

Call to Order

Chairperson Dr. Nash called the meeting to order at 6:05 pm. She apologized that the technology was not functioning and asked that everyone speak as loud as possible.

The Quincy Community Redevelopment Agency Regular Board met on Tuesday, September 2, 2025, with the following other members present at roll call: Member Dr. Wood, Member Knight, Member Harris and Member Stephens

Also in attendance:

Manager Forehand, Attorney Brown, and Transcriptionist Pam Tribue

Approval of Agenda

Member Stephens asked to add Discussion of Possible Removal of Advisory Board Member Gainous to the agenda. Member Dr. Wood asked to add Clarification of Part-time Worker (Administrative Assistant) and CRA Manager Letter of Reprimand. *Motion by Member Stephens to approve the agenda with the requested additions, seconded by Member Dr. Wood, motion carried 5-0.* The three additional items will be added under new business.

Manager's Report:

Old Business

Catalyst Projects Update

Housing Program

In response to the board's request at the previous meeting Manager Forehand provided a package related to the housing program. Included is a list of the prior year's applicants, Housing Assistance Application, Priority Areas by District and Advertisement for Bids. She noted that highlighted applicants were not eligible as they already received funding within the last five years and they may or may not show up on the Priority by Area list.

Member Dr. Wood asked about the minutes from the previous meeting as they would reflect what the board asked to be brought back to them. Transcriptionist Tribue stated that she only gave the minutes to the manager today but could provide a copy if needed for reference. Manager Forehand further explained she had not reviewed the minutes and did not want to distribute them without review and last minute.

Recess to allow copies to be made.

Meeting reconvenes.

There was a lengthy discussion on the information provided, as well as a myriad of questions.

- Is this list of all the old applicants?
- Do the criteria mirror the original applications?
- What is the purpose of the priority sheet and what's the plan to get them serviced?
- How much will be spent on each house? When will they go out for bids?
- Why weren't the homeowners contacted who did not have a list of repairs desired?

Member Dr. Wood pointed out that in the past the board would have received the list of applicants, the repairs to be done and the expected cost. Manager Forehand reminded the board that she

has been instructed to bring everything back to them for approval prior to circulation. Her intent is to have the housing inspector check each house, prepare a list of needed repairs and prepare an estimate of the cost. She is waiting on the final contract from Attorney Brown for the inspector so she can authorize him to start.

Member Harris recalled the last meeting the goal was to avoid opening up the application process by doing the work based on the criteria from the original application. The money is to be spent on the applicants that had already applied using the criteria they applied under. Attorney Brown agreed and mentioned the first qualify, first serve issue. Member Harris reminded the attorney and board that the intent is to service all of those old applicants in some way since they could not determine the order of receipt. He then questioned the creation of the new application, new criteria sheet. All agreed that the new information provided would be useful in a new program and will be considered in the coming fiscal year.

Based on the August 5th minutes, Member Dr. Wood's motion was for the manager to separate the prescreen applications from the list provided, use the old applicant list that qualified with the use of the old criteria and the cap previously established/approved by the board. We now need pricing to go along with the requests.

The manager recommends that the board approve the application and form provided. Member Harris stated that getting approval of anything outside of what was done previously makes it a new program. Once the old applicants have been serviced then we can move forward with a new program. We need some dollar amounts besides each of these houses so they can approve it and the work can start.

Motion by Member Stephens to approve the old applicants and allow the CRA Manager to move forward with getting bids after the inspector's contract is approved, to then come back the board for approval, seconded by Member Knight, motion carried 5-0.

Business Program Update

Manager Forehand stated that she was unable to find any old applications for the business assistance program, her only option at this point is to advertise or solicit small businesses. She also included items that have not been approved by the board, she recommends that the businesses do a no interest loan or a grant program that will have to be repaid if the business fails to succeed in a certain time period.

During the discussion Dr. Wood told the manager there is an old application that we have used, all the things presented today are all new. What the board needs is the old..... Manager Forehand interjected by telling her "Then you go find it." Dr. Wood asked, did you just tell me to go find it? that was disrespectful as she was talking and asked that this be noted in the minutes.

Dr. Wood asked Attorney Brown if he had access to the old business application. Would like to focus on the old criteria for businesses. Feels like it's a huge undertaking if they are going to start talking about loans and customized grants. That will take a little bit more discussion. She is interested in the old criteria for businesses.

