

**County of Volusia  
Children and Families Advisory Board  
Wednesday, December 15, 2010 2:00pm  
Historic County Courthouse  
Training Room  
125 West New York Avenue  
Deland, Florida  
386-736-5955**

**Minutes**

<b>MEMBERS PRESENT</b>	<b>MEMBERS ABSENT</b>	<b>STAFF</b>
Mary Bruno	Carrie Baird	Dona DeMarsh, Community Assistance Director
David Kerr	Susan Perry	Diana Phillips, Housing and Grants Administration Manager
Dr. Willie Kimmons		Peggy Johnson, Children and Community Programs Coordinator
Claudia Roth		
John Shepherd		

Call to Order: David Kerr

Roll Call: Peggy Johnson – It was determined a quorum was present.

**Public Participation - None**

**Item 1 - Approval of minutes**

A motion was made by Dr. Kimmons and seconded by Mary Bruno to approve the minutes of the November 29, 2010 CFAB meeting. The motion passed unanimously.

**Item 2 – Establish recommended funding percentages**

David Kerr advised the board that funding percentages must be established for each RFP. Three service categories have two RFP's. They are infant and maternal health and early childhood development, services for persons with disabilities, and basic needs services (emergency intervention/assistance and financial stability). The two priorities for services for persons with disabilities are (1) provide transition from youth to adulthood, and (2) provide case management services. Mary Bruno stated that priority 1 is a larger category and recommended two thirds and one third percentages. Dr. Kimmons concurred with Ms. Bruno's recommendation. David Kerr clarified that 67% of the funding be allocated to priority number one and 33% of the funding be allocated to priority number two. A motion was made by Dr. Kimmons and seconded by John Shepherd to approve the recommended percentages of 67% and 33%. The motion passed unanimously.

David Kerr advised that service category infant and maternal health and early childhood development (age 0-5) has three priorities. Priority one, increase the availability of affordable quality child care through subsidies, and priorities two and three which are provide prenatal support and care for pregnant women and develop a centralized system to deliver parenting education services. Mary Bruno recommended a 50-50 split between priority one and priority two and three. David Kerr clarified that 50% of the funding be allocated to priority number one and 50% be allocated to priorities two and three. A motion was made by John Shepherd and seconded by Dr. Kimmons to approve the recommended percentages of 50% and 50%. The motion passed unanimously.

David Kerr advised that service category basic needs services (emergency intervention/assistance and financial stability) has three priorities. Priority one which is to provide food assistance – food banks, is to be combined with priority two which is to provide assistance to prevent homelessness into one RFP. Priority three is to provide accessibility to emergency/transitional shelters, which is one RFP. Mary Bruno expressed concern about the number of clients coming in for assistance with food and utilities. Diana Phillips advised that the number of clients coming in for care has increased dramatically from last year, and continues to increase from quarter to

quarter. David Kerr recommended 70% of the of the funding be allocated to priorities one and two and 30% of the funding be allocated to priority number three. Claudia Roth stated that we need to prevent rather than rescue and suggested prioritizing prevention rather than rescue. Mary Bruno and Dr. Kimmons concurred. A motion was made by Mary Bruno and seconded by Dr. Kimmons to approve the recommended percentages of 70% and priorities one and two and 30% for priority 3. The motion passed unanimously.

### **Item 3 – Review of Power Point presentation to county council**

Diana Phillips advised the board that the attached Power Point will be included in the notebook for the one on one meetings with the council. Each tab in the notebook has history documentation behind it. Included in the notebook are the citizen survey and the results, the provider survey and the results, and the funder survey and the results. The priorities established at the workshops and the back-up documentation, as well as the history of the RFP, the status of the RFP pilot program, a proposed RFP, and evaluation criteria are included in the notebook. Ms. Phillips reviewed the Power Point presentation with the board and stated that the percentages assigned to each RFP would be discussed in the workshop. The one on one meetings with individual council members are in the process of being scheduled. Staff met with Mr. Bruno who expressed concern, along with upper county management, regarding the reduction of \$100,000 for summer camp. David Kerr advised that historically \$350,000 had been set aside for summer camp. The new recommendation is for \$250,000 to be set aside by the board for summer camp specifically for County Parks, Recreation and Culture. The thinking was that private providers could apply for summer camp funding as part of the RFP process. Mr. Kerr requested clarification if the allocation for summer camp is changed to \$350,000, if private providers could apply for funding. Diana Phillips advised that the \$350,000 would not be exclusively for County Parks, Recreation and Culture, but would provide an opportunity for other agencies to apply for funding. The administration of those dollars is the concern. It would be very difficult to incorporate the summer camp process in the RFP.

