



## **Human Services**

### **Human Services Advisory Board Minutes**

Tuesday, January 29, 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, Peter Migner, Larry Chavers, Audrey Taylor, Terri Malia, Erin LeDuc, Shelia Jackson, Suzanne Lovelady, Johnnie Chavis, Smiley Thurston, and Herbert Williams.

#### **Members Absent**

Heather Post, Julia Marshall, Kathy Spencer, Coren Meeks, Johnnie Ponder, Evelyn Lynam, Ericka Sipp, and Gloria Dailey.

#### **Staff Present**

Clayton Jackson, Kim Williams, Dana Rhymes-Jones, Dawna Parent-Phillips, Lori Bresnahan, and Patricia Hubbard.

#### **Call to order**

- Mr. Waylan Niece called the meeting to order at 3:37pm. Mr. Peter Migner conducted roll call. Mr. Niece stated a quorum was present.
- Mr. Niece welcomed everyone. He thanked Clayton Jackson for the board training that was conducted prior to the meeting. He went on to thank Lori Bresnahan, Family Self Sufficiency Supervisor and stated this program has a link to Neighborhood Center's Rapid Rehousing program and has a good working relationship and experience working with each other.

Mr. Niece provided some insight to how multiple agencies worked together back in October 2018 when multiple families were displaced from their housing due to code violations. Clayton Jackson, Human Services Manager, explained how assistance was provided to prevent them from becoming homeless.

#### **Manager's report**

- Mr. Jackson noted organizational standards are due to the state each November. These are to ensure that as an agency we are staying in compliance with the state guidelines. Mr. Jackson reviewed the organizational standards and report by the state which exhibited 100% compliance.

- Part of the organizational standards is board regulation and compliance. Mr. Jackson stated himself; Kim Williams, Human Services Coordinator; and Dana Rhymes-Jones, Staff Assistant II, will be reviewing each member's files periodically. If a member's file needs to be updated, they will be contacted to provide or sign appropriate documentation.
- Mr. Jackson discussed the section of the by-laws pertaining to board members being absent from meetings. He encourages members to attend, or they may be subject to involuntary removal.
- Mr. Jackson introduced Ms. Patricia Hubbard, Administrative Coordinator II, who oversees the Summer Food Program. Ms. Hubbard informed everyone the dates for this year's program are June 3 – August 9, 2019. Ms. Hubbard provided information about how an interested party may apply and become a site to provide meals. She stated the program is always seeking additional sites. Ms. Hubbard also explained in detail how the sites are operated, and the meals are delivered and that there are no costs to the sites. Mr. Jackson explained the Human Services used to operate the school sites, but now the Volusia County School Board operates those at public schools.
- Mr. Jackson introduced Ms. Kim Williams, Human Services Coordinator, to give a brief presentation on emergency housing assistance available through Human Services. Ms. Williams explained in detail how to apply for this assistance and the eligibility requirements in order to apply. Board Members were given a packet with all the information and eligibility requirements listed.

Mr. Jackson asked if there were any questions regarding the Managers Report. There were none.

### **New business**

- Mr. Jackson announced the passing away of board member Veronica Oxford (public sector representative) and Linda Swint (alternate low-income representative). Mr. Jackson explained there must be a formal motion to remove a board member even under these circumstances. Mr. Jackson stated condolences to the friends, families, and colleagues of both. Mr. Jackson went on to explain the replacement process for the board member position. Individuals interested in the Public Sector seat that was held by Ms. Oxford need to apply for this position through the county manager's office and then the council votes for their selection. As for the alternate position held by Ms. Swint it is not required to replace this position, as it is an alternate, and will not do so at this time. Waylan Niece made the motion to remove Ms. Oxford and Ms. Swint from the Human Services Advisory Board. Mr. Thurston seconded the motion. The motion passed unanimously without further discussion.

