

## **BOARD OF COUNTY COMMISSIONERS**

### **Agenda Request**

**Date of Meeting:** December 17, 2013

**Date Submitted:** November 12, 2013

**To:** Honorable Chairperson and Members of the Board

**From:** Robert M. Presnell, County Manager  
Allara Mills Gutcher, Director of Planning and Community Development  
Phyllis R. Moore, SHIP Administrator

**Subject:** Appointment of Members to the Gadsden County Community Development Advisory Committee (CDAC) & Adoption of Resolution 2013-031

---

#### **Statement of Issue:**

Board of County Commissioners (BOCC) approval to appoint seven (7) members to the Community Development Advisory Committee, referred to legislatively as the Affordable Housing Advisory Committee (AHAC), by resolution. Pursuant to §420.9076(2), Florida Statutes, “the governing board of a county or municipality shall appoint the members of the AHAC by resolution.” Gadsden County Resolution 2008-026 established the AHAC. Gadsden did not receive any SHIP funds during the last two years, and therefore the AHAC did not meet. Since that time, some members have left the committee, and others have expired. This request is to re-establish the AHAC and rename it as the Community Development Advisory Committee (CDAC) through Resolution 2013-031, which will also repeal Resolution 2008-026.

#### **Background:**

During the 2007 Session, the Florida Legislature adopted HB 1375, amending §420.9076, Florida Statutes. This amendment required each county or eligible municipality participating in the State Housing Initiatives Partnership (SHIP) Program to establish an affordable housing advisory committee. This requirement became effective July 1, 2007 with the Florida Housing Finance Corporation as the agency responsible for oversight and monitoring. The deadline to comply with this requirement was June 30, 2008, with the Gadsden County BOCC approving the resolution establishing its AHAC during the June 17, 2008 meeting.

Although statutorily eleven members are required, smaller counties with less populations may appoint less. Therefore, Resolution 2013-031 seeks to reestablish the AHAC, renaming it the CDAC. In concert and under separate agenda item, Ordinance 2013-009 seeks to amend Chapter 66, Article I of the Gadsden County Code of Ordinances.

**Analysis:**

Duties of the committee: The CDAC will counsel and advise the County concerning current programs through regular meetings with staff. They will also participate in the review bids and selection of contractors, conduct on-site visits of construction projects, and monitor reports received from Community Development staff in addition to other requirements as outlined in Florida Statutes. These other requirements include taking specific actions or initiatives to encourage or facilitate affordable housing while protecting the ability of the property to appreciate in value. The recommendations from the CDAC may include the modification or repeal of existing policies, procedures, ordinances, regulations, or plan provisions; the creation of exceptions applicable to affordable housing.

The CDAC shall comply with the Sunshine Law, the public records law and special provisions regarding notice of affordable housing incentive plan considerations found in §420.9076, Florida Statutes. This committee shall be staffed by the Gadsden County Community Development division.

Adoption of the Resolution 2013-031 and Ordinance 2013-009 enables Gadsden County to receive any SHIP funding that may become available in the future, and will provide committee review of CDBG projects.

**Fiscal Impact:**

None

**Options:**

1. Adopt Resolution 2013-031, authorize the Chair to execute the resolution and appoint seven (7) members to the CDAC.
2. Do not adopt Resolution 2013-031 or appoint seven (7) members to the CDAC.
3. Board Direction

**Recommendation:**

Option 1

**Attachments:**

1. Committee Applications
2. Resolution 2013-031



# AFFORDABLE HOUSING ADVISORY COMMITTEE APPLICATION

State Housing Initiative Partnership (SHIP)

## Gadsden County Board of County Commissioners Community Development Administration

### Commissioners

Eric Hinson, District 1

Douglas M. Croley District 2

Gene Morgan District 3

Brenda A. Holt District 4

Sherrie Taylor District 5

Date: \_\_\_\_\_

Robert M. Presnell  
County Administrator

Phyllis R. Moore  
Ship Administrator

First Name Jeffrey Last Name Davis  
Address 9629 Hosford Hwy. Home Phone 950-895-2692  
City Quincy State FL ZIP 32351 Work Phone 950-508-7063  
Occupation Contractor Employer Self-employed  
Are you a Citizen of the United States? Yes Do you live in Gadsden County, FL? Yes

Do you own a business in Gadsden County, FL? Yes

Business Name Jeff Davis Construction Address 9629 Hosford Hwy.