Motion by Member Dr. Wood to table the new business program at this time and only use the previous criteria and applicants, seconded by Member Harris,

Chairperson Dr. Nash mentioned that the programs from last year under the CRA are currently being looked at by FDLE and they need to proceed carefully. Attorney Brown indicated he has reviewed the package and will email the board the suggestions presented by the manager.

Poll

Member Dr. Wood – yes
Member Knight – yes
Member Harris – yes
Member Stephens – yes
Chairperson Dr. Nash – no

motion carried 4-1 (Dr. Nash voted no).

Member Knight asked if the board could schedule a workshop and potentially a special meeting to workout the details of this small business assistance program so we can move forward.

Member Dr. Wood indicated there is a list of business owners that applied and were not funded, let's start there. She will look for the list and the attorney will look for the criteria.

Member Harris recapped that the next steps is to find the old application and criteria as well as the businesses if possible.

Date for Special Meeting to discuss the old Small Business Assistance Program is September 9th at 5:00 pm.

New Business

Job Description – Community Policing Program

Manager Forehand is recommending approval of the job description provided for a Coordinator to work with the Police Department in the Community Policing Program. She spoke with Chief Hill and they agreed that a Certified Police Officer would not be necessary for the job. They haven't decided if it will be a part-time or full-time position.

Member Harris asked if this is a project for this year and where the funds are coming from? Yes (ASAP) and it will come out of Community Policing. There will be \$70K left after the \$30K allotment for cameras. The manager sees this as an ongoing job.

Member Dr. Wood

- Trying to understand the need for the coordinator position.
- Thinks the board may want to consider a security agency.
- Asked if this can be in the plans for the coming fiscal year?
- Asked if the job description is new or did it already exist?
- Stated she sees a lot of money being spent on salaries. No funds have been spent on anything else, in particular no work in the communities. Would like to get through some of this housing first. Wants to know what we are doing with what we have as staff now.

Manager Forehand stated there is a program named Community Policing. In that program she asked for cameras in the district and a person that will work with the Police Department. We revamped the position to be a coordinator that will work with youth developing program called the Quincy Youth Leadership Core. The program will target youth 12-18 and serve as a deterrent for crime.

Member Dr. Wood asked if this is a new job description or one obtained from Human Resources? The manager explained that HR indicated there are Coordinator positions throughout the City but that each has a separate job description based on the department and the need.

Member Harris asked what does the program entails and is it sustainable?

Motion by Member Harris to table the Job description and schedule a workshop to discuss it further, seconded by Member Dr. Wood, motion carried 5-0 (no date was set).

2025-26 Proposed Budget

The manager's recommendation is to schedule a workshop.

Attorney Brown stated that the board is under some time limits. He suggests having a meeting to lock in the proposed budget because we have to have it published in the newspaper at least two-weeks before we can have a final budget hearing, which has to be done by September 30th. He proposed having the meeting by September 10th, get it published for two-weeks and have the hearing before the 30th.

Member Dr. Wood stated they need to workshop the budget and the City and CRA's budget need to mirror each other. Manager Forehand stated she submitted her budget to the Finance Director, she didn't receive any comments but noticed there were some changes made.

Motion by Chairperson Dr. Nash to have a workshop on the 2025-26 budget on September 8th at 5:00 pm, seconded by Member Knight, motion carried 5-0.

The board indicated they could return on the 9th to approve it.

New Website Proposal

Manager Forehand explained the quote received from Civic Plus is an attempt to eliminate two CRA websites; however, after speaking with IT Stephen Gause he has agreed to give CRA staff access to the City's website. Mrs. Tribue stated Stephen has scheduled a training for her this week.

Removal of Advisory Board Member Gainous

Member Stephens noted that he was contacted by a couple Advisory Board members indicating that at the last two Advisory Board meetings, Advisory Board Member Anthony Gainous has been the source of behavioral concerns and at the last meeting the Police was called. He doesn't feel this behavior is conducive to the good operation of the CRA. Our bylaws were amended to allow a member to be removed due to missed meetings but he does feel that if it causes enough of a disturbance that QPD is called, it's time to find someone to replace Mr. Gainous. It is for this reason he recommends removing Mr. Gainous from the advisory board.

Chairperson Dr. Nash agrees and has received calls as well regarding those meetings. The individuals said they are concerned about their safety and want security in the meetings.

Member Dr. Wood asked whose district Mr. Gainous represents. Member Knight indicated he is from his district.

Member Knight stated he actually had the opportunity to speak with Mr. Gainous and Ms. Rahman on the incidents. He feels that a conversation has to be had with them and the advisory board first before action is taken. He thinks removal is a bit premature since there's nothing in the bylaws that states the removal of a board member outside of the number of absences that they had.

