

**LEE COUNTY  
COMMUNITY ACTION AGENCY/NEIGHBORHOOD DISTRICT COMMITTEE  
QUARTERLY MEETING**

**December 19<sup>th</sup>, 2023  
Virtual Meeting 4:00 p.m.  
Microsoft Teams Meeting ID: 255 688 018 742  
Passcode: eVJYDf  
or call  
1-321-414-2159  
Phone Conference ID: 391 856 565#**

**I. Call To Order – Roll Call - \*Establish Quorum**

**A. Members Present**

1. Members Absent/With Excuse

**B. Approval of October 24<sup>th</sup> Minutes \***

**II. Program Reports**

- A. Community Service Block Grant**
- B. Client Satisfaction Survey Report**
- C. LIHEAP Budget**
- D. PFR Contract List**

**Kim Hustad  
Kim Hustad  
Kim Hustad  
Kim Usa**

**III. New Business**

- A. Community Needs Assessment**
- B. Kim Hustad’s Replacement**
- C. FGCU Micro-Credentialing and Digital Badges Program**
- D. Area Agency on Aging of Southwest Florida Overview**
- E. Sunshine Law**
- F. 2024 CAA/NDC Meeting Schedule**

**Clare Molloy  
Kim Hustad  
Aimee McLaughlin  
Maricela Morado  
Amanda Swindle  
Kim Hustad**

**IV. Adjournment**

**\*Item Needing Action**

In accordance with the Americans with Disabilities Act, Lee County will not discriminate against qualified individuals with disabilities in its services, programs, or activities. To request an auxiliary aid or service for effective communication or a reasonable modification to participate, contact Joan LaGuardia, (239) 533-2314, [ADArequests@leegov.com](mailto:ADArequests@leegov.com) or Florida Relay Service, 711. Accommodation will be provided at no cost to the requestor. Requests should be made at least five business days in advance. For additional information, please contact: John Wiggins, Lee County Human and Veteran Services at 533-7934.

**LEE COUNTY  
COMMUNITY ACTION AGENCY/NEIGHBORHOOD DISTRICT COMMITTEE  
QUARTERLY MEETING**

**October 24<sup>th</sup>, 2023  
Virtual Meeting 4:00 p.m.  
Microsoft Teams Meeting ID: 241 405 572 207  
Passcode: cqMgJR  
or call  
1-321-414-2159  
Phone Conference ID: 655 594 719#**

**I. Call To Order – Roll Call - \*Establish Quorum**

**A. Members Present**

Maricela Morado  
Aimee McLaughlin  
Timohty Hennessy  
Gary Willoughby  
Carolyn Johnson  
Carl Baxter  
Amanda Brunson  
Carmen Henry  
Julian Ramirez  
Amy Earley  
Gwynetta Gittens

1. *Members Absent/With Excuse:*

Dawn Belamarich

2. *Members Absent/Without Excuse:*

Robert Hill

3. *Staff Present:*

Kim Hustad  
Jason Coleman  
Melanie Arias

*The meeting was called to order. Roll was taken by Melanie Arias and a quorum was established.*

**B. Approval of September 19<sup>th</sup> Minutes \***

Maricela Morado called for the approval of September 19<sup>th</sup>, 2023, meeting minutes. Timothy Hennessy made a motion to approve the September 19<sup>th</sup> meeting minutes. Carl Baxter seconded the motion. The motion carried and the minutes were approved.