City Quincy State FL ZIP 32351

Nature of Said Business

Residential Construction

Do you now or in the future plan to do business in Gadsden County? Yes

Are you employed by a business within Gadsden County? \_\_\_\_\_

Business Name \_\_\_\_\_ Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Please indicate your education, background, training and knowledge in the below check box areas:

☐ Architecture ☐ Banking ☐ Real Estate Brokering ☒ Contracting ☐ Land Development  
☐ Other

Please describe your experiences within the above field identified:

New Residential Construction, Remodeling & Repair

Have you ever been convicted of a crime? NO If yes, describe \_\_\_\_\_

Will you be available for at least one monthly Advisory Committee Meeting? Yes

Signature [Signature]



**AFFORDABLE HOUSING ADVISORY COMMITTEE APPLICATION**  
State Housing Initiative Partnership (SHIP)

**Gadsden County Board of County Commissioners**  
**Community Development Administration**

**Commissioners**

Eric Hinson, District 1  
Douglas M. Croley District 2  
Gene Morgan District 3  
Brenda A. Holt District 4  
Sherrie Taylor District 5

Robert M. Presnell  
County Administrator

Phyllis R. Moore  
Ship Administrator

Date: 7/30/13

First Name Juanita Last Name Ross

Address 5201 Village Way

Home Phone 850-508-5965

City Tallahassee State FL ZIP 32303

Work Phone 850-574-2288

Occupation Program Director Employer Big Bend Habitat for Humanity

Are you a Citizen of the United States? Yes

Do you live in Gadsden County, FL? NO

Do you own a business in Gadsden County, FL? NO

Business Name \_\_\_\_\_ Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Nature of Said Business

Do you now or in the future plan to do business in Gadsden County? Yes

Are you employed by a business within Gadsden County? Yes

Business Name Big Bend Habitat Address 2921 Roberts Avenue

City Tallahassee State FL ZIP 32310

Please indicate your education, background, training and knowledge in the below check box areas:

☐ Architecture ☐ Banking ☒ Real Estate Brokering ☐ Contracting ☒ Land Development  
☒ Other

Please describe your experiences within the above field identified:

Big Bend Habitat for Humanity builds affordable housing for families leaving in Gadsden County. I have currently been employed w/ Habitat for six years.

Have you ever been convicted of a crime? NO If yes, describe \_\_\_\_\_

Will you be available for at least one monthly Advisory Committee Meeting? Yes

Signature

Juanita Ross



# AFFORDABLE HOUSING ADVISORY COMMITTEE APPLICATION

State Housing Initiative Partnership (SHIP)

## Gadsden County Board of County Commissioners Community Development Administration

### Commissioners

Eric Hinson, District 1

Douglas M. Croley District 2

Gene Morgan District 3

Brenda A. Holt District 4

Sherrie Taylor District 5

Robert M. Presnell  
County Administrator

Phyllis R. Moore  
Ship Administrator

Date: 7/29/13

First Name Justin Last Name Ford

Address 16525 NW Bailey Lane Home Phone (850) 643-7190

City Bristol State FL ZIP 32321 Work Phone (850) 674-3300

Occupation Civil Engineer Employer Preble-Rish, Inc.

Are you a Citizen of the United States? Yes Do you live in Gadsden County, FL? No

Do you own a business in Gadsden County, FL? No

Business Name N/A Address N/A

City N/A State N/A ZIP N/A

Nature of Said Business

N/A

Do you now or in the future plan to do business in Gadsden County? Yes

Are you employed by a business within Gadsden County? Yes

Business Name Preble-Rish, Inc. Address 20 East Washington St

City Quincy State FL ZIP 32351

Please indicate your education, background, training and knowledge in the below check box areas:

☐ Architecture ☐ Banking ☐ Real Estate Brokering ☐ Contracting ☒ Land Development  
☒ Other

Please describe your experiences within the above field identified:

Professional Engineer with land development and stormwater experience.

Have you ever been convicted of a crime? No If yes, describe

Will you be available for at least one monthly Advisory Committee Meeting? Yes

Signature [Signature]



**AFFORDABLE HOUSING ADVISORY COMMITTEE APPLICATION**  
State Housing Initiative Partnership (SHIP)

**Gadsden County Board of County Commissioners**  
**Community Development Administration**

**Commissioners**

Eric Hinson, District 1  
Douglas M. Croley District 2  
Gene Morgan District 3  
Brenda A. Holt District 4  
Sherrie Taylor District 5

Robert M. Presnell  
County Administrator

Phyllis R. Moore  
Ship Administrator

Date:

2-9-13

First Name

Audrey

Last Name

Lewis

Address

303 Bill McGill / 35 MLK Blvd  
Quincy, FL

Home Phone

850 933-8478

City

Havana

State

FL

ZIP

32333

Work Phone

850-933-8478  
850-627-9651

Occupation

School Board

Employer

Gadsden County Schools ext. 1286

Are you a Citizen of the United States?

yes

Do you live in Gadsden County, FL?

yes

Do you own a business in Gadsden County, FL?

