



## Human Services Advisory Board

### Minutes

July 27, 2023, 3:30 P.M.

United Way of Volusia and Flagler Counties  
1530 Cornerstone Blvd Suite 210, Daytona Beach, FL 32114

#### **Members present**

Jake Johanson, Terri Malia, Peter Migner, Rabecka Collins, Sundria Ridgley, Kathy Spencer, Mary McCoy, Camille Vickers, Veronica Watson

#### **Members absent**

Amanda Lasecki, Christine Gillis, Johnnie Chavis, Rhonda Williams

#### **Alternate members present – non-voting on this date**

Reginald Williams, Teresa McMillian-Ward

#### **Guests present**

Lawrence Anderson, Dottie Joseph

#### **Staff present**

Carmen Hall, Jessi Smith, Dawna Parent Phillips, Maureen S. Sikora, Erika Arias, Patricia Hubbard

#### **Call to order**

Chairperson, Terri Malia, called the meeting to order at 3:37 p.m.

#### **Roll call**

Ms. Malia request Ms. Spencer conduct roll call and determined a quorum was present.

#### **Special order of business**

##### **Introduction of Jessi Smith:**

Ms. Hall introduced Jessi Smith, interim manager of Human Services, to the board members. Former manager Erin LeDuc was no longer working with the County. Ms. Hall also introduced the staff members also present today.

##### **Acceptance of new board member:**

Ms. Malia opened the special order of business for the approval of Jake Johansson as the Council-appointed Council Member. County Council appointed Mr. Johansson on March 7, 2023. Ms. Malia asked Mr. Johansson to speak a little about his background. Ms. Malia called for a motion for the acceptance of the new board member. Ms. Vickers made the **Motion**. **Seconded** by Ms. Ridgley. The motion passed **Unanimously**. Mr. Johansson introduced himself as the at-large Council member.

#### **Chairperson comments**

Ms. Malia noted it was good to be back together after some months without a meeting.

## **Staff report**

### **Operational Updates:**

Ms. Smith presented the staff report, beginning with operational updates regarding CSBG, LIHEAP, LIHWAP, and EHEAP programs. Past-due rent and mortgage assistance ranging from \$755 to \$1,580 for eligible households continues to be available through the Community Services Block Grant (CSBG). CSBG also supports the Family Self Sufficiency (FSS) program.

Eligible families may apply for the Low-Income Home Energy Assistance Program (LIHEAP) - Home and receive a fixed amount ranging from \$400 to \$1,350. Those family's needing assistance with a past-due balance on their energy bill may apply for LIHEAP - Crisis and receive up to a maximum of \$5,000 per year. Families may also apply for assistance with their water utility through the Low-Income Household Water Assistance Program (LIHWAP) and receive as much as \$1000 per year. EHEAP is an energy utility assistance program eligible to Volusia County households with one or more residents age 60 and older. An amendment providing for additional funding and a contract period extension was forthcoming.

Interested individuals may call the appointment hotline 376-239-7757 on Monday mornings at 8:00 a.m. to schedule an appointment with a case worker. In the case of electricity assistance, clients may also apply on Monday mornings using the online application at 9:00 a.m.

### **Additional comments:**

Mr. Williams inquired about the temporary discontinuation of CSBG related services in the spring due to DEO funding be suspended. Ms. Hall explained that the issue had to do with the State's quarterly budget authority over-expenditure, causing the State to need to request more budget authority; however the State could not guarantee that we would be reimbursed for our County expenditures under our award for three months. Until we could get confirmation from the State that we would be reimbursed, we needed to temporarily halt services. Fortunately it was only necessary for a couple of weeks. This has changed the way the State now provides funding to us, shifting the time period to mirror the States fiscal year of July to June, and the funding award is now allocated on a quarterly budget authority basis. Discussion continued about the year's rent and mortgage General Fund set-aside having been fully expended earlier in the year. It was clarified that our General Fund dollars for rent and mortgage act as leverage to the CSBG funds. Mr. Johansson noted that his ongoing awareness of the need, use, and potential depletion of grant dollars will help him be able to speak to the issue at future Council meetings. Ms. Hall also explained that Human Services employees working in these programs were able to be reassigned and utilized in other areas of County services in order to maintain jobs during this time.