## **II. Program Reports**

### **A. Community Service Block Grant (CSBG)**

**Kim Hustad**

Kim Hustad discussed the Community Service Block Grant report for the months of August, September, and October. She stated that in those months, Lee County Human and Veteran Services (LCHVS) has spent \$90,500 and served 47 households through the Homelessness Prevention Program. Kim Hustad also stated that they are going through the funding quickly. Gwynetta Gittens inquired about the allotted time that the funding is for. Kim Hustad explained that the grant ends June 30<sup>th</sup>, and she predicts that the funding will be spent out before then. Kim Hustad stated that at this moment they currently have about \$154,000 in CSBG Funds and once that funding runs out, they will switch over and begin to use County General Revenue Funds, which is about \$400,000. Gwynetta Gittens asked about the initial funding through County General Revenue Funds and if the awarding of CSBG Funds deducts from the original amount awarded from County General Revenue Fund. Kim Hustad explained that the amount awarded in CSBG doesn't affect the amount awarded through County General Revenue Fund, and that LCHVS receives the CSBG Funds plus the County General Revenue Funds, and that the Federal funding is spent first and then when that runs out, the local funding is used. She also explained that between the two funding sources, LCHVS has received approximately \$800,000 for the year. Carolyn Johnson inquired about the neighborhoods reapplying for funding through the Community Development Block Grant (CDBG). Kim Hustad explained CSBG is a federal allocation based on poverty level, and that it comes from Health and Human Services through the Florida Department of Commerce. She explained that CDBG are HUD funds that go directly from the federal office to the regional office, and then to LCHVS, and that she is unsure if they are going to put out RFPs for neighborhoods for CDBG funding.

### **B. Client Satisfaction Survey Report –**

**Kim Hustad**

Kim Hustad gave an overview of the recent Client Satisfaction Survey Report. She read several positive Client Satisfaction Reports where clients expressed their gratitude and overall satisfaction with staff members from LIHEAP and Rapid Re-Housing, and the assistance received from Lee County Human and Veteran Services.

### **C. LIHEAP Budget –**

**Kim Hustad**

Kim Hustad discussed the LIHEAP Budget. She stated that LIHEAP funds has been drastically reduced and Lee County Human and Veteran Services is required by contract to make the LIHEAP funding last until June 30<sup>th</sup>, 2024. She explained that they were only awarded \$2.2 Million, and that the Florida Department of Commerce will only be releasing the funding in quarters. She stated that starting on October 23<sup>rd</sup>, 2023, due to the reduction in funding and the funding being released in quarters, Lee County Human and Veteran Services will only be accepting twenty (20) applications per day and once the twenty (20) applications are received, the application portal is shut down. She explained that also due to funding reduction and the funding being released in quarters, they will also only be serving the Federal Priority Groups, which include households with a member that is sixty (60) years or older, households with a member with a documented disability, and households with a child the of five (5) or under. Gwynetta Gittens inquired about the needs of the community during the holidays. Kim Hustad explained that the biggest season that hits LCHVS is in the months September to November, due to the heating season over the summer. She explained that in the first quarter, they made a strategic decision to not implement these changes or restrict the applications due to communities need of assistance with high electricity bills caused by the extreme heating season this year. Maricela Morado inquired about the \$4 million in funding that has not yet been released. Kim Hustad stated that a conference called was held with the Florida Department of Commerce and that they informed her that it would have to go through a legislative process to be added to the budget and released.

## **III. New Business**

### **A. New Homeless Impact Manager, Jason Coleman –**

**Kim Hustad**

Kim Hustad introduced the new Homeless Impact Manager, Jason Coleman.

Jason Coleman introduced himself and stated that he has been working at Lee County Human and Veteran Services (LCHVS) for approximately two years with the LIHEAP Program. He explained that he came to LCHVS from Public Safety, which he has been at for thirty (30) years and has been a Medic for

the past fifteen (15) years. He expressed his excitement to be apart of LCHVS and to contribute to helping the citizens of Lee County.

**B. Community Needs Assessment –**

**Clare Molloy**

Kim Hustad discussed the Community Needs Assessment as Clare Molloy was absent. She stated that there was no update at this time. She explained that Clare Molloy is currently working with Procurement on this and hopefully by the end of the week, a consultant for the Community Needs Assessment will be selected.

