

COMMUNITY ACTION AGENCY ADVISORY BOARD
SPECIAL MEETING MINUTES
03.27.2024

The meeting was called for the purpose of reviewing, scoring and prioritizing applications for non-profit tenancy at the Family Services Center (FSC). The meeting was called to order at 11:05 a.m. A quorum was established. Members present: Paul Polk, chairman; Angela Hogan, vice chairman; Commissioner Joseph Tiseo; Cara Reynolds; leashea Howard; Paula Wilman; and Lynn Dorler. Staff present: Colleen Turner (liaison/secretary), Carrie Walsh, Theresa Lewis, and Laurie Kimball from CCHS; Glinda Pruitt, CAO. Guests present: Rebecca Eldredge and Caryn McCullough, Loveland Center; Judith Warren, SVdP CARES; Chris Reesor, Rebuilding Together; Denise Dull, PORCH; Martha Bireda, New Operation Cooper St.; Maribeth Toner, Restoring Oaks; Jennifer Burrel, FRLS; and Frank DiFiore, PC Daily SUN.

Public Comments

- Denise Dull spoke on behalf of PORCH, sharing that the organization has shared space and integrated services with recently established FSC tenant, Gulf Coast Partnership, since inception. Denise highlighted the work around affordable housing, being a CLT, and collaboration to provide housing counseling.
- Martha Bireda spoke on behalf of New Operation Cooper St., sharing that they run important programs, especially for seniors. They offer a career library and career counseling, multi-generational programs, etc. She stated they may not have space and need a location to ensure and expand programming.
- Caryn McCullough spoke on behalf of Loveland Center, sharing that they offer adult day programs. They have utilized the space, and partnered with Boys and Girls Club and other agencies to hold events at the FSC and look forward to the opportunity to build relationships with additional agencies, making and receiving referrals.
- Judith Warren spoke on behalf of St. Vincent de Paul CARES, thanking the County/CAAAB for the opportunity. She shared SVdP's work around Rapid Re-Housing and Homeless Prevention, serving special populations, including veterans and those fleeing from domestic violence.
- Maribeth Toner spoke on behalf of Restoring Oaks, sharing their work around human trafficking, including education/advocacy/survivor care. They currently do not have an office and hope that tenancy will give them a place to host seminars, etc. She noted that renting space is costly.

Commissioner Tiseo made a motion, second by Cara Reynolds, to close public comments. Motion passed with unanimous vote.

Conflicts of Interest:

- Lynn Dorler, CEO of the Boys and Girls Club, declared his conflict of interest and recused himself from the review/scoring of applications. Form 8B signed and retained with the minutes.
- Angela Hogan, President of Peace River Community Housing Partnership (PORCH), declared her conflict of interest and recused herself from the review/scoring of applications. Form 8B signed and retained with the minutes.

Application Review and Scoring:

The review, scoring and ranking of applications commenced. A comparative analysis of all applications was provided and is retained with the meeting materials. Each application was discussed and scored individually by members, with input from the applicant when appropriate. A cumulative matrix with individual reviewer scores, average scores, comments, individual recommendations and ranking of average scores is retained with the minutes for detail. The order of review was adjusted from alphabetical to allow the review of agencies with a representative present first. The review proceeded as follows:

- Big Brothers Big Sisters – 2nd request for organizational readiness assessment met; clarifying questions/response reviewed; no additional comments or questions; requesting 1 office/1 workstation.
- Florida Rural Legal Services – members requested detail of goals/outcomes, services offered/proposed, space needs, etc.; applicant given an opportunity to submit additional data (retained with application); requested 2 offices, however, is willing to reduce to 1 office with continued access to interview rooms.
- Loveland Center – no comments, questions, or additional info requested; seeking 1 cubicle.
- New Operation Cooper Street – clarifying questions/response reviewed; members requested detail of goals/outcomes, services offered/proposed, space needs, etc.; applicant given an opportunity to submit additional data (retained with application); requesting 2 offices and 2 workstations.
- Peace River Community Housing Partners (PORCH) – no comments, questions, or additional info requested; seeking 1 office.
- Rebuilding Together Tampa Bay – 2nd request for organizational readiness assessment met; no additional info requested; requesting 5 workstations, but would be amenable to fewer (no less than 3).
- Restoring Oaks – clarifying questions/response reviewed; members asked about client base, source of referrals, services offered/proposed, space needs, etc.; requesting 1 office and 1 workstation.
- St. Vincent de Paul CARES – clarifying questions/response reviewed; no comments, questions, or additional info requested; requesting 4 offices/4 workstations, however, is agreeable to 1 office/6 workstations.
- Boys and Girls Club – no comments or questions; specifically seeking office 121 in building B for CEO.
- Dubin Center – clarifying questions/response reviewed; requesting 1 cubicle for part-time use; willing to share with AAA (who has also agreed).
- Senior Friendship Center – clarifying questions/response reviewed; requesting 1 office (no exception).
- Jewish Family and Children’s Services - withdrew application on 03.19.2024

Staff tallied the scores and shared preliminary ranking of applicants. Scores will be reviewed more closely, and a cumulative matrix prepared for the regular meeting in April for final recommendation. Staff will be prepared to present a space plan based on ranking, initial space requests, negotiated compromises as noted above, etc.

