



Pinellas County Homeless Leadership Board Meeting
July 13, 2018 10:00AM
Park Station - 5851 Park Blvd, Pinellas Park FL. 33781

CONSENT AGENDA

- a. HLB Board Meeting Minutes June 2018 with Atty Memo
- b. HLB Executive and HMIS Governance Minutes May 2018
- c. System Redesign Committee Minutes April 2018
- d. Funders Council Minutes April 2018
- e. HLB Financials May 2018
- f. Draft Revised HLB Employee Handbook
- g. Committee Reports June 2018
- h. CEO Report
- i. Board Attendance through 6.01.18

Action

NEXT SCHEDULED MEETING:

August 3rd 10:00AM Empath/Hospice – 5771 Roosevelt Blvd. Clearwater, FL

Homeless Leadership Board of Directors Meeting | MINUTES

June 1, 2018 – 10:00 AM – Hospice/Empath Health, Clearwater, FL

Attendees

Melissa Baird
Rick Butler
Duggan Cooley (Call In)
Bob Cundiff
(Darren Waters) Bob Dillinger
Mark Dufva
Amy Foster
Paul Halle here (for Gualtieri)
Beth Houghton

Debbie Johnson
Sean King
Eileen Long
April Lott
Pam Qualls
Michael Raposa
GW Rolle
Ginny Rowell
Keith Sabiel

Staff

Susan Myers
Ginny Keeter-Bodkin
Susan Finlaw-Dusseault
Avery Slyker
Cynthia Kazawitch
Atty. Regina Kardash

1. Welcome, Introductions, Establish Quorum: A quorum was established. Chair Foster opened the meeting at 10:00AM and introductions were made.

2a. Items Removed from Consent Agenda (if applicable): Agenda items included Board Meeting Minutes May, Executive and HMIS Governance Minutes April, Providers Council Minutes April, Financials April, Committee Reports May, Board Attendance through 5.01.18.

MOTION: April Lott moved approval of consent agenda; seconded by Michael Raposa.

VOTE: The motion passed unanimously.

3. Public Comment/Good News: Michael Raposa shared that St. Vincent DePaul Pinellas was chosen as one of 10 pilot sites for VA 'Rapid Resolution', a diversion project designed to lessen the flow of veterans into the homeless system. They are envisioning hiring two diversion specialists.

April Lott of Directions for Living stated that homeless families have been an ongoing issue; there is no emergency shelter for families and we are months away from any additional funding. The Sheriff previously gave \$75,000. SVDP and SP Free Clinic also shared some resources, but they are now full and hotel/motel costs are \$2600 per day. Funding for families is depleted and everyone possible has been notified. Met with HLB Staff and Pinellas County Housing Authority today and working on collaboration to solve the issue, at least temporarily. Please express support to Board of County Commissioners for funding for shelter for families. Enough money for 40 families for 14 days has been pulled together from the County and City of St. Pete, but a long-term solution is needed. Is temporary funding from 211 available? A call is going to be scheduled to collaborate on solutions. Discussion continued with possible additions to resources.

4. Presentation on Methodology Study Report Pinellas Hope Phase V/ Housing First & PSH Models: Mark Dufva introduced Sondra Fogel, Ph.D. Program Chair USF and Vivian Bell, MSW, Grad Student and Project Director. Pinellas Hope is a 10-acre property, two separate operations. Shelter for up to 270 adults and 156 apartments plus case management and wrap-around services. Hope Cottages (shipping containers) approved by City of Pinellas Park to replace tents. Medical Respite started in 2009 (releasees from hospital too respite care). 45 units. Study on hospital releasees into medical respite. FHFC required empirical study on financing PSP construction; results to be submitted to Florida Legislature. Study covers costs over the two years and socio-behavioral outcomes and connections to services. Dr. Fogel and Ms. Bell reviewed the study findings.

5. April CoC Data Summary: Last month it was voted this be a standing agenda item. Avery Slyker shared important points: Main difference this month was that of the 677 exits for the month, 341 were

positive. This increased our housing rate by 10% over last month. Today 1:00 HMIS begins a data clean-up campaign; going to agency administrators.

6. CoC HUD-Funded Project's Annual Site Visit Reports: Avery Slyker has been able to flesh this process out and provide more thorough reporting; she shared that this encompasses CoC HUD funded projects only. 25 new standards have been added to enhance the monitoring process. HMIS data entry errors were significant and were corrected on site or provided later. SPDAT scores are higher, which requires more case management.

7. HUD FY 2017 CoC Program Competition Debriefing: Susan Myers stated that the CoC was above the median score and awarded over \$4 million, which is positive. Negatives: We are not consistently housing families within 30 days and there was an error in calculation of rapid rehousing beds from previous year. The next NOFA should be released soon.

8. Alternates HLB 2018 NOFA Review & Rank Committee: Amy Foster asked for alternates, if needed. Please let Ginny know as soon as possible.

9. Annual Legislative Priorities: It was decided to leave as a standing agenda item last month. There was an item in yesterday's newsletter on a NOFA for a family unification project through vouchers; the St. Pete Housing Authority is looking at that and we need to make Robbin Sotelo Redd from Tarpon Springs aware. April Lott shared that FHC priorities were discussed at last Providers meeting; April asked them to continue to provide input. Proposals for special projects need to be considered, possibly for families, as well as diversion. Susan Myers submitted the HLB's priorities to the Florida Housing Coalition. A state-wide priority meeting in on June 18th in Orlando. A request went from the HLB to the Governor to save Challenge funding for homelessness -- the Board, Funders and Providers were asked to do the same.

A suggestion was made here to consider using vacant warehouses near public transportation for housing.

10. HUD Contract Fiscal Alignment: Susan Myers stated that the proposal to realign the grant periods was submitted to both the Finance and Executive Committees and approved.

MOTION: April Lott moved approval, Beth Houghton seconded the motion.

VOTE: The motion passed unanimously.

May need to recuse Michael from that vote, Regina will check into that.

11. Revised HLB Financial Policies: Susan Myers has presented to Financial and Executive Committees.

MOTION: Beth Houghton on approved and April seconded.

VOTE: Motion passed unanimously.

Consider changing Executive Assistant's title to better encompass all of the duties entailed.

12. Follow-Up RCS: Chair Foster stated that RCS representatives are present today and will have a three-minute presentation time; not enough notice was given for an additional agenda item, but they may present at the next Board meeting if noticed. This is an informational item; the Executive Committee discussed this at their last meeting and wanted to share with full Board and be transparent. The Chair reviewed issue to date: RCS Permanent Supportive Housing grant compliance issues. HLB, as lead agency, must monitor performance in area. The current RCS contract with HUD is for PSH for survivors of

domestic violence. Additionally, a formal complaint regarding compliance issues on RCS leases was received. The Chair briefly reviewed correspondence to date.

Kirk Smith, CEO and President and Melinda Perry, COO from RCS asked if there were any questions they could answer and asked to present at a later time. A site visit was made to RCS yesterday; not all of the data is completed yet. Some of their units are to be repurposed and fully converted on Jan.1, 2019. Current occupants that did not qualify for affordable housing will not be evicted.

Discussion - This can affect the upcoming NOFA with regard to DV housing gaps. These conversations should have taken place at the Providers Council, of which RCS is a member. Mr. Smith stated that he communicated the changes with HUD and they are and were aware. He believed they were doing things the correct way; they are still fully committed to the DV population with permanent supportive housing. The current agreement is for 11 units of PSH for DV survivors. Can that be changed to 4 units? Discussion on using vouchers plus HUD/CoC funding combined. CoC funded programs must be Housing First. Questions and discussion followed on grant application timing and the dates that the changes were initiated. How do we better move forward with this process? Does HUD only have to be notified or programmatic changes? What is in the contracts?

Immediate review needed on occupancy and capacity of current providers and report back next month on DV capacity.

Next steps: RCS come to next meeting and the Board will receive results of site visit. RCS's contract is directly with HUD; staff must meet with HUD and RCS prior to Board presentation. Also present to Board the impact of funding for 11 DV units and funding for next year for system planning.

No items from the floor.

The meeting adjourned at 12:00PM.

Submitted by G. Bodkin



PERSSON & COHEN, P.A.
ATTORNEYS AND COUNSELORS AT LAW

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Reply to: Lakewood Ranch

June 28, 2018

MEMORANDUM

TO: Board of Directors, Pinellas County Homeless Leadership Board
FROM: Regina A. Kardash, Esq.
RE: Conflict of Interest Policy – June 1, 2018, Board of Directors Meeting

During the June 1, 2018, Board of Director’s meeting, the Board considered Agenda Item #10 pertaining to grant funds administered by St. Vincent de Paul South Pinellas (SVdPSP) for the Pinellas County Homeless Leadership Board, Inc. (HLB). The agenda item concerned a request to utilize a portion of the grant funds differently than originally provided for in the initial request. SVdPSP serves as the administrator for the subject funds and board member Michael Raposa accordingly abstained from the item under review as he serves as the Executive Director of SVdPSP and requested a formal opinion.

Under the terms of the Pinellas HLB Conflict of Interest Policy, a conflict arises when a situation or function performed by a covered person “factually leads to a temptation that could encourage such person to act for the benefit of a private person, employer . . . or any other person or entity” besides the Pinellas HLB. The “private gain” includes not only the individual interests, but also the interests of the “entity employing such person.” Violations of the policy do not have a *mens rea* requirement and “includes situations in which no wrong is intended or committed.”

Lakewood Ranch
6853 Energy Court
Lakewood Ranch, Florida 34240

St. Petersburg
111 Second Avenue NE, Suite 536
St. Petersburg, Florida 33701

Venice
217 Nassau Street S.
Venice, Florida 34285

While the Agenda item itself did not appear to inure to the private pecuniary interest of SVdPSP or any board member, an examination of the matter reveals that there are financial interests at stake which are under the supervision and control of SVdPSP. Therefore, a voting conflict exists for an agent or employee of SVdPSP on items related to the grant administration. A voting conflict has been declared, an abstention form should be submitted and a copy of this memorandum should be attached to the minutes of meetings where items related to the grant administration are considered by any board or committee of the HLB. Participation in discussion related to this item should be limited to answering factual questions and clarification of information.

The decision made by the Board regarding Agenda Item #10 passed without the vote of the SVdPSP representative.



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Executive Committee:

- Amy Foster** –Chair
St. Petersburg City Council
- Sean King** – 1st Vice-Chair
St. Pete Young Professionals
- Karen Seel** – Elected Vice Chair
Pinellas Board of County Commissioners
- Virginia Rowell**–Secretary
South County Advocate
- Debbie Johnson** - Treasurer
Executive Director, Pinellas County Housing Authority
- Michael Raposa** – Past Chair
Society of St. Vincent dePaul

I declare a conflict of interest for this Homeless Leadership Board Meeting on the following date: 6/1/2018 .

My conflict of interest is the Agenda Line Item(s):

#10 HUD Contract Fiscal Alignment

Members:

- Melissa Baird**
Florida's Best Homes Real Estate
- Rick Butler**
Juvenile Welfare Board
- Keith Sabiel**
City of Pinellas Park
- Duggan Cooley**
Pinellas Community Foundation
- Bob Cundiff**
Clearwater City Council
- Bob Dillinger**
Public Defender
- Pinellas/Pasco Counties**
- Mark Dufva**
Catholic Charities
- Donna Holck**
Largo City Commission
- Robert Gualtieri**
Sheriff, Pinellas County
- Beth Houghton**
St. Petersburg Free Clinic
- April Lott**
Directions for Living
- Eileen Long**
Pinellas County School Board
- Pam Qualls**
UMCM Suncoast
- Trenae Gayle**
North County Advocate
- Robbin Sotelo Redd**
Tarpon Springs Housing Authority
- G.W. Rolle**
South County Advocate
- Tarpon Springs City Commission*
- Chris Steinocher**
St. Petersburg Area Chamber of Commerce

Signature

 7-6-18

Date

 MICHAEL J. RAPOSA

Print Name

Executive Staff:

Susan D. Myers, CEO

HLB Executive Committee | MINUTES

May 21, 2018 – 2:30 PM – Hospice/Empath Health, Clearwater, FL

Attendees

Amy Foster
April Lott
Debbie Johnson
Duggan Cooley
Sean King

Staff

Susan Finlaw-Dusseault
Ginny Keeter-Bodkin
Cindy Kazawitch

1. Welcome, Introductions, Establish Quorum: A quorum was established. Chair Foster opened the meeting at 2:30PM and said that committee member Ginny Rowell would be attending telephonically today. In Susan Myers' absence, Susan Finlaw-Dusseault will be walking through her items on the agenda. There will be additions to the agenda including a discussion on RCS, three grant related items (Foundation for Healthy St. Pete, Challenge and ESG) and one CoC Leadership Training item.

MOTION: April Lott moved to approve the agenda with the additions. Sean King seconded the motion.

VOTE: The motion passed unanimously.

2a. Items Removed from Consent Agenda (if applicable): Agenda items included April Executive Meeting Minutes and April Financials

MOTION: April Lott moved to approve the consent agenda as presented; seconded by Sean King.

VOTE: The motion passed unanimously.

3. HUD Contracts Fiscal Alignment: A detailed explanation was included in the packet. Currently the HLB has three HUD contacts; the two older ones are not in alignment with HLB fiscal year, which makes budgeting challenging. The HUD field office has no issues with realigning the grants; unspent funding from Pinellas County and St. Vincent DePaul will cover the \$24,128 deficit; both of those funders has given their permission. This was discussed by the Finance Committee and they were supportive.

MOTION: April Lott moved to approve the staff recommendation to realign the HUD contracts with the HLB fiscal year; Duggan Cooley seconded the motion.

VOTE: Motion passed unanimously.

Chair Foster stated that this should be on the next Board agenda.

4. Revised HLB Financial Policies: Chair Foster asked Treasurer Debbie Johnson if there was anything to note here. The Finance Committee has reviewed and approved; these are basically housekeeping changes except the changes to line of credit terms. This item needs to be on the next Board agenda.

MOTION: April Lott motioned to approve the changes to the financial policies as presented; seconded by Duggan Cooley. Discussion followed; the Executive Assistant has a significant role in the Financial process. The former part time employee was an Office Manager. The current EA has assumed multiple roles and grown the position; consider re-titling the position in the future to encompass the varied skill sets now required to streamline the search process when the time comes for replacement.

Discussion followed on having removed the external bookkeeper, which provided another set of eyes and control for the financial operations. The cost of the previous accounting firm was reasonable for the services rendered. An external accountant would be beneficial with the support of segregation of duties, the continuation of operations in employee absence, assistance with special projects, internal audit, and building capacity.

Discussion on changes to the draft policies: Add Director of CoC Services as a reviewer of monthly invoice allocations and change 'should' to 'shall' in Line of Credit F. Any balance in the line of credit must be included in the monthly Statement of Financial Position. Also, the monthly bank statements should go directly to the Treasurer.

MOTION AMENDED with Additions approved by Seconder: April Lott motioned to approve the amended financial policies, adding that the Director of CoC Services is a reviewer of monthly invoice allocations, that any line of credit balance is shown in the Statement of Financial Position and that a copy of the monthly bank statements is mailed directly to the Treasurer.

