



COMMUNITY ASSISTANCE DIVISION

Human Services Advisory Board

May 16, 2022, Minutes

Thomas C. Kelley Annex Building

121 W. Rich Ave.

DeLand, FL 32720

Members present

Steve Groner, Councilman Danny Robins, Terri Malia, Christy Gillis, Kathy Spencer, Amanda Lasecki, Barbara Reid, Petrina Onwuemeli, and Camille Vickers.

Members absent

Richard Forquer (excused), Peter Migner (excused), Tamika Rodriguez, Ericka Sipp, Johnnie Chavis, Barry Powell, and Todd Banks.

Staff present

Clayton Jackson and Carmen Hall.

Call to order

Chairperson, Terri Malia, called the meeting to order at 3:36 p.m. EST.

Roll call

Ms. Malia conducted roll call and determined enough members were present for quorum.

Special order of business

Acceptance of private sector representatives to be retroactive

Ms. Malia stated that members of the private sector need to have their membership to be retroactive to October 1, 2021. Clayton Jackson, Operations Manager, stated that a spreadsheet tracking membership term was incorrect and that the private sector representatives' membership technically ended September 30, 2021. Mr. Jackson explained that this motion seeks to make these members' current term retroactive to October 1, 2021, while also accepting all comments, motions, and votes these members had during the November 4, 2021, and January 13, 2022, meeting as valid and standing.

Ms. Malia called for a motion. Christy Gillis made a motion seconded by Kathy Spencer. The motion passed unanimously. The members include Christy Gillis, Kathy Spender, Erin LeDuc, Jeanne Rademacher, and Barbara Reid with alternate Todd Banks.

Appointment of Tamika Rodriguez as low-income representative

Ms. Malia stated that Tamika Rodriguez was elected by the community to serve as the low-income representative of the Deltona/Orange City area on May 14, 2022 to serve the remainder of the term which will conclude September 30, 2022. Mr. Jackson stated that this vacancy was due to the death of Smiley Thurston, which was announced during the January 13, 2022, meeting.

Ms. Malia called for a motion. Christy Gillis made a motion and seconded by Camille Vickers. The motion passed unanimously.

Removal of Jeanne Rademacher and appointment of Amanda Lasecki as private sector representative

Ms. Malia notified members that Jeanne Rademacher is no longer an employee of the United Way and can no longer serve as a representative in this capacity. The United Way has appointed Amanda Lasecki as their new representative to serve the remainder of her term, which ends September 30, 2023.

Ms. Malia called for a motion. Kathy Spencer made a motion and seconded by Barbara Reid. The motion passed unanimously.

Acceptance of voluntary resignation of Erin LeDuc

Ms. Malia notified members Erin LeDuc, private sector representative from Daytona State College, submitted her resignation, as she is no longer employed by Daytona State College. Staff have reached out to Daytona State College to appoint another representative to the advisory board but have not yet as of the date of this meeting.

Mr. Jackson informed members that Daytona State College has until the next meeting to identify a new appointee to the advisory board. If Daytona State College does not, then a notice will be issued to the public for another group to submit a request to appoint someone to the advisory board. Steve Groner asked how the process would work. Mr. Jackson stated that a legal/public notice will be issued, and staff will work with the County's community information department to disseminate that information to the community. Mr. Jackson stated that neither he nor his staff will directly solicit potential replacement to eliminate any bias or favoritism perceptions and made it clear it is the advisory board members who will select the replacement, not staff. Mr. Jackson stated that if Daytona State College does not appoint someone by the next meeting he will go into more details.

Ms. Malia called for a motion. Petrina Onwuemeli made a motion seconded by Christy Gillis. The motion passed in favor of all members with exception of Terri Malia, who stated she voted that way just because of how much she liked Ms. LeDuc.

