** Draft- Human Services Advisory Board Action Minutes**

**Meeting Date/Time: Virtual Meeting, October 6, 2020/6:30pm**

**Members Present Chapel Hill:** Carolyn Fanelli (Chair), Amy Liu (Vice-Chair), Mary Andrews, Kate Henz, Josh Ravitch, and Mychal

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**Members Absent:**

**Members Present Carrboro:** Wes Knepper

**Staff and Others Present**: Jackie Thompson, Sarah Vinas, Anne-Marie Vanaman (Town of Carrboro), Cordelia Heaney, Jackie Jenks,

Kristin Lavergne, Robert Marin, Katherine Stanley, and Joseph Paul Naughton-Travers.

| **Agenda Item** | **Discussion Point** | **Motions** | **Votes/Actions** |
| --- | --- | --- | --- |
| **OPENING** |  |  |  |
| Call to Order | The Chair called the meeting to order at 6:30 p.m. |  |  |
| Roll Call | All members of Chapel Hill Human Services Advisory Board were present.  There were no Petitions from the public. |  |  |
| Approval of Agenda |  | Josh Ravitch made, and Kate Henz seconded a motion to approve the agenda. | The motion was adopted unanimously (6-0). |
| Welcome  Approval of Minutes: | The Chair welcomed and acknowledge that members from Carrboro Human Services Commission and applicants applying to serve on the HSAB were invited to attend the meeting.  September 10, 2020 Draft Action Minutes | Amy Liu made, and Josh Ravitch seconded a motion to approve the September 10, 2020 Draft Action Minutes. | The motion was adopted unanimously (6-0) |
| Staff Update | Jackie Thompson reported that staff from Carrboro, Chapel Hill and Orange County are continuing to meet to discuss and prepare for FY2021-2022 Outside Agency Application process. She will keep the Board updated on the progress.  She also informed the Board that a virtual Performance Measure Workshop is scheduled for October 28th. Invitation will be sent out to Board members and agency partners.  In response to the Annual Human Services Survey, staff reached out to six nonprofits to find out what factors led to their agencies needing so many hours completing the Outside Agency Application and what suggestions they had to reduce the number of hours needed to complete the application. Based on the information received there were many contributing factors such as: New personnel completing the application, time spent gathering information, rewriting narratives to reflect with the Town’s framework, budget format inconsistent with accounting system, recording keeping not a priority and formatting to the Town’s format.  Sarah Vinas provided an update on the COVID response and recovery work in human services:  We are continuing our partnership with the Food Bank to distribute food weekly. Food is being distributed to 200-300 families weekly. We are coordinating with other food access organization and distribution sites to ensure that there is food distribution daily across the county.  Continuing to support YMCA and the School System in their Scholastic Support Centers, which are taking place at two town facilities. They are providing 100 children with scholastic support.  A new initiative was launched with Refugee Community Partnership to provide Neighborhood Support Circles, which offer neighborhood based scholastic and childcare support to low income families.  We are continuing to distribute mask to our community partners. Also continuing to support the County-wide Emergency Housing Assistance Program. We have relied on CARES Act Funding to support these efforts. We dedicated, as a Town $562,000 of CARES Act funding to Human Services activities.  We received two rounds of CDBG COVID funding in the amount of $536,00 much of that was dedicated to Emergency Housing Assistance. The second round of funding just came through and we are in the process of determining how those funds will be used. In total we have dedicated 1.1 million dollars to Human Services activities. The CARES Act Funding must be spent by the end of December. With the CDBG funding we have a longer time frame to spend. |  |  |
| **OLD BUSINESS** | None |  |  |
| **Agenda Item** | **Discussion Point** | **Motions** | **Votes/Actions** |
| **NEW BUSINESS** |  |  |  |