NO

Business Name

ARTS, Inc.

Address

303 Bill McGill Havana, FL

City

303 Bill McGill

State

FL

ZIP

32333

Nature of Said Business

Alternative Resources + Technical Services, 5013C

Do you now or in the future plan to do business in Gadsden County?

NO

Are you employed by a business within Gadsden County?

yes - Gadsden Sch. Board

Business Name

ARTS

Address

35 MLK Blvd.

City

Havana

State

FL

ZIP

32333

Please indicate your education, background, training and knowledge in the below check box areas:

☐ Architecture

☐ Banking

☐ Real Estate Brokering

☐ Contracting

☐ Land Development

☒ Other

Education

Please describe your experiences within the above field identified:

36 years of Education - Speech Pathologist

Have you ever been convicted of a crime?

No

If yes, describe

Will you be available for at least one monthly Advisory Committee Meeting?

yes

6 of 15

Signature

Audrey Lewis



**AFFORDABLE HOUSING ADVISORY COMMITTEE APPLICATION**  
State Housing Initiative Partnership (SHIP)

**Gadsden County Board of County Commissioners**  
**Community Development Administration**

**Commissioners**

Eric Hinson, District 1  
Douglas M. Croley District 2  
Gene Morgan District 3  
Brenda A. Holt District 4  
Sherrie Taylor District 5

Robert M. Presnell  
County Administrator

Phyllis R. Moore  
Ship Administrator

Date:

7-29-13

First Name

BERTA

Last Name

KEMP

Address

P. O. Box 566

Home Phone

850-539-5771

City

Havana

State

FL

ZIP

32333

Work Phone

Occupation

Retired

Employer

Are you a Citizen of the United States?

yes

Do you live in Gadsden County, FL?

yes

Do you own a business in Gadsden County, FL?

Business Name

Address

City

State

ZIP

Nature of Said Business

Do you now or in the future plan to do business in Gadsden County?

No

Are you employed by a business within Gadsden County?

No

Business Name

Address

City

State

ZIP

Please indicate your education, background, training and knowledge in the below check box areas:

☐ Architecture

☐ Banking

☐ Real Estate Brokering

☐ Contracting

☐ Land Development

☒ Other Accounting

Please describe your experiences within the above field identified:

Previous County Employee

Have you ever been convicted of a crime?

No

If yes, describe

Will you be available for at least one monthly Advisory Committee Meeting?

yes

7 of 15

Signature

Berta Jean Kemp



# AFFORDABLE HOUSING ADVISORY COMMITTEE APPLICATION

State Housing Initiative Partnership (SHIP)

## Gadsden County Board of County Commissioners Community Development Administration

### Commissioners

Eric Hinson, District 1

Douglas M. Croley District 2

Gene Morgan District 3

Brenda A. Holt District 4

Sherrie Taylor District 5

Robert M. Presnell

County Administrator

Phyllis R. Moore

Ship Administrator

Date:

7-9-2013

First Name

Alma

Last Name

Venisee

Address

155 MARTIN ST (P.O. BOX 105-mailing)

Home Phone

860-570-2003

City

Quincy

State

FL

ZIP

32351

Work Phone

860-570-2003

Occupation

Executive Director

Employer

Investing In our Youth, Inc.

Are you a Citizen of the United States?

Yes

Do you live in Gadsden County, FL?

Yes

Do you own a business in Gadsden County, FL?

Yes

Business Name

Investing In our Youth

Address

600 S. Adams ST

City

Quincy

State

FL

ZIP

32351

Nature of Said Business

Youth Development Program.

Do you now or in the future plan to do business in Gadsden County?

Yes

Are you employed by a business within Gadsden County?

Yes

Business Name

Investing In our Youth

Address

600 S. Adams ST

City

Quincy

State

FL

ZIP

32351

Please indicate your education, background, training and knowledge in the below check box areas:



Architecture



Banking



Real Estate Brokering



Contracting



Land Development



Other

Please describe your experiences within the above field identified:

30 years of experience working with trouble youth;  
Program development; Finance & Accounting & Community organizing

Have you ever been convicted of a crime?

