

ST. JOHNS COUNTY HEALTH AND HUMAN SERVICES ADVISORY COUNCIL (HHSAC)
EXECUTIVE MEETING MINUTES
August 4, 2022

MEMBERS PRESENT: Charles Daly, Chair; Chip Cover; Lorraine Keith; Kathleen Patneau; Howard Hitzel

MEMBERS ABSENT: Tara Haley; Shannon Nazworth

STAFF PRESENT: Shawna Novak, Director, Health & Human Services; Joseph Cone, Assistant Director, Health & Human Services; Katrina Tanner, Contract Coordinator, Social Services;

BCC LIASON: Commissioner Sarah Arnold
Sarah Taylor – Assistant County Administrator

VISITORS: Via Zoom – Patti Greenough; Debi Redding; Judi Dembowski; Brian Robinson; Becky Yanni; Emma Hayes; Teresa Matheny; Bridgette Varnedoe; Angie Cowling

CALL TO ORDER/ROLL CALL: Chair called the meeting to order at 3:31 p.m. Quorum was present.

PUBLIC COMMENT: None.

NEW BUSINESS:

- a) **New Member Welcome:** Chair Charles Daly welcomed new member Howard Hitzel.
- b) **Funding Recommendations – FY23 Independent Agency Funding:** Shawna Novak reviewed the application, ranking and evaluation process and stated that on April 25, 2022 a notice of funding availability for FY23 was published on the County website, direct emails were sent to the HHSAC distribution list, and a communication plan was initiated. Ms. Novak stated applications were accepted through the eCivis Portal between April 25, 2022, and June 3, 2022, at 3pm, and nineteen applications were received by the deadline. Ms. Novak stated three Advisory Council members, the Health & Human Services (HHS) Social Services Manager, and a United Way representative made up the scoring committee and each member of the committee evaluated all 19 applications via the eCivis Portal. Ms. Novak went on to say the scores were announced at the HHSAC general meeting on July 21, 2022, and the total amount of funding requested from all applications equaled \$3,075,723, while an estimated \$2,144,395 is available pending Board of County Commissioners (BCC) budget approval. Ms. Novak noted this represents a 10% increase from funding in FY22, when total amount of funding was \$1,949,450.

Ms. Novak moved on to funding recommendation methodology and stated priorities are based on data collected through the 2022 HHS Community Needs Survey, in addition to staff knowledge of service gaps and needs. Ms. Novak noted priorities and funding categories differ slightly from FY22 and are: Community Healthcare, including Aging; Affordable Housing and Homelessness; and Employment Opportunities. Ms. Novak stated awards to renewal programs are capped at 10%, consistent with pending BCC funding allocation. Ms. Novak stated capping growth of renewal programs did allow for recommendation of funding of new programs. Ms. Novak said that funding is allocated to the highest prioritized category until all available funds are exhausted, and awards are based on application scores and

ranking, which precludes four programs from being recommended for funding, as agencies scoring less than 65% were not considered.

Ms. Novak moved on to the two funding recommendations and stated in addition to overall methodology reviewed earlier, option 1 would impose a 10% cap on current funding levels of all renewal programs, while option 2 would give exception to this cap to the highest ranked application, with funding at 100% of the request. Ms. Novak noted the highest ranked application had a funding renewal request of 13%. Ms. Novak stated the other difference between the two funding options is funding St. Augustine Society SOS Program at \$93,085 in option 1, as opposed to funding this program at \$79,951 in option 2, which would allow the 100% funding of the highest ranking program. Ms. Novak noted both options allowed administrative funds but with no more than 5% of Personnel and Program costs. Ms. Novak broke down funding recommendation by categories and options stating options 1 and 2 award 64% of all funding to Community Healthcare; funding recommendation option 1 awards 30% of all funding to Affordable Housing and Homelessness and option 2 awards 29% of funding to this category; and finally, options 1 and 2 both award 6% of all funding to Employment Opportunities. Ms. Novak stated funding recommendation 1 would allocate \$1,369,673 to Community Healthcare; funding recommendation 2 would allocate \$1,382,807 to this category. Ms. Novak stated funding recommendation 1 would allocate \$640,722 to Affordable Housing and Homelessness; funding recommendation 2 would allocate \$627,588 this this category. Finally, Ms. Novak stated both recommendation 1 and 2 would allocate \$134,000 to Employment Opportunities.

Discussion ensued. Chip Cover noted that scoring by all agencies seemed to be higher than in prior years and he said he was gratified to see that the Council's efforts to provide grant writing training seems to have made a difference. Mr. Cover also said that he would hope agencies would take time to review scores and comments by evaluators, as well as the opportunity to speak to County staff about their applications. Ms. Novak explained that those reviews and conversations would be a part of next steps and that Ms. Tanner would be discussing funding recommendations, evaluations and scoring, and that she would be working on contracts for funded agencies. There was some question with regard to reducing the proposed award to St. Francis SOS Outreach and Ms. Novak explained that while the program has been in existence, it has not received funding through HHS Independent Agency Funding Program so it has not been monitored by HHS and is an unknown in that regard. Both Mr. Cover and Ms. Keith referred to the quality of the applications, objective and consistent scoring, and subsequent rankings and stated they were in favor of funding recommendation 2, which would award increased funding to the top scoring application. Further discussion ensued. Chip Cover **motioned** to recommend funding option two as presented, to the BCC. Lorraine Keith seconded the motion; recommendation of funding option two **approved unanimously** by the Council

ANNOUNCEMENTS:

Regular Meeting: Thursday, August 18, at 4:00 p.m., Kingfisher conference room, 200 San Sebastian View, St. Augustine, FL.

ADJOURNMENT - Meeting was adjourned at 4:04 p.m.