

**County of Volusia
 Children and Families Advisory Board
 Tuesday, September 15, 2009 6:00 pm
 Thomas C. Kelly Administration Center
 County Council Chambers, Room 204
 123 West Indiana Avenue
 Deland, FL 32720**

BOARD MINUTES

Members Present	Members Absent	County Staff Present
Carrie Baird		Diana Phillips, Housing and Grants Administration Manager
Susan Perry		Peggy Johnson, Children’s SVCS Coordinator
Dr. Suzanne Dewees		
David Kerr		
Dr. Willie Kimmons		

Call to Order

David Kerr called the meeting to order at 6:00 pm.

Roll Call

Peggy Johnson.

It was determined that a quorum was present.

Chairs Report:

David Kerr Reported that Alex Carmichel and Dr. Henry Martin had resigned from the board. Prospective appointee John Shepherd from district 5 will be appointed by Pat Northey. The board will still have three vacancies, district 2, district 3, and at-large, west. The position of the CFAB board chair is vacant due to the resignation of Alex Carmichel. The board must determine if a new chair needs to be elected, or if the vice-chair can act on behalf of the chair for the remainder of the term (3/31/10). Decision will be deferred until Diana Phillips checks with legal on how to proceed.

Item 1 – County Council RFP pilot program selection

Staff Report: Diana Phillips

The RFP pilot sub-committee presented a draft of the RFP for the pilot program, prepared by Pam Wilsky of the Purchasing Department, for approval of the Children and Families Advisory Board. Tony Sheffield, Executive Director from Coalition of the Homeless, was present for any questions dealing with homelessness and how it was incorporated into the RFP.

Public Participation

None at this time

Board Discussion

Dr. Willie Kimmons brought up his concern about a continuous revolving door for homelessness. He recommends having education, training components and a parenting component included in with the grant program to help clients become self sufficient and independent. Carrie Baird explained the committee discussed many concerns and they decided that it is about stabilization and the goal of the program is to provide home and school stability for children. Motion made by Willie Kimmons to accept RFP draft with changes made at the subcommittee meeting. Seconded by Susan Caplan. Motion passed.

Item 2 Appointment of RFP sub-committee

An RFP sub-committee must be established to create a work plan which will determine funding priorities, provide justification for the selection of priorities, create a scope of work, and establish the selection criteria. This is for the FY 2010/2011. Carrie Baird, Susan Perry, Dr. Willie Kimmons and Dr. Suzanne Dewees with Susan Perry as chair, volunteered to serve on the committee. Motion made by Dr. Willie Kimmons to appoint members who volunteered to serve. Seconded by Carrie Baird. Motion passed.

Item 3 Meeting schedule for RFP sub-committee

The RFP sub-committee established a meeting schedule for FY09/10 in order to meet the time-line objectives. The pre-bid conference for the pilot RFP is scheduled for October 21, 2009 @ 1:00 pm. The closing date is November 10, 2009 by 5:00 pm. The pilot subcommittee meetings are scheduled for October 7, 14, 21 and 28 at 2:00 pm or shortly thereafter based on availability of board members.

David Kerr questioned when will they receive the applications for the pilot RFP. Carrie Baird advised that Pam Whilsky will send email copies.

Item 4 CFAB meeting schedule

The board is scheduled to meet November 17, 2009 @ 1:00 pm and November 23 @ 1:00 pm (tentative if 11/17 is postponed) to select an RFP agency.

Adjournment

David Kerr adjourned the meeting at 6:58 pm.