, Catholic Charities
Santana Woolery, Builders Care
Wanda B. Davis, JU League
Robert Hyde, JDRC
Carol Miller, JALA
Nigelle Delgado, Ability Housing
Dawn Lockhart, Family Foundations
Teresa K. Banks, Cathedral Terrace
Mike Ware, Cathedral Terrace

Board Members Absent:

Daniel Albert, Member
Ramonda Fields, Member

Staff:

Elaine Spencer, Chief, Housing & Community Development	
Lacree C. Carswell	Laura Stagner
Susan Harnage	Rosemary Wesolowski
Amy Robinson	Loretta Lee
Tina Beals	Stacey Burch
Reggie Walker	Errol Schell
Shanee Ealey	Jane Bouda
Benita Dawson	Devon Carter

JACKSONVILLE HOUSING COMMUNITY AND DEVELOPMENT COMMISSION BOARD MEETING MINUTES

July 23, 2014

The Last Board Meeting was Held on June 18, 2014.

Agenda Item	Content	Exhibit/s of which are attached hereto and by this reference made a part hereof.	Action and/or Follow-Up
Call Meeting to Order, Welcome and Introductions	<p>Chair Mobley called the meeting to order at 4:14 p.m. A quorum was present.</p>		N/A
Consider Approval of Minutes	<p>Motion Passed: A motion to approve the June 18, 2014 minutes was made by Member King and duly seconded by Member Norwood. Motion Passed: 3-0.</p>	<p>JHDC Minutes for June 18, 2014</p>	
I. Public Comments	<p>Mary Kay O'Rourke, President and CEO of HabiJax Ms. O'Rourke informed the committee that HabiJax has been an active community group in Jacksonville for 26 years and has received funding from the COJ for many of those years. Ms. O'Rourke stated that her organization is working on Home Ownership Opportunities in the New Town area of Jacksonville and is in a partnership with Builders Care. Ms. O'Rourke went on to state that she received a letter on May 20, 2014, in regard to their current universal applications. The letter stated that their 2006 audit was needed and it needed to be presented to the COJ by May 22, 2014. Ms. O'Rourke acknowledged that she was out of town, but informed the commission that Angie Leatherbury delivered two copies to the front desk on the 8th floor of the Ed Ball building by May 22, 2014 and informed the recipient that they were to go to Amy Robinson. HabiJax also contacted Amy Robinson to let her know that two copies would be delivered before 9:00 am on May 22, 2014. Yesterday HabiJax received another letter in regard to the application and this letter informed them that they were not in</p>		

compliance due to this 2006 audit being delinquent and their application will not be considered for funding. Ms. O'Rourke remarked that it is very confusing that HabiJax could go eight years with the 2006 audit and receive funding and now it has become an issue. Also, it is disappointing that the two copies of the audit that were delivered would get lost from the front desk to the department. It is very upsetting that this is a once a year opportunity for funding and we are out for another year. The funding would be used in an area where there is a great need, this is for owner occupied rehab; it meets the criteria and is one of the programs that you are supporting. Ms. O'Rourke again expressed her concern and stated that it is very upsetting.

Reverend Aaron J. Flaggy Jr., Community Homeownership Center (CHC)

Rev. Flaggy stated that he wanted to address the commission about the Universal Application and their denial for funding. Rev. Flaggy distributed a packet of information to the commission members that contained copies from the original grant application. Rev. Flaggy informed the commission that the discrepancies that were indicated in their denial letter were provided in the original application. It was stated that it must have been an oversight of the staff, but he wanted to illustrate that the information was provided in the original application.

II. Staff Reports

A. Elaine Spencer's Verbal Report:

Chief Spencer welcomed Philip Mobley as the new Chair of the Commission. Chief Spencer provided an update of the Environmental Review that was discussed at the June 18, 2014 meeting. Several months ago, the U.S. Department of HUD sent a

report that addressed several findings. Two of which we discussed last month. One has to do with Historic Preservation. Subsequent to the last meeting we visited with members of the State of Florida Historic Preservation Bureau to discuss particulars of the findings, the issues and particulars of the properties that were sited. We were asked to submit documentation to them. We have submitted the requested documentation and we are currently waiting on a response from the State. Once we receive the response from the State, we will need to send that response to HUD. From that information, HUD will make a final determination as to what our final liability will be if any. There was another finding that had to do with an environmental issue of a facility in the Norwood area. That finding required that we complete significant due diligence to assess according to specific requirement of HUD, the configuration of the tanks and the contents of the tanks. We have completed the due diligence, submitted that information to HUD and we are waiting on their decision.

In regard to Choice Neighborhoods Initiative, we are working with one of the nation's premiere consultants (on Choice Neighborhoods) to construct an application that we hope will be a competitive application. The boundaries will be: on the north W 26th Street, Myrtle Blvd. on the east, Boulevard on the west and State Street to the south. We are also applying for the Planning Grant. If awarded, this would allow us \$500,000 to plan for a transformation of the area in an 18 month period. There is an Implementation Grant that is also follows a competitive process that we plan to apply for it irrespective if we receive the Planning Grant. You do not have to be awarded the Planning Grant to receive the Implementation Grant. It is

hopeful that we will be awarded the Planning Grant so we can adequately strategize for a significant and impactful revitalization of the area. The partners of that grant would be Jacksonville Housing Authority, the Northwest CDC and Operation New Hope. One of the issues that we are experiencing is to identify a Planning Coordinator for the project. Initially, we thought that LISC would serve as the Planning Coordinator, but it has been determined that their schedule will not allow the time needed for this planning effort. Currently, we are researching who may be the best candidate to serve as the Planning Coordinator that has the time and the expertise to help us win this grant.

