

**WESTGATE/BELVEDERE HOMES COMMUNITY REDEVELOPMENT AGENCY  
1280 N. CONGRESS AVE., SUITE 215, WEST PALM BEACH, FL. 33409  
MINUTES OF THE MONTHLY MEETING**

**June 08, 2020**

**I. CALL TO ORDER**

Mr. Daniels, the Board Chair, called the meeting to order at 5:00p.m. The roll was called by Ms. Bui.

**Present:** Ronald Daniels  
Joanne Ruffy  
Ralph Lewis  
Yeraldi Benitez – Logged on at 5:04p.m.  
Ruth Haggerty

**Absent:** Enol Gilles  
Joseph Kirby

**Staff Present:** Elizée Michel, Executive Director  
Denise Pennell, Senior Planner  
Carmen Geraine, Bookkeeper  
Mai Bui, Administrative Assistant  
Thomas J. Baird, Esq., General Counsel

**II. AGENDA APPROVAL**

**1. Additions, Deletions, Substitutions to Agenda**

- No Additions, Deletions, Substitutions to Agenda

**2. Adoption of Agenda**

- It was moved by Ms. Ruffy and seconded by Ms. Haggerty to adopt the Agenda.  
Motion carried (4-0)

**III. ADOPTION OF W/BH CRA MINUTES**

- It was moved by Ms. Haggerty and seconded by Ms. Ruffy to adopt the minutes of the April 13, 2020 meeting as amended. Motion carried (4-0)

#### **IV. PUBLIC COMMENT**

- Doritt Miller, Assistant County Administrator informed that Palm Beach County has a small business grant. The deadline to submit application is June 12, 2020 at 11:59 a.m. It is not a loan; it is a grant for businesses that were close due to Covid.

#### **V. DISCLOSURES**

- No disclosures

#### **VI. CONSENT AGENDA**

- No consent agenda

#### **VII. REGULAR AGENDA**

##### **1. The COVID-19 Small Business Emergency Relief Forgivable Loan Program (Program)**

The agenda item was introduced by Mr. Michel. The COVID-19 crisis had forced small businesses to face many obstacles in the last few months. Executive Orders by the governor to control the spread of the virus have resulted in business closures, reductions in services, disruptions in inventory supply chains, impacts to cash flow, and payroll deficits. This Program is intended to support the retention of small businesses vital to the overall economic health of the redevelopment area, protect and support capital improvements undertaken or planned by the CRA, and to prevent the furtherance of slum and blight conditions, pursuant to the goals and objectives of the Westgate CRA Community Redevelopment Plan.

Program Description: The CRA will provide businesses with 25 or fewer employees up to \$5,000 in an interest free loan. If the business can demonstrate compliance with the Program and that the loan was used towards rent, payroll, utilities, inventory expenses, and/or upgrades to technology to facilitate remote working, within 1 year of the loan date, the loan will be forgiven, and the business will not be required to repay the loan. Loans will be awarded on a first-come, first-served basis. Loan recipients will be required to sign a promissory note to ensure compliance with the Program, loan terms, and conditions. The Westgate CRA has sole discretion to determine compliance with the Program, loan terms, and conditions sufficient to allow forgiveness of the loan.

A Board discussion ensued after the presentation. The Board fixed a total amount of \$150,000 to be spent on the program. The Board also adjusted the eligibility criteria to only permit businesses that were in existence on January 1, 2020, and businesses that have at least two full time employees to participate in the program.

Staff recommended that the Board authorizes the implementation of the Program.

**It was moved by Mr. Lewis and seconded by Ms. Benitez to approve the implementation of the Program. The motion passed unanimously (5-0)**

**The regular meeting was suspended at 5:30p.m. to conduct Board nomination. Ms. Haggerty nominated Mr. Ronald Daniels to fill Seat #6. No other nominations were offered. Nominations will be sent to the Board of County Commissioners for their consideration.**

## **2. Election of Board Chair and Vice-Chair**

In accordance with the CRA By-Laws, Chair and Vice-Chair are elected for a period of one year. Election for the Board Chair and Vice-Chair should be held every year and the result forwarded to the Palm Beach County Board of County Commissioners for formal approval.

**It was moved by Ms. Haggerty and seconded by Mr. Lewis to elect Mr. Daniels as Board Chair and Ms. Rufty as Vice-Chair. The motion passed unanimously (5-0)**

## **VIII. STAFF REPORTS**

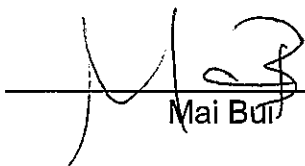
Ms. Pennell reported to the Board the Oswego Parks has past final inspection. Staff is working on the closeout.

Mr. Michel reported to the Board that the Park on Bridgeman and Florida Mango has been completed.

Mr. Michel reported to the Board that the TPA grants for Cherry Road was approved. The grant will cover construction cost; the WCRA will pay for design and construction administration.

## **IX. AJOURNMENT**

**It was moved by Ms. Rufty and seconded by Ms. Benitez to adjourn the meeting. The meeting adjourned at 6:01p.m.**

  
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Mai Bur

Administrative Assistant, Westgate CRA