

CITY OF MELBOURNE
MINUTES OF THE REGULAR MEETING
CITIZENS' ADVISORY BOARD (CAB)
MELBOURNE CITY HALL COUNCIL CHAMBER
January 5, 2026 ♦ 6:00 pm

1. Call to Order

A regular meeting of the CAB was held in Council Chambers at City Hall on this date. Chairman McNeil called the meeting to order at 6:00 pm.

a. Invocation

Vice Chair Rev. Dale Haynes led the invocation.

b. Pledge of Allegiance

The Pledge of Allegiance was given to the Flag of the United States of America.

c. Roll Call

Present:

Joseph McNeil, Chair
Rev. Dale Haynes, Vice Chair
E. Rhodie Humbert, Member
Ed Hart, Member
Shawn A. Middleton, Member
David Walker, Member
LaShawn Dillard, Member
Tyrone Bryan, 1st Alternate Member

City of Melbourne Staff Also Present:

Abby Johnson, Housing & Urban Improvement Manager
Kelly Calvacca, Housing Program Administrator
Sueann Thomaston, Housing Program Administrator
Christine McCarthy, Housing Program Technician
Tiffany Spence, Recording Secretary

Absent:

None

2. Approval of Minutes: Regular Meetings – December 1, 2025

Motion: Humbert/Dillard for approval of the minutes from the Regular Meeting on December 1, 2025, with any necessary corrections. Motion carried unanimously.

3. Election of Chairman and Vice Chairman

Chairman McNeil opened the floor for nominations.

Nominations were opened for Chairman. Reverend Haynes nominated Mr. McNeil. There were no other nominations, and nominations were closed.

Motion: Haynes/Middleton for Mr. McNeil to serve as Chairman to the CAB. The roll call vote was:

Aye: Middleton, Hart, Haynes, McNeil, Humbert, Walker

Nay: Dillard

Motion carried, 6-1.

Nominations were opened for Vice-Chairman. Mr. Hart nominated Reverend Haynes. There were no other nominations, and nominations were closed.

Motion: Hart/Haynes for Rev. Haynes to serve as Vice-Chairman to the CAB. The roll call vote was:

Yay: Middleton, Hart, Haynes, McNeil, Humbert, Walker

Nay: Dillard

Motion carried, 6-1.

4. Declaration of Conflict from Previous Meeting

No conflicts were reported from the meeting held on December 1, 2025.

5. Public Comment

No public comment received.

6. Presentations by FY25-26 CDBG and HOME Funding Applicants

Eight organizations that will potentially apply for FY 2026/2027 CDBG and HOME funding were provided an opportunity to present their program and provide answers to questions from the staff and CAB.

Kristen Swenson - City of Melbourne – Parks, Recreation & Golf - Seeking funding to support summer camp scholarships for children ages 6-12, at Eddie Lee Taylor Senior Community Center and Wickham Park Community Center. These camps introduce youth to recreational activities, excursions, team-building, and educational programs with the Melbourne Police Department (MPD) and Melbourne Fire Department (MFD) on bullying, fire safety, and many other subjects. Ms. Swenson commented that the summer camps serve approximately 170 children and run for 10 weeks.

Nikki Caldwell - City of Melbourne – Parks, Recreation & Golf - Seeking funding to add new playground equipment and a shade structure at Carol Glanton Park for children ages 5-12 years old. The second request is for 4-foot fencing to be installed around the football field at Carver Park.

Alberta Clinkscales – Community Revitalization Alliance, Inc. – Seeking funding for the Pathways to Wellness Pilot Program. The proposed program will provide early engagement to recently discharged hospital patients. The program goals are to prevent readmission, improve patient self-management, increase patient health literacy, and reduce avoidable readmission. These factors impact healthcare costs for local hospitals of low- to moderate-income persons in the South Melbourne Target Area.

Mary Johnson – Edna W. Jackson Food and Clothing Pantry – Seeking funding for a food and clothing pantry located in the Melbourne South Target Area. The funds will help to provide fresh foods, clothing, and hygiene products to low- to moderate-income families and homeless individuals. The pantry assisted over 200 households in the last year.

Rufus Williams - Greater Melbourne Police Athletic League (PAL) - Seeking funding to support after-school and summer camp enrichment programs located in the North and South Target Areas. The summer camp program currently assists youth ages 6-13, and the after-school program will include youth up to age 16, providing tutoring, mentoring, creative arts, and mental and emotional wellness health lessons.

