



## **COMMUNITY ASSISTANCE DIVISION**

**Human Services Advisory Board  
August 19, 2021, Minutes  
United Way of Volusia and Flagler Counties  
3747 W. International Speedway Blvd.  
Daytona Beach, FL 32724**

### **Members present:**

Jeanne Rademacher, Camille Vickers, Todd Banks, Smiley Thurston, Danny Robins, Terri Malia, Erin LeDuc, Peter Migner, Petrina Onwuemeli, Johnnie Chavis, Ericka Sipp.

### **Members absent:**

Barbara Reid, Waylan Niece, Kathy Spencer, Lelia Koval, Barry Powell, and Christy Gillis.

### **Staff present:**

Clayton Jackson, Kim Williams, and Carmen Hall.

### **Call to order**

Vice Chairperson Terri Malia, in Chairperson Waylan Niece's absence, called the meeting to order at 3:34 p.m. EST.

### **Roll call**

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

### **Special order of business**

- Ms. Malia informed members that the Florida Department of Children and Families is requesting that Todd Banks replace Julia Marshall as their agency's alternate to the advisory board. Mr. Banks provided a brief introduction. Ms. Malia called for a motion. Jeanne Rademacher made a motion seconded by Ericka Sipp. The motion passed unanimously.
- Ms. Malia informed members that Ariel McCann, a private sector representative, had submitted her resignation to the board due to switching jobs. Ms. Malia called for a motion. Ericka Sipp made the motion seconded by Smiley Thurston. The motion passed unanimously.

### **Chairperson report**

Ms. Malia stated she did not have a report to provide at this time as it was unexpected Chairperson Niece would not be in attendance.

### **Manager's report**

Kim Williams, Human Services Coordinator, stated she would be providing the manager's report instead of Clayton Jackson.

### Public sector representatives

Ms. Williams notified board members the current term for public sector representatives will end on Sep. 30, 2021. She stated that any public sector member who wishes to continue serving must submit an application to the County Manager's office. If a member has questions of how to apply, they may contact the Human Services Manager for guidance.

### Low-income and private sector representatives

Ms. Williams informed board members representing the low-income and private sectors their terms do not expire until Sep. 30, 2022. However, if any current member from these sectors is wishing to no longer continue serving to please contact the Human Services Manager as soon as possible so the process of finding a replacement may commence.

### Operational updates

Ms. Williams notified board members that operations are continuing as they have through the past year allowing citizens to apply online and through virtual phone appointments. There are no plans to change operations unless directed by a funding source as it is working successfully.

### Service report

Ms. Williams informed members the quarterly service report exhibiting number of services from this FY compared to the previous may be found in the packet. Ms. Williams provided an overview of the differences for each type of program/service. Ms. Williams noted that there was a slight decrease in the overall number of services provided but it is likely attributed to the pandemic not being as bad this year compared to previous. She did note there was increase in services for housing, water, prescriptions, and dental. Mr. Jackson stated that he believes the significant decrease in the amount of LIHEAP HOME services were 1) households applying for assistance the first time due to the pandemic received the HOME credit and 2) households are only eligible for the HOME credit once every 365 days.

Peter Migner asked if services were provided to a large number of the same households every year. Mr. Jackson explained that this data is not tracked or reported as it is not a funding requirement; rather, a service must be provided per grant guidelines if the client is eligible at time of application. Mr. Jackson stated if the board requests this information he could conduct an analysis. Peter Migner said it was not needed but he was just curious.

#### Summer food program update

Ms. Williams notified members the 2021 program concluded last Friday, Aug. 13. She provided the number of meals served at the end of July. Mr. Jackson stated that in 2020 there were approximately 110,000 meals served and anticipates approximately 135,000 total meals served in the 2021 program once all site meal sheets have been reconciled.

#### Board training and documents

Ms. Williams informed board members that Mr. Jackson has created a video presentation of board training that will now allow members to receive their orientation and annual board training virtually instead of having to physically attend a meeting with staff. Additionally, the jump drive or online website will contain the documents that all board members are required to sign and submit.

#### New business

##### Approval of Jun. 15, 2021, minutes

Vice chairperson Malia referred board members to the Jun. 15, 2021, meeting minutes and asked if there was any discussion. Petrina Onwuemeli stated that her last name was spelled incorrectly. Mr. Jackson acknowledged the mistake and stated it will be corrected. There were no additional comments. Vice chairperson Malia called for a motion to approve the minutes with Ms. Onwueli's name corrected as the only amendment. Jeanne Rademacher made a motion and Peter Migner seconded the motion. The motion passed unanimously.

