Members Present:
Waylan Niece, Terri Malia, Kathy Spencer, Erin LeDuc, Barbara Reid, Johnnie Chavis, Ariel McCann (virtual), Peter Migner, Danny Robins, Petrina Onwuemeli, and Christy Gillis.

Members Absent:

Staff Present:
Clayton Jackson, Carmen Hall, Kim Williams, and Dana Rhymes-Jones.

Call to Order
- Waylan Niece welcomed everyone and called the meeting to order at 3:35 pm.

Roll Call
- Waylan Niece conducted the roll call and determined a quorum was valid of those who were physically present.
- Ariel McCann was participating virtually due to an extenuating circumstance. Mr. Niece asked for a motion of physically present board members to allow Ms. McCann to participate and vote. The motion passed unanimously.
- No members from the public were attending in person or virtually.
- Mr. Niece led everyone in a moment of silence to honor all those impacted by COVID-19.

Seating Of Members
Mr. Niece reviewed the list of names to be accepted to the board via the board packet. Mr. Niece asked for a motion to approve. Terri Malia motioned to approve those for the board. Peter Migner seconded the motion. Motion passed unanimously.

Term limit waiver for Johnnie Chavis
Ms. Johnnie Chavis was elected by the DeLand community to serve on the board as a low-income representative. Mr. Jackson informed the board per by-laws a member may only serve four consecutive terms; however, a waiver is available per the by-laws to allow a member to continue serving beyond the established four consecutive terms. Mr. Migner asked if this was the recommendation of the Chair. Mr. Niece stated this was not being presented in this manner, and
he would have Mr. Jackson explain the process to this matter. Mr. Jackson informed the board that per the by-laws that a board member may only serve four consecutive terms and Ms. Chavis fourth consecutive term expired September 30, 2020. However, per the by-laws the term limit maximum may be waived via majority vote from the board. Mr. Niece asked for a motion to approve. Erin LeDuc motioned to approve. Kathy Spencer seconded the motion. Motion passed unanimously.

**Officer Elections**

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
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<tbody>
<tr>
<td>Chairperson</td>
<td>Waylan Niece</td>
</tr>
<tr>
<td>Vice-Chairperson</td>
<td>Terri Malia</td>
</tr>
<tr>
<td>Secretary</td>
<td>Kathy Spencer</td>
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Chairperson- the nominees recommended by the nomination committee were Waylan Niece and Terri Malia. Ms. Malia declined the nomination for Chairperson. Mr. Niece asked if there were any other nominations for Chair at this time. Ms. Spencer nominated Ms. Erin LeDuc for the Chair position. Ms. LeDuc declined the nomination. Mr. Niece was elected to serve as Chair another year by unanimous vote.

Vice Chair- the nominees recommended by the nomination committee were Waylan Niece, and Terri Malia. Mr. Niece nominated Erin Leduc from the floor for the Vice Chair position. Mr. Niece withdrew his name for Vice Chair since he was just elected Chair. Mr. Niece asked if there were any other nominations from the floor, and there were none. Ms. Terri Malia was elected to serve as Vice Chair another year by unanimous vote.

Secretary- the nominees recommended by the nomination committee were Ms. Kathy Spencer and Ms. Ericka Sipp. Ms. Sipp was not present at the meeting therefore was not able to accept the nomination resulting in her name being withdrawn. Mr. Niece asked if there were any other nominations and there were not. Ms. Kathy Spencer was elected by the board to serve as Secretary for another year by unanimous vote.

**Managers’ Report**

Waylan Niece announced Clay Jackson would give the Manager’s Report. Clay Jackson welcomed guests and informed everyone that the packets were emailed to everyone and mailed to those who specifically requested hard copies.

**Operational Update**

Mr. Jackson gave an update on Operations for Human Services. In addition to phone appointments individuals are now able to apply online for energy assistance by visiting www.volusia.org/hsapply. He explained how the application portal opens every Monday at 9:00am and remains active until staff have received the maximum number of applications that can be processed during that week. This process began mid November 2020 and has been found favorable by staff and clients.

Telephone appointments are still permitted due to the pandemic. Persons may call the appointment line 386-239-7757 to schedule an appointment for any service for the following week. Appointments are booked a week in advance and remain open until all have been taken. Additionally, staff have purchased a new call center software to accommodate the large volume of calls. This will allow callers to go into a que until the next representative is available.
**2021 Summer Food Program**

Mr. Jackson gave an update on the Summer Food Program for this year. Returning and interested new sites may now submit an application to become a site for the 2021 program. Site applications are available on the County of Volusia’s website, or a person may request one to be sent to them by contacting Patricia Hubbard, Administrative Coordinator II, at either phubbard@volusia.org or 386-736-5956 ext 12984.

The Florida Department of Agriculture and Consumer Services (FDACS) has again approved of non-congregate feeding sites until June 30 due to the pandemic. This allows for “grab and go” meals. FDACS will inform grantees whether the non-congregate waiver will continue beyond June 30.

