

MINUTES

BOARD AND GENERAL MEMEBERSHIP MEETING

May 14, 2009

Volusia/Flagler County Coalition for the Homeless
Volusia Public Health Dept., 1845 Holsonback Dr., Daytona Beach, FL

I. CALL TO ORDER

The meeting was called to order by President Caplan at 3:08 p.m.

II. WELCOME AND INTRODUCTIONS

Present: President Caplan, Vice President Groody, Treasurer Hagstrom
Directors: Brown, Cameron, DeMarsh, Evans, Gibson, Goodman, Harper, Harple, Kelly, Mac'Kie, Overman, Salazar, Wandelt, Warren

Excused: Secretary Schaeffer
Directors: King, Miller

Absent: Directors: Coleman, Decker, Jollymore; Quarterman, Roberts, Ross

New Directors Elect: Chris Bunting, Volusia Co. Pretrial Service, Lewis Clark, Florida Hospital/DeLand, Mary Fagaragan, ESP Case Management Professionals, Holly Luther, Amedisys Home Health, Erwin Pistor, Homeless Representative

New Officer Elect: Missy Kelly, Secretary

Also Present: Jim Bernard, AGAPE Clubhouse/DeLand, Rev. Owen Stricklin, First United Methodist/DeLand, Susan Clark, Neighborhood Center WV, Dr. Bob Williams, Daytona State College, Patti Rausch, Rita Cameron, Myra Gaziano, Volusia County Community Assistance; Diane Severino, Flagler County Social Services, Rhonda Harvey, SMA Behavioral Healthcare, Marie Gallo-Lethcoe with 3 Father Lopez students, Gary Schwab, Dept. of Children & Families, Flora Darby, Health Planning Council, Joni Casillas, Salvation Army, Andy Kelly, County Council

Staff: Anthony Schefstad, Executive Director; Karen Reynolds, Administrative Assistant; Hector Muniz, HMIS Systems Administrator; Betty Butler, Case Manager

III. APPROVAL OF MINUTES

A motion was made by Director Groody to approve the Minutes of the Meeting of March 12, 2009. Motion was seconded by Director Overman.

President Caplan asked Director Warren, Chairman of the Nomination Committee, to give a brief synopsis of the Nominating Committee Meeting. The Nominating Committee met on April 20 and approved the Slate of Officers and Directors. The Nominating Committee also reviewed the Nominees for the Richard Vought and June Heister Award and others for their recognition during the year.

Dr. Bob Williams called the Roll Call of past and new Board Members. President Caplan asked if there were any nominations from the floor; there were none. The nominations were presented to the Board and unanimously approved. Dr. Robert "Bob" Williams performed the swearing in ceremony for the 2009/2010 Coalition Board.

President Caplan thanked past Board of Directors Gibson, Quarterman and Roberts for their time and support.

President Caplan passed out a list of Committees she and Executive Director Schefstad would like to put in place for the new year and asked for volunteers to serve on these committees:

- . Finance Committee
- . Point-In-Time Survey Committee
- . West Side Shelter Committee
- . Cold Weather Shelter Committee
- . Facilities Committee
- . Ten Year Plan to End Homelessness Committee

IV. AWARDS

A number of groups and individuals were recognized at the Annual Meeting who have gone above and beyond to provide assistance to the Coalition and to the men, women and children who experience homelessness in Volusia and Flagler Counties.

The first certificate of appreciation was presented to the **Daytona Beach Mainland High School Lady Buc Dance and Drill Team**. Under the direction of Ms. Kelly Mahaffee, the Lady Buc Dance and Drill Team conducted a county wide dance competition and dedicated the proceeds to the VFCCH, raising \$975. Mainland's Award Day was the day of our meeting so they were not present to accept their certificate of appreciation.

The second certificate of appreciation was presented to **Father Lopez Catholic High School – “Homeless for Night: Mission Effectiveness Program”**. On a cold winter night in January, a group of students from Father Lopez Catholic High School under the leadership of Marie Gallo-Lethcoe, Director of Mission Effectiveness, helped raise awareness of what it is like to be homeless. Sleeping outside with limited protection from the elements these students raised \$1,804.05 for the VFCCH. But more importantly, their work was featured in the Daytona Beach News Journal and Florida Catholic, increasing awareness of the homeless.

The third certificate of appreciation was presented to **Father Lopez Catholic High School Junior Class-Lenten Appeal Drive – Personal Hygiene Products**. Under the leadership of Class Sponsor, Ms. Pat Ludholts, students collected personal hygiene products during their Lenten Season. The Junior Class, represented today by Hayden Kaehl, selected the VFCCH as the beneficiary of this drive. Over 8 boxes of shaving cream, razors, toothpaste, soap, shampoo, deodorant, mouthwash, clean wipes, toothbrushes, socks, and flip flops were collected. These have since been placed in sealed bags (such as the one on display) and are being provided to those most in need. Nearly 200 personal hygiene bags will be distributed.

