



Human Services Advisory Board Minutes
Tuesday, July 30, 2019, at 3:30 p.m.
United Way of Volusia and Flagler Counties
3747 W. International Speedway Blvd.
Daytona Beach, FL 32124

Members present

Waylan Niece, Julia Marshall, Smiley Thurston, Kathy Spencer, Terri Malia, Erin LeDuc, Audrey Taylor, Shelia Jackson, Johnnie Chavis, Herbert Williams, and Peter Migner.

Members absent

Heather Post, Ericka Sipp, Evelyn Lynam, Gloria Dailey, Suzanne Lovelady, and Larry Chavers.

Staff present

Clayton Jackson, Dawna Parent, Dana Rhymes, Kim Williams, and Carmen Hall.

Call to Order

Waylan Niece welcomed everyone and called the meeting to order at 3:30 pm. Mr. Niece asked everyone to introduce himself or herself. Each person presented provided their name a brief introduction. Carmen Hall, Community Assistance Director, introduced herself and thanked the board members for their service to the HSAB and to the community. Ms. Hall explained her position and role with Human Services.

Roll Call

Waylan Niece conducted the roll call and determined a quorum was present.

Managers' Report

Mr. Jackson stated the opening for the Daytona location is tentatively scheduled for late summer or early fall this year. HSAB members will be informed of the opening of the Daytona Office. The new location will be 1845 Holsonback Drive inside the health department.

Mr. Jackson informed the board that Private Sector members' terms will expire September 30, 2019. For those members wanting to continue to serve they would need to submit a letter from their agency to him by the end of September. If the agency wishes to appoint an alternate the letter also needs to reflect that person's name.

Mr. Jackson informed the board the Public Sector terms will also expire on September 30, 2019. For those interested in continuing to serve on the board they would need to apply through the

County Managers Office. All applications must be submitted directly to the County Managers Office and Council appoints those members. If they have questions or need assistance, they may contact him for guidance.

Mr. Jackson informed everyone the officer elections are held at the October meeting. In order to serve as the chair, one must have served on the HSAB for a minimum of one year.

Mr. Jackson informed everyone of Terri Malia appointment to the Public Sector Seat that was left vacant by the passing away of Veronica Oxford. Ms. Malia term will expire September 30, 2019. She can apply again if she so chooses.

New Business

Approval of Johnnie Ponder resignation and Gloria Dailey to assume seat

Mr. Jackson informed every one of Ms. Ponder's resignation from the HSAB and Gloria Dailey her alternate willing to serve as a Low-Income Representative. Mr. Jackson stated he received her resignation verbally over the phone due to her no longer having time to commit. Mr. Niece asked if there are any questions or comments. Mr. Niece asked for a motion to approve. Mr. Migner made the motion to approve, and Ms. Jackson seconded the motion to approve. Motion carried unanimously.

Approval of April 30, 2019, Minutes

Mr. Niece asked if there was a motion to approve the minutes from the April 30, 2019, meeting. Ms. Kathy Spencer made the motion to approve. Mr. Smiley Thurston seconded the motion.

Approval of July 1, 2019, Special Meeting Minutes

Mr. Niece asked if there was a motion to approve the minutes from the July 1, 2019, Special Meeting. Ms. Malia made the motion to approve, and Ms. LeDuc seconded the motion. The motion carried unanimously.

Approval of CSBG Quarterly Financial Report

Dawna Parent-Philips presented the CSBG financial report. She explained the agreement terms with Human Services and Department of Economic Opportunity. The agreement expires September 30, 2020. She reported they received notification in March Human Services would be funded for 2019 beginning in April 2019, however, Ms. Parent-Philips reported that County Council approved the funds July 2, 2019, at that council meeting. Ms. Parent-Phillips stated the increased funds of \$488,917.00 is not included in this report due to the reporting period ended June. Mr. Niece asked if there were any comments or questions and there were none. Mr. Niece asked if there was a motion to approve the CSBG Quarterly Report. Ms. Shelia Jackson gave the motion to approve. Ms. Kathy Spencer seconded the motion. The motion carried unanimously.

Approval of Programmatic Report

Mr. Jackson gave an update for the programmatic report. Mr. Jackson reported this is the busier time of year and the majority of Human Services Assistance is LIHEAP HOME/CRISIS. Mr. Migner asked what happens to remaining money and Mr. Jackson stated the funds are always spent. During this reporting period, Human Services served 342 households and 886 individuals. Ms. Malia asked about the Family Self Sufficiency and no one in the program seeking a GED. Mr. Jackson explained the process in order to receive assistance to apply for a GED through (FSS)

Family Self Sufficiency Program. Mr. Niece called for a motion. Mr. Thurston made the motion, Ms. Jackson seconded the motion. The motion carried unanimously.

Approval of Satisfaction Survey Results

Mr. Jackson gave highlights of the satisfaction surveys which included:

Were you greeted in a friendly manner? = 99%

Did staff treat you with respect? = 99%

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

Approval of the Strategic Plan Update

Mr. Jackson reported most Community Action Agencies have difficulty maintaining a full Advisory Board. Mr. Jackson reported that Human Services met 100% of CSBG Organizational Standards. Mr. Jackson informed everyone that Ms. Kim Williams completed her National Certification in ROMA. Ms. LeDuc spoke of FSS program working well to assist with the needs of the community. Mr. Migner asked if quarterly a PDF document could be emailed to the Faith Alliance can put on a screen. Ms. Jackson and others stated 211 First Call for Help is a resource number that the church staff or anyone can give out for individuals needing assistance. Mr. Niece asked for a motion to approve the Strategic Plan Update. Ms. Spencer motioned to approve the motion. Mr. Thurston seconded the motion.

Approval of Annual Outcome and Adjustment Report

Mr. Jackson presented the report. It included outreach Ms. Williams coordinates services with several Senior Living Facilities Service Coordinators to provide LIHEAP/EHEAP assistance to their residents. Ms. Williams starts by giving a presentation of Human Services assistance and then schedules a day for her and a Case Worker to return to meet and collect documents needs from the residents to apply for the assistance. Mr. Jackson reported on an average of 30 applications for assistance result due to these Outreaches. Mr. Jackson also reported that Summer Food had a new vendor this year WT Café. The program is ending for the year; however, they are always looking to increase the number of sites for summer 2020. The Summer Food program served an estimated 68,000 meals in the month of June. Mr. Niece asked if there was a motion to approve the annual outcome and adjustment report. Mr. Thurston made the motion to approve. Ms. Jackson seconded the motion. The motion carried unanimously.

Approval of FY2020 meeting dates

Mr. Jackson explained that the new proposed dates are for Thursdays instead of Tuesday in order to not be held the same days as County Council meetings. The board members took a moment to review the proposed meeting dates. Mr. Niece asked for a motion to approve the Meeting Dates for FY19/20. Mr. Migner made the motion to approve. Ms. LeDuc seconded the motion. The motion carried unanimously.

Next Meeting

October 31, 2019

Adjournment

Chairperson Niece requested a call for adjournment at 4:48pm.

RECORDING SECRETARY	Date
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CHAIRPERSON	Date
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