Mr. Williams also inquired about the availability of County General Fund dollars for rent and mortgage. Ms. Hall explained that the County does allocate some funding for rent and mortgage. He also asked what the matching funds requirement is for CSBG. She explained there is not a specific match requirement, however we do report our General Fund dollars as leverage funding to the State's grant dollars.

### **The 2023 summer food program:**

Summer food program administrative specialist, Patricia Hubbard, gave an overview and update about the 2023 season. The program began on June 5 and will close on August 11. In June, we had a significant increase in participation this year, with 26,921 breakfasts and 32,419 lunches were served at 61 sites around the County, far exceeding this period last year by more than 7,000 additional meals. It also mirrors increases in participation at various county summer camps and successful promotional efforts.

Additional comments:

Ms. Malia noted a newspaper article listing schools offering lunches as well as the County summer food program. Mr. Anderson of the United Way mentioned overseeing the 211 hotline and receiving many calls of citizens looking for the summer food program information. Additional comments included members' families using the libraries and witnessing excellent participation with the summer food program.

Mr. Johansson inquired about whether the summer food program is available to all children regardless of family income level, and whether there may be issues of higher-income people taking advantage. Ms. Hall explained that criteria exists for the program sites, including the location being near a school that has over 50% free and reduced lunches, which is the majority of schools in the County. Additionally each site must be located at a minimum distance from another site. Program staff meets with the school board to coordinate site locations to ensure maximum coverage so that as many children in need are receiving meals during the summer months. The program team closely monitors and projects the number of meals ordered each day based on need and use, so that we don't over- or under-order food. Ms. Ridgley felt it would be highly irregular for children of families of means to take advantage of this service. Ms. Hall noted that the County's summer camp enrollments have increased greatly, and that the food program participation has thus increased alongside; additionally, the County's summer camp scholarship program is seeing greater demand this year. Other comments suggested that more traditionally middle-class families are experiencing greater need for these types of resources. Mr. Johansson noted his appreciation for the information in order to represent issues discussed at Council meetings.

CSBG organizational standards review:

Ms. Smith announced that Volusia County's 2023 organizational standards submission met all the standards as required this year. Additionally, the review process for 2024 will remain the same. Ms. Hall noted the good work of former Human Services Coordinator Kim Williams in the preparation of the submission.

Notification of Volusia County FY22 ACFR:

Ms. Smith noted that the Volusia County's FY22 ACFR (formerly known as CAFR) has been published and is available on the County's website. There were no findings or corrective action outlined pertaining to CSBG.

Current Human Services office locations were noted:

- 1845 Holsonback Drive in Daytona Beach in the Volusia County Health Department building
- 110 W. Rich Avenue in downtown DeLand next door to the TKC Administration Building.

Additionally, required case documents can be submitted by clients at any of our 18 County library branches which will be inter-office delivered within 24 hours.

Additional comments:

Members discussed the online-based methods which applicants can apply for LIHEAP, the limitations of our database/application system which is State-mandated, and possibilities staff is considering for procurement of future online application systems with greater capabilities.

Community Engagement Survey – CDBG-Disaster Recovery (DR):

Ms. Smith stated that Volusia County has received an allocation of \$328.9 million in Community Development Block Grant – Disaster Recovery (CDBG—DR) funds related to Hurricane Ian. As part of its CDBG-DR Action Plan, public participation is strongly encouraged. HSAB board members were encouraged to complete an online survey.

Quarterly service report – April – June FY Comparison Data:

Ms. Smith explained that much higher than usual energy assistance numbers were present in 2022 and 2023, particularly with crisis energy assistance, due to additional CARES and ARPA funds established during the pandemic. CARES and ARPA funding has been fully expended, yet we are still seeing requests for assistance remain extremely elevated due to inflation and individuals' bills falling behind. In 2022-2023, the County began expending its LIHWAP (Low Income Household Water Assistance Program) award, significantly increasing the number of families receiving water assistance.

Review of member appointments for 2023-2025 term:

Public Appointments: The following four publicly appointed members' terms close on 9-30-2023: Phyllis Terri Malia, Peter Migner (stated will not reapply), and two additional vacancies.