### **Approval of the minutes from July 10, 2018, October 23, 2018, and the five low-income meetings and elections**

Mr. Niece asked if anyone had any questions regarding the minutes of the regular meetings of July 10, 2018, and October 23, 2018, and the five low income meetings and elections held in 2018. No one had any questions. Mr. Niece asked for a motion to approve the minutes. Ms. LeDuc motioned to approve the minutes. Ms. Jackson seconded the motion to approve. The motion was approved unanimously.

#### Approval of the board training process

- Mr. Jackson explained Board Members may receive training through printed materials, electronic media, or other means as approved by the board as stated via the organizational standards. This is for those members who are unable to attend regular board trainings in person. Board Members completing the training through these other means would be required to sign a form of acknowledgement indicating the receipt of training. Mr. Niece asked if anyone would like to make a motion to approve the updated board training process. Ms. Terri Malia motioned to approve. Mr. Larry Chavers seconded the motion to approve. The motioned passed unanimously.

#### Review of modified CSBG budget

- Mr. Jackson explained the funds available through CSBG. Mr. Jackson informed everyone the state approved the carryover monies and Human Services has these funds through 2020. Mr. Jackson stated the funds available at this time are \$786,516.14. Mr. Jackson stated that Line 6 (pg. 43) monies to help with mortgage, water, rent, and other direct client services is \$425,500.00 out of the \$786,516.14; at 54% of the total budget. Admin costs are allowed to be 15% per the state; however, ours is 10%. Admin costs were at \$80,374.00. Mr. Niece asked is the county is required to seek or provide matching funds for the CSBG monies and Mr. Jackson informed there is not a matching funds requirement for CSBG.

Mr. Niece asked if there was a motion to approve the CSBG Review of Updated CSBG Budget. Ms. Jackson made the motion to approve, and Ms. LeDuc seconded the motion. The motion unanimously passed.

#### Approval of CSBG quarterly budget report

- Ms. Dawna Parent-Phillips, Fiscal Manager, reviewed the CSBG quarterly financial report. Ms. Parent-Phillips asked everyone to turn to page 44 to review as to explain the report.

Mr. Niece asked for a motion to approve. Mr. Thurston motioned to approve. Mr. Migner seconded the motion. The motion passed unanimously.

#### Approval of satisfaction survey results

- Mr. Jackson reviewed the Survey results with the board. Mr. Jackson explained the number of responding for surveys has recently decreased since Human Services has slowed down somewhat due to it being tax return season. This happens every year during this period.
- Mr. Niece asked for the percentage of clients Human Services received responses from on the survey. Mr. Jackson reported the 443 responses received reflected about 10% of the individuals actually served during this period by Human Services.

- There are computers in the lobby at all locations except for Daytona for clients to complete a survey. The survey is also accessible on the Volusia County Website.

Ms. Niece asked for a motion to approve the Satisfaction Survey Results. Mr. Migner made the motion to approve, and Ms. Jackson seconded the motion. The motion unanimously passed.

#### Approval of program report

- Mr. Jackson reported that now until May is the “slower season” for Human Services due to individuals receiving their tax returns. He states it will likely be like this until May.
- Mr. Jackson explained LIHEAP HOME the energy credit and how individuals can still apply for this benefit even if their electric bill is not past due. Mr. Jackson stated Human Services staff will be conducting outreach during this time by coordinating with other agencies and senior/elderly apartment and low-income communities to apply for services.
- Mr. Niece asked for a motion to approve the Programmatic Report. Mr. Chavers made the motion to approve the Programmatic Report. Mr. Thurston seconded the motion. The motion passed unanimously.

#### Next meeting

- Next Meeting: April 30, 2019, 3:30PM at United Way

#### Adjournment

- Adjournment 4:55PM. Mr. Niece asked if there was a motion to call for adjournment. Mr. Migner made the motion for adjournment. Mr. Thurston seconded the motion. The motion to adjourn the meeting passed unanimously.

ATTEST:

APPROVED:

\_\_\_\_\_  
RECORDING SECRETARY                      Date

\_\_\_\_\_  
CHAIRPERSON    Date