**C. Seating of New Members\* – Amy Early, Vacharee Howard-**

**Maricela Morado**

Maricela Morado and Kim Hustad discussed the seating of new members. Kim Hustad explained that even though some Board Members are appointed to their position by the Lee County Board of County Commissioners, and some are elected by neighborhoods or organizations that represent out consumer population, the Community Action Agency must vote and accept those appointments. She also explained that the Board must vote to accept the appointment of Amy Earley and Vacharee Howard. Kim Hustad stated that Vacharee Howard is from NAMI Lee, and she represents those with persistent mental illness.

Timothy Hennessy made a motion to accept the appointment of Amy Earley and Vacharee Howard, Carolyn Johnson seconded the motion. Motion carried and the appointments were approved.

**D. Election of Board Secretary\***

**Maricela Morado**

Maricela Morado and Kim Hustad discussed the election of the Community Action Agency Board Secretary. Kim Hustad explained the Secretary, reviews the meeting minutes transcribed by Lee County Human and Veteran Services, and signs off on the meeting minutes. The Board nominated Timothy Hennessy as the Community Action Agency Board Secretary.

Carolyn Johnson made a motion to approve the election of Timothy Hennessy as the Community Action Agency Board Secretary. Gwynetta Gittens seconded the motion. The motion carried and the election of Timothy Hennessy as the Board Secretary was approved.

**E. Employment Services in Lee County**

**General Discussion**

Employment Services in Lee County were discussed by Julian Ramirez, Carolyn Johnson, and Carmen Henry.

Julian Ramirez stated that the Quality Life Center has a case manager and partnership with AMI Kids, they will be offering job placement and Career Readiness Training.

Carolyn Johnson stated that Goodwill Industries has eight (8) Community Resource Centers throughout the community and seven (7) of those are co-located with their Goodwill stores. She explained that this means that you can walk into Goodwill's main store doors, and you will see a Community Resource Center within the stores. She explained that in these centers, they provide free computer access, and you can work at your own pace, or you can join a class. She also explained that they offer introductory classes like, Introduction to Digital Navigation, to learn things like how to use Google or Microsoft Word. They also have employability workshops in which they develop a curriculum, where you come in once a week for four (4) weeks, and they teach about computer navigation, creating a resume, dressing to impress, and any other soft skills needed for employment. She stated that at the end of the four (4) week employability workshop, along with a certificate, the individual will have a resume that's updated and soft skills that will assist with gaining employment. Carolyn Johnson stated that Goodwill does several hiring events throughout the year, and they also have a small employability workshop prior to these hiring

events, so that they can connect clients with employers and by the time the client shows up to that hiring event, the employer is expecting to see them and the resume that was created. Carolyn Johnson explained that they also offer these tool and services to seniors as well be because there are many seniors that feel alienated especially during COVID because they didn't how to use their devices and couldn't connect with others, so they have noticed an uptick of seniors wanting to learn how to use their smart phones and devices. She explained that they have been working with a group of seniors that come every Tuesday and learn how to do all things electronically like communication and paying bills, etc. They are possibly going to start an MOU with CASL and their residents to provide them services like employability training.

Carolyn Johnson stated that Goodwill partners with CareerSource of Southwest Florida. She stated that CareerSource is the agency that the State of Florida provides funding to in order to provide employment services and that they need partners to help them get their numbers. She also stated that the way that works is that a client will go to Goodwill's Community Resource Center and go through the employability metric system that CareerSource uses and they provide them with services at both agencies. She explained that when Goodwill refers a client over to CareerSource, they get a portion of that referral funding from the State of Florida. She stated that because CareerSource also has an employability workshop program, the two workshop programs work together on Mondays and Fridays.

#### IV. Adjournment

Carl Baxter made a motion to adjourn the meeting, Gwynetta Gittens seconded the motion. the motion was approved and the meeting adjourned.