**New Emergency Rental Program**

Volusia County expects to receive more than $16 million in federal aid to help local residents struggling to pay their rent due to the financial fall-out caused by the COVID-19 pandemic. This program is anticipated to be available sometime March 2021. Persons may go to www.volusia.org/era to register to receive updates as they are released.

Mr. Jackson explained this program is in the development stage but will provide assistance with past due rent, rent, past due utility payments, and utility assistance to eligible families. Assistance can cover up to one year, but households must be re-certified every three months to continue receiving assistance. The program will target households earning at or below 80% of the area median income, or AMI, with preference given to those at 50% or below the AMI.

Mr. Jackson explained to qualify for assistance; one or more members of a household must have qualified for unemployment benefits or experienced a reduction in household income, incurred significant costs or experienced other financial hardship due to either directly or indirectly to the coronavirus outbreak. Additionally, one or more people in the household must be able to demonstrate a risk of homelessness or housing instability. Landlords will be able to apply on behalf of their tenants who meet the eligibility requirements as long as the tenant co-signs the application. Ms. Malia asked about the qualifying for unemployment benefits to qualify for this program. Ms. Carmen Hall, Community Assistance Director, explained the various eligibility requirements for this program.

**Community Services Block Grant Organizational Standards**

Mr. Jackson gave an update to the CSBG quarterly financial report. The Florida Department of Economic Opportunity has approved of all Community Services Block Grant Organizational Standards with the exception of two relating to the FY21 Community Action Plan. Once the board has reviewed and approved of this report, which is on the agenda for this meeting, the County of Volusia will be in 100% compliance. There are fifty-four standards that must be met for a public community action agency.
Reports
Mr. Jackson reviewed the reports for the FY20 and the FY21 Quarter 1 Report. The reports were included in the packet provided to all the board members.

New Business

Approval of July 30, 2020, Minutes
Mr. Niece asked if there was a motion to approve the minutes from the July 30, 2020, meeting. Mr. Peter Migner made the motion to approve. Ms. Kathy Spencer seconded the motion. The motion unanimously passed.

Approval of low-income representative election minutes
Mr. Niece asked if there were any discussion or questions regarding the minutes for the low-income elections. A copy of the minutes was provided in the board members packets. Mr. Niece asked for a motion to approve the minutes. Ms. Barbara Reid made the motion to approve the minutes. Ms. Erin LeDuc seconded the motion. The motion passed unanimously.

Approval of CSBG Quarterly Financial Report
Mr. Jackson reviewed the CSBG Financial Report in the absence of Dawna Parent-Phillips who was unable to attend the meeting. The current FY20 grant period has a total budget of $512,686. All funds must be expended by September 30, 2021. As of the end of December, there is a total remaining balance of $295,845.77, with $44,311.21 in administration, $109,692.29 in program, and $141,842.27. Mr. Jackson stated that the program is in good financial position and is on track to fully expend funds prior to the September 30, 2021, deadline. Mr. Niece asked for a motion to approve the CSBG Financial Report. Ms. Cathy Gillis made the motion to approve. Ms. Barbara Reed seconded the motion. The motion passed unanimously.

Approval of FY21 Community Action Plan
Mr. Jackson reviewed the Community Action Plan. He stated Ms. Kim Williams NCRT, Human Services Coordinator, has approved this plan and will sign upon board’s approval. The mission statement vision statement and by-laws will all be reviewed and updated this year. The needs assessment is good for three years and will have a new one for the October meeting. Mr. Jackson stated staff will get creative this year with COVID such as virtual focus groups, more telephone interviews, and clients not completing while in the lobby waiting.

Mr. Jackson informed the board how we meet other Community Action Plan standards. Mr. Jackson also stated there are no vacancies on the board at this time.

Highlights of Mr. Jackson covering the proposed community action plan included:
  Employment – Family Self Sufficiency works with clients to obtain new housing. He stated with the pandemic we may be shifting some focus towards those who have been laid off looking to explore new fields.
  Housing – Human Services provides emergency rental assistance for households who have a past due notice or mortgage statement.
  Support/Emergency Assistance – continues to provide these services through LIHEAP and water and dental assistance.
  Health/Behavioral – Human Services provides the Summer Food Program.
**Income/Asset building** – partnership with the Agricultural Center for financial coaching for individuals in need.

**Customer Satisfaction** – we are currently working with software vendor to automatically generate a link for a customer satisfaction. A link is still available on the website.

**Targeting low-income persons**
- Offices in various locations
- Virtual options reducing childcare, work, and transportation barriers
- Accommodations are still in place
- Focus on customer service

**Linkages** – Mr. Jackson explained the various ways Human Services links individuals to other services such as SNAP, homeless shelter referrals, etc.

**Next Meeting**
Mr. Jackson will notify all board members with ample notice when the next meeting has been scheduled due to the pandemic.

**Adjournment**
Chairperson Niece requested a motion for adjournment. Ms. Christy Gillis made the motion to adjourn the meeting. Ms. Petrina Onwuemeli seconded the motion. The motion unanimously passed.

ATTEST: __________________________

APPROVED: __________________________

______________________________
RECORDING SECRETARY

______________________________
CHAIRPERSON

Date

Date