

## MINUTES

**Meeting:** Membership and Mission Review Board  
**Date:** November 16, 2018  
**Time:** 8:30 a.m.  
**Place:** 3<sup>rd</sup> Floor, OMB Conference Room,  
County Administration Building  
**Reported by:** Michelle Frank

**In Attendance:**  
**Membership and Mission Review Board**  
Picton Warlow (9/2), Kayleen Stroud (9/2),  
Chadwick Hardee (9/1), Maria Bolton-Joubert (6/1),  
Paul Seago (9/3), Brian Fenn (9/2), Skinner Louis  
(9/2), Ron Rogers (9/2)

**Non-Attendance:**  
Rose Santiago (9/1)

**Guests:**  
Lyndell Mims, Shawn Tan

**Staff:**  
Michelle Frank, Cheryl Gillespie

<b><u>Item</u></b>	<b><u>"Track by"</u></b>	<b><u>Date</u></b>	<b><u>Description</u></b>
I.	For Record (FR)		There being a quorum, MMRB Chairperson Warlow called the meeting to order at 8:32 a.m.
II.	FR		<b>Public Comment:</b> None
III.	FR		Upon a motion by Ms. Stroud, seconded by Ms. Bolton Joubert and carried unanimously, the minutes of the October 19, 2018 meeting of the MMRB were approved.
IV.	FR		Ms. Frank presented a summary of the actions taken by the Board of County Commissioners on November 13, 2018.

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- V. FR Future BCC Agenda **Affordable Housing Advisory Board:** Shawn Tan, Program Manager, Housing and Community Development Division and Lyndell Mims, chairperson, Affordable Housing Advisory Board, presented the sunset review. Mr. Tan gave a brief overview of the board's role making recommendations and advising the local housing authority regarding the State Housing Initiative Program (SHIP). The SHIP program provides down payment assistance and closing costs assisting low income families with the purchase of a home. The program also provides funds for housing rehabilitation, assists with rental developments, impact fee assistance for developers, and the administration of disaster funding. Upon a motion by Mr. Warlow, seconded by Mr. Seago and carried unanimously, the MMRB approved recommending extending the existence of the Affordable Housing Advisory Board.
- FR Mr. Rogers joined the meeting at 8:37

VI. **ADVISORY BOARD RECOMMENDATIONS**

- A. Frank BCC Agenda 12/18/18 **Environmental Protection Commission:** Upon a motion by Mr. Warlow, seconded by Mr. Fenn and carried unanimously, the MMRB approved recommending the reappointment of Flormari Blackburn in the professional engineer representative category, Mark N. Corbett in the regulated business or municipal representative category, and George Anderson in the at large representative category with terms expiring December 31, 2020.

B Non-Agenda Recommendations

1. Frank BCC Agenda 12/18/18 **Orange County Research and Development Authority:** Upon a motion by Mr. Rogers, seconded by Mr. Hardee and carried unanimously, the MMRB approved recommending the reappointment of Ray D. Colado in the at large representative category with a term expiring August 24, 2022 and the appointment of Curtis C. Hunter to succeed Jentri D. Casaberry in the at large representative category with a term expiring August 24, 2019.

VII. **OLD BUSINESS** None

VIII. NEW BUSINESS

**Annual Report:** Upon a motion by Mr. Warlow, seconded by Mr. Fenn and carried unanimously, the MMRB approved the 2018 annual report.

**December Meeting:** Upon a motion by Mr. Warlow, seconded by Mr. Hardee, and carried unanimously, the MMRB approved the cancellation of the December MMRB meeting.

Mr. Hardee asked if other advisory boards produced a great amount of paper documents and suggested that the board look in to producing documents electronically. Discussion followed and Mr. Warlow thanked Mr. Hardee for bringing up the matter.

IX. ADJOURNMENT

There being no further business, the meeting was adjourned at 8:46 a.m.



End of Minutes. Prepared by Michelle Frank



Date



Attest: Pictor Warlow, Chairperson



Date

**If there are any errors and/or omissions, please notify the author within five days of receipt of this report.**

**NEXT MEETING SCHEDULED FOR JANUARY 18, 2019 AT 8:30 a.m.**