##### Approval of the quarterly financial report

Mr. Jackson stated he would be providing the financial report as Dawna Parent-Phillips, Fiscal Resource Manager, was not able to attend the meeting. Mr. Jackson referred members to the pages in the packet with the budget documents. Mr. Jackson stated that the current contract period is Oct. 1, 2020, through Sep. 30, 2023. The financial report exhibits 87% of the total funds expended; however, he explained that the Florida Department of Economic Opportunity issues periodic increases as well as annual allotments so more funds will be issued to this award.

Mr. Jackson also stated that the CSBG CARES budget is 70% fully expended and the deadline to expend these funds is Sep. 30, 2022. Mr. Jackson stated these funds are flexible in their use and that is why the County has temporarily suspended expending these funds to ensure they are available if needed. He did assure the funds will be fully expended by the expenditure deadline. Additionally, Mr. Jackson explained that funds may be shifted from one line item to another if needed, such as the CSBG CARES administration line-item funds may be moved to direct client assistance.

Mr. Jackson explained that it is important to fully expend grant funds as lack of fully spending funds may lead to a decrease in future funding. Mr. Migner asked how the amount of funding per county was decided. Mr. Jackson explained the formula is developed by the University of Florida which takes into variables such as population size, percent in poverty, food insecurity, and other factors. Mr. Migner then brought up the point that, in theory, the less amount of dollars a county receives the better the county is doing. Mr. Jackson and other board members explained that in a perfect world there would be no poverty or need for funds but that is not reality.

Vice Chairperson Malia called for a motion. Camille Vickers made the motion and Ericka Sipp seconded. The motion passed unanimously.

Approval of the FY2022-24 community needs assessment

Kim Williams referred board members to the community needs assessment report in the board packet. She explained this is a required document per CSBG organizational standards which must be presented and approved by the advisory board every three years. Ms. Williams explained how the various methods of how data was collected, noted that most of the respondents to the data were actual clients in poverty, the most identified needs in the community, as well as other highlights from the data.

Mr. Jackson referred persons to the “intensity maps” found in the board packet exhibiting areas in the county with a high population of persons receiving services. He indicated the 32114-zip code in Daytona Beach and the Spring Hill community in DeLand were the two areas with the highest concentration. He did apologize that the board packets were printed in black and white but did state the document that was emailed to all members was in color for them to view.

Ms. Williams continued the presentation outlining “asset mapping” with the various services, by category, in the county. She noted that the data for asset mapping was gathered through the United Way’s 211 Live website. Finally, Ms. Williams referred persons to the secondary data from Community Commons. She noted this data is required to be provided in the report per CSBG organizational standards.

Vice Chairperson Malia asked if there were any questions and there were none. She then asked for a motion to approve of the community needs assessment report as presented. Petrina Onwuemeli made the motion and Camille Vickers seconded. The motion passed unanimously.

Approval of the FY2022-24 strategic plan

Ms. Williams provided a presentation of the FY2022-24 strategic plan. She noted that a lot of the same information in the strategic plan was also included in the community needs assessment report. The strategic plan is also a requirement of the CSBG organizational standards. Ms. Williams stated that the strategic plan provides a “roadmap” of how Human Services intends to operate over the course of the next three years.

Ms. Williams referred members to sections regarding the various types of services and how services are planned to be delivered. Ms. Williams also discussed the three types of goals that Human Services is required to work towards such as 1) family, 2) community, and 3) agency.

Vice Chairperson Malia asked if there were any questions and there were none. She then asked for a motion to approve of the strategic plan as presented. Jeanne Rademacher called for a motion and seconded by Camille Vickers. The motion passed unanimously.

*FY22 meeting dates*

Vice Chairperson Malia informed members proposed meeting dates may be found in the board packet which are 1) Nov. 4, 2021; 2) Jan. 13, 2022; 3) Apr. 14, 2022; 4) Jun. 14, 2022 (planning and development); and 5) Jul. 14, 2022.

Mr. Jackson noted to members that these dates and the location is contingent upon the pandemic. If there has to be any changes to a meeting date, time, and/or location board members will receive ample notification. Vice Chairperson Malia called for a motion. Peter Migner made a motion and seconded by Ericka Sipp. The motion passed unanimously.

**Public comments**

There were no members from the public in attendance or attending virtually. Mr. Jackson noted that he did not receive any public comments prior to the meeting.

**Next meeting**

Vice Chairperson Malia stated the next meeting will take place, as just approved in the meeting on Thursday, Nov. 4 at 3:30 p.m. The meeting will be held at the United Way of Volusia and Flagler Counties.

**Adjournment**

Vice Chairperson Malia called for a motion to adjourn the meeting. Jeanne Rademacher made the motion and Erin LeDuc seconded. The motion passed unanimously. The meeting concluded at 4:39 p.m.

ATTEST:

APPROVED:

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Date