

**Meeting Minutes of the Monroe County
Human Services Advisory Board (HSAB)
March 13, 2023**

Draft – To be approved at the June 1, 2023, meeting

The First Meeting of the HSAB was conducted via 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 was able to participate in person or via Communication Media Technology (“CMT”) using a Zoom Webinar platform.

Board Members Present: District 5 – Laura Lietaert - Vice-Chairperson
District 2 - Sandy Higgs
District 3 – Rev. Steve Torrence
District 4 - David Manz

Board Members Absent: District 1 – Position Vacant

Staff Members Present: Christine Limbert-Barrows, Assistant County Attorney
Tina Boan, Director of Budget & Finance
Janet Gunderson, Grants Coordinator
Oksana Christow, Grants Coordinator

1. Call to Order and salute to the flag. The meeting was called to order at approximately 10:01 a.m. by Laura Lietaert and led the pledge of allegiance to the flag.
2. Introduction of HSAB members and announcement of affiliations. S. Higgs, L. Lietaert, Steve Torrence, and D. Manz, introduced themselves and stated they were not affiliated with any non-profit organizations.
3. Approval of the Agenda. S. Higgs moved to approve the agenda, seconded by S. Torrence; hearing no objection, the motion passed.
4. Nominations and Elections of Chairperson, Vice-Chairperson and Secretary. S. Higgs nominated Laura Lietaert for Chairperson, seconded by S. Torrence; S. Higgs nominated David Manz for Vice-Chairperson, seconded by S. Torrence; S. Torrence nominated Sandy Higgs for secretary, seconded by David M; all in favor the motions passed.
5. Approval of June 1, 2022, minutes. S. Higgs moved to approve the minutes, seconded by S. Torrence, hearing no objection, the motion passes.
6. Discussion and approval of the FY2024 HSAB funding cycle schedule. L. Lietaert reminded the audience about the previous discussion about late applications and reiterated that applications received after noon, May 4, 2023 (FY24 Application deadline) will not be considered for funding. S. Torrence moved to approve the FY2024 funding cycle schedule, seconded by D. Manz, hearing no objection, the motion passes.
7. Discussion of FY2024 funding process: Application Attachments & Funding History.
 - a) May 4, 2023, Application deadline – S. Higgs suggested highlighting the application deadline in bold on the front page of the grant application.
 - b) No additional revisions to the grant application were requested by the Board.
8. Public comment.
 - Sherrie Schwab, Executive Director, Domestic Abuse Shelter expressed her appreciation of the Board’s service to the community and thanked them for the support.
 - Pastor John Krainer, New Life Church and Kreative Kids Cristian Academy, introduced himself as the new pastor.

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- Vivian Dodge, Executive Director of Chapters Health Hospice stated Chapters Health is a non-profit organization providing hospice services to the community of Monroe County.
9. Other business as appropriate.
- S. Higgs expressed concerns about HSAB Budget being tight and that new agencies lacking a good track record could face challenges receiving funding.
 - D. Manz encouraged applicants to be as detailed as possible on their grant applications making sure to provide background information and a track record of services with an emphasis on offering invaluable services to the County.
 - The Board thanked the non-profit organizations for their continued service.
 - S. Torrence inquired about the status of unexpended funds awarded to each agency last year. L. Lietaert requested staff to provide an expenditure report of the FY2022 HSAB Grants.
10. There being no further business, S. Torrence moved to adjourn seconded by D. Manz. The meeting adjourned at approximately 10:16 a.m.

A video recording of 3/13/2023 Monroe County HSAB meeting is available for viewing online:
<https://monroe-fl.vod.castus.tv/vod/?video=753418ad-ed04-4034-9dbd-4e35e789dc94>