

MONROE COUNTY HUMAN SERVICES ADVISORY BOARD
MINUTES OF MEETING HELD ON
February 22, 2012
(Approved 5/29/12)

Marathon Government Center, BOCC Room
Marathon, Florida

10:00 AM

Board Members Present:
David Horan, Chair
Alexandra Leto, Vice Chair
RaiEtte Arael
Bob Johnson

Staff present:
Lisa Tennyson, Grants Administrator
Michelle Grillo, Grants Analyst

Board Members Absent:
Steve Torrence, Secretary

County Commissioners present:
Commissioner Sylvia Murphy
Mayor David Rice

The meeting was called to order at 10:05 A.M. by D. Horan.

HSAB members, B. Johnson, A. Leto, D. Horan, and R. Arael introduced themselves and their affiliations. R. Arael stated her affiliation with Southernmost Homeless Assistance League and Guidance/Care Center. She also stated she resigned from the Guidance/Care Center Council last week. No other members that were present have any current affiliations. Commissioner Murphy also introduced herself followed by County staff.

Minutes from meeting on May 24, 2011 were approved.

D. Horan started the meeting by suggesting future meetings be video recorded or tape recorded. He explained that he heard conflicting reports from the May 2011 meeting, at which he was not present. He stated that the meeting minutes were good, but he wanted to know more. L. Tennyson suggested using a tape recorder. D. Horan would like for staff to check with Technical Services regarding feasibility of video recording. Both L. Tennyson and Commissioner Murphy said they would check.

B. Johnson suggested video recording for the next meeting because there will be funding allocations. D. Horan agreed that only the second meeting (May) needed to be recorded on video. Commissioner Murphy suggested video for the May funding meeting but tape recording for the others. L. Tennyson reminded the group that the BOCC room where the video equipment is located is not always available for the May meeting. She will try to reserve this meeting room for May. D. Horan agreed.

A. Leto interjected that the Board cannot talk to each other outside of these meetings due to the Sunshine Laws, so everyone understands why this issue was not addressed prior to the meeting. B. Johnson suggested adding the recording issue to the agenda as an agenda item. D. Horan stated that if the Board was going to vote, it was not necessary. However, D. Horan put it on the agenda to have the May funding meeting video recorded and the other meetings tape recorded.

B. Johnson stated that L. Tennyson did a good job on the minutes; they were captured well. The minutes should reflect what actually happened and reflect the main

decisions. L. Tennyson told the Board that the minutes will be transcribed from the recorded tape of the meeting.

D. Horan wanted to know if his recommendations from the last May 2011 meeting were considered. L. Tennyson stated that she had distributed his written recommendations to everyone.

B. Johnson moved to approve the motion regarding video recording the May 2012 meeting. It was approved and seconded.

D. Horan moved down the agenda to elections. B. Johnson moved to have D. Horan as Chairman. A. Leto seconded. D. Horan asked for any other nominations. R. Avel stated that A. Leto should stay as Vice Chair. D. Horan seconded. D. Horan nominated S. Torrence (who was absent) to Secretary. All board members seconded. Nominations were approved unanimously.

D. Horan requested the Board discuss any FY13 application or attachment issues. L. Tennyson explained that the group should likely expect the same amount of funding as last year for HSAB grants. The HSAB amount will go in front of the BOCC at the March 21st meeting. The current HSAB amount is \$2,221,777. L. Tennyson reminded the group that this number reflects the addition of previously funded line-item organizations and their respective funding amounts to the HSAB pot beginning in FY12; and that overall there has been no increase in HSAB. D. Horan wanted clarification if the Board had to abide by the amounts for the line-items in the previous year. A. Leto added that the line-item amounts maintained for their first year. L. Tennyson explained that all funding for all organizations in HSAB this year is competitive. D. Horan asked for audience comment. There was none.

