County of Volusia
Human Services Advisory Board
Tuesday, October 18, 2016 at 3:00 pm
United Way
3747 W. International Speedway Blvd.
Daytona Beach, Florida
MINUTES

Members Present:	Absent Members:	Staff:
Jason P. Davis	Susan E. Clark	Clayton Jackson
Marjorie Johnson	Nancy Mills	Pat James
Clay La Roche	Johnnie Chavis	Myralis Hopgood
Dave Lynn	Norma P. Bland	Myra Gaziano
Coren Meeks	Yvonne C. Jefferson	Kim Williams
Wallace Thurston	Julia Marshall	Susan Rodriguez
Vickie Apicella	Marjorie Ross	Helen Worthy
Myron D. Fottler		Roger Wittenberg
Peter Migner		Brittany Scott
Johnnie Ponder		
Denise L. Cato		
Kathy Spencer		
Alice Ortiz		
Glori Dailey		

Call to Order

- Dave Lynn called the meeting to order at 3:08 p.m.

Pledge of Allegiance

- Pledge of Allegiance led by Mr. Lynn.

Roll Call

- Myralis Hopgood conducted the roll call and determined a quorum was present.

Approval of September 20, 2016 Minutes

- Motion was made by Jason Davis and seconded by Wallace Thurston to approve the minutes from the September 20, 2016 meeting.
- Motion carries unanimously.

Board Chair Report

- Mr. Lynn announced that Pat James is retiring and introduced and welcomed Clayton Jackson as the new Human Services Manager.

Manager's Report

- Clayton Jackson introduced himself and discussed his background and experience prior to starting with Volusia County as the Human Services Manager. Mr. Jackson informed everyone that the CSBG formal modification had been approved by the State, and going forward we will be running off of two fiscal years 15/16 and 16/17. A special board meeting will have to be held once the CSBG grant application for FY16/17 has been received back from the State. At this meeting the board will have to approve the CSBG budget and work plan before it is brought to County Council for approval. Mr. Jackson announced that he will be doing a community needs assessment in the future. In addition

to asking clients to complete client satisfaction surveys, he will be looking into conducting focus groups with clients during the lunch hour and with walk in clients waiting for their appointment. Mr. Jackson explained the 4th quarter reports and also made the board aware that Human Services will no longer be using client track. Staff has been manually entering all client data into an excel spreadsheet. Mr. Jackson further explained the potential to use the access program in the future to track client data, but for FY 16/17 staff will continue to enter data directly into the excel database.

- Mr. Jackson has been working with Dona D. Butler and researching other software programs as well as getting feedback from other agencies on what they use. His realistic expectation for the implementation of the new software is October 1, 2017.
- Mr. Jackson stated he had attended the Family Self-Sufficiency banquet that was held September 13, 2016 and shared his experience.
- The board orientation for new members was held on September 20, 2016. A total of six board members were in attendance.
- A new system for LIHEAP reporting system is being implemented by the State effective October 1, 2016.
- Mr. Jackson stated that he received notification from Elder Source that a monitoring visit will be conducted in late October or early November.
- An updated board roster will be available once new members have been approved by the board.
- Staff will gather documentation to show compliance with the CSBG Organizational Standards for FY 2017 and there will be a meeting with the HSAB Development Committee in early November to review the documentation. The documentation must be uploaded to the State's eGrants by November 15, 2016. A webinar was held Friday, October 7, 2016 to review the process for submission.
- Mr. Jackson provided his cell phone number for the board.
- Mr. Jackson answered questions and addressed comments from the board.

CSBG Financial Summary – Roger Wittenberg, Fiscal Resources Manager

- Roger Wittenberg reviewed the CSBG Financial Summary for the 4th quarter ending 9/30/16.
- The 9/30/16 report included the latest modification received from the State. Due to the delay in receiving this modification the General Fund has been used to meet the service demands for the last few months, thereby leaving significant unspent CSBG funds in the amount of about $191,000 at 9/30.
- The remaining CSBG funds have been authorized by the State to be carried over until 12/31/16. This should provide ample time to spend down these funds, at which time the new fiscal year allocation of CSBD funding should be available.
- Mr. Wittenberg asked Mr. Jackson how much the new grant budget will be and Mr. Jackson stated it would be about $780,000.

- The board briefly discussed updates surrounding disaster recovery and available programs for Hurricane Matthew.

New Business

A. Approval of new/reappointed board members.
   - Motion was made by Marjorie Johnson and seconded by Jason Davis to approve the new/reappointed board members.

- Motion carries unanimously.

B. Approval of 4th Quarter FY 2015-16 CSBG Report

- Motion was made by Marjorie Johnson and seconded by Jason Davis to approve the 4th Quarter FY 2015-16 CSBG Report.
- Motion carries unanimously.

C. Approval of 2016/17 board meetings schedule and times

- Motion was made by Marjorie Johnson and seconded by Clay La Roche to approve 2016/17 board meetings schedule and times.
- Motion carries unanimously.

D. Conflict of Interest Policy

- Mr. Lynn asked the board to please sign and return the Conflict of Interest Policy to Myralis.

Announce Next Meeting Date

- Mr. Lynn informed members that their next meeting will be on January 17, 2017 at 3:00 p.m. at the United Way.

Meeting Adjournment

- Meeting adjourned at 3:55 p.m.

ATTEST:

RECORDING SECRETARY

1-17-17

APROVED

CHAIRMAN

1-17-2017