

**FLAGLER COUNTY**  
**AFFORDABLE HOUSING ADVISORY COMMITTEE**  
***PUBLIC HEARING Minutes***  
***November 14, 2023***

**MEMBERS PRESENT:** Commissioner Rick Belhumeur, Commissioner Andy Dance (AHAC Elected Official), Nealon Joseph (Chair), Kim Carney, Valerie Clymer, Council Member Cathy Heigher (AHAC Elected Official)

**MEMBERS ABSENT:** *Sandra Shank*

**EXCUSED ABSENT:** *Trish Giaccone (Vice Chair)*

**MEMBERS OF THE PUBLIC PRESENT:** Krys Dewind

**STAFF PRESENT:**

- Jaqueline Gonzalez (Site Development Coordinator - City of Palm Coast)
- *Adam Mengel (Growth Management – Director - Flagler County)*
- *Gina Lemon (Growth Management) – Development Review Planner – Flagler County)*
- *Devrie Paradowski (Housing Program Manager—Flagler County)*
- *Eduardo Diaz Cordero (Housing Program Coordinator, AHAC Liaison—Flagler County)*
- *Crystal Eubank (HHS Administrative Assistant)*

1. **Call to order, Roll Call and Pledge of Allegiance:**

1  
2 Chair Nealon Joseph called the meeting to order at 3:02 pm. Chair Nealon Joseph led  
3 the pledge of allegiance. Roll call was completed.  
4

5  
6 2. **Corrections or Additions to Agenda:** None  
7

8  
9 3. **Approval of Previous Meeting Minutes:** Rick Belhumeur motioned to approve the  
10 October 24, 2023 meeting minutes and the motion was seconded by Valerie Clymer.  
11 The motion carried unanimously.  
12

13  
14 4. **Public Comments:** None  
15

16  
17 5. **Adoption of Annual Report:**  
18

19 Chair Nealon Joseph told the committee that he was invited to a SHIP round-table to  
20 discuss funding strategies, and that the attendees had become aware of an issue that  
21 he wanted to present to the committee as a recommendation.  
22

23 During the SHIP Round Table, Chair Nealon Joseph learned that processes for  
24 rehabilitation and roofing require all local contractors to enter a formal bid process  
25 under Flagler County’s Purchasing manual, which requires a contract for any vendor for  
26

27 any purchases above \$50,000 per year. He said they learned that local contractors and  
28 roofer struggle with the bid process and the short timeline to be aware of the process,  
29 leaving Housing Services with few qualified contractors and with lengthy processes  
30 which can delay getting the work done quickly. He brought the idea to the committee to  
31 provide a recommendation with their annual report to allow for exceptions in the  
32 Purchasing Manual for the SHIP procurement processes.  
33

34 Valerie Clymer asked if the vendors were vetted by the SHIP office, and Devrie  
35 Paradowski explained that the office retrieves the W9, Certificate of Insurance, Proof of  
36 licensure before beginning. Even already approve vendors for the county would not be  
37 able to complete more than two roofs, regardless of being the lowest bidder, if the  
38 second roof would exceed \$50,000. Devrie Paradowski explained that the submission  
39 of bids on the vendor portal had been challenging, as the bid document ends up being  
40 over 60 pages, and local roofing contractors have difficulty knowing when to log into the  
41 vendor portal to find the bid and filtering through all the documents. Devrie Paradowski  
42 explained that all contractors sign a contract between the homeowner and the  
43 contractor as a standard practice, and in many other communities, the Purchasing  
44 Manual allows them to move forward with multiple projects for that reason. In Flagler  
45 County, all purchases, per year, over \$50,000 require a competitive bid process.  
46

47 Valerie Clymer noted that \$50,000 ten years ago is very different than \$50,000 today,  
48 particularly regarding construction and repairs.  
49

50 Kim Carney asked if it was a state requirement to use the local procurement policies.  
51 Devrie Paradowski confirmed that, yes, staff must abide by local procurement policies.  
52 She added that the Purchasing Division has been reviewing the policies and are  
53 currently looking into ways to streamline the process. Devrie Paradowski noted that an  
54 update to the Purchasing Manual is a process that cannot be done too often in order to  
55 protect fiscal integrity.  
56

57 Commissioner Andy Dance mentioned that there had been some limit modifications a  
58 couple of months ago, and he noted that the County Administrator could decide on  
59 some funds without the bid process up to some limit. He said he would like to see a  
60 marked-up policy.  
61

62 Chair Nealon Joseph asked the committee if it would be a viable recommendation.  
63 Commissioner Andy Dance expressed some reservations about making specific  
64 recommendations without eyes on the specific policies, but he expressed agreement  
65 with any procedure that could maximize efficiency.  
66

67 Devrie Paradowski typed the new recommendation on the final draft of the AHAC  
68 report that the committee members drafted during the October 24, 2023 meeting.  
69 The finalized draft of recommendations contained the following recommendations,  
70 viewable by in-person attendees as well as virtual attendees:  
71

- 72 1. The committee recommends that staff develop a pre-application checklist for  
73 developers which informs the developers of the affordable housing incentives  
74 available to them. The Committee recommends staff develop such checklist using the  
75 attached form (See Appendix A) retrieved from the City of St. Petersburg.
- 76 2. Flagler County Board of County Commissioners and Palm Coast City Council are  
77 required by statute to establish a process by which they each consider, before

78 adoption, policies, procedures, ordinances, regulations, or plan provisions that  
79 increase the cost of housing.