X 

Maricela Morado  
Chair

X 

Timothy Hennessy  
Secretary

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**COMMUNITY SERVICES BLOCK GRANT  
FY 2023 - 2024 QUARTERLY FINANCIAL REPORT**

RECIPIENT: LEE COUNTY BOARD OF COUNTY COMMISSIONERS  
CONTRACT NUMBER: E2008

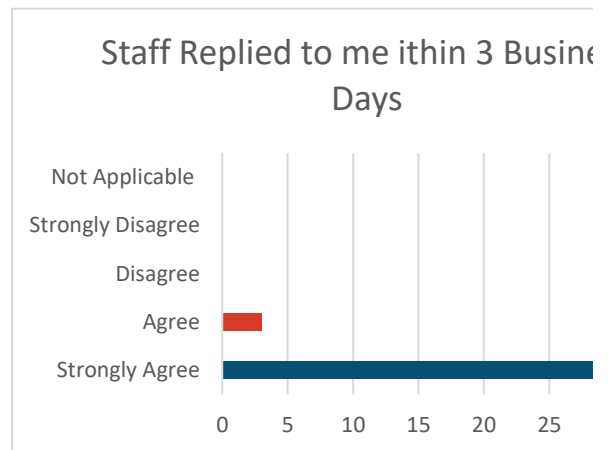
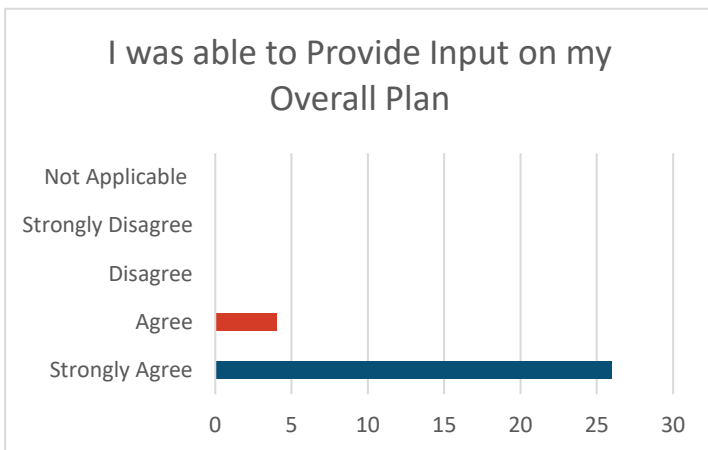
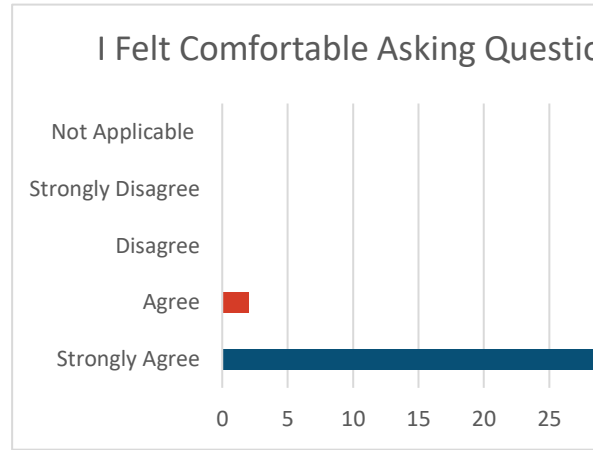
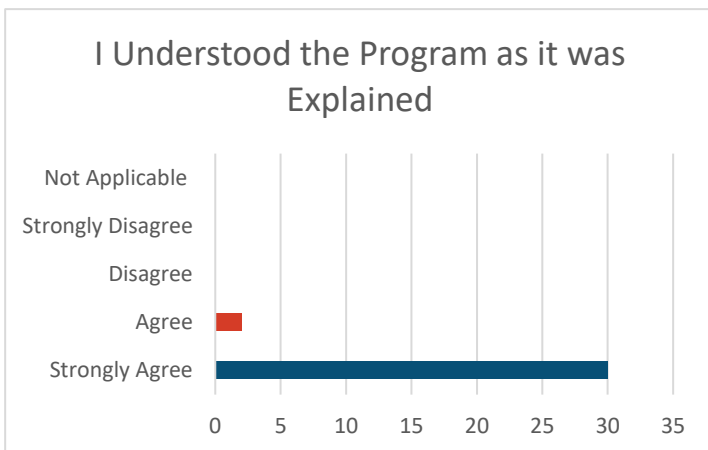
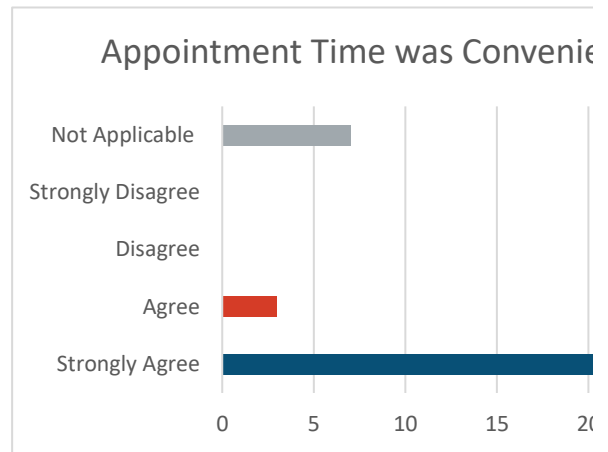
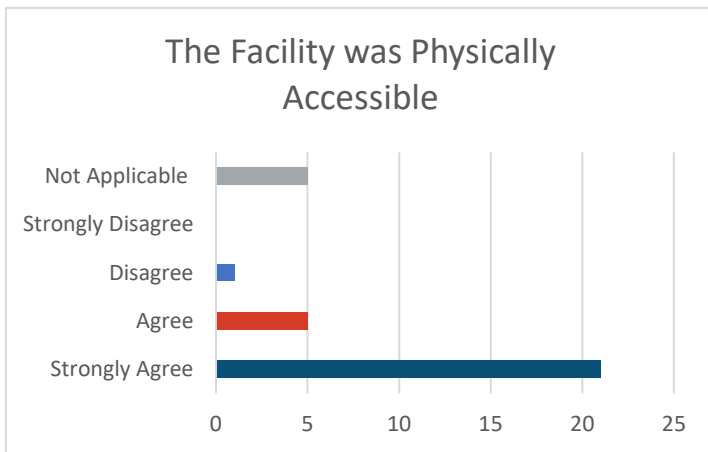
QUARTERLY REPORTING  
JUL - SEP 2023