N/O

If yes, describe

Will you be available for at least one monthly Advisory Committee Meeting?

Yes

8 of 15

Signature

Alma Venisee





# AFFORDABLE HOUSING ADVISORY COMMITTEE APPLICATION

State Housing Initiative Partnership (SHIP)

## Gadsden County Board of County Commissioners Community Development Administration

### Commissioners

Eric Hinson, District 1

Douglas M. Croley District 2

Gene Morgan District 3

Brenda A. Holt District 4

Sherrie Taylor District 5

Robert M. Presnell  
County Administrator

Phyllis R. Moore  
Ship Administrator

Date: 17-19-13

First Name Richard Last Name Lockwood

Address 1850 St. Hebron Rd. Home Phone 850-627-2996

City Quincy State Fla ZIP 32352 Work Phone 850-508-1333

Occupation Building Contractor Employer Lockwood Construction Co.

Are you a Citizen of the United States? Yes Do you live in Gadsden County, FL? Yes

Do you own a business in Gadsden County, FL? Yes

Business Name Lockwood Construction Address 1850 St. Hebron Rd.

City Quincy State Fla ZIP 32352

Nature of Said Business

New Construction, Renovation, Additions

Do you now or in the future plan to do business in Gadsden County? Yes

Are you employed by a business within Gadsden County? Yes

Business Name Lockwood Construction Address 1850 St. Hebron Rd.

City Quincy State Fla ZIP 32352

Please indicate your education, background, training and knowledge in the below check box areas:

☐ Architecture ☐ Banking ☐ Real Estate Brokering ☒ Contracting ☐ Land Development  
☐ Other

Please describe your experiences within the above field identified:

20 years construction industry

Have you ever been convicted of a crime? Yes If yes, describe 1994 Drug charge

Will you be available for at least one monthly Advisory Committee Meeting? Yes

Signature Richard Lockwood



**AFFORDABLE HOUSING ADVISORY COMMITTEE APPLICATION**  
State Housing Initiative Partnership (SHIP)

**Gadsden County Board of County Commissioners**  
**Community Development Administration**

**Commissioners**

Eric Hinson, District 1  
Douglas M. Croley District 2  
Gene Morgan District 3  
Brenda A. Holt District 4  
Sherrie Taylor District 5

Robert M. Presnell  
County Administrator

Phyllis R. Moore  
Ship Administrator

Date:

7/30/13

First Name ADDIE

Last Name BROOKS-REED

Address 915 SELMAN RD.

Home Phone 850-875-1623

City QUINCY

State FL

ZIP 32351

Work Phone 850-875-7200

Occupation ENVIRONMENTAL MANAGER Employer FDOH - GADSDEN CHD

Are you a Citizen of the United States? YES

Do you live in Gadsden County, FL? YES

Do you own a business in Gadsden County, FL? YES

Business Name REED & HALL Mortuary Address 116 E WASHINGTON STREET

City QUINCY

State FL

ZIP 32351

Nature of Said Business

FUNERAL SERVICES

Do you now or in the future plan to do business in Gadsden County? YES

Are you employed by a business within Gadsden County? YES

Business Name GADSDEN CHD Address 278 LESALLE LEFALL DR

City QUINCY

State FL

ZIP 32351

Please indicate your education, background, training and knowledge in the below check box areas:

☐ Architecture ☐ Banking ☐ Real Estate Brokering ☐ Contracting ☐ Land Development

☒ Other ENVIRONMENTAL HEALTH SERVICES

Please describe your experiences within the above field identified:

• Permitting & inspecting Septic Systems  
• Reviewing & Approving Floor Plans  
• Water Sampling, Food inspection, BROW, MHP/RV inspection etc.

Have you ever been convicted of a crime? NO If yes, describe

Will you be available for at least one monthly Advisory Committee Meeting? YES

Signature Addie Brooks-Reed



# AFFORDABLE HOUSING ADVISORY COMMITTEE APPLICATION

State Housing Initiative Partnership (SHIP)

## Gadsden County Board of County Commissioners Community Development Administration

### Commissioners

Eric Hinson, District 1

Douglas M. Croley District 2

Gene Morgan District 3

Brenda A. Holt District 4

Sherrie Taylor District 5

Robert M. Presnell

County Administrator

Phyllis R. Moore

Ship Administrator

Date:

7-29-13

First Name

FRANKLIN

Last Name

SPRINGER

Address

1340 TIMMONS ROAD

City

QUINCY

State

FL

ZIP

32352

Home Phone

850 661 4820

Work Phone

850 875 8688

Occupation

REGISTERED PARAMEDIC GADSDEN COUNTY EMS

Employer

YES

Are you a Citizen of the United States?

