

CITY OF FORT PIERCE
COMMUNITYWIDE COUNCIL AGENDA

Regular Meeting - Wednesday, February 10, 2016 - 6:00 p.m.

City Hall - Second Floor Conference Room, 100 North U.S. #1, Fort Pierce, Florida

1. **CALL TO ORDER**
2. **PLEDGE OF ALLEGIANCE**
3. **ROLL CALL**
4. **APPROVAL OF MINUTES**
 - a. Approval of Minutes from the January 13, 2016 meeting.
5. **COMMENTS FROM THE PUBLIC**

Any person who wishes to comment on any subject on this Agenda may be heard at this time. Please sign the sign-up sheet in order to speak. Please limit your comments to no more than five (5) minutes, as this section of the Agenda is limited to thirty minutes. The Communitywide Council *will not* be able to take any official action under "Comments from the Public" section.
6. **NEW BUSINESS**
 - a. Presentation and Survey for the Creation of the 2016-2020 5-year Consolidated Plan
 - b. Review and Discussion of 2015-2016 Public Service Grant Applications
7. **OLD BUSINESS**
 - a. Update on currently-funded CDBG projects.
 - b. Update: Citizens served through 2014-2015 Public Services Grants
 - c. Update: Code Enforcement - Homes inspected in Target Area - 2014-2015
 - d. Communitywide Council By-laws
8. **COMMITTEE AND STAFF DISCUSSION**

9. **ADJOURNMENT**

Communitywide Council
Meeting Date: 02/10/2016
Re: Minutes

4. a.

Information

SUBJECT:

Approval of Minutes from the January 13, 2016 meeting.

Attachments

Minutes

Form Review

Inbox

City Manager

Form Started By: Linda Cox

Final Approval Date: 02/08/2016

Reviewed By

Linda Cox

Date

02/08/2016 02:01 PM

Started On: 02/02/2016 01:46 PM



City of Fort Pierce, Florida
Communitywide Council Advisory Board Meeting
January 13, 2016

MINUTES

Ms. Irene Szedlmayer called the Communitywide Council meeting to order at approximately 6:00pm.

Members Present: Irene Szedlmayer, Ellen Mancini, Al Maige, Edward Cox, Kevin Griffin, Gwendolyn Taylor

Members Absent: None

Staff in Attendance: Libby Woodruff, Grants Administrator

Visitors: Kenny B. Taylor

1. APPROVAL OF MINUTES

Mr. Maige made a motion to approve the minutes from the September, 2015 meeting; seconded by Mr. Cox; **motion carried.**

2. COMMENTS FROM THE PUBLIC

Mr. Kenny Taylor was welcomed by Ms. Szedlmayer.

3. NEW BUSINESS

A. Welcome New Members

The Communitywide Council welcomed two new members, Ms. Gwendolyn Taylor and Mr. John Griffin and introduced themselves to each other.

Ms. Woodruff passed out Volunteer Applications for Appointment/Reappointment to Mr. Maige, Ms. Szedlmayer, Ms. Mancini and Mr. Cox since their original 2-year terms are coming to an end.

B. Public Meeting – PowerPoint Presentation and Survey for the Creation of the 2016 Analysis of Impediments to Fair Housing Choice Report

Ms. Woodruff provided a PowerPoint presentation and Community Survey for the creation of the 2016 Analysis of Impediments to Fair Housing Choice Report.

C. Review and Discussion of 2015-2016 Public Service Grant Guidance and Application – Open Date – January 5; Close Date – February 8

Ms. Woodruff provided a copy of the 2015-2016 PSA Grant Guidance and Application for the Council's review and comment.

Ms. Woodruff explained that the amount that an individual organization can receive in a PSA grant decreased from \$10,000 each in 2015 to \$7,500 in 2016 and explained that the City will use a portion of the PSA funds to provide summer activities for youth at the Percy Peek Gymnasium this summer.

Ms. Szedlmayer suggested staff provide a copy of the Communitywide Council's By-Laws for the February meeting. Ms. Szedlmayer also stated that the Communitywide Council

will receive the 2016 Public Service grant applications at their February meeting and the Council should be prepared to discuss and score the applications at the March meeting.