Member Stephens pointed out they could also be removed for cause. Member Knight stated based on his conversation with them, he still sees it as premature to make a determination to remove someone. Member Stephens agreed to defer to Member Knight since the gentleman is in his district and as long as he has received assurance that this won't happen again. Member

Knight thanked Member Stephens and stated he is waiting to hear from Member Rahman with some recommendations she would like to see.

Clarification of Part-time Worker

Member Dr. Wood stated the board approved the position but not the hours and salary. The board approves the salary for any/all positions. When she agreed to part-time, she meant it to be 20 hrs. and the salary was never discussed. Wanted the record to reflect this was not done correctly. 1898

Member Harris stated the board should just set the salary and the number of hours.

Manager Forehand explained that she went to Human Resources and asked for the salary range for an Administrative Assistant and what is considered part-time. She was told the salary varied and 30 hrs. or less is considered part-time..

Motion by Member Dr. Wood to set the hours for the Administrative Assistant at 20 hrs. per week, seconded by Member Harris,

Poll

Member Dr. Wood – yes
Member Knight – yes
Member Harris – yes
Member Stephens – yes
Chairperson Dr. Nash – no

motion carried 4-1.

Manager Forehand asked if this meant the Administrative Assistant hours will be reduced to 20 hrs. per week? Yes

Member Dr. Wood asked to discuss the salary.

Chairperson Dr. Nash suggested to table the salary discussion for Monday's workshop.

CRA Manager Letter of Reprimand

Member Dr. Wood provided a letter to the board documenting insubordination by CRA Manager Forehand. She is requesting that the letter goes in her personnel file and wants to ensure the board does her evaluation in a timely manner.

Board members were given an opportunity to read over the letter and had the following comments: Chairperson Dr. Nash noted that she does not limit other members from having access to the manager.

Attorney Brown indicated a vote from the entire board is required to be included in the manager's personnel file. In response to a question from the manager, the attorney answered that yes, she can prepare a response.

Member Stephens stated that since he just received the letter, he asked if he could be given an opportunity to read it through and come back to it at another time.

Member Dr. Wood stated if the board needs to digest it that's fine and that she can provide concrete evidence if needed.

Chairperson Dr. Nash needs additional time to review and digest as well.

Attorney's Report

- Spoke to Interim Manager Ashe about a week and a half ago and he stated that information has been submitted to FDLE and the State Attorney. He (Ashe) has not received any feedback from either agency.
- The letter to the small businesses regarding the grant received last year has been sent out with an October 1st deadline to respond with a letter or in person.
- After Ms. Regina Davis referred to meeting notices being posted seven days in advance, he was prompted to check for recent changes in the law. He found this to be true and will adjust the Bylaws accordingly for the board's approval. He normally checks for changes on an annual basis and will continue to do so.
- Reminded the board that Manager Forehand's evaluation is due by September 30, 2025.

Member Knight asked if there is a form for the evaluation. Attorney Brown stated it was discussed when preparing her contract but never created.

Member Dr. Wood suggested her contract be used as a guide to create the evaluation form.

Attorney Brown stated the same process can be used for his evaluation as well.

- Apologized that he was not able to meet the deadline he set previously but will make every effort to finalize his billing this week.

Audience Comments

Ebony Denson from Addictive Cuts stated that her most recent application for a small business grant was given to Ms. Forehand on June 26, 2025. At that time, she was told that this was not a priority at the time. Ms. Forehand recalls meeting with Ms. Denson but does not remember her application.

Regina Davis

- Business applications were discussed on May 2nd, June 27th, July 2nd and August 1st
- Asked what the difference between the Coordinator vs the PALS Program currently under the police department.
- Interlocal agreement
- Per 2.2 interlocal agreement regarding letter for manager.

Advisory Board Member Elmore

She stated that she was in attendance at the meetings and witnessed the disruptive behavior by Mr. Gainous. She has been verbally attacked by him as well and feels that something needs to be done.

Advisory Board Member Ware stated she was at the meetings being discussed and indicated that Mr. Gainous did not start the exchanges that occurred.

Manager's Comments

None

Board Members' Comments

Member Dr. Wood – None

Member Knight – None

Member Harris – None

Member Stephens – None

Member Dr. Nash – None

Motion to adjourn by Member Harris, seconded by Member Dr. Wood, motion carried 5-0.

Adjournment 9:53 pm