

Monroe County Human Services Advisory Board
First Meeting - March 30, 2022 - 1:00 PM
FY2023 Funding Cycle (Begins October 1, 2022, through September 30, 2023)

AGENDA

The First Meeting of the HSAB will be a hybrid format with the HSAB Board meeting live at the Marathon Government Center, BOCC Meeting Room on the 2nd Floor, 2798 Overseas Highway. The public will be able to participate in person or via Communication Media Technology ("CMT") using a Zoom Webinar platform.

The access points to view the meeting or for members of the public to provide public comment will be:

Please click the link below to join the webinar:

<https://mcbocc.zoom.us/j/82667626284>

Or iPhone one-tap:

US: +16465189805,,82667626284# or +16699006833,,82667626284#

Or Telephone:

Dial (for higher quality, dial a number based on your current location):

US: +1 646 518 9805 or +1 669 900 6833

Webinar ID: 826 6762 6284

International numbers available: <https://mcbocc.zoom.us/j/82667626284>

1. Call to order and salute to flag.
2. Introduction of HSAB members and announcement of affiliations with non-profit organizations.
3. Approval of Agenda: Additions, Corrections, Deletions.
4. Nominations and elections of Chairperson, Vice-Chairperson, and Secretary.
5. Approval of June 2, 2021, minutes.
6. Discussion and approval of funding cycle schedule:
 - ❖ Event: FY23 Notice of Funding Solicitation & Application Released to the Public
Date: Friday, April 8, 2022
Details: Grant application will be available for download on HSAB website:
<http://www.monroecounty-fl.gov/318/Human-Services-Advisory-Board>
 - ❖ Event: FY2023 Grant Application Deadline
Date: Wednesday, May 18, 2022 **(Due before Noon)**
Details: Applications are to be submitted electronically
 - ❖ Event: FY2023 HSAB Funding Meeting Date:
Wednesday, June 1, 2022
Time: 10:00 AM until all business is complete

ADA ASSISTANCE: If you are a person with a disability who needs special accommodations in order to participate in these proceedings, please contact the County Administrator's Office, by phoning (305) 292-4441, between the hours of 8:30 a.m. - 5:00 p.m., no later than five (5) calendar days prior to the scheduled meeting; if you are hearing or voice impaired, call "711".

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2798 Overseas Highway. The public will be able to participate in person or via
Communication Media Technology ("CMT") using a Zoom Webinar platform

7. Discussion of FY2023 funding process: Application, Attachments & Funding History
 - a. Discussion of Late Applications
8. Public comment
9. Other business as appropriate
10. Adjournment

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**Meeting Minutes of the Monroe County
Human Services Advisory Board (HSAB)
June 2, 2021**

Draft minutes to be approved at the March 30, 2022, HSAB meeting.

The HSAB Meeting was conducted with a hybrid format; the HSAB Board met live at the Marathon Government Center, BOCC Meeting Room on the 2nd Floor, 2798 Overseas Highway. The public was able to participate in person or via Communication Media Technology (“CMT”) using a Zoom Webinar platform.

Board Members Present: David Manz, Chairperson
Ginny Stones, Vice Chair
Sandy Higgs, Secretary
Michael Ingram
Laura Lietaert

Staff Members Present: Tina Boan, Budget Director
Christine Limbert-Barrows, Assistant County Attorney
Krista Presnick, Budget Administrator
Janet Gunderson, Grants Coordinator

