



Human Services

Human Services Advisory Board Minutes

Thursday, October 31, 2019, at 3:30 PM
United Way of Volusia and Flagler Counties
3747 W. International Speedway Boulevard
Daytona Beach, FL 32124

Members present

Terri Malia, Kathy Spencer, Erin LeDuc, Smiley Thurston, Gloria Dailey, Larry Chavers, Shelia Jackson, Johnnie Chavis, Peter Migner, Julia Marshall, Barbara Reid, and Ariel McCann.

Members absent

Ericka Sipp, Audrey Taylor, Herbert Williams, and Linda Mandizha.

Staff present

Clayton Jackson, Kim Williams, Dawna Parent-Phillips, and Dana Rhymes.

Call to Order

- Waylan Niece welcomed everyone and called the meeting to order at 3:33 pm.

Roll Call

- Waylan Niece conducted the roll call and determined a quorum was present.
- Waylan Niece welcomed guests and informed they may introduce themselves. Two participants from the County's Inclusionary Leadership Training (ILT), Marisol Mendez and Frank Alvarez, were present.

Special Order of Business

Mr. Jackson informed everyone that a motion must be made to both appoint and re-appoint members from the public and private sector. A list of members and their position are included in the board packet. Mr. Thurston made the motion to approve, and Ms. Jackson seconded the motion. Mr. Niece asked if there were any comments and then asked for a vote. The motion approved unanimously.

Officer Elections

Mr. Jackson explained the officer election process in that the nomination committee is able to bring forth a slate of candidates for each position. The nomination committee was made up of Kathy Spencer, Erin LeDuc, and Terri Malia and met prior to this meeting. The persons chosen by the nomination committee may accept or decline the nomination. Also, nominations for persons not brought forth by the committee may be taken from the floor. Per the bylaws, a member must

be an active member for at least one year before they can be nominated for the Chairperson position.

Chairperson

Mr. Jackson informed members that the nomination committee only brought forth the name of Waylan Niece for Chairperson. Mr. Niece accepted the nomination. Mr. Jackson asked if there were any other nominations from the floor and there were none. Shelia Jackson made the motion to close the nominations and to move forward with the vote. Ms. Terri Malia seconded the motion. The motion to elect Mr. Waylan Niece as chairperson passed unanimously.

Vice-Chairperson

Mr. Jackson informed members that the nomination committee only brought forth the name of Terri Malia for Vice-Chairperson. Ms. Malia accepted the nomination. Mr. Jackson asked if there were any other nominations from the floor for Vice Chair and there were none. Ms. Shelia Jackson made the motion to close the nominations and take a vote. Ms. Gloria Dailey seconded the motion. The motion to elect Ms. Terri Malia as Vice Chair for the HSAB passed unanimously.

Secretary

Mr. Jackson informed members that the nomination committee only brought forth the name of Kathy Spencer for Secretary. Ms. Spencer accepted the nomination. Mr. Jackson asked if there were any other nominations from the floor for Secretary and there were none. Ms. Shelia Jackson made the motion to close the nominations and take a vote. Mr. Larry Chavers seconded the nomination. The motion to elect Ms. Spencer as Secretary to the HSAB passed unanimously.

Chairperson Report

Mr. Niece congratulated all elected officers to their position. He had no further comments.

Managers' Report

Waylan Niece announced Clay Jackson would give the Manager's Report. Clay Jackson welcomed guests and informed everyone that the packets were sent to everyone prior to the meeting. For new members, he noted that they will receive a board packet approximately a week prior to the meeting date.

Daytona Beach Office

Mr. Jackson announced that the Daytona Beach office for Human Services officially opened Monday, October 28, 2019, located at 1845 Holsonback Drive Daytona Beach 32117. The office is at the same address as the temporary offices have been just in a different and larger location of the building. Citizens can call 386-254-4675 directly to make an appointment for the Daytona Office instead of having to go through the DeLand office.

2019 Summer Food Monitoring Report

This year's Summer Food Program will have approximately 60 unique sites operated by Volusia County Human Services. Mr. Jackson informed everyone that Summer Food served approximately 137,000 meals. Summer Food also had a recent monitoring by the U.S. Department of Agriculture and passed with no findings.

