



# Agenda Report

2725 Judge Fran Jamieson  
Way  
Viera, FL 32940

## New Business - Community Services Group

J.1.

4/6/2021

### Subject:

Appointments, Re: Community Development Block Grant Citizens Advisory Committee

### Fiscal Impact:

Fiscal Year 2020/2021 - There will be no impact to the General Fund.

### Dept/Office:

Housing and Human Services

### Requested Action:

It is requested that the Board of County Commissioners appoint Trina Gilliam (Rockledge), Melissa Byron (Cocoa Beach), and Elizabeth Alward (Satellite Beach) to the Community Development Block Grant Citizens Advisory Committee.

### Summary Explanation and Background:

On December 17, 2019, the Board of County Commissioners (BOCC) created and established a citizens advisory committee to increase the identification and resolution of housing and urban problems, designated as the Brevard County Community Development Block Grant Citizens Advisory Committee (Committee) through the adoption of Resolution No. 19-248. The Committee membership includes seven individuals appointed by the Commissioner representing each of the designated Neighborhood Strategy Areas and eight members appointed by the Board, at-large, from unincorporated areas or partner municipalities (which have signed a Community Development Block Grant Interlocal Cooperation Agreement) of Brevard County to represent low-income residents. Of the eight appointees appointed at-large, four shall be residents of the partner municipalities.

The Housing and Human Services Department has reached out to the municipalities which have signed the CDBG Interlocal Cooperation Agreement and three of them (waiting for responses from 4 other cities) responded by identifying the following individuals to represent their respective cities on the Committee:

- 1) Trina Gilliam (non-resident), Planner - City of Rockledge
- 2) Melissa Byron (resident), Director of Marketing and Public Relations - City of Cocoa Beach
- 3) Elizabeth Alward (resident), Assistant City Manager - City of Satellite Beach

The Board can choose to accept these recommendations, reject them and request alternates from the municipalities, or appoint their own members.

**Clerk to the Board Instructions:**

None



Kimberly Powell, Clerk to the Board, 400 South Street • P.O. Box 999, Titusville, Florida 32781-0999

Telephone: (321) 637-2001  
Fax: (321) 264-6972  
Kimberly.Powell@brevardclerk.us

April 7, 2021

**M E M O R A N D U M**

**TO:** Ian Golden, Housing and Human Services Director

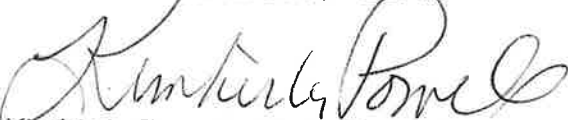
**RE:** Item J.1., Appointments for Community Development Block Grant (CDBG) Citizens Advisory Committee

The Board of County Commissioners, in regular session on April 6, 2021, approved appointing Trina Gilliam, Rockledge, Tony Sasso, Cocoa Beach, and Elizabeth Alward, Satellite Beach, to the CDBG Citizens Advisory Committee.

Your continued cooperation is greatly appreciated.

Sincerely yours,

**BOARD OF COUNTY COMMISSIONERS  
RACHEL M. SADOFF, CLERK**

  
Kimberly Powell, Clerk to the Board

/ds



Kimberly Powell, Clerk to the Board, 400 South Street • P.O. Box 999, Titusville, Florida 32781-0999

Telephone: (321) 637-2001  
Fax: (321) 264-6972  
Kimberly.Powell@brevardclerk.us

April 7, 2021

Trina Gilliam  
City of Rockledge  
1600 Huntington Lane  
Rockledge, FL 32955

Dear Ms. Gilliam:

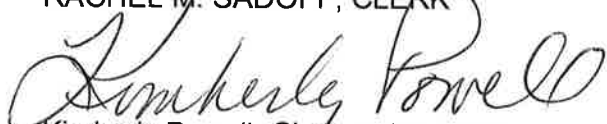
Re: Appointment to Community Development Block Grant Advisory Board

On the recommendation of the Housing and Human Services, the Board of County Commissioners, in regular session on April 6, 2021, acknowledged your appointment to the Community Development Block Grant Advisory Board. Said term of appointment expires December 31, 2022. Enclosed are memorandums explaining the "Sunshine Law" and the Voting Conflict Law for your information.