Mr. Griffin stated that he would like to add a new agenda item, 'The other part of the block grant that is available to the City and what input the Council will have on those funds.' Chair Szedlmayer requested that this discussion be placed under 'Committee and Staff Discussion.' After a lengthy discussion, Mr. Griffin stated that he would like to fund neighborhood improvements, sanitary sewers, specifically in the neighborhood of St. Marks and Maravilla and requested that CDBG funds in the amount of \$360,000 be awarded to those projects.

Ms. Woodruff explained that all CDBG funds for the 2015-2016 program year have been allocated and approved by HUD and that the next available CDBG funds would be available beginning October 1, 2016.

Ms. Woodruff exited the meeting to retrieve copies of the City's approved CDBG allocations for the 2015-2016 program year; returned and distributed copies of the allocation to the Council.

4. OLD BUSINESS

A. Update on CDBG-funded projects

Ms. Woodruff updated the CWC on CDBG funded Public Service and Commercial Façade projects for the 2015 program year, via a spreadsheet.

Mr. Griffin asked if there were additional CDBG monies available from previous years. Ms. Woodruff stated that there is no surplus CDBG funding available.

Ms. Woodruff explained the commercial façade grant project and stated that there were a few of the grantees who have not completed their projects. After a lengthy discussion, Ms. Szedlmayer made a motion that a certified letter be sent to the 2014-2015 commercial façade grant recipients that have not expended their funds, that they must submit for reimbursement on the project by the last day of February, 2016, or the Council will recommend to the City Commission that these funds be withdrawn. Mr. Griffin restated the motion as 'The grant award for the 2014-2015 commercial façade project not allocated by March 30, 2016 will be forfeited.'

Ms. Woodruff stated that she would provide information to the Communitywide Council at their February meeting to show how many Fort Pierce citizens were served via 2014-2015 public service agencies.

5. Committee and Staff Discussion

Ms. Szedlmayer stated that there are larger pots of money available for sanitary sewer improvements and stated that Amendment 1 may do this. Mr. Griffin asked if we should be interested in other grants and provided an overview of using CDBG funds for neighborhood improvement. Mr. Griffin stated that kids stepping in sewer water should receive higher priority. Ms. Szedlmayer stated that you don't get much septic to sewer conversion for \$450,000 and suggested that Ms. Woodruff's suggestion of using other grant opportunities meant that some of the CDBG funds might help us qualify for other funds to address this issue. Mr. Griffin stated that all of the neighborhoods in Fort Pierce are low-to-moderate income, which is the target group for this HUD program. He stated that when it comes to quality of life issues, that this is what should be important. Mr. Maige stated that there is much more to the sanitary sewer project that will result in very heavy numbers for this project. Mr. Griffin stated that he is here to push for this project.

Ms. Szedlmayer stated that she would like to have a mid-year report from Code Enforcement and the Community-Based Development Organizations and how they are using CDBG funds for their projects.

Ms. Woodruff described the SCORE workshops; November 18 – 23 businesses

participated. The next workshop is scheduled for Wednesday, February 3. For small businesses that attend at least 2 workshops, they qualify to apply for small grants for their business – for something they can see feel and touch. She also explained the micro-enterprise development expenditure and that there has been a 16% increase in tourism in SLC last year.

Ms. Woodruff announced that the ribbon cutting for the Melody Lane Pier is scheduled for Tuesday, February 2 at 9:00am.

Mr. Cox suggested a presentation be given to the Communitywide Council by the FP Police Department to share the needs they have.

6. Adjournment

Ms. Mancini motioned and Mr. Griffin seconded that the Communitywide Council meeting adjourn; time – 7:37pm.

Communitywide Council

6. a.

Meeting Date: 02/10/2016

Re: 5 Year Consolidated Plan

Information

SUBJECT:

Presentation and Survey for the Creation of the 2016-2020 5-year Consolidated Plan