VOTE: Motion passed unanimously.

5. COOP Plan Updated: Susan Finlaw-Dusseault information only and explained in packet.

6. Emergency Management Responsibilities: Amy Foster stated that post-Hurricane Irma, some Staff may have duties as required and specified by funder/s. Discussion on adding these duties to job descriptions. Must consider whether employees are Exempt or Non-Exempt and paying time and a half over 40 hours accordingly. Are employees working around the clock? Need to get clear with the County what these expectations are; HLB staff does not necessarily have the skill sets for this kind of deployment; organizations such as the Red Cross are more suited. All of this needs to be clearly outlined and discussed as far as job descriptions, compensation, and what the county is specifically requesting. This may be a separate call to duty. Chair Foster will bring this back to Susan Myers to discuss.

Added Item** Susan Finlaw-Dusseault stated that pending legislation may move **Challenge Grant** funding from DCF to DEO. The HLB, wrote a letter, as the CoC Lead Agency, in support of keeping the Challenge Grant with DCF and outlining what the funds have been used for. Susan Myers asked that the Providers also send similar letters to the Governor. Providers Council Chair April Lott agreed, asking that instructions, guidelines or a template are provided for them to use. Need to send to Funders, Board and Executive Committee as well. Some discussion followed on the need for an additional supervisor for case management for homeless families vs. a navigator. Is everyone in the CoC having the same conversation on families and case management?

Added Item*** – The HLB was informed that they will be receiving more DCF ESG funding next year (additional \$102,000); the priority will be funding to support RRH, prevention, and vouchers (ESG is restricted to Clearwater and Largo) currently supporting prevention and RRH through Directions for Living and Emergency Shelter through HEP. Staff will be giving them new benchmarks and deliverables for the additional funding available July 1st. Discussion followed on the flexibility of these funds and if they can be used for case management.

Added Item*** Chair Foster stated that we need a status update on Commissioner Seel's \$350,000 ask to the County for the **Family Shelter funding**; additional funding from the City of St. Pete is somewhat contingent on the amount, if any, awarded. Susan Finlaw-Dusseault or Amy Foster can get with Daisy Rodriguez for an update.

Added Item*** Susan Finlaw-Dusseault stated that the HLB would like to apply for funds from the **Foundation for a Healthy St. Pete**, in conjunction with Boley Centers, using the CSH 'Moving On' Program curriculum, for PSH dollars, likely a pilot program. There is a cap of \$100,000. Staff should speak talk to Boley about their staff support for the grant writing piece. The Chair suggested that the HLB have a

list of gaps (funds needed to grow capacity) for which funding will be sought, thereby not bringing these matters to the Executive Committee for every grant. Discussion that these funds should be used for issues that have already been named by the HLB; i.e. employing diversion specialist through the HLB.

Added Item* CoC Leadership Training** – CSH has a new course to maximize potential of CoC Leadership. The course requires 20 hrs. over 4 months; there are funds available for this in the planning grant. Would the Executive Committee like to participate or any Funders? \$350 - \$500 per person. Chair suggested opening the opportunity to the full Board. Susan Finlaw-Dusseault will share the dates and information with full Board and offer the opportunity. Course begins June 13th; seats are limited.

Added Item*** Chair Foster stated that most of the Board was blind copied on an email that Susan Myers received on May 11, 2018 from Kirk Smith of RCS. Susan had previously brought concerns about RCS operating within the terms of their HUD contract to the Chair. An email was sent to Mr. Smith to clarify information and the response was that nothing had changed. At the N. County CoC meeting, concerns were raised about complying with Housing First. Staff followed up and performed an audit, providing a list of things that needed to be worked on. Staff will complete another audit and bring back results. A certified letter was send to RCS informing them that we need to investigate the complaint; our role is to investigate and report to HUD. A formal response needs to go back to RCS, to include to include back up materials, with a request for any other information and answers that are needed, prior to the next Board meeting. The letter can come from the Board Chair, first reviewed by the HLB attorney, with copies to the City of Clearwater, the RCS Board Chair, and the HLB attorney. The HUD Field Office should be notified of the steps taken in our role as CoC Lead Agency.

Other Items: None

Adjourned at 4:55 PM.

HLB HMIS Governance Committee | MINUTES

May 21, 2018 – 2:30 PM – Hospice/Empath Health, Clearwater, FL

Attendees

Amy Foster
April Lott
Debbie Johnson
Duggan Cooley
Sean King

Staff

Susan Finlaw-Dusseault
Ginny Keeter-Bodkin
Cindy Kazawitch

1. Welcome, Introductions, Establish Quorum: A quorum was established. Chair Foster opened the meeting at 4:55 PM.

1. Approval April HMIS Governance Minutes:

MOTION: April Lott moved to approve the April HMIS minutes as presented; seconded by Duggan Cooley.

VOTE: The motion passed unanimously.

Meeting adjourned at 4:56 PM.



Pinellas County Homeless Leadership Board
System Redesign Meeting
April 27, 2018
JWB, Room 185

Attendees:

Theresa Jones
Amy Foster
Daisy Rodriguez
April Lott
Duggan Cooley

Guests:

Kevin Marrone
Kayleigh Sagonowsky

Staff:

Susan Myers
Susan Finlaw-Dusseault
Jack Garrett
Iris Price

AGENDA

1. Chair Amy Foster established quorum; called meeting to order at 1:48 p.m.

2. Approval of Minutes

a. Request for Reconsideration of 02/23/18 Minutes – April Lott

MOTION: April Lott moved to change wording in the Street Outreach Discussion to read “April will be meeting with SPPD chief next week to discuss CIT and would be willing to discuss street outreach.” Duggan Cooley seconded.

VOTE: Passed unanimously

b. Joint Executive Committee/System Redesign – 03/19/18

MOTION: April moved to accept the minutes as revised. Susan Myers seconded the motion.

VOTE: Passed unanimously

3. Housing First Presentation – Kevin Marrone of Boley Centers used information gathered from USICH. The presentation consisted of checklists that can help gauge where the community is with programs and what needs tweaking. He encouraged comments and suggestions for possible action steps. This will be ongoing.

Comments regarding housing people as quickly as possible and removing restrictions included:

- Preparations are underway to test providers for 2019 Housing 1st readiness using assessment tools.
- Need to work more with landlords to develop processes for providing low-barrier housing
- Bring more potential funders to the table. Broaden view of who to consider as funders, including Medicaid, HMOs, behavioral health providers, and others
- Lack of services for high-needs populations, those most compromised for housing

Discussed ways providers try to circumvent Housing 1st and still get funding and how to work with providers to overcome fear-based resistance. When clients fail to meet program expectations, it reinforces negative attitudes toward Housing 1st policies. Currently, there is a lack of evidence-based training that can help prevent failures, e.g. trauma-informed care and motivational interview (MI) training. Obstacles to training include:

- **Costs.** SRD Committee members have researched costs for evidence-based training for interventions. It's expensive, e.g. \$5,000 for a 1/2 -day of training
- **Time investment.** Training must be ongoing and every employee must be trained, which poses a problem when there is a constant turnover of employees.
- **Policies and fidelity to policies.** Providers' policies must support what is taught in the training, and adherence to these policies must be monitored.

Suggestions were made to combat fear-based resistance:

- Let resistant providers hear HEP's story and similar ones. Have someone at meetings and events who can interject success stories into the conversation.
- Publicly ask providers why they have policies that do not support Housing 1st and listen to their concerns.
- Help providers change their core beliefs to understand that they must be ready to serve the most critical first.
- Don't shame providers if they have more questions.
- Conversations with leadership
- When onboarding new employees, discuss Housing 1st to determine how they feel about the policy, and continue after training.
- Bring back "time to sign the pledge."

The next checklist specified "unnecessary conditions" that cannot be used to deny access to programs. It can be used to assess the extent to which local programs are implementing Housing 1st and may also be used for training, planning sessions, site visits, program audits, and as a guide for reviewing funding applications. Discussion:

- Program assessments should include similar wording in each program's policy and procedures to back up Housing 1st commitment.
- Customize the list for different types of housing programs, i.e. emergency shelters.
- Create a point system for acceptable levels of compliance in our community. Providers may opt to score higher in some areas to compensate for lower scores in other areas.
- If the assessment reveals areas of non-compliance, it could be due to lack of funding, which may serve as the basis for future funding requests.
- Criminal behavior: Language to use, levels of acceptability, and behaviors indicative of imminent harm.

Discussion followed on compliance with Housing 1st policies in specific cases. Kevin suggested re-education for the programs when no suitable housing appears to be available and using a motivational interview approach for clients who are disengaged or have unreasonable expectations. This way the client can never fail, only the provider/intervention. Further discussion of expectations that each provider be all things to all clients when they excel in only a few services.

Suggested ways to overcome provider shortcomings included:

- Funders buy shelter and pay for services to be provided by those with the proper expertise
- Disperse staff with expertise from providers who have them to those providers who are lacking in that area of service, for example, training
- Empower agencies to buy those services from experts in the community
- Contract out to other providers for their services
- Promote partnering among providers that together make up for the lack of expertise in all the areas of service each is lacking

Chair Foster suggested applying for funds from Healthy St. Pete to create budgets and compare costs of each of these models.

Other possible reasons for providers failing to comply with Housing 1st:

- lack of funding,
- low-pay that causes high turnover at agencies
- lack of funds to pay those with the right expertise to supply the necessary services; less than 6% of nonprofits in Pinellas have unrestricted funds; it is a systems issue for the County.

The next checklist was about focusing on client engagement vs. therapeutic goals. Motivational interviewing supports that approach—suspending your own ideas, focusing on the client's, and avoiding power struggles. Suggestions included having conversations with clients about their substance use to provide greater understanding and being flexible with atypical arrangements with landlords to avoid evictions.

Chair Foster suggested bringing this presentation and these conversations to the Board.

ACTION: Daisy asked Kevin to provide the presentation by email to Susan Myers, and Susan can forward it to members.

4. Rapid Rehousing Program Policies and Procedures - Chair Foster asked to include the following topics in the discussion of agenda Item #4:

- Are property inspections required before housing a client?
- What tools are currently in use to make determinations of habitability?
- Do we have or need a county-wide policy regarding investigation of landlords' previous code violations?
- Rent affordability issue and whether we need a policy to deal with that.
- The potential of setting policy for what can be considered a sustainable rent-to-income ratio. Will it further limit housing stock?

Susan Finlaw-Dusseault provided an April 2018 matrix by organization name, to be updated quarterly. It includes all RRH providers and program information. Recipients of ESG Rapid Rehousing dollars must use the HUD Habitability standards; recipients of CoC dollars use HQS standards, which are more stringent. HQS requires costly training and certification. Both tools are being used within the County.

Instances of landlord misuse of housing funds were discussed. St. Pete Codes & Enforcement has offered to do inspections within the City as they have access to properties. Susan Finlaw-Dusseault expressed confidence that any landlord in the HLB private database is compliant. Housing specialists consult FloridaHousingSearch.org, which is a private site that the HLB pays to use. Discussion followed on whether each agency needs a housing specialist to handle inspections, compliance, navigation and negotiation. Susan Myers suggested more discussion to define a CoC-wide policy concerning roles of the HLB's housing specialist and agency housing specialists.

Discussed other existing systems (SunBiz, Housing Authority blacklist) that could still raise red flags about properties and landlords but are less costly than Habitability and HQS.

ACTION: Bring question to Providers' Council and Executive Committee whether to establish policy that applies more stringent standards County-wide to determine housing habitability.

ACTION: The comment was made that already 60% of providers are using HQS. Daisy Rodriguez will compare both tools, as the County is currently evaluating whether and when they would move to using HQS.

Rising housing costs were discussed. Chair Foster asked whether to set a limit on the acceptable ratio of income to rent - 30% being ideal. Rents must be sustainable. Comments and possible solutions to the rent-to-income ratio problem included:

- Provide financial assistance for housing once a year
- Pay first two months of rent for client and gradually reduce amount of aid
- Help them pay utilities once or twice a year
- Capital Good Fund, a "payday" loan alternative
- Rent-control conversations with landlords
- Have conversations with Jack and Gary
- Work with renters to budget income (some homeless have no income)
- Tax-abatement or shallow subsidy
- Inclusionary housing. The County does not want inclusionary zoning.
- Charge linkage fees to builders and put into trust fund to help renters. City of St. Pete requested a nexus study of linkage fees.

It was decided not to bring the rent issue to the Executive Committee, but the urgency of resolving this issue was mentioned due to impact on NOFAs.

Meeting adjourned 4:40 pm. Next scheduled meeting is June 29, 2018.



Homeless Leadership Board

Funders Council Meeting

Friday, April 27, 2018

Juvenile Welfare Board 14155 58th St. N., Clearwater, FL 33760

Members Present

Patrick Murphy, City of Pinellas Park
Daisy Rodriguez, Pinellas County
Chuck Lane, City of Clearwater
Celeste Fernandez, DCF
Chris Steinocher, St. Pete Chamber of Commerce
Carol Stricklin, City of Largo
Matt Anderson, City of Largo
Duggan Cooley, Pinellas Community Foundation
Theresa Jones, City of St. Petersburg
Michelle Laycox, Bay Pines VA
Brian Jaruszewski, JWB

Staff Present

Susan Myers
Ginny Keeter-Bodkin
Susan Finlaw-Dusseault
Avery Slyker
Kevin Marrone (Boley)

- 1. Introductions & Welcome:** Quorum was established. Duggan Cooley opened the meeting at 9:00AM and introductions were made.
- 2. Approval of February Minutes:**
MOTION: Celeste Fernandez moved to accept the February Council minutes; seconded by Daisy Rodriguez.
VOTE: Motion passed unanimously.
- 3. Quarter II Dashboard Report:** Kevin Marrone of Boley Centers, the Chair of Data and System Performance Committee led a review of the January to March PHMIS data. Key Points: Entry through Emergency Shelter highest by far. Negative Exit Destinations for Missed Curfew at Safe Harbor were hugely disproportionate. Discussion of Safe Harbor data and possible solutions, i.e. running that data separately to see the difference. Clients that miss curfew may come back the next day and be re-entered; a suggestion was to not enter until the next day to see if it resolves. Staff stated that this issue is similar nationally in other CoCs, per reports at a recent conference. HMIS is Safe Harbor's primary source to store data; a 24 hour wait period may help. After the quarterly data review, staff reviewed the Data by Provider, as requested at a previous Funders' meeting; consensus was to keep the data in the Excel format, but to add a column to show benchmarks.
- 4. Good News:** The VA Stand Down for Homeless Veterans took place on April 14th. There were over 500 participants, including 130 street homeless. Volunteer judges from the 6th Judicial met with 153 veterans and 749 cases were disposed; \$434,000 in fines were waived or excused and many drivers licenses were re-instated.
- 5. Application to Allegany Franciscan Foundation:** The funding was awarded for respite housing, which would address hospital exits into shelter, often inappropriately exited. This will be a topic for the Board as well and updates will follow.

