

**Meeting Minutes of the Monroe County
Human Services Advisory Board (HSAB)
March 13, 2024**

The First Meeting of the HSAB was conducted via a hybrid format with the HSAB Board meeting live at the Harvey Government Center, BOCC Meeting Room on the 2nd Floor, 1200 Truman Avenue, Key West. 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, Chairperson
 District 4 – David Manz, Vice-Chairperson
 District 3 – Rev. Steve Torrence
 District 2 – Mary Stella
 District 1 – Damian Vantriglia

Staff Members Present: Christine Limbert-Barrows, Assistant County Attorney
 Tina Boan, Director of Budget & Finance
 Oksana Christow, Grants Coordinator
 Lynn Gonzalez, Administrator, Business Services
 Andrew Roltsch, Financial Analyst

1. Call to Order and salute to the flag. The meeting was called to order at approximately 2:02 p.m. by Laura Lietaert and led the pledge of allegiance to the flag.
2. Introduction of HSAB members and announcement of affiliations. M. Stella, L. Lietaert, S. Torrence, and D. Vantriglia, introduced themselves, confirming they were not affiliated with any non-profit organizations. D. Manz, disclosed representation of the Ad Litem Program for pro bono work, also confirming no affiliation with non-profit organizations.
3. Approval of the Agenda. S. Torrence moved to approve the agenda, seconded by D. Vantriglia; hearing no objection, the motion passed.
4. Nominations and Elections of Chairperson, Vice-Chairperson and Secretary. S. Torrence nominated Laura Lietaert for Chairperson, seconded by M. Stella; S. Torrence nominated Damian Vantriglia for Vice-Chairperson, seconded by L. Lietaert; S. Torrence nominated Mary Stella for secretary, seconded by D. Vantriglia; all in favor the motions passed.
5. Approval of June 1, 2023, minutes. S. Torrence moved to approve the minutes, seconded by D. Vantriglia, hearing no objection, the motion passes.
6. Discussion and approval of the FY2025 HSAB funding cycle schedule. L. Lietaert highlighted the April 26, 2024 deadline at noon for FY25 Applications, stressing that late submissions will not be considered. S. Torrence moved to approve the FY2024 funding cycle schedule, seconded by M. Stella. The motion passes without objection.
7. Discussion of FY2024 funding process: Application Attachments & Funding History.
 - a) New language regarding no funding for capital assets was added to the FY25 Application.
 - b) T. Boan announced that she was directed to maintain the HSAB Funding for non-profit human services organizations at the current FY24 budget level of \$2,203,225.
 - c) The Board deliberated on new applicant considerations and funding allocations, led by D. Manz's proposal for a case-by-case evaluation approach, regardless of prior application history. He emphasized prioritizing the proposed services for funding considering past performance when

**Meeting Minutes of the Monroe County
Human Services Advisory Board (HSAB)
March 13, 2024**

identifying the most needed services for funding recommendations. Other members echoed similar sentiments.

- d) S. Torrence noted consensus among the Board members regarding consideration of the applications.

8. Public comment.

- a) Diana Flenard, Executive Director, MARC, voiced concern over the stagnant HSAB funds allocated to local non-profit organizations, emphasizing the need for funding adjustments that account for the cost of living and conducting business in the Florida Keys.
- b) Heidi Golightly, Executive Director, Keys to Be the Change, discussed the challenge of balancing the request for adequate funding with ensuring alignment with the program's actual needs.
- c) Cali Roberts, Executive Director, Womankind, Cali raised concerns about the missed annual performance reporting deadline by many FY23 HSAB Grant recipients. Tina sought recommendations from the Board on addressing the issue of grant recipients missing reporting deadlines. This initiated a discussion on reinforcing contract obligations for reporting deadlines and consequences of missing them.
- d) Following the Board discussion, it was proposed to include a question to the FY25 HSAB application inquiring whether applicants had missed any specific deadlines, and if so, to provide explanations. Furthermore, a provision will be added in the HSAB contract stipulating that failure to meet specific deadlines would disqualify applicants from applying for funding in the subsequent fiscal year. S. Torrence moved to approve the changes to the application and the contract, seconded by D. Manz. The motion passed without objection.
- e) Sheryl Schwab, Executive Director, Domestic Abuse Shelter, commented on the necessity of reinforcing deadlines and expressed gratitude to the Board for their service to the community, thanking them for their continuous support.

9. Other business as appropriate. None.

- 10. There being no further business, S. Torrence moved to adjourn seconded by M. Stella and D. Manz. The meeting adjourned at approximately 3:06 p.m.

A video recording of 3/13/2024 Monroe County HSAB meeting is available for viewing online:
<https://cloud.castus.tv/vod/monroe/video/65f2121de442b60008816521?page=HOME>