



HISTORIC TOWN OF EATONVILLE, FLORIDA

COMMUNITY REDEVELOPMENT AGENCY

MEETING MINUTES

Thursday, August 15, 2024, at 6:30 PM

Denton Johnson Center – 400 Ruffel Street (Location Change)

SPECIAL NOTICE: These meeting minutes are presented in an abbreviated format intended as a public record discussion of stated meeting according to the Florida's Government-in-the-Sunshine law. Meetings are opened to the public, noticed within reasonable advance notice, and transcribed into minutes for public record. ***Audio Recording are available through the Town's website on the Board Agenda Page.*

CALL TO ORDER – Chair Randolph called the meeting to order at 6:35 p.m.

ROLL CALL – Quorum was established through roll call by the Town Clerk

PRESENT: (6) Chair Wanda Randolph, Vice-Chair Donovan Williams, Director Tarus Mack, Director Rodney Daniels, Director Angie Gardner, Director Ruthi Critton (Absent: Director Theo Washington)

STAFF: (2) Veronica King, **Town Clerk**, Clifford Shepard, **Attorney**

INVOCATION AND PLEDGE OF ALLEGIANCE

Chair Randolph led the invocation through a Moment of Silence followed by the Pledge of Allegiance

CITIZEN PARTICIPATION – (1)

Angela Johnson – During the discussion of the bylaws during the CRA workshop sections were left out of the discussion (Page 29, sections 2.8 and 2.9); what are the best practices for CRA's around the state? Encourage the board to take advantage of the expertise of legal (Shepard) for guidance. Addressed concerns about walk on items not included in the online package. It is challenging to not have the information as a resident, one who is intimately involved in the processes and the business of the town. Request for information to be available online and if items are walked onto the agenda, ask that copies are made available. Inquired about the CRA Budget and if the CRA board is involved in the budget process from the CRA Budget. The CRA has to approve the budget.

CONSENT AGENDA: Chair Randolph motion to APPROVE Consent Agenda Approving CRA Board Meeting Minutes for 6-20-2024; moved by Director Daniels; second by Director Gardner; **AYE: ALL, MOTION PASSES.**

PRESENTATION – Presentation on the process of hiring the CRA Executive Director was presented by Nicole Washington. PowerPoint was provided to go along with the presentation. Discussed recruitment and sourcing, including candidates training and selection, the interviewing process, the job offers, and more. The town is now using NeoGov, which connects with governmentjobs.com. The position (Executive Director) was posted for 30 days from July 8th to August 9th. The position was posted on Florida League of Cities, Indeed, LinkedIn, and the FRW websites. There were 394 hits on the town's career page, with 25 applications. Discussed the importance of candidate screening and selection. Candidates are assessed using the same standards and based on their scores. The documentation provides evidence of a fair and unbiased hiring process, reducing the risk of legal challenges, enhancing the candidate's experience, providing transparency, and demonstrates a structured and professional approach to hiring. The best practice for interviews is to conduct a panel interview.

The interviewee or the candidate will interview in front of the board. The board will have a set of questions that will be asked consistently with each candidate. Follow up questions can be asked. The board members are asked to evaluate each candidate independently using a scoring sheet for the interview. There are sixteen applicants that are selected and scored by Mrs. Washington (Human Resource) and the highest five scores will be identified. The board will interview the candidates with the five highest scores. The board scores will be tallied, and the board can discuss who and how they want to give the conditional offer. The conditional offer is like an offer letter, but the choice candidate will not start until all conditions are met. The conditions include drug testing, background checks, verification of employment, and verification of education. Upon completing all conditions, the process of establishing a start date with the onboarding process will be determined. There is VA preference, this is why the scoring sheets are important to ensure correct scoring. If a person meets the criteria, then they will be exempted. The date to submit scores is August 22 (next Thursday). If there are specific questions the board wants to include, turn the questions into HR. This is going to be a normal practice for hiring the Executive Director and all positions. It is with hopes that the board can confirm an Executive Director at the next CRA meeting in September. It depends on the scoring matrix being done, the board's schedule, and how fast we can get the interviews done.

BOARD DECISIONS:

Approval of Resolution CRA-R-2024- 24 Contract with the GAI Consultants' Community Solutions Group for Professional Planning Services for the Eatonville CRA Plan. **Chair Randolph motions** to **TABLE** Resolution CRA-R-2024-24 Contract with the GAI Consultants' Community Solutions Group; **moved** by Director Gardner; **second** by Director Mack; **AYE: ALL, MOTION PASSES (Item Tabled).**
Discussions/Comments: Item was tabled since it was not addressed during the workshop. Will bring it back.

Approval of Resolution CRA-R-2024-30 Terminating Resolution CRA-R-2023-2 and the Interlocal Agreement between the TOECRA and the Town of Eatonville Florida. (Preamble Read) **Chair Randolph motions** to **APPROVE** Resolution CRA-R-2024-30-Terminating Resolution CRA-R-2023-2 and the Interlocal Agreement between the TOECRA and the Town of Eatonville Florida; **moved** by Director Critton; **second** by Director Mack with question; **Discussions/Comments:** Concerns were expressed about terminating the resolution without having an Executive Director in place. Request for item to be tabled. Without the interlocal agreement, the services of the town will stop. There is no language in this agreement that states that the interlocal agreement expires. There is zero ability of the CRA to use town resources without an interlocal that allows the payment to be made back, cannot use the services without the interlocal agreement, the town cannot get paid back. That will never change as long as the CRA boundaries are coexistent to the town boundaries. Question was asked, if the board passes this resolution to terminate this agreement, will the powers of this agreement be given to the chairperson of board?; to revoke the interlocal agreement and go in another direction where the board chairperson or the executive director is no longer delegating these authorities, people will have to be paid, would like to see a side-by-side comparison of having and not having the interlocal agreement. **Motion Restated with Clarity to TABLE** Resolution CRA-R-2024-30 Terminating Resolution CRA-R-2023-2 and the Interlocal Agreement between the TOECRA and the Town of Eatonville Florida; **moved** by Director Mack; **second** by Director Critton; **AYE:** Chair Wanda Randolph, Vice-Chair Donovan Williams, Director Tarus Mack, Director Angie Gardner, Director Ruthi Critton **NAYE:** Director Rodney Daniels; **MOTION PASSES (Item Tabled).**

