

Minutes
Children and Families Advisory Board Meeting
Tuesday, April 11, 2017
Historic County Courthouse
125 W. New York Ave.
DeLand, Florida

Board Members Present

Dr. Mary Bruno, Chair
Dr. Kadie Hayward Mullins , Vice-Chair
Karen Bagley
Maria Mills-Benat
Marjorie Johnson

Staff Present

Diana Phillips, Manager,
Housing and Grants Administration
Corry Brown, Grant Coordinator,
Housing and Grants Administration

Diana Phillips called the meeting to order at 1:30 p.m. and Corry Brown called the roll. All member of the board were present. There was a quorum.

Public Participation

Joe Sullivan, Chief Professional Officer for the Boys and Girls Clubs of Volusia/Flagler Counties, provided the board and staff with copies of the agency's 2016 Annual Report and flyers for an upcoming Gala. Mr. Sullivan provided an update of the current after school program at 14 sites stating that they have served 61% of their goal of 1430 kids so far and identifying some of the specific programs underway.

Item 1- Election of board Chair

Ms. Phillips explained the need to elect a board chair. Marjorie Johnson nominated Dr. Mary Bruno for the position of Chair, seconded by Karen Bagley. Maria Mills-Benat nominated Dr. Kadie Hayward Mullins for the position of Chair, seconded by Dr. Bruno. Ms. Bagley, Ms. Johnson, and Dr. Mullins voted in favor of the motion to elect Dr. Bruno as board Chair and the motion passed.

Dr. Bruno briefly discussed her previous experience with the board and expressed her gratitude for the nomination.

Item 2- Election of board Vice-Chair

Dr. Bruno expressed the need to elect a Vice-Chair of the board. Ms. Johnson nominated Dr. Mullins for the position of Vice-Chair, seconded by Ms. Mills-Benat. The motion to elect Dr. Mullins as Vice-Chair passed unanimously.

Item 3- Minutes

A motion to approve the minutes from March 14, 2017 was made by Ms. Mills-Benat. The motion was seconded by Ms. Johnson and passed unanimously.

Item 4 – Discuss RSQ service category for basic needs services – emergency assistance and homelessness prevention

Ms. Phillips summarized the discussion from the previous meeting regarding whether case management is a direct services or not, stating that direct services are covered in the RQS. When discussed on March 14, 2017 the lead agency was not available for comment and the board postponed the discussion and decision on whether they should continue funding case management under contingency until this meeting when they could hear from the lead agency.

Dr. Mullins stated that she felt they were all pretty comfortable with categorizing case management as a direct service, however she was concerned with the immediate impact this would have on the agencies and wanted to hear if a strategy had been developed to address this concern. Ms. Johnson and Ms. Mills-Benat concurred with Dr. Mullins comments.

Ms. Phillips stated that the current contingency funding runs through September 30, 2017 and would not be impacted; the RSQ funding can be renewed for three additional years.

Dr. Bruno stated that when contingency funding was first developed the purpose was for agencies that did not fit in to any of the RSQ service categories.

Jeff White, Executive Director of the Volusia/Flagler County Coalition for the Homeless, Inc., confirmed that the agencies had met and agreed that they wanted to use the grant in the manner in which it was intended to use. Mr. White stated that while the agencies seek out all the funds they can to provide the best services they can, after discussion they determined that they would be able to make internal adjustments and absorb the changes in case management expenses. Mark Geallis, Executive Director of Halifax Urban Ministries, agreed with the statements made by Mr. White, adding that this change may lead to additional funds for the related RSQ service category in the future. Susan Clark, Executive Director of The Neighborhood Center of West Volusia, added that when the agency applies for RSQ funding again they will likely try to absorb the case management costs by requesting additional funds.

Ms. Mills-Benat asked if the RSQ and contingency funding processes could be combined. Dr. Bruno explained the original development of RSQ and the gaps in services that did not fit in to the identified risk factors. Discussion ensued regarding the possibility of adding the items currently being funded with contingency to the RSQ process by amending the risk factors. Ms. Phillips added that if contingencies funding was incorporated in to the RSQ process and a new gap or service was identified that did not fit in the amended risk factors, there would be no flexibility to provide funding.