6. **Update: Youth Homelessness Demonstration Project:** The application was submitted April 12th and notifications should come by mid-late June.
7. **Quarterly CES Reports:** Arrow Woodard of Largo had asked for this data to see movement (primarily rapid rehousing SPDATs, VISPDATs), and this will be submitted quarterly going forward.
8. **Increasing Membership on the Council:** The Council Chair has invited several individuals to the table including Bon Secours and others. There is an open Board seat for a hospital professional and that may be an option in the future. Funders Council happy to assist with invitations to others for membership on this Council.
9. **Funding Priorities Ratifications:** A joint meeting of Funders and Providers took place. The priorities that they developed are: Intensive Support Systems and Services for Permanent Supportive Housing, Rapid Rehousing, Emergency Shelter/Bridge Housing for Families, Prevention/Diversion, HMIS.
Also, the HLB has submitted local funding request to County with a request for an additional \$500,000 (\$218,358 - Diversion Program for Homeless Families and Individuals, \$218,986 - Emergency Shelter Services for Families, and \$66,666 - Supportive Housing Services for Families for Boley Centers).
Commissioner Seel is also submitting a request for additional funding for families; there will be a complete RFP process if funding is approved.
10. **Priority Populations:** Providers Council developed these priority populations, though not necessarily in this order: families with minor children, unaccompanied youth, chronic homeless individuals, and veterans.
11. **Public Policy Development (Joint with HLB, P.C. and F.C.):** There has been some discussion about creating a joint task force to develop a public policy agenda; would need Funder Council input. For example, privacy issues and HMIS – those type of issues need to be worked on prior to legislative session. Chris Steinocher committed to sitting on this task force for either the Board or the Funders Council.
12. **Topics for Next Meeting:** Think about funding priority discussion well in advance of the next funding session in August and include all people that need to be involved in the discussion. CSH report/presentation should be ready for the next meeting.
13. Open Agenda:

Adjourned at 10:55AM.

Pinellas County Homeless Leadership Board, Inc.

STATEMENT OF FINANCIAL POSITION

As of May 31, 2018

	TOTAL		
	AS OF MAY 31, 2018	AS OF MAY 31, 2017 (PY)	% CHANGE
ASSETS			
Current Assets			
Bank Accounts			
10130 Republic Operating	51,200.82	55,726.85	-8.12 %
10140 Republic Reserves	44,033.51	44,033.51	0.00 %
Total Bank Accounts	\$95,234.33	\$99,760.36	-4.54 %
Accounts Receivable			
10199 Grants Receivables	116,463.08	62,838.67	85.34 %
11102 Challenge grant a/r	-0.01	0.00	
Total Accounts Receivable	\$116,463.07	\$62,838.67	85.34 %
Other Current Assets			
11004 Receivables - Other	0.00	836.93	-100.00 %
13000 Prepaid Expenses	12,548.04	7,357.19	70.55 %
13600 Unbilled Income	43,413.26		
Total Other Current Assets	\$55,961.30	\$8,194.12	582.94 %
Total Current Assets	\$267,658.70	\$170,793.15	56.72 %
Fixed Assets			
15001 Furniture and Equipment	14,095.20	10,578.69	33.24 %
17100 Accum Depr - Furn and Equip	-4,879.79	-3,138.79	-55.47 %
Total Fixed Assets	\$9,215.41	\$7,439.90	23.86 %
TOTAL ASSETS	\$276,874.11	\$178,233.05	55.34 %
LIABILITIES AND EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
21010 Accounts Payable	57,086.44	819.45	6,866.43 %
Total Accounts Payable	\$57,086.44	\$819.45	6,866.43 %
Other Current Liabilities			
21006 Accrued Vacation	12,386.14	12,144.20	1.99 %
25800 Deferred Revenue	101,863.90	33,844.26	200.98 %
Total Other Current Liabilities	\$114,250.04	\$45,988.46	148.43 %
Total Current Liabilities	\$171,336.48	\$46,807.91	266.04 %
Total Liabilities	\$171,336.48	\$46,807.91	266.04 %
Equity			
39001 Unrestricted Fund balance	51,076.64	49,937.76	2.28 %
39001.1 Bd Designated Working Capital	44,000.00	44,000.00	0.00 %
Net Revenue	10,460.99	37,487.38	-72.09 %
Total Equity	\$105,537.63	\$131,425.14	-19.70 %
TOTAL LIABILITIES AND EQUITY	\$276,874.11	\$178,233.05	55.34 %

**Pinellas County Homeless Leadership Board, Inc.
Budget v Actual May 2018**

	May-18			Year to Date			Annual Budget
	Actual	Budget	over Budget	Actual	Budget	over Budget	
Revenue							
43300 Other Grants							
43310 Corporate and Business Grants				1,000.00		1,000.00	
43318 HUD	23,886.99	34,903.72	(11,016.73)	274,898.97	370,508.00	(95,609.03)	506,869.61
43319 SVDP/SSVF	8,799.22	10,688.42	(1,889.20)	84,558.87	127,044.29	(42,485.42)	197,467.00
Total 43300 Other Grants	32,686.21	45,592.14	(12,905.93)	360,457.84	497,552.29	(137,094.45)	\$ 704,336.61
43400 Direct Public Support							
43410 Business Contributions	6.41		6.41	67.84		67.84	
43415 Suncoast Textile Recycling	21.30		21.30	163.47		163.47	
43430 Donated Prof Fees & Facilities	2,235.00	2,225.00	10.00	17,810.00	17,800.00	10.00	26,700.00
43450 Individual Contributions	365.95		365.95	3,643.86		3,643.86	
Total 43400 Direct Public Support	\$ 2,628.66	\$ 2,225.00	\$ 403.66	21,685.17	17,800.00	3,885.17	\$ 26,700.00
44410 Local Government Grants							
41411 City of St Petersburg							
41411.1 City of St. Petersburg SAF	2,421.33	1,940.88	480.45	16,476.00	16,353.35	122.65	25,000.00
41411.2 City of St. Petersburg CDBG HMIS	3,308.81	1,599.44	1,709.37	18,604.48	13,483.91	5,120.57	20,522.00
Total 41411 City of St Petersburg	\$ 5,730.14	\$ 3,540.32	\$ 2,189.82	\$ 35,080.48	\$ 29,837.26	\$ 5,243.22	\$ 45,522.00
41412 City of Clearwater	193.76	2,807.74	-2,613.98	13,951.92	9,780.08	4,171.84	25,000.01
41413 City of Largo	651.21	643.72	7.49	6,548.17	6,443.59	104.58	9,300.00
41414 Pinellas County	16,497.55	15,638.09	859.46	136,154.77	163,593.27	-27,438.50	238,330.03
41415 City of Pinellas Park	3,607.32	6,529.48	-2,922.16	28,750.66	25,972.86	2,777.80	58,665.00
41416 Juvenile Welfare Board	3,834.22	3,105.73	728.49	26,503.54	26,225.49	278.05	45,000.00
41417 City of Tarpon Springs		0.00	0.00	5,000.00	5,000.00	0.00	5,000.00
Total 44410 Local Government Grants	\$ 30,514.20	\$ 32,265.08	-\$ 1,750.88	\$ 251,989.54	\$ 266,852.55	-\$ 14,863.01	\$ 426,817.04
44420 State Contracts							
44413 DCF Staffing Funding	10,965.48	10,443.41	522.07	80,898.22	86,000.48	-5,102.26	120,131.01
44414 DCF TANF Funding		4,958.33	-4,958.33	38,203.18	39,666.68	-1,463.50	59,500.00
44415 DCF Emergency Solutions Grant		18,761.74	-18,761.74	114,978.56	150,140.04	-35,161.48	227,500.00
44419 DCF Challenge Grant		16,764.24	-16,764.24	191,002.50	135,434.41	55,568.09	205,500.00
Total 44420 State Contracts	\$ 10,965.48	\$ 50,927.72	-\$ 39,962.24	\$ 425,082.46	\$ 411,241.61	\$ 13,840.85	\$ 612,631.01
49000. Other Income							
49100 Miscellaneous Revenue	500.00		500.00	500.00		500.00	
Total 49000. Other Income	\$ 500.00	\$ 0.00	\$ 500.00	\$ 500.00	\$ 0.00	\$ 500.00	
49090 PHMIS License Revenue							
				505.00		505.00	
Total Revenue	\$ 77,294.55	\$ 131,009.94	\$ (53,715.39)	\$ 1,060,220.01	\$ 1,193,446.45	\$ (133,226.44)	\$ 1,770,484.66
Gross Profit	\$ 77,294.55	\$ 131,009.94	\$ (53,715.39)	\$ 1,060,220.01	\$ 1,193,446.45	\$ (133,226.44)	\$ 1,770,484.66
Expenditures							
60550 PHMIS Expenses		8,144.41	(8,144.41)	36,649.00	110,273.81	(73,624.81)	142,851.45
60700 PROGRAM EXPENSES							
60515 Bus Passes		500.00	(500.00)		3,000.00	(3,000.00)	5,000.00
60525 Cold Night Shelters		-	-	4,500.00	5,000.00	(500.00)	5,000.00
60600 Sub-Contractors							
60635 Challenge Grant Expenses		16,440.00	(16,440.00)	175,577.15	131,520.00	44,057.15	197,280.00
60640 Emergency Solutions Grant Expenses		18,484.37	(18,484.37)	111,811.62	147,875.02	(36,063.40)	221,812.50
62110 HMIS		-	-		29,694.40	(29,694.40)	29,694.40
72001 TANF		4,958.33	(4,958.33)	38,203.18	39,666.68	(1,463.50)	59,500.00
Total 60600 Sub-Contractors	-	39,882.70	(39,882.70)	325,591.95	348,756.10	(23,164.15)	\$ 508,286.90
60720 Annual PIT Survey		-	-	13,811.63	13,908.81	(97.18)	18,908.81
60725 Social Media		-	-		-	-	2,740.14
60730 Homeless Memorial Service		-	-	500.00	500.00	-	500.00
Total 60700 PROGRAM EXPENSES	-	40,382.70	(40,382.70)	344,403.58	371,164.91	(26,761.33)	\$ 540,435.85
62200 Professional Services							
62201 Audit		-	-	7,660.00	7,660.00	-	7,660.00
62202 Legal Fees	2,400.00	1,666.67	733.33	10,407.00	13,816.68	(3,409.68)	20,000.00
62204 Accounting Services		-	-	2,050.00	2,000.00	50.00	2,000.00
62205 Payroll Services - Paychex	1,493.67	717.64	776.03	8,875.93	5,876.04	2,999.89	10,188.58
62208 Employee Screening				87.39		87.39	
62235 Consultants		166.67	(166.67)	3,339.06	11,855.80	(8,516.74)	24,851.11
62240 Administrative Temporary	1,788.75	1,510.02	278.73	10,732.51	12,489.49	(1,756.98)	19,581.76
62245 Housing Search Website		-	-	800.00	800.00	-	800.00
Total 62200 Professional Services	5,682.42	4,061.00	1,621.42	43,951.89	54,498.01	(10,546.12)	\$ 85,081.45
66000. PERSONNEL/BENEFIT EXPENSES							
66000-1 Salaries	56,141.49	58,723.75	(2,582.26)	463,156.19	490,045.64	(26,889.45)	737,978.92
66000-2 Payroll Taxes	4,182.99	4,235.22	(52.23)	37,575.93	39,928.11	(2,352.18)	58,716.78
66000-3 Health Benefit	4,254.02	8,027.71	(3,773.69)	42,203.47	57,336.82	(15,133.35)	86,145.55

66000-4 Workers Comp Fees	174.23	138.91	35.32	1,462.07	1,099.93	362.14	1,740.69
Total 66000. PERSONNEL/BENEFIT EXPENSES	64,752.73	71,125.59	(6,372.86)	544,397.66	588,410.50	(44,012.84)	\$ 884,581.94
70000 OPERATIONAL							
70008 Office Space Rent & Expenses	2,235.00	2,225.00	10.00	17,810.00	17,800.00	10.00	26,700.00
70009 Office Equipment		-	-	1,824.04	5,899.00	(4,074.96)	5,899.00
70914 Telephone, Telecommunications	775.77	927.23	(151.46)	6,632.71	7,490.61	(857.90)	11,450.19
70917 Printing and Copying - FR	815.69	594.13	221.56	5,977.21	3,892.53	2,084.68	4,625.89
70923 Licenses Fees				145.00	250.00	(105.00)	500.00
70925 IT Support	560.00	1,054.21	(494.21)	7,947.50	6,884.11	1,063.39	7,923.88
70928 Postage, Mailing Service	224.94	84.00	140.94	461.77	672.00	(210.23)	750.00
70941 Office Supplies	387.57	490.67	(103.10)	2,411.81	4,053.61	(1,641.80)	4,970.52
70947 Insurance		-	-	3,347.00	1,365.00	1,982.00	5,545.86
70957 Local Travel	1,610.00	1,486.71	123.29	12,880.00	11,926.33	953.67	17,141.22
70960 Conference, Associated Travel	313.57	-	313.57	16,946.62	6,953.66	9,992.96	13,610.72
70964 Printing/ PR Ed Materials		-	-		-	-	3,000.00
70972 Meeting Expenses	74.64	-	74.64	352.40	-	352.40	500.00
70980 Memberships and Subscriptions	236.00	179.73	56.27	2,255.30	1,437.84	817.46	5,496.54
75160 Misc. Fees & Charges		113.10	(113.10)	1,365.53	547.65	817.88	1,000.00
Total 70000 OPERATIONAL	7,233.18	7,154.78	78.40	\$ 80,356.89	\$ 69,172.34	\$ 11,184.55	\$ 109,113.82
Total Expenditures	77,668.33	130,868.48	(53,200.15)	\$ 1,049,759.02	\$ 1,193,519.57	\$ (143,760.55)	\$ 1,762,064.51
Net Operating Revenue	\$ (373.78)	\$ 141.46	\$ (515.24)	\$ 10,460.99	\$ (73.12)	\$ 10,534.11	\$ 8,420.15
Other Expenditures							
80310 Contingent Expenses		-	-				8,420.18
Total Other Expenditures	-	-	-	\$ 0.00	\$ 0.00	\$ 0.00	\$ 8,420.18
Net Other Revenue	-	-	-	\$ 0.00	\$ 0.00	\$ 0.00	-\$ 8,420.18
Net Revenue	(373.78)	141.46	(515.24)	\$ 10,460.99	-\$ 73.12	\$ 10,534.11	-\$ 0.03

Friday, Jun 08, 2018 07:50:27 AM GMT-7 - Accrual Basis

Pinellas County Homeless Leadership Board, Inc.
Profit and Loss Comparison
October 2017 - May 2018

