

**BEFORE THE BOARD OF COUNTY COMMISSIONERS
MARTIN COUNTY, FLORIDA**

RESOLUTION NO. 19-1.1 -

**A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS
PERTAINING TO THE COMMUNITY DEVELOPMENT BLOCK GRANT
(CDBG) CITIZEN ADVISORY TASK FORCE (CATF) RESCINDING
RESOLUTION 08-12.13 AND RE-ESTABLISHING THE CATF
CONSISTENT WITH CHANGES IN LAW.**

WHEREAS, the Martin County Board of County Commissioners adopted its Citizen Participation Plan on January 12, 1993; and

WHEREAS, the Martin County Board of County Commissioners in compliance with its Citizen Participation Plan may have a CATF to provide input relative to all phases of the CDBG project process; and

WHEREAS, the Martin County Board of County Commissioners adopted Resolution 08-12.13 on December 16, 2008, recreating the CATF; and

WHEREAS, the responsibilities and composition of the CATF were recently amended by the State of Florida; and

WHEREAS, The Martin County Board of County Commissioners desires rescind all previous Resolutions regarding the CATF and re-establish the CATF consistent with changes in law.

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF MARTIN COUNTY, FLORIDA, hereby rescinds all previous resolutions pertaining to the CDBG CATF, and re-establishes the CDBG CATF as follows:

1. POWERS AND DUTIES

The CATF shall have the responsibilities as set forth in the Citizen Participation Plan concerning the Community Development Block Grant program and Section 73C-23.0041, F.A.C., as amended from time to time. The CATF will meet to discuss community needs and make recommendations to the Board of County Commissioners. The CATF is to provide input relative to all phases of the project process and offer recommendations as it deems appropriate.

2. MEMBERSHIP/COMPOSITION

The CATF shall be composed of five (5) members appointed by the Board of County Commissioners. Each member shall be a resident of unincorporated Martin County and no less than three (3) members shall be from low to moderate income households as determined by income survey. The CATF shall be representative of the community with regard to age, sex, race, and length of residence. None of the County Commissioners

may be appointed to the CATF, and only one member may be an employee of the County.

3. MEETINGS

Meetings of the CATF shall be held quarterly as decided by the CATF. Special Meetings may be called by the Chairperson or a majority of the members of the CATF. A quorum is required to hold a meeting or take any action.

If a regular meeting date is changed or a special meeting is called, written notification must be given in advance to CATF members and posted publicly consistent with Sunshine laws and County policy. All meetings shall be conducted in accordance with Robert's Rules of Order. A quorum shall be constituted by a majority of membership.

Each member shall be entitled to one (1) vote and shall cast that vote on each item requiring action. Proxy votes and absentee ballots shall not be permitted. All items requiring CATF action must be voted on only when a quorum is established. Subject to the exceptions in Chapter 112, Florida Statutes, all members are required to vote on each item requiring action. In accordance with Chapter 112, Florida Statutes, CATF members may occasionally have a conflict of interest that requires the member to abstain from voting and file required documentation to be entered into the meeting minutes. It is recommended that such member also refrain from participating in the discussion of an item on which he or she will abstain from voting. Any abstaining member must make a short statement as to the basis for his or abstention. Consultation with the County Attorney's Office is recommended prior to the meeting at which such matter will be discussed or voted upon.

4. TERMS

Members shall be appointed for staggered terms of one (1) and two (2) years for initial appointments. All other terms shall be for two (2) years.

5. MINUTES

The CATF shall take and maintain minutes of each of its meetings, which shall be filed with the Clerk of the Court after approval by the CATF.

6. ORGANIZATION

The CATF shall by majority vote elect from its membership a Chair and Vice-Chair at its first regular meeting of the calendar year. The term of office for any officer shall be one (1) year.

In case of resignation or vacancy, the CATF shall elect from its membership a new officer at the next regular meeting provided notice of the vacancy has been received by CATF members at least one week in advance of the meeting.

The Chair shall preside at all meetings. When the Chair is absent, the Vice-Chair shall assume the duties of the Chair. When both the Chair and Vice-Chair are absent, those members who are present shall select a temporary chair.

7. ABSENCES AND VACANCIES

Members who miss more than 50% of regularly scheduled meetings in a given calendar year, regardless if such absence is excused or unexcused, will be automatically removed

from the CATF. Absences from emergency or special called meetings will not be recorded against a member in calculating percent of absences. The CATF will review attendance on an ongoing basis. Vacancies that occur during a term shall be filled as soon as reasonably possible. An appointment to fill a vacated term is not included as a term for purposes of counting consecutive terms. A member resigning from the CATF shall submit written notice of resignation to the Housing Program designee.

Upon majority vote of members present, the CATF may ask the Board of County Commissioners to replace a member (including Officers) whose conduct does not reflect the conduct or professional administration of the purpose and function of the CATF. Any Member may be removed from their position on the CATF for any reason by majority vote of the Board of County Commissioners.

8. EFFECTIVE DATE

This Resolution shall take effect immediately upon its adoption.

DULY PASSED AND ADOPTED THIS 8 DAY OF JANUARY, 2019.

BOARD OF COUNTY COMMISSIONERS
MARTIN COUNTY, FLORIDA

By: 

EDWARD V. CIAMPI, CHAIRMAN

ATTEST:


CAROLYN TIMMANN, CLERK OF THE
CIRCUIT COURT AND COMPTROLLER

APPROVED AS TO FORM
AND LEGAL SUFFICIENCY:

By: 

KRISTA A. STOREY, ACTING COUNTY ATTORNEY