Ms. Johnson made a motion to remove case management from eligibility for contingency funding and categorize it as a direct service in RSQ. The motion was seconded by Dr. Mullins and passed unanimously.

Item 5- Approval of the development of an eligibility criteria checklist for contingency funding

Julie Shaw, President/CEO of disAbility Solutions for Independent Living, Inc., spoke to the board regarding the types of ramps provided, the need residents have for ramps and the agency's lengthy wait list. Ms. Shaw expressed concern stating that the agency receives the lowest amount of contingency funds. Ms. Shaw also expressed concern with number three on the Contingency Funding Criteria Checklist, she stated that the question was subjective and wondered if a 990 would provide an answer to the question. The board members asked Ms. Shaw questions regarding the average cost of aluminum ramps, whether ramps on rental properties require approval from the landlord, the use of removable ramps, how long she had been receiving contingency funds and if there was any part of the criteria checklist other than number three that she was concerned with. Ms. Shaw answered all questions stating that the price of aluminum ramps varies depending on length, they get an approval and waiver from landlords, the aluminum ramps can be removed easily, they have received contingency funds since they started and that number three was her main concern. Ms. Johnson stated that she would like to see disability Solutions for Independent Living, Inc. receive additional funds.

Ms. Phillips recommended removal of the cost effectiveness/cost efficiency scoring element during the next agenda item. She clarified that Ms. Shaw's agency tends to score lower on this portion because her service requires a high cost, and this unfairly lowers her score compared to agencies with large budgets that provide different services with a low cost and high quantity. Ms. Phillips also clarified that there was a mistake in the presented checklist, number six should an answer of "yes" and should be moved to the top portion of the checklist.

Ms. Mills-Benat expressed concern with the objectiveness of the checklist. Board members discussed the need for the checklist to be objective to show eligibility to apply for contingency funds.

Ms. Johnson made a motion to approve the contingency eligibility criteria checklist with number six moved to the top portion, which requires an answer of "yes." The motion was seconded by Ms. Mills-Benat and passed unanimously.

Item 6 - Contingency process

Dr. Mullins asked staff if there were any concerns with the process other than cost effectiveness and cost efficiency. Ms. Phillips stated that staff's scoring elements were very objective and geographic area is the only other item that may need to be looked at. Ms. Mills-Benat asked how the underserved areas were determined. Ms. Phillips stated

that during the original process the number of services being provided in each area was evaluated. Ms. Phillips explained that if the cost effectiveness/cost efficiency scoring element were to be removed staff would distribute the weight among the remaining elements accordingly. Ms. Bagley mentioned the board's previous desire to hold a workshop to discuss the scoring rubrics due to them not being subjective. Ms. Phillips stated that the scoring tool is both subjective and objective; staff's portion is objective and the board's portion is subjective, members will not come up with exactly the same scores.

Ms. Mills-Benat asked about the timeline, Ms. Phillips responded that the June meeting was planned to include the scoring of the contingency applications. Dr. Mullins recommended that a possible workshop be postponed until July when they have already been through the process.

Ms. Johnson made a motion to eliminate the cost effectiveness/cost efficiency scoring element and approve the evaluation elements with that change; the motion was seconded by Ms. Mill-Benat. Dr. Bruno, Dr. Mullins, Ms. Johnson and Ms. Mills-Benat voted in favor of the motion and the motion was passed.

Ms. Phillips asked if the board agreed with the use of the proposed contingency application. The board concurred that no changes be made to the application.