1. David Manz called the meeting to order at 9:06 AM and led the pledge of allegiance to the flag.
2. The Human Service Advisory Board (HSAB) members introduced themselves and each stated they were not affiliated with any of the applicant organizations.
3. Approval of the March 10, 2021, minutes G. Stones moved to approve the minutes. S. Higgs seconded the motion. No further discussion, none opposed; motion carried.
4. Public Comment - None
5. Discussion of applications requesting funding for FY2022. *(Note: The order of discussion of the applications was based on the order the applications were received. Each applicant organization had a representative available to address questions from the Human Services Advisory Board.)*
 1. Keys to Be the Change – Heidi Golightly, Executive Director and Lisa DeRosa, Assistant Director
 2. Star of the Sea Foundation – Tom Callahan, Executive Director – Decreased the amount of request by \$25,000 due to decreased demand. Revised request for FY2022 funding is \$100,000.
 3. Literacy Volunteers of America – Mary Casanova, Executive Director
 4. Autism Society of the Keys – Jill Campbell, Executive Director
 5. Dr. Jose Sanchez Lions Eye Clinic – Mary Casanova, Board Member
 6. Florida Keys Area Health Education Center (AHEC) – Michael Cunningham, CEO
 7. Voices for Florida Keys Children – Susan Raffanello, President
 8. Kids Come First in the Florida Keys – Roxanne Posada, Program Coordinator
 9. Heart of the Keys Recreation Association – Anthony and Diane Culver, Executive Director and Co-Executive Director
 10. Good Health Clinic – Kate Bannick, Executive Director
 11. Monroe Assoc. for ReMarcable Citizens (MARC) – Diana Flenard, Executive Director
 12. Independence Cay & KAIR- Phyllis Michaels, Board Member and Volunteer
 13. Womankind – Cali Roberts, Executive Director
 14. Florida Keys Outreach Coalition (FKOC) – Jeanette McLernon, Executive Director
 15. Burton Memorial United Methodist Church – Kerry Foote, Pastor
 16. Florida Keys Children’s Shelter – Ben Kemmer, CEO and Alvin Bentley, COO
 17. Florida Keys Healthy Start Coalition – Ariana Nesbett, Executive Director

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18. KAIR (KAIR discussed with #12 Independence Cay due to same representative available to discuss each) – Phyllis Michaels, Board Member and Volunteer
19. Domestic Abuse Shelter – Sheryl Schwab, Executive Director
20. Special Olympics Florida – Lindsay Smith, Vice President for Operations, Special Olympics Florida
21. Boys & Girls Clubs – Judy Leggett, Executive Director
22. A.H. of Monroe County – Esneider Gomez, Deputy Director
23. Guidance/Care Center, The Heron – Lisa Marciniak, Program Director
24. Wesley House – Brian Green, Board Chair & Aleida Jacobs, Executive Director
25. Grace Jones Day Care Center – John Hunt, President and Chad Tate, Treasurer
26. Habitat for Humanity – Kristina Welburn, Executive Director
27. A Positive Step – Billy Davis, Executive Director
28. UMC Big Pine – Hearts, Hammers & Hands – William Finnin, Pastor
29. Samuel's House – Tara Salinas, Executive Director
30. Anchors Aweigh Club – Tom Goetz, Board Member
31. Marathon New Life Assembly of God, Pastor Keith LaFountain and Maria Vaillant – Application submitted late.

6. The Board discussed the application from the Marathon New Life Assembly of God being received late. Due to not having specific language in the application addressing how to handle a late application, S. Higgs moved to accept the late application from Marathon New Life Assembly of God. G. Stones seconded the motion. No further discussion, none opposed; the motion carried.

7. The Board proceeded to discussion of recommendations for FY2023 funding allocations. S. Higgs motioned to approve the following recommendations: AHEC \$125,000; Good Health Clinic \$105,000; Womankind \$165,000; Healthy Start \$100,000; A.H. of Monroe \$90,000; and The Heron \$44,000; Totals \$629,000 with balance 1,421,000 to allocate to the other organizations. There being no second to the motion, the motion failed.

G. Stones moved to award the applicants, in FY2022, the same amount they were awarded in FY2021 and to allocate the \$20,000 balance to the five new applicants in a manner to be determined by the HSAB Board in a separate vote. Seconded by S. Higgs, M. Ingram requested a discussion of the motion. G. Stones withdrew the motion.

8. M. Ingram recommended allocations for funding; S. Higgs recommended revisions to M. Ingram's recommendations: Keys to Be the Change \$50,000; SOS \$100,000; Literacy Volunteers \$60,000; Autism \$40,000; Sanchez Eye Clinic \$5,000; AHEC \$130,000; Voices \$17,000; Kids Come First \$30,000; Heart of the Keys \$50,000; Good Health Clinic \$60,000; MARC \$200,000; Independence Cay \$30,000; Womankind \$155,000; FKOC \$110,000; Burton Memorial \$15,000; Children's Shelter \$150,000; Healthy Start \$80,000; KAIR \$30,000; DAS \$80,000; Special Olympics \$15,000; Boys & Girls Club \$100,000; A.H. of Monroe \$95,000; The Heron \$40,000; Wesley House \$157,500; Grace Jones \$70,000; Habitat for Humanity \$0; A Positive Step \$25,000; UMC BP \$10,500; Samuel's House \$105,000; Anchors Aweigh \$15,000 and Kreative Kids \$25,000. Total recommended allocation = \$2,050,000. M. Ingram moved to approve a motion of his recommendations as revised by S. Higgs. G. Stones seconded the motion. No further discussion, none opposed; the motion carried.

