



**NEIGHBORHOODS DEPARTMENT
HOUSING AND COMMUNITY DEVELOPMENT DIVISION**

**JACKSONVILLE HOUSING AND COMMUNITY DEVELOPMENT COMMISSION
MEETING MINUTES
Wednesday, May 23, 2018
9:30 am**

Proceedings before the Jacksonville Housing and Community Development Commission taken on Wednesday, May 23, 2018
Ed Ball Building, 8th 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
Tracy Grant
Curtis Hart
Lauren Parsons Langham
Sharol P. Noblejas
April Smith

Diana Seydlorsky, Chief - Housing & Community Development Division

**JACKSONVILLE HOUSING AND COMMUNITY AND DEVELOPMENT COMMISSION MEETING MINUTES
May 23, 2018**

Commission Commissioners Present:

David Wakefield, Chair
Raul Arias, Vice Chair
Diana Galavis, Commissioner
Charles Garrison, Commissioner
Tracy Grant, Commissioner
Lauren Langham, Commissioner
Sharol Noblejas, Commissioner
Teresa Durand-Stuebben, Commissioner

Commission Commissioners Absent:

Curtis Hart, Commissioner - Excused
Marshall Adkison, Commissioner - Unexcused
April Smith, Commissioner - Excused

Administration

Dr. Johnny Gaffney - Present

City Council:

Garrett Dennis, Present

Professional Staff:

Sandra Stockwell, OGC

Others Present:

Lili High, Catholic Charities
Carol Miller, Jacksonville Area Legal Aide
Charlene Taylor-Hill, Jacksonville Human Rights Commission
Mauricio Rueda, Jacksonville Human Rights Commission
Esther LM, Jacksonville Human Rights Commission
Chelsie Rivers, Ability Housing

Staff:

Diana Seydlorsky
Tina Beals
Jane Bouda
Kim Doss
Shanee Ealey
Rob Gillrup
Kamisha Gross
Susan Harnage
Carolyn Herring
Travis Jeffrey
Kenny Logsdon

Tanja McCoy
Carla Ray
Julie Ann Rivera
Eleanor Sweet
William Wilson

In attendance, did not sign in.
Dayatra Coles

Agenda Item	Content	Exhibit/s which are attached hereto and by this reference made a part hereof.	Action and/or Follow-Up
Call Meeting to Order, Welcome and Introductions	Chair Wakefield called meeting to order at 9:30am with a quorum present.		N/A
Chair David Wakefield:	Welcomed all attendees, Commissioners and staff.		N/A
Consider Approval of Minutes	<p>Motion Passed: A motion to approve the April 24, 2018 minutes was made by Commissioner Raul Arias and duly seconded by Commissioner Charles Garrison.</p> <p>Motion Passed: 8-0.</p>	Minutes – April 24, 2018	Motion passed unanimously
I. Public Comments	There were no public comment cards.		
II. Presentation – Jacksonville Human Rights Commission	<p>Charlene Taylor-Hill, Executive Director of the Jacksonville Human Rights Commission:</p> <p>The Fair Housing Act is celebrating its 50th Anniversary this year. It was enacted in April 11, 1965.</p> <p>There are several categories of individuals protected under the covenant of the Fair Housing Act which includes Race, Color, National Origin, Religion and the Familial status which covers families with children under the age of 18, pregnant mothers, families in the process of adopting a child and extends coverage to persons with disabilities. The Fair Housing Act covers everybody who essentially is engaged in buying or selling a property. It covers all types of</p>	Basic facts about the Fair Housing Act	

	<p>property owners to include individuals engaged in the financing of properties like Banks, Real Estate agencies, home owners, Condo Associations and Home Owners Associations (HOA).</p> <p>There are some exceptions to include single family owners who use or sell their property or rent property without the use of a third party, properties for communities of 55 or over and religious organizations. The act covers renters, buyers and the process of renting and buying, seeking a loan, the appraisal process, getting insurance, among other things. Homeowners are also obliged to not discriminate against individuals with disabilities. They are required to provide reasonable accommodations, when requested, to allow a person with disability to live in their property and fully enjoy it or also to be able to make or permit certain modifications to be made to the property. They can't discriminate or intimidate or coerce or threaten because they have engaged in the Fair Housing Act Ordinance.</p> <p>The City of Jacksonville has a local ordinance substantially similar to the Fair Housing Act. In many cases, individuals file under the federal statute and the Jacksonville local ordinance so they have protection at both levels.</p> <p>Commissioner Durand-Stuebben: Can you provide us with some specific examples of making sure the HOA and the Condo Associations adhere to the Fair Housing Act?</p> <p>Ms. Taylor-Hill: A citizen wanted to extend her patio and close it off due to PTSD and the Condo Association would not allow it. With the assistance of OGC and the Jacksonville Human Rights Commission we were able to prove the citizen's case and settle it.</p> <p>Commissioner Garrison: What specifically can our Commission do to help your organization?</p> <p>Ms. Taylor-Hill: Due to limited resources and staff you can try to look into ordinances or policies that would allow the City to expend its funds to organizations engaged in building City housing. Have universal designs with zero grade interest into the property, hallways/doorways at the width acceptable under the Fair Housing Design Construction Standards and ADA and at least one downstairs bathroom accessible for a person in a wheelchair. Most single home properties being built don't have these features.</p>		
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	<p>CM Dennis: On the example you gave, how did the individual get to your office? How do they know where to go for help?</p> <p>Ms. Taylor-Hill: The client initially went to the HUD Atlanta office and was then referred to us because we have jurisdiction. Jacksonville Human Rights Commission receives money from CDBG for Fair Housing outreach and staff is certified to do education and outreach. Advertising is done in markets where it is most effective.</p> <p>CM Dennis: What type of information is the Division putting out when giving money to organizations for individuals with disabilities or for housing? What is being done to educate the end user to know that if they are being discriminated this is a resource they have?</p> <p>Chief Seydlorsky: HCDD had all its subrecipients attend a training Jacksonville Human Rights Commission did and will have this done on a yearly basis.</p> <p>CM Dennis: What about the end user, if they feel they are being discriminated?</p> <p>Chief Seydlorsky: They would go to the Jacksonville Human Rights Commission office or be referred to them.</p> <p>Ms. Taylor-Hill: Our office receives complaints from City's agencies.</p> <p>Commissioner Grant: How can the elderly disabled with utility, JEA, electricity, gas issues get help?</p> <p>Ms. Taylor-Hill: This would fall under the senior services / social services and under the Parks, Recreation Adult Services.</p> <p>Chair Wakefield: What type of advertising and marketing is being done? How do people find out? How are you getting the word out to report this?</p> <p>Ms. Taylor-Hill: Radio spots, TV, creative things like posting advertisements at gas stations, City social media, bus and bus benches. Staff attends festivals, conferences, expos, community events and hand out brochures in different languages, to eliminate the language barrier situation.</p>		
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III. Chair Report	<p>Chair David Wakefield:</p> <p>Informed Commissioners of the upcoming revision of the By-Laws. Some Commissioners will be called upon to assist with this. Target date is to have a draft out by December 2018</p>		
IV. Chief's Report	<p>Diana Seydlorsky, Chief:</p> <p>Chief Seydlorsky: HUD was monitoring last week the ESG grant 2016-2017. The Division will share the final results letter when received.</p>		
V. HUD Allocation	<p>Last month JHCDC recommended allocation for all four federal and the state grant. The federal funds were based on last year's allocation and the HUD letter shows the allocation was more than the previous year. The next page is a memo on how the additional funding was allocated which was approved by MBRC.</p> <ul style="list-style-type: none"> • CDBG additional funding was recommended for infrastructure projects, specifically the resurfacing of roads. • HOME additional fund was put to the Homeownership Down Payment Assistance program. An average of 155 down payment assistance are done on a yearly basis and with this additional funding 153 can be done. • ESG and HOPWA were allocated to the agencies that had the highest scores but were not fully funded. <p>The State has \$20M in CDBG-Disaster Relief (CDBG-DR) funds for 18 different counties with Hurricane Matthew damages. COJ is applying for \$2M with leverage of \$1.2M of SHIP and HOME dollars. With this the division plans to do up to 55 homes and hire a Disaster Assistance program manager. The CDBG-DR application is due next Wednesday to the State. The least allocation the City may receive is \$750K but the application is for \$2M.</p> <p>Chair Wakefield: How many homes would the \$750K represent?</p> <p>Chief Seydlorsky: Probably 20 homes and the Division still has 700 people on the Hurricane Mathew waiting list.</p>		

<p>VI. Additional Funding</p>	<p>The CDBG-DR funds for Hurricane Irma damages will come out in the fall and is a much bigger pot of money. The City's allocation can be \$30M to \$40M. We plan hiring a full time Manager to oversee the disaster assistance program.</p> <p>Commissioner Arias: Have you ever hired a Disaster Assistance program manager before and is it long term or for a period of time position?</p> <p>Chief Seydlorsky: This position is a line item job – as long as there is Disaster Relief money the position will be available. It can be from a two year grant to a six year grant as there may be additional allocation coming to Florida.</p> <p>Commissioner Arias: Has the City ever had one?</p> <p>Ms. Coles: As far as disaster assistance manager no. However, with the Neighborhood Stabilization Program there was a specialized employee hired for the management of the program</p> <p>Commissioner Arias: How are you going to train or will they be an expert in this field?</p> <p>Chief Seydlorsky: They will basically have to have CDBG experience. Participants will be prioritized by disabled and/or elderly. Disaster relief money can only touch the disaster and the Division will use the leveraged funds to fix what needs to be repaired but was not caused by the hurricane.</p> <p>Commissioner Durand-Stuebben: This staff member should have CDBG experience to best allocate those funds. Primarily they will be allocating funds due to disaster and hopefully we find an individual in the area of construction to ensure their homes are being properly repaired and renovated.</p> <p>Chief Seydlorsky: The position will be on the website once we find out how much funding the City will receive.</p> <p>Commissioner Garrison: In regards to the additional funding for CDBG, is the road resurfacing the highest and best use for those additional funds.</p> <p>Chief Seydlorsky: Yes, during the public meetings many of the residents stated they needed better streets and lighting.</p>		
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	<p>Commissioner Garrison: Did Public Works use the Low Mod Areas/Incomes (LMA)?</p> <p>Chief Seydlorsky: Low Mod Areas as identified by HUD and defines it by census tract or census blocks. There is a Jacksonville / Duval map that identifies where the areas are. The Division has to put this information in the HUD database and if it is not more than 51% it will not allow the City to do the project.</p> <p>Commissioner Garrison: In regards to the additional HOME funds, is the Division creating a new down payment assistance program?</p> <p>Chief Seydlorsky: HOME funds can go up to the 80% area median income and SHIP 140%. Both fundings have been used for the program in the past but because SHIP was cut from \$4M to \$1.3M there was not sufficient money for down payment assistance.</p> <p>CM Dennis: For OGC and the Division - can the Commission help craft the qualifications and once there is five or ten candidates, for the Disaster Relief position, have the Commission review and allow us to weigh in on the applications, give thoughts and recommendations before a decision is made?</p> <p>Sandra Stockwell, OGC: The Commission could look at what the Division requires with the position and the funding requirements, then see if they prohibit us to adding more to what the position will do.</p> <p>Chief Seydlorsky: This will be brought to the Director and HR to see exactly what can be done.</p> <p>Ms. Stockwell, OGC: Remember, if there is more than one Commissioner in attendance at any meeting, it will have to be a public noticed meeting.</p>		
VII. New Business	<p>Barbara Florio, Operations Manager</p> <p>There are a number of new Commission members and the Chair, Chief and Operations Manager think it's time to have a Board Retreat. Instead of the June</p>		

	<p>27th Board meeting there will be a board retreat from 9AM to 1:30PM.</p> <p>We would go over what HCDD is; the Commissioners are the governing body and this will give you a clear understanding of what you are ultimately responsible for. Talk over each of the programs contained in each of the operating areas within that division. Also, it is important the Commission understands the importance of the universal application action and the impact of the action. You will receive one of the actual applications submitted to rate and rank.</p> <p>Chair Wakefield: Last year's process was very informative and it was very interesting to go thru what staff and raters have to go thru.</p> <p>Ms. Florio: We will give you a good overview of the roles and responsibilities of this Commission.</p> <p>Chief Seydlorsky: I have had the pleasure to work with Dayatra Coles who will now be moving closer to her family and this will be her last Commission meeting.</p> <p>Ms. Coles: Housing has always been my passion and I have had the privilege of serving in Jacksonville for 11.5 years.</p> <p>Chair Wakefield: Thank you for what you have done</p> <p>Meeting Adjourned at 10:30 AM</p>		
VIII. Unfinished Business	None at this time		

Adjournment - The meeting was adjourned at 10:30 AM

THE DATE FOR THE NEXT MEETING WILL BE NOTICED.

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