



**Affordable Housing Advisory Board Meeting**

Date: Tuesday, January 16, 2024, at 6:02 p.m.  
Location: Osprey Conference Room, 2<sup>nd</sup> Floor  
Address: 10770 W. Oakland Park Boulevard, Sunrise, FL 33351

**Meeting Minutes**

- A. Welcome and Call to Order** By: Karen Lawrence
- B. Swearing in of Board Members** By: Meryl Gerard

AHAB members starting a new term were sworn in:  
Commissioner Kerch, Maria Doud, Edward Gersten, William Herard,  
And Vernell Roberts

- C. Introduction and Roll Call** By: Karen Lawrence

**Board Members Present:**

Robert Daniels  
Maria Doud  
Edward Gersten  
William Herard  
Jeffery Hittleman  
John LaMotta  
Traci Miller  
Neil Kerch  
Vernell Roberts

**Absent:**

Rutledge Huckstep (*excused*)  
Derrick Jenkins (*unexcused*)

**City Staff:**

Stephanie Hahn, Grants Administrator  
Karen Lawrence, Grants Coordinator

- D. Chair and Co-Chair**  
*Chair* – Traci Miller was nominated and seconded; Vernell Roberts is the new *Vice-Chair*, nominated by Commissioner Kerch and seconded by Edward Gersten,
- E. Pledge of Allegiance and Moment of Silence**  
Observed.

**F. Open Discussion**

No public discussions – no one in attendance.

**G. Review of Minutes**

The motion to approve the minutes of November 21, 2023 was made by Traci Miller and seconded by Ed Gersten. The minutes were unanimously approved by the Board members.

**H. Old Business**

a. Annual Affordable Housing Incentive Report:

Stephanie Hahn, Grants Administrator, spoke to the members about the Annual Affordable Housing Incentive Report; she stated that the Report was accepted by the State, and there were no changes. This report used to be tri-annually; however, it is now required annually by the State, and the City is within compliance with the annual State requirement.

**I. New Business**

b. Surveys:

Stephanie Hahn, Grants Administrator, spoke to the members about completing the survey as it would aid in the City's first Public Arts Masterplan.

Members were encouraged to complete the second survey: Sunrise Townhall Meeting and confirm that they have done so once finalized.

c. Housing Assistance:

Closed out roughly thirty (30) projects, and nineteen (19) more projects in the works. The City closed its Waiting List in December 2023. City is now reopening Citywide on February 7, 2024 as it pertains to housing rehabilitation assistance program. The goal is to keep low-income family safely in their homes.

The purpose of the rehabilitation program is to focus on health, life and safety for residents.

d. Fair Housing Art Poster Contest

The current theme is Fair Housing *Building our Dreams*

Stephanie reminded the board members that Fair Housing month is April, and members would be judging the posters the week of March 18<sup>th</sup> in order to get this on the April Agenda. Winners will be recognized at the April 9<sup>th</sup> Commission meeting.

e. Next Meeting Date

The board decided that the next meeting would be scheduled for Tuesday, March 19, 2024.

**J. Board Members Discussion**

Board members discussed various ways to get the message out to residents about the re-opening of the Housing Assistance Program.

**K. Adjournment**

Edward Gersten made a motion to adjourn at 6:10 PM, and William Herard seconded the motion. Passed unanimously by Board.

Transcribed by: \_\_\_\_\_

Karen Lawrence, Grants Coordinator

**NOTE TO READER:**

- If these minutes do not bear the date of approval, this indicates that they are not the final approved minutes and will become the official minutes when approved by the Board.
- Approved at the Affordable Housing Advisory Board meeting of \_\_\_\_\_