



Human Services Advisory Board

January 30, 2020, Minutes

United Way of Flagler and Volusia Counties

3747 W. International Speedway

Daytona Beach, FL 32124

Members present

Waylan Niece, Terri Malia, Shelia Jackson, Erin LeDuc, Larry Chavers, Linda Mandizha, and Ariel McCann.

Members absent

Peter Migner, Smiley Thurston, Ericka Sipp, Kathy Spencer, Barbara Reid, Julia Marshall, Audrey Taylor, Herbert Williams, Gloria Dailey, and Johnnie Chavis.

Staff present

Clayton Jackson, Kim Williams, Dawna Parent-Phillips, and Lori Ray.

Call to Order

- Chair Waylan Niece welcomed everyone and called the meeting to order 3:35pm.

Roll Call

- Mr. Niece conducted the roll call and determined a quorum was not present.
- Mr. Niece welcomed everyone, asked those in attendance to introduce themselves, and asked everyone to state what they are looking forward to in 2020.
- Mr. Jackson apologized to members that not enough members were present to have quorum. Ms. Leduc asked about board members calling into a meeting that they are not able to attend physically to count towards quorum. Mr. Jackson explained that he consulted with legal about this before and they stated that only members physically present in the room may be counted towards quorum; if enough members are physically present for quorum other members may call-in and vote over the phone.

Manager's Report

Mr. Jackson introduced Ms. Kim Williams, Human Services Coordinator, and informed members that going forward Ms. Williams will be more involved with the advisory board preparation and meetings.

Organizational standards' reports

- Ms. Williams provided an overview of the CSBG Organizational Standards. Ms. Williams stated that Human Services received a perfect score of 100% again for the fourth straight year. A copy of the report was sent to board members in the meeting packet.

Absences may lead to dismissal

- Ms. Williams discussed absences at meetings can lead to dismissal. A board member who will be unable to attend a meeting should contact herself or Mr. Jackson prior to the meeting to seek an excused absence. Ms. Williams explained a board member may be terminated from the advisory board once they have missed two meetings in a fiscal year.

Daytona Beach office

- Ms. Williams informed the board members that the Daytona Beach Office opened on October 28, 2019, as a full-service office. Limited staff had been working in a temporary office since Hurricane Irma in September 2017.

2020 Summer Food Presentation

- Ms. Williams gave a presentation on the Summer Food Program for 2020. Ms. Williams provided an overview of the program and information about how an organization such as a church, social service agency, or nonprofit may qualify for and apply to be a site. This year's program will operate June 1 – August 14, 2020.

New Business (no motions made as there was no quorum)

- Approval of October 31, 2019, minutes
Tabled to review at the next regularly scheduled meeting.
- Approval of CSBG quarterly financial report
Ms. Dawna Parent-Phillips, Fiscal Resource Manager, reviewed the CSBG quarterly financial report for informational purposes. A copy of the report provided on page 17 – 19 in the packet provided to the board. Mr. Jackson went into further detail about the differences between the three categories of line items.
- Approval of satisfaction survey results
Ms. Williams reviewed this item for informational purposes. A copy of this information provided on pages 20 – 28 in the packet provided to the board.
 - Staff were friendly = 98%
 - Staff treated me with respect = 98%
 - Case handled in professional manner = 98%
 - Satisfied with the services received = 97%
- Approval of programmatic report
Mr. Jackson reviewed this report. The report is for services provided October through December 2019. A copy of this report was provided on page 29 in the packet provided to the board.
- **Next Meeting**

April 30, 2020, 3:30pm at United Way

- **Adjournment**

Mr. Niece adjourned the meeting at 4:55pm

ATTEST:

APPROVED:

RECORDING SECRETARY Date

CHAIRPERSON Date