

# Countywide Community Revitalization Team

Meeting of January 7, 2002  
10:07 a.m. – 11:40 a.m.

PZ&B – 2<sup>nd</sup> Floor Conference Room

## Minutes

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### **Present at the Meeting:**

Joanna Aiken, Solid Waste Authority  
Penny Anderson, Countywide GIS  
Peter Banting, P.B.C. PREM  
Mr. & Mrs. Norman Castle, Lakewood  
Linda Collins, P.B.C. Engineering Services  
Bob Dovey, Administrative Assistant to Commissioner Newell  
Dan Dumas, San Castle Community Leadership, Inc.  
Joan Edge, Lake Worth West Resident Planning Group  
Leslie Faeber, P.B.C. Sheriff's Office  
Gerry Gawaldo, P.B.C. Palm Tran  
Corporal Linda Hamilton, P.B.C. Sheriff's Office  
Harriet Goldstein, Academy for Better Communities, Barry University  
Tim Granowitz, P.B.C. Parks & Recreation  
Joyce Harrell, Secretary, P.B.C. Planning Division  
David Hoyt, Lake Worth West  
Ken Jacobson, P.B.C. Code Enforcement  
Mathieu Jn-Baptiste, H.E.C.A., Inc.  
Kathy King, Lake Worth West Resident Planning Group  
Brian Kluttz, P.B.C. Planning Division  
Tom LeFevre, P.B.C. Health Department  
Beth McCall, P.B.C. Zoning Division  
Stephen McGrew, P.B.C. Water Utilities  
Ray Marcinkosh, San Castle  
Crystal Mathews, P.B.C. Planning Division  
Pam Nolan, P.B.C. Economic Development Office  
Amy Petrick, P.B.C. County Attorney Office  
David Rafaidus, P.B.C. Community Services  
Juana Ramos, San Castle Representative  
Rae Rose, Lake Worth West Resident Planning Group  
Michael Savidge, Lake Worth Road Merchants Assoc.  
Carlos Serrano, for Elena Escovar, P.B.C. Housing & Community Development  
Jennifer Spagnoli, P.B.C. Water Utilities  
Sam Terrazas, Academy for Better Communities  
Rachel Waterman, P.B.C. Planning Division  
Michael Whitten, P.B.C. Building Division

**Absent:**

Kim Ciklin Administrative Assistant to Commissioner Roberts  
Michael Gauger, P.B.C. Sheriff's Office  
Laurel Grim, P.B.C. GIS  
Jim Hightower, P.B.C. Sheriff's Office  
Ron Mattino, P.B.C. Sheriff's Office  
Ruth Moguillansky, P.B.C. Planning Division  
Kathleen Owens, P. B.C. Fire Rescue  
Gail Vorpapel, P.B.C. Code Enforcement  
Allen Webb, P.B.C. Engineering (Sent Representative) Please add in her name

**I. WELCOME AND INTRODUCTION:** Rachel Waterman called the meeting to order at 10:07 a.m. Ms. Waterman welcomed and thanked everyone for attending the Christmas luncheon in December and informed everyone that Ruth Moguillansky was in Argentina and she would be facilitating the meeting in her absence. Ms. Waterman facilitated an icebreaker matching quotes to their orators. Ms. Waterman requested a volunteer for timekeeper and note-taker. Carlos Serrano volunteered as the timekeeper. Brian Klutz volunteered to take notes. Ms. Waterman mentioned that during the Drymension luncheon, certificates were awarded to CCRT members nominated for outstanding efforts in 2001 and she preceded to handout the certificates to those who did not previously receive their certificates. Ms. Waterman introduced Crystal Matthews to the group and then asked each person to introduce him or herself.

Ms. Waterman requested and collected five (5) business cards from each member for distribution to new staff.

Ms. Waterman then preceded to review documents included in the Agenda package: 1) the 2002 CCRT Meetings; 2) the CCRT Resource Directory, which one (1) copy was passed around for corrections; and 3) a list of often hard to find books on neighborhood revitalization and aspects on community based planning that could be ordered through a bookstore in Colorado.

**Action Necessary:** Ms. Waterman request anyone that did not bring five (5) business cards to please place them in the inter-office courier mail.

**II. PROPOSED CCRT FUNDING RECOMMENDATIONS:** Ms. Waterman stated that this item was discussed last month and this was an error on this month's Agenda. Ms Waterman informed the team that she is currently working on the current Annual report and funding recommendations, which is scheduled for presentation at the March BCC Workshop.

