



Human Services

Human Services Advisory Board Minutes

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

Members Present

Waylan Niece, Ericka Sipp, Smiley Thurston, Coren Meeks, Terri Malia, Erin LeDuc, Kathy Spencer, Shelia Jackson, Johnnie Chavis, and Evelyn Lynam.

Members Absent

Heather Post, Julia Marshall, Johnnie Ponder, Audrey Taylor, Suzanne Lovelady, Larry Chavers, Gloria Dailey, Herbert Williams, and Peter Migner.

Staff Present

Clayton Jackson, Dawna Parent-Phillips, and Dana Rhymes-Jones.

Call to Order

- Waylan Niece welcomed everyone and called the meeting to order at 3:30 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 if they would like. Julanda Smith is a community advocate in the Midtown area of Daytona; David Smith is a Community Advocate and director of a nonprofit in the Mid-town area; Cherise Dolely – Dula. All noted they were present to learn about the Human Services Advisory Board and services available to low-income residents.

Managers' Report

Waylan Niece announced Clay Jackson would give the Manager's Report. Clay Jackson welcomed guests and informed everyone that the packets were emailed to everyone and mailed to those who specifically requested hard copies.

Nationally-Certified ROMA Trainer (NCRT)

Mr. Jackson informed everyone that Kim Williams, Human Services Coordinator, completed her ROMA training and is now a certified ROMA instructor. Mr. Jackson provided an explanation of an NCRT and its importance to agencies that receive Community Services Block Grant (CSBG) funding.

Notification of FY18 Audit

Mr. Jackson informed everyone that there were no findings related to any of Human Services' program, including CSBG, in the most recent county audit. He also informed everyone the FY18 Audit is available on the county's website. Any member who wants to review the audit but cannot find it may contact Mr. Jackson for guidance.

Vacancy

Mr. Jackson informed everyone a vacancy remains for a Public Sector seat due to the passing of Veronica Oxford. He asked members to spread the word about the vacancy and for those interested may obtain a copy of the application on the county's website and submit it to the County Manager's office.

2019 Summer Food Program

This year's Summer Food Program will have approximately 60 unique sites operated by Volusia County Human Services. Mr. Jackson gave an explanation the difference between a Human Services' site and those operated by the Volusia County School Board. Individuals may go to Human Services' website and type an address to find nearby summer food sites. He informed members that if they know a nonprofit, church, or other entity interested in becoming a site to contact Human Services for an application.

New Client-Tracking Software

As of April 1, 2019, Human Services now has new software to help expedite data collection and payment extraction. Staff seem pleased and it is helping them provide services in a more efficient and effective way. Finance is pleased with the new system as well.

June's Annual Planning and Development Meeting

Mr. Jackson informed everyone that June 25, 2019, is the annual planning and development Meeting. He explained what this meeting entails, and the meeting is open to the public.

He also informed everyone there might be the need to call a special meeting prior to the annual planning and development meeting due to the release of new CSBG funds. The advisory board must approve of the new budget before it goes before county council.

EHEAP Presentation

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 answered all questions members had about the program and eligibility requirements.

Mr. Jackson reminded members of the LIHEAP HOME Energy program to spread the word in their communities.

New Business

Approval of January 29, 2019, Minutes

Mr. Niece asked if there was a motion to approve the minutes from the January 29, 2019, meeting. Ms. Terry Malia made the motion to approve. Mr. Smiley Thurston seconded the motion. Mr. Niece asked if there were any questions or comments. The motion unanimously passed.

Approval of CSBG Financial Report

Dawna Parent-Philips gave the quarterly financial report which was included in the board packet on pages 8 -10. 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 Programmatic Report

Mr. Jackson gave an update for the Programmatic Report for the most recent quarter, which was January – March 2019.

Mr. Jackson explained the difference between emergency services and the Family Self Sufficiency Program. Mr. Jackson explained that FSS is longer-term social work program whereas emergency services are designed to alleviate a crisis such as a rental eviction or utility arrear. He explained the referral process and the process of going through the program. FSS is for higher-functioning individuals who are experiencing homelessness or marginal homelessness. He informed everyone referrals provided are by Human Services' community partners who have a focus on housing. Ms. Sipp asked about the timeline FSS provides rent assistance to a client and their percentage to pay. Mr. Jackson gave in detail how this works. Ms. Malia asked about the funds for GED assistance and Mr. Jackson explained the referrals received are from CareerSource and Daytona State College. Ms. Dooley asked about assistance for professional certifications and was informed that is for FSS clients only. Chairperson Niece called for a motion. Ms. LeDuc made the motion to approve. Ms. Sipp seconded the motion. The motion carried unanimously.

Approval of Satisfaction Survey Results

Mr. Jackson noted that results from the client satisfaction survey are included in the board packet. Ms. Williams will be conducting her annual focus groups with individuals applying for assistance this summer and fall, both seasons have the highest number of applicants to pull for a focus group. Mr. Jackson and Ms. Williams are doing more presentations to other community agencies. Ms. Chavis gave an example of Ms. Williams coming to her agency and speaking to individuals and helping them apply for LIHEAP/EHEAP assistance. Chairperson Niece called for a motion. Ms. Sipp made the motion to approve. Ms. LeDuc seconded the motion. The motion carried unanimously.

Next Meeting

Annual planning and development: June 25, 2019.

Adjournment

Chairperson Niece requested a call for adjournment at 4:48pm. Smiley Thurston made the motion to approve, and Terry Malia seconded the motion. The motion unanimously passed.

ATTEST:

APPROVED:

RECORDING SECRETARY Date

CHAIRPERSON Date