R. Avel asked if the match for substance abuse was included in the HSAB amount. L. Tennyson stated that it was not included; that match amounts are separate from HSAB and are BOCC line-items. B. Johnson wanted to know the Baker Act amount. L. Tennyson stated that the Lower Keys Medical Center and the Guidance/Care Center are the two Baker Act providers. The Lower Keys Medical Center has received \$83,000 and the Guidance/Care Center has received \$334,880. D. Horan was interested to know if that is a 75/25 split and L. Tennyson said yes.

D. Horan suggested the group look at Tallahassee this year because the legislation may make funding for some nonprofits really hard. D. Horan stated that some nonprofits may go out of existence and others may have to join an umbrella organization to save costs. D. Horan wants to know as soon as possible of legislative changes that would affect funding. D. Horan suggested the organizations get in touch with L. Tennyson, so that she may send further information to the HSAB. A. Leto suggested letting the HSAB know if you might be losing funding and that it would be important information to note in the application.

L. Tennyson brought attention to the draft FY13 application, instructions, and attachments, and asked the Board to review proposed changes. L. Tennyson also explained that there are no changes of substance in the application. The changes are in red within the applications that are in front of the Board members. D. Horan wanted to know if there were changes in all 3 parts of the application. L. Tennyson said yes, and went through the changes. The changes are based on suggestions, and efforts to clarify requirements related to contract compliance. For example, the members of the BOCC have asked that we differentiate programmatic and administrative costs, so we made some changes to try to elicit that information. Staff spends a lot of time following up on

documents required for contract compliance. Organizations don't always supply the most recent copies of 990's, so we clarified in the application that we need those. L. Tennyson suggested the Board could also email her any comments they have about the changes.

B. Johnson wanted to know if there was a question in the application regarding when an organization we are funding gives the grant money to another organization. L. Tennyson showed B. Johnson question # 8 in the application. (It says "Do you plan to allocate any part of this HSAB grant, if awarded, as a sub-grant to another organization? *If yes, please list the recipient(s), the purpose(s), and amount(s). Please make sure these are included on Attachment D, under "Grants to Other Organizations."*")

D. Horan drew everyone's attention to page 1 of the application and a sentence that was crossed out saying "You may attend any of these meetings and you will have a reasonable opportunity to address the HSAB if you like." He does not want this sentence taken out. L. Tennyson stated we can leave it in. D. Horan discussed Page 4 and the sentence "We want the funds to go only to the applicant shown on this form." This sentence is a part of the application instructions for Question #8. D. Horan wanted to keep this sentence. L. Tennyson said it would stay in.

C.J. Geotis from Grace Jones had a question regarding if an organization asks for funding for collaboration purposes. D. Horan said that collaboration is encouraged. However, as an example, if you get a \$10,000 grant, you cannot turn around and give it away. B. Johnson stated it is different when an organization is granting subordinate funding. It is up to the organization to define the line. D. Horan stated that if the Board started thinking about defining the line, they would be here all day. It's something you know when you see it.

B. Johnson raised the question of resolving this topic at today's meeting. At what point in time is it funding or a service? For example, if an organization hires employees for other organizations, what is that? D. Horan asked, in Bob's example, who the employees were employed by. B. Johnson stated that if the employees were not employed by the primary organization, it becomes a transfer of funding. D. Horan discussed that if you have employees to pay, it is not a "question 8 problem." However, if you are going to pay someone else's employee, the Board should know about it. B. Johnson agreed that was his point.

C. Geotis, Grace Jones, stated that they distribute to other organizations, but hope they do not run into a problem. B. Johnson considered more specific language for Question #8. D. Horan suggested he take a stab at it and come back. L. Tennyson reminded everyone that the FY13 applications go out next week to the nonprofits. D. Horan suggested just wordsmithing at today's meeting. B. Johnson read Question #8 out loud. A. Leto interjected and wanted clarification on Bob's concern. She stated that if you have an organization that provides services to women or kids and purchases services from another organization, for example, is that the concern? B. Johnson said no. Grace Jones spoke up about reaching more people by distributing to other organizations. They buy backpacks and distribute them; that is a service, not a transfer of funding. It was explained that in their one grant, they deliver backpacks to schools.

