

### **Call to Order**

Chairperson Dr. Nash called the meeting to order at 6:25 pm.

The Quincy Community Redevelopment Agency Regular Board met on Wednesday, July 9, 2025, with the following other members present at roll call: Member Dr. Wood, Member Knight, and Member Stephens

### **Also in attendance:**

Manager Forehand, Attorney Brown, and Admin Pam Tribue

***Motion by Member Dr. Wood to excuse Member Harris until his arrival, seconded by Member Knight, motion carried 4-0.***

### **Approval of Agenda**

Member Dr. Wood asked to add "Update on FDLE investigation" under new business. Corrections:

Day on agenda should be Wednesday.

Time 6:15 pm

Date on minutes listed May 29, 2025, June 3, 2025, June 11, 2025 and add June 19, 2025

***Motion by Member Stephens to approve the agenda with the corrections noted and addition of "Status of FDLE Investigation" under new business, seconded by Member Dr. Wood, motion carried 4-0.***

### **Adoption of Minutes**

***Motion by Member Dr. Wood to approve the minutes from May 29, 2025, June 3, 2025, June 11, 2025, and June 19, 2025, seconded by Member Stephens, motion carried 4-0.***

## **MANAGER'S REPORT**

### **Old Business**

#### **Bylaws**

Manager Forehand expressed concern and asked for reconsideration that the board had to approve staff. Attorney Brown confirmed that the manager would make a recommendation, but the board must approve that person. Member Dr. Wood shared that she feels the board, once the job description and salary are approved, would support the manager's recommendation, unless there are extreme circumstances.

The board will continue to operate under the current bylaws until Attorney Brown has an opportunity to make revisions.

### **Staff**

Manager Forehand made a plea to the board to hire a staff person. She is seeking permission to hire Ms. Veronica Ashley, who has been volunteering the entire time, in that position. She further noted there is a board approved position for an administrative assistant and the funds are available. Dr. Wood asked the attorney if the board would need to readvertise the position for an administrative assistant.

Member Stephens stated given the workload that the CRA Manager is facing in addition to the desire to get projects underway and the FDLE request for information, he suggests approving the manager's request.

***Motion by Member Stephens to hire Veronica Ashley as the administrative assistant on a part-time basis to assist the manager, seconded by Chairperson Dr. Nash, motion carried 4-0.***

This position will be looked at again during budget meetings to consider any changes.

### **CRA Vehicle**

Manager Forehand shared that Interim City Manager Ash has agreed to share the vehicle assigned to him in Utilities. They will work out the details. Chairperson Dr. Nash applauded both managers working together and getting things done/resolved.

### **Spreadsheet Information**

Per the request of the board, Manager Forehand provided a spreadsheet of the applicants from the prior year and current year. The list was sorted by district, their demographics and when available included the program and service requested. Manager Forehand and staff will contact those applicants who did not indicate the service they are seeking directly. Her next step would be going out to target communities with the most need.

Member Knight stated he is pleased that we are getting the ball moving. He asked for specifics on criteria for "Elderly." He also asked where these funds are in the current budget.

Manager Forehand explained the separate line item of \$103K for Senior Energy Efficiency Project and other programs being under the Catalyst Projects heading. She reminded the board that \$150K was taken from that line item for the sidewalk project and she is proposing allocating funds for community policing in the amount of \$100K. This is in line with the Police Department trying to get cameras set up throughout the City and Community Policing is an allowable activity for the CRA.

Member Dr. Wood stated that the one thing needed is the criteria for each program. Manager Forehand shared that this information is included in the Redevelopment Plan. For example, for the Elderly Assistance Program the criteria are:

- The applicant must be at least 62 years old.
- Household income must not exceed 80% of the medium regional income.
- Etc.

Chairperson Dr. Nash would like to know if any applicants have previously received funding and asked what the manager's recommended approach to begin to prioritize what, who and when.