**III. REPORTS:**

**A. Zoning Report:** Beth McCall provided copies of the variances and justifications thereof, which were granted to Laundry time in response to questions raised at the previous CCRT meeting. Ms. McCall reviewed the report with the group and stated there were eleven (11) variances and two existing buildings; one (1) of which will be removed.

Ms. Waterman asked Ms. McCall about the pre-hearing date for the Silo Baptist Church petition. Ms. McCall stated she will need to check on the date.

Ms. Waterman also asked Ms. McCall about the letter regarding the Lake Worth West Neighborhood Center. Ms. McCall stated that a letter has been drafted. Ms. Waterman then proceeded to ask Mr. Peter Banting if he received the letter from Zoning authorizing the acquisition of the Lake Worth West Neighborhood Center. Mr. Banting responded he has not received the letter. Discussion ensued regarding status of the above-mentioned letter.

**Necessary Action:** Ms. Waterman will follow-up with Zoning concerning the letter approving the acquisition of the property along with a copy to be forwarded to Peter Banting.

- B. Status Report on Park Improvements:** In reference to Lakewood, Mr. Granowitz reported he met with Engineering Services to discuss the drainage requirements for the project. And, therefore he is close to finalizing the conceptual plan for the park. It will be discussed at the next Lakewood COP Meeting on January 10<sup>th</sup>. After the residents have finalized the Lakewood Park plan, Ms. Waterman requested Mr. Granowitz to provide her with a copy to be placed on a transparency for presentation at the next CCRT meeting.

Mr. Granowitz reported that he is putting together the conceptual plan for Kenwood park. After that, he will need a community group contact person or a resident contact in Kenwood.

Regarding the San Castle Park projects, Mr. Granowitz stated the Church Site is moving forward in conjunction with the Early Headstart facility and is being handled by Chauncy Taylor. Mr. Granowitz also mentioned that the church site is in the AR of misconception. Ms. Waterman asked Mr. Granowitz what "AR" meant. Mr. Granowitz responded Agriculture Zoning. Ms. Waterman also asked Mr. Granowitz to explain what special conception is, so that the San Castle representatives will understand. Ms. McCall explained the term special conception, which is under the compliance since 1992, is now called the conditional use. Discussion ensued regarding Zoning regulations.

Mr. Granowitz reported that Stacy Street have existing zoning issues and he is looking at acquiring land rather than leasing or having it conveyed because of issues with land development codes. Ms. Waterman inquired about the Stacy Street property owner wanting to donate and also build on a piece of the property. Mr. Granowitz responded the owner is no longer interested. Discussion ensued about the status of the property at this time.

Mr. Granowitz reported that the Cabana Colony project has received funding. The County already owns a site in the area, which was formerly a county park site. He also stated the funding should be available once dollars are allocated from the funding recommendations being brought before the BCC in March.

Mr. Dumas inquired if the property for the church site has been acquired. Mr. Granowitz stated the property is in negotiation. Mr. Dumas asked if there were any variances required by Zoning in reference to the church site property. Mr. Granowitz stated Chauncy Taylor, Facilities Services, is in charge of the project and is responsible for hiring Engineering Consultants, Architects or whatever is required for the project. Ms. Waterman inquired whether the consultants would be responsible for the entire Headstart design or if Tim Granowitz would be designing the park portions? Mr. Granowitz said the Consultants would do the whole project.

Brian Kluttz said he would like to meet with Mr. Granowitz in reference to the Schall Circle park plan. Mr. Kluttz further stated that he believes that an additional plan allocating monies has been received and he had discussions with a neighborhood representative in reference to this plan. Mr. Kluttz, also mentioned that he has been instructed that we need something more substantial to try to find if there is an active neighborhood group that resides in the community. Mr. Kluttz also stated that once that communication is reached and we get a chance to meet with the neighborhood group; then we can bring those recommendations to the CCRT.

Ms. Waterman asked if there were any more questions and Peter Banting stated that he received an e-mail regarding a Surplus Land list and he is looking into how best to provide the list. Ms. Waterman stated that a list of Surplus Land is on the website. Ms. Waterman asked Mr. Banting if he knew who in his office is responsible for creating or updating that list so the excel file could be e-mailed? Mr. Banting stated his office rarely updates the list and those properties on the list were generated by land not used or property we acquired and probably do not need. Mr. Banting further stated that the list does not change often and generally not every property on the list is for sale. Ms. Waterman mentioned that she is interested in mapping the surplus blocks with the PC #'s to generate a map. Discussion ensued on the procedure for generating a map on the computer.