Approval of Resolution CRA-R-2024- 31 Approving funding for a special event on September 21, 2024, in the amount of two thousand dollars (\$2,000.00). (Preamble Read) **Discussions/Comments:** Legal (Shepard) weighed in on this item referencing a memo offering his legal opinion stating that the 2019 legislature change of language which states that the CRA can only spend its funds on certain things, this kind of funding is not permitted (special events and marketing). There is a way to do it under the statute, if you can get an interlocal with all-taxing authorities that contribute to your CRA. If the CRA go to Orange County with an interlocal

agreement and Orange County agree to spend money on this kind of event, then it could happen. Reference was made stating that if it is in the CRA plan, it is permissible but refer to your counsel for legal confirmation. When making decisions and when information is being presented to the board whether from legal or an applicant, the board should make sure that it is done right. If these types of events are allowed, it cannot be perceived as some sort of favoritism, doing it one way for one person, and different for another, money is supposed to be either raised or sponsored for these types of events. Director Critton request for clarity on how these types of functions will be categorized. (Legal read the actual language of the Attorney General's Opinion) Stating: Effective October 1, 2019, monies in the Redevelopment Trust Fund may be expended for undertakings of a community redevelopment agency as described in the Community Redevelopment Plan only pursuant to an annual budget adopted by the Board of Commissioners of the Community Redevelopment Agency and only for the purposes specified in paragraph C. (*Paragraph C states, administrative and overhead expenses directly or indirectly necessary to implement Community Redevelopment Plan adopted by the agency. Expenses of redevelopment planning, surveys, and financial analysis including the reimbursement of government, of the government body or community redevelopment agency for such expenses incurred before the redevelopment plan was approved and adopted. The acquisition of real property in the redevelopment area. The clearance and preparation of any redevelopment area for redevelopment and relocation of the site occupancy within or outside the community redevelopment area as divided in F.S.163.370, the repayment of principal and interest on any redemption premium for bonds, advances, loans, anticipation notes and any other form of indebtedness. All expenses incidental to or connected with the issuance, sale, redemption, retirement, purchase of bonds, bond anticipation notes, or other form of indebtedness, including funding of any reserve, redemption, or other fund or account provided for in the ordinance or resolution authorizing bonds, development of affordable housing within the community, development of community policing innovations, and expenses that are necessary to carry out competitive powers granted by F.S.163.370*). There is no place in which marketing in special events is permitted by law. **Chair Randolph motions** to **APPROVE** Approval of Resolution CRA-R-2024- 31 Approving funding for a special event on September 21, 2024, in the amount of two thousand dollars (\$2,000.00); **moved** by Director Mack; **second** by Vice Chair Williams **AYE:** Director Tarus Mack, **NAYE:** Director Angie Gardner, Chair Wanda Randolph, Director Ruthi Critton, Director Rodney Daniels, Vice-Chair Donovan Williams; **MOTION PASSES (Item Fails)**.

BOARD REPORTS:

Attorney (Clifford Shepard) – No Report

Clerk - No Report

Director Ruthi Critton – No Report, Happy Birthday Eatonville

Director Angie Gardner – Happy Birthday Eatonville and encourage everyone to come out to the Founder's Day festivities

Director Donovan Williams – No Report

Director Tarus Mack – Happy Birthday Eatonville; 27 men had a vision, and left the vision in our hands, hopefully we can continue going down the path of doing what is right.

Director Rodney Daniels – No Report

Vice Chair Wanda Randolph – It is St. Lawrence AME Birthday as well, August 15, 1889, and the town is August 15, 1887, both incorporated on the same day of the month August. Shared experience in the role as Executive Directive, there has been challenges to work through, the PPP and the Demolition programs have some issues but efforts are being done to make things better, there are many road blocks, people are not able to qualify, a lot of seniors are having problems coming up with their 50%, there are challenges with residents getting a bid. A detailed report will be provided. There is quite a bit of money in the CRA that needs to be utilized. Plans have been identified for Club Eaton which allows the architect to have something to work with when creating the architectural design. Acknowledged the staff and expressed appreciation. Thanks to Ms. Johnson for the reminder about the budget. The town's budget has to be approved on the third Monday in September, which includes the

CRA budget, the board will need to approve the CRA Budget before the third Monday in September. It was suggested that the CRA board meet right before the scheduled 1st budget hearing on September 3rd. The Board request a copy of the proposed budget.

ADJOURNMENT Chair Wanda Randolph Motions for Adjournment of Meeting (**Moved** by Director Mack; **Second** by Director Gardner; **AYE: ALL, MOTION PASSES. Meeting Adjourned at 8:00 P.M.**

Respectfully Submitted by:

APPROVED

Veronica L King, Town Clerk

Wanda Randolph, Chair