



**DRAFT**  
**Meeting Minutes**  
**City of Fort Lauderdale**  
**Community Services Board**  
**700 NW 19<sup>th</sup> Avenue**  
**Fort Lauderdale, Florida 33311**  
**June 9, 2025 – 4:00 P.M.**

<b>MEMBERS</b>		<b>PRESENT</b>	<b>ABSENT</b>
Christi Rice, Chair	P	14	3
William J. Dunne, Vice Chair	A	9	7
Wismy Cius	P	12	0
Shelly Goren	P	4	0
Latrinsha Greaves	P	15	2
Gary Hensley	P	9	2
Sharon Hughes	A	13	4
James Vanden Bosch	A	3	2

**Staff Present**

Rachel Williams, Housing and Community Development Manager  
Jonathan Rogers, Administrative Supervisor  
K. Cruitt, Recording Secretary, Prototype, Inc.

**Communications to City Commission**

None.

**I. CALL TO ORDER / ROLL CALL / PLEDGE OF ALLEGIANCE**

- **Quorum Requirement – As of May 1<sup>st</sup>, 2025, there are 8 appointed members to the Board, which means 5 constitutes a quorum**

The meeting was called to order at 4:20 p.m. Roll was called and it was noted a quorum was present. The Pledge of Allegiance was recited.

**II. WELCOME / BOARD AND STAFF INTRODUCTIONS**

The City Staff members present introduced themselves at this time.

**III. APPROVAL OF MINUTES – May 12, 2025**

**Motion** made by Mr. Hensley, seconded by Ms. Greaves, to approve. In a voice vote, the **motion** passed unanimously.

**IV. REALLOCATION OF HOPWA FUNDS**

Mr. Rogers reviewed financial information for Housing Opportunities for Persons with HIV/AIDS (HOPWA) recipients Broward House and Broward Regional Health Planning Council (BRHPC). Broward House has seven months remaining in its contract. He noted the different programs administered by the organization, the amounts spent on those programs thus far, administrative costs, and funds remaining.

Mr. Rogers reviewed program and spending information for BRHPC as well. Ms. Williams recalled that at the May 2025 Community Services Board (CSB) meeting, BRHPC reported that it had suspended its Short-Term Rental, Mortgage, and Utility (STRMU) and Permanent Housing Placement (PHP) programs in order to avoid going over budget.

Chair Rice noted that the Board may move some of the funds between different program categories. She asked if there are any restrictions on this funding. Ms. Williams clarified that administrative costs are capped at 7% of the overall award to each agency. It was also noted that BRHPC keeps its administrative costs below this limit.

Ms. Williams explained that for Broward House, the Board may choose to make a one-time adjustment in the allocations to their programs, pointing out that their project-based rental program has significantly more funds than needed. These funds can be transferred to cover the balances in their facility-based and tenant-based rental voucher (TBRV) programs.

Ms. Williams continued that the Board may vote to appropriate this remaining difference to BRHPC, or may allow it to remain with Broward House, giving that provider the flexibility to move the funds to the programs where they are needed. There are also \$1.8 million in unspent funds left over from fiscal year (FY) 2022. These rolled-over funds are scheduled to expire on September 30, 2025, although the City may request an extension for them.

**Motion** made by Mr. Hensley to move the \$1.8 million into PHP and STRMU and TBRV, wherever it's needed, for us to allocate it this year and spend that money down.

Ms. Greaves recommended that the **motion** be tabled pending further information.

Mr. Hensley **withdrew** his **motion**.

Chair Rice stated that in addition to the \$1.8 million rolled forward from a previous year, Broward House is also projected to have unspent funds, with seven months remaining on their contract. She asked if the Board is confident in the projected amounts reviewed, as well as whether they felt Broward House should retain those funds in case they are needed during their remaining time.

Ms. Williams advised that the projected amounts were determined based on the agencies' current billing trends. She added that there would be no issues if the Board decided to let Broward House keep its unspent funds, as those dollars are from the current year's

funding and the contract could be extended if necessary to allow them to use any remaining balance.

Ms. Williams explained that allowing Broward House to retain its unspent funds would be the cleanest possible way to address the issue, as it would not require any administrative changes to the provider's agreements. If funds are moved from Broward House to BRHPC, this would require amendment of both agencies' agreements; if a portion of the unspent \$1.8 million is moved to BRHPC, only BRHPC's amendment must be revised.

Mr. Hensley explained that the intent of his withdrawn motion had been to provide BRHPC with the \$1.8 million so that agency can begin assisting STRMU and PHP clients once again.

Ms. Williams asked if the Board wished to allocate more funding than a need has been demonstrated for, or if they would prefer to allocate enough only to address that need. It was noted that it may not be possible for the Board to make a motion recommending the allocation of a specific amount, as many of the figures reviewed during the presentation represented projections rather than concrete numbers.

Ms. Williams suggested that another option could be for the Board to recommend an amount that would meet BRHPC's projected needs plus an additional 10% or 20%. Mr. Hensley clarified that he was not recommending the entire \$1.8 million be allocated for this purpose, but enough to cover the provider's projected needs for those programs.

