

NEIGHBORHOODS DEPARTMENT  
HOUSING AND COMMUNITY DEVELOPMENT DIVISION



**JACKSONVILLE HOUSING AND COMMUNITY DEVELOPMENT COMMISSION SPECIAL MEETING  
MINUTES  
January 24th, 2018  
9:30 am**

Proceedings before the Jacksonville Housing and Community Development Commission taken on Wednesday,  
January 24, 2018, Ed Ball Building, 8<sup>TH</sup> Floor, Jacksonville FL, 32202  
Jacksonville, Duval County, Florida, commencing at approximately 9:30 a.m.

**COMMISSION MEMBERS**

David Wakefield, CHAIR Raul  
Arias, Vice Chair  
Marshall Adkison, Member  
Teresa Durand-Stuebben, Member  
Diana Galavis, Member  
Tracy Grant, Member  
Curtis Hart, Member  
Lauren Parsons Langham, Member  
Sharol Noblejas, Member  
April Smith, Member

Diana Seydlorsky, Chief - Housing & Community Development Division

*The Last Commission Meeting was Held on December 6th, 2017*

**JACKSONVILLE HOUSING AND COMMUNITY AND DEVELOPMENT COMMISSION MEETING MINUTES**  
**January 24<sup>th</sup>, 2018**

**Commission Members Present:**

David Wakefield	Chair
Raul Arias	Vice Chair
Marshall Adkison	Member
Curtis Hart	Member
Lauren Langham	Member
Sharol Noblejas	Member
April Smith	Member
Teresa Durand-Stuebben	Member

**Commission Members Absent:**

Diana Galavis	Absent - excused
Tracy Grant	Unexcused

**Administration**

Dr. Johnny Gaffney	Administration
--------------------	----------------

**City Council:**

Garrett Dennis	Excused
----------------	---------

**Professional Staff:**

Sandra Stockwell	OGC
------------------	-----

**Others Present:**

Chuck Shealy	LISC
Rosalind Rawls	SSCRC
Lili High	Catholic Charities
Charles Garrison	Wells Fargo
Julie Adamson	OD Neighborhoods
Michelle Tappouni	Ability Housing

**Staff:**

Diana Seydlorsky		
Jane Bouda	Tina Beals	Willy Wilson
Shanee Ealey	Kim Doss	Kamisha Gross
Chynequa King	Kenny Logsdon	Tanja McCoy
Lois Hughes	Loretta Lee	
Julie Ann Rivera	Eleanor Sweet	

**In attendance, did not sign in.**

Barbara Florio

*The Last Commission Meeting was Held on December 6th, 2017*

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 9:33am		
<b>Chair David Wakefield:</b>	Welcomed all attendees, members and staff. Introduced three new Board Members - Lauren Langham Sharol Noblejas and April Smith		
<b>Consider Approval of Minutes</b>	December 6th, 2017 Motion - Raul Arias Second - Curtis Hart	<b>Minutes: December 6, 2017 2017-2021 Consolidated Plan - 2018 Substantial Amendment</b>	<b>Motion passed unanimously</b>
<b>I. Public Comments</b>	None.		

**The Last Commission Meeting was Held on December 6th, 2017**

<p>II. Chair Report</p>	<p><b>Chair Report - David Wakefield:</b> Excited for the new year, new faces and a lot of work ahead of us. With nothing further I'll let the Chief go ahead.</p>		
<p>III. Chief's Report Diana Seydlorsky</p>	<p>A few Commissioners were able to attend the Consultants Civitas presentation to Council and nonprofits. I'll provide an overview for you from the presentation provided in your packets. I'll explain what is changing. Annually we submit our Annual Action Plan budget to HUD, which is for four years and the fifth year we have a Consolidated Plan where our budget is submitted. Now we are preparing a substantial amendment to our Plan that was filed two years ago. It is twofold:</p> <p style="padding-left: 40px;">We changed how we put our buckets of money in this plan and</p> <p style="padding-left: 40px;">We have NSP funds to convert to CDBG funds approaching \$1,000,000.</p> <p>Regarding the strategic plan it is threefold:</p> <p><i>2017-2021 Consolidate Plan - 2018 Substantial Amendment Presentation is attached hereto and made a part hereof. Additional comments are included in these minutes.</i></p> <ul style="list-style-type: none"> <li>• Planning and disaster readiness and response. Our Universal Application this year will be different, we are not going to include our HOME funds. We will take our HOME funds which is approximately \$2,500,000. We are going to set up a revolving loan fund. That will not roll out until October 1<sup>st</sup>, 2018. It could be for profit developers or nonprofit developers.</li> <li>• The second will be SHIP funds. We are not including SHIP Funds in the Universal Application; these will be kept internal - for our LRP program, our UTIP program and our down payment assistance program. Last year we received \$4 million, \$1.5 million less than the prior year. We are hoping for more, or at least the same amount.</li> </ul>	<p>2017 - 2021 Consolidated Plan - 2018 Substantial Amendment</p>	

***The Last Commission Meeting was Held on December 6th, 2017***

- The Universal Application will be CDBG, HOPWA and ESG programs. The UA is revised, streamlined - it is now online for applicants and went live on 1/22/2018. This process reduces the massive packets we received in the past.
- We held our first workshop 01/22/2018 and approximately 50 people were in attendance. The workshop was held at FSCJ on State Street. I informed them all if they are last minute people, nothing will be accepted after 11:59pm. The program will not allow them to submit, if time has expired there is nothing we can do.
- We have changed our process of allocations; public infrastructure/facilities 50% of CDBG. CDBG last year was \$5.5 million. We take our program administration off that - delivery, administration, paying staff is about \$1.4 million.
- When we go out to the public meetings the community Wants/asks for better streets, sidewalks, drainage, that kind of work. So 50% = \$2.5 - \$2.6 million.
- Low-moderate income areas - The red areas of this recent map are applicable to us. HOME: we are allocating 75% to development projects and 15% to CHDO per regulations, and program administration there is 10%.
- HOME revolving loan fund can include owner occupied housing rehab, CHDO redevelopment, rental housing rehab, new construction and affordable housing are some of the discussed items.
- HOPWA has no changes - 90% rapid rehousing, 7% for HOPWA providers and 3% to HCDD to pay staff.