Officer election

Ms. Malia notified members that with the removal of Jeanne Rademacher from the advisory board the office of Vice-Chairperson is now vacant. Ms. Malia called for nominations from the floor. Kathy Spencer nominated Christy Gillis, who accepted the nomination. Ms. Malia called for additional

nominations to which there was none. All voted by a show of hands for Ms. Gillis to become the new Vice-Chairperson.

Amendment to agenda order

Ms. Malia stated that some members have indicated they may have to leave the meeting early and to ensure quorum is met for all items needing a vote is asking for a motion to go directly into new business. Christy Gillis made a motion and seconded by Kathy Spencer. The motion passed unanimously.

New Business

Approval of January 13 and March 14 (low-income election), 2022 minutes

Ms. Malia stated the minutes from the January 13, 2022, regularly scheduled meeting and March 14, 2022, low-income community meeting/election minutes are included in the board packet. Ms. Malia asked if any member had any comments or corrections. There were none.

Ms. Malia called for a motion. Christy Gillis made a motion seconded by Steve Groner. The motion passed unanimously.

Approval of quarterly financial report

Ms. Malia called Mr. Jackson to present the quarterly financial report. Mr. Jackson stated the financial report is usually provided by the support services manager, Dawna Parent-Phillips, who couldn't be at the meeting due to another obligation. Mr. Jackson stated the County is in good financial standing with both regular and CARES dollars of CSBG. Mr. Jackson noted that the CARES dollars must be fully expended by September 30, 2022, which they are likely to now all be expended as this report was generated for the period through March 31, 2022, and it is now May 16, 2022.

Mr. Jackson also asked members to carefully review the CSBG CARES budget allocations exhibiting how almost all CSBG CARES dollars were allocated and utilized for direct client assistance, which have direct benefit to the client as through emergency rent or water. Mr. Jackson noted he wanted board members to recognize how the County attempts to always put the best interests of the citizens first.

Mr. Jackson stated that regular CSBG funds have been extended to accommodate the influx of CARES dollars and the timeline to expend the regular CSBG funds will also be extended. Steve Groner asked if staff are worried funds will not be expended and return to which Mr. Jackson stated that at this point, he is not worried. Mr. Jackson stated that DEO often will ask the County if they can accept additional dollars at the end of a budget period as other grantees have not been able to fully expend their funds.

Ms. Malia asked if there were any comment or questions to which there were none. Ms. Malia called for a motion. Steve Groner made a motion seconded by Camille Vickers. The motion passed unanimously.

New appointments to by-laws committee

Ms. Malia noted that the previously scheduled by-laws committee meeting in February was canceled due to COVID-19 concerns. Additionally, Jeanne Rademacher was on the committee, and she is no longer on the advisory board.

Ms. Malia called for volunteers to serve on the advisory board. Ms. Malia and Kathy Spencer both volunteered. Ms. Malia also noted that Peter Migner, although absent this meeting, had originally volunteered to serve and would like to also recommend him.

Ms. Malia called for a motion to have herself, Kathy Spencer, and Peter Migner serve on the by-laws committee. Steve Groner made a motion seconded by Petrina Onwuemeli. The motion passed unanimously.

Mr. Jackson stated that he will try to host the by-laws committee an hour prior to the scheduled planning and development committee on June 16, 2022. Mr. Jackson also stated the by-laws committee is open to all members and the public which will be publicly advertised.

At this point Ms. Malia stated the agenda will now return to chairperson report or comments

Chairperson report or comments

Ms. Malia provided a story about a person who she personally knew needed assistance. Ms. Malia told about how she helped her apply for utility services through Human Services and the process went exceptionally smooth and quick. She wanted to thank Mr. Jackson and his team for everything.

Staff report

Operational updates

Mr. Jackson stated intake and service provision remain the same and there have been no significant policy or procedural implementations since the last meeting. Mr. Jackson also notified board members that the Florida Department of Economic Opportunity will be on-site for a monitoring the week of May 23-27, 2022. He stated an official agenda of the monitoring has not yet been provided by any board member who would like to attend the entrance and/or exit interview to please notify him and as soon as the information is made available to him, he will share it with those members.