Attachments

5 year plan

Survey

Form Review

Form Started By: Linda Cox

Started On: 02/02/2016 01:32 PM

Final Approval Date: 02/08/2016

COMMUNITY FORUM

**City of Fort Pierce
Five-Year Consolidated Plan
2016-2020**



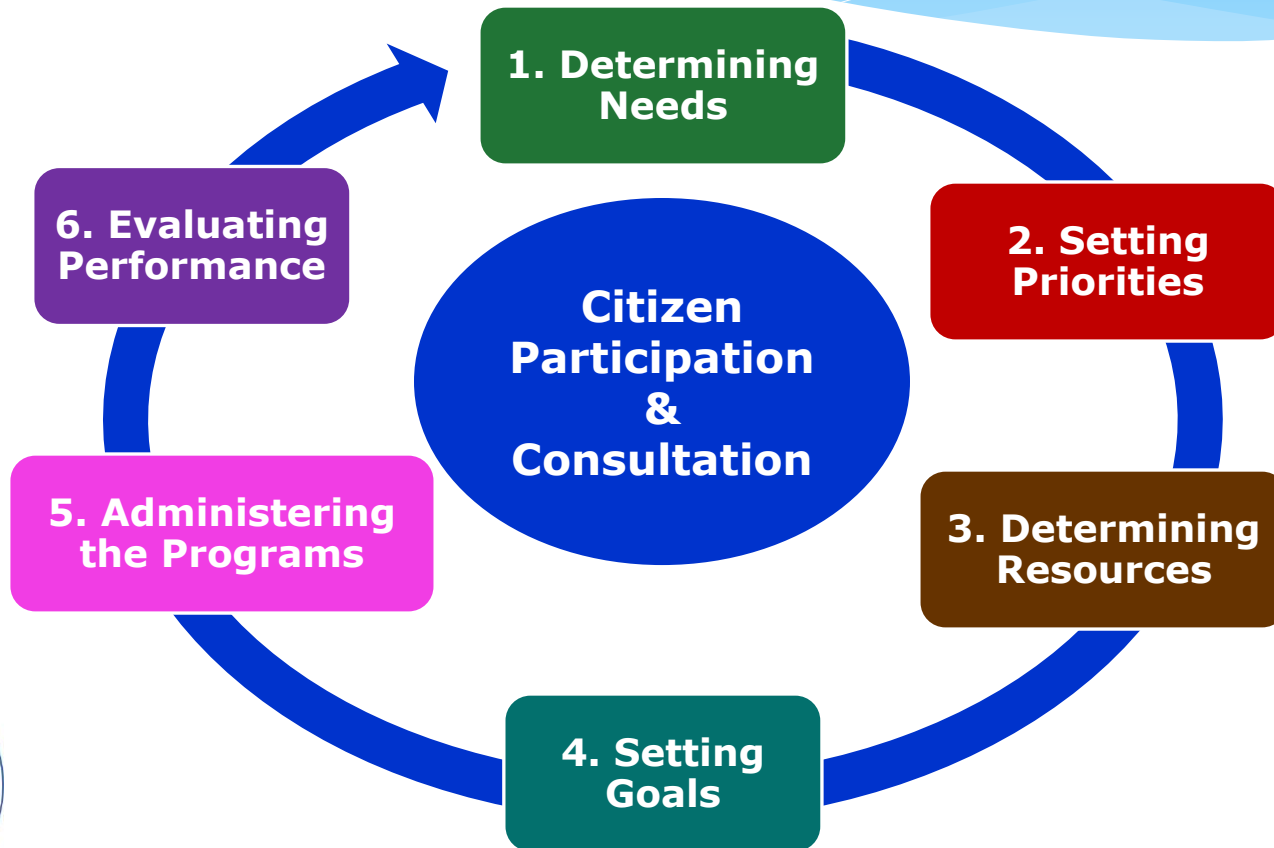
CONSOLIDATED PLAN INTRODUCTION

- **The Consolidated Plan (Con Plan)**
 - Is created every 5 years
 - Assists the City toward determining community needs
 - Provides a community-wide dialogue
- **Help Identify**
 - Economic Development Priorities
 - Community Development Priorities



CONSOLIDATED PLANNING PROCESS

6 PHASES



UNDERSTANDING THE NEED

Economic Need:

- **City of Fort Pierce Unemployment Rate: 6.9%**
(compared to 4.8% statewide)
- **People in Fort Pierce living below poverty level: 35.7%**
(compared to 12.5% statewide)
- **Children under 5 living in poverty: 46.2%**
(compared to 19% statewide)
- **Bachelors degree or higher: 22.1%**
(compared to 29.7% statewide)



(source: U.S. Census, American Community Survey)