Members interested in continuing service on the board will need to reapply for appointment by the County Council for the 2023-2025 term by visiting the County website.

Private Appointments: The following agency appointed members' terms close on 9-30-2023 and will require an official letter from their agency director stating either reappointment of the current representative, or appointment of a new representative, for the 2023-2025 term: Rabecka Collins, Daytona State College; Christy Gillis, Dept of Children and Families; Kathy Spencer, CareerSource of Flagler-Volusia; Amanda Lasecki, United Way of Volusia-Flagler; Sundria Ridgely, Florida Bar Association. Letters from agency directors should be returned to Jessi Smith at the Human Services Office at 110 W. Rich Avenue, DeLand 32720 by September 30, 2023. A sample letter was provided.

Low-Income Representatives: All seats are filled at the present time, through 9-30-2024.

Additional comments:

Mr. Migner asked for an update about the Human Services Manager position. Ms. Hall noted that Ms. LeDuc was with us for about six months and has moved on. Ms. Smith is on the Community Assistance team and has stepped into the role in an interim capacity. She has served for about five weeks. Staff will be making decisions on how to move forward soon.

**New business**

Approval of January 12, 2023 minutes:

Ms. Malia called for a motion for approval of the January 12, 2023 board meeting. Ms. Vickers made the **Motion**, **Seconded** by Ms. Spencer. The motion passed **Unanimously**.

Approval of the quarterly financial report:

Ms. Parent presented the quarterly financial report dated June 30, 2023. She explained the current contract with the Department of Economic Opportunity (DEO) runs October 1, 2022 through September 30, 2023. As of this report, three months remain on the 36-month agreement. Human Services has expended \$474,338 and is at 94.4% completion on the award. She provided details in categories of administration, program services, and direct services. The remaining balance of \$28,027.12 will be expended by September 30. Mr. Migner made a **Motion** to accept the financial report, **Seconded** by Mr. Johansson. The motion passed **Unanimously**.

Approval of the 2023-2024 CSBG Budget and Work Plan:

Ms. Smith reviewed Amendment Two to the DEO Umbrella Agreement, which provides for CSBG, LIHEAP, and LIHWAP funding from July 1, 2023 to June 20, 2024. CSBG funding will amount to \$528,468. Ms. Hall explained that the State is adjusting its fiscal year to begin July 1. Ms. Smith reviewed the budget and work plan components during the grant period. Upon HSAB

review and approval, it would be presented to County Council for approval on August 1. The agreement and use of funding is retroactive to July 1.

Additional comments:

Mr. Johansson inquired about the use of General Fund dollars as match to CSBG funds. Ms. Hall stated the show of match is not in these budget forms, but it is in our reporting documents. It is not a required match, but rather is shown as leverage funds. Staff should be prepared to discuss the General Fund leverage in case of questions at the Council meeting.

Mr. Johansson made a **Motion** to approve the 2023-2024 CSBG Budget and Work Plan, **Seconded** by Ms. Ridgley. The motion passed **Unanimously**.

Approval of 2023-2034 HSAB meeting calendar:

Ms. Smith presented a proposed slate of meeting dates for the regular meetings of the HSAB, with locations to be determined: October 26, 2023; January 25, 2024; April 25, 2024; and July 25, 2024. All meetings would begin at 3:30 p.m. Mr. Johansson made a **Motion** to approve the meeting calendar for 2023-2024; **Seconded** by Mr. Migner. The motion passed **Unanimously**.

Additional comments:

Ms. Smith provided for additional information the budget and work plans for 2023-2024 LIHEAP and LIHWAP awards.

**Public comments**

There were no public comments.

Additional comments:

Ms. Hall thanked Mr. Migner for his many years of service on this board.

**Next meeting**

Ms. Malia stated that the next regular meeting would take place on September 28 at 3:30 p.m. at the Thomas C. Kelly Annex Building, located at 121 W. Rich Avenue, DeLand.

**Adjournment**

Ms. Malia called for a motion to adjourn the meeting. All were in favor. The meeting concluded at 5:04 p.m.

ATTEST:

APPROVED:

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Date

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Terri Malia, Chair

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Date