D. Horan questioned the audience to see if there were any organizations that do a spectacular job on grant writing. He stated that if a person is grant writing for a number of organizations, that person may meet conflict sometimes. D. Horan suggested that rather than reinventing the wheel, a group of writers should get together and help each other.

The idea is to divide up the organizations without conflict among a couple grant writers and write the applications. Comments were solicited from the audience.

C. Geotis, Grace Jones, thought the panel should know that the economy-of-scale idea works but that when the number of client's increases and the cost goes up, it becomes a double-edge sword. Sometimes they are seen as one applicant, and not the multiple kinds of services they provide. B. Johnson encourages funding, not transference of funding.

Commissioner Murphy addressed John Morrill, a grant writer, to find out if the schools have applied before. J. Morrill responded that they did one application but got rebuffed, so they got in-line with Grace Jones. Commissioner Murphy asked Grace Jones if the other three schools were daycare centers. C. Geotis said yes, they are not public schools. Grace Jones is an applicant and knows the intent of the question now. B. Johnson reiterated yes, the three daycare centers get a certain amount of funding for backpacks, for the kids as a service, not to run a daycare. D. Horan asked if everyone was okay with Question #8. The present HSAB Board members responded yes.

B. Johnson questioned if the sentence currently crossed out in red on Question #8 was going to be left in there. D. Horan said yes. L. Tennyson confirmed.

D. Horan suggested the Board review the schedule. L. Tennyson noted that the Board had tentative dates to look at in their respective packets of information. D. Horan read the schedule out loud: the first board meeting (today) is February 22, 2012, NOFA and applications go out on March 2nd, the application is due back April 25th, the second board meeting and HSAB funding recommendations are in the last two weeks in May, the BOCC approval of recommendations is in the FY13 budget meetings/hearings, the FY13 contract preparation and routing is in August/September, and the BOCC approval of FY13 contracts is in October.

L. Tennyson suggested that Board determine the May meeting date today. It is within a two-week time period between May 21st and May 30th. Commissioner Murphy reminded everyone that it is also now a requirement to get the Marathon BOCC room (due to the videotaping required earlier in the meeting.)

D. Horan wanted to know when the Shared Assets meeting is. A. Leto stated it is March 14th.

L. Tennyson reminded the Board that the funding recommendations have to be in to the Budget Director by May 31st so the HSAB needs to meet before then. The idea is to give the nonprofits time to fill out the applications, and then give the Board at least four weeks for review. The dates reflect that.

L. Tennyson recapped a discussion about dates and times for the May meeting with the decision to meet on May 29th at 9am in the Marathon Government Center BOCC room and will send out an email notice to the Board.

D. Horan discussed that the HSAB final decisions sometimes get to the BOCC and people complain. The HSAB would appreciate it if organizations did not go to the Commissioners and complain. Going to the Commissioners before the funding meeting in May will not help. The Commissioners do not want to go against the HSAB due to the amount of time and effort that the HSAB spends on these applications. D. Horan asked if there was any public comment.

Diane Culver, from Heart of the Keys, wanted to know the reasoning behind moving the line-items last year to the HSAB (her organization is one of those that was moved from line-item to HSAB). D. Culver is concerned that they are a small agency without a grant writer and didn't want to be compared to larger agencies. Commissioner Murphy explained that the main reason all line-items went over to the HSAB is so that they all are required to do applications, which makes the process fair. It is the result of the HSAB Working Group recommendations last year that all discretionary funding to organizations go through the competitive HSAB process. D. Culver explained that Heart of the Keys was had been a part of the HSAB process before but they weren't always funded, so they got moved to a line-item status.

J. Morrill, grant writer, spoke up to give accolades to the system. He appreciated the Board's desire and success in reviewing policies and looking for ways to be more transparent.

