

MONROE COUNTY HUMAN SERVICES ADVISORY BOARD  
MINUTES OF THE MEETING HELD ON  
MAY 20, 2014

Marathon Government Center  
Marathon, Florida

9:00AM

Board Members Present:  
Michael Ingram, Chair  
Bob Johnson, Vice Chair  
Steve Torrence  
RaiEtte Avel, Secretary  
David Paul Horan

Staff Present:  
Tina Boan, Budget Director  
Laura deLoach-Hartle, Grants Administrator

County Commissioners Present:  
Commissioner Sylvia Murphy

The meeting was called to order at 9:00am by Michael Ingram.

Staff introductions were made. Human Service Advisory Board (HSAB) members B. Johnson, S. Torrence, R. Avel and M. Ingram stated their names and their affiliations. There were no affiliations with applicant organizations. D.P. Horan arrived later in the meeting.

Motion was made by S.Torrence to approve the minutes from the February 24, 2014 meeting. B. Johnson seconded the motion, and the motion was approved.

The Board discussed requests for one category change and three new applicants. Discussion followed regarding the categories and how the categories are weighted. S. Torrence motioned to place new applicant, First Baptist Church of Islamorada into the Core services category. The motion was unanimous. Motion was made to place new applicant, Morada Way Arts and Cultural District, into the Quality of Life services category. The motion was unanimous. Motion was made by S. Torrence for Kids Come First to remain as providing Quality of Life services. The motion was unanimous. S. Torrence made a motion for the Southernmost Homeless Assistance League to be identified as Core services. The motion was unanimous.

Beginning at 9:12am applicants answered questions regarding their applications and made statements regarding their funding request. Applicants spoke in the order their applications were received as noted below.

The Good Health Clinic: discussed changes since application submission. Annual rent will increase from \$10,500 to \$13,200; following Medical Director's resignation, they moved to lower cost model of part-time Medical Director supervising nurse practitioners.

Florida Keys Outreach Coalition: Noted one error on application - \$3,900 listed as miscellaneous expense is actually for maintenance and repairs for Peacock facility. Since assuming

responsibility for Peacock, they are requesting funds for its programming, case management, and ongoing building maintenance.

Star of the Sea Foundation: discussed cost and sources of food acquisition and lack of other agencies distributing food to all of Monroe County.

Monroe Association for ReMARCable Citizens: discussed loss of funding from the State.

Florida Keys Area Health Education Center: discussed State award of \$250,000 supporting school primary health program will not impact this funding request which supports health screenings. Discussed elimination of one position in efforts to control costs.

Literacy Volunteers of America: discussed change of location. Former success story, now LVA board member, spoke to value of agency's services.

At this point in the meeting, M. Ingram asked D.P. Horan to elaborate on the Sheriff's Forfeiture Fund and the availability of shared assets. D.P. Horan explained that the amount available for award will not occur until after today's funding has been decided. He explained that last year's interest on approximately \$3 million in assets totaled about \$20,000. This year's excess may result in availability of as much as \$90,000.

Applicants continued to speak in the order their applications were received as noted below.

Anchors Aweigh Club: discussed next year's focus on services to the Hispanic community.

Grace Jones: discussed the back pack program.

Samuel's House: discussed loss of other funding while reaching full occupancy and needing more beds for mothers and children.

Heart of the Keys Recreation Association: discussed improvements made in physical plant by City of Marathon.

First Baptist Church of Islamorada: Staff read letter by Director who was unable to attend on a high-volume food distribution day.

Independence Cay and Keys Area Interdenominational Resources (KAIR): discussed sharing of resources to reduce duplications and merge into one agency. Received a United Way agency designation.

Heron: Currently in transition as WestCare is in process of purchasing license and taking over in mid-July. Heron program staff will remain while administrative functions will be taken over by Guidance Care Center of Marathon.

The meeting paused for a break at 10:34am and resumed at 10:45am. The applicants then resumed addressing the Board as noted below.

Morada Way Arts and Cultural District: discussed services provided and possible sources of other funding.

Boys and Girls Clubs of the Keys: discussed move of location to Reynolds School resulting in rent increase from \$345/month to \$1,300/month; summer program and expansion in Big Pine Key; and clarified that Attachment E \$50,000 expense refers to program expense for 200-300 kids.

Womankind: discussed extension of services into Big Pine and Middle Keys; clarified they gave no raises, and replaced one paid position with a volunteer.