There being no further business, the meeting was adjourned.

The next regular CAAAB meeting is scheduled for Thursday, April 25, 2024 at 1:00 pm.

FORM 8B MEMORANDUM OF VOTING CONFLICT FOR COUNTY, MUNICIPAL, AND OTHER LOCAL PUBLIC OFFICERS

LAST NAME—FIRST NAME—MIDDLE NAME Dorler Linn	NAME OF BOARD, COUNCIL, COMMISSION, AUTHORITY, OR COMMITTEE C.A.A.A.S.
MAILING ADDRESS 2129 Nuremberg Blvd	THE BOARD, COUNCIL, COMMISSION, AUTHORITY OR COMMITTEE ON WHICH I SERVE IS A UNIT OF: <input type="checkbox"/> CITY <input checked="" type="checkbox"/> COUNTY <input type="checkbox"/> OTHER LOCAL AGENCY
CITY COUNTY Punta Gorda Charlotte	NAME OF POLITICAL SUBDIVISION:
DATE ON WHICH VOTE OCCURRED 3/27/24	MY POSITION IS: <input type="checkbox"/> ELECTIVE <input checked="" type="checkbox"/> APPOINTIVE

WHO MUST FILE FORM 8B

This form is for use by any person serving at the county, city, or other local level of government on an appointed or elected board, council, commission, authority, or committee. It applies to members of advisory and non-advisory bodies who are presented with a voting conflict of interest under Section 112.3143, Florida Statutes.

Your responsibilities under the law when faced with voting on a measure in which you have a conflict of interest will vary greatly depending on whether you hold an elective or appointive position. For this reason, please pay close attention to the instructions on this form before completing and filing the form.

INSTRUCTIONS FOR COMPLIANCE WITH SECTION 112.3143, FLORIDA STATUTES

A person holding elective or appointive county, municipal, or other local public office **MUST ABSTAIN** from voting on a measure which would inure to his or her special private gain or loss. Each elected or appointed local officer also **MUST ABSTAIN** from knowingly voting on a measure which would inure to the special gain or loss of a principal (other than a government agency) by whom he or she is retained (including the parent, subsidiary, or sibling organization of a principal by which he or she is retained); to the special private gain or loss of a relative; or to the special private gain or loss of a business associate. Commissioners of community redevelopment agencies (CRAs) under Sec. 163.356 or 163.357, F.S., and officers of independent special tax districts elected on a one-acre, one-vote basis are not prohibited from voting in that capacity.

For purposes of this law, a "relative" includes only the officer's father, mother, son, daughter, husband, wife, brother, sister, father-in-law, mother-in-law, son-in-law, and daughter-in-law. A "business associate" means any person or entity engaged in or carrying on a business enterprise with the officer as a partner, joint venturer, coowner of property, or corporate shareholder (where the shares of the corporation are not listed on any national or regional stock exchange).

* * * * *

ELECTED OFFICERS:

In addition to abstaining from voting in the situations described above, you must disclose the conflict:

PRIOR TO THE VOTE BEING TAKEN by publicly stating to the assembly the nature of your interest in the measure on which you are abstaining from voting; *and*

WITHIN 15 DAYS AFTER THE VOTE OCCURS by completing and filing this form with the person responsible for recording the minutes of the meeting, who should incorporate the form in the minutes.

* * * * *

APPOINTED OFFICERS:

Although you must abstain from voting in the situations described above, you are not prohibited by Section 112.3143 from otherwise participating in these matters. However, you must disclose the nature of the conflict before making any attempt to influence the decision, whether orally or in writing and whether made by you or at your direction.

IF YOU INTEND TO MAKE ANY ATTEMPT TO INFLUENCE THE DECISION PRIOR TO THE MEETING AT WHICH THE VOTE WILL BE TAKEN:

- You must complete and file this form (before making any attempt to influence the decision) with the person responsible for recording the minutes of the meeting, who will incorporate the form in the minutes. (Continued on page 2)

APPOINTED OFFICERS (continued)

- A copy of the form must be provided immediately to the other members of the agency.
- The form must be read publicly at the next meeting after the form is filed.

IF YOU MAKE NO ATTEMPT TO INFLUENCE THE DECISION EXCEPT BY DISCUSSION AT THE MEETING:

- You must disclose orally the nature of your conflict in the measure before participating.
- You must complete the form and file it within 15 days after the vote occurs with the person responsible for recording the minutes of the meeting, who must incorporate the form in the minutes. A copy of the form must be provided immediately to the other members of the agency, and the form must be read publicly at the next meeting after the form is filed.