Your willingness to serve the citizens of Brevard County in this capacity is appreciated.

Sincerely,

BOARD OF COUNTY COMMISSIONERS  
RACHEL M. SADOFF, CLERK

  
Kimberly Powell, Clerk to the Board

/dt

Encls. (2)

cc: Housing and Human Services



BOARD OF COUNTY COMMISSIONERS

**Housing and Human Services**  
 2725 Judge Fran Jamieson Way  
 Building B, Suite 106  
 Viera, Florida 32940

Department of Housing and Human Services  
 Volunteer Application Form

**COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)**

Name/Title

Trina Gilliam Senior Planner

Organization Represented

City of Rockledge

Employer

City of Rockledge

Preferred Mailing Address

1600 Huntington Lane

City/State/Zip

Rockledge, FL 32955

Business Phone 321-221-7540 ext 113 Email tgilliam@cityofrockledge.org

Home Phone \_\_\_\_\_ Fax \_\_\_\_\_

Cell Phone 321-978-9221 \_\_\_\_\_

I have lived in Brevard County for 23 years.

I prefer to receive correspondence by x email \_\_\_\_\_ fax \_\_\_\_\_ mail.

I can attend CDBG meetings on the 3rd Tuesday of each month (3:00 p.m. – 5:00 p.m.)

Please attach a brief resume describing your experience that would benefit the Community Development Block Grant Board. Thank You

Signature

02/10/2021

Date

PLEASE CHECK GROUPS YOU HAVE EXPERIENCE OR AN INTEREST		For staff use only					
		M	A	V	T	P	I
	Affordable Housing Council						
X	CDBG Advisory Board						
	Commission on Aging						
	Commission on Mental Health and Community Solutions						
	Commission on the Status of Women						
	Community Action Board						
	Homeless Task Force						
	Together in Partnership						
	Youth TIP Committee						

For Staff Use: Representing:     North County     Central County     South County

## Trina Gilliam

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813 Temple Street Cocoa, FL 32922 (321) 682-0661 trinagilliam71@gmail.com

### Experience

#### City Planner

06/2018 – Present City of Rockledge

- TREE Board staff liaison, prepares and distributes agenda packages, attends monthly, seeks approval on board related activities
- Attends monthly Planning Commission meetings, prepares and distributes agenda packages, presents development projects and other items for consideration
- Assists with identifying and assessing sites for development
- Meets with developers to discuss the potential of new development projects
- Project Management: coordinates with the development review team
- Reviews development proposals and site plans for conformance with codes and regulations
- Evaluates rezonings and variances
- Completed 3 annexations and Evaluation and Review process.
- Staff liaison to ECFRPC Regional Resilience Collaborative serving on 3 technical advisory committees
- Researches and develops new land development regulations (LDRs)
- Manages various grants
- Essential Employee required to work during a declared or undeclared emergency
- Performs other related job duties as assigned

#### Planner I

08/2017-06/2018 Brevard County Board of County Commissioners

- Assists in preparing small studies
- Prepared staff reports and zoning verification letters
- Reviewed site plans for conformance with codes and regulations
- Interprets planning and/or zoning regulations, codes, and laws
- Provides information to the public regarding zoning, comprehensive plan, and land development regulations
- Essential Employee required to work during a declared or undeclared emergency
- Researched and assisted with the development of new LDRs

#### Planning Intern

07/2015-01/2017 City of Titusville, Planning Department

- Assisted the planning department with the modification and re-organization of Titusville's land development regulations (LDR's)
- Conducted research and contributed to new LDRs
- Performed planner of the day duties responding to phone calls and customer inquiries at the front counter

#### Graduate Assistant

5/2015-07/2015 University of Central Florida, Office of Integrity and Ethical Development

