



Environmental Protection and Growth Management Department

**HOUSING FINANCE DIVISION**

110 Northeast 3<sup>rd</sup> Street, Suite 300 • Fort Lauderdale, Florida 33301 • 954-357-4900 • FAX 954-357-8221

# ***BROWARD COUNTY HOME CONSORTIUM***

## **MEETING MINUTES**

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Housing Finance Division (HFD)

Skype

Thursday, March 17, 2022 | 2:30 PM

Recorded by Andy Centeno



**Housing Finance**

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**I. CALL TO ORDER – 2:40 PM**

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

**II. ATTENDANCE**

The attendance sign-in sheet is listed below as follows:

**BROWARD COUNTY STAFF**

Name	Housing Finance and Community Redevelopment Staff
Andy Centeno	
Angela Bauldree	
Jodi Lee	
Linda Archer	
Patrick Haggerty	
Sherita White	
Yvette Lopez	

**CONSORTIUM MEMBERS PRESENT**

Name	Municipalities	Municipalities Not Represented
Aneisha Nicholas	City of Deerfield Beach	City of Coral Springs
Dan Nelson	City of Coconut Creek	Town of Davie
Danny Holmes	City of Plantation	City of Margate
Denise Creary	CRA of Florida	
Eva Petitfrere	City of Pembroke Pines	
Jonathan Salas	City of Deerfield Beach	
Katherine Randall	City of Miramar	
Nichola Lewis	City of Tamarac	
Stephanie Hahn	City of Sunrise	
Susan DiLaura	City of Plantation	

Tameka Dorsett	City of Lauderhill
Virginia Bermudez	CRA of Florida
Yenevin Capote	City of Miramar
Yeney Formoso-Morales	City of Pembroke Pines

### **III. APPROVAL OF PREVIOUS MEETING MINUTES**

**Motion** to approve the February 17, 2022, meeting minutes was made by Ms. Randall and seconded by Ms. Dorsett. Motion passed unanimously.

### **IV. DISCUSSION (General)**

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

Ms. Lopez stated that she was aware that there were a few cities that needed to process amendments in the Integrated Disbursement and Information System (IDIS). She stated the system is open for amendments and HOME Consortium Members must notify Broward County Staff of any amendment requests including a description of what is being amended.

### **V. HOME TOPICS**

#### **Agreements/Amendments**

Ms. Lopez stated that HOME Consortium Members should soon be receiving the final Funding Agreements for execution. She stated that when cities submit their executed Agreement to the County, they must also provide a copy of their Policies and Procedures. The Policies and Procedures must be the same version submitted to the U.S. Department of Housing and Urban Development (HUD) for the Annual Action Plan. Agreements will not be executed without a copy of the Policies and Procedures.

Given that there are several on-going projects and programs, Ms. Lopez instructed Consortium members to review their Agreement terms for expiration dates. She also stated that backup documentation including Exhibit "C" must be provided for any extensions requested. She reminded the Consortium that extensions must also be requested in a timely manner.

#### **Billings/Reporting**

Ms. Lopez stated that the County has been working with the HOME Consortium Cities to address any billing issues. She also stated that Broward County staff will soon be requesting the status of any outstanding billings and proof of encumbrance.

Regarding Quarterly Reports, Ms. White stated that she has received most of the Quarterly Reports from the HOME Consortium Members except for a few cities. She will also be following up with the cities pending Quarterly Reports.

Following Ms. White's reporting update, Ms. Lopez stated that the County will be providing the HOME Consortium Members with an updated version of the HOME Exhibits which will include fillable sections. The fillable sections will contain an embedded Excel Spreadsheet.

### **GENERAL**

Ms. Lopez requested a vote to hold in-person HOME Consortium meetings every other month. Following Ms. Lopez's request, it was agreed by the Consortium that in person bimonthly meetings will start in May, 2022. Ms. Randall requested a motion for the record.

**Motion** to begin bimonthly in person meetings beginning in May 2022 was made by Ms. Dorsett and Seconded by Mr. Holmes.

### **VI. NEXT MEETING DATE – April 21, 2022 (virtual)**

### **VII. ADJOURNMENT – 2:57 PM**

**Motion** to adjourn the meeting was made by Ms. Randall and seconded by Ms. Hahn.

**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 HFCRD Administration Section at 954-357-4900.**