Do you live in Gadsden County, FL?

YES

NO

Do you own a business in Gadsden County, FL?

Business Name

Address

City

State

ZIP

Nature of Said Business

Do you now or in the future plan to do business in Gadsden County?

Are you employed by a business within Gadsden County? NO

Business Name

Address

City

State

ZIP

Please indicate your education, background, training and knowledge in the below check box areas:

☐ Architecture ☐ Banking ☐ Real Estate Brokering ☐ Contracting ☐ Land Development  
☐ Other

Please describe your experiences within the above field identified:

Have you ever been convicted of a crime?

If yes, describe

YES

Will you be available for at least one monthly Advisory Committee Meeting?

Signature

Franklin M. Springer



# AFFORDABLE HOUSING ADVISORY COMMITTEE APPLICATION

State Housing Initiative Partnership (SHIP)

## Gadsden County Board of County Commissioners Community Development Administration

### Commissioners

Eric Hinson, District 1

Douglas M. Croley District 2

Gene Morgan District 3

Brenda A. Holt District 4

Sherrie Taylor District 5

Robert M. Presnell

County Administrator

Phyllis R. Moore

Ship Administrator

Date:

10/1/2013

First Name

Elizabeth

Last Name

Gonimani

Address

813 Jetty Avenue

Home Phone

850-6621433

City

Quincy

State

FL

ZIP

32351

Work Phone

850-8757261

Occupation

Educator

Employer

Extension Service

Are you a Citizen of the United States?

Yes

Do you live in Gadsden County, FL?

Yes

Do you own a business in Gadsden County, FL?

NO

Business Name

Address

City

State

ZIP

Nature of Said Business

Do you now or in the future plan to do business in Gadsden County?

Are you employed by a business within Gadsden County?

Yes

Business Name

IFAs: Extension

Address

2140 W. Jefferson St

City

Quincy

State

FL

ZIP

32351

Please indicate your education, background, training and knowledge in the below check box areas:

☐ Architecture

☐ Banking

☐ Real Estate Brokering

☐ Contracting

☐ Land Development

☒ Other Educator

Please describe your experiences within the above field identified:

Have you ever been convicted of a crime?

NO

If yes, describe

Will you be available for at least one monthly Advisory Committee Meeting?

Yes

Signature

Elizabeth Gonimani

## **RESOLUTION NO. 2013-031**

A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF GADSDEN COUNTY, FLORIDA, ESTABLISHING THE GADSDEN COUNTY COMMUNITY DEVELOPMENT ADVISORY COMMITTEE (CDAC); WHICH SHALL SERVE AS THE AFFORDABLE HOUSING ADVISORY COMMITTEE AND SHALL OPERATE IN A DUAL-ROLE AS THE CITIZENS ADVISORY TASK FORCE; ESTABLISHING THE MEMBERSHIP OF NINE (9) MEMBERS FOR THE CDAC; ESTABLISHING THE RESPONSIBILITIES AND DUTIES OF THE CDAC; PROVIDING FOR THE TERM OF THE CDAC; PROVIDING FOR REPEAL, PROVIDING AN EFFECTIVE DATE.

**WHEREAS**, the Board of County Commissioners of Gadsden County has established the Gadsden Affordable Housing Advisory Committee, hereinafter referred to as the “AHAC”, as required pursuant to §420.9076(2), Florida Statutes; and

**WHEREAS**, §420.9076(2), Florida Statutes required that the County appoint members to the AHAC to adopt the Local Housing Assistance Program (LHAP); and,

**WHEREAS**, Florida Statutes requires that these appointed members make specific recommendations to encourage or facilitate affordable housing while protecting the ability of the property to increase in values that will be the basis for the County to adopt the local housing assistance program, and amendments thereto;

**WHEREAS**, §290.046(6) Florida Statutes requires a Citizen’s Advisory Task Force be appointed “to provide input relative to all phases of the project process” for Community Development Block Grant Funds;

**WHEREAS**, The Board of County Commissioners desires to ensure compliance with the requirements of State Housing Initiatives Partnership Program and the Community Development Block Grant Program, and fully implement the requirements of state law; and

**WHEREAS**, this resolution repeals all prior resolutions in conflict with the terms set out herein and dissolves any previously appointed AHAC and the Citizens Advisory Task Force for CDBG funds;

**NOW, THEREFORE, BE IT RESOLVED:**

**Section 1. Advisory Committee Established.** The Board of County Commissioners of Gadsden County, Florida (BOCC) hereby establishes a dual-role Community Development Advisory Committee (CDAC) to serve as the advisory committee for local housing initiatives, administration and implementation of the local housing assistance program, and to sit as the CDBG Citizen’s Advisory Task Force, in addition to other related duties as assigned.

