

**OFFICIAL MEETING MINUTES  
OF THE  
COMMISSION ON AFFORDABLE HOUSING (CAH)  
PALM BEACH COUNTY, FLORIDA**

**JULY 7, 2021**

**THURSDAY  
10:33 A.M.**

**100 AUSTRALIAN AVENUE,  
WEST PALM BEACH, FL**

**I. CALL TO ORDER**

**II. ROLL CALL**

**MEMBERS:**

Commissioner Mack Bernard  
John-Anthony Bogess – Absent  
George “Adam” Campbell  
Lynda Charles  
Timothy Coppage  
Corey O’Gorman– Absent  
William Elliot Johnson  
Ezra M. Krieg- arrived later  
Amy Robbins  
Aquanette Thomas- via Webex  
Leonard “Len” A. Tylka

**STAFF:**

Jonathan Brown, Director, Housing and Economic Sustainability HES  
Sheila Brown, Planner II, Housing and Economic Sustainability HES  
Sherry Howard, Deputy Director, HES  
Carlos Serrano, Director of Strategic Planning and Operations,  
Dorina Jenkins-Gaskin, Mortgage and Housing Assistance Manager, HES

**ADMINISTRATIVE STAFF:**

Danielle Freeman, Deputy Clerk, Clerk & Comptroller’s Office

**III. APPROVAL OF AGENDA**

**MOTION to approve the agenda. Motion by George Campbell, seconded by Timothy Coppage, and carried 7-0. Corey O’Gorman, Ezra Krieg, and John-Anthony Bogess absent.**

#### **IV. APPROVAL OF MINUTES**

**MOTION to approve the minutes from April 7, 2021 and May 5, 2021. Motion by Amy Robbins, seconded by George Campbell, and carried 7-0. John-Anthony Bogess, Ezra Krieg, and Corey O'Gorman absent.**

#### **V. Old Business**

##### **V.a. Member Appointment & Reappointment Update**

Carlos Serrano, Division Director II of Housing and Economic Development HES, stated that:

- On June 15, 2021 the BCC approved the reappointment of all members with the exception of Commissioner Bernard and John-Anthony Bogess who were already mid-term and did not require reappointment.
- There was one new appointment, Lynda Charles.

##### **V.b. SHIP FY 2021-2022 Allocations**

Dorina Jenkins-Gaskin, Division Director III of HES, gave a brief PowerPoint presentation on the SHIP FY 2021-2022 allocations as outlined in the agenda and backup materials.

**MOTION to approve the SHIP allocations. Motion by George Campbell, seconded by Amy Robbins.**

Discussion ensued regarding percentages for construction components, rehabilitations, emergency repairs, and the maximum budget for first time home buyers.

**UPON call for a vote the motion carried 7-0. John-Anthony Bogess, Ezra Krieg, and Corey O'Gorman absent.**

##### **V.c. Review Draft Annual Incentives Review & Recommendation Report**

(CLERK'S NOTE: Ezra Krieg joined the meeting at this time.)

Ezra Krieg elaborated on some of his comments regarding the incentives review and the following point was made:

- A recommendation was made regarding assigning a person who could act as a concierge and assist the applicants through the process in efforts to expedite the process.

Discussion ensued regarding:

- The qualifications for the recommended concierge position;
- missing information on the permit application;
- processes for building an affordable home;
- potential building impacts;
- creating a frequently asked questions form;
- possible checklists for affordable housing;
- fee waivers;
- fee schedules;
- fee structures for the County development; and
- construction for affordable housing, and a review of the incentives.

**MOTION to review the incentives separately. Motion by Ezra Krieg, seconded by Timothy Coppage, and carried 8-0. John-Anthony Bogess and Corey O’Gorman absent.**

Discussion ensued regarding the fee scales, planned, preventative maintenance and ways to advance the workforce housing programs.

Discussion continued regarding the main 3 topics that would be discussed at future meetings included:

- A schedule or listing of all development fees, their collection and use, and the potential impact of waiving those fees.
- The Land Development Regulation Advisory Board's consideration of potential impacts on the cost of housing.
- The development and expedited timeframe for the permitting policy and procedure manual (PPM), requesting a draft of the current PPM for CAH members, and assigning someone to shepherd applications through the review process.

**IV. New Business**

Discussion ensued regarding the inventory of properties and the possibility of a more aggressive marketing strategy.

**VII. Member Comments**

Len Tylka stated that as a reminder, to ensure the protection of the Sunshine Law, any information or ideas intended for submission to committee members had to be submitted to Carlos Serrano.

**MOTION to adjourn. Motion by Timothy Coppage, seconded by Elliot Johnson, and carried 8-0. John-Anthony Bogeas and Corey O'Gorman absent.**

**VIII. ADJOURNMENT**

**At 11:58 a.m., the chair declared the meeting adjourned.**

APPROVED:

---

Chair/Vice Chair