Mike Savidge intervened and inquired about the status of the plan for the Senior Citizen Center on Lake Worth Road near the drive-in theatre. Peter Banting said this particular section is not in his area, and he does not know.

Ms. Waterman inquired about the property Habitat for Humanity is interested in on Browning Drive North. Mr. Banting stated he is working with the County Attorneys office on this project because it may require condemnation of a strip of land separating two lots. Ms. Waterman asked Mr. Banting if he could

prepare a report on the status of this project, so that she could provide an update to Habitat for Humanity.

**Necessary Action:** Someone is to contact Mr. Granowitz when the next COP meeting is held. Tim Granowitz is requested to bring the Lakewood Park Plan to the next CCRT meeting or e-mail Ms. Waterman with the plan. Ms. Waterman requested Mr. Banting to send her the Lands Available for Sale List and a report regarding the Browning Drive North properties so that she may forward the information to Habitat for Humanity.

**C. Status Report on Infrastructure Improvements:** Steven McGrew and Allen Webb were absent.

Ms. Linda Collins, Representative for Allen Webb, reported on the Lake Worth Corridor a Public Hearing is scheduled for February 26th for Herberts Road Paving & Drainage Project. Construction began January 7, 2002 and the construction period is for 100 days.

Ms. Collins also reported there is a bid opening on February 5<sup>th</sup> for 43rd Drive.

Ms. Waterman stated at the last CCRT meeting that Allen Webb mentioned to the group the construction on Herndon Park should start approximately fourteen (14) days after December 13, 2001. Ms. Waterman then asked if construction had indeed begun. Ms. Collins said she would follow up on this matter.

**Project Update: Herndon Park will be added to the Herberts Road contract via a change order. However, a public hearing must be held concerning the project because it involves an assessment. The public hearing is scheduled for February 26, 2002.**

Ms. Waterman inquired about Phase IV Water Main in the Lake Worth Corridor that was scheduled for bid opening on December 4<sup>th</sup>. Ms. Collins said she would also follow up on this matter. Ms. Collins reported the Sewer Force Main along Lake Worth Road is scheduled for completion by the end of February.

Ms. Waterman asked for verification that the contract for the drainage improvements in San Castle was presented to the Board of County Commissioners on December 18<sup>th</sup> and if the start date for construction is still January 2002. Ms. Waterman also stated that it is important for us to know the status of construction in order to prepare a public celebration in the community for the completion of the project. Discussion ensued about construction completion date.

**Project Update: The bid opening for the Phase IV Water Main in the Lake Worth Corridor was held 12/19/01. Construction has not started. The drainage improvement contract for Sand Castle was presented to the Board of County Commissioners 12/18/01. The Notice to Proceed was issued 1/24/02 which mean the construction could start at anytime within the next 14 days.**

Ms. Jennifer Spagnoli reported the Congress Avenue project should be completed by February 2002. Ms. Collins stated she believes all the streets were done, one (1) street added; with six (6) properties on a private road (Oak Drive), where construction was scheduled to start this week.

Ms. Spagnoli reported on Martin Avenue in the Lake Worth Corridor that permits have been received and the project is scheduled for Public Hearing.

Ms. Spagnoli stated that Stacy Street plans have not been received yet. Also, the drainage and paving plans have been received from the County Engineering to compare with Allen Webb's plans.

Ms. Spagnoli stated that her office is using the Consultant's plans for the water mains regarding Schall Circle, such plans will be returned to the Consultants.

Ms. Spagnoli reported that a block grant was submitted regarding Vilma Water Main.

Ms. Spagnoli reported on a project located on Forest Road (off Military Trail, South of Summit) scheduled to be included in another project, which has been split.

Ms. Waterman inquired how did their department geographically decide what streets to assign to a project. Discussion ensued about a map of areas assigned by project to staff. Ms. Waterman inquired about getting a copy of the map to highlight CCRT areas for informational purpose. Ms. Spagnoli suggested that Ms. Waterman contact Tom Suarez for this information.

Ms. Jennifer Spagnoli reported this month they were planning to partition people's streets in the Lake Worth Corridor. Ms. Collins mentioned the public roads are Lake Worth Road, South of Lake Worth Road, Vilma Lane, and Mathis Street. The private roads will be Coconut Road, Cross Road, Theyry Lane, Ethens Road, & Alton Court.

