

Call to Order

Chairperson Flores called the meeting to order at 6:06 pm.

Roll Call

The Quincy Community Redevelopment Agency Advisory Board met on Thursday, July 24, 2025, for a regular meeting with the following other members present: Member Gainous, Member Rahman and Member Elmore.

Also in attendance:

Manager Forehand, Attorney Brown, Staff Pamela Tribue

Approval of Agenda

Motion by Member Gainous to approve the agenda, seconded by Member Elmore, motion carried 4-0.

Adoption of Minutes

Motion by Member Elmore to approve the minutes of the May 22, 2025 and June 26, 2025 meetings, seconded by Member Rahman, motion carried 4-0.

Member Ware joins the meeting.

Introduction of New Council Members

Manager Forehand stated she selected two at-large members for the CRA Advisory Board. Member Rahman and Member Elmore introduced themselves to the other members sharing some information about themselves.

Manager Forehand and Attorney Brown stepped out for a private conversation at the request of the attorney.

Tammy Elmore resides in the City of Quincy and agreed to join the CRA board to basically make a difference, to help citizens and especially senior citizens and just all around try to make a difference.

Cheryl Rahman is a citizen of Gadsden County, who lives in District 2. Her educational background is as a retired nurse, and she has a bachelor's degree in social work. When approached she inquired about the qualifications and purpose before agreeing to join.

Manager Forehand and Attorney Brown returned to the meeting.

Each board member did the same.

Old Business

Program Update Package

Manager Forehand reviewed the process to be used when making decisions on homes. The regular board has reviewed this information, but she wanted to bring it back to the advisory board. Typically, this would be reviewed by this board first but because there were a couple of cancelled meetings there was a delay. She wanted to make sure the board is aware of where we are in the process.

The regular board approved all the contractors on the list but stated that bidding will be open. The next step is to select target area(s) within the district. The review committee, which has already been selected, will then prioritize what the target area will be and then decide where we will start the process. All of this is for transparency purposes and to make sure that we are not at a disadvantage when asked how we did this and how we did that. We already have the guidelines set for how we're going to proceed. The floor was opened for questions/discussions.

There were questions about the eligibility requirements for contractors and the manager stated that all are state certified, although they may not have provided a complete application. Member Gainous asked who the owners of each company are. Member Elmore asked if contractors come forth now would they have to go through the same scrutiny. Yes, according to the manager.

Member Ware asked if they have already targeted the area that will be rehabbed. The manager indicated there has not been a complete review and she will provide more details under New Business.

Member Ware asked if contractor Felecia Redding had been contacted as she had reached out to the CRA prior regarding a public/private project. Ms. Forehand has spoken with her, but her interest is in new construction.

Manager Forehand asked Attorney Brown if he had reviewed and made any changes to the Field Service Inspection and Master Construction Contracts. The attorney indicated that he has not had an opportunity to review either contract, as he was pulled away on other projects by other board members, but pledges to do so and forward to the manager by Monday. He also explained that the reason it is being opened to all contractors is that the CRA has to follow the City of Quincy's procurement policy under Florida law.

New Business

FDLE Request for Records

Manager Forehand provided a copy of the letter from FDLE and wanted to bring the advisory board up to speed. She stated the CRA is not under investigation; the former manager and the practices during his time are being looked at.

Member Ware asked if the request for information has been fulfilled. The manager indicated that the request is not complete but that it is being worked on. Member Ware expressed that it's been over a month and when she hears the word expeditiously, she thinks it should be handled quickly.

Attorney Brown added that he too spoke to Investigator Feltgen, and he indicated that all the documents did not have to be sent at one time.

Review Committee Report

The manager referred to page 2 of the paperwork titled "Selection and Approval Process". It indicates that a review committee would be assembled and that committee consists of the Manager, Mr. Marvin Tribue (field inspector) and Member Elmore.

Member Ware stated that she would have liked it if everyone were given an opportunity to serve on the committee. She also feels that decisions should be made by the entire board not by certain members. The manager advised that it is her responsibility to select the members of the committee. Guidelines indicated there would be one staff person, a housing official and a community member selected at the manager's discretion.

Member Ware asked if the regular board has approved the review committee to which the manager replied to the regular board has received a copy of the package.

Manager Forehand indicated the next step taken by the committee was to take a ride to see what the community looks like.

