

TOWN COUNCIL
COMMUNITY DEVELOPMENT BOARD MEETING
MINUTES
January 19, 2023

PRESENT: Chair Angie Gardner, Vice Chair Rodney Daniels, Director Wanda Randolph, Director Marlin Daniels, Director Leviticus Henderson, Director Ruthie Critton, Director Theo Washington. **STAFF:** Greg Jackson, **CRA Attorney**, Nicole Bonds, **CRA Executive Director**, Randy Singh, **Town CAO**, Veronica King, **Town Clerk**, Joseph Jenkins, **Deputy Chief**.

CALL TO ORDER & VERIFICATION OF QUORUM: Chair Gardner called to order the CRA meeting for 6:38pm and confirmed a quorum through roll call with Mrs. King.

INVOCATION & PLEDGE OF ALLEGIANCE: Chair Gardner led a Moment of Silence, followed by the Pledge of Allegiance.

CITIZEN PARTICIPATION: (Added to agenda by consensus of the Board) – (None)

APPROVAL OF CONSENT AGENDA: Motion for approval of meeting minutes for December 20, 2022; moved by Director Washington, seconded by Director Randolph; **AYE: ALL, MOTION PASSES.**

BOARD DISCUSSION ITEMS:

Property 225 W. Kennedy Blvd. – Director M. Daniels requested for updates on the property; currently doing a vacate on the property which goes through the courts. Ms. Bonds contacted Attorney Jackson to start the eviction; will place a letter on the property informing owner of the forthcoming proceedings. The property's water and utilities have been paid by someone. Board discussed returning the property; need to determine next of kin. Must follow the CRA codes. Investigation – According to legal's opinion, the conveyance of the property was done inappropriately; recommend reversing the action done by the previous invalid board, the current board have to provide instructions to move forward. Director M. Daniels, the action was reverse by resolution; Chair should ensure actions are consistent with the decision of the board. Chair requested date of the resolution; just because there is a resolution, does not mean to brake the law. No law broken has been determined. Cannot dispose of CRA property to a person unless it is for public goods otherwise you have to sell it. Five (5) members are required for a CRA Board; on the date of the vote, there was only three (3) members, other members were added at later. Does this make the vote null and void; it was an invalid board because it did not make up the governing body of the municipality, per Statues and Bylaws. Based upon the perceived incompetency (expressed by two board members) of the individual the property was purchased from, any action from that point should have ceased with effort to identify a guardian or representing person on the individual's behalf. The acting CRA attorney who stepped in to represent the individual after hearing the statements of the two board members is concerning. This meeting, the board should have presented a scope of work so that a RFP can go out. A resolution has been approved; the hold up is with the Chair who is to ensure the next steps towards the investigation. Ms. Bonds has reached out to the attorney; the board has not presented the scope of work identifying the time and dollar amount. The CRA owns the property now that Mr. Dixon has passed; the family is going through probate and have secured an attorney (Anderson & Associates, Sanford Florida). This can be a long process and not easily resolved. Florida Constitution Article 7 Section 10 states that public money can not be used to access private or personal financial matters; public money has to be spent for public purposes. The deal was not right, and it is the desire to ensure the property is returned. CRA has brought several vacant lots; how is this illegal to purchase a property with structure on it using CRA dollars? Public dollars can be used to purchase property; cities do it all the time. CRA cannot pay personal bill. The next steps are to establish the scope of work, put forth the RFP, and start the eviction process. Attorney Jackson will provide the RFP to Ms. Bonds by Monday (January 23, 2023).

Bylaws For Revision – Director M. Daniels spoke to Attorney Jackson and Attorney Shepard about revising the Bylaws; will present at the next meeting a revised clean set of Bylaws. Whether the Executive Director or a Board Member seeks to make changes, the Executive Director should prepare the Bylaws to present to the Board with the assistance of legal; send requested changes to the Executive Director.

