



**NEIGHBORHOODS DEPARTMENT**  
**HOUSING AND COMMUNITY DEVELOPMENT DIVISION**

**JACKSONVILLE HOUSING AND COMMUNITY DEVELOPMENT COMMISSION**  
**MEETING MINUTES**  
**Wednesday, December 12, 2018**  
**9:30 am**

Proceedings before the Jacksonville Housing and Community Development Commission taken on Wednesday, December 12, 2018  
Ed Ball Building, 8<sup>th</sup> Floor, Jacksonville FL, 32202  
Jacksonville, Duval County, Florida, commencing at approximately 9:30 a.m.

**COMMISSIONERS**

David Wakefield, Chair  
Raul Arias, Vice Chair  
Marshall Adkison  
Teresa Durand-Stuebben  
Diana Galavis  
Charles Garrison  
Curtis Hart  
Lauren Parsons Langham  
Sharol P. Noblejas

## JACKSONVILLE HOUSING AND COMMUNITY AND DEVELOPMENT COMMISSION MEETING MINUTES

### **Commissioners Present:**

David Wakefield, Chair  
 Raul Arias, Vice Chair  
 Teresa Durand-Stuebben, Commissioner  
 Diana Galavis, Commissioner  
 Lauren Parsons Langham, Commissioner  
 Sharol Noblejas, Commissioner

### **Board Liaison:**

Barbara Florio, Present

### **Housing and Community Development**

Stephanie Burch Esq., Neighborhoods Director, Present

### **Commissioners Absent:**

Charles Garrison, Commissioner - Excused  
 Curtis Hart, Commissioner - Excused  
 Marshall Adkison, Commissioner - Unexcused

### **Administration**

Dr. Johnny Gaffney, Present

### **City Council:**

Council Member Garrett Dennis, Absent

### **Professional Staff:**

Sandra Stockwell, OGC, Present

### **Others Present:**

Emory White, ONAS Corp.  
 Tracy Douglas, ONAS Corp.  
 Meg Fisher, Clara White Mission  
 James Coughin, LISC Jacksonville  
 Paul Tutwiler, NWJCDC  
 Mildred Jennings, NWJCDC  
 Martha Cox, Episcopal  
 Michelle Tappouni, Ability Housing  
 Michele Tucker, Salvation Army

### **Staff:**

Tina Beals	Riesa Lowery
Sarah Bohentin	Kelly Mierkowski
Jane Bouda	Carla Ray
Benita Dawson	Rick Reynolds
Shanee Ealey	Julie Ann Rivera
Rob Gillrup	Errol Schell
Sonya Graves	Eleanor Sweet
Kamisha Gross	William Wilson
Susan Harnage	
Carolyn Herring	
Travis Jeffrey	
Chynequa King	
Loretta Lee	
Kenny Logsdon	

Agenda Item	Content	Exhibit/s which are attached hereto and by this reference made a part hereof.	Action and/or Follow-Up
<b>Call Meeting to Order, Welcome and Introductions</b>	Chair Wakefield called meeting to order at 9:38am with a quorum present.		N/A
<b>Chair David Wakefield</b>	Welcomed all attendees, Commissioners and staff.		N/A
<b>Consider Approval of Minutes</b>	<p><b>Motion Passed:</b> A motion to approve the October 24, 2018 minutes as presented by Commissioner Lauren Parsons Langham and duly seconded by Commissioner Diana Galavis.</p> <p>Motion Passed: 6-0.</p>	<b>Minutes – October 24, 2018</b>	<b>Motion passed unanimously</b>
<b>I. Public Comments</b>	There were no public comment cards.		
<b>II. Presentation</b>	<p><b>Michele Tucker, Director of Social Services, Salvation Army of NEFL:</b></p> <p>Salvation Army services NE Florida / Duval County and the surrounding Counties (St. Johns, Putnam, Baker, and Nassau). The building houses up to 155 residences in the transitional stage working towards permanent housing. The 1<sup>st</sup> floor is for women and families in transition and the family section has the capability of housing up to 45 family members. The 2<sup>nd</sup> floor is for single men with some form of income and the rooftop has been turned into a large playground. The terminology "in transition" is used instead of the word homeless.</p> <p>There is a dormitory specifically earmarked for women in crisis; until they can move to a more stable environment or permanent housing. There is a computer lab and a student tutorial center with several interns coming in from universities to help with children. Currently there are 30 children housed at the family section.</p>	<b>Salvation Army Presentation</b>	