**Meeting Minutes of the Monroe County
Human Services Advisory Board (HSAB)
June 2, 2021**

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Summary Table of FY2022 HSAB recommendations:

No.	Agency Name	FY2022 Recommendation
1	Keys to be the Change	\$50,000
2	Star of the Sea Foundation	\$100,000
3	Literacy Volunteers	\$60,000
4	Autism Society	\$40,000
5	Dr. Jose Sanchez Lions Eye Clinic	\$5,000
6	AHEC	\$130,000
7	Voices for Florida Keys Children	\$17,000
8	Kids Come First	\$30,000
9	Marathon Rec Ctr.	\$50,000
10	Good Health Clinic	\$60,000
11	MARC	\$200,000
12	Independence Cay	\$30,000
13	Womankind	\$155,000
14	FKOC	\$110,000
15	Burton Memorial	\$15,000
16	Children's Shelter	\$150,000
17	Healthy Start	\$80,000
18	KAIR	\$30,000
19	Domestic Abuse Shelter	\$80,000
20	Special Olympics	\$15,000
21	Boys & Girls Club	\$100,000
22	A.H. of Monroe	\$95,000
23	G/CC - The Heron	\$40,000
24	Wesley House	\$157,500
25	Grace Jones	\$70,000
26	Habitat for Humanity	\$0
27	A Positive Step	\$25,000
28	UMC Big Pine/Hearts Hammers & Hands	\$10,500
29	Samuel's House	\$105,000
30	Anchors Aweigh	\$15,000
31	Marathon New Assembly of God/Kreative Kids	\$25,000
Total		\$2,050,000

9. There being no further business, the meeting adjourned at 12:27 PM.

Video recording of 6/2/21 Monroe County HSAB meeting is available for viewing online:
<https://cloud.castus.tv/vod/monroe/video/6178ad22ff34360009d7ba23?page=HOME>

Monroe County Budget

History of Funding for Health & Human Services Organizations

Fiscal Year	County Budget for HSAB
FY2023	TBD
FY2022	\$2,050,000
FY2021	\$2,040,000
FY2020	\$2,040,000
FY2019*	\$2,156,273
FY2018	\$1,997,000
FY2017	\$2,000,000
FY2016	\$1,927,860
FY2015	\$1,752,600
FY2014	\$1,752,600

**The BOCC allocated, pro-rat, the unexpended balance (\$156,273) of an organization that closed mid-year FY2018*

Reset Form

Submit

MONROE COUNTY
HUMAN SERVICES ADVISORY BOARD
Application for Funding
Fiscal Year 2022
October 1, 2021 - September 30, 2022

Agency Name	
Physical Address	
Mailing Address	
City, State, Zip	
Phone	
Fax	
Email	
Whom should we contact with questions about this application?	

Amount received for prior fiscal year ending 09/30/20	\$
Amount received for current fiscal year ending 09/30/21	\$
Amount requested for upcoming fiscal year ending 09/30/22	\$

For Fiscal Year 2022 , specifically how will the amount requested be utilized?

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COVER LETTER (REQUIRED)

PART I: Provide a brief overview of your organization.

PART II: Indicate any change in organizational structure specific to services or method of providing services. The intent is to inform the HSAB of any consolidating, combining, or merging with other agencies to avoid duplication of services.

1. Who prepared your application?

- Application was prepared by an internal source(s)
- Application was prepared by an external source(s)
- Preparation of the application was a collaborative effort with an external source.
- Other (explain):

2. Please list below any overlap, common associations, common services, working relationships or sub-contractor relationships with any other organizations i.e., board members, personnel or shared services.