DISCLOSURE OF LOCAL OFFICER'S INTEREST

I, Lynn Dorler, hereby disclose that on March 27, 20 24:

(a) A measure came or will come before my agency which (check one or more)

- inured to my special private gain or loss;
- inured to the special gain or loss of my business associate, _____;
- inured to the special gain or loss of my relative, _____;
- inured to the special gain or loss of Boys & Girls Clubs of Charlotte County, by whom I am retained; or
- inured to the special gain or loss of _____, which is the parent subsidiary, or sibling organization or subsidiary of a principal which has retained me.

(b) The measure before my agency and the nature of my conflicting interest in the measure is as follows:

If disclosure of specific information would violate confidentiality or privilege pursuant to law or rules governing attorneys, a public officer, who is also an attorney, may comply with the disclosure requirements of this section by disclosing the nature of the interest in such a way as to provide the public with notice of the conflict.

3/27/24
Date Filed

[Signature]
Signature

NOTICE: UNDER PROVISIONS OF FLORIDA STATUTES §112.317, A FAILURE TO MAKE ANY REQUIRED DISCLOSURE CONSTITUTES GROUNDS FOR AND MAY BE PUNISHED BY ONE OR MORE OF THE FOLLOWING: IMPEACHMENT, REMOVAL OR SUSPENSION FROM OFFICE OR EMPLOYMENT, DEMOTION, REDUCTION IN SALARY, REPRIMAND, OR A CIVIL PENALTY NOT TO EXCEED \$10,000.

FORM 8B MEMORANDUM OF VOTING CONFLICT FOR COUNTY, MUNICIPAL, AND OTHER LOCAL PUBLIC OFFICERS

LAST NAME—FIRST NAME—MIDDLE NAME <i>HOGAN ANGELA MARIE</i>	NAME OF BOARD, COUNCIL, COMMISSION, AUTHORITY, OR COMMITTEE <i>CAAAB</i>
MAILING ADDRESS <i>3516 Beacon Dr.</i>	THE BOARD, COUNCIL, COMMISSION, AUTHORITY OR COMMITTEE ON WHICH I SERVE IS A UNIT OF: <input type="checkbox"/> CITY <input checked="" type="checkbox"/> COUNTY <input type="checkbox"/> OTHER LOCAL AGENCY
CITY COUNTY <i>Punta Gorda Charlotte</i>	NAME OF POLITICAL SUBDIVISION: <i>BOCC</i>
DATE ON WHICH VOTE OCCURRED <i>3/27/24</i>	MY POSITION IS: <input checked="" type="checkbox"/> ELECTIVE <input type="checkbox"/> APPOINTIVE

WHO MUST FILE FORM 8B

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For purposes of this law, a "relative" includes only the officer's father, mother, son, daughter, husband, wife, brother, sister, father-in-law, mother-in-law, son-in-law, and daughter-in-law. A "business associate" means any person or entity engaged in or carrying on a business enterprise with the officer as a partner, joint venturer, coowner of property, or corporate shareholder (where the shares of the corporation are not listed on any national or regional stock exchange).

* * * * *

ELECTED OFFICERS:

In addition to abstaining from voting in the situations described above, you must disclose the conflict:

PRIOR TO THE VOTE BEING TAKEN by publicly stating to the assembly the nature of your interest in the measure on which you are abstaining from voting; *and*

WITHIN 15 DAYS AFTER THE VOTE OCCURS by completing and filing this form with the person responsible for recording the minutes of the meeting, who should incorporate the form in the minutes.

* * * * *

APPOINTED OFFICERS:

Although you must abstain from voting in the situations described above, you are not prohibited by Section 112.3143 from otherwise participating in these matters. However, you must disclose the nature of the conflict before making any attempt to influence the decision, whether orally or in writing and whether made by you or at your direction.

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APPOINTED OFFICERS (continued)

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DISCLOSURE OF LOCAL OFFICER'S INTEREST

I, Angela M. Hogan, hereby disclose that on March 27, 20 24:

(a) A measure came or will come before my agency which (check one or more)

- inured to my special private gain or loss;
- inured to the special gain or loss of my business associate, Peace River Community Housing Partners;
- inured to the special gain or loss of my relative, _____;
- inured to the special gain or loss of _____, by whom I am retained; or
- inured to the special gain or loss of _____, which is the parent subsidiary, or sibling organization or subsidiary of a principal which has retained me.

(b) The measure before my agency and the nature of my conflicting interest in the measure is as follows:

President of PORCH Board of Directors.

If disclosure of specific information would violate confidentiality or privilege pursuant to law or rules governing attorneys, a public officer, who is also an attorney, may comply with the disclosure requirements of this section by disclosing the nature of the interest in such a way as to provide the public with notice of the conflict.

3/27/24
Date Filed

[Signature]
Signature

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