



MEETING MINUTES
SESSION OF THE AFFORDABLE HOUSING ADVISORY COMMITTEE
CITY OF KISSIMMEE
CITY HALL, COMMISSION CHAMBERS
101 CHURCH STREET, KISSIMMEE, FLORIDA 34741-5054
THURSDAY, JUNE 26, 2025 AT 11:30 AM

1. MEETING CALLED TO ORDER

Members Present:

Chair Robert Bussiere; Co-Chair Lucie Ghioto; Board Member Will Cooper; Board Member Scott Culp; Board Member Fatima Santiago; Board Member Linda Goodwin; Board Member Sue Ring.

Staff Present:

Deputy Attorney Kalanit Oded; Housing Manager Frances De Jesus; Board Clerk Eugenio Morales; Housing Specialist Omayra Caraballo.

Members Absent:

Board Member Noel Ortiz; Board Member Wendy Ford; City Clerk Tameara Crespo.

Chair Robert Bussiere called the meeting to order at 11:30 AM.

2. MOMENT OF SILENCE AND PLEDGE OF ALLEGIANCE

After a Moment of Silence, Chair Bussiere led the audience in the Pledge of Allegiance.

3. MINUTES

3.A Approval of AHAC Minutes from May 15, 2025 Meeting

Request AHAC approval of the Minutes from the May 15, 2025, meeting.

Co-Chair Ghioto made a motion to approve the minutes. Board Member Linda Goodwin seconded the motion.

AYE: Chair Bussiere; Co-Chair Ghioto; Board Member Cooper; Board Member Culp; Board Member Goodwin; Board Member Santiago; Board Member Ring

NAY: None

Motion Passed 7 - 0.

4. PUBLIC HEARINGS

5. OLD BUSINESS

5.A 5-Year Consolidated Plan and Annual Action Plan Process

Housing Manager De Jesus provided an update, noting that the draft plan is currently available for public comment. The presentation related to this update

was included as an attachment to the meeting agenda. Below are the Comments from the Board members.

- Board Member Culp commented on the terminology used in the draft, specifically suggesting that the reference to "wind retrofitting" be more clearly articulated as "wind damage mitigation." Board Member Culp noted that the current phrasing could be misinterpreted as a priority need to establish wind energy generation systems on commercial or public buildings. Housing Manager De Jesus clarified that the item was included as a precautionary measure to preserve flexibility in case of future need, such as improving hurricane resistance. The language was based on terminology provided by HUD and input from the City's consultant.
- Board Member Cooper asked whether the full draft of the Consolidated Plan had been made available, expressing concern that the plan lacked sufficient detail regarding how needs translated into specific goals, objectives, and measurable outcomes. Housing Manager De Jesus confirmed that the full 83-page draft had been attached to the agenda packet. Board Member Cooper emphasized the importance of understanding how the proposed budget, particularly the CDBG allocations, directly supported program outcomes. He stated that he could not offer meaningful comments without such clarity. Housing Manager De Jesus reiterated that the meeting was to collect public comments, and all feedback would be documented for review.
- Co-Chair Ghioto raised a concern about the inclusion of down payment assistance for homebuyers in the plan, pointing out that this incentive had previously been removed from the Local Housing Assistance Plan (LHAP) and was not reflected under any current funding mechanisms. Housing Manager De Jesus responded that this and similar activities were included in the plan for flexibility over the five-year period. Inclusion did not obligate the City to implement them, but it allowed the City to avoid having to amend the plan later if such programs became feasible. Housing Manager De Jesus noted that down payment assistance had been brought up during a Commission meeting and had since been assigned for internal evaluation. Co-Chair Ghioto recommended that references to "construction of new rental housing" be revised to "new rental and ownership housing" to reflect broader priorities and the allowable use of HOME funds. Housing Manager De Jesus agreed that the language could be adjusted for clarity, noting that HOME funds can support both rental and ownership development.
- Board Member Culp expressed concern about the appearance of wind retrofitting in the plan, noting it had not been identified in the need analysis section. Housing Manager De Jesus acknowledged the comment and clarified that it had been included as a general resiliency strategy, though not currently funded.
- Board Member Culp also commented regarding the HOME program. He recommended that the \$199,000 allocation be redirected to Tenant-Based Rental Assistance (TBRA), asserting that the amount was insufficient to support meaningful rental development. Housing Manager De Jesus clarified that although Osceola County is the lead agency for the HOME Consortium, the City independently determines the use of its portion of HOME funds. She explained

that the City often combines multiple years of funding to meet the local contribution requirement for state-funded rental development projects. As an example, she cited a recent \$460,000 award to a developer, which had required the accumulation of funds over two to three years.

