

**LEE COUNTY
DEPARTMENT OF HUMAN SERVICES**

**Partnering For Results Proposal Review Panel Advisory Committee
Final Meeting 2016-2017 (BOCC Recommendation)**

**Thursday, September 29, 2016
Meeting Minutes**

ATTENDANCE

REVIEW PANEL MEMBERS

Orv Curry
Edward Fritz
Dana Kinnard
Terri Kinsey
Thomas Koester
Sandra Lepley
Edmund McHale
Hannah Pelle

Paul Poland
Tiffany Salters
Karin Sims
Larry Steinborn
Suzy Valentine
Elizabeth Vaughn
Jon Vertrees

DEPARTMENT OF HUMAN SERVICES (DHS) STAFF

Deanna Gilkerson, Contracts Coordinator
Maxine Gibbs, Contract Specialist
Candace Selby, Contract Specialist
Sally Flint, Administrative Assistant

BIDDERS AND VISITORS

Danyale Kinney, United Way
Jill Turner, CAC of SWFL
Joey Belanger, YMCA
Sara Jordan, PACE
Mary Turner, PACE
Vickie Rydz, Goodwill SWFL
Roxanne Smith, AHF/ICAN
Nida Eluna, Dr. Piper Center
Susan Hoffman, Lighthouse SWFL
Roseann Albertario, AFCAAM
Hadley Lolli, New Horizon of SWFL
Karen Turcotte, Children's Network

- I. Welcome and Introductions and Quorum Established (14 Review Panel Members needed)

Ms. Deanna Gilkerson began the meeting at 1:10 with the introduction of attendees.
Quorum established with 15 Review Panel members present.

- II. Nominations & Election of Chairperson

Motion made by Larry Steinborn and seconded by Edward Fritz to nominate Suzy Valentine as Chairperson of the Review Panel. The motion passed unanimously.

- III. Review and Approval of 8-15-16 Meeting Minutes

There were no changes to/or discussion of the meeting minutes from August 15, 2016. **Motion** to approve the minutes made by Orv Curry and seconded by Edward Fritz. The motion passed unanimously.

IV. Discussion of Ranking of Proposals and Vote on Recommendation

Review Panelist, Paul Poland noted that there had been a potential conflict of interest for one of the proposals assigned to him as his supervisor is on the Board of Director's for Quality Life Center. It was recommended by legal staff that to avoid any appearance of a conflict, Mr. Poland should abstain from reviewing or scoring the proposal.

Ms. Gilkerson reported that the Board of County Commissioners approved the amount of funding available at the budget hearing on September 20, 2016. Based on the budget amount approved and amount requested from proposals, all programs would be eligible to be funded.

Ms. Valentine noted that since all proposals could be funded, there was little need to discuss the ranking in detail and she asked for any comments before the vote.

Mr. Thomas Koester complimented the agencies on their steady increase of quality of the proposals over the past 5 years of which he has participated on the review panel. Discussion continued on the positive input and value of services provided by agencies.

The motion to approve the list of proposals as presented in order of team score was made by Mr. Orv Curry and seconded by Mr. Larry Steinborn and passed unanimously.

Ms. Gilkerson stated that surveys will be distributed regarding the process and asked that suggestions/recommendation be submitted to help with the process next year.

Numerous agencies expressed appreciation to the Review Panel for the time they spent on the process and for the constructive feedback that is provided and to staff for facilitating the process.

Ms. Valentine thanked the DHS team i.e. Ms. Deanna Gilkerson, Ms. Maxine Gibbs and Ms. Candace Selby for their hard work and the enormous effort put forth in pulling this project together; as well as the mutual cooperation of the Review Panel.

The Review Panel also noted a thank you to the Board of Commissioners for their insight in supporting the need for social services assistance in the County.

One review panelist wanted to go on record as saying that the extra money could have been used for Social Services as there continues to be such a need in the County, instead of it being rebated back through reduced millage.

The motion was made to adjourn the meeting by Mr. Edward Fritz and seconded by Ms. Hannah Pelle. The motion passed unanimously.

Meeting adjourned at 1:17.