- Conducted Orientation tabling sessions
- One-on-one student coaching sessions
- Researched other universities integrity and ethical policies to contribute to modification of existing integrity and ethical policies at UCF
- Contributed to production of marketing materials

**Receptionist**

03/2014-07/2015 University of Central Florida, Office of Transfer and Transitional Services

- Greeted office visitors
- Answered the phones, fielded basic questions, took messages and scheduled appointments
- Contributed to production of marketing materials

**Customer Service Rep**

01/02/2012-03/15/2013 Allied Internet Center, Rockledge, FL

- Completed shift paperwork, and operated register
- Trained new employees

**Education**

University of Central Florida, Orlando, FL

Sociology B.A. (Honors), 2015

University of Central Florida, Orlando, FL

Urban and Regional Planning MSURP May 2018

**Professional Affiliations**

- Member, American Planning Association (APA)



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Telephone: (321) 637-2001  
Fax: (321) 264-6972  
Kimberly.Powell@brevardclerk.us

April 7, 2021

Liz Alward  
213 N.E. First Street  
Satellite Beach, FL 32937

Dear Ms. Alward:

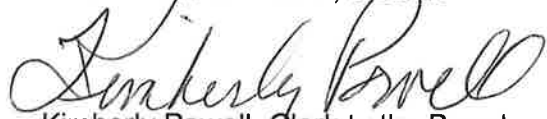
Re: Appointment to Community Development Block Grant Advisory Board

On the recommendation of the Housing and Human Services, the Board of County Commissioners, in regular session on April 6, 2021, acknowledged your appointment to the Community Development Block Grant Advisory Board. Said term of appointment expires December 31, 2022. Enclosed are memorandums explaining the "Sunshine Law" and the Voting Conflict Law for your information.

Your willingness to serve the citizens of Brevard County in this capacity is appreciated.

Sincerely,

BOARD OF COUNTY COMMISSIONERS  
RACHEL M. SADOFF, CLERK

  
Kimberly Powell, Clerk to the Board

/dt

Encls. (2)

cc: Housing and Human Services



**Liz Alward**

213 N.E. First Street

Satellite Beach, FL 32937

[lalward@satellitebeach.org](mailto:lalward@satellitebeach.org)

321-794-6202

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January 14, 2019 to Present

**Assistant City Manager**

*City Satellite Beach*

- Serve as Acting City Manager, as required.
- Assist the City Manager in the development of the budget
- Assist with the City's personnel policies, pension activities, and union contracts and ensure compliance with federal and state law and regulations
- Manage specific projects on behalf of the City Manager
- Develop and assist in managing a centralized purchasing and contracting program
- Represent the interests of the City before various local, state, and federal agencies, community leaders, city employees, and the general public.
- Assist the City Manager with policy making by identifying problems and opportunities, analyzing options, and providing recommendations.
- Serve as part of the City's leadership team and participate in regular leadership team meetings with other department heads and City Manager.
- Perform public relations duties with interested concerned parties.
- Attend evening meetings with City Council, Planning and Zoning Commission, Community Redevelopment Agency, and other advisory boards as necessary.
- Participate on the City's Emergency Management Team and associated training.

November 14, 2006 - 2018

**Chief of Staff**

*Brevard County Commission District 2, Merritt Island, Florida*

- Responsibilities include day-to-day administration and supervision of the District 2 staff.
- Prepare and/or interpret County Commission agendas.
- Conduct comprehensive research on complex public and Board policy issues.
- Interacts and attends meetings with constituents, Commission Advisory Boards, community groups, Homeowners Associations, City Officials, State Legislators and staff, Canaveral Port Authority, Brevard School Board, Patrick Airforce Base, NASA, Economic Development Commission, Tourist Development Commission, all Constitutional Officers, many non-profit organizations and others on behalf of the Commissioner.
- Served as a liaison between constituents and the Commissioner through communication on issues, planning and pulling together the necessary people together to work through a variety of complex issues.