Revenue	May-18			Year to Date		
	May 2018	May 2017 (PY)	Change	Oct 2017 - May 2018	Oct 2016 - May 2017 (PY)	Change
43300 Other Grants						0.00
43310 Corporate and Business Grants				1,000.00	407.74	592.26
43318 HUD	23,886.99	21,936.08	1,950.91	274,898.97	96,647.38	178,251.59
43319 SVDP/SSVF	8,799.22	1,772.31	7,026.91	84,558.87	54,986.08	29,572.79
Total 43300 Other Grants	32,686.21	23,708.39	8,977.82	360,457.84	152,041.20	208,416.64
43400 Direct Public Support						-
43410 Business Contributions	6.41		6.41	67.84		67.84
43415 Suncoast Textile Recycling	21.30	35.25	(13.95)	163.47	401.88	(238.41)
43430 Donated Prof Fees & Facilities	2,235.00	1,968.00	267.00	17,810.00	23,944.00	(6,134.00)
43450 Individual Contributions	365.95	4.46	361.49	3,643.86	295.53	3,348.33
Total 43400 Direct Public Support	2,628.66	2,007.71	620.95	21,685.17	24,641.41	(2,956.24)
44410 Local Government Grants						-
41411 City of St Petersburg						-
41411.1 City of St. Petersburg SAF	2,421.33		2,421.33	16,476.00	12,667.88	3,808.12
41411.2 City of St. Petersburg CDBG HMIS	3,308.81		3,308.81	18,604.48		18,604.48
Total 41411 City of St Petersburg	5,730.14	-	5,730.14	35,080.48	12,667.88	22,412.60
41412 City of Clearwater	193.76		193.76	13,951.92	25,000.00	(11,048.08)
41413 City of Largo	651.21		651.21	6,548.17	6,500.00	48.17
41414 Pinellas County	16,497.55		16,497.55	136,154.77	44,597.78	91,556.99
41415 City of Pinellas Park	3,607.32		3,607.32	28,750.66	58,655.00	(29,904.34)
41416 Juvenile Welfare Board	3,834.22		3,834.22	26,503.54	20,201.77	6,301.77
41417 City of Tarpon Springs				5,000.00	5,000.00	-
Total 44410 Local Government Grants	30,514.20	-	30,514.20	251,989.54	172,622.43	79,367.11
44420 State Contracts						-
44413 DCF Staffing Funding	10,965.48	8,928.57	2,036.91	80,898.22	62,499.99	18,398.23
44414 DCF TANF Funding		4,411.08	(4,411.08)	38,203.18	(3,446.81)	41,649.99
44415 DCF Emergency Solutions Grant		26,402.15	(26,402.15)	114,978.56	49,112.01	65,866.55
44419 DCF Challenge Grant		27,363.64	(27,363.64)	191,002.50	148,718.92	42,283.58
Total 44420 State Contracts	10,965.48	67,105.44	(56,139.96)	425,082.46	256,884.11	168,198.35
49000 Other Income						-
49099 Money Market Interest					1.33	(1.33)
49100 Miscellaneous Revenue	500.00		500.00	500.00	371.52	128.48
Total 49000 Other Income	500.00	-	500.00	500.00	372.85	127.15
49090 PHMIS License Revenue				505.00		505.00
Total Revenue	77,294.55	92,821.54	(15,526.99)	1,060,220.01	606,562.00	453,658.01
Gross Profit	77,294.55	92,821.54	(15,526.99)	1,060,220.01	606,562.00	453,658.01
Expenditures						
60550 PHMIS Expenses				36,649.00		36,649.00
60700 PROGRAM EXPENSES						-
60525 Cold Night Shelters				4,500.00	4,600.00	(100.00)
60600 Sub-Contractors						-
60610 2-1-1 TBC for TBIN Match					14,404.67	(14,404.67)
60634 Miscellaneous Subcontractors		250.00	(250.00)		250.00	(250.00)
60635 Challenge Grant Expenses		43,323.29	(43,323.29)	175,577.15	83,936.37	91,640.78
60640 Emergency Solutions Grant Expenses		25,891.32	(25,891.32)	111,811.62	48,210.03	63,601.59
72001 TANF		4,411.67	(4,411.67)	38,203.18	(3,446.22)	41,649.40
Total 60600 Sub-Contractors	-	73,876.28	(73,876.28)	325,591.95	143,354.85	182,237.10
60720 Annual PIT Survey				13,811.63	13,213.75	597.88
60725 Social Media					407.74	(407.74)
60730 Homeless Memorial Service				500.00	500.00	-
60760 Awards, Plaques		37.51	(37.51)		37.51	(37.51)
Total 60700 PROGRAM EXPENSES	-	73,913.79	(73,913.79)	344,403.58	162,113.85	182,289.73
62200 Professional Services						-
62201 Audit				7,660.00	7,660.00	-
62202 Legal Fees	2,400.00		2,400.00	10,407.00	9,200.00	1,207.00
62204 Accounting Services		410.00	(410.00)	2,050.00	3,280.00	(1,230.00)
62205 Payroll Services - Paychex	1,493.67	310.98	1,182.69	8,875.93	2,537.84	6,338.09

62208 Employee Screening				87.39		87.39
62235 Consultants		949.00	(949.00)	3,339.06	1,361.88	1,977.18
62240 Administrative Temporary	1,788.75		1,788.75	10,732.51		10,732.51
62245 Housing Search Website				800.00		800.00
Total 62200 Professional Services	5,682.42	1,669.98	4,012.44	43,951.89	24,039.72	19,912.17
66000. PERSONNEL/BENEFIT EXPENSES						-
66000-1 Salaries	56,141.49	57,161.33	(1,019.84)	463,156.19	280,809.14	182,347.05
66000-2 Payroll Taxes	4,182.99	4,626.27	(443.28)	37,575.93	25,014.75	12,561.18
66000-3 Health Benefit	4,254.02	2,162.95	2,091.07	42,203.47	22,326.56	19,876.91
66000-4 Workers Comp Fees	174.23	170.11	4.12	1,462.07	888.87	573.20
Total 66000. PERSONNEL/BENEFIT EXPENSES	64,752.73	64,120.66	632.07	544,397.66	329,039.32	215,358.34
70000 OPERATIONAL						-
70008 Office Space Rent & Expenses	2,235.00	1,968.00	267.00	17,810.00	15,744.00	2,066.00
70009 Office Equipment		819.45	(819.45)	1,824.04	5,247.75	(3,423.71)
70914 Telephone, Telecommunications	775.77	694.36	81.41	6,632.71	4,565.46	2,067.25
70917 Printing and Copying - FR	815.69	285.29	530.40	5,977.21	1,685.61	4,291.60
70923 Licenses Fees				145.00	145.00	-
70925 IT Support	560.00	510.77	49.23	7,947.50	8,150.02	(202.52)
70928 Postage, Mailing Service	224.94	31.90	193.04	461.77	245.03	216.74
70941 Office Supplies	387.57	347.62	39.95	2,411.81	1,160.98	1,250.83
70947 Insurance				3,347.00	2,543.67	803.33
70950 Advertising Expenses		291.45	(291.45)		536.85	(536.85)
70957 Local Travel	1,610.00	880.00	730.00	12,880.00	6,792.78	6,087.22
70960 Conference, Associated Travel	313.57	1,318.80	(1,005.23)	16,946.62	6,319.78	10,626.84
70972 Meeting Expenses	74.64		74.64	352.40	25.00	327.40
70980 Memberships and Subscriptions	236.00	163.15	72.85	2,255.30	548.47	1,706.83
75160 Misc. Fees & Charges				1,365.53	171.33	1,194.20
Total 70000 OPERATIONAL	7,233.18	7,310.79	(77.61)	80,356.89	53,881.73	26,475.16
Total Expenditures	77,668.33	147,015.22	(69,346.89)	1,049,759.02	569,074.62	480,684.40
Net Operating Revenue	(373.78)	(54,193.68)	53,819.90	10,460.99	37,487.38	(27,026.39)
Net Revenue	(373.78)	(54,193.68)	53,819.90	10,460.99	37,487.38	(27,026.39)

Friday, Jun 08, 2018 07:56:22 AM GMT-7 - Accrual Basis



AGENDA ITEM DESCRIPTION FORM

Meeting Name:	HLB Board of Directors Meeting
Date:	7/13/2018
Agenda Item Number:	Consent f.
Item Title:	Revisions to HLB Employee Handbook
Name of Staff Member Submitting:	Ginny Keeter-Bodkin
Background:	<p>At the June 25th Executive Committee meeting, Susan Myers stated that she is working with Paychex on personnel policies and she reviewed proposed changes to the HLB employee handbook. The Committee voted in favor of the following motions, effective July 1, 2018, and those changes are reflected in the attached draft of the revised handbook:</p> <p>Extended Travel Reimbursement Policies (Pg. 12):</p> <ul style="list-style-type: none"> - HLB staff business travel expenses change from reimbursement to per diem. <p>Local Travel (Pg. 14-15):</p> <ul style="list-style-type: none"> - HLB staff shall be paid the Federal mileage reimbursement rate vs. monthly travel allowance. - The local travel allowance for CEO shall be \$200 month. <p>Holidays (Pg. 22):</p> <ul style="list-style-type: none"> - The HLB holidays should mirror the Pinellas County holidays (in addition to the floating holiday). <p>PTO policy for Exempt employees (Pg. 23):</p> <ul style="list-style-type: none"> - Exempt employees must calculate their PTO timekeeping on four or eight-hour increments and no change to Non-Exempt policy. <p>Bereavement Leave (Pg. 25): Discussion on what constitutes a family member and how often bereavement leave can used should be better clarified in this policy.</p> <p>Time Off to Vote (Pg. 23): Remove from policies (voting by mail is now an option).</p>
Budget Impact (if any):	Whatever the differences amount to between local travel allowance and mileage reimbursement and using per diem vs. reimbursement for business/conference travel.
Staff Recommendation:	Accept the recommendations of the Executive Committee.
CEO Approval:	<i>Susan Myers, CEO – Approved, 07/10/18</i>



Employee Handbook and Personnel Regulations

July 13, 2018

~~(Rev. April 29, 2015)~~
~~Created July 1, 2014~~

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Pinellas County Homeless Leadership Board, Inc.
647 1st Ave. N., 2nd Floor
St. Petersburg, Florida 33701

Created July 1, 2014
Revised December 5, 2014
Revised April 29, 2015
Revised July 13, 2018

Pinellas County Homeless Leadership Board
Employee Handbook and Personnel Regulations

Disclaimer

The contents of this employee handbook are presented as guidelines for some of the organization's current policies, practices, rules, benefits, and procedures. The handbook and its contents supersede, replace and make null and void all previously issued communicated or distributed handbooks, manuals, policies, rules, practices benefits or procedures. These policies, rules, practices, benefits or procedures may be changed, amended, modified or discontinued by the organization when the organization it its discretion, deems it necessary, with or without notice. This handbook does not create nor shall it be deemed to create a contract either expressed or implied, between the organization and any employee. Nothing in this handbook binds the organization or any employee to a specific or definite period of employment.

The CEO is the only staff member who has the authority to bind the organization to any employment contract for any specified period of time with any other employee. The only valid contract for employment between the organization and any employee other than the President/CEO must be in writing and signed by the CEO. The Chairperson of the Board is the only Board member who has the authority to bind the organization to any employment contract for any specified period of time with the CEO.

Pinellas County Homeless Leadership Board
Employee Handbook and Personnel Regulations

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WELCOME TO PINELLAS COUNTY HOMELESS LEADERSHIP BOARD

It gives us great pleasure to welcome you to the team at the Pinellas County Homeless Leadership Board and to an organization dedicated to preventing and ending homelessness in Pinellas County. You are joining a group of caring, talented, and hardworking individuals with the common goal of making the Homeless Leadership Board as effective as possible in all that it does. We know that you are here because you bring the skills and compassion that the organization needs, and that you have much to offer us. There will be much to learn as you become familiar with your new position, so please do not hesitate to ask questions of your supervisor or your co-workers.

Pinellas County Homeless Leadership Board

INTRODUCTION

This employee handbook (Handbook) is designed to acquaint you with the Pinellas County Homeless Leadership Board (HLB) and to provide you with information about working conditions, employee benefits, and policies affecting your employment. You should read, understand and comply with all provisions of the Handbook. It describes many of your responsibilities as an employee and outlines the responsibilities of the organization.

It is intended to correctly explain the HLB's guidelines, procedures and benefits in this Handbook. However, no employee handbook can anticipate every circumstance in question; therefore, HLB reserves the right to revise, supplement, or rescind any policies or portion of the Handbook from time to time as deemed appropriate, in its sole and absolute discretion.

Any employee who violates the policies and procedures in this Handbook will be subject to disciplinary action up to and including termination of employment.

Each employee has the responsibility of reading and understanding the information contained in the Handbook and should feel free to ask questions or consult with the Office Manager concerning these policies at any time.

OUR MISSION

The mission of the Homeless Leadership Board is to be THE leadership organization in ending homelessness in Pinellas County.

OUR HISTORY

For many years Pinellas County benefited from two homeless initiative leadership organizations, the ***Pinellas County Coalition for the Homeless (PCCH)*** and the ***Homeless Leadership Network (HLN)***.

What began as a small group of advocates in Pinellas County in 1984 grew into the widely-known PCCH which incorporated as a 501(c)(3) in 1988. ***PCCH*** had a mission to provide community education, advocacy, program support, capacity building and technical assistance for the communities, agencies and organizations concerned with homelessness and to secure funds for needed human services.

In 2006, Pinellas County developed an additional entity to focus on local homelessness issues from a policy perspective, and the ***Homeless Leadership Network (HLN)*** was created. ***HLN*** differed from ***PCCH*** in that it was a planning body charged with addressing the problem of local homelessness, comprised of 35 elected officials, community leaders and institutional representatives.

In February of 2012, PCCH and HLN merged and became the ***Homeless Leadership Board (HLB)***. The merger streamlined leadership and made the Board more accountable, with a focus on making the homeless services system more effective and performance-driven in moving individuals and families from homelessness to permanent housing. The structure of the Board is a nonprofit 501 (c)(3) which focuses on homeless families, individuals and unaccompanied youth.

The HLB is comprised of 21 members, a Chief Executive officer and 1.5 additional staff. The Board includes eight elected officials, and thirteen community leaders (four service experts, two faith based organizations representatives, two business representatives, one funder representative, one healthcare representative, two at-large representative and one homeless or formally homeless representative). The Board does much of its work through two major councils and their committees, which provide comprehensive information and recommendations for action and approval to the Board. The ***Providers Council*** and the ***Funders Council*** each has sitting representatives from the HLB. The ***Homeless Leadership Board*** relies on existing human services or business networks and committees as much as possible, to work together to identify concerns and makes recommendations on homeless issues.

BUSINESS ETHICS/CONFLICT OF INTEREST/WHISTLE BLOWER

HLB maintains high ethical standards and professionalism in conducting its business affairs and expects the same commitment from each employee. HLB requires all employees and volunteers to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. All employees and volunteers must practice honesty and integrity in fulfilling the responsibilities and comply with all applicable laws and regulations. All employees must avoid any situation which involves or may involve a conflict between their personal interest and the interest of HLB or which adversely affects HLB's reputation. Management reserves the right to determine when a conflict of interest has occurred. Necessary actions will be taken to resolve the situation, including termination of employment.