Ms. Williams stated that if the Board approves gap funding for BRHPC, they would need to issue a letter of commitment to that effect, as there is no time to take that recommendation before the City Commission before the Commission's summer recess. The letter would go to the Commission upon their return in August 2025. BRHPC would also be asked to confirm whether or not they are willing to spend funds in accordance with the letter of commitment, with the understanding that the current fiscal year expires on September 30, 2025. If the funds are not spent by that time, the Board may consider granting BRHPC an extension.

Ms. Greaves asserted that she would not want to allocate the funds and then immediately provide an extension for their use. She added that she would also like to know how much funding is needed by BRHPC so any motion granting them funds could be tailored to that amount.

Mr. Hensley requested clarification of the amounts BRHPC had spent on the STRMU and PHP programs before they were suspended. Ms. Williams advised that the programs averaged \$18,000/month, which was consistent with the projections prepared by Mr. Rogers.

Ms. Williams asked how much it would cost for BRHPC to process the currently pending STRMU and PHP applications. Sharon Alveranga-Jones, representing BRHPC,

explained that no further applications have been accepted due to the programs' suspension.

Ms. Williams asked for an estimate of the number of applications that have been referred to other agencies due to the suspension of STRMU and PHP. Brenda Rentas, representing SunServe, advised that this agency has also suspended PHP due to lack of funding and has sent approximately 65 clients to other organizations, not all of whom were able to secure housing. She emphasized the impact of suspending this program, stating that some clients remained unhoused without it.

Ms. Alveranga-Jones provided the Board members with a monthly average amount spent on STRMU and PHP by BRHPC. She estimated that it will take approximately three months to reinstate operation of these programs. Ms. Williams further clarified that BRHPC works in partnership with other agencies: BRHPC funds the STRMU and PHP programs on behalf of HOPWA clients, while SunServe and Care Resource provide case management services. The case managers perform client intake, process applications, and submit those applications to BRHPC. The programs are designed in this manner so the individual providing intake services is not also the person responsible for making payments on behalf of the clients.

Chair Rice noted that any motion on this Item should acknowledge that the reallocated funds would come from the \$1.8 million in unspent funds from 2022.

Ms. Williams reiterated that because the Commission will soon be on recess, any motion approved by the Board would be presented to the City's Legal Department with a request for a letter of commitment. She estimated that the Legal Department would be able to provide an answer within approximately 72 hours of receiving the request.

**Motion** made by Mr. Hensley, seconded by Ms. Goren, to reallocate funds from the \$1.8 million that was old money to restart the PHP and STRMU process where the case managers can try to begin doing the applications again to assist the clients, and the City will do a letter of commitment to Broward Regional which will allow them to start processing those applications again, and we would also like to address the need of the tenant-based rental voucher to fill that gap from the \$1.8 million.

There was discussion regarding the need for greater clarity from the **motion**. Ms. Williams clarified that Mr. Hensley's **motion** intended to use remaining funds from 2022 to cover the shortage for BRHPC's STRMU, PHP, and TBRV programs. Mr. Hensley confirmed that this was his intent.

In a roll call vote, the **motion** passed 3-2 (Mr. Cius and Ms. Greaves dissenting).

Ms. Greaves expressed concern that Mr. Hensley's employment by SunServe could raise a potential conflict of interest with regard to the **motion** and vote. Mr. Hensley pointed out that no funds were allocated to SunServe, which acts in partnership with BRHPC. Ms.

Williams advised that most provider agencies within Broward County work together in some capacity.

Ms. Williams stated that if a Board member works with an organization and could benefit financially from funds allocated to that organization, they would need to abstain from voting to allocate the funds; however, in this case SunServe was not being funded.

## ~~V. AFFORDABLE HOUSING CRISIS~~

~~Chair Rice recommended that in the interest of time, this presentation be tabled until the next scheduled meeting.~~

## ~~VI. AFFORDABLE HOUSING ADVISORY COMMITTEE JOINT MEETING~~

~~Ms. Williams recalled that at the May 2025 meeting, the Board had indicated interest in scheduling a joint meeting with Fort Lauderdale's Affordable Housing Advisory Committee (AHAC). The CSB will need to send a communication to the City Commission requesting that joint meeting. This Item was also tabled to the next meeting.~~

## ~~VI. GOOD OF THE ORDER~~

~~Chair Rice noted that the Board has met its commitment for the required number of meetings this year, and suggested that the members consider cancelling the July and August 2025 meetings.~~

~~**Motion** made by Chair Rice, seconded by Mr. Hensley, to cancel the July and August meetings. In a roll call vote, the **motion** passed unanimously (5-0).~~

## ~~VII. PUBLIC COMMENTS~~

~~None.~~

## ~~VIII. ITEMS FOR THE NEXT AGENDA~~

~~Chair Rice stated that quarterly reports from funded agencies will be presented at the September 2025 meeting.~~

## ~~IX. COMMUNICATIONS TO CITY COMMISSION~~

~~None.~~

## ~~X. ADJOURNMENT~~

~~There being no further business to come before the Committee at this time, the meeting was adjourned at 5:13 p.m.~~

~~Any written public comments made 48 hours prior to the meeting regarding items discussed during the proceedings have been attached hereto.~~

[Minutes prepared by K. McGuire, Prototype, Inc.]