3. Describe any networking arrangements that are in place with other agencies.

4. What unique role in the community does the proposed program fulfill that no one else does?

5. Insert your agency's board-approved mission statement only.

6. List the services your agency provides.

7. What specific services will be funded by this request?

8. Have you previously been funded by HSAB? Yes No

Would you like the HSAB to consider changing your funding category? Yes No

Which funding category best matches your services.

Quality of Life

9. Will County HSAB funds be used as match for a grant? Yes No

Grant Award Title:	Purpose:		

Granting Agency:	Amount:	Award Date:	Match Requirement:

Grant Award Title:	Purpose:		

Granting Agency:	Amount:	Award Date:	Match Requirement:

Grant Award Title:	Purpose:		

Granting Agency:	Amount:	Award Date:	Match Requirement:

10. If your organization was awarded HSAB funds in FY 2021, please briefly and specifically explain:

a. How have the 2021 HSAB funds been spent?

b. Were all HSAB funds awarded in FY 2020 spent? Will all HSAB funds awarded in FY 2021 be spent?

c. Were HSAB funds used to leverage additional funding in FY 2021 and if so how?

d. How much additional funding was received?

e. How was the additional funding spent?

11. Have you experienced any changes specific to:

a. Mission Statement. Yes No

What changed?

b. Goals. Yes No

What Changed?

c. Expansion or contraction of services, staff or location. Yes No

What Changed?

d. How prior year funds were spent. Yes No

What changed?

12. Did your agency lose any funding, or partial funding in 2021? Yes No

How much?

--

From what source?

--

Why was funding lost?

--

13. Do you plan to allocate any part of this HSAB grant, if awarded, as a sub-grant to another organization?

Yes No

Please include these on the County HSAB Funding Budget form under "Grants to Other Organizations."

Recipient	Purpose	Amount
Recipient	Purpose	Amount
Recipient	Purpose	Amount
Recipient	Purpose	Amount
Recipient	Purpose	Amount

14. Does your organization allocate sub-grants to other organizations using other (non-County) sources of funding? Yes No

Please include these on the Agency Expenses form, under "Grants to Other Organizations."

Recipient	Purpose	Amount
Recipient	Purpose	Amount
Recipient	Purpose	Amount
Recipient	Purpose	Amount
Recipient	Purpose	Amount

15. Will you or have you applied for other sources of County funding? Yes No

Please include these on the Agency Revenue form.

Source	Amount
Source	Amount
Source	Amount
Source	Amount

16. What needs or problems in this community does your agency address?

17. What statistical data support the needs listed in Question #16? (Provide statistics: Attachment Checklist, Item O)

(Response not required if applying for \$5,000 or less)

18. What are the causes (not the symptoms) of these problems?

(Response not required if applying for \$5,000 or less)

19. Describe your target population as specifically as possible.

20. How are clients referred to your agency?

21. What steps are taken to ensure prospective clients are eligible and the neediest clients are given priority?

22. List all sites and hours of operation. Please note if these sites will be using HSAB funding and whether or not each site is currently utilized by your organization.

23. What financial challenges do you expect in the next two years, and how do you plan to respond to them?

(Response not required if applying for \$5,000 or less)

24. What organizational challenges do you expect in the next two years, and how do you plan to respond to them?

(Response not required if applying for \$5,000 or less)

25. How are clients represented in the operation of your agency?

26. Is your agency monitored by an outside entity? If so, by whom and how often?

(Response not required if applying for \$5,000 or less)

27. hours of program service were contributed by volunteers in the last year (FY2020 - October 1, 2019 through September 30, 2020).

28. Will any services funded by the County HSAB award be performed under subcontract by another agency? If so, what services, and who will perform them?

29. What measurable outcomes do you plan to accomplish in the next funding year?

30. How will you measure these outcomes?

31. Provide information about units of service below. (Response not required if applying for \$5,000 or less).

Service:	Unit (Hour, session, day, etc.)	Cost per unit (current year)

32. Address any topics not covered above (optional).

AGENCY REVENUE

Complete this worksheet for the entire agency. In-Kind will not be included in percentages.

38.

