



## **Human Services**

### **Human Services Advisory Board Minutes**

Tuesday, October 23, 2018, at 3:30 PM  
United Way of Volusia and Flagler Counties  
3747 W. International Speedway Boulevard  
Daytona Beach, FL 32124

#### **Members Present**

Peter Migner, Waylan Niece, Smiley Thurston, Ericka Sipp, Terri Malia, Erin LeDuc, Kathy Spencer, Larry Chavers, Johnnie Chavis, Gloria Dailey, and Linda Swint.

#### **Members Absent**

Heather Post, Coren Meeks, Johnnie Ponder, Shelia Jackson, Suzanne Lovelady, Veronica Oxford, Herbert Williams, Evelyn Lynam, Julia Marshall, and Audrey Taylor.

#### **Staff Present**

Clayton Jackson, Kim Williams, Dana Rhymes-Jones, Helen Worthy, Lori Bresnahan, and Dawna Parent-Phillips

#### **Call to Order**

- Vice-Chairperson Peter Migner welcomed everyone and called the meeting to order at 3:33 pm.

#### **Roll Call**

- Peter Migner conducted the roll call and determined a quorum was present.
- Mr. Jackson stated Peter Migner, Vice-Chairperson, will lead the meeting due to the Chairperson, Denise Cato, had her term expire and is no longer on the advisory board. Mr. Migner will preside over the meeting until a new Chairperson is elected.

#### **Special Order of Business – Approval of New Board Members**

Mr. Migner stated that elections were held over the previous months where citizens from various areas within the county elected representatives to represent the low-income persons. The results of the community meetings were:

- Daytona Beach Area Low Income Representatives
  - Johnnie Ponder
  - Gloria Dailey (alternate)
- DeLand Area Low Income Representatives
  - Johnnie Chavis
  - Linda Swint (alternate)

- Orange City/Deltona Area Low Income Representatives
  - Smiley Thurston
  - Herbert Williams (alternate)
- Ormond Beach Area Low Income Representatives
  - Ericka Sipp
  - Terri Malia (alternate)
- At Large representing the county Low-Income Representatives
  - Larry Chavers
  - Audrey Taylor (alternate)
- Once Mr. Migner completed reading off the names for the elected Low-Income Representatives and their alternates, he asked if there was a motion to approve. A motion was made to accept the new members presented by Mr. Smiley Thurston and seconded by Erin LeDuc. Motion passed unanimously.

### **Special Order of Business- Officer Elections**

#### **Election of Chairperson**

An HSAB Nomination Committee meeting was held on October 5, 2018. Mr. Jackson provided attendees of that meeting a list of eligible board members to serve as Chairperson.

The following board members were nominated by the committee and presented to members in attendance:

- a. Waylan Niece

Mr. Jackson explained to the Advisory Board Members the qualifications needed to serve as Chairperson consist only of currently being seated member for a minimum of one consecutive year at the time of election. Mr. Jackson explained that nominations could be taken from the floor to provide additional names as nominations for all elected offices; with the only exception being the chairperson has to meet said qualification.

Mr. Jackson made a request for any other nominations and there were no other nominations. Mr. Smiley Thurston made a motion for Mr. Niece's nomination. Ms. Malia made the recommendation for the board to accept Mr. Niece nomination and take a vote by acclamation. A vote for Mr. Waylan Niece showed a unanimous show of hands from the board members to elect him as Chairperson.

Mr. Niece at that point switched places with Mr. Migner and, as Mr. Jackson noted, he would then preside over the remainder of the meeting.

#### **Election of Vice Chairperson**

The following board members were nominated for the Vice Chairperson by the nomination committee and were presented to members in attendance.

- a. Erin LeDuc
- b. Sheila Jackson
- c. Peter Migner

Mr. Jackson asked if there were any other nominations from those present and Ms. Ericka Sipp stated she would like to nominate herself for Vice Chair. Ms. Sheila Jackson was absent and Mr.