- 80
- 81 3. The committee recommends that staff develop and implement an impact  
82 statement form like the one used in the City of St. Petersburg (See Appendix B)  
83 when requesting any changes to policies, procedures, ordinances, regulations or plan  
84 provisions that increase the cost of housing.
- 85
- 86 4. The committee recommends that staff develop a process by which any policy,  
87 procedure, ordinance, regulation, or plan provision being considered which would  
88 impact affordable housing be brought before the Affordable Housing Advisory  
89 Committee for consideration and input prior to staff initiating the first steps leading  
90 toward implementing such changes.
- 91
- 92 5. The committee recommends that staff review Flagler County's Purchasing Manual in  
93 conjunction with the SHIP program to develop an expedited process for the use of  
94 SHIP funds in home rehabilitation and roof replacement.
- 95
- 96 6. The committee recommends that the County Administrator and Palm Coast City Manager  
97 or their Designee(s) attend a first quarter AHAC meeting following the adoption of the  
98 committee's recommendations in December, preferably during the February meeting,  
99 whereby the Administrator and Manager or their Designee(s) will present an  
100 implementation plan to the Affordable Housing Advisory Committee.

101

102 Chair Nealon Joseph, seeing as there were no members of the public, opened for further  
103 comments by the committee. There were no new comments for the above defined  
104 recommendations.

105

106 Valerie Clymer made a motion to approve all six recommendations. Commissioner Rick  
107 Belhumeur seconded. All were in favor. The motion carried unanimously.

## 108 **6. Proposed LHAP Amendments**

109

110

111 Devrie Paradowski explained that SHIP funds are expended per their approved Local  
112 Housing Assistance Plan which is amended every three years. She said that due to  
113 various staff transitions, and the increased funding available to the county, staff decided  
114 to complete an interim review of the plan by January to consider possible revisions or  
115 amendments to the Local Housing Assistance Plan. She said they had gathered input  
116 from stakeholders and had some round-tables with internal and external stakeholders  
117 and there were some revisions to the plan that the staff had decided to execute, pending  
118 any input or comments from the public and the Affordable Housing Advisory Committee.

119

120 She noted that the current fund strategies include a purchase assistance strategy, a  
121 whole-home rehabilitation strategy, a roof replacement strategy and a senior-barrier free  
122 home modification strategy.

123

124 She explained that an "amendment" to the LHAP involves adding a new strategy, and  
125 updating or correcting a current strategy is considered a "revision." Staff was  
126 considering one amendment and one revision.

127 For the amendment, she explained adding a rental development strategy, and she  
128 explained some of the provisions to be considered with such strategy. Because of the  
129 limited funding, Flagler County would target smaller developments, nonprofit  
130 developments focused on lower income individuals, possibly with special needs.  
131

132 For the revision, she explained that staff is considering revising the Purchase  
133 Assistance strategy to increase the maximum awards and adding a second award for  
134 rehabilitation for homeowners purchasing homes in need of roof repair or other needs.  
135 After speaking with Lenders, she learned that such an award may help with initial loan  
136 approvals for these homes, and it would consolidate the process of a purchase  
137 assistance with rehab strategy. Devrie Paradowski explained that this would allow more  
138 purchasing power for existing homes without compromising the ability for home buyers  
139 through Habitat for Humanity to buy newly constructed homes.  
140

141 Valerie Clymer asked whether Single-wide trailers would be allowable, and Devrie  
142 Paradowski confirmed that they would so long as they were five years old or less.  
143 Valerie Clymer said that she had someone attempting such a purchase, and the home  
144 is priced at \$200,000. Devrie Paradowski reiterated that, due to the SHIP mortgages, all  
145 mobile homes would have to be real property, not on a rented lot.  
146

147 Devrie Paradowski asked the committee for input. Valerie Clymer said that increasing  
148 purchase price limits is needed to help first time home buyers enter the market. She  
149 also noted that there is a huge wait list for Section-8 currently in Flagler County with  
150 residents currently looking for affordable rental housing, so with that, she agreed that  
151 contributing to a rental development would be useful given the community need.  
152

## 153 **7. Chair Comments**

154  
155  
156 Chair Nelson Joseph announced that he has been given a new career opportunity out of  
157 the area, and while he's very much enjoyed working with the committee, he would have  
158 to step down as he will not be in the area for the next meeting in January. He reminded  
159 the committee that the January meeting is the meeting in which the Chair and Vice  
160 Chair is appointed or re-appointed. He confirmed that he would be available to present  
161 the recommendations to the Flagler County Board of County Commissioners on  
162 December 18<sup>th</sup>'s 5 pm meeting, but he will not be available to present the  
163 recommendations to Palm Coast City Council on December 12<sup>th</sup>.  
164

## 165 **8. Adjournment**

166 Valerie Clymer made a motion to adjourn the meeting. Kim Carney seconded. The  
motion carried unanimously. The meeting adjourned at 3:45 pm.