- Receives complaints and inquiries from the public, constituents, community groups, sports leagues, and others and provides requested information or referral to the appropriate governmental office or agency and ensure follow up of inquires/problems.
- Attend meetings and events with and/or on behalf of the Commissioner as needed, and provides written briefings for the meetings.
- Served many a days and nights in the Emergency Operations Center during hurricanes answering phone calls before during and after storms.
- Responds to all emails, correspondences, and drop in visitors with problem solving and solutions. Utilizing tact when dealing with angry or distraught constituents and when working on sensitive policy issues.
- Works cooperatively and jointly with other County Staff members to provide seamless constituent service.

January 26, 2004 - October 23, 2006

**Administrative Assistant to the Parks and Recreation Department Director**

*Brevard County Parks and Recreation/Boating and Waterways, Cocoa, Florida*

March 12, 1993 - October 23, 2004

**Brevard County Commission District 3**

*County Commission District 3, Melbourne, Florida*

October 28, 1991 - March 12, 1993

**Brevard County Code Enforcement**

*Brevard County Code Enforcement, Viera Government Center Complex*

### **Education**

Attended Eastern Florida State Collage and Hudson Valley Community College, numerous training classes and 25 years of Brevard County Government service

### **VOLUNTEER/ ACTIVITIES/PAST AND PRESENT**

#### **Volunteer**

Past Satellite High School Instrumental Music Foundation, Vice President Event Planning and Fundraising

#### **Board Member**

Past Brevard County Employee Benefits Committee Advisory Board 20-year appointment

Chairman of the Brevard Homeless Coalition

Second Vice President Port Canaveral Propeller Club

Space Coast Transportation Planning Organization Technical Advisory Committee (TAC)

Space Coast Transportation Planning Organization Vision O Task force

Space Coast League of Cities

Chamber of Commerce Governmental Affairs Committee member

#### **Advocate**

Indian River Lagoon Champion, Amendment I Save our Schools Campaign, environmental/stormwater improvement projects, fund raising and advocacy for the Satellite High School Music Program

References available upon request



BOARD OF COUNTY COMMISSIONERS

**Housing and Human Services**  
 2725 Judge Fran Jamieson Way  
 Building B, Suite 106  
 Viera, Florida 32940

**Department of Housing and Human Services  
 Volunteer Application Form**

**COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)**

Name/Title

Liz Alward, Assistant City Manager Satellite Beach, Chairman Homeless Coalition

Organization Represented

Homeless Coalition

Employer

City of Satellite Beach

Preferred Mailing Address

565 Cassia Blvd.

City/State/Zip

Satellite Beach, FL 32937

Business Phone 321-773-4407 Email lalward@satellitebeach.org

Home Phone \_\_\_\_\_ Fax \_\_\_\_\_

Cell Phone 321-794-6206

I have lived in Brevard County for 39 years.

I prefer to receive correspondence by ☒ X email \_\_\_\_\_ fax \_\_\_\_\_ mail.

I can attend CDBG meetings on the 3rd Tuesday of each month (3:00 p.m. – 5:00 p.m.)

Please attach a brief resume describing your experience that would benefit the Community Development Block Grant Board. Thank You

*Liz Alward*  
 Signature

2/19/2021  
 Date

PLEASE CHECK GROUPS YOU HAVE EXPERIENCE OR AN INTEREST		For staff use only					
		M	A	V	T	P	I
<input checked="" type="checkbox"/>	Affordable Housing Council						
<input checked="" type="checkbox"/>	CDBG Advisory Board						
<input type="checkbox"/>	Commission on Aging						
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<input type="checkbox"/>	Commission on the Status of Women						
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<input type="checkbox"/>	Youth TIP Committee						

For Staff Use: Representing: \_\_\_ North County \_\_\_ Central County \_\_\_ South County



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Telephone: (321) 637-2001  
Fax: (321) 264-6972  
Kimberly.Powell@brevardclerk.us

April 7, 2021

Tony Sasso  
319 Cyprus Drive  
Cocoa Beach, FL 32931

Dear Mr. Sasso:

Re: Appointment to Community Development Block Grant Advisory Board (Alternate)

On the recommendation of the Housing and Human Services, the Board of County Commissioners, in regular session on April 6, 2021, acknowledged your appointment, as Alternate, to the Community Development Block Grant Advisory Board. Said term of appointment expires December 31, 2022. Enclosed are memorandums explaining the "Sunshine Law" and the Voting Conflict Law for your information.