EXPENSE CATEGORIES	FY24 BUDGET			TOTAL EXPENDITURES				Year-to Date	Unexpended Balance	Percent
	Beginning Balance	Additional Allocation	Total Allocated	1ST Quarter	2ND Quarter	3RD Quarter	4th Quarter			
CSBG GRANT FUND NFA# 042714	\$489,233.00	\$0.00	\$489,233.00	\$48,652.14	\$0.00	\$0.00	\$0.00	\$48,652.14	\$440,580.86	10%
CSBG GRANT FUND NFA# 041191	\$168,861.55	\$0.00	\$168,861.55	\$60,470.41	\$0.00	\$0.00	\$0.00	\$60,470.41	\$108,391.14	36%
<b>TOTAL FUNDS</b>	<b>\$658,094.55</b>	<b>\$0.00</b>	<b>\$658,094.55</b>	<b>\$109,122.55</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$109,122.55</b>	<b>\$548,972.00</b>	<b>17%</b>

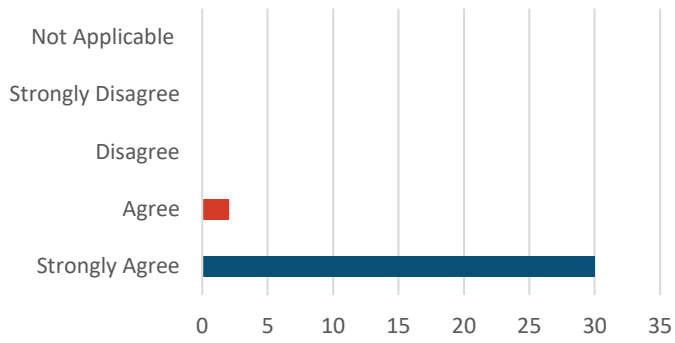
JUL - SEP      OCT - DEC      JAN - MAR      APR - JUN

