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OKALOOSA COUNTY/CITY OF FORT WALTON BEACH  
AFFORDABLE HOUSING ADVISORY COMMITTEE MINUTES

February 2, 2023 1:00 P.M.  
1250 N. Eglin Pkwy, Shalimar, FL 32579  
First Floor, BCC Training Room

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I. WELCOME

II. ROLL CALL (*5 members needed for a quorum*)

**Board members in attendance;** Randy Wise, Felicia Scaife, Felix Beukenkamp, Mike Kent, Nitsi Bennett, Anita Williams, Bonnie R. Barlow and Commissioner Paul Mixon

**Staff in attendance;** Abra McGill, Elliot Kampert, and Shelia Fitzgerald.

**Visitors in attendance;** Dawn Davis-Spector and Steve Loken with Hurlburt Fields housing office, Amy Nicholson with Hurlburt Field Public Affairs, and Samantha Cutsinger with BCC-N.

III. **Approval of minutes from November 3, 2022**

**Recommendation:** Motion to Approve

1st: Felix Beukenkamp

2<sup>nd</sup>: Bonnie R. Barlow

VOTE: Approved Unanimously

IV. **OPEN TO THE PUBLIC** *statement by Chair (this meeting is open to the Public for comment)*

V. NEW BUSINESS

A. **By-Laws – Draft Amendment 1**

Review and discussion lead by Abra McGill. With the Florida statute revision, the by-laws needed to be updated with the new changes. Legal has reviewed my updates as well as added some additional edits. Discussion ensued.

**Recommendation:** Motion to approve the amended by-laws

1st: Nitsi Bennett

2<sup>nd</sup>: Randy Wise

VOTE: Approved Unanimously

B. **AHAC member participation** (discussion) Staff wanted to point out in the by-laws, Article III, A.6. When a member is absent for 3 consecutive meetings the member may be removed. Elliot Kampert added that active participation will be important from all members. Especially with this committee's participation in the selection of a consultant for the housing study.

## VI. OLD BUSINESS

- A. **Incentive Strategies Report – Approved by City FWB (12/2022); Approved by Okaloosa BCC (01/2023) – Submitted to Florida Housing Finance Corporation (1/2023)**
- B. **SHIP Update** - Abra McGill reported that FY 18/19 funding has been fully expended. FY19/20 is fully encumbered, FY20/21 was not funded. However, there is program income of approximately \$100,000 that will be spent before moving on to FY 21/22 & FY 22/23 funding. Before applications can be accepted for the FY 21/22 & FY 22/23 years the County will have to advertise the availability of funds. The advertisement will run after staff has developed and gotten approval for the purchase assistance strategy.
- C. **NSP Update** – There are a few empty units but we have multiple applications for income certification being worked for households to move in soon. There have been consistently 80 plus names on the waiting list.

Mike Kent asked if it was the County's intention to keep the units. Abra McGill stated no decisions have been made to change anything. The County still has the grant obligation to build out the land bank. Paul Mixon advised based on opinions shared during commission meetings that he doesn't believe that it is the County's intention is to keep the units long term. His hope is that we could look at selling some of the stand-alone units and assist with building the units the County has committed to. Elliot Kampert added that part of the purpose of this housing study that is going to be done will be to complete an inventory of all affordable housing in Okaloosa County, including the County owed units and make recommendations to the Board. The Board will have the final say.

### D. **Attainable Housing Strategic Plan Development**

#### a. **Update on the procurement timeline**

1. **February 22, 2023 Special Selection Committee Meeting – 10:00 am OCAB 2<sup>nd</sup> Floor Training Room.**

Shelia Fitzgerald introduced herself and advised the committee she will be working along with Staff during the next year as the County works through the Attainable Housing Strategic Plan. The county is currently accepting proposals through February 9, 2023. Purchasing department will review proposals and will determine the responsive candidates. A link to review the proposals will be sent to members of this group who will serve as the selection committee. Members will need to review those proposals independently between February 10<sup>th</sup> and 21<sup>st</sup>, Wednesday, February 22, 2023 at 10 am will be the special selection committee meeting to review the proposals. Ms. Fitzgerald asks members to bring a laptop or tablet where they will be able to score the proposals. If anyone doesn't have a laptop or tablet available to them they will need to let Abra McGill know so that arrangements can be made to get one. Scores will be tabulated in the system and ranked. Then the selection committee would make their recommendation which will be brought to the Board on March 14, 2023 to choose a vendor. Ms. Fitzgerald foresees a special meeting, tentatively April 6, 2023, for the

vendor to share their approach with the AHAC. Then the vendor will be responsible for presenting a work plan to the County later in April.

Everyone should've received an email from DeRita Mason from the County's purchasing department with instructions and a link to vendor registry. You will need to register there. If you didn't receive it or need assistance get with Ms. Fitzgerald after the meeting. After February 9<sup>th</sup> the members will get an email with instructions on reviewing the proposals. You can always call Ms. Mason and she can walk you through the process as well if you have difficulties. Ms. Fitzgerald stated that Ms. Mason's email should've also contained information about the cone of silence which means the members cannot talk to each other or the vendors about the proposals. If a vendor should reach out to them they should direct them to contact the County's procurement department. The email also mentioned conflict of interest. If any of the members have a business or other relationship with any of the potential vendors that will need to be brought to Ms. Mason's attention. There were also slides that accompanied the email that were put together by the County's legal team about the rules of serving on the selection committee. Lastly there is a link to a zoom meeting about serving on a selection committee. By doing these things before the February 22<sup>nd</sup> meeting should make the process smoother.

The question period for the vendors closed and there were no questions. There have been several vendors to download the application so Ms. Fitzgerald is hopeful.

## **VII. OTHER BUSINESS**

Elliot asked the guest to introduce themselves which they did.

Steve Loken stated the top 3 issues that affect Hurlburt's ability to do their mission are traffic, child care and housing. Hurlburt and Eglin have been working on a housing performance and marketing analysis. It is still in draft form but once in final form he would be willing to share with the AHC and the County. Mr. Loken added that Hurlburt has a deficit of 600 homes and Eglin is short over 1000.

Paul Mixon asked if the committee had a vice-char and if elections needed to be held. Abra McGill stated there was one in place but she would have to bring that information to the next meeting. Ms. McGill also advised that she would put election on the next regular meeting agenda.

Mr. Mixon questioned the placement of the Public Comment section on the agenda. Ms. McGill stated the placement was chosen by the County's legal team. Mr. Mixon wants to make sure that there is a plan in place for public comment and the agenda reflects that.

## **VIII. ADJOURN**

Prepared by: Abra McGill

Abra McGill