UNDERSTANDING THE NEED

Homelessness Need:

- There are 1,906 homeless people in the City of Fort Pierce (sheltered and unsheltered)
- 332 of these are children – an increase of 180% from 2014

2014 Homeless Totals	2015 Homeless Totals
Homeless Adults: 799	Homeless Adults: 764
Homeless Children: 177	Homeless Children: 332
Total Homeless: 976	Total Homeless: 1096
Reason For Homelessness	
Disability: 20	Disability: 57
Unemployment: 144	Unemployment: 129



(source: Treasure Coast Homeless Services Council Point-in-Time Count)

UNDERSTANDING THE NEED

Affordable Housing:

- **Shortfall of Affordable and Available Homes in Fort Pierce**
 - **43,601 = Population of Fort Pierce**
 - **2.56 = Average number of people in household**
 - **15,850 = Total households**
 - **51.7% = Total renter households**
 - **\$777 = Median Rent**
 - **\$30,467 = Median Family Income**
 - **61.8% = Renters overburdened**
 - **26.9% = Renters below poverty level**
 - **41% = Renters with children**

(source – affordablehousingonline.com)



CONSOLIDATED PLAN INTRODUCTION

- **The City of Fort Pierce receives federal funds from the U.S. Department of Housing and Urban Development (HUD) to invest in improving our communities.**
- **These funds will be used to assist low-to-moderate income individuals, families, low-to-moderate areas in our City and support economic development initiatives for small businesses.**
- **HUD Funding for the City of Fort Pierce:**
 - **2010 - \$745,751**
 - **2011 - \$625,087**
 - **2012 - \$485,698**
 - **2013 - 501,323**
 - **2014 - \$502,702**
 - **2015 - \$474,148**




EXAMPLES OF ELIGIBLE ACTIVITIES

- **Assistance for Small Businesses**
- **Crime Prevention and Public Safety Programs**
- **Code Enforcement**
- **Commercial Rehabilitation**
- **Community Revitalization**
- **Educational Programs**
- **Energy Conservation**
- **Home Rehabilitation**
- **Home Buyer Assistance**
- **Homeless Services**
- **Job Training Programs**
- **Neighborhood Facilities / Parks**
- **Recreational Services**
- **Services for Children and Seniors**

HOW CAN YOU HELP ??

Please Take Our Community Needs Survey

Deadline – March 11, 2016


Community Survey - Fort Pierce 5-Year Consolidated Plan
City of Fort Pierce 5-Year Consolidated Plan - Community Survey

Please take a few minutes to complete this survey to help us improve the quality of life within the City of Fort Pierce!

1. I am a:

Renter
 Homeowner

2. I am a:

Resident
 Business Owner
 Non-Profit Service Provider
 Church / Religious Organization
 Other (please specify)

3. Name of My Neighborhood:

4. Neighborhood Where My Business is Located:

5. Non-Profit Service Provider - Please indicate key services your agency provides and your targeted clients.

11. Public Improvements

	High Priority	Low Priority
Drainage	<input type="radio"/>	<input type="radio"/>
Sidewalks (paving, widening)	<input type="radio"/>	<input type="radio"/>
Streets (re-paving, curbs, gutters, etc.)	<input type="radio"/>	<input type="radio"/>
Streetlights, Traffic Signals	<input type="radio"/>	<input type="radio"/>
Code Enforcement Services	<input type="radio"/>	<input type="radio"/>
Water / Sewer	<input type="radio"/>	<input type="radio"/>
Neighborhood Cleanups	<input type="radio"/>	<input type="radio"/>
Other (please specify)	<input type="text"/>	

12. Community Facilities

	High Priority	Low Priority
Neighborhood Community Centers	<input type="radio"/>	<input type="radio"/>
Health Facilities	<input type="radio"/>	<input type="radio"/>
Parks and Recreational Facilities	<input type="radio"/>	<input type="radio"/>
Arts and Cultural Activity Centers	<input type="radio"/>	<input type="radio"/>
Centers for Seniors & Disabled	<input type="radio"/>	<input type="radio"/>
Youth Centers	<input type="radio"/>	<input type="radio"/>
Child Care Centers	<input type="radio"/>	<input type="radio"/>
Small Business Resource Centers	<input type="radio"/>	<input type="radio"/>
Other (please specify)	<input type="text"/>	