Domestic Abuse Shelter: discussed CEO salary, line of credit, expansion into Upper Keys, and policy on screening for substance use.

Kids Come First: formerly under Be the Change with Monroe Youth Challenge.

Southernmost Homeless Assistance League: discussed the Mobile Outreach Program, desire to expand services beyond City of Key West, cost reduction by combining positions, and van's repurposing for medical services only while staff use vehicles to reach homeless.

Aids Help: discussed collaboration with Wesley House for shared community relations function. Corrected application error to reflect total funding request of \$50,985 rather than \$65,000.

Wesley House: discussed increased need for their services in the community.

Florida Keys Children's Shelter: discussed collaboration with Wesley House.

Rural Health Network: discussed expansion of services and partnerships with other organizations such as Lower Keys Medical Center.

Hospice of FL Keys: discussed services and other sources of funding.

FL Keys Healthy Start: discussed loss of funding due to State restructuring of funding agencies.

Discussion then began on the funding allocation. B. Johnson and M. Ingram provided their notes with funding recommendations as a guideline for this year. M. Ingram then led the Board discussion of each applicant and the amounts requested.

Upon review of each request the following final recommendations were made which will be presented to the Board of County Commissioner's (BOCC) for approval:

<b>Applicants</b>	<b>Recommended Amount</b>
Good Health Clinic	\$60,000
FL Keys Outreach Coalition	\$70,000
Star of the Sea	\$65,000
MARC	\$160,000
FK AHEC	\$45,000
Literacy Volunteers	\$18,000
Anchors Aweigh Club	\$8,000
Grace Jones	\$40,000
Samuel's House	\$95,000
Heart of the Keys	\$35,000
First Baptist Church	\$2,600
KAIR	\$25,000
Independence Cay	\$25,000
Heron	\$35,000
Morada Way Arts	\$0
Boys and Girls Club	\$99,000
Womankind	\$95,000
Domestic Abuse Shelter	\$30,000
Kids Come First	\$24,000
SHAL	\$5,000

AIDS Help	\$35,000
Wesley House	\$157,000
FK Children's Shelter	\$153,000
Rural Health Network	\$300,000
Hospice of the Florida Keys	\$141,000
FK Healthy Start	\$30,000
	\$0
<b>Total</b>	<b>\$1,752,600</b>

Motion was made by D.P. Horan to accept the final recommendations, as noted above. S. Torrence seconded the motion and the motion was unanimously approved.

L. deLoach-Hartle reminded the applicants of the contract guidelines in the agreements. If applicants award vouchers or scholarships, they should consider that expenses have to actually be incurred on their books. Furthermore, audited financial statements must be provided to the HSAB. If an organization falls under a larger entity, the HSAB will require the audited statements of the entire entity.

L. deLoach-Hartle also provided Board members with a copy of a letter from the County Attorney answering questions raised at the last meeting regarding meetings and meeting locations.

S. Torrence asked which organizations had not spent their awarded funds from last year. Staff indicated all funds are normally fully spent. While some entities have not drawn all their funds at this time, their expenditure request may be in process. D.P. Horan motioned to ask the BOCC in the future if any unused funds can be used by the HSAB in the next funding cycle. S. Torrence and R. Arael seconded. T. Boan agreed to take this request to the BOCC in the next meeting. L. deLoach-Hartle provided Board members with the following list of organizations that still have unspent funds for this year:

- Helpline
- American Red Cross
- Healthy Start
- KAIR
- Star of the Sea
- Independence Cay
- Anchors Aweigh
- Burton Memorial Church
- A Positive Step

In other business, M. Ingram thanked D.P. Horan for his many years of service. M. Ingram also suggested that a new Chair be selected for the future. Discussion was continued to the next meeting.

Commissioner Sylvia Murphy reminded the Board to set forth a recommendation regarding funding for organizations in transition. D.P. Horan made a motion for the HSAB to recommend to the BOCC to allow transition of funds from the original organization to its successor in the event of change of owner or transition to another agency. This situation may impact Kids Come First (formerly Be the

Change) and Heron, in the process or being taken over by West Care. S. Torrence and R. Avel seconded.

T. Boan also reminded the Board to address the process of awarding unused funding if an organization falls out of the mix. S. Torrence motioned that this funding be reapportioned to the other awarded organizations based on a percentage allocation of their funding versus the total allotment. R. Avel seconded.

There being no further business, the meeting adjourned at 1:01pm.