	<p>There are 14 veterans housed and given the nature of their PTSD there are specific rooms earmarked for them. The men with some form of income, jobs or social security, pay a small program fee which covers three daily meals, security, Wi-Fi, cable, job search assistance, case management and many other forms of support. Salvation Army works and collaborates very closely with many non-profit social service agencies.</p> <p>In 2018 Salvation Army provided 51,856 nights of shelter with the addition of three meals a day. The agency also offers case management, mental health counseling, financial literacy, rapid rehousing, utility assistance, advocacy and emergency financial assistance; a result of the ESG grant. It has one of the largest food pantries in the City which opens Monday through Friday servicing walk-ins or by appointment. The agency has relationships with Feeding NEFL, USDA, Wal-Mart and Publix; all contributors that help keep the pantry stocked. It is a tangent of the Universal Church of Christ, with a small chapel in the building, and also offers spiritual support services and counseling.</p> <p>They also provide educational scholarship endowments for families or single men who are looking at continuing education, certifications or licensures and a Thrift Shop for furnishings, beds and the like.</p> <p>Staff and volunteers serve approximately 10,200 meals a month and this year served a total of 177,000 meals. There is a fourth meal served at the end of each evening for community and walk-ins. Due to the cold weather there has been a huge uptake in meals with about 200 people served each cold night. There is also a cold night shelter which has been housing about 100 people. They are served two meals, when they leave given a packet of food to sustain them thru the day and are welcome to come back the following evening.</p> <p>One of their success stories is Gigi, a mother of six kids, displaced and a victim of Hurricane Irma. She lost her home and all her belongings. Salvation Army supported her while she completed her CNA license, found her daycare while she studied and a free daycare voucher so she could work. The agency assisted her children and the two oldest made the honor roll the 1<sup>st</sup> year.</p> <p>The agency has an 81% benchmark of success which means permanent housing, jobs, financial stability and a three month follow up to ensure their security stays intact, have food, electricity and basic needs continue. They are welcome to come back and receive services from the agency at any given time.</p>		
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	<p>The agency has 37 staff members and a wonderful volunteer core. Volunteers support the holiday meals, pantry and meal ministry and work with the literacy program helping students with reading, math and educational sports. The agency offers emergency disaster services where they deploy to other states in the cantina which can serve up to 1,000 people a day. The volunteers are currently assisting with Santa's Toy Shop, located at the Regency Square Mall, which will be serving approximately 3,500 children and another 1,000 from surrounding Counties with needs for Christmas toys, stockings, bicycles, clothing and other items. This includes children from other organizations supported by Salvation Army like City Rescue Mission, Sulzbacher, Lutheran Family Services and the men located at the residential recovery. Single men are in the recovery program for a year, not earning a living and the agency supports their family and the children will receive new toys, clothing, and shoes.</p> <p>Chair Wakefield inquired as to how the agency quantifies their success stories.</p> <p>Ms. Tucker indicated with the families the success rate is a higher percentage. With the men it is not quite as high as the agency can't always track them and when they depart they don't really want to stay in touch.</p> <p>Chair Wakefield asked if there were opportunities to volunteer and how do you go about volunteering?</p> <p>Ms. Tucker mentioned the meal ministry is the primary area where most people want to work as it is after work. Before work there is breakfast and if somebody wanted to help in preparation and delivery they are more than welcome.</p> <p>Commissioner Noblejas inquired if the agency was still doing the Christmas kettles?</p> <p>Ms. Tucker indicated only some areas have the kettle services. Kettle workers are seasonal paid workers. With technology and automated systems many people can now donate online. Volunteers are more than welcome to work the kettles.</p> <p>Commissioner Noblejas asked if the agency earmarked the kettle money for specific thing or is it placed in the main bucket?</p> <p>Ms. Tucker indicated the money obtained through the kettle is strictly used only for social services. It goes directly to people served and not to operations.</p>		
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<p><b>III. Chair Report</b></p>	<p><b>Chair David Wakefield:</b></p> <p>Tracy Grant is no longer a Commissioner; due to work schedule conflicts she has resigned. City Council has been notified and they are looking for a new Commissioner.</p> <p>City Council has proposed another new Commissioner and hopefully the person will be approved by February 2019.</p> <p>Attached is the 2019 JHCDC calendar.</p> <p>Chair Wakefield thanked everybody present for their hard work, due diligence and wished them an excellent Holiday Season.</p>		
<p><b>IV. Division Report</b></p>	<p><b>Stephanie Burch, Esq., Director, Neighborhoods:</b></p> <p>Director Burch reported the CAPER (Consolidated Annual Performance Evaluation Report), the year-end benchmark of all of the things done, is posted for public comments until December 17<sup>th</sup> and is due to HUD by the end of this month. A public hearing was held last week with two people showing up.</p> <p>The first Universal Application mandatory workshop was held at the Lynwood Roberts room last week with almost 50 people in attendance. The second and final workshop will be held at the Legends Center on January 9, 2019. The Finance and Technical workshops were combined into one and the Division will have a shortened timeframe for the applications. The application will be released on January 7, 2019 and due by February 8, 2019. AmpliFund will be used again for the online application.</p> <p>A new employee, Rick Reynolds, has been hired for the Housing Rehab Specialist position. He comes from Municipal Code Enforcement where he was a code enforcement officer.</p> <p>The Division received the award letter, for just over \$2Million, from DEO for Hurricane Matthew DR Funding. The application was submitted to complete home owner occupied rehab repairs. The Division is waiting on the grant agreement from DEO and in the meantime, staff is putting together the plans on how to deploy the funding as they will only have two years, from the time the City signs the grant agreement, to use all the funding.</p>		

	<p>The Down Payment Assistance Program, H2H, was recently closed. The Division had already essentially committed all the funding set aside for this year. Before overcommitting funding it was closed for future applications. Hopefully it can be reopened but it will depend on the home closings and any additional funding we can find for it. With the current economy it is a very popular program.</p> <p>Approximately 80% of this year's contracts have been fully executed, 10% are out for agency execution and the rest are on the City's side. A couple of them are on hold because the agency is on the Council Auditor's noncompliance due to not having turned in last year's audit. The City of Atlantic Beach may be changing the project they applied for as it is not quite meeting a national objective.</p>		
V. New Business	None at this time		
VI. Unfinished Business	None at this time		
VII.			

**Adjournment** - The meeting was adjourned at 10:18 AM

**THE DATE FOR THE NEXT MEETING IS JANUARY 23, 2019.**

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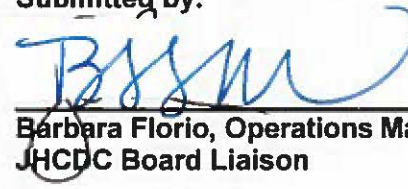
**CERTIFICATION**

**Recorded and Transcribed by:**



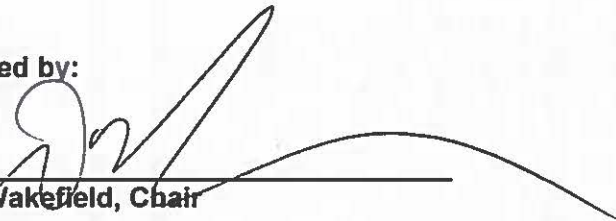
**Julie Ann Rivera, Executive Assistant  
JHCDC Staff Support**

**Submitted by:**



**Barbara Florio, Operations Manager  
JHCDC Board Liaison**

**Approved by:**



**David Wakefield, Chair**