

MONROE COUNTY HUMAN SERVICES ADVISORY BOARD
MINUTES OF MEETING HELD ON
February 24, 2014
(Draft)

Marathon Government Center 10:00 AM
BOCC Meeting Room
2798 Overseas Highway
Marathon, Florida

Board Members Present:	Staff present:
Michael Ingram, Chair	Laura deLoach-Hartle, Grants Administrator
Bob Johnson, Vice Chair	Tina Boan, Budget Director
David Paul Horan	Christine Limbert-Barrows, County Attorney
Steve Torrence	

Board Members Absent:	County Commissioners present:
RaiEtte Avel, Secretary	Commissioner Sylvia Murphy

At 10:05am the meeting was called to order by D.P. Horan.

The meeting began with the HSAB members, B. Johnson, M. Ingram, D.P. Horan, and S. Torrence, introducing themselves and any affiliations they may have. No members present had any current affiliations.

Motion to approve the May 24, 2013 HSAB minutes was made by S. Torrence. M. Ingram seconded the motion, and the motion was approved.

The HSAB members started nominations and elections of chairperson, vice-chairperson and secretary. S. Torrence nominated D.P. Horan for chairperson; M. Ingram seconded. B. Johnson then nominated M. Ingram for chairperson. S. Torrence withdrew his motion and M. Ingram withdrew his second. D.P. Horan seconded the motion to nominate M. Ingram as chairperson. There were no other nominations and no opposition - approved. M. Ingram nominated B. Johnson as vice chairperson. D.P. Horan seconded. There were no other nominations and no opposition – approved. D.P. Horan nominated R. Avel as secretary. S. Torrence seconded the motion. There were no other nominations and no opposition – approved.

L. deLoach-Hartle presented the proposed changes to the draft application documents. The proposed changes to the application include:

- On page one, the question ‘For Fiscal Year 2015 how will the amount requested be utilized?’ was added.
- On page two, the Certification signatures require two witnesses. Spaces for witness signatures were added.
- On page three, Item 5. Will County HSAB funds be used as match for a grant? Language was added to provide clarity.

The proposed changes to the application attachments were presented. The changes to the attachments include:

- Added an Attachment O. Copy of Organization’s Corporate By-laws. Discussion regarding the by-laws followed. D.P. Horan recommended adding a note to the

application, stating, only one current copy of the by-laws are required with the original application.

- On Attachment D, County HSAB Funding Budget, language was added to the column title to provide clarity. The revised column title will read, Proposed *County Funded* Expense Budget. There was discussion regarding Attachment D. Several organizations did not accurately complete Attachment D. A reminder to include *only* the County HSAB funds requested on Attachment D will be included in correspondence to the applicants.

The proposed changes to the instructions were presented. The changes to the instructions include:

- Added bold font for emphasis to a few sections on page one.
- On page 2, Item 11, added, 'The Certification signatures must be witnessed by two individuals.'
- On page 3, Item 5, added language so it mirrors the application.
- On page 4, Item 12, updated the corresponding attachments, was Q, now R.
- On page 5, Item 22, updated the corresponding attachments, was P, now Q.
- On page 7, the last item was updated to reflect the accurate attachment; attachment R, is now S.

B. Johnson raised a question regarding how the HSAB handles changes to organizations. The HSAB wants to know when organizations are consolidating, joining or pairing up to avoid duplication of services. After discussion and input from Christine Limbert-Barrows a recommendation was made to add an attachment, a cover letter to address this issue. There was one public speaker on this item, Diana Flenard, Executive Director of Monroe Association of Remarkable Citizens. She requested the HSAB please clarify and identify what is meant by a change in organizational structure. A motion was made by S. Torrence and second by B. Johnson, to require a cover letter from each applicant informing the HSAB of any organizational changes specific to services or method of providing the services. There was no opposition and the motion was approved.

The FY15 Funding Cycle was then discussed. D.P. Horan brought up his desire to have the Sheriff's Shared Asset Forfeiture Fund (SAFF) Advisory Board meeting held after the HSAB funding recommendation meeting. A motion was made to allow D.P. Horan to request the Sheriff's office hold their SAFF meeting after the HSAB May 20, 2014 meeting. This motion was made by D.P. Horan with a second by B. Johnson. There being no opposition, the motion was approved. L. deLoach-Hartle then resumed the presentation of the proposed FY15 Funding Schedule. Applications will be available as of March 3, 2014. The deadline to submit applications will be April 18, 2014 by 5:00pm. Based on HSAB discussion, staff will make available to the Board electronic versions of the applications as they are received or however board members would prefer to receive them.

D.P. Horan initiated discussion on the possibility of the next February meeting to be held utilizing polycom so everyone would not be required to physically be present in the same location for the meeting. The suggestion was to have the HSAB meet in Key West but have polycom available in the other areas of the Keys for public participation. C. Limbert-Barrows will research the legality of implementing this meeting scenario.

The HSAB discussed the May 20th funding recommendation meeting and the organization's presentations. M. Ingram will work with L. deLoach-Hartle to clarify the Boards desire to limit public comment, presentations, to three minutes.

Jodi Gross, CEO of Visiting Nurse Association and Hospice of the Florida Keys addressed the Board during public comment. She reminded everyone of the information in the instructions. All comments and discussions can be found at:
<http://view.liveindexer.com/ViewIndexSessionSLMQ.aspx?ecm=635289296429587500&indexSessionSKU=q7gnM54vYVz+KhrnW1h8cw%3D%3D&siteSKU=qoO9+8C6gRWyzz1siMncQ%3D%3D>

Motion was made by B. Johnson and seconded by S. Torrence to accept the funding cycle schedule as presented earlier in the meeting. The motion was unanimously approved. It was also noted by the Mayor that she will attempt to secure additional funding this year.

There being no further business, B. Johnson made a motion to adjourn, seconded by S. Torrence. The meeting was adjourned at 10:59am.