Manager Forehand circulated the "Selection and Approval Process for Applicants Applying for Housing Assistance" that she will be using. She suggests that they start working with the thought in mind to remove slum and blithe. This can be done by identifying target areas in each district that is the worst. From there we would set some guidelines and criteria in the form of a rubric. There would be a committee consisting of herself, the housing inspector and one other person, who will evaluate where this person's house fits on the need to be renovated or not. Or whether they meet the criteria or not. They will then be scored. The goal is to be as objective as possible when selecting the group of houses. The next step would be contacting the contractors and letting them know the direction the board would like to go. She is asking the board to let her know what dollar amount is going to be allowed for each house. The inspector will then work with the

homeowner to decide how much work could be done. The board may also consider setting an amount for a total tear down, as it makes no sense to redevelop an area and leave a house in the same area that needs to be torn down. Everything is fluid, not chiseled in stone; adjustments will be made as they go.

Member Stephens asked if the list provided included those applicants from the prior year? Being told yes, he suggested that they be given some priority as they have been waiting longer.

Chairperson Dr. Nash stated in reviewing the list she sees a number of rebuilds, that would be a major lift for the CRA. With that, she is not sure how to prioritize. Looking at the houses needing repairs, and if each was allotted up to \$50K, that would allow for 20 homes to be done, would that be impactful? Ms. Forehand responded yes but only if it was in a targeted area. If done correctly, this would increase property values and be reflected in the TIF funds received. This process can be done year after year, addressing area after area.

Member Knight feels the \$50K threshold is a good starting point but he wants to avoid coming back and forth asking for more. There is a ranking system, those homes needing the most work will take priority.

Member Dr. Wood stated there is also \$400K and \$103K available in the budget. We may actually be able to get more homes done than expected. She agrees with starting with last year's list. The scoring sheet is definitely needed. Asked Attorney Brown if they are on target with going forth with the projects? We have the criteria set, we have the scoring sheets, the manager has spoken with the inspector and contractors. Are we lacking anything to move forward?

Attorney Brown commented he has a couple questions regarding the process. There are old applications and now pre-applications, so it seems like there is a lot of ambiguity. Has the public been provided a clear explanation of what the program is and when they should apply. The criteria are good, but the board still needs to make the final decision. He noticed there is a committee to review, he pointed out that any meetings held to discuss the applications must be noticed. Lastly, he reminded the board they must adhere to the City of Quincy purchasing guidelines per statute. He mentioned this because they are not allowed to have pre-approved contractors, therefore the work will have to be sent out for bid. The attorney recapped that the applications from last year were for the Senior Energy Efficiency Program and then pre-applications were sent out. He's not sure that the applicants knew what they were applying for and does not recall the board approving the pre-applications.

Member Knight asked if it would be better to deal with the current year's applications? Attorney Brown stated that what a person was applying for should have been circulated before applications went out or with the applications. The applicants also should have been made aware of what the criteria are, this is a problem.

Manager Forehand explained that they took the old applications, which as far as she could determine was a roof matching program, that application was used to create the pre-application and the intent was for both to do another application. But she doesn't think an application is important at this time as long as we can determine what they want/need done. She also stated that she would still be taking applications.

There was additional discussion on the pre-application and whether there would be another application. Attorney Brown indicated that the criteria needs to be published to the community and the board needs to approve what that is. He's not sure how we can now mesh the pre-application with the old applications without confusion.

Chairperson Dr. Nash asked the attorney if they would violate anything by moving forward with the current list and begin working with this list. The attorney indicated that he can't think of anything off the top of his head, he would need a couple of days to do an exhausted search. Some general issues of equity and fairness come to mind.