The Promise Zone Grant NOFA is not yet published. We are waiting on the publication of that NOFA and we will make a decision soon largely based on what happens with the Choice Neighborhood Grant.

Chief Spencer took the opportunity to introduce two new employees to the division. Stacey Burch will serve as the Neighborhood Coordinator for the Urban Core and the Northwest Districts. Devin Carter will be a part of the Finance team; he previously worked for the COJ in the Accounting/Budget Office.

Member King inquired if the staff has been able to obtain the addresses of the properties that were cited in the HUD Environmental review and requested a copy of the list. Also, which consulting group are you using?

Chief Spencer stated that she could provide a copy of the addresses and the consultant group is Amy Kell Consulting.

Provide a copy of the addresses cited in the HUD Environmental

		tal Review
III. Action Items	<p><u>A. Dayatra Coles, SHIP LHAP Revision</u></p> <p>Ms. Coles stated that the commission that they have a copy of the SHIP LHAP Technical Amendment before them. Ms. Coles informed the group that SHIP is an acronym for State Housing Initiative Partnership. SHIP is a funding source that comes through dedicated revenue source from the state that is from Doc Stamps. If we are funded, this decision is made annually from the Florida Legislature. Whether we receive funding or not, we are required to creating a plan as to how we would use the funds. What is before you is that document, with some revisions. In the SHIP LHAP Technical Amendment there will be some language changes. On page 8, there is some language that has a strike through. The strikeouts of items technically amend the document. These amendments do not add or take away any of the strategies, but changing some type of component within that strategy. We are requesting approval to change the title of our second strategy from Owner Occupied Target Area Rehabilitation to Target Area Rehabilitation and Development. There is some clarification to the language in the summary. There is some language that caused some limitation to local building code; those areas were clarified. Additionally, there was language that was clarified in regard to capturing revenue through default. Where we would obtain some program income back into the city at the end of the home ownership program. Again, the changes will begin on page 8 and it will take you through strategy F on page 13. By making these changes in language, there will be more opportunities to utilize SHIP funds and expand what we are doing into the community.</p> <p>Member Norwood made a motion to approve the</p>	SHIP LHAB Technical Amendment

Technical Amendment as presented; Member King seconded the motion.

The motion passed: 3 to 0

B. Laura Stagner, Approval of Fiscal Year 2014-2015 Universal Cycle Funding Recommendations for Funding Allocation

Ms. Stagner addressed issues raised in Public Comment by Mary Kay O'Rourke of Habitat for Humanity and Pastor Flag of the Community Homeownership Center with regard to their applications.

Member Lisa King disagreed with the denial of Habitat's application based on their being on a non-compliance list from 2006 in the Council Auditor's office, especially when they have taken the steps to cure the non-compliance and they have been funded since 2006 despite remaining on the list. Factors such as Chapter 118 no longer applying to our application process also give a defense for why Habitat's application should have been considered. Member King would like to look more into the issues of Habitat's application such as how an audit from 2006 would be relevant to an application in 2014, why this is an issue for the Council Auditors' Office, why are they still on the Council Auditor's non-compliance list despite having cured the non-compliance, and what steps need to be taken to get Habitat removed from the list.

Ms. Stagner also addressed the issue raised by Pastor Flag of the Community Homeownership Center ("CHC") that their application was not considered based on documents that were not provided. Ms. Stagner stated that CHC's application was in fact rated and ranked and

that they did not lose points for the missing documents, however, their overall score did not meet the 70% threshold.

In addition, Ms. Coles explained that Habitat applied for funding for owner-occupied rehab and housing counseling and that an internal decision was made that the funding for owner-occupied rehab was going to be used internally. She explained that, at both the Technical Assistance and the Budget workshops, it was explained that the decision about which activities would be funded would not be made before the start of accepting applications, and that it would be up to each applicant as to whether they want to put in the time and effort to apply not knowing whether or not their particular activity would be funded.

Member King has requested that going forward the Commission is provided more detailed information on each application and the process for scoring. She has also requested that the Commission receive the notices for the Technical Assistance and Budget workshops given by the division each year so that they may attend.

After this discussion concluded, Member King made two motions. The first motion was to approve the Universal Recommendations for funding; Member Norwood seconded.

Motion passed 3-0

The second motion was that Staff would clear the 2006 audit from Habitat's Housing Counseling Priority 2 application, score the application and subsequently find funding for Habitat through roll-over funds; Member Norwood seconded.

	Motion passes 3-0		
IV. New Business	Member Norwood stated that at the last JHCD Commission meeting they did not have a quorum so they were unable to nominate and vote on a Co-Chair for this commission. Member Norwood nominated Lisa King as the Co-Chair of the Commission. The motion was seconded by Chair Mobley.		
	The motion passed: 3-0		
V. Unfinished Business	None		N/A

Public Comments:

Adjournment - The meeting was adjourned at 5:14 p.m.

THE DATE FOR THE NEXT MEETING, AUGUST 20, 2014, WILL BE NOTICED.

CERTIFICATION

Recorded and Transcribed by:


Rosemary Wesolowski

Submitted by:

Secretary (N/A)

Approved by:


Phillip Mobley, Chair