



**Housing Committee Meeting**  
**Care Resource Community Health Centers, Midtown Miami**  
**3510 Biscayne Blvd, First Floor Community Room**  
**Miami, FL 33137**

**March 20, 2025 Minutes**

#	Members	Present	Absent
1	Burks, Laurie Ann		X
2	Hill, Lileaus	X	
3	Robinson, Patera	X	
4	Tazoe, Roberto	X	
5	Sarria, Manuel		X
<b>Quorum: 3</b>			

Guests	
Davis, Debra	Michel, Marie Kerna
De Leon, Caridad	
Ellis, Marvin	
Gomez, Francisco	
Howell, Jonathan	
Staff	
Meizoso, Marlen	

All documents referenced in these minutes were accessible to members and the public prior to (and during) the meeting, at <https://aidsnet.org/the-partnership#housing1>.

**I. Call to Order**

*Lileaus Hill*

Lileaus Hill, Chair, and called the meeting to order at 2:08 p.m.

**II. Introductions**

*All*

Ms. Hill introduced herself and requested members and guests introduce themselves.

**III. Meeting Housekeeping**

*Marlen Meizoso*

Marlen Meizoso reminded attendees of housekeeping items, including meeting recording, public records, that questions should go through the Chair, and if there are any additional questions they can be asked of staff after the meeting.

**IV. Floor Open to the Public**

*Lileaus Hill*

Ms. Hill opened the floor to the public with the following statement:

*“Pursuant to Florida Sunshine Law, I want to provide the public with a reasonable opportunity to be heard on any items on our agenda today. If there is anyone who wishes to be heard, I invite you to speak now. Each person will be given three minutes to speak. Please begin by stating your name and address for the record before you talk about your concerns. BSR has a dedicated telephone line and email address for statements to be read into the record. No statements were received.”*

There were no comments, so the floor was closed for public comments.

## V. Review/Approve Agenda

*All*

The Committee reviewed the agenda which was posted in advance of the meeting. Patera Robinson indicated she had an announcement which she will share during the Announcements agenda item. The Committee approved the agenda as presented.

**Motion to approve the agenda as presented.**

**Moved: Patera Robinson**

**Seconded: Roberto Tazoe**

**Motion: Passed**

## VI. Review/Approve Minutes of January 16, 2025

*All*

The Committee reviewed the minutes of January 16, 2025, and approved them as presented.

**Motion to accept the minutes of January 16, 2025, as presented.**

**Moved: Roberto Tazoe**

**Seconded: Patera Robinson**

**Motion: Passed**

## VII. Reports

### ▪ HOPWA Program

*Roberto Tazoe*

Roberto Tazoe provided an update on the HOPWA program. The program is still providing tenant based, short-term rental, mortgage, and utility (STRMU), and permanent housing placement (PHP) assistance. The tenant-based program is at capacity of 691 clients with the current funding, and no additional clients are being called off the waitlist. The waitlist number is still 160.

A request for proposal for HOPWA services for the new fiscal year is currently available with a due date of March 24, 2025.

### Vacancies

*Marlen Meizoso*

Mrs. Meizoso reviewed the vacancy report in the meeting packets. There are several vacancies on both the Partnership and the Housing Committee. Currently, the Housing Committee has eleven vacancies, and there are two applications pending. Applicant Marie Kerna Michel was present and expressed her interest in membership. The Committee made a motion recommending her membership.

**Motion to recommend Marie Kerna Michel for membership on the Housing Committee.**

**Moved: Patera Robinson**

**Seconded: Roberto Tazoe**

**Motion: Passed**

The Committee welcomed the newest member and reminded her and any interested guests that they need to complete New Member Orientation and ethics training either before or within three months of joining. Anyone who is interested in membership on this or any of the other committees was asked to see staff after the meeting for an application.

## VIII. Standing Business

### ▪ 2025 Activities

*All*

At the last meeting, the Committee reviewed their meeting dates for 2025 and based on the discussions, tentative activities were placed on the calendar for the year. The stakeholders meeting was scheduled to take place in August. The Committee reviewed the calendar and populated the meeting dates with activities. The final version was approved by motion..

**Motion to approve the 2025 Housing Committee Calendar of Activities as presented.**

**Moved: Roberto Tazoe**

**Seconded: Patera Robinson**

**Motion: Passed**

▪ **Stakeholder Invitees and Letter**

*All*

The Committee reviewed the draft Housing Stakeholders meeting invitation letter sent out last year, along with the list of invitees and response levels. Aside from updating dates and contacts, the Committee recommended the following edits to the letter:

- Add a statement about challenging times;
- Change “resources” to “programs”;
- Reword third paragraph and imbed two question that will be asked: 1) Do you currently have any housing assistance programs for low-income individuals? If so, when would they open? 2) What affordable housing options do you have that we can post online?

A revised letter will be brought to the next meeting.

**IX. New Business**

▪ **Special Projects Discussion**

*All*

As part of the annual staff support budget process approved last year, each committee and subcommittee are being polled for any request for support of special projects above and beyond the annual activities (needs assessment, comprehensive planning, PSRA, and efficiency of administrative mechanism). Results will be shared with the Executive Committee. The Committee did not indicate any projects. Alecia Apfel is no longer providing assistance with the Housing Needs Assessment. The current RFP for HOPWA services has a technical assistance component which encapsulates that function.

▪ **Annual Financial Disclosures-Source of Income Forms**

*All*

The Committee was reminded that the annual source of income forms need to be completed by July 1, according to the County and State requirements. Members who need to complete the form had the document in their meeting materials.

**X. Open Discussion**

▪ **Questions from the Community**

*All*

There were no questions from the community.

**XI. Announcements**

*All*

Mrs. Meizoso indicated that the next New Member Orientation is scheduled for April 2, 2025, via Microsoft Teams. The flyer with details on the training was located on the sign-in table and the registration page can be accessed through the QR code or via the link provided.

Patera Robinson announced that the Health Council of South Florida will be opening their EHE Rapid Housing Program on April 1.

**XII. Next Meeting**

*Lileaus Hill*

The next meeting is scheduled for April 17, 2025, at Care Resource.

**XIII. Adjournment**

*Lileaus Hill*

Ms. Hill adjourned the meeting at 2:49 p.m.