



Human Services Advisory Board

Minutes

October 26, 2023, 3:30 P.M.

TCK Annex
121 W. Rich Ave., DeLand, FL 32720

Members present

Jake Johansson, Terri Malia, Johnnie Chavis, Veronica Watson, Derrick Collins, Jessica Deese, Rabecka Collins, Christy Gillis, Amanda Lasecki, Kathleen Danclair.

Members absent

Mary McCoy, Camille Vickers, Rhonda Williams, Marjorie Johnson, Sundria Rigley

Alternate members present

Teresa McMillian, Cycily Thomas

Guests present

Sydney Gillis

Staff present

Carmen Hall, Jessi Smith, Dawna Parent Phillips, Maureen S. Sikora, Dottie Joseph, Vickie Heath

Call to order

Meeting called to order at 3:44 p.m.

Roll call

Ms. Smith conducted roll call and determined a quorum was present.

Special order of business

Acceptance of new board members and reappointments for terms commencing October 1, 2023 through September 30, 2025:

Ms. Malia opened the special order of business for the approval of the public sector appointments – Terri Malia, Derrick Collins, Jessica Deese, and Marjorie Johnson. County Council appointed these individuals on 8/15/2023. Ms. Malia called for a motion for the acceptance of the new board members. Mr. Johansson made the **Motion. Seconded** by Ms. Watson. The motion passed **Unanimously**.

Ms. Malia called for the approval of the private sector individuals pending acceptance – Rabecka Collins, Christy Gillis, Amanda Lasecki, Sundria Ridgley and Kathleen Danclair. Mr. Johansson made the **Motion. Seconded** by Ms. Watson. The motion passed **Unanimously**.

Ms. Malia called for the election of officers, beginning with the Chair. There were no nominations. Ms. Malia volunteered to continue in the role. Mr. Johansson made the **Motion, Seconded** by Ms. Gillis. The motion passed **Unanimously**.

There were no nominations for Vice-Chair. Ms. Lasecki volunteered for the role. Ms. Thomas made the **Motion. Seconded** by Ms. Gillis. The motion passed **Unanimously**.

Mr. Johansson expressed how important it is for officers to attend the meetings.

There were no nominations for the Secretary. Ms. Danclair volunteered for the role. Ms. Gillis made the **Motion**. **Seconded** by Ms. Lasecki. The motion passed **Unanimously**.

Staff report

Operational Updates:

Ms. Smith presented the staff report, beginning with operational updates regarding rent, mortgage and utility assistance. The assistance programs and instructions to apply are on the website. Updated flyers for rent/mortgage and LIHEAP/EHEAP were provided to board members.

Staffing Updates

Ms. Smith informed the board of new staff and current open positions. Dottie Joseph was introduced as the Human Services Coordinator. Anna Triplett is the Social Worker in the Library for the Eastside libraries. Interviews are occurring for the FSS Social Worker and two positions for Social Services Aides, which will be in Daytona. Positions for a Social Worker and the Opioid Special Projects Coordinator are being advertised.

The 2023 Summer Food Program:

Word was received from the Department of Agriculture and Consumer Services that the administrative monitoring for the 2023 Summer Food Program has been completed with no need for corrective action.

Annual Service Report

The annual service report was discussed with comparison of the past three years. It was discussed that the large increase in numbers for the water program was due to the LIHWAP grant. This was a temporary program, and it is sunsetting soon. Individuals needing assistance with water can be referred to LIHEAP instead. LIHEAP is only for electricity, but it can free up funds for water. Further discussion noted opportunities for greater awareness about assistance programs with municipalities and community partners, along with ongoing challenges meeting the ongoing need for assistance in relation to limited funding resources.

New business

Approval of July 27, 2023 minutes:

Ms. Malia called for a motion for approval of the July 27, 2023 board meeting minutes. Mr. Johansson made the **Motion**. **Seconded** by Ms. Gillis. The motion passed **Unanimously**.

Summary of Assembly (no quorum) September 28, 2023

The summary from the assembly on September 28, 2023, was provided in the board meeting packet. However, since there was no quorum, it was not an official meeting. Maureen Sikora stated that it did not require approval.

Approval of the CSBG quarterly financial report:

Ms. Parent presented the quarterly financial report dated October 19, 2023. She explained the report is for July 1, 2023 – September 30, 2023. She reported that the County's fiscal year also ended September 30, 2023, so there could be adjustments to come. She provided details in the categories of administration and program services. We have spent 13.1% of the budget. Ms. Hall explained that the percentage is lower than you would expect at the end of three months because we had an old grant that we were still expending in July. That grant has ended, and we will be catching up on spending CSBG. Ms. Malia called for a motion to accept the quarterly financial report. Ms. Gillis made a **Motion** to accept the financial report, **Seconded** by Mr. Johansson. The motion passed **Unanimously**.

HSAB Member orientation materials:

Orientation and member training materials were provided to every board member present, including alternates. Forms requiring signature are included – Whistleblower, Conflict of Interest and By-laws and Confirmation of receipt of materials.

HSAB meeting locations update:

Members were provided with the scheduled meetings and locations for this fiscal year. It was discussed that they should have email calendar invites for these meetings as well. Ms. Malia explained how important it is to attend meetings and if there is a conflict, to try to have the alternate attend. Two missed meetings in the year will put a member in jeopardy of being removed from the board.

Community Action Plan

An update was provided that the Annual Community Action Plan is being worked on. It is due mid-December so an additional meeting may be required in early December so the board can review the plan.

Public comments

There were no public comments.

Next meeting

Ms. Malia stated that the next regular meeting would take place on January 25 at 3:30 p.m. at the United Way of Volusia Flager, located at 1530 Cornerstone Blvd Suite 210, Daytona Beach.

Adjournment

Ms. Malia called for a motion to adjourn the meeting. All were in favor. The meeting concluded at 4:49 p.m.

ATTEST:

APPROVED:

Date

Terri Malia, Chair
Date