



HOUSING FINANCE DIVISION

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BROWARD COUNTY HOME CONSORTIUM

MEETING MINUTES

Housing Finance Division (HFD)

Zoom

Thursday, January 19, 2023 | 2:30 PM

Recorded by Andy Chandra

Broward County Board of County Commissioners

Mark D. Bogen • Lamar P. Fisher • Beam Furr • Steve Geller • Robert McKinzie • Nan H. Rich • Hazelle P. Rogers • Tim Ryan • Michael Udine
www.broward.org

I. **CALL TO ORDER – 2:34 PM**

A regular meeting of the Broward County HOME Consortium was called to order via Zoom by Ms. Yvette Lopez, Housing and Community Redevelopment Manager, with a quorum present.

II. **ATTENDANCE**

BROWARD COUNTY STAFF

Name	Housing Finance Division Staff
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Andy Chandra
Angela Bauldree
Jodi Lee
Linda Archer
Patrick Haggerty
Yvette Lopez

CONSORTIUM MEMBERS PRESENT

Name	Municipalities	Municipalities Not Represented
Neirah Sankar	City of Coral spring	City of Coconut Creek
Jael Martinez	Town of Davie	City of Margate
Aneisha Nicholas	City of Deerfield Beach	
Adelle Alfred	City of Lauderhill	
Tameka Dorsett	City of Lauderhill	
Eva Petitfrere	City of Miramar	
Yeney Formoso-Morales	City of Pembroke Pines	
Diana Acevedo	City of Pembroke Pines	
Danny Holmes	City of Plantation	
Susan DiLaura	City of Plantation	
Stephanie Hahn	City of Sunrise	
Isabel Blanco	City of Sunrise	
Nichola Lewis	City of Tamarac	
Denise Creary	Community Redevelopment Associate of Florida, Inc.	
Jacquie Mirabal	Community Revitalization Affiliates, Inc.	

III. APPROVAL OF PREVIOUS MEETING MINUTES

Motion to approve November 17, 2022, meeting minutes was made by Ms. Nicholas and seconded by Ms. Alfred. Motion passed unanimously.

IV. DISCUSSION (General)

CARES Act/COVID-19 Amendments/Updates (CDBG-CV1 & CDBG-CV3)

Ms. Lopez stated that she will reach out to city of Pembroke Pines in reference to the Amendment that needs to be done in the next couple of days. Ms. Lopez reminded the consortium to complete citizen of participation and board of approval prior to submission.

Q. Ms. Nicholas asked when the deadline is to submit the Amendment.

A. Ms. Lopez answered there is no specific deadline.

FY 2022/2023 Annual Action Plan

Ms. Lopez stated that she has the HUD Agreement for FY 2022/2023 Annual Action Plan and if there are any changes that need to be made, it must be made via a formal Amendment process.

V. HOME TOPICS

Fiscal Year 2021-2022 Agreements/Amendments

Ms. Lopez stated that any correspondence and question that needs to be submitted for the Agreements/Amendments to please reach out to her since Ms. White is no longer with Housing Finance Division. Following that statement, Ms. Lopez advised the Consortium members to reach out to her if there are any pending issues that need to be addressed. Ms. Lopez reminded the Consortium to please submit their current policy and procedure in order for Broward County to be able to execute the Agreement. Ms. Lopez also stated that if the city has already submitted the Agreement and the current policy and procedure but has not received the executed Agreement back to please let her know. Ms. Lopez stated that she will reach out to the five (5) cities that have submitted their Agreements for the changes that they want to make.

Ms. Lopez reminded the Consortium members to outline their current policy and procedure for the process that the city uses to determine the applicant eligibility for their Purchase Assistance program. Following that statement, Ms. Lopez stated that the Consortium members also need to provide the process that they have in place to determine the value of the property before and after rehab for their Rehabilitation program in their current policy and procedure as well.

Ms. Lopez stated that for the municipalities that submit the request for Amendment for an extension without any documentation that the funds have been encumbered whether it is with a Homeowner or Homebuyer Agreement, the Amendment request will not be able to be processed, and the city will be contacted to discuss the possibility of recapturing the funds.

Billing/Reporting

Ms. Lopez stated that the billings are currently under review and the goal is to finish reviewing it within the next couple of months. The city will be contacted individually to discuss about it.

Ms. Lopez advised Consortium members to reach out to her if there is any issue with the current Accounting Tally Sheet that has been distributed previously. Following that statement, Ms. Lopez informed the Consortium members that there are some checklists that are being updated however, the main priority at this moment is the billing hence the checklists will be updated in the future.

Files

Ms. Lopez stated that she met with some of the cities representatives today and there are some modifications that need to be made to eliminate some of the issues that are currently being encountered in the Homeowner and Homebuyer Agreement. The new version of Homeowner and Homebuyer Agreement will be sent out next week.

Status of Projects/Activities by Fiscal Year

Ms. Lopez stated that she only received information from a couple of the cities. Ms. Lopez informed the consortium members that she will create a spreadsheet once the review of all the files have been completed to determine which files will be paid and what will be the remaining balance.

HOME Regulations/Requirements

Ms. Lopez stated that she has met with the representative from City of Lauderhill and the Property Standards is not yet finalize since she is currently prioritizing the billings.

Q. Ms. Nicholas asked whether the total funding amount in Homeowner Agreement can be broken down.

A. Ms. Lopez answered the new form that is being worked on has a break down for all the costs that are being encumbered and it will also include a space for change order.

Q. Ms. Nicholas asked whether other municipalities could share their participated contractors' information for solicitation purposes.

A. Ms. Lopez advised the consortium members to please share the information with city of Deerfield Beach.

VI. NEXT MEETING DATE – February 16, 2023 (virtual)

VII. ADJOURNMENT – 3:00 PM

Motion to adjourn the meeting was made by Ms. Martinez and seconded by Ms. Nicholas.

Disclosure: The above captioned Minutes are transcribed in a summary format. To hear the full meeting, a compact disk of the meeting can be provided after 24-hour notice to the HFD Administration Section at 954-357-4900.