December Financials and Budget – Ms. Bonds has updated the budget. There were questions pertaining to the ledger account and the check registry; Ms. Bonds will submit updates to include the expenditures and line items at the next meeting. Request expenses incurred year-to-date and balances for the line items; need to see what we are spending to determine line items funded more than others. (Under the Quarterly Report) The \$948,000 amount is what the Town of Eatonville (TOE) paid the CRA; expenditures appear to be top heavy. The highlighted areas noted represent the CRA expenses. Request breakout of the CRA expenses from the TOE expenditures. What is the burn rate; Ms. Bond will provide information.

Records and Location – Requested records on applicants for the Curb Appeal grant; were not available through Ms. Bonds. On July 14, 2020, same information was requested and received through a paid public record request. Concerned that previous records previously produced by the CRA are no longer available; other records pertaining to grants and lien information were received on August 26, 2020, August 7, 2020 and they are no longer available. There are issues with records missing; Mayor Gardner will get with Ms. Bonds to locate records. Is the town clerk, the custodian of records; yes, the town clerk should have access to all records. If the clerk does not receive the requested records, the records do not exist to the town clerk. If someone fails to give public records over to the clerk or requester, it is a violation. The CRA building was locked with keys in another person's possession. There should be a responsibility and accountability as to where public records/documents pertaining to the agency are located. Missing records need to be addressed; how do we classify records missing out of a government building? It is dangerous to say that record's missing does not exist. Moving forward, a system needs to be established where documents are properly maintained; establishing a clear retention policy with the CRA. There are hopes that missing records can be retrieved and put back. Department of Justice (DOJ) have enforcement arms to ensure records are found. Focus should be on the policy moving forward. There are records of some minutes. When the building was locked down, do we know who had access at that time. The locks were changed by the former Mayor; when the former Executive Director was removed, Mayor Gardner took keys into her possession. Building was occupied by staff, Bradshaw and Code Enforcement Officer.

TOECRA Emails – Director M. Daniels was approached by the former Executive Director requesting to check his emails between him and the former Mayor about the forensic audit; was given access to the emails and to the computer. Files are missing off the computer. November 4, 2022 about 12:23pm, the former Executive Director emails were assessed; emails were read, and email addresses were deleted, changed to include creation of a new email; Bradshaw had access, access was needed to continue the CRA business. Who had administrative rights to establish emails; Mr. Johnson had to have made the changes. Mr. Johnson gave information to Mayor Gardner and then the Mayor gave information to Mr. Singh (CAO). There is an issue with an former employee (being terminated) having access to critical information; grave concerns about the I.T. People can use the town's name for business. There needs to be protocols in place; there are concerns if things have been done and procured under the false understanding that someone is still active with the Town of Eatonville (TOE). We do not want to deactivate but rather change the code; need access to information and emails. Emails need to be secured on both sides; the CRA and the TOE.

Inventory List – Ms. Bonds confirmed following items in the CRA Inventory: Four (4) desktops, one (1) HP Laptop, three (3) iPads, and a iPad was purchased.

(No Further Board Discussions outside of the above discussion items)

STAFF REPORTS:

Chief Administrative Officer (Randy Singh) – (CRA Budget) Understand what you are getting for what you are spending. In review, this could not be determined without any return or investment. There is still time to review and modify; determine if there is need for a program. What is the plan; what you want to achieve at the end of the fiscal year.

Executive Director (Ms. Bonds) – No Reports

DIRECTOR'S REPORTS:

Director Ruthie Critton – No Reports

Director Marlin Daniels – No Reports

Director Wanda Randolph – No Reports

Director Leviticus Henderson – No Reports

Director Theo Washington – No Reports

Vice Chair Rodney Daniels – No Reports

Chair Angie Gardner – No Reports

ADJOURNMENT: Motion was made to adjourn meeting, move by Director Theo Washington; seconded by Director Marlin Daniels; **AYE: ALL, MOTION PASSES; MEETING ADJOURNED** at: 7:56PM.

Respectfully Submitted by:

APPROVED

Veronica L King, Town Clerk

Angie Gardner, Chair