

TOWN COUNCIL  
COMMUNITY DEVELOPMENT BOARD MEETING  
MINUTES  
September 20, 2022

**PRESENT:** Chair Angie Gardner, Vice Chair Rodney Daniels, Director Wanda Randolph, Director Marlin Daniels, Director Ruthie Critton, Director Theo Washington. **STAFF:** Attorney Greg Jackson, **CRA Attorney,** Cathlene Williams, **Interim CAO,** (**Absent:** Veronica King, **Town Clerk,** Director Leviticus Henderson)

**CALL TO ORDER & VERIFICATION OF QUORUM**

Chair Gardner called to order the CRA meeting for 5:34 pm and confirmed a quorum through Ms. Williams.

**INVOCATION & PLEDGE OF ALLEGIANCE**

Chair Gardner led the Moment of Silence followed by the Pledge of Allegiance.

**CONSENT AGENDA –**

**MOTION** for approval of consent agenda approving Meeting minutes from August 16, 2022; Moved by Director Theo Washington, seconded by Director Wanda Randolph; **AYE: ALL, MOTION PASSES.**

**ADMINISTRATIVE/BOARD OF DIRECTORS DECISION**

**MOTION: Termination of Financial Coordinator Ms. Bradshaw – (Director M. Daniels)** Introduced Resolution CRA-R-2022-18; finance duties has been moved to the town according to the Interlocal Agreement. **Approval of Resolution CRA-R-2022-18 To Terminate of Ms. Bradshaw contract.** Moved by Director M. Daniels, seconded by Director Wanda Randolph; **DISCUSSION:** (Washington) Is the Board now hiring and firing staff; (Gardner) Who will do the duties since the town has not hired anyone, how will she finish the work by September 30? (M. Daniels) In the absence of an Executive Director the decisions become the board responsibility. Concerns: Financials have not been provided when asked for. Financial Coordinator was part-time; but pay has not changed from full-time. Vice Chair went to the bank in June and learned that signature cards have not been turned in. M. Daniels signed the signature card in July and signature cards still are not turned in. (Gardner) Ms. Bradshaw has finished a clean audit. The town finance staff will not do the work. (M. Daniels) The Mayor has a fiduciary obligation, motion stands. **AYE: M. Daniels, R. Daniels, Randolph, Critton; NAYE: Washington, Gardner: MOTION PASSES.** Clarity: (Atty. Jackson) Board decision effective immediately allowing for financial coordinator to complete work up until September 30.

**MOTION: Resolution CRA-R-2022-19 requesting for compiling and release of study surveys, drawings, grants completed through CRA since January 2019 to Present (Director M. Daniels)** Introduced Resolution CRA-R-2022-19; resolution is calling for information that has been lacking and previously requested through public record requests; requesting for immediate release.

**Approval of Resolution CRA-R-2022-19 requesting for compiling and release of study surveys, drawings, grants completed through CRA since January 2019 to present;** Moved by Director M. Daniels, seconded by Director Wanda Randolph; **DISCUSSION:** (Gardner) Why is the CAO expected to produce information and not the Clerk; Mayor can choose how to administer the task. Requested grant information and asked to have Ms. Williams to send it out; (Gardner) The grant information was turned over to Mr. English. (M. Daniels) Grant information was incomplete missing pages. **AYE: Gardner, M. Daniels, R. Daniels, Randolph, Critton; NAYE: Washington: MOTION PASSES.**

## **BOARD OF DIRECTORS DISCUSSION:**

**BUDGET (Randolph):** To be posted September 30 and approved by the end of December. Budget stayed the same since there is no Executive Director; Ms. Bradshaw created the budget. Board will receive August statement once chair receives and sign off on it. Amounts on the budget will be broken out during the budget hearing; will answer questions through the financial coordinator. The \$322, 200 is the money the town over time did not pay the CRA. Requesting consideration of Ms. Bonds, the recommended candidate for the Executive Director position; she is asking for a specific salary; if hired, the new Executive Directive can schedule budget hearing possibly in Oct/Nov for budget approval. Who set the \$81,000 salary for the CRA Director; the board make the decision. The budget states \$81,000 but the position is posted at \$56,000; new salary amount should be reflected on the budget. Are there other applicants; yes, there was another applicant; concerned that applicants are not being properly tracked. Application is online; most individuals submit resumes, and some submit both application and resume. Everyone should have a fair chance at the process. Position is advertised through the Florida League of Cities and still opened. Received resume on Friday; not given enough time to interview. M. Daniels request the email where the resumes were sent from the Chair to the Board; M. Daniels will send the other resume to Ms. Williams. Has the funds from Orange County been received; July statement shows the funds, and the August statement will show the transfer. Why is budget approved four (4) months after September 30; allows for specification where funds are to be and where to be sent. The CRA drafted budget has to be in line with the town; September 30. (R. Daniels) Question about the \$322,200 in the budget; amount town owed to the CRA partially the reason for the investigation. Why is this on the budget; Orange County has forgiven this amount. Orange County cannot forgive amount; the board can forgive the amount. R. Daniels is advocating that the town forgives the amount; town should not be responsible for something in the past. Would like Atty. Jackson to draft a resolution and determine how we can address this concern. (Gardner) Concerning the recommended Executive Director/resume, what would you need or like to see; (Randolph) would like to review any other resumes. **5.9 GRANT (Randolph):** Has the firm been notified on the updated contact information; (Gardner) yes. W. Randolph will forward the grant she received from the firm to Cathy to send out to the board. **\$917K (Randolph)** July statement shows the funds and the August statement will show the transfer. **Legal Counsel salary Payout (Randolph):** Atty. Jackson confirmed that payment has been taken care of. (Randolph) Make sure everyone is being paid including the attorney. **July/August Statement (Randolph):** Received July; Chair will provide August upon receipt. New board members have not been added as signers on the account; Chair will follow up. **Finance Staff Work Status (Randolph):** No further questions; Ms. Bradshaw is ending work on September 30. **Independent Board (M. Daniels):** Independent Board was in violation when actions were taken; looking into how those actions can be reversed **Outstanding Debts in CRA (M. Daniels):** Chair will provide the requested information on financials and balance sheets. The Chair confirmed that the properties owned by the CRA should be properly insured including Mr. Dix property; to be verified. M. Daniels will call a special meeting calling for expenditures of funds in the CRA.

## **BOARD OF DIRECTORS REPORTS:**

Director Ruthie Critton – No Report

Director Marlin Daniels – If Chair will not be held accountable, will move for removal

Vice Chair Rodney Daniels – Will get with Attorney Jackson to amend the Bylaws

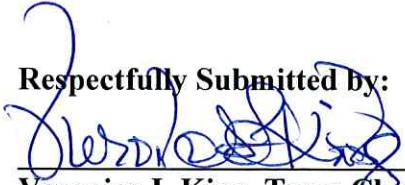
Director Wanda Randolph – Need to move forward with the business of the CRA

Director Theo Washington – Do not understand wanting to change the Bylaws to remove the Mayor as Chair

Chair Angie Gardner – Hope the board would consider the recommended applicant for the CRA Executive Director’s position; will send resumes

**ADJOURNMENT:** Motion by Chair Gardner to adjourn the meeting, the motion was moved by Director Washington; seconded by Director Randolph **MEETING ADJOURNED** at approximately 6:38 PM.

Respectfully Submitted by:

  
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Veronica L King, Town Clerk

APPROVED

  
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Chair