



## **Human Services**

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

Thursday, May 14, 2020, at 10:00 AM

Virtual Meeting due to COVID-19 Crisis

#### **Members present**

Terri Malia, Heather Post, Kathy Spencer, Erin LeDuc, Barbara Reid, Linda Mandizha, Ariel McCann, Peter Migner, Johnnie Chavis, and Gloria Dailey.

#### **Members absent**

Waylan Niece, Ericka Sipp, Audrey Taylor, Herbert Williams, Smiley Thurston, Shelia Jackson, and Larry Chavers.

#### **Staff present**

Clayton Jackson, Dawna Parent-Phillips, Dana Rhymes, and Carmen Hall.

#### **Call to order**

- Vice Chair Terri Malia, in absence of Chair Waylan Niece, called the meeting to order at 10:03am.

#### **Roll call**

- Terri Malia conducted the roll call and determined a quorum was present.
- Terri Malia welcomed everyone and led the Pledge of Allegiance.

#### **Manager's report**

Terri Malia announced Clay Jackson, Human Services Manager, would give the Manager's Report. Mr. Jackson welcomed guests and informed everyone to refer to the board packets for review throughout the meeting.

#### **Operational update**

Mr. Jackson provided an operational update regarding service provision since the coronavirus pandemic started and explained how staff are still serving the community without significant interruption. Staff are conducting phone appointments as the Florida Department of Economic Opportunity has provided waivers for physical signatures meaning clients no longer have to come to an office to apply. Mr. Jackson provided the phone number to the appointment line. Individuals seeking assistance will still call the appointment line to schedule the phone interview and may upload online, mail, or drop-off their supporting documents prior to their scheduled appointment.

Mr. Jackson informed board members that the Summer Food Program would begin two weeks early due to the pandemic. He stated the Florida Department of Agriculture and Consumer Sciences is not requiring Summer Food to start earlier; however, the County has decided to proceed due to the need in the community. Most sites participating in the program this year will be “grab-n-go” where children may pick up their meals and leave compared to the traditional model of having to stay on-site. There are 12 sites starting in May. He stated there would be another press release for the additional sites that will start June 1. Ms. Malia stated she saw a flyer regarding this at one of the local libraries. Mr. Jackson stated that many of the libraries throughout the county were participating sites for the Summer Food Program.

#### FY20 2<sup>nd</sup> quarter report

Mr. Jackson reviewed the 2<sup>nd</sup> quarter performance report with everyone and referred them to the data included in their board packet. This report covers January 1 to March 31, 2020.

### **New Business**

#### Approval of October 31, 2019, minutes

Ms. Malia asked if there was a motion to approve the minutes from the October 31, 2019, meeting. Ms. Gloria Dailey made the motion to approve. Ms. Kathy Spencer seconded the motion. Ms. Terri Malia asked if there were any questions or comments. Ms. Malia called a roll call vote. The motion unanimously passed.

#### Approval of CSBG quarterly financial report

Ms. Dawna Parent-Philips, Fiscal Resource Manager, gave an update to the CSBG quarterly financial report. This report is for the period ending March 31, 2020. Ms. Parent Philips stated that this contract began October 1, 2016, and ends September 30, 2020. She stated that this is the 42<sup>nd</sup> month of the 48-month contract. This contract has three categories: Administration, Program, and Program Direct. Ms. Parent-Philips then reviewed and explained each category in the report. A copy of the report provided in the board packet.

Mr. Peter Migner asked about the changes in the budget such as transportation decreases and office supplies increase. He was curious if there were any changes due to the pandemic. Ms. Parent-Philips explained that only a couple of weeks of the pandemic are in this reporting period.

Ms. Terri Malia asked for a motion to approve. Mr. Peter Migner made the motion. Ms. Dailey seconded the motion. Ms. Malia called roll for a roll call vote. The motion passed unanimously.

#### Approval of FY20 CSBG budget and work plan

Mr. Jackson referred board members to the board packet to the copy of the FY20 CSBG budget and work plan. He reviewed this budget and work plan. Mr. Jackson explained the various types of emergency assistance as well as the Family Self-Sufficiency Program that would be provided through these funds.

Ms. Terri Malia asked for a motion to approve. Ms. Erin LeDuc made the motion. Ms. Kathy Spencer seconded the motion. Ms. Malia called roll for a roll call vote. Motion approved unanimously.

#### Approval to submit CSBG CARES-related documents

Mr. Jackson informed everyone that the Florida Department of Economic Opportunity on May 1 notified the County would be receiving approximately \$600,000 for the CSBG CARES funds. These funds are in addition to the FY20 CSBG funds in order to assist with the level of need due to the coronavirus pandemic. These funds will be allocated to hire additional staff to meet the client demand, operational overhead, and emergency housing and utilities for direct client assistance.

Ms. Erin LeDuc asked if there was anything we could do to support mental health with these funds. Mr. Jackson explained our staff are case workers, not licensed mental health counselors. However, as a case worker speaks with an applicant, they may detect another need and provide a referral to another agency for services.

Ms. Mandizha asked about case management services to help link individuals to multiple services. Mr. Jackson explained how staff interact with clients and provide referrals and linkages if needed. He reiterated that outside of the Family Self-Sufficiency Program the services are emergency-based and not long-term or ongoing.

Mr. Migner asked how long this could last past the stages of recovery for the pandemic or is just there until the money runs out. Mr. Jackson stated we do not know the exact time frame to expend these funds as there is not a formal contract yet provided. Mr. Migner commended Mr. Jackson and the staff for all the additional work and efforts to provide services to the community during this time.

Mr. Jackson informed the board staff wanted to bring this to them now, without a formal contract from the Florida Department of Economic Opportunity, to expedite implementing the plan and funds once they become available. This will alleviate having to call a special advisory board meeting once the contract has been provided by the Florida Department of Economic Opportunity in order to approve prior to taking to Council for execution.

Mr. Jackson reviewed the CSBG CARES-related documents for approval:

- CSBG Community Action Plan
- CSBG CARES Community Needs Assessment
- CSBG CARES budget and work plan in concept

Ms. Erin LeDuc made the motion to approve. Mr. Peter Migner seconded the motion. Ms. Terri Malia conducted a roll call vote. The motion passed unanimously.

#### **Next Meeting**

Annual planning and development: June 25, 2020

Mr. Jackson informed everyone that closer to the meeting date he would notify them of how the meeting would be conducted whether it would be virtual, in person, etc.

#### **Adjournment**

Vice Chairperson Malia requested a motion for adjournment at 10:50am. Ms. Gloria Dailey made the motion to approve and Ms. Peter Migner seconded the motion. The motion unanimously passed.

ATTEST:

APROVED:

\_\_\_\_\_  
Recording Secretary                      Date

\_\_\_\_\_  
Chairperson                                      Date