Member Elmore shared that the committee took a long ride to become familiar with the community. District 1 had a lot of houses needing attention and she noted that code enforcement needs to be contacted to address some of the issues (garbage/broken cars/etc.).

Member Gainous reminded the board of the original plan that the entire board get together and view the District. This would have allowed more coverage area. He once again reminded the board of his elderly aunt who is in need of a ramp. The manager stated we are not eliminated anything or anybody.

Manager Forehand stated that the work of the review committee is not to eliminate what we discussed as a board earlier, this was done to come up with a target area for the applications that they already had. The board asked what the process is and what will be done with these applications, so she came up with a process. She indicated that nothing is chiseled in stone, it is a fluid process. The ultimate mission of the CRA is the removal of slum and blight. The committee's goal is to identify neighborhoods within the target areas that need the most work or that can make the biggest impact. The manager assured the board that nothing is being taken off the table, the board will still address other concerns including ramps for seniors/disabled.

Member Ware asked for clarification on the selection and approval process. Recapped: a committee was formed, the committee took a ride and viewed homes, there were a stack of applications on file. So, with all these applications on hand, why is there a need to target houses when you could start working on what we have? Member Gainous added that in this process we will be looking at what is more of a necessity? The manager stated that when the committee tours, they are looking at eliminating as much blight as possible. In the process of doing that there are some people that need a ramp who live next door and failed to complete an application.

Member Rahman asked if we are still looking at other targeted areas and going by a scoring apparatus to determine what area is most needed. The manager explained that the committee will look at several neighborhoods and they will all be scored. The idea is to do at least four areas because the board approved \$50K per house. Without renovating an entire house, the \$50K can go a long way to remove blight. We may be doing 20-30 houses in the neighborhood depending on what the needs are. The one thing the board did not give the manager is what do we do when we get to a house that's a total rebuild. How much would they be willing to spend on that? Member Gainous pointed out there are a lot of abandoned houses, heir property, and others that may not have done an application. This is a policy you all can set right now based on your recommendation. What would you like to see for a property that is abandoned? What about investment properties? Or where property owners just won't comply? Member Ware reminded the board of a previous request from contractor Felecia Redding to partner with the CRA to do a total rebuild. The regular board tabled this, but she would like to revisit this at some point. The manager is open to public/private partnership. The goal right now is not to focus on any one house but when we get to that neighborhood, if there is a need we will have the latitude to address it.

Member Gainous understands that a lot of things are being discussed but he would like to know when a citizen wants to buy or build a home with CRA funds are there funds available to help with home ownership? Manager Forehand indicated there is no existing program but doesn't think this is prohibited, perhaps this is an opportunity for a public/private partnership.

Member Elmore would like the board to suggest how much could be set aside for a complete rebuild. She suggested \$150K. Manager Forehand recommends \$100K.

Member Ware asked how long this process is going to take. The manager explained that the process has already began and she is hoping that the contractors will begin work by September 1, 2025. This is just the beginning of many rounds, the plan is to continue as funds continue to come in. As it relates to the touring of targeted areas, the committee did an extensive tour in District 1 and a little in Districts 2 and 3. Visiting and reviewing of all districts will occur, noting that some districts have a greater need than others.

Motion by Member Gainous that a recommendation be forwarded to the regular board to set aside \$100K for each complete rebuild, seconded by Member Ware, motion carried 4 – 1 (Member Rahman voted no).

Motion by Member Gainous to allow the manager to prepare the criteria to be used for a complete rebuild and use this as the advisory board's recommendation to the regular board, seconded by Member Elmore, motion carried 4-1 (Member Rahman voted no).

Member Rahman stated that she voted no on both motions because she would like to see that they are working on fully developed before taking on other items.