***Motion by Member Stephens to move forward with the list, look at first working with those applicants approved in 2023-24, allow up to \$50K per home, allow the manager and staff to make contact with homeowners for specifics regarding their need(s), seconded by Chairperson Dr. Nash,***

Discussion:

Member Dr. Wood wants the criteria shared with the public and asked if any contractors could be used. She recommended that the manager check the programs from last year to see which programs were available and where the applicants fit. Attorney Brown reiterated that the State of Florida has a preapproved list of contractors but that the CRA must follow the City of Quincy's procurement policy, which as far as he recalls does not have a pre-approved list of vendors, bidding is open to everyone and three bids are needed. He then asked about the list from last year, was it just for roofs? The manager indicated that the applications say matching grant. Attorney Brown vaguely recalls those being a part of the roofing program and if that is the case, this leads to another issue. Would those people now be tied to their original roof application or could they ask for other repairs/rehab? The manager indicated that on those applications, they specified all the things that wanted done not just the roofs. The attorney will take a look back at it.

***motion carried 4-0.***

***Motion by Member Dr. Wood that the CRA Manager follows the City's procurement policy as it relates to contractors (not go against the City's policy by using a pre-approved list), seconded by Member Knight, motion carried 4-0.***

### **New Business** **Financials**

As of the May 30, 2025 statement, there was a beginning balance of \$2,596,978.92. There were no deposit/credit, five checks/debits for \$25,906.37, service charge for \$0.00, interest paid in the amount of \$0.00, leaving an ending balance of \$2,571,072.55.

Manager Forehand also provided the Projected Revenues and General Ledger reports from Finance. There was discussion on those reports, clarification that they are based on budgeted amounts.

***Motion by Member Knight to approve the May 2025 financials, seconded by Chairperson Dr. Nash, motion carried 4-0.***

### **Inspector's Contract**

Manager Forehand presented the proposed contract with Tribue Professional Services (TPS), Mr. Marvin Tribue. He has worked with the CRA and other entities including the SHIP Housing Programs in Gadsden, Wakulla, and Taylor Counties. The board confirmed that he will do pre and post inspections and review invoices prior to payments being issued. Attorney Brown has not had the opportunity to review the contract.

***Motion by Member Stephens to approve the contract with TPS pending review and necessary changes (if any) by the attorney, seconded by Member Dr. Wood, motion carried 4-0.***

### **Contractor(s) Construction Contract**

Manager Forehand presented the proposed Master Construction Contract for the contractors. She stated that she would like to have the contract be between the contractor and the CRA, not the contractor and the homeowner. Member Dr. Wood deferred to the attorney for advice on this contract. Attorney Brown indicated there is nothing illegal about doing it this way but there is a reason why in the past we have not done that. If done that way the CRA becomes a guarantor of the quality of the work and minimizes liability to the CRA, he believes it's better to have the contract between the contractor and the homeowner. That way if there is a problem the homeowner clearly only has recourse against the contractor. Included in the contract is that Mr. Tribue and homeowners must sign off on all work prior to payment being issued. We've had a problem in the past where someone wanted to hold the CRA responsible, filed litigation and the CRA ended up paying some money.

Member Knight asked for the attorney's recommendation. Attorney Brown stated that his recommendation would be that the Master Construction Contract be between the contractor and the homeowner, the CRA would disclaim any indemnity as far as guaranteeing the quality of any work, but would also include the contractor would not be paid until its agent, Mr. Tribue, approves that the work meets all the requirements of the board and code, before they are paid. Ms. Forehand wants to make sure that the homeowner is protected as well. Member Dr. Wood stated she always leans to caution when it comes to contracts, so she is going to go with the attorney's advice while still providing oversight of the project.

***Motion by Member Knight to approve the Master Construction Contract with the updated recommendations from the attorney, seconded by Member Dr. Wood.***

Discussion:

Member Stephens stated that the board has an inspector but if the house is getting a new roof, the City's building inspector has to do that inspection. He wants to make sure that the necessary permits and inspections are done. If the only inspections are done by our in-house inspector that could lead to other problems. Attorney Brown pointed out that a part of Mr. Tribue's duties is to make sure that the necessary permits are pulled.