8. Community Services

	High Priority	Low Priority
Pre-School Child Care	<input type="radio"/>	<input type="radio"/>
After School Care and Tutoring Services	<input type="radio"/>	<input type="radio"/>
Arts and Cultural Activities for Youth	<input type="radio"/>	<input type="radio"/>
Crime Awareness/Prevention (Neighborhood Watch)	<input type="radio"/>	<input type="radio"/>
Fair Housing Services (Discrimination Complaints)	<input type="radio"/>	<input type="radio"/>
Employment Training	<input type="radio"/>	<input type="radio"/>
Health Services (Physical and Mental Issues)	<input type="radio"/>	<input type="radio"/>
Services for the Disabled & Seniors (Meals on Wheels, Independent Living, Job Training)	<input type="radio"/>	<input type="radio"/>
Youth Counseling and Mentoring Services	<input type="radio"/>	<input type="radio"/>
Substance Abuse Treatment	<input type="radio"/>	<input type="radio"/>
Youth Services / Recreation Activities	<input type="radio"/>	<input type="radio"/>
Child Abuse / Domestic Violence Prevention, Counseling and Outreach Services	<input type="radio"/>	<input type="radio"/>
Community Garden	<input type="radio"/>	<input type="radio"/>
Other (please specify)	<input type="text"/>	

SURVEYS AVAILABLE

- **Complete a Survey Online:**

<http://cityoffortpierce.com/DocumentCenter/Home/View/1319>

- **Request a Survey be Mailed or Emailed To You**

Email - ewoodruff@city-ftpierce.com

Phone - 772-467-3169

THANK YOU FOR YOUR ASSISTANCE!



Community Survey - Fort Pierce 5-Year Consolidated Plan

City of Fort Pierce 5-Year Consolidated Plan - Community Survey

Please take a few minutes to complete this survey to help us improve the quality of life within the City of Fort Pierce!

1. I am a:

- Renter
- Homeowner

2. I am a:

- Resident
- Business Owner
- Non-Profit Service Provider
- Church / Religious Organization
- Other (please specify)

3. Name of My Neighborhood:

4. Neighborhood Where My Business is Located:











5. Non-Profit Service Provider - Please indicate key services your agency provides and your targeted clients.

Help Us Prioritize Our Projects!

The City of Fort Pierce has limited funding available to address housing and community development needs. Please help us prioritize our spending for the next five years.

First, rank the following overall community needs, with 1 being the Highest Priority and 7 being the Lowest Priority.

6. Community Need

		Community Facilities (parks, recreation centers, etc.)
		Community Services (childcare, senior programs, etc.)
		Economic Development (small business assistance, programs, projects, etc.)
		Homeless Services and Facilities
		Increased Police Presence
		Housing (new affordable housing, repairs, home ownership assistance, etc.)
		Public Improvements (street repairs, lighting, water, sewer, etc.)

Next, rank the needs in your neighborhood that could be helped with public funds. Remember, we have limited funding. Check "High" for High Priority or "Low" for Low Priority.

7. Housing

High Priority

Low Priority

Affordable Ownership
Housing (condos,
townhomes, single-
family)

Emergency Assistance
(emergency home
repairs)

Homeownership
Assistance (down
payment, closing cost)

Major Home
Improvements
(structural, electrical,
plumbing)

Exterior Home
Improvements (roof,
A/C, windows, doors,
etc.)

Minor Exterior Home
Improvements (paint,
door locks,
landscaping, etc.)

Lead Hazard
Screenings

Other (please specify)

8. Community Services

	High Priority	Low Priority
Pre-School Child Care	<input type="radio"/>	<input type="radio"/>
After School Care and Tutoring Services	<input type="radio"/>	<input type="radio"/>
Arts and Cultural Activities for Youth	<input type="radio"/>	<input type="radio"/>
Crime Awareness/Prevention (Neighborhood Watch)	<input type="radio"/>	<input type="radio"/>
Fair Housing Services (Discrimination Complaints)	<input type="radio"/>	<input type="radio"/>
Employment Training	<input type="radio"/>	<input type="radio"/>
Health Services (Physical and Mental Illness)	<input type="radio"/>	<input type="radio"/>
Services for the Disabled & Seniors (Meals on Wheels, Independent Living, Job Training)	<input type="radio"/>	<input type="radio"/>
Youth Counseling and Mentoring Services	<input type="radio"/>	<input type="radio"/>
Substance Abuse Treatment	<input type="radio"/>	<input type="radio"/>
Youth Services / Recreation Activities	<input type="radio"/>	<input type="radio"/>
Child Abuse / Domestic Violence Prevention, Counseling and Outreach Services	<input type="radio"/>	<input type="radio"/>
Community Garden	<input type="radio"/>	<input type="radio"/>

