The meeting of the Volusia County Affordable Housing Advisory Committee (AHAC) was called to order at 2:30 p.m. by Paula Szabo. Paula Szabo called the roll and it was determined that a quorum was present.

Public Participation. There were no members of the public that requested to participate.

Item 1 – Introduction of the Affordable Housing Advisory Committee members and County staff

The current members of the committee introduced themselves, focusing on their current occupation and interests, and their professional and private connections to affordable housing and housing development. Paula Szabo explained that she would be the primary staff liaison for the AHAC, and Diana Phillips would attend as available. David Stallworth, a planner with the County’s Growth and Resource Management Department, introduced himself and explained that he would be providing a consultative role. Paula Szabo explained that each member had been provided with the AHAC Orientation Manual to assist them in serving on the AHAC.

Item 2 – Overview of the Volusia County Advisory Committee Handbook

Paula Szabo directed the member’s attention to Tab 1 of the Orientation Manual which contains the most recent version of the Volusia County Advisory Committee Handbook. The Handbook is a tool developed by County staff which is provided to all of the various advisory boards with pertinent information to assist members in their role to provide advice to the County Council on a specific subject matter. She suggested that members review this section to refresh their knowledge of the county government organization, advisory committees and parliamentary procedures.

Staff provided a brief overview of the Florida Sunshine Law, with particular attention to how this law applies to advisory committee members and meetings, and public records laws, and directed the members to the more detailed information in the Advisory Committee Handbook. The main points reviewed were:

- All materials that are used by members are public records, including notes that are taken; the materials that are provided by staff will be maintained by staff to ensure compliance
with public records requirements. Members may provide materials they do not wish to retain to staff members.

- Conservatism is the rule; members should avoid even the appearance of a meeting.
- If two or more members are together outside the meeting they should avoid all discussion of actual or potential board matters to avoid even an inadvertent violation of the Sunshine Law.
- Members should not reply to an e-mail from another board member, or hit “reply all” when responding to an email that is sent by staff to all board members; replying to staff is allowed.

**Item 3 – Overview of the Affordable Housing Advisory Committee history and role**

Staff provided an overview of the mission and history of the Affordable Housing Advisory Committee. The AHAC was first established in 1993 with the enactment of the State Housing Initiatives Partnership (SHIP) statute, also known as the Sadowski Act. In 2008, the SHIP Act was significantly amended and the AHAC’s purpose and membership composition was further defined. Volusia County reconvened its AHAC in 2008 and the AHAC issued its first review and recommendation report in 2009 regarding the status of the eleven affordable housing incentive strategies which are defined in the SHIP Act.

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Staff provided and discussed statistical data relevant to the need for the development of affordable housing in Volusia County. A handout was distributed to members and is attached to these minutes. According to the U.S. Department of Housing and Urban Development (HUD), the median household income for a family of four in Volusia County is $55,100, which is significantly lower than surrounding counties. The concept of housing cost burden, that a family should not pay more than 30% of their monthly income towards housing related costs, was reviewed for owners and renters in Volusia County.

The data showed a strong need to assist severely cost burdened renter households.

Staff reviewed the status of SHIP funding in Volusia County. Although the Sadowski Act establishes a formula and dedicated funding source (documentary stamps) for SHIP funding, the actual SHIP allocations appropriated by the Florida legislature annually have widely varied over the past ten years. In some years the SHIP housing trust funds, along with other trust funds, have been “swept” by the legislature into the general revenue to use for other state purposes. In FY 2016/17 Volusia County received a SHIP allocation of $2,302,471, however in FY 2017/18 the SHIP allocation was $1,573,208. This current year SHIP funding was reduced to only $550,251. Some of the reduction in SHIP was attributed to the need for student security in the wake of the Parkland shooting tragedy.

Staff further explained that the County’s SHIP jurisdiction includes all of unincorporated Volusia County, and all of the cities except for Daytona Beach and Deltona. These two cities receive their own SHIP allocations directly from Florida Housing Finance Corporation, and therefore they also have their own AHAC. Peggy Hart questioned how the SHIP funding was directed for other uses. Diana Phillips stated that County Council is aware of and very concerned about the reduced funding levels for the SHIP program. They intend to bring this matter to the attention of their lobbyists.
Item 4 – Election of the Chair and Vice Chair

Diana Phillips opened the item for discussion of the nomination and election of a Chair and Vice Chair, as this was the initial meeting to convene the AHAC and no officers had yet been elected. Allen Harrell stated that he serves as the Vice-Chair of the Ormond Beach Housing Authority, and if this was not a conflict he was willing to serve as Chair. No others offered nominations for this office. Diana Phillips, as staff acting as chair, acknowledged a motion for Allen Harrell to be considered as Chair. Anne Evans seconded the motion. A vote was taken and by unanimous vote, Allen Harrell was elected to serve as Chair. Allen Harrell assumed the leadership of the meeting.