***The Last Commission Meeting was Held on December 6th, 2017***

- ESG - the only changes in our priority is homeless prevention and we get 7.5% administration to pay staff. Last year we received \$500,000 with an additional \$300,000 supplemental. We remain optimistic.

Curtis Hart: How was it received when presented in its entirety?

Chief Seydlorsky: It was received pretty well by Council, they always have questions. Director Burch is still meeting with Council members individually and things remain positive. The nonprofits were very enthusiastic. Attendees at the workshop were mainly positive, there seems to be a little concern regarding the revolving loan fund. We envision having a committee; finance, housing and construction sitting on these committees responding to questions.

Chair Wakefield: What will dictate the loan terms?

Chief Seydlorsky: We anticipate rates between 1 and 3% interest. We do not want to market it out of reach; we want to be able to assist as many individuals as possible. Keeping the interest at an affordable rate.

Chair Wakefield: As far as changing the allocations, that was a reshuffling, is that what it was historically?

Chief Seydlorsky: Last year we did 48% - public facilities and infrastructure. That gets funded as it is needed by the community as a whole.

Housing - Diana Seydlorsky for Dayatra Coles

Grace & Truth and NW Jax CDC, showing as of 12/31/17 most are 15% completed; two NWJax are 30% and 40% completed. The remainders are just beginning or are held up for one reason or

**IV. Quarterly Report**

**1<sup>st</sup> quarter  
scorecard  
report**

***The Last Commission Meeting was Held on December 6th, 2017***

Housing Rehab HOME & SHIP owner occupied - the 334 units are including Hurricane Matthew/Irma figures. That is why that figure is so high. Typically we do about 40 a year on LRP. Rental rehab is where most are 30-90% completed. SHIP - our down payment assistance with 22 total. Financial literacy - 443 completed their classes to date.

Commissioner Arias: The percentage of completion is not accumulative; how that is figured decided?

Chief Seydlorsky: They are at 40% completion as of December 31, 2017. This is reporting for the period October 1 - December 31, 2017, month by month.

Commissioner Adkison: All three City of Jacksonville, Parks & Recreation contracts, missed their deadline, can you tell me why?

Chynequa King: This is a public facility improvement project, when we consider this we look at the area benefit as a whole as it is typically a construction project. Because of that we do not have numbers that get reported monthly, due to the construction.

Commissioner Adkison: What deadline did they miss?

Chynequa King: The monthly report submission deadline. This assists us in tracking reports received. It could be correspondence was not received in time.

Commissioner Adkison: So this could be internal administrative deadline, not a contractual deadline?

Chynequa King: Yes, that is correct.

Commissioner Adkison: Just making sure they did not miss out on something.

***The Last Commission Meeting was Held on December 6th, 2017***

Chair Wakefield: After the 1<sup>st</sup> quarter how do you feel the progress and process is going? Is everyone hitting their projected numbers?

Chynequa King: For the most part yes. Most clients are active in the contract obligations.

Commissioner Langham: Curious as to Project 180, why did they refuse the funding?

Chief Seydlorsky: Project 180 had some issues with reporting and required documentation. We funded them last year and their reporting was deficient. I met with them asked if we could assist - what was the problem. They did not produce the required documentation and they got upset at our request. After explaining this is a HUD requirement and we need the supporting documentation, Project 180 said they were backing out and did not want any more funding, for last year and this year. The leftover funds will be reallocated.

Chair Wakefield: Do we find this happens often?

Chief Seydlorsky: Not too often, I was not involved at the onset, in communicating with them. If they indicated that they don't have it, but would be sure to in the future, I would have addressed that at the time, but they just were not interested.

*The Last Commission Meeting was Held on December 6th, 2017*

<p>V. Action Items</p> <p>VI. New Business</p> <p>VII. Unfinished Business</p>	<p>None</p> <p>None</p> <p>None</p> <p>Chair Wakefield:</p> <p>That concludes this session. Thank you all.</p> <p><b>Meeting Adjourned.</b></p>		
--	---	--	--

*The Last Commission Meeting was Held on December 6th, 2017*

CERTIFICATION

Recorded and Transcribed by:



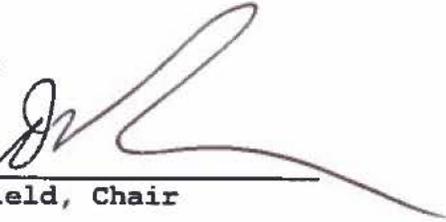
Lois. R. Hughes

Submitted by:



Barbara Florio, Operations Manager  
JHCDC Board Liaison

Approved by:



David Wakefield, Chair

*The Last Commission Meeting was Held on December 6th, 2017*