Ms. Waterman inquired that at last month's CCRT Meeting, Allen Webb, stated that the Stacy Street Plans were 90% complete and that he would be contacting HCD for the Wage & Rate Statement. Mr. Carlos Serrano, with HCD, intervned stating that Mr. Webb would not have contacted him for that type of information. Mr. Serrano stated that he will follow-up with the person that he may have contacted at HCD staff.

**Necessary Action:** Ms. Waterman asked Ms. Collins to follow up on the construction on Herndon Park and the status of Phase IV Water Main in the Lake Worth Corridor.

Ms. Waterman is to contact Tom Suarez for the information in reference to the map.

Mr. Serrano will follow-up on the Wage & Rate Statement.

- D. Community Policing Status Report:** Linda Hamilton reported since the September 11<sup>th</sup> tragedy, the Deputies have been moved around and away from the policing sites. But as of February the Deputies will be assigned back at the sites on a permanent basis. Ms. Hamilton mentioned during this time period, she was promoted to Corporal. Corporal Hamilton stated that as a result of her promotion, Deputy Leslie Faerber is replacing her in the community policing efforts in the San Castle Community. Corporal Hamilton also stated that Deputy Faerber is coming with lobbying experience, she is energetic, and will be a compliment to San Castle.

Corporal Hamilton announced that Brian Kluttz and herself have prepared a brief presentation regarding a project that CCRT will be working on, very soon, in the San Castle community regarding problem oriented policing. Mr. Kluttz stressed that he will be getting more involved with the communities and learning what are the Sheriff's Office responsibilities. Mr. Kluttz stated he and Corporal Hamilton will be giving a brief presentation on what problem oriented policing is and how the CCRT can get involved with fighting crime in our local communities. Mr. Kluttz explained the immediate issue in the San Castle community as they do not have a community policing site. San Castle has run into challenges and will need to find a new site for the community policing component to remain active in the community.

Corporal Hamilton provided an overview in terms of Problem Oriented Policing (POP). Corporal Hamilton stated that Problem Policing started in 1979 by Herman Goldstein and he is considered the godfather of Problem Policing. Traditionally, in policing if you have a problem, you dial 911 if there is an emergency or the basic police number for the police to come to handle the problem. Hopefully the police officer can resolve the problem as best they can in a few minutes and they are back to reactive patrol. As a result of this, Mr. Herman Goldstein came up with a theory, instead of just reacting we could be more proactive. This is how Problem Policing came about. In terms of when the officer responds this time, it could be the first step into policing strategy to find out what is going on. Even though they can not stay for a long time, they can get enough information to pass on to the neighborhood deputy. Then the neighborhood deputy can go back and spend more time in the community. This is basically the theory used to begin to solve issues.

Corporal Hamilton asked if anyone is familiar with SARA. Corporal Hamilton stated that: SARA stands for Scanning-Analyzing-Response-Assessment. Scanning is identifying the problem and then you analyze the problem to go with the who, what, when, where, and how. These particular items help us to have a better understanding of the problem. Then we look at responses in terms of what we can do to resolve the problem. The final part of Sara is the assessment. You cannot really resolve a problem unless you assess what you have done. Therefore, you look at results and any progress that may have taken place and then we go back and assess them. Did we fail, or did we succeed. We would like to think that we have succeeded in trying to resolve the problem. As mentioned before Sara is just basically a problem solving method. And since 1979, we have begun to use this scientific aspect of policing to the point that we have never used any scientific theory or aspect in policing, not for problem solving. Corporal Hamilton expressed again the PBSO, we involve everyone in our process; such as departments, businesses, the community leaders, the community members and all in the Sara model.

Mr. Kluttz thanked Corporal Hamilton for an excellent presentation. Mr. Kluttz mentioned we do have representatives from San Castle here and he can not speak for them; but Mr. Kluttz believes this is something he thinks they would like to continue to have in their community which will provide a good mechanism to fight crime related issues. Mr. Kluttz introduced Deputy Leslie Faerber, who will be working in the San Castle community.

Mr. Kluttz identified two (2) possible sites suitable for the policing unit: (1) Intersection of Highland Road & Overlook; and (2) along the Northside which is facing Hypoluxo Road and both parcels are owned by Palm Beach County. Mr. Kluttz further stated the other option would be to look at privately owned property. Mr. Kluttz further discussed issues of concern in reference to finding a site for the policing substation in San Castle. Ms. Waterman intervened and reiterated issues concerning finding a location for the policing substation.