Other (please specify)

9. Economic Development

High Priority

Low Priority

Small Business

Capacity and
Sustainability
Assistance

Job Training and
Placement Services

Job Fairs

Cultural Arts Programs
& Projects Within
Neighborhood

New Business
Development

Commercial /
Industrial
Development Projects

Other (please specify)

10. Homeless Services

	High Priority	Low Priority
Counseling, Case Management and Referral Services	<input type="radio"/>	<input type="radio"/>
Services for Homeless Mothers and Children	<input type="radio"/>	<input type="radio"/>
Homeless Facilities (overnight and day resource centers)	<input type="radio"/>	<input type="radio"/>
Employment Training	<input type="radio"/>	<input type="radio"/>
Life Skills Training	<input type="radio"/>	<input type="radio"/>
Mental Health Services	<input type="radio"/>	<input type="radio"/>
Substance Abuse Treatment and Supportive Services	<input type="radio"/>	<input type="radio"/>
Domestic Violence Shelters	<input type="radio"/>	<input type="radio"/>
Transitional to Permanent Housing	<input type="radio"/>	<input type="radio"/>

Other (please specify)

11. Public Improvements

	High Priority	Low Priority
Drainage	<input type="radio"/>	<input type="radio"/>
Sidewalks (paving, widening)	<input type="radio"/>	<input type="radio"/>
Streets (re-paving, curbs, gutters, etc.)	<input type="radio"/>	<input type="radio"/>
Streetlights, Traffic Signals	<input type="radio"/>	<input type="radio"/>
Code Enforcement Services	<input type="radio"/>	<input type="radio"/>
Water / Sewer	<input type="radio"/>	<input type="radio"/>
Neighborhood Cleanups	<input type="radio"/>	<input type="radio"/>

Other (please specify)

12. Community Facilities

	High Priority	Low Priority
Neighborhood Community Centers	<input type="radio"/>	<input type="radio"/>
Health Facilities	<input type="radio"/>	<input type="radio"/>
Parks and Recreational Facilities	<input type="radio"/>	<input type="radio"/>
Arts and Cultural Activity Centers	<input type="radio"/>	<input type="radio"/>
Centers for Seniors & Disabled	<input type="radio"/>	<input type="radio"/>
Youth Centers	<input type="radio"/>	<input type="radio"/>
Child Care Centers	<input type="radio"/>	<input type="radio"/>
Small Business Resource Centers	<input type="radio"/>	<input type="radio"/>

Other (please specify)

13. Non Homeless - Special Needs

High Priority

Low Priority

Offender Re-Entry
Services

Adult Day Care

Senior Citizen &
Disability Services

Benefit Referral
Services

Other (please specify)

14. Neighborhood Improvements

	High Priority	Low Priority
Increased Access to Healthy Food	<input type="radio"/>	<input type="radio"/>
Improved Police Relations	<input type="radio"/>	<input type="radio"/>
Increased Police Presence / Crime Watch	<input type="radio"/>	<input type="radio"/>
Commercial Building Facade Improvements	<input type="radio"/>	<input type="radio"/>
Arts and Cultural Projects and Activities	<input type="radio"/>	<input type="radio"/>
Landscaping, Signage	<input type="radio"/>	<input type="radio"/>
Improved Street Lighting	<input type="radio"/>	<input type="radio"/>
Neighborhood Cleanup and Beautification	<input type="radio"/>	<input type="radio"/>
New Local Retail Stores	<input type="radio"/>	<input type="radio"/>
Demolition of Derelict Buildings	<input type="radio"/>	<input type="radio"/>
Neighborhood Code Enforcement	<input type="radio"/>	<input type="radio"/>
Historic Building Preservation/Rehab	<input type="radio"/>	<input type="radio"/>

Other (please specify)

Thank You for taking time to complete this survey!