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Employee Handbook and Personnel Regulations

It is the responsibility of all employees and volunteers to comply with all agency Policies and Procedures and to report violations or suspected violations. If any employee reasonably believes that some policy or procedure or activity of HLB is a violation of the law, rule, or regulation, a written complaint must be filed by the employee with the President/CEO or the Board Chair.

HLB will not retaliate against an employee, who in good faith, has made a protest or raised a complaint against HLB, or an employee of HLB, or another individual or entity with whom HLB has a business relationship, on the basis of a reasonable belief that the practice was a violation of the law, rule, or regulation.

EQUAL EMPLOYMENT OPPORTUNITY

HLB does not discriminate in employment opportunities or practices on the basis of race, color, disability, handicap, religion, sex, national origin, age, marital status, veterans status, military status, pregnancy, sexual orientation, transgender status, or any other characteristic protected by law. Further, HLB provides reasonable accommodations individuals with bona fide religious beliefs, handicaps, and disabilities.

The HLB is committed to providing equal employment opportunity for all persons. Equal opportunity extends to all aspects of the employment relationship, including: hiring, transfers, promotions, training, terminations, working conditions, compensation, benefits, and other terms and conditions of employment in accordance with applicable federal, state and local laws.

Employees who have been subject to prohibited discrimination should immediately report the incident to their supervisor or the CEO. Complaints shall be investigated immediately and handled as confidentially as possible.

Any reported violations of this policy shall be thoroughly and immediately investigated and appropriate corrective action will be taken. Complaints will be handled as confidentially as possible. No employee or applicant will be retaliated against for, in good faith, reporting discrimination or participating in such an investigation. Supervisors or employees found to have engaged in discriminatory conduct or harassment shall be subject to immediate disciplinary action, up to and including termination of employment.

ANTI-HARASSMENT POLICY

HLB is committed to a work environment in which all individuals are treated with respect and dignity. HLB is committed to providing a workplace free from unlawful harassment based on race, color, religion, sex, national origin, age, handicap, disability, veteran or military status, pregnancy, sexual orientation, transgendered status, or any other characteristic protected by law. HLB will not tolerate unlawful harassment of staff members, by other staff members or by non-staff members whom HLB has a business, service or professional relationship.

Harassment includes verbal, physical, or visual conduct that creates an intimidating, offensive or hostile work environment or that unreasonably interferes with job performance. Additionally sexual harassment includes any request or demand for sexual favors that is implicitly or expressly a condition of employment or continued employment. Harassment also includes offensive sexual, racial, or ethnic slurs jokes or other similar conduct that creates a hostile environment.

Pinellas County Homeless Leadership Board
Employee Handbook and Personnel Regulations

If you believe you have been harassed by a co-worker, supervisor, or other individual in the workplace, or believe that your employment is being adversely affected by such conduct, it is your responsibility to immediately report such conduct to the CEO. If you feel uncomfortable discussing the issue with the CEO, you should immediately notify the HLB Board Chair.

All harassment complaints will be promptly and impartially investigated and confidentiality will be maintained by the maximum extent possible. If harassment is found to have occurred, appropriate disciplinary action, including immediate termination, will be taken.

No employee will be retaliated against for having opposed unlawful harassment or discrimination, or for having filed a complaint or otherwise participating in an investigation concerning a complaint.

EMPLOYEE COMPLAINT PROCEDURE

HLB believes that ALL employees must be treated with respect and fairness at all times. If an employee believes that there has been a lack of fairness and justice in dealing with an issue, the employee has the opportunity to file an employee complaint using the following procedure:

1. If an employee has a complaint, this should be openly discussed with their immediate supervisor with no fear of reprisal. If possible, the issue(s) in question should be resolved.
2. If the employee is unable to resolve the complaint satisfactorily with the immediate supervisor, the employee has the opportunity to carry the complaint to the next level of management.
3. If the employee still feels that there has not been satisfactory resolution to the complaint, a complaint form should be completed requesting a meeting for further discussion with the President/CEO.
4. Issues of harassment or discrimination of any kind should be immediately directed to the President/CEO.
5. Should the complaint relate to the President/CEO, employees can address their complaint with the Chairperson of the HLB Board of Directors.

TERMS AND CONDITIONS OF EMPLOYMENT

EXPLANATION OF EMPLOYMENT “AT WILL”

Employees become employed at HLB voluntarily and your employment is “**at will**”. “At will” means that you may terminate your employment at any time, with or without cause or advance notice. Likewise, “at will” means that HLB may terminate your employment “at will” at any time, with or without cause or advance notice, as long as there is no violation of applicable laws.

EMPLOYEE CATEGORIES

Exempt

The Fair Labor Standards Act (FLSA) provides an exemption from both minimum wage and overtime pay for employees employed as executive, administrative, professional and outside sales, and certain computer employees. Exempt employees are paid on a salary basis, subject to those deductions allowed by law.

While exempt employees are expected to work a full-time schedule, there is an additional expectation that these individuals will work as many hours as it takes to complete their work with no additional compensation. The pay is the same regardless of the hours worked, unless otherwise specified.

Non-Exempt

Employees not eligible for exempt status are entitled to overtime pay for all hours worked in excess of 40 hours per week. Overtime is calculated on the basis of 1 ½ times their regular rate of pay. Overtime must be approved by management in advance.

Full-time Employees

Full-time Employees are those who are normally scheduled to work and who do work a schedule of 40 or more hours per week.

Part-time Employees

Part-time Employees are those who work less than 40 hours per week. All employees who work a minimum of 32 hours/week are eligible for benefits on the first day of the month following 90 days of employment. Those Employees that work less than 32 hours are not eligible for organization benefits, except those mandated by law.

Temporary

Temporary Employees are those who are employed for short-term assignments. Short-term Temporary Employees are not eligible for benefits, except as required by applicable law.

Probationary

The first ninety (90) days of employment is considered to be a probationary or introductory period. This probationary period allows both the HLB and the employee to evaluate and determine whether the employment relationship should continue. Either party may terminate the employment relationship during the probationary period without cause or notice and without the benefit of the progressive discipline policy.

EMPLOYMENT APPLICATION AND REFERENCES

To ensure that individuals who join HLB are well qualified and have a strong potential to be productive and successful, it is the policy of HLB to request that potential employees submit a resume, complete an employment application, as well as provide HLB with employment references. References will be checked.

FALSIFICATION OF INFORMATION

HLB relies upon the information contained in the resume and the employment application, as well as other information presented throughout the hiring and employment process. Any misrepresentation, falsifications, or material omissions in any of the information or data may result in the exclusion of the individual from consideration for employment, or, if the person has been hired, termination from employment regardless of when the HLB discovers the misrepresentation, falsification, or material omission.

IMMIGRATION LAW COMPLIANCE

In compliance with the Immigration Reform and Control Act of 1986, each employee must verify, within three days of employment, that they are a United States citizen or an alien who is authorized to work in the United States by completing the Employment Eligibility Verification Form, I-9. This form requires you attest to: being eligible to work in the United States; being who you claim to be; and, submitting documents which are genuine. Former employees who rejoin the organization must also complete the form if they have not completed an I-9 with the HLB within the past three years, or if their previous I-9 is no longer retained or valid.

OUTSIDE EMPLOYMENT

Employees may hold outside jobs as long as they meet the performance standards of their job with HLB. All employees will be judged by the same performance standards and will be subject to the scheduling requirements of their job with HLB, regardless of any existing outside work requirements.

Employees are required to obtain written approval from the CEO before participating in outside work activities. In the event an employee is participating in outside employment prior to beginning employment, and the employee plans to continue with the outside employment; approval will be granted unless the outside employment conflicts with the HLB's interest.

In the event the CEO plans to participate in outside employment, he/she must seek approval from the HLB Executive Committee.

If HLB determines that an employee's outside work interferes with performance or the ability to meet their job requirements, as they are modified from time to time, the employee may be asked to terminate the outside employment if he or she wishes to remain with HLB.

Outside employment that constitutes a conflict of interest is prohibited. Employees may not receive any income or material gain from individuals outside HLB for materials produced or services rendered while performing their jobs for HLB.

PERSONNEL INFORMATION: RECORDS

HLB maintains personnel files for each employee. It is HLB's policy to acquire and maintain only employee personal information that is required for effective operation of HLB or that is required by law. It is very important that all files contain current and accurate information to insure that

Pinellas County Homeless Leadership Board
Employee Handbook and Personnel Regulations

the appropriate taxes are deducted from the employee's paycheck and that employees are enrolled in all benefit programs. It is the employee's responsibility to notify the Office Manager of any changes in status such as:

- Name change
- Change of address or phone number
- Change in emergency contact information
- Beneficiary changes

Personnel files are the property of HLB, and access to the information they contain is restricted. Generally, only staff members that have legitimate reasons to review information are allowed access.

PERFORMANCE EVALUATIONS

To help employees fulfill their jobs responsibilities to the best of their ability, it is important that employees be recognized for good performance and that they receive appropriate suggestions for improvement. Supervisors and employees are strongly encouraged to discuss job performance and goals on an informal, day-to-day basis. A formal written performance evaluation will be conducted at the end of an employee's initial period of hire, known as the probationary or introductory period, (90 days). Additional formal performance evaluations are conducted to provide both supervisors and employees the opportunity to discuss job tasks, identify and correct weaknesses, encourage and recognize strengths, and discuss positive, purposeful approaches for meeting goals.

All employees will be evaluated by their direct supervisor, using established standards of performance for their position, on an annual basis. Written performance reviews will be based upon an employee's overall performance based on their job responsibilities and will also take into account other areas such as conduct and professionalism.

Merit-based pay adjustments are awarded by HLB in an effort to recognize superior employee performance. The decision to award such an adjustment is dependent on numerous factors, including the information documented by the formal performance evaluation process. The final decision on all pay adjustments will be made in conjunction with the President/CEO of HLB. All HLB Employees will receive performance evaluations.

JOB DESCRIPTIONS

HLB makes every effort to create and maintain accurate job descriptions for all positions within the agency. These job descriptions are maintained at the HLB Administrative office and aid in orienting new employees to their jobs, identifying the requirements of each position, establishing hiring criteria, setting standards for employee performance evaluations, and establishing a basis for making reasonable accommodations for individuals with disabilities.

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The CEO and the hiring director/manager prepare job descriptions when new positions are created. Existing job descriptions are also reviewed and revised in order to ensure that they are up to date. Job descriptions may also be rewritten periodically to reflect any changes in the position's duties and responsibilities. All employees will be expected to help ensure that their job descriptions are accurate and current, reflecting the work being done.

Employees should remember that job descriptions do not necessarily cover every task or duty that might be assigned, and that additional responsibilities may be assigned as necessary. Contact your direct supervisor if you have any questions or concerns about your job description.

WORK WEEK

Each employee is assigned a work schedule. There is an expectation that employees will begin and end work according to this schedule. Supervisors will advise employees of their individual work schedules. Staffing needs and operational demands may necessitate variations in starting and ending times, as well as variations in the total hours that may be scheduled each day and week.

The HLB Administrative office is normally open for business from 8:30 A.M. to 5:00 P.M., Monday through Friday, with a ½ hour unpaid lunch.

The CEO may grant specific variations in start and end times for an employee based on that employee's situation, such as attendance at school, specified day care pick-up times etc., All variations will be noted by signed agreement that will be maintained in the employee's personnel file. These variations will not result in the employee working less than the required number of hours.

For payroll purposes, the workweek begins at 12:01 a.m. Sunday morning and ends Saturday at 12:00 midnight. The payroll period is BI-WEEKLY and payday is Thursday.

TIME RECORDS

Accurately recording time is the responsibility of every employee. Time worked is all the time actually spent performing assigned job duties.

All employees should accurately record the time they begin and end their work, as well as any time not performing assigned duties such as unpaid lunch periods. Employees are paid for breaks according to the parameters of their job function. They should also record the beginning and ending time of any split shift or departure from work for personal reasons. Under no condition is an employee to work "OFF THE CLOCK." Overtime work must always be approved by the Manager before it is performed.

Altering, falsifying, tampering with time records, or recording time on another employee's time record may result in disciplinary action, up to and including termination of employment.

It is the employees' responsibility to sign their time records to certify the accuracy of all time recorded. The supervisor will review and then sign the time record before submitting it for payroll processing. In addition, if corrections or modifications are made to the time record, both the employee and the supervisor must verify the accuracy of the changes by initialing the time record.

OVERTIME WORK

All hours worked by non-exempt employees in excess of forty (40) in any one workweek will be paid at a rate of one and one-half (1 1/2) times the employee's regular hourly rate of pay. Unless otherwise specified, overtime will only be computed based upon the number of hours an employee actually works in a given week. Pay for time not worked such as holiday pay, vacation pay, and paid absences will not be included as hours worked for the purposes of computing overtime. When overtime is required, those immediately involved will be asked to work the extra time. All overtime must be approved by your supervisor.

EXTENDED TRAVEL REIMBURSEMENT POLICIES BUSINESS TRAVEL EXPENSES

Definitions

Official headquarters: 647 First Avenue North, St. Petersburg, FL 33701

Extended travel: travel for trips 50 or more miles usually where the traveler is required to be away from the HLB's official headquarters overnight.

Meal and Incidental Expense Rate: The per day rates for Meals and Incidentals for travel in various locations throughout the United States by the Federal Government which can be located at: <https://www.gsa.gov/travel/plan-book/per-diem-rates>. The Meals and Incidentals Rate is the last rate in the row and should cover meals and out of pocket expenses such as tips of mandatory valet parking, hotel staff, etc.

Prior Approval

All extended travel must be approved by a staff member's supervisor in advance of the trip.

Per diem Payments

HLB will pay staff members a per diem rate to cover meals and incidental expenses. No receipts are required to back up these expenses. The per diem rate is based on the location the staff member will be travelling to and can be located at: <https://www.gsa.gov/travel/plan-book/per-diem-rates>. The first and last day of travel are paid at 75% of the per diem rate, all other days that the staff member is away are paid at 100% of the per diem rate.

Reimbursable Expenses

Receipts must be provided for any expense to be reimbursed. Expenses that can be reimbursed include the following:

- a. Airfare or other fare for travel in coach or economy class or the lowest fare available
- b. Fares for shuttle or airport bus service, where available; costs of public transportation for other ground travel
- c. Taxi, Uber, Lyft, etc. fares, only when there is no less expensive alternative. Tips of no more than 10% of the fare
- d. Car rental fees, when approved in advance by supervisor and only for compact or mid-sized cars
- e. Mileage costs for use of personal cars, only when less expensive transportation is not available. If mileage costs are to be reimbursed, the staff member should use the Local Travel Form for reporting.