Mike Savidge intervened by asking if the CCRT would be interested in finding another already existing house for the policing substation. Ms. Waterman responded absolutely. Mr. Savidge then asked if the CCRT had the funds to do this. Ms. Waterman responded by stating, no. Mr. Savidge then mentioned that he owns property in the area, located on Hypoluxo Road and that he may know property owners who would be pleased to have the Sheriff's emblem on their door of residence.

As the Sheriff's deputies have already secured a commitment form the school board for two portables, Ms. Waterman inquired about the possibility of placing a temporary structure on county-owned property and the need for septic tank installation. Discussion ensued again about potential sites for the new policing substation.



Mr. Savidge intervened by commenting that he really missed Lt. Hightower's staff since they were removed from the Lake Worth residence and he will be glad to see them back in the community.

Ms. Waterman proceeded to hand out a copy of support documents to facilitate the acquisition of 328 Urquhart Street. Copies were given to Lt. Jimmy Hightower, Ken Jackson, Peter Banting, and Bob Dovey. Ms. Waterman inquired about the documentation from the County Commissioners giving permission to proceed with the foreclosure. Ms. Waterman requested Mr. Dovey to relay the information to Commissioner Newell and stated she would be leaving an additional set of the documents for Ruth Moguillansky upon her return.

**Necessary Action:** Ms. Waterman is requesting Mr. Savidge to verify if any property owners may have an interest in donating office space to the CPU. Ms. Waterman asked Ms McCall to verify the possibility of placing a temporary structure on County-owned property. Ms. Waterman requested Mr. Dovey to forward the documentation to Commissioner Newell and to ask him to give official permission to proceed with the foreclosure at 328 Urghart Street.

**E. Code Enforcement/Solid Waste Authority Status Report:** Gail Vorpapel was absent.

Ken Jackson reported that Code Enforcement did drive-by's on Thursday and Friday. Mr. Jackson stated that he made over forty (40) violations on Thursday. Mr. Jackson also stated that he will be doing drive-by's on Urgthart Street, and 2<sup>nd</sup> Avenue next.

Ms. Waterman reminded the group of Gail Vorpapel's request at the December CCRT Meeting. She asked the group to provide a list of neighborhood recommendations or concerns and forward the list to Terry Verner, for her team to focus on those concerns.

Dan Dumas stated San Castle is struggling and needs attention. Mr. Jackson responded by suggesting Mr. Dumas contact Ms. Walden at 233-5500 for further assistance. Ms. Waterman stated she will contact Ms. Wallace's office as well. Discussion ensued about procedures to take regarding reporting issues in the San Castle community.

Joanna Aiken wanted to thank the CCRT members for their participation with the past October Paint Your Heart Out event. Ms. Aiken gave Awards of Appreciation to Gail Vorpapel, house captain in Gramercy Park; and to the PBSO for Lt. Hightower and Keith Nicholson, Board Members. Ms. Aiken mentioned they are taking applications all year for the Paint Your Heart Out event.

Ms. Aiken reported that Mr. Kluttz has applications for Rebuilding Together for Christmas and April for 2003. Ms. Aiken reported the recipient community for 2002 has already been determined. Ms. Aiken mentioned San Castle has been a recipient already, but it doesn't mean they can't apply again. Ms. Aiken also mentioned in reference to Seminole Manor she has four (4) applications and five (5) or six (6) applications that are still on file. Ms. Aiken stated Seminole needs to get the word out again, get applications to Debbie, and update their applications.

Ms. Waterman mentioned to Community Representatives and CCRT members that it would be nice to write letters to the Solid Waste Authority in support of the programs they offer to their resident groups. Ms. Aiken said it was not necessary for them to write letters to secure funding or resources, but the resident groups were welcome to send thank you letters anytime.

**Necessary Action:** Ms. Waterman reminded the group to provide Gail Vorpagel with a list of neighborhood recommendations. Ms. Waterman will contact Ms. Walden at 233-5500.

#### **F. Community Organizing Activities:**

Ms. Waterman asked Dan Dumas if he had anything to report on San Castle. Mr. Dumas responded by stating COP finally got a spot for them.

Ms. Juana Ramos, San Castle Representative, reported approximately sixty-one (61) children participated in the Picture Taking event with Santa Claus in December. Ms. Ramos mentioned San Castle had their own residential Santa Claus, who was Mr. Marcinkowski and thanked him for doing such a good job.

Ms. Ramos reported they were able to send approximately thirty-one (31) children to the Academy for Better Communities and to Barry University. Ms. Ramos thanked Barry University for sponsoring the trip.