Peter Migner and Mr. Erin LeDuc declined their nominations. A vote for Ms. Ericka Sipp showed a unanimous show of hands from the board members to elect her as the Vice Chair.

#### Election for Secretary

The following board members were nominated for the Secretary by the nomination committee and were presented to members in attendance.

- a. Sheila Jackson
- b. Johnnie Ponder

Ms. Jackson and Ms. Ponder were both absent from the meeting. Ms. Sipp nominated Mr. Peter Migner for secretary. Mr. Smiley Thurston seconded the motion. Mr. Migner accepted the nomination. A vote for Peter Migner showed a unanimous show of hands from board members to elect him as the Secretary.

#### Chairperson Report or Comments

- Mr. Niece, newly elected Chairperson, thank everyone in the room for the ability to serve as the new Chairperson. He stated that he has been on the board for more than a year and has worked with Human Services through his agency, Neighborhood Center, and stated he is very pleased with the operations.
- Terri Malia then asked if he could provide a little background about himself. Mr. Niece provided an overview of his role at the Neighborhood Center as Director of Operation, the various boards he is on in the community, and other interests relating to social services.

#### Manager's Report

##### CSBG and LIHEAP Monitoring Results

Mr. Jackson reviewed the results from the CSBG and LIHEAP monitoring by the Florida Department of Economic Opportunity (DEO). The only finding was there a missing resume/application of board member Denise Cato. Mr. Jackson informed the board that multiple attempts were made to reach out to Ms. Cato correct this issue; however, Ms. Cato did not respond. Mr. Jackson and his Staff Assistant have put into place a few safeguards moving forward to assure this does not reoccur. Mr. Jackson informed the board that overall the monitor was very pleased with the client files, policies and procedures, and overall operations. That report from DEO's monitor was included to the board packet distributed to members prior to the meeting.

##### Mr. Jackson reviewed the Annual Update of Progress towards the Strategic Plan:

- Mr. Jackson stated because of time constraints he does not have the ability to go by each item which exhibits the progress of working towards the strategic plan. Mr. Jackson stated that the report was included in the board packet distributed to all members prior to the meeting. Mr. Jackson did go over a few bullets with the board members.

##### Mr. Jackson reviewed the Achievement of the FY2018 Community Action Plan

- Mr. Jackson stated because of time constraints he does not have the ability to go by each item which exhibits achievements of the previous year's community action plan. Mr. Jackson stated that the report was included in the board packet distributed to all

members prior to the meeting. Mr. Jackson did go over a few bullets with the board members.

#### Conflict of Interest, By-Laws, and Whistleblower Policies

As required by our CSBG organizational standards, periodically we must request from board members to be provided, review, and sign a notice they have received said documents. Kim Williams distributed the forms and information to the present board members. Mr. Jackson noted that all of these forms were also included in the board packet which was sent to all members prior to the meeting.

Mr. Chavers, noting he is a new member, asked for a summary of Human Services while staff were collecting signed documents from members. Mr. Jackson gave a brief summary and informed the board there would be a scheduled meeting/training provided for those board members who would like to attend in 2019.

Ms. Dailey inquired about when Human Services plans to open a new office in Daytona Beach. Mr. Jackson informed her that it is not his decision or area as it is a capital project. Ms. Dailey asked who would make such a decision and Mr. Jackson noted that it would likely come from the County Manager's office or County Council.

Ms. Sipp asked how individuals can volunteer for Human Services. Mr. Jackson informed the board other than the HSAB Human Services is not able to use volunteers due to the handling of client's private and sensitive information such as social security numbers.

Ms. LeDuc asked if Councilwoman Post is on the advisory board and Mr. Jackson informed the board Ms. Post was still a member of the board.