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- ~~f. Cost of standard accommodations in mid-priced hotels, motels or similar lodgings or in conference hotels.~~
- ~~g. Parking and Toll Costs~~
- ~~h. Charges for telephone calls, fax and similar services required for business purposes~~
- ~~i. Registration fees for approved conferences or conventions~~

Use of the Agency Credit Card

~~With permission, to avoid personally incurring costs of the trip that can be paid in advance, staff members can utilize the agency credit card to charge these costs. Once such expenses are charged a receipt, invoice or computer screen copy of the charge must be provided to the Grant Accountant within two days of the charge being made.~~

Payment for Travel Expenses

~~To receive payment of the Per Diem as well as reimbursement for other expenses of trip, staff member must complete a Travel Reimbursement Voucher, attach all receipts to it and have the staff member's supervisor sign it. Travel Reimbursement Vouchers are due into the Grant Accountant no less than one week after the trip has been completed.~~
~~HLB will pay for or reimburse employees for reasonable business travel expenses incurred while on assignments away from the normal work location or outside the confines of the Tampa Bay area. All business travel must be approved in advance by a supervisor.~~

~~When approved, the actual costs of travel, meals, lodging, and other expenses directly related to accomplishing business travel objectives will be reimbursed by HLB. Employees are expected to limit expenses to reasonable amounts. Expenses that generally will be reimbursed include the following:~~

- ~~• Airfare or other fare for travel in coach or economy class or the lowest available fare~~
- ~~• Car rental fees, only for compact or mid-sized cars~~
- ~~• Fares for shuttle or airport bus service, where available; costs of public transportation for other ground travel~~
- ~~• Taxi fares, only when there is no less expensive alternative~~
- ~~• Mileage costs for use of personal cars, only when less expensive transportation is not available~~
- ~~• Cost of standard accommodations in mid-priced hotels, motels, or similar lodgings, or in conference hotels~~
- ~~• Cost of meals, no more lavish than would be eaten at the employee's own expense and not otherwise covered by conference or registration fees. Note: HLB will not reimburse for alcoholic beverages.~~
- ~~• Tips not exceeding 15% of the total cost of a meal or 10% of a taxi fare~~
- ~~• Charges for telephone calls, fax, and similar services required for business purposes~~

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Employees who are involved in an accident while traveling on business must report the incident to their supervisor immediately.

HLB does not pay per diem amounts. HLB will not reimburse for any expenses an employee does not actually incur. When travel is completed, employees should submit completed travel expense reports within one week. Reports must be accompanied by receipts for all individual expenses.

LOCAL TRAVEL

Definitions

Official headquarters: 647 First Avenue, St. Petersburg, FL 33701

Local travel: travel for short or day trips where the traveler is not required to be away from the HLB's official headquarters overnight (50 miles or more).

Point of destination: Means the geographic location of the traveler's official headquarters or the geographic location where travel ends, whichever is the lesser distance from the origin.

Point of origin: Means the geographic location of the traveler's official headquarters or the geographic location where travel begins, whichever is the lesser distance from the destination.

Use of personal vehicles is reimbursed on an actual mileage basis for the business portion of the trip. Reasonable mileage must be calculated for the most direct route plus any required business travel while at the business site.

Business mileage does not include the employee's commute to/from work. If the work day begins at the Point of Origin for business travel being other than the HLB's Official Headquarters, or the last trip of the day ends at the Point of Destination being other than the HLB's Official Headquarters, normal commute mileage must be subtracted from the total miles associated with the trip. Under IRS Regulations, costs of commuting to the place of business or employment are personal expenses. There is no reimbursement for commuting expenses even if work is performed during the commuting trip.

The business mileage rate covers all costs of operating the vehicle including gasoline, oil, insurance and repairs. Receipts for tolls and parking fees are reimbursed separately and not included in the business mileage rate.

Pinellas HLB will not reimburse staff for other expenses including, but not limited to driving or parking violations, fines, vehicle damage or insurance deductibles as the result of an accident, break down, tow or resultant meals and lodging. The cost of meals during local travel are not reimbursed unless the traveler is attending a conference.

The mileage rate is set in accordance with that established by the federal government. Mileage reimbursement is not taxable.

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Pinellas County Homeless Leadership Board
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To backup mileage travelled, the mileage must be listed either on the Pinellas HLB Regular Travel Locations list or the traveler must provide backup documentation from <https://www.google.com/maps/dir/>.

To receive reimbursement, staff members must complete a Local Travel Expenses form. Related backup google map directions as well as receipts for tolls and parking fees should be attached to the back of the sheet. The staff member's supervisor must sign the sheet.

Local Travel Expenses form are due to the Grant Accountant at least once a month by the second business day after the end of the month.

~~Local business travel within the Tampa Bay area and completed within a workday will be reimbursed by the HLB. Specified employees with heavy normal local travel schedules will be reimbursed through a monthly rate set by the Executive Committee of the Board. Monthly rates set in this handbook include the CEO at \$150 per month, and other exempt staff at \$130 per month. Other specific rates may be set as additional employment positions are approved.~~

~~Non-exempt employees and those with no set monthly rate will be reimbursed at the rate of 44.5 cents per mile, upon submission of their monthly Local Travel Record. Normal commute time is not considered to be local business travel or work time.~~

~~**Abuse of this business travel expenses policy, including falsifying expense reports to reflect costs not incurred by the employee, can be grounds for disciplinary action, up to and including termination of employment.**~~

~~The CEO shall receive a local travel allowance of \$200 per month.~~

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SAFETY RULES

Each employee is expected to obey safety rules and to exercise caution in all work activities. Employees must immediately report any unsafe condition to the appropriate supervisor. Employees who violate safety standards, who cause hazardous or dangerous situations, or who fail to report or, where appropriate, remedy such situations, may be subject to disciplinary action, up to and including termination of employment.

Some of the best safety improvement ideas come from employees. Employees are encouraged to share these ideas and suggestions, as well as concerns about safety in the workplace with their supervisor, or with another supervisor or manager, or bring them to the attention of the President/CEO. All reports and concerns addressed to the President/CEO must be made in writing. All reports can be made without fear of reprisal.

These Safety Rules apply to all employees:

1. Comply with the safety and health standards, rules, regulations and orders issued by federal, state and local governments and HLB.
2. Report all unsafe conditions and equipment to your supervisor immediately, including, but not limited to:
 - Wet or slippery floors
 - Exposed or unsafe electrical wiring
 - Careless handling of equipment
 - Defective or inadequate equipment
3. Report tampering of equipment and theft to the supervisor.

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4. Know the location of fire alarm boxes, first-aid kits, fire extinguishers, emergency routes, and exits; do not block their access.
5. Report any physical injury or condition that could endanger your safety or the safety of others to the supervisor immediately.
6. Know the proper procedures for doing your assigned job. When in doubt, always ask the supervisor before proceeding.

7. Submit suggestions for improvements in safety, health, and efficiency to the supervisor.
8. The use, possession, or being under the influence of alcohol or drugs, unless prescribed and authorized by a physician for use while on the job, is forbidden and may lead to dismissal. If you are using prescribed medication that may impair your safety or job performance, you must notify your supervisor prior to starting work.
9. Report all injuries to your supervisor immediately.
10. Utilize personal protective equipment that has been provided for conditions where there is a reasonable probability of injury to you or anyone else.
11. Proper lifting techniques of “back straight and knees bent” are mandatory. Get help for all heavy and bulky jobs.
12. Practice good housekeeping procedures at all times. Put equipment and materials in their proper place.
13. Comply with all posted signs and rules.
14. Do not remove, circumvent, disconnect, or render inoperable any safety or protective device. Do not operate equipment that is unsafe.

These rules are not intended to cover every conceivable safety-related situation, but are provided as common examples and are not intended to be all-inclusive. As a general rule, always use good judgment and common sense to insure your own safety and the safety of others.

INCLEMENT WEATHER

It is the intent of HLB that all employees use their best judgment to determine if it is safe for them to travel to and from work, with the understanding that their decision may require them to use their accrued PTO time. Unless the CEO makes a specific announcement stating that HLB is closed due to weather conditions, employees are to assume HLB is open for business and are expected to make every effort to report to work. HLB recognizes that safety both on and off the job is a serious consideration; the employees must decide for themselves whether or not to attempt to come to the work site during increment weather conditions. The following will apply for all weather related absences:

- The employee is expected to allow sufficient time to report to work on time.
- If the HLB does not close and you elect not to report to work, the employee must notify their supervisor as soon as possible. If possible, such notification should be made by a telephone conversation directly with the supervisor. If direct contact is not possible, leaving a detailed voice mail message is acceptable.

USE OF FACILITY PHONES

Personal use of the telephone for long-distance calls is not permitted except in special circumstances. In the event it is necessary to make a personal long-distance call, employees will be asked to reimburse HLB for the cost. Employees should practice discretion when making local personal calls. Personal calls, both incoming and outgoing, must be kept to a minimum and must not interfere with job duties and responsibilities or HLB policies.

To ensure effective telephone communications, employees should always use the approved greeting and speak in a courteous and professional manner. Please confirm information received from the caller, and hang up only after such information has been received.

USE OF AGENCY CELL PHONES

HLB provides cellular telephones to some employees as a business tool. They are provided to assist employees in communicating with management and other employees, clients, associates, and others with whom they may conduct business. Cell phone use is primarily intended for business-related calls. However, occasional, brief personal use is permitted within a reasonable limit. Cell phone invoices may be regularly monitored.

As a representative of HLB, cell phone users are reminded that the regular business etiquette employed when speaking from office phones or in meetings applies to conversations conducted over a cell phone.

USE OF AGENCY LAPTOP COMPUTERS

Some employees may be required to use a laptop computer as a part of their work responsibilities. The agency will provide laptops for these individuals at no cost.

REPLACEMENT OF AGENCY LAPTOP COMPUTERS

If a HLB laptop is lost or stolen, the employee must file a police report and then provide the agency with a copy of that report. The police report assures that the employee can be issued another company owned laptop. Without such report, the employee will be required to reimburse the agency for the lost/stolen laptop. If a laptop is damaged and not usable, the employee must report such damage to his/her supervisor within two working days with full explanation of how the damage occurred. If the damage was caused by employee negligence the replacement of the laptop must be negotiated with the supervisor.

USE OF MAIL SYSTEMS

All printed agency stationery, envelopes, and other work materials are for HLB business use only. These materials may not be used for personal correspondence or non-business matters. The use of HLB-paid postage for personal correspondence is not permitted.

USE OF INTERNET

Internet access to global electronic information resources on the World Wide Web is provided by HLB to assist employees in obtaining work-related data and technology. The following guidelines have been established to help ensure responsible and productive Internet usage. All Internet usage is limited to job-related activities. Personal use of the Internet is not permitted.

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All Internet data that is composed, transmitted, or received via our computer communications systems is considered to be part of the official records of HLB and, as such, is subject to Florida Public Records Law. Consequently, employees should always ensure that the business information contained in Internet email messages and other transmissions is accurate, appropriate, ethical, and lawful. The equipment, services, and technology provided to access the Internet remain at all times the property of HLB. As such, HLB reserves the right to monitor Internet traffic, retrieve and read any data composed, sent, or received through our online connections and stored in our computer systems.

Data that is composed, transmitted, accessed, or received via the Internet must not contain content that could be considered discriminatory, offensive, obscene, threatening, harassing, intimidating, or disruptive to any employee or other person. Examples of unacceptable content may include, but are not limited to, sexual comments or images, racial slurs, gender-specific comments, or any other comments or images that could reasonably offend someone on the basis of race, age, sex, religious or political beliefs, national origin, disability, sexual orientation, or any other characteristic protected by law.

The unauthorized use, installation, copying, or distribution of copyrighted, trademarked, or patented material of third parties on the Internet is expressly prohibited. As a general rule, if an employee did not create material, does not own the rights to it, or has not gotten authorization for its use, it should not be put on the Internet. Employees are also responsible for ensuring that the person sending any material over the Internet has the appropriate distribution rights.

Abuse of the Internet access provided by HLB in violation of law or HLB policies will result in disciplinary action, up to and including termination of employment. Employees may also be held personally liable for any violations of this policy. The following behaviors are examples of previously stated or additional actions and activities that are prohibited and can result in disciplinary action:

- Sending or posting discriminatory, harassing, or threatening messages or images
- Using the organization's time and resources for personal gain
- Stealing, using, or disclosing someone else's code or password without authorization
- Copying, pirating, or downloading software and electronic files without permission
- Sending or posting confidential material, such as trade secrets or proprietary information, outside of the organization
- Violating copyright law
- Failing to observe licensing agreements
- Participating in the viewing or exchange of pornography or obscene materials
- Sending or posting false messages that defame or slander other individuals
- Attempting to break into the computer system of another organization or person
- Refusing to cooperate with a security investigation
- Sending or posting chain letters, solicitations, or advertisements not related to business purposes or activities
- Using the Internet for political causes or activities, religious activities, or any sort of

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gambling

- Jeopardizing the security of the organization's electronic communications systems
- Sending or posting messages that disparage another organization's products or services
- Passing off personal views as representing those of the organization
- Engaging in any other illegal activities

SEARCHES

Each employee may be required, upon request, to submit to a search of any package, purse, brief case, tool box, lunch box, pocket, or other container brought onto the Agency's premises; to submit to a search of a desk, file, locker, or other container provided by the Agency or used in connection with the business of the Agency; and to submit to a search of any vehicle brought onto the Agency's premises.

The Agency will conduct a search only if it has a reasonable suspicion that the search will uncover information or evidence of violations of the Agency's policies regarding workplace conduct including, but not limited to, reporting to work and/or working under the influence of drugs or alcohol; the use of drugs or alcohol on Agency property; the misuse and/or misappropriation of property belonging to either the Agency or its employees; and the possession of weapons (i.e., firearms or knives) on Agency property. A search of an employee's personal property will take place only in the employee's presence. All searches under this policy will occur with the utmost discretion and consideration for the employee involved. Refusal to submit to such searches will result in discipline, up to and including discharge.

ATTENDANCE AND PUNCTUALITY

HLB expects employees to be reliable and to be punctual in reporting for scheduled work. Employees are expected to maintain satisfactory attendance and report to work on time every day. Absenteeism and tardiness place a burden on other employees and on HLB. In the rare instances when employees cannot avoid being late to work or are unable to work as scheduled, they should notify their supervisor as soon as possible in advance of the anticipated tardiness or absence.

HLB has the right to require workers with poor attendance records to provide a doctor's certificate justifying absences due to illness or injury.

When employees will be late reporting to work or absent without prior approval, they must notify their supervisor within 30 minutes of the scheduled starting time. If possible, employees must call personally and speak directly with the supervisor. Employees who will be absent for an indefinite period due to illness or emergency must inform their supervisor in advance if possible, and keep the supervisor informed of when they likely will return to work. Employees must also inform their supervisor of the expected duration of any absence.

Excessive absenteeism or tardiness may lead to disciplinary action, up to and including termination of employment. Continuing patterns of absences, early departures, or tardiness--regardless of the exact number of days--may warrant disciplinary action. If you fail to report for

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work without any notification to your supervisor, for a period of three or more days, you may be considered to have abandoned your employment.

PERSONAL APPEARANCE

Employees must adhere to generally recognized standards of dress and appearance. Employees should be appropriately attired for the nature of their work and their appearance must be neat. If your supervisor feels your personal appearance is inappropriate, you may be asked to leave the workplace until you are properly dressed or groomed. Under such circumstance, you will not be compensated for the time away from work.