	Proposed Revenue Budget for Upcoming Year Ending:			Projected Revenue for Current Year Ending:		
	/ / 2022			/ / 2021		
Revenue Sources	Cash	In-Kind	%	Cash	In-Kind	%
LOCAL GOVERNMENT:						
			1.#R			1.#R
			1.#R			1.#R
			1.#R			1.#R
			1.#R			1.#R
			1.#R			1.#R
			1.#R			1.#R
STATE:						
			1.#R			1.#R
			1.#R			1.#R
			1.#R			1.#R
			1.#R			1.#R
			1.#R			1.#R
FEDERAL:						
			1.#R			1.#R
			1.#R			1.#R
			1.#R			1.#R
			1.#R			1.#R
			1.#R			1.#R
FOUNDATION:						
			1.#R			1.#R
			1.#R			1.#R
			1.#R			1.#R
			1.#R			1.#R
			1.#R			1.#R
ALL OTHER SOURCES:						
			1.#R			1.#R
			1.#R			1.#R
			1.#R			1.#R
			1.#R			1.#R
			1.#R			1.#R
Total Revenue	\$ 0	\$ 0	26	\$ 0	\$ 0	26

39. What is the current number of employees, full-time and part-time, on the payroll for the entire organization?

There are employees ("snapshot") as of today's date

40. Please list the positions, if any, within your organization that are currently vacant and explain why each position is vacant.

ATTACHMENT CHECKLIST

Item	Help	ATTACHMENT TITLE	ATTACHED		ATTACHMENT	COMMENTS
			YES	NO		
						IF NOT ATTACHED, PLEASE EXPLAIN
EX		SAMPLE ITEM WITH ATTACHMENT	<input checked="" type="radio"/>	<input type="radio"/>		
EX		SAMPLE ITEM WITHOUT ATTACHMENT	<input type="radio"/>	<input checked="" type="radio"/>		This does not apply to our org.
A		Evidence of Annual Election of Officers	<input type="radio"/>	<input type="radio"/>		
B		Unqualified Audited Financial Statement* or Statement of Functional Expenses	<input type="radio"/>	<input type="radio"/>		
C		Copy of submitted IRS Form 990 for most recent fiscal year (2020).	<input type="radio"/>	<input type="radio"/>		
D		Copy of current fee schedule	<input type="radio"/>	<input type="radio"/>		
E		Proof of Registration with Fl. Department of Agriculture & Consumer Services.	<input checked="" type="radio"/>			
E.1		Proof of Exemption with Fl. Department of Agriculture & Consumer Services.	<input checked="" type="radio"/>			
F		Copy of IRS Letter of Determination indicating 501 C 3 status	<input type="radio"/>			
F.1		Copy of GUIDESTAR printout	<input type="radio"/>			
G		Copy of Personnel Manual for hiring policies, drug free workplace and EEO provisions.	<input type="radio"/>	<input type="radio"/>		
H		Copy of Florida Dept. of Children & Families (DCF) License or Certification.	<input type="radio"/>	<input type="radio"/>		
I		Copy of any other Federal or State Licenses.	<input type="radio"/>	<input type="radio"/>		
J		Copy of Florida Department of Health Licences/Permits.	<input type="radio"/>	<input type="radio"/>		
K		Copy of Current Occupational Licenses.	<input type="radio"/>	<input type="radio"/>		
L		Audit Documentation, for recipients of \$100K+ from Monroe County.** (See Instructions)	<input type="radio"/>	<input type="radio"/>		
M		Copy of Organization's Corporate Bylaws.	<input type="radio"/>			
N		Copy of Summary Report of most current Evaluation/Monitoring.***	<input type="radio"/>	<input type="radio"/>		
O		Data showing need for your program. (Q.17)	<input type="radio"/>	<input type="radio"/>		
P		Certification Page - Blank Page is available here.	<input type="radio"/>	<input type="radio"/>		
Q		Other - If additional space is needed to address earlier questions please label and include here.	<input type="radio"/>	<input type="radio"/>		

(B)*Resolution No. 277-2009 - For organizations with total annual expenditures of \$150,000, including the amount of the County grant, an annual audited financial statement from the organization's most recently completed fiscal year and an IRS Form 990 also from the organization's most recently completed fiscal year. (If the audit is qualified, the organization must include a statement

of deficiencies with corrective actions recommended/taken. (L)**Proof CPA who performs audit is a member of the AICPA, malpractice insurance & County considered "intended recipient" of said audit. (N) *** Must include summary of deficiencies and suggested corrective action; may include your responses and actions taken.