- Chair Bussiere initiated a discussion on the CDBG budget, specifically questioning the \$85,000 allocation for code enforcement and \$200,170 for planning and administration, representing 28.49% of the total grant. He expressed concern that more funds should be directed toward helping families in need rather than toward administrative functions. Housing Manager De Jesus explained that the \$85,000 covers the salary and benefits of a code enforcement officer who is fully dedicated to CDBG-eligible low- and moderate-income areas. The position is not funded by the general fund and is exclusive to CDBG-related enforcement.
- Board Member Ring inquired whether this role could be funded by the general fund instead, allowing more CDBG dollars to directly benefit residents. Housing Manager De Jesus clarified that this position exists specifically to meet CDBG requirements and must be funded through the program.
- Chair Bussiere asked whether there might be redundancy between CDBG-funded positions and existing city staff. Housing Manager De Jesus confirmed that monthly reports are generated to track CDBG-specific expenses and ensure compliance, with no duplication of funding.
- Board Member Cooper noted that, from a nonprofit perspective, an \$85,000 request for one staff position would be difficult to justify. He stressed the importance of making sure the funding is used efficiently and directly supports the program's mission.
- Chair Bussiere agreed and shifted the discussion to the broader language in the plan, citing terms like "nature-based solutions" and "wind retrofitting for public and commercial buildings" as being too vague. He emphasized the need to evaluate whether such items reflect AHAC's core goal of helping families secure housing. He shared his concern about ensuring CDBG funds are focused on the most impactful, direct services for those in need, and that all activities are tied to housing outcomes.
- Board Member Fatima inquired about the additional funding referenced in the plan. She stated that the language appeared broad and requested clarification on whether there are specific plans for how the funds will be used. She also asked if this information would be presented during the public hearing process.
- Housing Manager De Jesus responded that the City had recently received approval for a three-year funding agreement covering FY 2025 through FY 2027. She noted that the Local Housing Assistance Plan (LHAP) was previously brought before the AHAC for discussion, and comments were taken into consideration at that time. She clarified that while the consolidated plan includes broad objectives, more detailed requirements specific to the LHAP and SHIP programs are outlined separately. She also offered to email Board Member Fatima a copy of the plan for review.

- Chair Bussiere asked for clarification regarding the inclusion of “nature-based solutions to protect water bodies” in the Needs Assessment. Specifically, he inquired which department or individual within the City identifies such needs and determines when action is necessary, such as for water insulation or protection of a particular water body. Housing Manager De Jesus responded that this item was included in the consolidated plan as a general need, not tied to any specific project or funding in the initial program year. She clarified that no funds were currently allocated for this item. However, she noted that should a need arise—such as an issue with a lake in a low-to-moderate-income area—the City could potentially act, since the need is already included in the plan. She stated that the Public Works Department would likely be the department to initiate such a request.
- Chair Bussiere acknowledged that not all needs listed in the consolidated plan would require immediate funding or action each year. He understood that some items were included for flexibility or “just in case” scenarios, but emphasized that all activities should be evaluated through the lens of whether they effectively support the program’s mission: helping individuals and families in need of housing.

Chair Bussiere opened the floor for additional comments or questions. Hearing none, the board moved forward to the next item on the agenda.

6. NEW BUSINESS

7. DISCUSSION

7. A Staff Comments and Updates

- Chair Bussiere opened the discussion by addressing confusion over the meeting time, which Housing Specialist Morales clarified was caused by a second email listing the start time as 11:00 a.m. instead of the correct 11:30 a.m., due to a cancelled event.
- Housing Manager De Jesus then emphasized the importance of AHAC members participating in external housing-related events, noting low attendance at a recent fair housing event.
- Board Member Cooper acknowledged the value of participation but suggested formalizing expectations during onboarding or in the bylaws.
- Chair Bussiere supported clearer expectations and proposed providing members with a list of recurring events.
- Deputy Attorney Oded clarified that while members may attend public meetings as private citizens, they must avoid discussing board matters outside of publicly noticed meetings to comply with Florida’s Sunshine Law. She advised against identifying oneself as a representative of the board and discouraged sharing policy-related notes or discussions during informal gatherings.

- Chair Bussiere reiterated the importance of transparency and compliance and requested that staff prepare a list of anticipated events for planning purposes. Housing Manager De Jesus confirmed that while event schedules vary, Fair Housing Month is a consistent opportunity, and she would continue to share information on future events.

Chair Bussiere then opened the floor for any additional comments or questions from the board. Hearing none, the discussion concluded, and the meeting proceeded to the next agenda item.

8. HEAR CHAIRMAN AND BOARD MEMBERS

9. ADJOURNMENT

Co-chair Ghioto made a motion to Adjourn. Board Member Goodwin seconded the motion.

AYE: Chair Bussiere; Co-Chair Ghioto; Board Member Cooper; Board Member Culp; Board Member Goodwin; Board Member Santiago; Board Member Ring

NAY: None

Motion to Adjourn Passed 7 - 0.

There being no further business to come before the Affordable Housing Advisory Committee Board, Chair Bussiere adjourned the meeting at 12:27 PM.


Board Chair

ATTEST:


Board Secretary