#### **New Business**

##### Approval of Board Minutes for July 2018, Low-Income Elections, and Nomination Committee

The hard copy packets at the meeting did not contain a copy of the minutes from the July 10, 2018, meeting due to a printer malfunction. Mr. Jackson apologized for this; however, all board members did receive a complete packet with the minutes prior to the board meeting today. Ms. Chavis stated due to costs she is unable to print the board packets that are emailed prior to each meeting. Mr. Jackson informed Ms. Chavis and anyone else needing a hardcopy of the packets mailed to them to please give their contact information to his staff assistant Dana Rhymes-Jones prior to leaving the meeting and going forward will receive hard copies in the mail prior to the meeting.

A motion was made by Ms. Sipp to table the minutes for the July 10, 2018, meeting until the January 29, 2019, meeting. Kathy Spencer seconded the motion. The motion carried unanimously.

##### Approval of FY2019 Community Action Plan

Mr. Jackson stated that each agency which receives Community Services Block Grant (CSBG) funds is required to complete and submit an annual community action plan. This is a plan provides an overview of poverty, needs of the community, and the services which will be provided in the

upcoming year. Mr. Jackson noted that the plan has already been reviewed and approved by a Nationally-Certified ROMA Trainer (NCRT), Mr. James Girard, the Hillsborough County Human Services Manager. Chairperson Niece called for a motion. Ms. Spencer made the motion; Mr. Chavers seconded the motion. The motion carried unanimously.

#### Approval of FY 2019-2021 Community Needs Assessment Report

Staff contacted key informants such as social service manager and frontline social workers in the community to determine what the needs and services that are available to low- income citizens in Volusia County. Staff have also been holding focus groups to determine the needs of the lower income families in the community. Mr. Jackson also has held a focus group of key informants. Mr. Jackson provided a brief explanation of the top findings which included housing, employment, and education. Mr. Jackson noted that the full needs assessment report was sent to board members prior to the meeting and hard copies were distributed at the beginning of the meeting. Chairperson Niece called for a motion. Mr. Migner made the motion, Ms. LeDuc seconded the motion. The motion carried unanimously.

#### Approval of CSBG Financial Report

This report was presented by Dawna Parent-Phillips, Fiscal Manager. Ms. Parent-Phillips was able to present from the copy of the report that had been emailed to the board members prior to the meeting. Mr. Migner stated he was fine with going forward with the report and future items as they have already received them via email and recommended the board move forward with a motion to approve.

Chairperson Niece called for a motion for the approval of the CSBG Financial Report. Ms. Sipp made the motion to approve, and Ms. Dailey seconded the motion. The motion carried unanimously.

#### Approval of Client Satisfaction Results

Mr. Jackson reviewed the results with the board and noted that client satisfaction is still extremely high hovering around 98%. A full report of satisfaction results is included in the board packet to send members prior to the meeting. Chairperson Niece called for a motion. Mr. Thurston made the motion; Ms. Spencer seconded the motion. The motion carried unanimously.

#### Approval of FY2018 Annual Report and Adjustments

Mr. Jackson reviewed the results of the FY2018 annual report which exhibited service numbers of persons receiving assistance through its various programs such as LIHEAP, EHEAP, Family Self-Sufficiency, and emergency services such as rental eviction alleviation and water disconnect prevention. Mr. Jackson noted that the full report was included in the board packet sent to members prior to the meeting. Additionally, Mr. Jackson highlighted areas of procedural adjustments which were made throughout the year to increase quality and quantity of services such as eliminating paperwork not required by DEO, new intake process, and new definitions of what constitutes a “crisis”, and a newly designed Family Self-Sufficiency Program (FSSP). Mr. Migner called for a motion. Ms. Sipp made a motion to accept, and Ms. Dailey seconded the motion. The motion passed unanimously.

#### Next Meeting

January 29, 2019

**Adjournment**

Chairperson Niece requested a call for adjournment. Mr. Thurston made the motion, Mr. Migner seconded the motion. The motion carried unanimously. The meeting adjourned at 5:00pm.

ATTEST:

APPROVED:

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RECORDING SECRETARY

Date

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CHAIRMAN

Date