



HUMAN SERVICES DEPARTMENT

COMMUNITY PARTNERSHIPS DIVISION

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**BROWARD COUNTY  
BOARD OF COUNTY COMMISSIONERS  
HOMELESS INITIATIVE PARTNERSHIP (HIP)  
Housing Action Committee  
August 14, 2019  
DRAFT MINUTES  
Tom Campbell, Chair**

**Time Called to Order:** 3:01 p.m.

**Time Adjourned:** 4:13 p.m.

**Location:** Governmental Center East, A-337

**Minutes by** Jose Melendez, Homeless Partnership Initiative (HIP)

**Members Present:** Tom Campbell, Broward Partnership for the Homeless, Inc.; Keith Cavanaugh, Miami Rescue Mission; William King, BBHC; Vincent Gardner, BCHA; Lisa Vecchi, BHS; Michael Ranglin, Hope South Florida.

**Staff Present:** Dr. Rebecca McGuire, (HIP); Esau Williams, (HIP); Kenisha Bryant, (HIP); Jose Melendez, (HIP).

**Guests Present:** Jaime Thomas, HBH; Kwann Felton, 3HVETS; William Byrd, BOC; Jessica Michel, 3HVETS; Takesha Bynes, 3HVETS; Marc Esko, Consumer Advisory Council;

**Welcome &**

**Introductions:** Tom Campbell, Broward Partnership for the Homeless (BPHI) and Chair, called the meeting to order at 3:01 p.m. and all in attendance introduced themselves.

**Approval of the Minutes:**

**Motion:** To approve June 12, 2019 minutes

**Motion:** William King

**Second:** Vincent Gardner

**Results:** Passed

Broward County Board of County Commissioners

Mark D. Bogen • Lamar P. Fisher • Beam Furr • Steve Geller • Dale V.C. Holness • Nan H. Rich • Tim Ryan • Barbara Sharief • Michael Udine

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## **Committee Action Items**

- **Pier 66 Project update**

Dr. Rebecca McGuire reported that there are two large containers being store at the port holding furnishings along with other assorted items that were donated by Pier 66 hotel when it closed operations. Dr. McGuire is waiting for approval from both Kimm Campbell and BPHI to drop both containers on the South side of the North HAC for a period of a week. There are items that the hotel had left over and donated that did not make the list that was created and distributed. A schedule for pick up will be announce and it will be first come first serve. Dr. McGuire can separate items for partners that have a specific need beforehand. All they must do is contact her. Dr. McGuire hoped to recognize the general manager for Pier 66 at the Landlord event in November. Even though he is not a landlord he was key in donating the items that has helped provide much need items to house individuals. .

- **Landlord Database Update**

Dr. McGuire gave an update on the Landlord Database. A free Multiple Listing Service (MLS) was secured. This is listing will be available to all Continuum of Care (CoC) members. Each member will have a license with login and the listing will be populated with landlord information. The system will have basic information that people look for in residences additionally elements from the Housing Quality Inspections (HQI). The goal is to have it completed and approved by October of 2019.

- **Recognition of Landlords Event in November**

Dr. McGuire updated the commission on the Landlord event. CoC board Member, Kathy Stutin, was asked by Dan Linblade to aid in putting together this inaugural event. The event being considered as a brunch, which will make it easier to find a location and food costs will be e less. Dr. McGuire asked the committee to please supply names of landlords right away. There are some funds available and different choices for recognition are being considered, but more details will be available at the next meeting. Dr. McGuire will send out a questionnaire, so that most of these decisions can be made in the September's meeting. She encouraged all partners to take part and nominate as many landlords as possible. The nomination process is simple all Dr. McGuire requires is a name and a two-sentence explanation of why the landlord is being nominated. She also needs the name of the presenter from the agency who will be giving out the award. They are looking for a park and recreation location. These venues tend to have zero cost on Thursdays. Another possibility would be the downtown Fort Lauderdale Main Library. A consumer can recognize a landlord, but they would go through one of the service providers to do so. If the same landlord is nominated by several providers, special recognition can be awarded. All Commissioner, several Senators, Mayors, and all the Municipalities Chambers will be invited to this event. This invite will also be sent out to all the committees and if providers would like to invite a legislator please provide Dr. McGuire the number of guests. The ideal date would be the Thursday before Thanksgiving, since that week is recognized as Hunger & Homelessness Awareness Week. A County Commission Proclamation is also be happening that week, so the idea

is to coordinate both items into the landlord event. There are cities who can present their own proclamations at the event, but Dr. McGuire asked to let her know which cities to contact Dr. McGuire is looking for a celebrity to be the guest master of ceremonies.

- **Update on the 2019 NOFA**

Dr. McGuire gave an update of the 2019 NOFA. Currently all members are in “the cone of silence” so the information Dr. McGuire can provide is limited. The NOFA bonus project workshop happened on August 13, 2019. This was an elective workshop for the bonus project that is now available online. Providers can watch a video and receive a certificate along with the application. The application deadline is September 30, 2019 at 12:00 p.m. in room A300 at the Government Center in Fort Lauderdale.

NOFA renewal process is different this year and a new timeline is available at the HIP website. The applications must be in E-SNAPS and reviewed by August 15, 2019. The applications will be returned for corrections. The week of the August 19, 2019 through the August 23, 2019 the HIP fiscal team will do a thorough vetting of budgets. On the final part of that week Andrea Webster, the Quality Assurance (QA) team and the finance Team (FT) will be performing the ratings and rankings of the projects. Rankings will be posted the following Monday August 26, 2019 to the website, prior to the CoC board meeting as a recommended draft. The CoC does have the ability to change rankings as they see fit. The deadline for renewals is September 30, 2019 at 8:00 pm. The final approval will be submitted two days prior to the deadline so we can show HUD that it was publicly posted.