# Human and Veteran Services Customer Satisfaction Survey

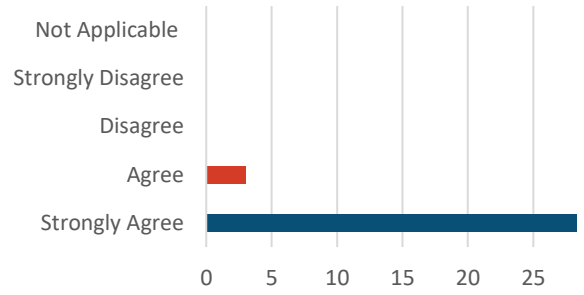
## October - December 2023



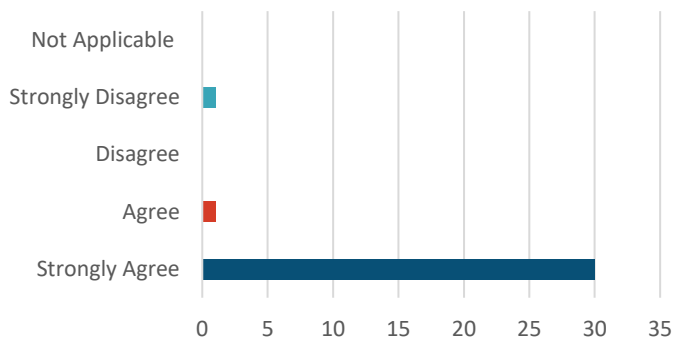
### Staff treated me with respect



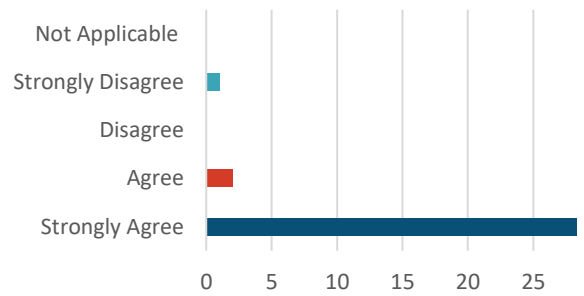
### My program eligibility was assessed fairly



### The program met my needs



### I am satisfied with the program outcome









Abuse Counseling and Treatment, Inc.
Affordable Homeownership
AIDS Healthcare Foundation
Basic Learning Skills Learning Center
Big Brothers Big Sisters
Blessings in a Backpack
Boys & Girls Clubs
Catholic Charities DOV
Center for Independent Living GC
Center for Progress & Excellence
Center for Progress & Excellence
Children's Advocacy Center of SWFL
Children's Network of Southwest Florida
Community Cooperative
Deaf & Hard of Hearing Center, Inc.
Dr. Piper Center for Social Services
Early Learning Coalition of SWFL, Inc.
Family Health Centers of SW FL
Goodwill Industries of Southwest FL
Heights Center, Inc.
Hope Clubhouse
I Will Mentorship Foundation
Impact for Developmental Education
LARC, Inc.
Lee County Housing Development Corp.
Lee Memorial Health System (Lee Health)
Lighthouse of Southwest Florida
Lutheran Services
New Horizons of Southwest Florida
Our Mother's home of SW FL, Inc.
Pace Center for Girls, Inc.
Project Dentists Care SWFL, LLC
Protected Harbor
Quality Life Center of SWFL
Senior Friendship Centers, Inc.
The Salvation Army
United Way
Valerie's House
YMCA of Southwest Florida