Quarterly service report

Mr. Jackson provided a brief overview of the increase in utility assistance benefits provided from this quarter in this FY compared to the previous FY. Steve Groner stated he believes this number is too low and staff need to increase outreach efforts. He believes more than 600 LIHEAP HOME Energy benefits in a quarter is good but believes there are a lot of households hurting financial due to inflation. Mr. Jackson provided a brief response of the various community events and outreach activities staff have previously done and Mr. Groner asked what more could be done. Mr. Jackson stated he will work with the County's community information department to do more frequent social media ads notifying the public of such services. Mr. Jackson asked board members to contact him directly if they would like

more information about services and methods, they can use to disseminate the information to the public.

2022 summer food program

Mr. Jackson stated this year's summer food program will begin June 6 and conclude August 12, 2022, and reminded members the meals are completely free and there is no income requirements for children to receive meals. Christy Gillis asked if this year's program would also be grab-n-go. Mr. Jackson explained to members that the Florida Department of Agriculture and Consumer Services, the entity that funds the program, has deemed that this year's program will return to "pre-COVID" operations in which all meals must be consumed while on-site. Petrina Onwuemeli asked if this has deterred any sites from participating this year to which Mr. Jackson responded that his coordinator did inform him a few have decided to not return as meal sites this year due to this stipulation. Mr. Jackson reiterated this was not the County's decision.

Board training package

Mr. Jackson informed members that everyone was mailed a jump drive with board training documents included. Steve Groner asked if they were allowed to keep them to which Mr. Jackson responded that they were theirs to keep. Mr. Jackson stated if any member would like a one-on-one training or has any questions to please let him know. Additionally, Mr. Jackson stated a virtual training will be held at some point in the summer for any members who would like to participate.

CSBG Organizational Standards' audit report

Mr. Jackson notified board members that the County received a perfect score of meeting all CSBG Organizational Standards during the last review. A copy of the report is included in the board packet for members to review.

EHEAP monitoring report

Mr. Jackson notified board members that a recently conducted monitoring from ElderSource pertaining to the Emergency Home Energy Assistance for the Elderly Program ("EHEAP") exhibited the County to be within full compliance with minor recommendations. Mr. Jackson noted that staff were using an outdated background screening form but will be utilizing the correct one going forward.

DEO's homeowner assistance fund program

Mr. Jackson informed members that the Florida Department of Economic Opportunity is now accepting applications for their homeowner assistance fund program. He explained the program is essentially like the emergency rental assistance program operated by Our Florida and the internal program through the County but is for homeowners impacted by the pandemic. Mr. Jackson provided members the link for people to apply and referenced the link in the board packet.

Public comments

There were no members from the public in attendance. Mr. Jackson noted that he did not receive any public comments prior to the meeting. Camille Vickers provided a story about a family who was dealing

with substance abuse and mental health issues and asked if anyone knew of potential resources. A number of board members provided her with information about agencies such as Stewart-Marchman and the Volusia Recovery Alliance.

Next meeting

Chairperson Malia stated the next meeting will take place June 16, 2022, at 3:30 p.m., which will be the planning and development meeting. Mr. Jackson announced that the meetings will no longer be held at the United Way as they are in the process of relocating. Mr. Jackson asked members if they liked the meeting room where this meeting is being held to which everyone stated they did. Mr. Jackson informed members he will check on this room's availability for the upcoming date. Ms. Malia stated she recommends hosting the by-laws committee an hour or two prior to this meeting. Mr. Jackson responded he will check on the availability and will let all members know.

Adjournment

Chairperson Malia called for a motion to adjourn the meeting. Christy Gillis made the motion and Petrina Onwuemeli seconded. The motion passed unanimously. The meeting concluded at 4:40 p.m.

ATTEST:

APPROVED:

Recording Secretary

Date

Chairperson

Date