**Section 2. Membership and Qualifications.** The CDAC shall consist of no more than seven (7) members. All members shall be appointed by the BOCC for three year terms. No member shall serve more than three consecutive terms. Elected officials are ineligible to serve on the CDAC. The CDAC representation shall be chosen from the following categories, and at least two (2) members should be low or moderate income persons, when possible:

- (a) A citizen who is actively engaged in the residential home building industry in connection with affordable housing.
- (b) A citizen who is actively engaged in the banking or mortgage industry in connection with affordable housing.
- (c) A citizen who is a representative of those areas of labor actively engaged in home building in connection with affordable housing.
- (d) A citizen who is actively engaged as an advocate for low-income persons in connection with affordable housing.
- (e) A citizen who is actively engaged as a for-profit provider of affordable housing.
- (f) A citizen who is actively engaged as a not-for-profit provider of affordable housing.
- (g) A citizen who is actively engaged as a real estate professional in connection with affordable housing.
- (h) A citizen who actively serves on the local planning agency pursuant to §163.3174, F.S.
- (i) A citizen of Gadsden County.
- (j) A residential building contractor.
- (k) A citizen who represents employers within the jurisdiction.
- (l) A citizen who represents essential services personnel, as defined in the local housing assistance plan.

**Section 3. Responsibilities and Duties.** The responsibilities of the CDAC shall be:

- (a) The CDAC shall annually elect a Chairperson and Vice-Chairperson, and such other officers as it deems necessary. The Chairperson is charged with the duty of conducting meetings in a manner consistent with law.
- (b) Review established policies and procedures, ordinances, land development regulations and adopted comprehensive plan goals, objectives, and policies and shall recommend specific initiatives to encourage or facilitate affordable housing while protecting the ability of the property to appreciate in value, as determined necessary by the CDAC.
- (c) To review amendments to the Local Housing Assistance Program (LHAP), and make recommendations to the BOCC regarding such.
- (d) The CDAC shall assume the following responsibilities of the Gadsden County Community Development Block Grant (CDBG) Program:
  - 1) Act as the Citizen's Advisory Task Force pursuant to §290.046(6), Florida Statutes.
  - 2) Conduct periodic evaluations of the policies and standards for the operation of the CDBG Program.
  - 3) Advise the County on the County's physical community development needs.

- 4) Propose and/or review projects to meet the County's community development needs.
  - 5) Assistance to the County in promoting community awareness through citizen participation for community development projects that are being considered by the County.
  - 6) Review and provide input on the CDBG Action Plan, Consolidated Plan, citizen Participation Plan, and Analysis of Impediments to Fair Housing.
- (e) To review expenditure of other grant monies as it applies to affordable housing, as deemed necessary.

**Section 4. Operations.** The CDAC shall be guided by the following procedures:

- (a) All meetings of the CDAC shall be open to the public and the media and shall be conducted in compliance with the Sunshine Law, §286.011, Florida Statutes. The Planning and Community Development Department shall produce minutes of each meeting in a timely manner.
- (b) A majority of the CDAC membership positions filled shall constitute a quorum. Recommendations and decisions of the CDAC must be made by a majority vote of those present and voting.
- (c) Any CDAC member whose attendance is less than fifty (50) percent at adjourned meetings during a twelve (12) month period shall automatically be removed from the CDAC.
- (d) Members of the CDAC shall receive no compensation for the performance of their duties and responsibilities.

**Section 5. Repeal.** Resolution 2008-026 is hereby repealed.

**Section 6. Effective Date.** This resolution shall be effective upon the effective date of Ordinance 2013-009.

***DULY PASSED AND ADOPTED*** on the 3rd day of December 2013.

BOARD OF COUNTY COMMISSIONERS OF  
GADSDEN COUNTY, FLORIDA

By: \_\_\_\_\_  
Eric F. Hinson, Chairperson

\_\_\_\_\_  
Nicholas Thomas  
Clerk of the Circuit Court