Please return this survey to:

Grants Administration

City of Fort Pierce

100 N. U.S. Hwy. 1

Fort Pierce, FL 34950

Fax: 772-466-5808

Email: ewoodruff@city-ftpierce.com

Or, drop it in the box marked "Completed Surveys."

This survey can be completed online:

City of Fort Pierce Website: <http://cityoffortpierce.com/399/Community-Development-Block-Grant-CDBG>

OR: <https://www.surveymonkey.com/r/YB6X6CM>

Please call 772-467-3169 for more information.

Communitywide Council
Meeting Date: 02/10/2016
Re:

7. d.

Information

SUBJECT:
Communitywide Council By-laws

Attachments

Bylaws

Form Review

Form Started By: Linda Cox
Final Approval Date: 02/02/2016

Started On: 02/02/2016 01:56 PM



CITY OF FORT PIERCE COMMUNITYWIDE COUNCIL

BYLAWS

1. The Communitywide Council (CWC) will meet the second Wednesday of each month at 6:00 pm in the Fort Pierce City Hall 2nd Floor conference room.
2. Additional meetings may be held at any time upon the call of the CWC Chairman, or by a majority of the voting members of the CWC, or upon request of Staff.
3. No member shall serve more than two (2) full consecutive terms (four years).
4. The CWC, at its first regular meeting in November of each year shall elect a Chairman and Co-Chairman. No member may serve more than two (2) full consecutive terms as Chairman.
5. The duties and powers of the officers of the Communitywide Council shall be as follows:
 - a. Chairperson:
 - (1) Preside at all CWC meetings
 - (2) Call special meetings of the CWC in accordance with these Bylaws
 - (3) See that all actions of the CWC are properly taken
 - b. Co-Chairperson:
 - (1) During the absence, disability, or disqualification of the chairperson, the co-chairperson shall exercise or perform all the duties and be subject to all the responsibilities of the chairperson.
6. A majority of the members of the CWC entitled to vote shall constitute a quorum for the transaction of business. All recommendations from the CWC for either approval or disapproval of any agenda item shall be by a majority vote of the members of the CWC entitled to vote.
7. Robert's Rules of Order will be followed for the government of the CWC in all cases not otherwise provided for in these Bylaws.
8. These Bylaws may be amended at any meeting by a vote of the majority of the entire membership of the CWC, provided five days' notice has been given to each member of the CWC.
9. Deadline for Agenda: Information is due to staff at least five (5) days prior to meeting date in order to have item(s) placed on upcoming agenda.



CITY OF FORT PIERCE COMMUNITYWIDE COUNCIL

BYLAWS

10. The following order will normally be observed; however, it may be rearranged by the chairperson for individual items if necessary for the expeditious conduct of business:
 - a. Call to Order
 - b. Pledge of Allegiance
 - c. Roll Call
 - d. Approval of Minutes
 - e. Public Comments
 - f. New Business
 - g. Old Business
 - h. Other Business
 - i. CWC Member Comments
 - j. Staff Comments
 - k. Adjournment

11. Procedures for discussion. The following procedures will normally be observed:
 - a. CWC reviews and scores grant applications for projects funded through CDBG dollars and makes recommendations for grant awards for City Commission consideration.
 - b. Staff presents monthly reports related to CDBG funded grant awards and other to the CWC. The CWC will work to resolve any issues that arise related to grant awards.
 - c. Staff and CWC invite agencies, businesses, etc. to present to the CWC.
 - d. The CWC reviews draft CDBG 5-Year and Action Plans and end of year CAPER reports and makes suggestions for potential CDBG funding areas to Staff.

12. Each member of the CWC should notify Staff at the earliest possible opportunity that they will be unable to attend a scheduled meeting, and in any event, prior to 4:00 pm on the date of the meeting. Staff shall notify the Chairperson of the CWC in the event that projected absences will result in the CWC not having a quorum. A quorum is half plus one member.

13. The Co-chairperson shall succeed the Chairperson if he/she vacates office before term is completed; the Co-chairperson is to serve the unexpired term of the vacated office. A new Co-chairperson shall be elected at the next regular meeting.