Attorney's Report

Miscellaneous

- Attorney Brown addressed a concern from a prior meeting regarding what constitutes a conflict based on being a family member:
 - Chapter 112.312 – Defines advisory board. Sub-section 21 defines relatives which is extensive.
 - Board members would have to disclose their relationship to the applicant and not participate in any vote that includes said person.
- In light of the new members, the attorney reviewed the Sunshine Law that restricts members from discussing matters that has come or may come before the board, outside of a publicly noticed meeting.
- He asked what authority the review committee would have. Once scoring is done would this be the final list or those chosen to receive funding? Advised that if the scoring sheet is being used to determine which house is chosen, the committee meetings will need to be Noticed and Public. Manager Forehand explained that the scoring sheet would have been used when trying to prioritize all the old and new applicants but because the board establishes target areas the score sheets will be used to prioritize within the target areas. Attorney Brown stated that if that is the case, all meetings of the committee would need to be noticed and made public. The manager stated she could work with that.
- Suggests to the advisory board and will do so to the regular board, that it appears may not be based on people applying but the board deciding which area to do (which is within their rights). Being fluid and changing as we go can be a problem because applications have come in. He feels that when designing a program, it needs to be flushed out and ready to go so that the citizens know if they are doing an application or if it is whatever section/neighborhood the board decides to work on. That way people know what's going on, they feel that they are being treated fairly and equally. They need to know up front what the criteria are going to be. Manager Forehand stated that the regular board had asked that the criteria be put out to the community. She also stated that if the board does what it has done in the past they will be in the same place they are now with the letter from FDLE. We would be doing it to a level that is not in compliance with the statute.

- Requested a meeting with the manager to discuss her comments on Compliance, as he feels the prior programs were in complete compliance.
- Mentioned that there has not been anything done to close the old program which was based on 1st qualified/1st served. Stressed the board needs to be clear on what the program is.
- Reminded the manager to include Public Comments on the agenda as a standard practice.

CRA Regular Board Members Harris and Knight entered the meeting.

Term of Office of current Advisory Council Members

Attorney Brown recounted that the regular board agreed to use 1999 as the reset date and that Manager Forehand should be able to calculate all the terms. The manager asked how this would apply to the at-large members. The attorney will research and get back with her.

Past Due Invoices

Apologized to the Manager for not being timely with invoices. Will make every effort to get caught up in a reasonable amount of time.

Audience Comments

Regina Davis

- Stated she is confused. Asked if the selection and approval process was approved by the regular board? Manager answers yes
- Regarding the scoring sheet
 - ~ Confirmed that the review committee will score each application not the advisory board and it won't come back to the advisory or regular board. The manager indicated she did not have an answer as they are still working through it.
 - ~ Suggested income requirement be for household not homeowner to include all the people in the household.
 - ~ Readiness – Should this include being up to date on mortgage, taxes and electrical, clear titles, no liens? Is heir property the same as homestead?

Council Members Comments

Member Ware - None

Member Gainous

- Feels the board needs to revamp how applicants are chosen to be clear and transparent.

Member Elmore

- Agrees with the need for transparency.
- Based on the comments from the attorney, suggests the manager put all the information together that he suggested. Attorney Brown pointed out that this is a new program and the public would need to be made aware of that and be provided the new criteria for the current program.

Attorney Brown stated that the program in its current form is a new program not a continuation of the old program.

Member Rahman

- Agrees with the suggestion to revamp the qualifications and perhaps all target dates are established to see the progress as we move forward.

Chairperson Flores

- Welcomed the new members.
- Reminded the board members to take into serious consideration the comments/recommendations from the attorney.
- Stated the board may need to look at the application process, specifically the scoring sheet. Perhaps the manager can come back next week with any changes based on Attorney Brown's comments/suggestions.

Other

CRA Regular Board Member Harris was present and asked for clarification on the process.

Attorney Brown interjected that there are two members of the regular board present and although this meeting was noticed, it wasn't noticed as a regular meeting board, therefore they would be in violation. Member Knight exited the meeting to avoid any violation.

Member Harris continued by stating it is important that the advisory board have a meeting prior to the next scheduled meeting as the regular board is scheduled to meet on August 5th. Sounds like we are working in reverse order, these items should come before this board first, understood, vetted, and voted on by you all and then forwarded to the regular board for final approval. He hopes that the advisory board can meet prior to the regular board meeting and come up with a solid recommendation on what they should be voting on or not support. Manager Forehand explained that the advisory had two meetings that were canceled which is why this is in reverse order. They are now just catching up.

Motion by Member Gainous to have a special meeting on Tuesday, July 29, 2025 at 6:00 pm to finalize the selection process for renovations or rebuilding of homes, seconded by Member Rahman, motion carried 5-0.

Adjournment

Motion to adjourn by Member Gainous, seconded by Member Ware, motion carried 5-0.

Meeting adjourned 8:05 pm