Ms. Ramos also reported as far as activities are concerned, they have prepared their calendar for the first six (6) months in to the new year. Ms. Waterman asked Ms. Ramos if she needed assistance from anyone at the meeting with anything on her calendar planned for the next six (6) months, such as securing presenters or other referrals. Ms. Ramos responded by stating no.

Ms. Waterman inquired about the list of names for the next five (5) street lights in San Castle. Ms. Ramos responded by asking if all the first five (5) street lights were completed. Ms. Waterman responded by stating that she had received an e-mail they were operating. Ms. Waterman ask Ms. Ramos if she would verify if those lights were on and to leave her a voice mail on the status of those street lights. Ms. Waterman requested the group have prepared for the next CCRT Meeting, a list of street names for the next five

(5) priority streets to install lights in San Castle. Mr. Dumas then asked the total amount of street lights that are to be installed. Ms. Waterman responded by stating that \$100,000 was appropriated for twenty-six (26) or twenty-seven (27) street lights. The cost of the lights came in at \$36,000; much less than appropriated. Discussion ensued about plans for the balance of the \$100,000.

Ms. Waterman stated that at last month's CCRT Meeting, it was mentioned \$100,000 is being recommended to fund a neighborhood center in the San Castle community to the Board of County Commissioners in March 2002. Ms. Waterman stated it would show support by the San Castle community if they attended the March Board of County Commissioners workshop in March. Discussion ensued about the funds for the center.

Ms. Waterman discussed with the group the Leadership College Project and solicited assistance with planning the project. Ms. Waterman stated she will contact people by phone regarding assisting with the Leadership College Project.

David Hoyt, Lake Worth West, reported there will be a neighborhood clean-up on January 19<sup>th</sup> at 8:00a.m. at the community center on Vermont Avenue. There will be preparation for painting of houses on Main Street or Vermont Avenue. He asked Mr. Jackson if he could supply a pressure cleaner for the January 19<sup>th</sup> clean-up. Mr. Jackson responded by stating yes.

Mr. Hoyt reported over one-hundred (100) children participated at the Christmas Party event. Mr. Hoyt would like to thank Lt. Mathis for the toys given. Mr. Hoyt mentioned Kathy King brought 2002 calendars from Halsey & Griffith for anyone interested.

Joanna Aiken informed the group she can no longer donate paint for clean-ups without a signed signature. Discussion ensued about the donated items.

**Necessary Action:** Ms. Waterman requested the San Castle Representatives to provide her with a list of the next five (5) streets where streetlights are to be installed.

Ms. Waterman will be contacting group members for assistance with the Leadership College Program.

#### **G. Neighborhood Partnership Grant Program Update:**

Brian Kluttz stated he will be meeting with all the recipients of the Neighborhood Partnership Grant Program this week to go over the financial obligations of the County as well as the recipients. This will be the first of three (3) meetings scheduled until October, when the cycle is over and their projects will need to be completed. The first meeting will be explaining how

the disbursements will occur between the two parties. Also we will inquire about how they are moving along with the status of their projects. Then the next two (2) meetings will be site visits by staff to monitor the progress. Discussion ensued about an e-mail asking the group about the NPG Program and your feelings about the program. Ms. Waterman asked if anyone brought their responses to the e-mail to give it to Mr. Kluttz or e-mail Mr. Kluttz back with their responses. Ms Waterman thanked everyone who responded for their assistance.

**Necessary Action:** Ms. Waterman reminded the group to return their responses to Mr. Kluttz in reference to the NPG Program.

**H. Other Items:** Ms. Waterman asked if anyone else had anything to report.

Ms. Waterman stated it would be nice if the group would e-mail comments in reference to the CCRT Planning Staff having cellular phones as we need to provide justification for additional equipment.

Ms. Waterman gave Corporal Hamilton a Certificate of Appreciation Award for her assistance in San Castle.

Ms. Waterman passed out upcoming training flyers: 1) Funding Opportunities Available on January 16<sup>th</sup> in Miami; 2) How to Access More CDBG Funds on January 25<sup>th</sup>. Ms. Waterman is requesting that you e-mail her, if you plan to attend; 3) Information on a Grant; and 4) Training on workplace negativity with enthusiasm.

**IV. NEW BUSINESS:** None

**V. QUESTIONS/COMMENTS:**

- The next CCRT meeting will be held on February 4, 2002
- Refreshments will be brought by the person that volunteered at January's Meeting.

**VI. ADJOURNMENT:** The meeting adjourned at 11:40.

Minutes prepared by

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Joyce Harrell, CCRT Secretary