USE OF PERSONAL FRAGRANCES

Some employees are highly sensitive to perfume colognes or other personal fragrances. Employees are requested to consider the sensitivities of others before choosing to wear fragrances to work. Any employee who is experiencing difficulties due to a fragrance worn by a colleague is encouraged to respectfully request that the work area be kept fragrance-free.

SMOKING

In keeping with HLB's intent to provide a safe and healthful working environment, smoking cigarettes, or e-cigarettes is not allowed inside the facility and only in specifically designated outside areas. Employees are requested to be especially attentive to the sensitivities of colleagues who may object to smoking.

DRUGS AND ALCOHOL

It is HLB's desire to provide a healthful and drug free workplace. To promote this goal employees are required to report to work in appropriate mental and physical condition to perform their jobs in a satisfactory manner.

Possession of alcohol, illegal drugs or other illegal substances is not permitted on HLB property, or while on duty in the employment of HLB. The use, possession, sale, purchase, distribution or being under the influence of illegal drugs, controlled substances or alcohol on HLB's property or while otherwise engaged in HLB business is strictly forbidden and may lead to disciplinary action up to and including immediate discharge.

The abuse of legal drugs is also prohibited. The legal use of prescribed drugs is permitted on the job only if it does not impair an employee's ability to perform the essential functions of the job effectively and in a safe manner that does not endanger other individuals in the workplace.

WORKPLACE VIOLENCE

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The Agency does not tolerate any type of workplace violence committed by or against employees. Employees are prohibited from making threats or engaging in violent activities. This list of behaviors, while not inclusive, provides examples of conduct that is prohibited:

- Causing physical injury to another person
- Making threatening remarks
- Aggressive or hostile behavior that creates a reasonable fear of injury to another person
- Subjecting another individual to emotional distress
- Intentionally damaging employer property or property of another employee
- Possession of a weapon while on company property or while on agency business (subject to state and local laws where applicable)
- Committing acts motivated by, or related to, sexual harassment or domestic violence

PROCEDURES FOR REPORTING WORKPLACE VIOLENCE

1. Any potentially dangerous situations must be reported immediately to a supervisor.
2. All potential incidents will be discussed with the CEO; a plan for thorough investigation will be made.
3. Reports or incidents warranting confidentiality will be handled appropriately and information will be disclosed only on a need-to-know basis.
4. All parties involved in a situation of workplace violence will be provided counseling.
5. Employee incidences of threat towards anyone else in the workplace will result in disciplinary action up to and including termination.
6. Agency management will actively intervene at any indication of a possible hostile or violent situation.

GIFTS AND GRATUITIES

HLB employees shall not conduct business with program participants or vendors on the basis of gifts or favors. Employees should report any gifts or offers of gifts to their direct supervisor. Gifts or gratuities will not be accepted if they give, or could give the appearance that they:

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- Are reasonably considered to improperly influence HLB's business relationship with or create an obligation to a program participant, vendor, or donor
- Violate laws, regulations or our Conflict of Interest and Business Ethics Policy
- Constitute an unfair business inducement
- Cause embarrassment or negative impact to HLB

EMPLOYEE BENEFIT PROGRAM

HOLIDAYS

HLB observes the following paid holidays, to match those of Pinellas County:

New Year's Day (January 1)
Martin Luther King Day
Memorial Day (last Monday in May)
Independence Day (July 4)
Labor Day, (first Monday in September)
Veteran's Day (November 11th)
Thanksgiving & the day after Thanksgiving (fourth Thursday and Friday in November)
Christmas Eve (December 24)
Christmas (December 25)
New Year's Eve (December 31st)
One Floating Holiday

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If a recognized holiday falls on a Saturday, it will be observed on the preceding Friday. A recognized holiday that falls on a Sunday will be observed on the following Monday.

Eligibility

Eligibility for holiday pay begins immediately on the date of hire. There is no waiting period to receive holiday pay, employees must work the last scheduled day immediately preceding and the first scheduled day following the holiday unless pre-approved PTO has been scheduled. If a recognized holiday falls during an employee's paid absence/PTO (such as vacation or sick leave), holiday pay will be provided instead of the paid time off benefit that would otherwise have applied.

Rate of Pay

For non-exempt employees, holiday pay will be calculated based on your straight time pay rate (as of the date of the holiday) times the number of hours you would have otherwise worked on that day. Holiday pay is not counted for the purpose of calculating an employee's overtime hours of work or overtime premiums. For exempt employees, you will receive your normal salary for the day.

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If an hourly/non-exempt employee is required to work on a designated holiday, that employee will receive their regular wage for time worked in addition to holiday pay. If a salaried/exempt, employee works the holiday according to a normally scheduled day, that employee will be given another day off at the employer's discretion.

TIME OFF TO VOTE

~~HLB encourages employees to fulfill their civic responsibilities by participating in elections. Generally, employees are expected to find time to vote either before or after their regular work schedule. However, if employees are unable to vote in an election during their nonworking hours, HLB will grant up to two (2) hours of unpaid time off to vote. If needed, employees should request time off to vote from their supervisor.~~

PAID TIME OFF (PTO)

In order to provide the necessary flexibility to meet individual employee needs for paid time off, HLB provides "Paid Time Off" (PTO) to employees as a fringe benefit. Only regular, full-time employees and employees scheduled to work thirty-two (32) or more hours per week are eligible to participate in the PTO benefit.

The PTO accrual process begins on the first day of full time employment. However, it is not available for use during the first thirty calendar days of employment. PTO may be used for scheduled time off (vacations) and for unscheduled absences such as personal illness, family illness or unforeseen personal emergencies. PTO does not accrue during any type of leave of absence, whether paid or unpaid.

Non-exempt (hourly) employees may be docked for absences or, subject to their supervisor's approval; they may use PTO for the absence. If an hourly/nonexempt employee misses a partial day, leaves work early or arrives late, the employee may be docked pay for the absence or, subject to their supervisor's approval, use PTO to cover the absence.

Exempt (salaried) employees are paid on a salary basis without deduction in pay or a reduction in PTO if the employee misses a partial day, leaves work early or arrives late. Exempt employees must calculate their PTO timekeeping on four or eight-hour increments. However, if deemed repetitive or excessive, it may be required that lost time be made up, and disciplinary sanctions may be imposed for failure to do so. The PTO account of salaried/exempt employees will be charged for full-day absences and their pay may be reduced for full day absences.

While PTO is provided on an annual basis, it is calculated on a bi-weekly rate. Rates for employees with 40 hour standard work weeks are as follows:

0 days through 3 years of service	4 to 7 of service years of service	7 plus years of service and forward
120 hours/year	160 hours/year	208 hours/year
Equivalent to 15 (8-hour) days	Equivalent to 20 (8-hour) days	Equivalent to 26 (8-hour) days

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4.61 hours per pay period	6.15 hours per pay period	8 hours per pay period
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PTO CARRY-OVER

In the event that available PTO is not used by the end of the calendar year, the balance of unused PTO will be rolled over to the next year up to a maximum balance, which is 80 hours. PTO will not accrue once an employee has reached maximum balance.

PTO AND TERMINATION

Upon resignation, separation or retirement, accrued but unused PTO up to a maximum of 40 hours may be paid out at the discretion of management. During “working notice” no time off will be granted or taken unless your office has been officially closed or an authorized HLB holiday is observed. Remaining PTO balances will be paid in the pay period following the date of termination, provided all property of HLB has been properly returned. Negative PTO accruals will be deducted from the final paycheck upon termination.

MEDICAL AND DENTAL COVERAGE

All employees who work a minimum of 25 hours a week are eligible to participate in the HLB group medical and dental plan. Such eligible employees are eligible to participate on the first day of the month after the first 60 days of employment. The coverage provided may vary annually based on market rates and availability of insurance policies. Coverage and costs will be discussed with the covered employees before changes are made in the coverage. If employees elect spouse or dependent coverage, the employee is responsible for paying for that coverage through payroll deduction.

Employees who are off on unpaid leave are responsible for continuing payment of their portion of elected benefit expenses.

DIRECT DEPOSIT

Employees are encouraged to have pay directly deposited into their bank accounts and provide authorization to HLB. Employees will receive itemized statements when HLB makes the direct deposits. By law, HLB is required to make deductions from an employee’s salary should there be a court order wage garnishment against the employee.

WORKERS’ COMPENSATION INSURANCE

HLB pays for worker’s compensation program for all employees. This program covers a work related injury or illness sustained in the course of work that requires medical, surgical, or hospital treatment, is free to the employees. Subject to applicable legal requirements, workers’ compensation insurance may provide other benefits such as leave of absence if certified by a physician.

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If an employee is injured on the job, the following steps must be followed:

- For all life-threatening medical emergencies, immediately call 911 and get to the nearest medical facility.
- For all minor injuries that do not require medical treatment, report the injury to your supervisor for documentation and obtain the necessary forms.
- For all injuries requiring medical attention:
 1. Report the injury to the supervisor.
 2. The supervisor or other authorized personnel will provide a medical authorization form, and the location of the medical facility. If necessary, transportation will be arranged. Failure to obtain authorization and use the designated medical care facility may jeopardize your benefits.
 3. Supply the medical provider with the medical authorization from given to you.
 4. Follow the medical treatment plan provided to you.
 5. A medical case manager from Travelers may contact you to assist, coordinate, and authorize treatment or referrals to specialists, and return to work plan, if required.

It is the employee's responsibility to immediately notify their supervisor of any work related injury or illness to avoid a possible loss of benefits.

BEREAVEMENT LEAVE

In the case of a death of an ~~immediate~~ family member (spouse, domestic partner, child, sibling, parent, step-parent, legal guardian, grandchild, grandparent, mother-in-law, father-in-law, spouse's child or sibling, son-in-law or daughter-in-law) all employees will be granted a leave of absence of three working days with pay. Additional days may be taken and are chargeable against PTO accrued or be taken as unpaid leave if no time is accrued. There may be exceptions of what constitutes ~~immediate~~ a family, however, the ~~President~~ CEO must approve the exceptions and additional information may be required.

JURY DUTY LEAVE

The Agency recognizes jury duty as a civic responsibility and an opportunity for meaningful service. Accordingly, an employee who is summoned to report for jury duty shall be excused from employment for the days required to serve as a juror.

MILITARY LEAVE OF ABSENCE

HLB adheres to all state and federal laws and regulations regarding leave of absences for military or Reserve duty.

EMPLOYEE CONDUCT & DISCIPLINARY ACTION

EMPLOYEE CONDUCT

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To ensure orderly operations and provide the best possible work environment, all employees are expected to behave in a manner that will protect and enhance the interests and safety of all employees and the organization.

HLB strives to maintain a positive work environment where employees treat each other with respect and courtesy. Sometimes issues arise when employees are unaware that their behavior in the workplace may be disruptive or annoying to others. Many of these day-to-day issues can be addressed by politely talking with a co-worker to bring the perceived problem to his or her attention. In most cases, common sense will dictate an appropriate resolution. HLB encourages all employees to keep an open mind and graciously accept constructive feedback or a request to change behavior that may be affecting another employee's ability to concentrate and be productive.

The following workplace code of conduct is not exhaustive and employees are expected to conduct themselves in a professional manner.

- Individual work and common areas are expected to be neat and organized
- Avoid abusive or harassing comments to other employees;
- Minimize unscheduled interruptions of other employees while they are working
- Keep office voices at a professional volume so as not to disturb your co-workers
- Refrain from using inappropriate language
- Avoid discussions of non-work related personal life/issues in public conversations unless on break or at lunch
- Monitor the volume when listening to music, voice mail, or a speakerphone
- No fighting or threatening violence will be tolerated in the workplace
- Avoid boisterous or disruptive activity in the workplace
- Avoid damaging property owned by employer, employees, volunteers or participants/customers, etc.
- Avoid the waste of, damage to, or attempted damage to materials, supplies, products, property, or equipment
- Abide by all policies, workplace rules and/or supervisor's instructions
- Disciplinary actions will be taken if safety or health rules are violated
- Excessive absenteeism or any absence without notice will not be tolerated
- You must contact your employer if you will not or cannot report to work on any given day that you are expected to be at work
- Unauthorized use of telephones, computers, mail system, or other employer-owned equipment is not permitted
- No unauthorized disclosure of business trade secrets or confidential client information is permitted
- Immoral, indecent, or illegal conduct on Agency property or during work time is prohibited
- Sleeping while on duty is prohibited
- Avoid handling personal affairs during working time without receiving permission from a supervisor
- Inefficiency, lack of initiative on the job, or unsatisfactory work performance is prohibited and will be addressed by your supervisor verbally and in written performance evaluations.

PROGRESSIVE DISCIPLINE

In order to provide the best possible work environment, employees are expected to conduct themselves in a professional and respectful manner. In the event an employee demonstrates inappropriate behavior in the workplace, progressive discipline guidelines will be followed.

It is in the best interest of HLB to ensure fair treatment of all employees and in making certain that disciplinary actions are prompt, uniform, and impartial. The major purpose of any disciplinary action is to correct the problem, prevent recurrence, and prepare the employee for satisfactory service in the future.

Although employment with HLB is based on mutual consent and both the employee and HLB have the right to terminate employment "at will", with or without cause or advance notice, HLB may use progressive discipline at its discretion.

Disciplinary action may call for any of four steps – verbal warning, written warning, final written warning or termination of employment - depending on the severity of the problem and the number of occurrences. There may be circumstances when one or more steps are bypassed.

VERBAL WARNING

A supervisor will meet with an employee to discuss a verbal warning, making sure that the employee understands the nature of the violation and the expected remedy. The purpose of the meeting is to remind the employee of exactly what the rule violation or performance expectation is and the employee's responsibility in obtaining a solution to the situation. A verbal warning includes a written record of the discussion that takes place in which the supervisor has counseled the employee about a particular problem. It is placed in the employee's personnel file for future reference and remains active for one year. At the end of one year, if the employee has corrected the problem and has incurred no additional disciplinary reprimands, the verbal warning is not considered in future disciplinary issues.

WRITTEN WARNING

For offenses that are serious or when verbal warning has proven insufficient or ineffective, a written warning is administered. The supervisor issues a formal written warning to the employee if a previous problem is not corrected within the specified time period. The written warning describes the problem, specifies the improvement that is expected, establishes a new time period for improvement, and advises the employee that more serious discipline will occur if the employee fails to correct the problem. It is placed in the employee's personnel file for future reference and remains active for one year. At the end of one year, if the employee has corrected the problem and has incurred no additional disciplinary reprimands, the verbal warning is not considered in future disciplinary issues.

FINAL WRITTEN WARNING AND/OR TERMINATION

If an employee continues to exhibit actions or behaviors similar to that which led to the original corrective action, HLB may either impose a more severe corrective action such as a final written warning or may move in certain serious situation to immediately terminate the employee.

The decision to terminate an employee must be approved by the President/CEO and the supervisor, unless in cases of an emergency or the need for immediate action due to health and safety reasons.

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Progressive discipline means that, with respect to most disciplinary problems, these steps will normally be followed: a first offense may call for a verbal warning; a next offense may be followed by a written warning; another offense may lead to a final written warning; and, still another offense may then lead to termination of employment.