Providers taking part in the renewal are no longer in the cone of silence and can ask questions. Providers taking part in the bonus project can ask questions after September 5, 2019. Providers selected as a candidate for the bonus project can receive technical assistance after September 12, 2019.

- **Landlord Tenant Guide**

Dr. McGuire discussed the most recent version of the landlord tenant guide. The guide is in its final draft version. The goal is to present the final draft version to the PONG Committee in September of 2019. This committee can make final changes before board approval. Once approved, the document becomes a basic standard service delivery model. This model supplies the bare minimum requirements and expectations that both landlord and tenant must provide. The providers cannot remove any items already set, but are able to add their own policy, forms, or procedures.

Dr. McGuire went over the document with the committee:

- Permanent Supportive Housing – No Change
- Rapid Re-Housing – No Change
- Rapid Re- Housing for Youth – No Change

- Transitional Housing at this point only has one project with the Salvation Army. Keith Cavanaugh requested that under the “Transitional Housing chart” a change from “2 Years” to “24 Months” to address document uniformity.
- A chart of type of housing was reformatted to include explanations for each. This chart is useful to educate both landlords and tenants.
- Changes were made in the “How to get referred” section.
  - The list of organizations that are housing providers was expanded.
  - There is now a list of questions requesting information from the tenant. For example, criminal background, credit history and previous landlord information.
  - A link to a free criminal history check website will be added.
- In the “How to sign a lease” section, a sample lease was added. Legal Aid is listed as a resource to help with legal questions regarding lease agreements.
- The “tenant responsibilities” section was expanded to include:
  - Paying your rent and bills on time;
  - Tenant need to maintain appliances according to the lease;
  - Follow all rules from all agencies providing assistance;
  - Allow inspections at a reasonable time with reasonable notice;
  - Notify landlord in writing before moving out;
  - Abide by all Federal and State Laws;
  - Keep your area clean;
  - Make sure that your home is not damaged;
  - Be a good neighbor. Dr. McGuire looked into pricing for a Wisconsin-based “Be A Good Neighbor” program. She is considering investing in a copy to see if this would be a good training program to implement in Broward County.
- The landlord responsibilities section was expanded to include:
  - Keeping the property safe and maintaining the Housing Quality Standard;
  - Collecting the rent;
  - Enforcing all elements of the lease;

- Pre-screening potential tenants prior to receiving deposits;
  - Pay utilities on time;
  - Maintain appliances according to the lease;
  - Follow Florida State law on rent deposits at move out;
  - Maintain heat and plumbing on the property;
  - Only enter the property for specific reasons and after notifying the tenant. A link to the Florida bar will be added, stating that 12 hours is the suggested minimum amount of time deemed appropriate.
- Language will be added under Domestic violence section disclosing that tenant cannot be evicted due to violence committed in the property.
  - Eviction Prevention protocol states that every organization will have their own eviction rescission process and that the continuum will not dictate what that process should be. Dr. McGuire is looking to have the case managers be a mandatory part of the eviction process. Dr. McGuire is looking at the possibility of using the 3-day eviction notice list provided by the court to cross reference against HMIS. By doing so, providers can pro-actively check for families already receiving services and take corrective action before the court takes action. This idea has the support of the judges.
  - The Landlord support section now includes a list of referral sources that can assist them or their tenants. LIHEAP will be added, and Department of Children and Families' contact information will be updated.
  - A sample consumer complaint form was added under the Grievance Process. Housing providers can use this form or create their own. During the grievance process if both parties requested mediation, that mediation would be available and provided by Nova University's conflict resolution program. Mediation can help remove some challenges that are faced with our population.
  - List of protections and confidentiality was listed under Landlord Tenant Education Programs.
  - Landlord Advisory Group section was merged with Landlord Tenant Education Programs section.
  - Every organization should have a mechanism that helps with both complaints and grievances.
  - The idea of putting creating centralized training for both Landlords and tenants in the same room.

## **Good of the Order**

Members were encouraged to invite anybody that they think would benefit from attending this meeting or anybody that can provide information about housing. Anyone can call the conferencing line and participate.

For the next meeting it was suggested to produce ideas of an incentive program that will encourage landlord to rent to our population. The model used by the Charlotte Housing authority was mentioned as having good examples.

Landlord training series will be added to agenda next meeting.

Create a way to receive landlord feedback about issues and ideas, like a landlord questionnaire. These ideas could lead to create a landlord focus group. Dr. McGuire asked for questions from the committee to be sent by August 23, 2019. Once received, Dr. McGuire will create an online survey with a link with the questions to all the committee members to share with their landlords. The data collected from questionnaire will come back as anonymous.

Moving the Housing Action Committee meeting to every other month starting in November will be added to the Agenda for discussion.

## **Announcements**

The Voices for Recovery will be celebrating Broward National Recovery Month. Saturday September 21, 2019 at the Museum of Discovery and Science in Fort Lauderdale. Admission is free. A copy of the flyer will be sent to Jo-Ann Anstett.

## **Adjournment**

Dr. Rebecca McGuire adjourned the meeting at 4:13 pm.

Next Meeting  
September 11, 2019 @ 3:00 p.m.  
Governmental Center, Annex Room A337