Pamela Bress - Ways for Life - Seeking funding for young adults and teens between the ages of 15-25 who are aging out of foster care. The program provides case management, housing stability, educational support (GED FastTrack), life skills classes, mental health therapy, assistance securing Medicaid or other health insurance, food, clothing, and housewares and personal items.

Jeffrey Njus – Providence Connects – Seeking funding for their food storage center for their outreach distribution and drive-thru food pick up. With their fresh food offerings, the people and families in need can select healthy food that they enjoy. These funds will be used to enhance the pantry with things like a large commercial freezer to store food and offer more options to the community.

LaShaundra McGhee - Neighbor Up Brevard - Seeking funding to support afterschool and

summer camp programs at the Dorcas Outreach Center for Kids (DOCK). The DOCK offers families access to affordable, safe child care in a very dignity-affirming manner focused on helping students achieve academic goals. The DOCK also provides leadership training, social/emotional support that provides weekly visits from a Registered Behavior Technician, Mental Health Counselor, and Christian Counselor. They also have a garden club, teach employment skills, and offer tutoring. The program provides employability skills and training, college entrance support, and workforce development. The funding this year will help expand their transitional program for kids graduating from high school.

7. Housing & Urban Improvement Manager’s Report

Ms. Johnson advised the board that the City is still awaiting an executed funding agreement for FY2025/2026 (October 1, 2025, through September 30, 2026) from the U.S. Department of Housing and Urban Development (HUD).

She also advised that technical assistance for the FY 2026/2027 CDBG and HOME application process will be available by appointment on January 8, 2026. The applications can be accessed through the Neighborly Portal starting January 14, 2026, and closing on February 13, 2026. Additionally, she offered remarks about developing quality applications.

8. FY26-27 Annual Action Plan (Public Hearing)

Chairman McNeil opened the public hearing for public comment for funding FY 2026/2027 CDBG and HOME Annual Action Plan.

Ms. Alberta Clinkscales commented on the need for both affordable healthcare and childcare.

There was no other public comment.

Chairman McNeil closed the public hearing.

9. Substantial Amendment to the FY2020 Annual Action Plan (Public Hearing)

Chairman McNeil opened the public hearing for the Substantial Amendment.

Ms. Johnson discussed the Substantial Amendment, highlighting the unexpended funds were authorized by the Coronavirus Aid, Relief and Economic Security Act (CARES Act), and are specifically required to help prepare for, prevent, or respond to COVID-19 and other contagious diseases. A Request For Applications (RFA) was advertised to all City of Melbourne departments, of which three responded.

Listed below are the applicants, score and ranking/ recommendation order:

Applicant and Request	Score	Rank
Melbourne Fire Department / Emergency Medical Services Lund University Cardiopulmonary Assist System (LUCAS) CPR Device	41	1
Melbourne Parks, Recreation and Golf Health and Wellness Initiative	40	2
Melbourne Police Department Personal Protective Equipment (PPE)	32	3

The board had a robust discussion on the merits and effectiveness of the proposed activities. Questions were of the present applicant.

Motion: Humbert/Haynes for approval of the FY2026 Substantial Amendment Reallocating \$13,017.18 in CDBG & \$1,564.05 in CDBG-CV Unexpended Funds from FY2020-2021.

The roll call vote was:

Yay: Haynes, McNeil, Humbert, Walker

Nay: Middleton, Hart, Dillard

Motion carried, 4-3.

Chairman McNeil closed the public hearing.

Ms. Johnson asked the Board to entertain a second motion, authorizing the Housing and Urban Improvement Manager the ability award funding to the next highest ranked applicant in the event Melbourne Fire Department/Emergency Medical Service (MFD/EMS) withdrew, or if HUD requires modifications to the substantial amendment without returning to the CAB, in accordance with the updated City of Melbourne Citizen Participation Plan.

Motion: Haynes/Humbert authorizing the HUI Manager ability to award funding to the next highest ranked applicant in the event MFD/EMS withdraws or HUD requires modifications to the substantial amendment, without returning to the CAB in accordance with the City of Melbourne Citizen Participation Plan. The motion carried with a unanimous roll call vote.

10. Board Comments

Chairman McNeil invited final comments before adjournment.

Ms. Dillard reminded citizens present to go out and vote.

No other members had further comments.

11. Adjournment

Motion: Haynes/Hart to adjourn the meeting at 8:17 pm.

Tiffany Spence

Tiffany Spence, Recording Secretary

Approved by the Citizens' Advisory Board: April 6, 2026