HLB recognizes that there are certain types of employee problems that are serious enough to justify either a final written warning, or, in extreme situations, termination of employment, without going through the usual progressive discipline steps. This policy does not create any obligation to follow the procedure. Further, this policy does not prevent, limit or delay HLB from taking appropriate disciplinary action against an employee at any point in the procedure, including termination without warning, where in HLB's discretion they find such action appropriate.

By using progressive discipline, it is the goal that most employee problems can be corrected at an early stage, benefiting both the employee and the organization. Employees may be suspended pending investigation prior to the issuance of any disciplinary action.

TERMINATION

Dismissal will occur for unsatisfactory job performance, violation of the Personnel Policies and Procedures, illegal acts, or other reason as determined by the CEO (or by the Executive Committee for the CEO). Written notice of termination will be given with the reasons for the action stated to the employee. Immediate termination will occur for breach of confidentiality, theft, other just cause or for health and safety reasons. Unsatisfactory job performances includes, but is not limited to excessive absenteeism, tardiness, failure to cooperate with other employees, and unauthorized use of company property.

RESIGNATION OR VOLUNTARY TERMINATION

Employees who plan to leave the employment of the Homeless Leadership Board are expected, but not required to give notice, in writing to their direct supervisor, of the expected termination date. The written notice to the immediate supervisor should include the reasons for the resignation. Proper notice shall be two weeks for general employees and three weeks for supervisory employees.

The last day the employee physically reports to work will be considered the last day of employment. All employee benefits normally end with the termination of employment. Provisions for the continuation of benefits are briefly described in the Continuation of Health Insurance Section.

RETURN OF COMPANY PROPERTY

Any HLB property issued to an employee such as forms, HLB handbooks and manuals, computer equipment, cellular phones, office and building keys, and HLB issued credit cards must be returned to HLB at the time of termination of employment. The direct supervisor is responsible for scheduling an exit interview with a separating employee's last day of employment and arranging the return of the HLB property.

FINAL PAYCHECK

Employees leaving HLB will receive their final paycheck on the next regularly scheduled payday after termination. Deductions from the final paycheck, up to the maximum allowed by law, will be made if an employee fails to return company property.

REFERENCE CHECKS

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Requests for employment references should be directed to the Office Manager. Generally, references are limited to verification of an employee's position, eligibility for rehire, and the dates of employment. No employment data will be released without a written authorization and release signed by the individual who is the subject of the inquiry.

In response to subpoenas or court orders, HLB will provide such information required by law.

ELIGIBILITY FOR REHIRE

Employees who resign and leave HLB in good standing are considered eligible for rehire.

EMPLOYEE ACKNOWLEDGEMENT FORM

I hereby acknowledge that I have received my copy of the Employee Handbook for Pinellas County Homeless Leadership Board, Inc., dated July 1, 2014 (Rev. April 29, 2015) and understand and agree that it is my responsibility to read and familiarize myself with the policies and procedures contained in this handbook. I understand that I should consult my supervisor regarding any questions not answered in the handbook.

I accept, and agree to comply with the policies and procedures of Pinellas County Homeless Leadership Board and understand that violations of the policies contained in the Handbook could result in disciplinary action, up to and including termination.

I further understand that the Handbook is not an employment contract, but serves as a guideline. I understand that unless I have a written employment contract providing otherwise, my employment relationship is "at-will" and may be terminated at any time with or without cause or notice. I understand that nothing in the handbook shall limit my right or the right Pinellas County Homeless Leadership Board, Inc. to terminate employment.

I understand that Pinellas County Homeless Leadership Board, Inc. has the right to add to, modify or delete provisions of the handbook and the policies and procedures on which they may be based, at any time without advance notice. I understand that no oral statements or oral representations can in any way change or alter the provisions of the Employee Handbook.

I understand that this handbook supersedes all other manuals or handbooks, whether created by Pinellas County Homeless Leadership Board, Inc. or one of its predecessors.

Employee Signature

Date

Name Printed

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Note: The policies, procedures, practices and benefits described in this handbook replace all earlier written and unwritten ones, and will become effective on July 1, 2014 (Rev. April 29, 2015).

HLB Committee Reports June 2018

Data and System Performance (DSP) Committee: The group met on June 14 and again on June 18th, 2018. The Committee discussed specific reports: Missed Curfew, which the DSP would like to see presented to System Resign Committee as a look at the impact Chronic Homeless have on the CoC's entries and Positive Exits/Owned or rental by client, no subsidies, which may be used to help the CoC understand the impact not finding housing for RRH rapidly has on the ES system. The Committee edited policies within PHMIS regarding data integrity. The committee reviewed the System Performance Measures and CoC Monitoring recommendations for System Redesign.

Youth Action Board (YAB): The YAB met on June 20, 2018. Two new youth were voted in as official board members, replacing two that had left the board from Ready for Life. The Chair requested to step down due to work conflicts and the board voted the Vice Chair into the position. The board voted to have HLB staff reach out to Junior League of St. Petersburg to see if they could conduct a pilot Point-In-Time (PIT) Count during their 2018 Back-to-School Care Fair, Saturday, July 28th at the Community Health Centers of Pinellas at Johnnie Ruth Clarke. The board received donations from the Pinellas County Schools' HEAT team that can be used as incentives for the summer PIT Count. The board also moved to schedule workgroups every other Wednesday, 6 p.m. at Ready for Life to work on writing newsletter/magazine articles and social media posts about the YAB and homeless youth in Pinellas County.

Point-in-Time Planning (PIT) Committee: The committee met on June 28th, subcommittees were established, and preliminary meeting times were set. The committee reviewed the Youth Action Board plans for a summer PIT during the Care Fair in St. Petersburg and the volunteer follow-up survey was edited. The committee would like to update the current training video and use the 2018 survey, focusing on questions that are difficult for individuals to answer. The committee will look at the zone data in July to determine the number of volunteers needed for the 2019 count and establish weather contingency plans.

Rapid Re-Housing Providers Housing Specialists Meeting: The group met on June 19, 2018. Natasha Lutz, Housing Paralegal at Gulfcoast Legal Services, presented regarding a landlord fair on issues surrounding fair housing. Discussion ensued regarding marketing, location, refreshments, registration, raffles, goody bags, invitees, and topics. The group is in the planning stages for an event to take place in early fall. This will be discussed again at the next meeting. HQS inspections were reviewed. The group was shown a list of the Commonly Failed Items on an HQS inspection, and that list was e-mailed to all attendees. We will develop our own list based on our experiences, if necessary. The National Low-Income Housing Coalition released the report, Out of Reach 2018: The High Cost of Housing. The link for the full report, along with Florida/Pinellas County data, was sent to the group for discussion at the next meeting. The group is continuing to work on a consolidated, county-wide rapid re-housing resource guide. Contact information for all attendees continues to be provided so that valuable information can be shared with the individuals in the group between meetings. The group will continue to meet on a monthly basis at JWB, and the next meeting for the Rapid Re-Housing Providers Housing Specialists Meeting is scheduled for July 17, 2018.

System Redesign Committee Meeting: The committee met on June 29th. Michael Raposa of Saint Vincent de Paul (SVDP) introduced a new pilot program targeting veterans through SVDP, Safe Harbor, and the VA that launched July 1 with a focus on rapid resolution through diversion. The goal is to divert up to 6 out of the average 30 veterans that inflow monthly and to maintain an ongoing success rate of 80%. The committee passed a motion to accept new recommendations to change policies and procedures for VI-SPDAT--to limit who administers them and implement refresher training, and to extend the timeframe for administering to

individuals who infrequently re-enter the system to give them time to self-resolve. There was discussion regarding how to determine and capture information about prior residency of Pinellas's homeless--what methods might produce the most accurate information and what is the relevance of needing to know. Directions for Living presented concerns regarding how the community wants to move forward regarding street outreach; DFL will not back out until there is a coordinated plan for a consistent model across the county. The discussion segued into whether the community needs a homeless hotline as coordinated entry navigators and street outreach continue to overlap further and CE is morphing into a call center. The impact of losing Challenge grant funding on our ability to serve families is major. Without funds for case management, the concern is not only our capacity to house but also provide for the supportive needs of families with children. The meeting concluded with recommendations of how best to apply for the 2018 NOFA, which just opened but will not be awarded for two years.

Veteran Leadership Team Meeting: The team met on June 13, 2018. There was an update on the Veteran CES Active List provided by Jack Garrett, HLB CES Director. During the update it was stated that the Veteran Active List Meeting would revert to a case conference style. Elisa Galvan from the Pinellas County Housing Authority provided an update on the number of veterans screened for the roll over vouchers and those that were admitted to the HCV program. Lonnie Williams from the VA provided an update GPD programs, noted that GPD was generally at capacity. The GPD Transition in place Program did have vacancies and that CE and GPD were working on identifying eligible veterans to fill the openings. Brian Leapley from the HLB provided an overview of the data from HMIS for the veteran trend report from the last quarter. The meeting adjourned at 4:25, the next meeting will be held on 7/11/2018.



**Pinellas County Homeless Leadership Board
Chief Executive Officer Board Update
For July 13, 2018 HLB Meeting**

- 1. Awarded \$20,000 from the Foundation for a Healthy St. Petersburg** – the HLB was awarded \$20,000 to implement a training curriculum for the CoC. This is an intensive nine-month curriculum to train existing CoC providers including: Street Outreach (SO), Emergency Shelters (ES), Bridge Housing (BH), Transitional Housing (TH), Rapid Rehousing (RRH), and Permanent Supportive Housing (PSH). The curriculum topics for the training include: Housing First, Housing-Focused Emergency Shelters, Motivational Interview, Trauma Informed Care, Harm Reduction, and Cultural Competency. The CoC will utilize the information learned to create Housing First competencies, to be integrated into CoC provider job descriptions. The award also funds upgrading the HLB’s web-site to increase our capacity to provide web-based trainings. The Executive Committee directed staff to implement a competitive process for procuring the trainers, which will be release soon.

- 2. Foundation for a Healthy St. Petersburg Empowerment Grant Application** – The HLB submitted an Empowerment Grant application for “Shelter Diversion Pilot” for \$100,000. Diversion is a strategy that prevents homelessness for people seeking shelter by helping them identify immediate alternative housing arrangements and connecting them with services and financial assistance to help them quickly return to housing. The HLB is proposing to pilot an assessment and service delivery system for diversion interventions that begins prior to a system entry point for homelessness- South County Emergency Shelters- for families with minor children. Since Diversion is an emerging practice, the purpose of this pilot is to: obtain a high-level understanding of effective diversion strategies; define processes and procedures, including data collection, reporting and tracking measures; and, establish system-wide benchmarks.

- 3. Emergency Management Activities** – In conversations with staff from Pinellas County Human Services and the Pinellas County School Board, HLB staff will provide some assistance during weather related events (ie: hurricanes); before and after an event. Pre-Storm activities - HLB staff will assist with providing communications regarding transport to emergency shelters. Post-Storm activities - HLB staff will assist with those homeless individuals who have no where to go when they leave the shelter.

- 4. New Coordinated Entry Youth Navigator** – Kaz Tape has been hired as the Youth Navigator; Kaz has previous experience in the child welfare system.



Homeless Leadership Board

Meeting Sign-In Sheet
Meeting Date: June 1, 2018

Please review and correct your information.

NAME / TITLE	MEMBERS ORGANIZATION / CONTACT INFO	SIGN- IN ✓
Baird, Melissa	Florida's Best Homes Realty 2226 Cypress Point Dr. E. Clearwater, FL 33763 (727) 480-4027 Mbaird8392@aol.com	MB
Butler, Rick	Juvenile Welfare Board 14155 58 th St. N. Clearwater, FL (727)541-7713 rbutler@pinellas-park.com	RB
Cooley, Duggan	Pinellas Community Foundation 5200 East Bay Drive, Ste. 202, Clearwater, FL 33764 727-531-0058 dcooley@pinellascf.org	TELE- PHONIC
Cundiff, Bob	Clearwater City Council (727) 562-4050 bob.cundiff@myclearwater.com	Bob
Dillinger, Bob	Pinellas County Public Defender's Office 14250 49 th St. N., Clearwater, FL 33762 (727)464-6516 bdilling@pinellascounty.org	Bob
Dufva, Mark	Catholic Charities 1213 16th Street North, St. Petersburg, FL 33705 (727 893-1314 x 202 mdufva@ccdosp.org	MO
Foster, Amy	City Council, City of St. Petersburg 175 5 th Street North, St. Petersburg, FL 33701 Amy.Foster@st.pete.org	Amy
Gayle, Trenae	Secrets Shouldn't Hurt gayletrenae@gmail.com (727) 421-2421	Trenae
Gualtieri, Robert Or Halle, Paul	Pinellas County Sheriff's Office P.O. Drawer 2500 Largo, FL 33779-2500 rgualtieri@pcsonet.com	Robert
Holck, Donna	City of Largo P.O. Box 296, Largo, FL 33779 (727) 743-6601 dholck@largo.com	Donna
Houghton, Beth	St. Petersburg Free Clinic 863 3rd Avenue North, St. Petersburg, FL 33701 (727) 821-1200 beth.houghton@stpetersburgfreeclinic.org	Beth
Johnson, Debbie	Pinellas County Housing Authority 11479 Ulmerton Rd., Largo, FL 33778 727 443-7684 x 3020 djohnson@pinellashousing.com	Debbie
King, Sean	Habitat for Humanity 13355 49th St N, Clearwater, FL 33762 (727) 244-4744 sking@habitatpinellas.org	Sean
Long, Eileen	Pinellas County School Board 727-588-6300 Board@pcsb.org	Eileen



Homeless Leadership Board

Meeting Sign-In Sheet
 Meeting Date: June 1, 2018

Please review and correct your information.

NAME / TITLE	MEMBERS ORGANIZATION / CONTACT INFO	SIGN-IN ✓
Lott, April	Directions for Living 1437 S. Belcher Road, Clearwater, FL 33764 (727) 524-4464 ext. 1702 alott@directionsforliving.org	<i>[Signature]</i>
	Healthcare	
Qualls, Pamela	UMCM Suncoast, CEO 12945 Seminole Blvd., Bldg. 2, Largo, FL 33778 (727) 754-3913 pqualls@umcmsuncoast.org	PSG
Raposa, Michael	St. Vincent DePaul South Pinellas 384 15 th St. N., St. Petersburg, FL 33705 (727) 823-2516 michael@svdpsp.org	<i>[Signature]</i>
Rolle, G.W.	South County Homeless Advocate gwrolle@gmail.com (727) 424-1088	GW
Rowell, Virginia	At Large 626 14 th Ave. NE, St. Petersburg, FL 33701 (727)896-8740 vrowell@tampabay.rr.com	<i>[Signature]</i>
Sabiel, Keith	City of Pinellas Park 5141 - 78th Avenue North, Pinellas Park, FL kvsabiel@pinellas-park.com 727-369-0619	KUS
Seel, Karen	Pinellas County Board of Commissioners 315 Court St., 5 th Floor, Clearwater, FL 33756 727-464-3278 kseel@pinellascounty.org	N
Sotelo Redd, