



**NEIGHBORHOODS DEPARTMENT  
HOUSING AND COMMUNITY DEVELOPMENT DIVISION**

**JACKSONVILLE HOUSING AND COMMUNITY DEVELOPMENT COMMISSION  
MEETING MINUTES  
Wednesday, January 22, 2020  
9:30 am**

Proceedings before the Jacksonville Housing and Community Development Commission taken on  
Wednesday, January 22, 2020  
Ed Ball Building, 8<sup>th</sup> Floor, Jacksonville, FL32202  
Jacksonville, Duval County, Florida, commencing at approximately 9:31 a.m.

**Commissioners**

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

**City of Jacksonville Staff:**

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

**City Council:**

Council Member Garrett Dennis – **Unexcused**

**Guests Present:**

Latonja Osborne  
Angie McKenzie  
Dewayne Robinson  
Michelle Tappouni  
Rosalind Rawls

**Staff:**

Jane Bouda	Lewan Brunson	Benita Dawson
Shanee Ealey	Rob Gillrup	Sonya Graves
Susan Harnage	Carolyn Herring	Travis Jeffrey
Chynequa King	Kenny Logsdon	Riesa Lowery
Chiquita Moore	Robert Ownby	Melody Saftner
Errol Schell		



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MEETING MINUTES**

**Call Meeting to Order, Welcome and Introductions**

Chair David Wakefield called meeting to order at 9:31am

**Approval of Minutes for December 4, 2019**

A motion to approve the December 4, 2019 minutes was made by Commissioner Curtis Hart and seconded by Commissioner Raul Arias.

**Motion Passed: 8-0**

**I. Public Comments**

No public comment cards.

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

Barbara Florio provided the Chief's report because Tom Daly was attending a Finance Committee meeting. The Universal Application process is underway. Applications are due January 31<sup>st</sup> by 5pm. Civitas will present the budget recommendations to the Commission in March and a vote will take place at the April meeting. The Division hosted a CAPER public meeting on December 12, 2019. The CAPER was submitted to HUD at the end of December.

The sub fund clean-up process for ERP has been completed. No draws will take place in February while the City of Jacksonville transitions to 1Cloud. Currently all contracts are in compliance.

Four agencies were represented at the pre-bid meeting for Appraisal GAP Financing on December 9<sup>th</sup>. Bids for the Foreclosure Intervention Program were received January 15<sup>th</sup> with a total of four proposals received, one of which was late and not considered. The 2019/2020 Neighborhood Matching Grant Program applications were due December 9<sup>th</sup>. Forty-one of the forty-four applications received have been awarded \$177,738 in total funding. Headstart to Homeownership has received 75% of their funding for the fiscal year 2019/2020.

The City Council will consider Commissioner Noblejas' reappointment to the Commission at the City Council Meeting on Tuesday.

Commissioner Garrison asked for more information about the Appraisal Gap Program. He also questioned the potential fiscal impact due to the pause in draws in February. Liaison Florio explained that there would be minimal impact to the Division.

Jane Bouda announced that there are no technical workshops for RLF scheduled at this time. They are waiting to see how much funding will be available.



## NEIGHBORHOODS DEPARTMENT HOUSING AND COMMUNITY DEVELOPMENT DIVISION

Liaison Florio introduced new staff member Lewan Brunson and OGC attorney Mary Staffopoulos.

### III. Presentation

Latorja Osborne, Program Manager, discussed the City's Independent Living Program. The program provides respite care services, volunteer support services and educational/service events for low to moderate income senior citizens 60 years of age and older.

Commissioner Hart inquired about the number of clients served.

Ms. Osborne explained that they have 50 clients and provide 10-12 hours of service a week.

Commissioner Arias inquired about the age of the volunteers.

Ms. Osborne explained that volunteers are retired and close in age to the client. There is not a maximum age limit for volunteers, in fact the oldest volunteer is 80 years old. Volunteers must be able to carry out the job responsibilities.

Commissioner Grant asked whether the number of clients served was based on the funding available.

Ms. Osborne stated that the program only receives funding from the City.

Chair Wakefield asked if there was a waitlist.

Ms. Osborne mentioned there is a waitlist, but she does refer seniors to other agencies.

Commissioner Noblejas asked how many people were on the waiting list.

Ms. Osborne explained that there are 20 clients on the waiting list.

Commissioner Langham inquired about where the clients reside.

Ms. Osborne state that clients must be low to moderate income and can live outside of the targeted zip codes and downtown.

Commissioner Waters asked if Ms. Osborne would be interested in getting corporate sponsorships to help fund the program.

Ms. Osborne said yes, but the Chief of Senior Services would have to initiate it.

### IV. New Business

No new business.

### V. Unfinished Business

No unfinished business.

### VI. Meeting Adjourned

The meeting was adjourned at 10:06 a.m.



**NEIGHBORHOODS DEPARTMENT  
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**THE DATE FOR THE NEXT MEETING IS WEDNESDAY, FEBRUARY 26, 2020.**

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**\*\* Meeting minutes were approved at the July 22, 2020 JHCDC Zoom meeting\*\***

**CERTIFICATION**

**Recorded and Transcribed by:**

\_\_\_\_\_  
Nicole Spradley, Administrative Assistant  
JHCDC Staff Support

**Submitted by:**

\_\_\_\_\_  
Barbara Florio, Operations Manager  
JHCDC Board Liaison

**Approved by:**

\_\_\_\_\_  
Charles Garrison, Secretary  
JHCDC