Formed in 2005 at the suggestion of a sociology professor the **Stetson's Student Coalition to End Homeless** has been a major support to the AGAPE Clubhouse and Neighborhood Center WV in the Deland area. They not only assist, they coordinate food and clothing drives, plan fund raising events like “The Battle of the Bands”, and recently were awarded a grant to assist in the education of homeless. They are not able to attend due to college recess.

The last certificate of appreciation went to a “newcomer”. **The Cold Weather Shelter- Bunnell, Florida**. This is our newest cold weather shelter. They began operation in October of 2008. Under the direction of Reverend Elizabeth Gardner and Director Carla Traister, and a core of more than 40 volunteers, they created an atmosphere of warmth and hospitality. Those utilizing the shelter were not called “homeless”; they were called “Guests”. Guests were provided a “signature meal”, a “Grace” bag full of personal hygiene products, a deck of cards and other things to pass the time. During our coldest days in Daytona where temperatures dipped into the 20's, The Cold Weather Shelter of Bunnell opened their doors and received 20 guests a night. Because of this group, no-one was left out in the cold.

Dee Schaeffer, Halifax Health/Healthy Communities

Dee will be coming off the Coalition's Executive Committee this year; however, she is remaining on the Board. Dee has been instrumental in establishing and maintaining the Coalition's relationship with Halifax Hospital. Dee was instrumental in obtaining funding from Halifax which assisted in the building of the Homeless Assistance Center and Family STAR Shelter. Dee is active in the community and was instrumental to the Coalition during her tenure on the Executive Committee.

Gary Schwab, Contract Manager, Department of Children and Families

Gary greatly assisted in the transition of executive directors. He has taken the time out of his busy schedule to assist in proper reporting to his office and to Tallahassee. He has spent many hours coaching and assisting Tony over the last year in managing the Dept. Grant –In-Aid and Challenge Grants. He also initiates countless food and clothing drives at the Palmetto Office. When people call asking how they can help, Gary often thinks of the Coalition and directs volunteers, food, money, and resources our way. Thank you Gary.

Lindsay Roberts, former Executive Director

Lindsay continues to be “champion of the homeless” once described by Rick Shriver. Despite being gone for one year, Lindsay's mark continues throughout the Coalition. As has Gary, Lindsay has assisted in the leadership transition at the Coalition. She has made herself available to Tony and to the Executive Committee as necessary. She has never said “no”. Her mark will always be on the Coalition. Now that the dust has settled, we take the time to thank her for her continued, tireless effort in ending homelessness in Volusia and Flagler Counties.

Richard Sidney Vought Award and the June Hiester Award.

The first of these is the **RICHARD SIDNEY VOUGHT AWARD**, which is presented annually in memory of Richard Vought, to an individual who, through their own personal contribution of time, effort, and involvement, has set an example for what can be accomplished in making a difference in the lives of the homeless.

Four years ago, a quiet unassuming man named Richard S. Vought passed away. He left behind a bequest that he asked his friends and neighbors to administer, simply telling them that he wanted it to be used to help needy people in this area.

First, we present the third annual Richard S. Vought award to Dr. Robert "Bob" Williams. Bob is a member of the Chamber's Homeless Issues Committee.

This is what one of Bob's colleagues said about him, "In a day and age when business people are too occupied to address difficult issues in the community, Bob is a FAITHFUL committee member. Bob was the committee's driving force in preparing the 10 Year Plan to End Homelessness. This plan was somewhat controversial and met with a degree of resistance in the community. When needed, Bob was called in to explain the plan to sometimes hostile audiences. Each time, he did a superb job. He even made me feel better about the plan too! Maybe not today, but later on, Bob's efforts will have been worth it. Because of Bob's stature in the community, he has given credibility that it's OK to be in the business community and still support addressing the needs of the homeless".

This year we also recognize Andy Kelly as a Richard Vought Award Winner. He is committed to the homeless. Andy visits the homeless camps several days a week. He brings them personal hygiene products, coats, hand warmers, water and food. He has been known to take homeless to the hospital. He does not just drop them off, he stays with them. He is on a first name basis with the Emergency Room doctor in DeLand. Andy provides haircuts to the homeless. He pulls up in his truck, takes out his computer and helps them apply for Food Stamps and Social Security Cards. Andy is supported by his wife, Missy, and children in his efforts. Often, they accompany him. Andy is a true inspiration and hero to the homeless.