Allen Harrell opened the floor to nominations for Vice-Chair. Max Hackman nominated himself to serve as Vice-Chair. No others offered nominations for this office. Tom Wright seconded the motion. A vote was taken and by unanimous vote, Max Hackman was elected to serve as Vice-Chair. Allen Harrell welcomed Max as Vice-Chair.

Diana Phillips noted that the AHAC Bylaws, which were included in the Orientation Manual, provide that the officers will be a chair, vice chair and secretary. A discussion followed regarding the need for and duties of a secretary and whether the AHAC could vote to waive electing a member to fill this office. Anne Evans noted that the Bylaws require a five day notice to amend the provisions. Staff further advised that the County ordinance establishing the AHAC includes a reference to a secretary, and it was resolved that the members could not waive this office. Staff clarified that it remained their responsibility to provide all administrative support and they would draft the agenda, minutes and other materials for review by the AHAC. Anne Evans made a motion to fill the position of secretary, which was seconded by Tom Wright. A vote was taken, and unanimously approved to fill the position of secretary. Max Hackman made a motion to nominate Anne Evans as the secretary, which was seconded by Peggy Hart. There being no questions or further nominations, a vote was taken, and unanimously passed to elect Anne Evans to serve as Secretary.

Item 5 – Affordable housing incentive strategies report timeline

Allen Harrell opened the discussion of establishing a timeline for the committee to review and made recommendations on the eleven inventive strategies. Paula Szabo provided an overview of the critical timeframes for actions by the AHAC. The County Council must include the approved strategies in the County’s next local housing assistance plan (LHAP), which must be submitted to the state for review and approval no later than May 2, 2019. The LHAP is the plan that specifies how SHIP funds will be used to support affordable housing for low to moderate income owners and renters in Volusia County for the next three years. Based on the schedules set by previous AHAC boards to review the affordable housing incentive strategies, the staff recommended setting four meetings between now and March to conduct the review.

Staff reviewed briefly the concept of the incentive strategies, and noted that materials and spreadsheets developed by staff for previous AHACs would be very useful in working through the review process. Several of the strategies are similar and can be discussed together, while other strategies are more involved. Max Hackman noted that in preparing for today’s meeting it appeared that incentive strategies A and J are the two required strategies and are the most critical. Anne Evans stated that it was difficult to determine a schedule for review without knowing more about the strategies. Diana Phillips committed that staff would provide additional materials for review, via email, at least two weeks prior to the first meeting. Allen Harrell confirmed that this was sufficient time for the members.
Item 6 – Establish meeting schedule

Allen Harrell led a discussion regarding the setting of a schedule and location for the AHAC meetings. The members concluded that the third Wednesday of the month was good and 2:30 pm was a good time for the members. With consensus on the floor, a vote was taken and unanimously passed to schedule the next four meetings for the third Wednesday of the month at 2:30 pm.

The discussion continued to the location for the meeting. Diana Phillips questioned whether the members preferred an eastside or Westside meeting location, and the members offered that the eastside was preferable. Staff stated that they would determine an available location and notify the members. Anne Evans offered a suggestion that as she is on the board of Hope Place, she is aware that there are meeting rooms available which could be reserved for all of the AHAC meetings. A discussion followed on the suitability of this location. Anne Evans made a motion, which was seconded by Tom Wright, to direct staff to schedule all of the meetings at Hope Place, 1340 Wright Street, Daytona Beach. The motion passed by unanimous vote.

Tom Wright suggested that perhaps a meeting in December should be eliminated. He made a motion to schedule four meetings for the third Wednesday of October, November, January and February, which was seconded by Anne Evans, and unanimously passed. Max Hackman noted that the 3rd Wednesday in November was the day before Thanksgiving, and on further discussion, Max Hackman suggested that the November meeting be held on Wednesday, November 14th. Tom Wright made a motion, which was seconded by Anne Evans, to move the November meeting to November 14th. The motion passed by unanimous vote.

Discussion by committee members of matters not on the agenda. Allen Harrell asked staff how the minutes would be handled. Diana Phillips stated that the meeting was being recorded. Staff would draft the minutes and provide at the next AHAC meeting for their review and action. No other matters were discussed

Items for staff discussion. There were no items for staff discussion.

Adjournment. Anne Evans made a motion to adjourn the meeting which was seconded by Tom Wright. The meeting was adjourned at 3:50 pm.

Accepted by:

________________________________  _____________________
Anne Evans, Secretary             Date