Your willingness to serve the citizens of Brevard County in this capacity is appreciated.

Sincerely,

BOARD OF COUNTY COMMISSIONERS  
RACHEL M. SADOFF, CLERK

Kimberly Powell, Clerk to the Board

/dt

Encls. (2)

cc: Commissioner Lober  
Housing and Human Services



BOARD OF COUNTY COMMISSIONERS

COMMISSIONER BRYAN LOBER, DISTRICT 2

2575 North Courtenay Parkway

Suite 200

Merritt Island, Florida 32953

D2.Commissioner@Brevardfl.gov

FROM THE DISTRICT 2 COMMISSION OFFICE

ADVISORY COMMITTEE APPOINTMENT CANDIDATE

Name of Committee: **TPO Citizens Advisory Committee**

Name of Appointee: **Tony Sasso, Alternate**

Home Address: **319 Cyprus Drive, Cocoa Beach, FL 32931**

Cell Number: **(321) 258-8217**

Home Number:

Email Address: **surfscout71@aol.com**

Reappointment: Yes ( ) or No (X)

Replacing:

Term of Appointment: **01/01/21 – 12/31/21**

Office Contact: **Fritz VanVolkenburgh**

Date of Request: **01/12/21**

A waiver of the term limit is recommended due to difficulty to fill the appointment? Yes ( ) or No (X)

## MELISSA H. BYRON

Mbyron@cityofcocoabeach.com  
2 S. Orlando Avenue  
Cocoa Beach, Florida 32931  
321-868-3329

### MARKETING/PUBLIC RELATIONS TOURISM

#### City of Cocoa Beach

May 2013-Present

Director of Marketing and Economic Development

- ◆ Manage tourism/marketing budget for the City of Cocoa Beach
- ◆ Developed new rack cards, logo, tourism promotions
- ◆ Established media contacts for promoting City of Cocoa Beach
- ◆ Created six figure tourism/marketing budget for the City of Cocoa Beach, no budget existed prior
- ◆ Familiar with Brevard County and tourism
- ◆ Established community volunteer

#### Cocoa Beach Regional Chamber of Commerce

October 2008-2013

President/CEO

- ◆ Oversee Convention and Visitors Bureau for the Chamber
- ◆ Oversee day-to-day operations of a 1600+Membership
- ◆ Budget over \$600,000.00
- ◆ Improved Cash flow position by 125% in less than 24 months
- ◆ Manage ten employees at two locations
- ◆ Saved over \$100,000.00 by reviewing all contracts and eliminate staff positions to streamline productivity.
- ◆ Graduate, four-year IOM (Institute of Management) program.
- ◆ Introduced cost saving measures to improve Chamber's bottom line.
- ◆ Member of three high schools Advisory Councils.
- ◆ Created and implemented High School to College Chamber of Commerce
- ◆ Updated all computers in office without increasing budget item
- ◆ Revamped Chamber website completely
- ◆ Purchased a new data implementation system that improved benefits for members
- ◆ One of the first Chambers in nation to purchase mychamberapp for smartphones.
- ◆ Conduct monthly Executive Board meetings
- ◆ Expert on Roberts Rules of Order

#### Cocoa Beach Area Chamber of Commerce

June 2007-October 2008

Director, Convention & Visitors Bureau

- ◆ Started as Coordinator and promoted to Director
- ◆ Managed Chamber Tourist Information Center in Cape Canaveral which has served over 17,000 visitors
- ◆ Improved website and facilitated the increase revenues from zero to over \$14,000.00. Sold ads to partners.
- ◆ Using TDC Economic Impact formula managed \$7.8M tourist impact in area for first six months of 2008