Kim Sovia from the Good Health Clinic also stated how much she appreciated the Board's hard work.

Lou Hernandez from Helpline spoke up about the idea of the grant writing group. He thought that first the Board needs to recommend that the County address core services they want to fund and send out something like an RFP. He feels the County has so many different services they fund that it would be hard to combine. The County needs to identify core services and what can be done cheaper or better. This would be a good list to give to the group of grant writers.

D. Horan stated that the core, medical and quality of life services were divided that way because the Board was attempting to identify needs. D. Horan stated that duplication of services is an important issue that the Board has been working on this topic for years. They spot duplications but it is hard to address due to organizations protecting their turf and asking not to merge with other similar organizations.

Commissioner Murphy explained that at a meeting four years ago, the Board looked specifically at duplication of services among all the funded organizations. She explained that there is very little duplication. Some services may seem similar but we must remember that they are offering those services to different parts of the Keys (the county is and its constituents are very spread out), different age groups, or different economic groups, for example. Commissioner Murphy stated that the group did not find any duplication of services.

B. Johnson explained that the HSAB is reflective of the BOCC. They are a committee with appointment from the BOCC.

R. Avel questioned oversight after the application was submitted or any sort of quality assurance. L. Tennyson explained that contract compliance is a responsibility of each organization. The organizations must certify that their applications and attachments are true and accurate. L. Tennyson further explained the process stating that the HSAB recommendations are a part of the budget process that takes place throughout the summer with formal hearings. Funding recommendations are finalized at the final budget meeting in September. In October, the contracts are signed, approved, and executed. Staff then provides on-going contract compliance throughout the contract year, and ensures that organizations provide all of their required documentation. L. Tennyson explained that another quality assurance strategy utilized by the County is the

reimbursement-based contract. The organizations are reimbursed through Finance. There are checks and balances due to the reimbursement process in place; organizations are reimbursed only after the service is performed and the documentation of all expenses is provided and approved. R. Avel wanted clarification on HSAB responsibility. L. Tennyson explained that the HSAB does not have responsibility or oversight over the organizations.

B. Johnson wanted to know if there was ever any leftover money at the end of the fiscal year. L. Tennyson said yes and that those funds are folded back into the general fund. D. Horan wanted to know how much was folded back in. L. Tennyson responded with an estimate around \$10,000 in unspent funds from the prior year. D. Horan stated that it would be nice if that money came back to the HSAB. Commissioner Murphy expressed agreement and stated that we would find out if it was possible.

A.B. Maloy, from Guidance/Care Center, spoke up regarding the current County Clerk's audit and inquired if there was going to be a report, when it could be expected to come out, and if it was going to be before applications were due. L. Tennyson said yes, there will be a final report and that her best guess was that it would come out within the next 3-4 weeks. D. Horan wanted to know if they could get the report when it came out. L. Tennyson said that she would send it out to the HSAB when it was complete. D. Horan asked for a motion on the topic. A. Leto seconded.

D. Horan brought up videotaping as a motion. B. Johnson seconded.

B. Johnson wanted to know if there was an audit done on every organization. L. Tennyson explained that only the draft audit has been issued, and that the focus is was on the HSAB process, overall, with a small, random selection of organizations examined specifically. B. Johnson questioned whether random was fair. D. Horan stated that if there was a question about an organization, they generally audit them. L. Tennyson explained that the audit report is not the product of her office, but of the Clerk's. L. Tennyson stated she would get them the final report.

Michael Cunningham, from AHEC, stated that he was asked by the Clerk's office to submit finances, in particular his general ledger. He is waiting to hear back their findings. This was just an FYI to the group.

D. Horan would like the Board to send a letter to Lynn Mapes regarding how much he is missed on the Board. B. Johnson suggested the Board do letters for all former members. A. Leto also suggested sending one to Kim Bassett.

D. Horan asked if there was any other business. There being no further business, the meeting adjourned at 11:15 A.M.