The **JUNE HIESTER AWARD**, is also presented annually, to an exceptional corporate citizen who makes a lasting contribution to changing the community's capacity to end homelessness.

June Heister was a local resident who lived frugally and left a bequest to the Coalition, which went to the capital fund and helped to purchase the building on North Street. We don't know if she ever visited the Coalition, or was ever involved in serving the homeless herself. All that we know is that she sought no recognition for her caring and generosity, and quietly left her mark on the lives of the people she never met. This year we have two award winners.

Jim Cameron, Daytona Beach-Halifax Chamber of Commerce.

Jim has been instrumental in supporting the creation and opening of the Homeless Assistance Center and continuous support. Jim is always willing to support the efforts of the Coalition. Each year he participates in the Point-in-time Survey by going to the day labor halls and this year visiting camps in evening and early morning hours.

The Daytona Beach Chamber has played a key role in encouraging other leaders and cities to support the homeless Coalition financially and providing resources for the homeless needs.

Without the leadership of the Daytona Beach Chamber, the City of Daytona Beach would have been less supportive of the idea of a "One-Stop" center for the homeless.

Linda Brown, AGAPE Clubhouse

In 2002, in cooperation with Pastor Owen Stricklin of the First United Methodist Church of DeLand, Linda Brown created the Agape Clubhouse. The Agape Clubhouse is a day program for the homeless. This program includes yet is not limited to the following:

- Breakfast and lunch cooked and served by the homeless
- Shower and laundry available
- Professional individual and group counseling
- Art therapy classes
- Assistance obtaining identification cards, birth certificates etc.

- Assistance for individuals to receive specialized professional help with addictions or mental health issues
- Participants in this program are required to complete chores at the clubhouse.
- This program operates 6 1/2 hours a day, 5 days a week and is funded by donations and local grants. Linda does this work without financial compensation.

Linda Brown was the key contact for Lindsey Roberts, VFCCH, to begin the West Volusia West Side Taskforce, which was and still is responsible to work on behalf of the homeless to secure shelter and services in the community. Linda Brown saw a need to raise funds for the west side to have seed money available when a shelter program was developed. She recruited a couple of fellow volunteers and began fundraising events such as the battle of the bands, concerts etc. Linda has been a key participant in discussions with city officials concerning homelessness in DeLand and West Volusia.

Linda is a 2 term member of the Board of Directors of the Volusia /Flagler County Coalition for the Homeless.

V. APPROVAL OF TREASURER'S REPORT

Treasurer Hagstrom's report was accepted as reported.

Total Current Assets: \$481,320
 Total Assets: 3,207,313
 Total Current Liabilities: \$14,452
 Total Liabilities: \$603,723
 TOTAL EQUITY:2,554,127

VI. REPORTS

A) Executive Director's Report

i) Budget for 2009/2010

The budget was presented for consideration as an initial draft, reviewed by the Executive Committee in April, and is predicated on existing levels of funding for the grants, and anticipation of a contract with the United Way Women's Initiative for the Children's Case Management position being renewed.

Director Schefstad anticipates having to make an adjustment with the Dept. of Children and Families Grant-In-In Aid program downward by the start of the fiscal year. From \$54,000 to \$12,000. Some reductions are with DCF and the DDA. Some increases are with the City of Daytona Beach CDBG, Homeless Prevention and Rapid Re-Housing Program, and Membership Dues.

ii) Bank Resolution

Annually, the Board is asked to approve a resolution, assigning signatories who are members of the Executive Committee, and authorizing the bank to change the signatories. This resolution also authorizes the Executive Director to open and close accounts as required by the majority of the Board at any Board meeting.

iii) Signatory Authority

Annually, the Board is asked to approve a resolution authorizing the Executive Director to execute grants and amendments and to conduct grant contract negotiations on behalf of the Board.

iv) Engagement of CPA

Bolerjack, Bowling & Halsema, CPA, prepared last years' audit and taxes. The Audit Committee directed solicitation of a three year and one year proposal from Bolerjack, Bowling and Halsema, CPA, following receipt of last year's audit. A copy of the proposed cost proposal was attached and presented to the Board. The Bylaw Amendment which established an Audit Committee comprised of Sally Ann Groody, COO, Serenity House, Ray Salazar, President, United Way; and Tim Hagstrom, Manager, Regions Bank, reviewed the letter solicitation from Bolerjack, Bowling and Halsema, CPA and recommend continuing with them

v) Financial and Business Practice Policies

As a result of our 2008 Audit, there were four Policy recommendations. Those draft policies were forwarded to Board and General Members on April 29 for review. For your convenience they were included in the Board packet. These policies were compiled by our Accountant Laurie Chesley, reviewed by Executive Director Schefstad, reviewed by Marianne Stanley of Bolerjack, Halsema & Bowling and finally were reviewed by our Audit Committee. They were presented at the Annual meeting with recommendation by Executive Director Schefstad to be approved by the Board and included in our Policy and Procedure Manual.

