

Quarterly Provider Meeting Notes

*Mayme Frederick Building
1440 Dr. Martin Luther King Jr Blvd, West Palm Beach, FL 33404
Monday, February 8th, 2016
1:00PM – 3:00PM*

1. Welcome –

Sonja Holbrook welcomed everyone to the quarterly provider meeting and gave a quick introduction into the main focus of these meetings, which is to spark a conversation/discussion amongst the providers and the funders.

2. Introductions –

Funders in attendance: Channell Wilkins (CSD), David Rafaidus (CSD), Randy Paul (CSD), Amalia Hernandez (CSD), Thomas Eaton (CSD), Sonja Holbrook (CSD), Stessy Cocerez (CSD), Vivian Blackmon-Taylor (CSD), Roger Nielson (CSD), Waldemear Lugo (CSD), Sharon O'Neill (CSD)

Providers in attendance: Calvin Phillips (The Lord's Place), Heather Sandala (The Lord's Place), Michael Nadal (Gulfstream Goodwill), Megan Johnson (Families First of PBC), Denise Chin (Families First of PBC), Kathy Serock (Children's home Society of FL), Matthew Constantine (Adopt-A-Family), David Lin (Palm Beach Habilitation Center), Pam Berry (The Salvation Army), Shalonda Warren (Sickle Cell Foundation), Karis Engle (The Glades Initiative), Daniel Gibson (The Lord's Place), Daniel Ramos (Center for Family Services), Laika Sanchez (Legal Aid Society of PBC), Latrice Dean (Legal Aid Society of PBC), Brenda Oakes (United Way of PBC), Denese Wright (The Salvation Army)

3. Planning & Evaluation Updates (Sonja Holbrook) –

- Sonja Holbrook discussed the RFP process for this upcoming year and briefly went over what the tentative timeline will look like.
- All providers were reminded that the outcome evaluation component of the monitoring is a work in progress.
- The Community Services Department is looking to align our outcomes with HUD outcomes where appropriate.
- This year we are focusing on what data is currently being collected, how is it being collected and tracked, the measurement tools used, the use of the database, and a review of client files.
- Like us on FACEBOOK- flyer for the CSD was disseminated.
- Agencies were asked if they have some sort of distinction between "FAA clients" and "non-FAA clients". Only Sickle Cell and Palm Beach Habilitation Center indicated that they did have "FAA clients".
- The FAA staff is teaming up with Wally, from the Division of Human Services, to work on the continuing development of Client Track and ultimately track outcomes through this database. As always the agencies are still required to track client outcomes.
- Vivian Blackmon-Taylor also reminded the agencies that they should no longer be entering any information into the old FAA website/system; instead, agencies are entering into one of the three databases but should still develop their own internal method for tracking outcomes.

4. Contract/Monitoring Updates (Amalia Hernandez) –

- Amalia Hernandez asked the room if everyone had received the email regarding the Non-profits First Certification and if everyone understood the form and the process.

- Grants Compliance Specialists will review the forms and make recommendations; the ‘approvals’ and ‘exemptions’ will be done on a yearly basis.
 - Amalia also discussed the reporting of incidents at the agencies; incident reports must be submitted via the HIPAA secure site, which will be managed by Randy Paul.
 - The requirements on incident reporting will be amended to specify what situations need to be reported on.
5. Fiscal Updates (Thomas Eaton) –
- Thomas Eaton informed everyone that any issues regarding money being held up should be addressed to him A.S.A.P.
 - The fiscal team is becoming stricter with the budgets.
 - Thomas reminded everyone that if any changes occur throughout the year that deviates from the original budget, the agencies must submit an amendment.
 - A new program budget form was developed and will be approved and distributed in March/April; for now the form will not be required if an agency already has their own simple-to-interpret method. For the RFP and for next year’s contracts/renewals the new form will be required.
6. Good News /Concerns –
- Channell Wilkins mentioned the upcoming BCC agenda that will be discussing the penny tax issue.
 - Shalonda Warren from Sickle Cell Foundation shared her good news story from the last meeting about a 13-year-old girl that had been nominated for the Seasons to Share Campaign (The Palm Beach Post) and selected; Sickle Cell Foundation received funds, as a result of this, to provide services for them that were outside their contract. They were able to do some home improvements that helped enhance the family’s quality of life and this resulted in reduced sickle cell related crises for the young girl. She is now a candidate for life-saving bone marrow transplant surgery that will enable her to no longer experience crises from her disease. Shalonda said that if the young lady had not been a part of their agency’s FAA program, she may never have had that relationship with her and helped to change her life.
 - Brenda Oakes reminded the agencies that wish to participate in this year’s Great Give that they must register by March 31th, 2016 and the event will occur on May 3rd, 2016.
 - Daniel Gibson from The Lord’s Place briefly touched upon the challenges with HUD wanting to eliminate funding for Permanent Supportive Housing; a brief discussion ensued.
7. Announcements / Closing Statements –
- Sonja Holbrook then thanked everyone for attending and reminded them that we would see them again in May, if not sooner.