- ◆ Increased CVB Partnership, which in turn increased Chamber partners
- ◆ Attend and facilitate monthly meetings utilizing Robert's Rules of Order
- ◆ Established a good working relationship with partners: developed and write *CVB: The Center of Tourism* Newsletter
- ◆ Coordinated and created FAMS: Increased volunteer involvement
- ◆ Chowder Cook-Off had over 98% participation from CVB Partners
- ◆ Established a solid volunteer base to operate The Center seven days a week.

MHS Consulting — Dallas, Texas

1997-2007

Owner, marketing consulting firm focused on marketing for public schools in Dallas area.

- ◆ Job Fair coordinator- over 1000 applicants per year. Created the idea, this is the 5th year. The school district has over 45,000 students and over 2500 teachers
- ◆ PowerPoint presentations created and delivered to large and small groups
- ◆ Worked with over Fifty-two 501 (c) 3 organizations through the Richardson Council of PTAs
- ◆ Taught communication skills to teachers and administrators
- ◆ Followed legislation that affected public school education and wrote effective documents in support of public education
- ◆ Acted as Campaign Manager to individuals running for School Board positions. Created marketing tools such as, logos, yard signs, campaign literature, and coached candidates for open forums.
- ◆ Developed, wrote, and organized a Political Action Committee (PAC)
- ◆ Develop a formula for utilizing classroom space more efficiently
- ◆ School Liaison between Architects, Construction Managers, and schools during the construction of over 1.2 M square feet of new construction and renovated buildings.

Mila Marine Services, Inc. — New Orleans, Louisiana

1981-1997

Owner and President

- ◆ Managed over \$1.6M of product logistics each year
- ◆ Surveyed barges and ships for transportation of Identity-Preserved Soybeans and Corn
- ◆ Traveled extensively to contract, load and survey agricultural products
- ◆ Traded barge freight
- ◆ Hedged soybeans and corn

Procter and Gamble Distributing Company — Fort Lauderdale Florida

1979-1981

Section Manager for Bar Soap and Household Cleaning Products

- ◆ Handled over 200 accounts-mainly super markets
- ◆ Sold end caps
- ◆ Reset grocery aisle

## EDUCATION

University of Florida, Gainesville, Florida

1978

Bachelor of Science

Major: Advertising

Minor: Marketing

Cocoa Beach High School

1971-1974

***References upon request.***



BOARD OF COUNTY COMMISSIONERS

**Housing and Human Services**

2725 Judge Fran Jamieson Way  
Building B, Suite 106  
Viera, Florida 32940

**Department of Housing and Human Services  
Volunteer Application Form**

**COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)**

Name/Title  
Melissa Byron, Director of Marketing, Communications and CRA

Organization Represented  
City of Cocoa Beach

Employer  
City of Cocoa Beach

Preferred Mailing Address  
/

2 S. Orlando Avenue  
City/State/Zip  
/

Cocoa Beach, Florida 32931

Business Phone 321- 868-3329 Email\_mbyron@cityofcocoabeach.com

Home Phone Fax

Cell Phone 321-302-2601

I have lived in Brevard County for \_14\_ years.

I prefer to receive correspondence by \_\_X\_\_ email \_\_\_ fax \_\_\_ mail.

I can attend CDBG meetings on the 3rd Tuesday of each month (3:00 p.m. – 5:00 p.m.)

Please attach a brief resume describing your experience that would benefit the Community Development Block Grant Board. Thank You

Melissa Byron  
Signature

2/11/2021  
Date

PLEASE CHECK GROUPS YOU HAVE EXPERIENCE OR AN INTEREST		For staff use only					
		M	A	V	T	P	I
<input checked="" type="checkbox"/>	Affordable Housing Council						
<input checked="" type="checkbox"/>	CDBG Advisory Board						
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