Item 7- Discussion regarding changes in the Domestic Abuse Council's service delivery plan for basic needs services related to emergency and transitional housing

Ms. Phillips shared that staff is responsible for conducting monitoring of agencies receiving funds under the RSQ process. A monitoring was conducted of Domestic Abuse Council, Inc. and significant issues were found, as noted in the monitoring letter provided. She explained that the original service delivery plan was written by the previous Chief Executive Officer and it was not being followed. The agency has recently changed to an electronic database; this database was capturing the information the agency needed, but not the information to show progress under the county contract. The agency was given the option to come back with a new service delivery plan to be provided to the board for guidance. An additional concern noted by Ms. Phillips was the funding provided to the agency prior to the date of the monitoring. Ms. Phillips recommended approval of the proposal received from the agency, with frequent monitorings, to move forward through the end of the program year. Ms. Phillips also mentioned the need to look at the risk factors for the applicable service category as the scope is not currently sufficient, she recommended re-writing the scope and going out for solicitation again at the beginning of the fiscal year. If the board can define the risk factors and scope in June, purchasing would have time to award a contract by October.

Dr. Bruno stated that her daughter is on the board for the Domestic Abuse Council, Inc. She stated that she will remain very objective during the discussion.

Angie Pye, Chief Executive Officer of Domestic Abuse Council, Inc., spoke to the board about the original plan submitted by the previous Chief Executive Officer. She stated that they do provide case management, the difference is how that is provided and that it is voluntary. Goals are set by clients and are self-identified. The previously used goal sheet, which created and tracked goals for clients, caused a finding to be issued by their certifying agency for having forms and goals which were not self-identifying and self-empowering. She stated that they do not provide treatment or therapeutic based case management, and they do not track such goals. Ms. Pye explained what she was proposing, developing a part of the database that would allow staff to track whatever the client was working on. She stated that the staff could note referrals or progress made, but staff cannot track whether goals are met or abandoned. Ms. Pye mentioned that they can do voluntary exit interviews of clients.

Ms. Pye discussed success as it relates to victims. She stated that if someone enters a shelter, or gains tools to meet with abusers in a safe manner that is considered successful, but is not an item that is tracked. She is unsure if the agency will be able to provide what the board needs due to philosophical concerns.

Ms. Phillips stated that the proposal sets a goal that 30% of individuals exiting shelter will report an increase in income and/or safe housing and have a financial plan to budget or maintain. She stated that it is possible to move forward if documentation can be provided to show that goals are being met.

Ms. Johnson made a motion to accept the agency's proposal with monitoring to occur no less than monthly. The motion was seconded by Dr. Mullins, she stated that she was impressed with what the agency had provided. The motion passed unanimously.

Ms. Bagley brought up the training and qualifications of staff at the agency. The proposal included a change in the qualifications from what was original stated. Ms. Pye spoke to the point of experience being used in place of college degrees.

Discussion by board members of matters not on the agenda

Ms. Johnson congratulated both Domestic Abuse Council, Inc. and disAbility Solutions for Independent Living, Inc., for the great work being done and welcomed Dr. Bruno back to the board.

Dr. Bruno expressed a desire to follow Robert's Rule of Order for all meetings which she chairs.

The board discussed the schedule pertaining to the previously scheduled meeting on June 13, 2017 and an additional workshop to be held to discuss the RSQ service category of basic needs services – accessibility to emergency or transitional shelters. A workshop was scheduled for May 10, 2017 and the June meeting was changed from June 13, 2017 to June 26, 2017.

The meeting was adjourned at 3:11 p.m.

NOTICE UNDER THE AMERICANS WITH DISABILITIES ACT (TITLE II)

In accordance with the requirements of Title II of the Americans with Disabilities Act of 1990 ("ADA"), the County of Volusia ("County") will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities. Anyone who requires an auxiliary aid or service for effective communication, or a modification of policies or procedures to participate in a program, service, or activity of County, should contact the office of the County's ADA Title II Coordinator, Mr. George Baker, at (386) 248-1760 as soon as possible but no later than 2 business days before the scheduled event or meeting. This paragraph shall likewise apply to written requests by a physically handicapped person needing a special accommodation to attend a public meeting in accordance with section 286.26, Florida Statutes.

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