Diana Phillips advised that if the \$100,000 was moved back to summer camp, the \$100,000 in contingency would have to come from somewhere. Mary Bruno recommended that in the one on one meetings with council, council members need to clearly understand the ramifications of moving the \$100,000 out of contingency which is that Sickle Cell and Volusia Literacy no longer fit under the service categories that will be funded. Diana Phillips advised the county council will be advised of the consequences. David Kerr clarified that if summer camp is increased to \$350,000, and \$100,000 is allocated to contingency, the total amount available for the RFP would be reduced by \$100,000. The percentages allocated to the service categories would not change. Dr. Kimmons suggested that the board have a Plan B. David Kerr stated that this, and other issues, could be discussed at the workshop. Diana Phillips suggested that if the council wants to set aside \$350,000 for summer camp and have a contingency line, the contingency would come out of the balance available.

Diana Phillips advised that Dave Byron will open the workshop with council with a general discussion of community assistance. Mr. Byron will then introduce Dona DeMarsh who will introduce the board. Ms. DeMarsh will ask David Kerr to provide the history of the RFP and the status of the Pilot RFP. Mr. Kerr will turn the meeting over to Ms. DeMarsh who will proceed with the presentation. If discussion points arise during the presentation, council may direct questions to the board and the board may give input.

Dr. Kimmons commended the staff for doing an outstanding job in preparing and presenting the information for the workshop.

David Kerr requested clarity on how agencies not selected for the RFP could apply for contingency dollars and the board's role in recommending funding to council. A suggestion was made to have an application process, similar to the current process. Dr. Kimmons inquired how agencies would know of funding availability. David Kerr advised funding availability would be advertized. Diana Phillips stated that the agencies would complete a full application. The board would need to determine if the proposed program would fall into one of the seven service categories. If so, they need to be excluded from the RFP process.

Mary Bruno recommended releasing the application at a separate time from the RFP to avoid confusion. David Kerr commented that if an agency's RFP is rejected because their program the scope of work does not meet the criteria, they could submit an application for contingency. Mary Bruno stated that with the limited number of RFP's to be issued, many agencies may not receive funding. Ms. Bruno also expressed concern on how the determination will be made on whether the agency's RFP fits the identified need.

Claudia Roth expressed concern regarding the \$100,000 not being spent. David Kerr commented the funds would be spent.

Public Participation: Steve Sally, Executive Director of The House Next Door, stated that the purpose of the RFP process was for the community to decide what the priorities are. The first fallout would be those agencies that would appear they would not fall under one of the RFP's. Mr. Sally stated that the community identified the needs and the services provided by the agencies need to fall into one of the needs. He stated he is not concerned with taking the \$100,000 and set it aside for agencies that fallout, but he is more concerned about those agencies that fall into the priorities and have been delivering programs, but did not get approved for funding because of politics. He stated implementation of the RFP process will result in diminished services due to increased administrative costs,

Diana Phillips advised one of the objectives of the RFP process is to limit the number of agencies that receive funding. If ten agencies are providing the same service, there are administrative dollars being spent for each program. If we can collapse ten agencies to one, administrative dollars should be reduced. David Kerr stated his understanding that if there are five competitors for one RFP, only the highest scoring agency would be funded.

Public Participation: Joe Sullivan, Executive Director of the Boys and Girls Club, inquired as to how agencies can collaborate with agencies that are competing against each other. David Kerr advised that agencies that provide the same service can collaborate with each other and determine who will be the lead agency.

A motion was made by John Shepherd and seconded by Dr. Kimmons on the sequence of the RFP process and the application process for the contingency dollars, which is to release the RFP and release an application at a later date for the contingency dollars. The motion passed unanimously.

A motion was made by John Shepherd and seconded by Dr. Kimmons to limit the number of contracts to ten, one for each RFP. The motion passed with one opposition (Mary Bruno).

Mary Bruno asked how we are going to assure that all agencies understand the new RFP process. Diana Phillips advised that part of the RFP process is to have a pre-bid meeting conducted by Purchasing Department. If necessary, staff can meet individually with agencies who don't understand the process. We can also email the agencies advising of the new process or set up workshops for the agencies Diana Phillips suggested having group meetings for each service category.

David Kerr advised the board that staff is recommending that four scheduled meetings, January 19, 2011, February 23, 2011, June 22, 2011 and July 27, 2011, be canceled. A motion was made by Mary Bruno and seconded by Dr. Kimmons to approve the revised schedule. Dr. Kimmons advised he would not be able to attend the January 12 meeting.

Next CFAB meeting is January 12, 2011.

Meeting adjourned 3:15 pm.