***motion carried 4-0.***

### **Update on FDLE Investigation**

Member Dr. Wood asked for an update on the request from FDLE, wants to make sure things are moving forward. Attorney Brown stated he was not tasked with this but because it was an emergency meeting he has been trying to do some follow-up. He has spoken to Mr. Tribue a couple times and he is getting information for us, he has also spoken with the Finance Director as there are about 3 things on the list that she indicated she could retrieve, additionally he spoke with the officer from FDLE. He indicated that he could not tell us who could or could not pull documents. Mr. Brown hasn't made contact with the City Clerk who is the official records keeper for the CRA. In a conversation with Mr. Moran (auditor) he was told that he too was trying to reach Mr. Felton from FDLE. Mr. Moran also stated he had certain financial documents that he could give but that was all that he was willing to do at this time. He wasn't interested in heading it up and would send a memorandum indicating what he was proposed he could do.

Member Dr. Wood wanted to clarify that Mr. Moran would not be overseeing the public records request as it was voted on in the last meeting. She is assuming that the attorney and the Clerk are pulling documents, along with Finance. She doesn't want this to be stalled.

Member Stephens asked if someone could provide updates at least bi-weekly.

***Motion by Member Stephens to approve the CRA Manager and her assistant to work with the attorney in retrieving the documents related to the public records request and to update the board every two weeks, seconded by Member Dr. Wood, motion carried 4-0.***

### **Audience Comments**

Regina Davis

- Slightly concerned about the minimizing of risks, especially as it relates to this housing process.
- The public still doesn't get copies of materials.
- From comments during the meeting, she asked about rolling all the money into one program. Targeting three districts? How will the selection process be?
- Regarding catalysts projects
  - ~ How did they determine the criteria? Did the board approve the criteria? The board chair indicated the criteria has been approved. Has the redevelopment plan been approved? Yes, according to the board chair, minutes should reflect this. Attorney Brown clarified that the Redevelopment Plan has not been changed, the manager provided goals that were to be added to the plan but not approved yet.
  - ~ Were the cameras for community policing approved as a catalyst project? Chairperson Dr. Nash indicated that this too was approved, and she be reflected in the minutes as well.
  - ~ What happened to the follow-up with those who received small business grants? Pointed out that the new assistant to the manager is not in good standing as she received a grant, but her business is no longer open.

Rolanda McCray

- Expressed this was a good meeting. We can definitely do better doing it together.
- Encourage the board members to have a discussion with the CRA Manager and if needed the attorney prior to the meeting.
- Asking that hard copies of meeting materials be provided to the audience.
- Confirmed that three inspections will be done during rehab/renovations.
- Asked if there are any restrictions on property owners that prevent them from selling their property? Let's protect the CRA's interest.

Derrick Elias

- Regarding the finances/budget – He recalled \$1M being certified forward from 2023/24, will those funds be used this fiscal year?
- Was there a time frame for gathering the information for the FDLE request?

### **Attorney Comments**

Attorney Brown asked if he could receive a copy of the board package prior to the meeting.

### **Board Member Comments**

Member Dr. Wood

- Feels the board is moving in the direction needed.
- Agenda and materials need to be made available to the public.
- Wants the deliverables from Ms. Ashley for the funds received through the Small Business Grant.
- Found some differences in the intent for previous projects.

Member Knight

- Pleased with tonight's meeting and that fact the board is moving forward.
- Would like to receive updates from all businesses owners that received funds.

Member Stephens

- Good meeting/lots accomplished/looking forward to the next meeting to see how far we have gotten trying to put roofs on houses.

Chairperson Dr. Nash

- No comments

**Manager's Comments**

- Manager Forehand asked Attorney Brown to forward all outstanding invoices as soon as possible.
- In defense of Ms. Ashley, she has already submitted her information regarding the grant she received, will forward to Attorney Brown along with the others and provided at the next meeting.

***Motion by Member Dr. Wood to adjourn, seconded by Member Knight, motion carried 4-0.***

Meeting adjourned at 8:32 pm.