

**County of Volusia
 Children and Families Advisory Board
 RFP Pilot Program Sub-Committee Meeting
 Tuesday, September 1, 2009 2:00 pm
 Thomas C. Kelly Administration Center
 County Council Chambers, Room 204
 123 West Indiana Avenue
 Deland, FL 32720**

RFP Pilot Program Sub-Committee Minutes

Members Present	Members Absent	County Staff Present
Carrie Baird	Dr. Henry Martin	Edward L. Jasper, Community Assistance Director
Susan Caplan Perry		Diana Phillips, Housing and Grants Administration Manager
David Kerr		Peggy Johnson, Children's SVCS Coordinator
		Pam Wilsky, Purchasing Agent II

Call to Order

David Kerr called the meeting to order at 2:03 pm.

Roll Call

Peggy Johnson.

It was determined that a quorum was present.

Item 1 – County Council RFP pilot program selection

Staff Report -Diana Phillips

The RFP pilot program sub-committee is to create the scope of work and the evaluation criteria for the RFP pilot program, Homeless Children and Youth. Pam Wilsky, Procurement Analyst, from the Purchasing Department, is present to assist the sub-committee with the RFP pilot program procurement process. The goal for today is to finalize the draft of the scope of work and provide to Pam Wilsky so that the RFP will be ready to present to the full board on September 15, 2009.

Public Participation

Gail Camputaro, Council on Aging, advised that as of January 2010 there will be a new 990 form that will have even more detail.

Board Discussion

David Kerr asked Pam Wilsky if the 990 would work for the RFP. According to Pam Wilsky it should not be an issue. Susan Perry provided documents from the Homeless Coalition: a list identified priorities/services, risk factors for homelessness, housing inventory charts and summary. She read into record for the FY 2008-2009 emergency transition housing that we have 3,298 unduplicated clients that were served in housing and of that 1,090 were below 18 years of age, who were school age children. Most children who are homeless, 40% of the time, go to two different schools, and 28% attended three or more schools per year. The goal is to stabilize the child so that they stay in the same school because just keeping them housed and fed is not going to help their grades or stability. Susan Perry also indicated that the number of homeless children under the age of five has quadrupled in the past few years.

David Kerr asked if we want to target a specific age. Carrie recommended the 0-5 years as being the most critical age category. She also recommended not duplicating services that the county already provides. Diana Phillips advised that we are going to be implementing the Homeless Prevention and Rapid Rehousing Program for a period of 18 months. There is \$465,000 available for this program.

The board discussed the eight elements. They are:

1. Outreach
2. Rent/Utilities
3. Housing (Emergency Housing Assistance)
4. Case Management
5. Transportation (parent to workplace)
6. Tutoring/Homework Assistance
7. Daycare for working parents
8. After School Programs (Elementary)

Susan Perry agreed that while the first three are duplication in service, people cannot afford to stay in their homes, and without that key factor all the other things we do, case management, tutoring, daycare, is nothing.

Carrie Baird asked if there were any of the eight items that the county doesn't address. Diana Phillips indicated it does not addresses 6, 7 and 8. David Kerr focused back on age. Carrie Baird suggested 25 years and under who are head of household with children or those who are pregnant. Susan Perry added someone who is a disabled homeless parent. All are in agreement that payments should exclude dollars for clothing and food.

Pam Wilsky indicated that the goal of the RFP is to achieve an outcome. The sub-committee agreed that they are comfortable with all 8 of the potential services by defining the target population, even if there may be an overlap in services. Carrie Baird suggested that the proposal be for an appropriate array of services from the list. The target population is defined as:

Homeless or at risk of being homeless AND
Young custodial head of household (under 25 with children or pregnant)
OR Disabled head of household with children under the age of 18

David Kerr asked Pam Wilsky if we had enough to create a scope of work. Pam Wilsky indicated they were pretty close. She suggested they stress the fact that they are looking for a proposal that shows collaboration between agencies. Carrie Baird will work on the collaboration language and Susan Perry and Tony will work with Peggy prior to the next meeting. All information should be to Pam Wilsky by Tuesday. David Kerr asked if the selection criteria they have is sufficient. Carrie Baird would like to define some further. Diana suggested the subcommittee meet again before the September 15th meeting. The CFAB board meeting time will be changed from 1:00 pm to 5:15 pm on the 15th. The subcommittees will meet again on the 9th at 1 pm.

Public Participation

Gail Camputaro, Council on Aging, stated that an RFP is what state and federal government put out to be able to coordinate and consolidate efforts and get a cost effective product. She doesn't understand where the CFAB is going with this effort. How is this process going to continue and how is this going to be countywide? David Kerr tried to explain that it would be done through collaboration. Gail stated she believes that the County Council would be interested to know how this process will cost the county less.

Board Discussion (cont.)

Diana Phillips clarified that Tony Schefstad has been instrumental in assisting us in developing the RFP. Susan Perry advised that the Homeless Coalition doesn't plan on applying because they could be more useful in offering technical assistance.

Pam Wilsky clarified the fact the RFP would include the option to renew. Diana Phillips indicated that this is a pilot program for one year. Susan Perry asked if any inquiries have been made. Diana informed that Peggy has been fielding many questions during her monitoring. All future questions on this have to be referred to the Purchasing Department. Carrie Baird asked how the project works. Diana Phillips replied that it is open to the public but the public is not allowed to speak. David Kerr confirmed with Pam Wilsky that January is still a possible execution date. Carrie Baird discussed the piece of a survey that her organization, One Voice for Volusia, is doing as being demographically diverse.

Adjournment

David Kerr adjourned the sub-committee at 3:16 pm. Next Sub-committee meeting September 9, 2009 at @ 1:00 pm.