vi) Grant in Aid

The Executive Committee has approved a proposal in the DCF Contract this year, to have the Coalition continue with and retain the \$27,611 in Grant in Aid funds to allow the children's case manager to have access to funds to assist families with children with rent and utilities. The CCM is to be funded by United Way Woman's Initiative, but without resources, the CCM would have no direct means of assisting families who are receiving case management services. DCF and the Executive Committee are anticipating that tying the funds to case management will improve client outcomes. Albeit these DCF Grant-in-Aid Funds are at risk for reduction and up to elimination by the State.

vii) CoC Competition Debriefing

The Debriefing by HUD was attached showing the results of the 2008 CoC Competition. Our Continuum of Care scored 79.75. The funding cut-off was 78.25. There will be a CoC debriefing with the CoC Award Winners to review areas of continued improvement.

vii) Homeless Management Information System

We continue to look at ways to improve our data management systems. This year Hector attended a national conference in Atlanta and brought back many outstanding model practices. We have updated our reporting to the Board by the use of the HMIS Flash Reports; we completed the Point-In-Time Survey and Governor's Report by utilizing the HMIS data; we have begun monthly HMIS user meetings to address frontline operation issues with HMIS; we continue to provide data to the City of Daytona Beach, Volusia County, State and HUD pursuant our contracts; and we are in the process of updating Program User Agreements

viii) Vista Volunteers

A one page summary of the Ameri-Vista Program was provided. This year, beginning actually on May 18, we will have two volunteers join us through the Ameri-Vista Program. Their primary responsibility will be to develop a speakers bureau in our two county area; putting a face to the homeless. This is an exciting project. Florida is the national model and we are pleased to be part of the project. There is no cost to the Coalition other than office space, phone and computer access. Vista's are paid through HUD, receiving a monthly stipend.

ix) Thank you

Executive Director Schefstad thanked the Board for assisting him during his first year. He thanked them for their kindness, caring, compassion, dedication, support, enthusiasm, and for your willingness to roll up your sleeves and partner with each other and over the last year. You are truly an amazing group of people. Every day you improve by small measures, the lives of so many people in need. This Coalition is noted and remarked upon for the unusual degree of collaboration and for the fact that we consistently do what we say we will do – which is a tribute to the leadership of so many agencies, who understand that a CONTINUUM is a circle, not a triangle; that we SHARE clients, we don't own them, and that success for clients means connecting them to the services that other agencies offer, not just delivering the fragments of services that any one agency offers.

Executive Director Schefstad believes the Coalition will stand strong in the face of adversity and will continue to go forward. There is no other option. We must look to continually revise our service delivery methods and look for new ways to collaborate and yes, combine our efforts. We must accept

that the sum truly is more than its parts. We must increase our service delivery in all parts of the two County area. In particular, we must pay attention to the ever growing need in West Volusia where the demand for services far exceeds the service availability. Executive Director Schefstad said he expects great things of this Board and Membership. We owe it to the people we serve.

VI. ACTION ITEMS

- i) Budget for 2009/2010 - Motion made by Director Dona DeMarsh, seconded by Director Ray Salazar.
- ii) Bank Resolution – Motion made by Director Overman, seconded by Director Harple
- iii) Signatory Authority – Motion made by Director DeMarsh, seconded by Director Overman
- iv) Financial Policy Updates – discussion by Director Overman regarding length of time money held in office before deposit- all agreed to amend wording of policy to “any checks totaling over \$1000 will be deposited within three days...” – per Executive Director Schefstad, moving in direction of direct deposit for all Grant money. – Motion made by Director Warren and seconded by Director Hagstrom
- v) Engagement of CPA for Audit and Tax Preparation – Motion made by Director Salazar, seconded by Director Goodman.

President Caplan introduced a new member to the Coaliton, Patti Rausch. She also thanked Betty Butler, Case Manager, for her hard work and reported that during the upcoming fall 2009, the United Way Woman’s Initiative will be reviewing the outcomes of the case management position and additional funding sources.

VII. OTHER BUSINESS

Schedule of meetings for Board and Executive Committee 2009/2010

VIII. ADJOURNMENT

There being no further business, President Caplan adjourned the meeting at 4:15 p.m. Minutes prepared by Administrative Assistant, Karen Reynolds.

President Susan Caplan

Date