EHEAP Monitoring Report

Mr. Jackson reviewed the Emergency Home Energy Assistance for the Elderly Program (EHEAP). He also explained the Low-Income Home Energy Assistance Programs (LIHEAP HOME Energy and CRISIS). Individuals may apply for this assistance through Volusia County Human Services. Mr. Jackson provided a handout explaining the program in more detail. Mr. Jackson informed everyone that the EHEAP monitoring went well and that there were no findings.

Presentation Opportunities

Mr. Jackson reminded members of the LIHEAP HOME Energy Credit program and for them to inform low-income persons and other social service agencies. Also, he informed members that he and his staff are available to speak to groups about the availability of Human Services' programs and to contact him for additional information.

Distribution of by-laws, conflict of interest, and whistleblower documents

Mr. Jackson explained per CSBG requirements, every board member must receive the following documents every two years:

- By-Laws
- Whistleblower
- Conflict of Interest

Mr. Jackson informed everyone this was a part of the packet sent to them and that there were also hard copies of these documents distributed at this meeting along with the notice of receipt for each member is required to sign.

Board Vacancy

Mr. Jackson informed everyone a vacancy remains for a Public Sector seat. He informed everyone there were five applicants, however, the fifth applicant is currently serving on two other advisory boards and is not eligible to serve on a third per County policy. He asked members to reach out to possible candidates. Interested persons may apply directly through the County Manager's office or contact the Human Services for more information.

New Business

Approval of July 30, 2019, Minutes

Mr. Niece asked if there was a motion to approve the minutes from the July 30, 2019, meeting. Ms. Erin LeDuc made the motion to approve. Ms. Shelia Jackson seconded the motion. Mr. Niece asked if there were any questions or comments. The motion unanimously passed.

Approval of Community Action Plan Update

Mr. Jackson gave an update to the Community Action Plan that is also included in the board packet. He informed everyone there was an increase in outreach services and opened the Daytona Office. Ms. Kim Williams, Human Services Coordinator, has coordinated and conducted several outreaches with other agencies and senior living facilities. This has helped with having seniors utilize the EHEAP funds. Ms. Williams also received her NCRT, National Certified ROMA Trainer. Human Services had one staff member complete the ILT (Inclusionary Leadership Training) program 2018 and three additional staff are currently in the program and will be

graduating later this year. Ms. Spencer made the motion to approve. Ms. Gloria Dailey seconded the motion. The motion passed unanimously.

Approval of FY2020 Community Action Plan

Mr. Jackson reviewed the Community Action Plan for FY2020 that was also included in the board packet. Ms. Shelia Jackson made the motion to approve. Ms. Spencer seconded the motion. The motion passed unanimously.

Approval of CSBG Quarterly Financial Report

Dawna Parent-Philips gave the quarterly financial report was included in the board packet Ms. Parent-Philips, Community Assistance Fiscal Resource Manager, presented the report to the board. Chairperson Niece called for a motion for the approval of the CSBG Financial Report as presented by Dawna Parent-Phillips, Fiscal Manager. Ms. Parent Phillips reported for the quarter ended March 31, 2019. Mr. Smiley Thurston gave the motion to approve. Ms. Shelia Jackson seconded the motion. The motion carried unanimously.

Approval of FY2019 Annual Report

Mr. Jackson reviewed the FY2019 annual report that was included in the board packet. Mr. Jackson explained Emergency Crisis Assistance. He informed that they report data by both households and individuals served in most programs. Ms. Terri Malia motioned to approve. Mr. Peter Migner seconded the motion. The motion passed unanimously.

Approval of Satisfaction Survey Results

Mr. Jackson noted that results from the client satisfaction survey are included in the board packet. Ms. Terri Malia made the motion to approve. Ms. Gloria Dailey seconded the motion.

Next Meeting

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

Adjournment

Chairperson Niece requested a call for adjournment at 4:48pm. Ms. Shelia Jackson made the motion to approve, and Ms. Julia Marshall seconded the motion. The motion unanimously passed.

ATTEST:

APPROVED:

RECORDING SECRETARY

Date

CHAIRPERSON

Date