| Community Impact Award Recipients update – Compass Center for Women and Families and Inter Faith Council for Social Services  Board Application Discussion  Election of Officer | Cordelia Heaney, Executive Director of the Compass Center stated their services are threefold that consist of: Domestic Violence, Self-Sufficiency Services, and Community Education Services.  Receiving the Community Impact Award has been essential during this turbulent period knowing that they have the community support has given them capacity to leverage other funding to expand their reach.  October began the silent phase of a fundraising campaign project called Safe Homes. The goal is to use an innovative scattered site approach to rent multiple apartments in Orange County, that will be used for domestic violence emergency housing. The quite phase of the goal is to raise $675,000 by the end of this year. They have just about reached their goal.    The Compass Center considers their services to be essential. During the pandemic, the Center has developed plans to ensure continued access to critical services for the community. They have been able to connect virtually with clients to continue to offer support groups, domestic violence protective orders, financial and career, volunteer training, coaching. It is challenging because some clients do not have a safe place to use technology or technology challenges. If clients are not able to meet virtually, they meet with them at the office. They have seen an increase in Latinax and undocumented clients.  Diaper Bank services are postponed but should be reinstated next week.  Cordelia thanked the Board for their support and for having her come and give the Board an update.  Jackie Jenks, Executive Director and Kristin Lavergne, Community Services Director from the Inter Faith Council for Social Services (IFC) gave an overview of their programs.  Jackie thanked the Town and Board for their support and partnership. The Community Impact Award has helped them do their job this year.  IFC has three main program services: Shelters and Housing, Community Services and REAL Transformation Programs. The Community Impact Award supports the Shelter and Food Security Programs.  One of the major accomplishments is the ability to stay open and provide all services with no disruption. Services were tweaked in terms of how they were done. They have continued to provide same level services and more.  During the first part of the pandemic the shelters were sanitized, members were provided protection, and education on how to be safe.  IFC partnered with the County and Town to move single adult shelter clients to a hotel in mid-May, so that clients could have their own sleeping quarters and bathroom. IFC is continuing to get month-to month extension on the stay at the hotel.  Families remained at the HomeStart Shelter because each family has their own room and bathroom. They do share kitchen facilities and have educated the clients on how to be safe.  The hotel and Homestart families continue to receive meals. Families are beginning to feel isolated, so more case management is being offered.  Community kitchen is opened Monday – Friday serving lunch and dinner. Switched from dinning-in to takeout.  There has been an increase in Financial Services. Intake for services is being taken over the phone.  Food Pantry intake is available by phone and groceries are distributed in the parking lot to minimize contact.  Continue to give-out masks to volunteer and members, and families that are accessing services.  From March to September of this year vs March to September of last there has been a 13% increase in new household.  From March to September of this year vs March to September of last there has been a 7% increase in the pantry.  IFC Commons, new building going up in Carrboro, looking to have grand opening at the beginning of the year. There is community meeting space, showers, and lockers for unsheltered community members.  Amy Liu gave an overview of the Human Services Advisory Board. The Board members answered questions and heard from applicants Robert Martin, Katherine Stanley, and Joseph Paul Naughton-Travers on why they applied for the HSAB.    After much discussion about the diversity of the board, they voted to recommend that Carolyn Fanelli and Mary Andrews be reappointed. The Board will invite its most recent applicant to attend the November meeting, following Boards best practice of inviting applicants to a meeting to introduce themselves and ask questions about being a Board member. | Carolyn Fanelli made a motion to provide a recommendation to the Council to fill two of the three open seats at this time and wait until its November meeting to make a recommendation for filling the third vacancy.  Kate Henz made, and Josh Ravitch seconded a motion to elect Carolyn Fanelli as Chair.  Kate Henz made, and Carolyn Fanelli seconded a motion to elect Amy Liu as Vice-Chair. | The motion was adopted (5-1)  Yes – Carolyn Fanelli  Kate Henz  Amy Liu  Josh Ravitch  Mychal Weinert  No – Mary Andrews  The motion was adopted unanimously (6-0)  The motion was adopted unanimously (6-0) |
| **ADJOURNMENT**  Next Regular Scheduled Meeting is November 12, 2020. | The meeting adjourned at 8:45 pm. | Mary Andrews made, and Kate Henz seconded a motion to adjourn. | The motion was adopted unanimously (6-0) |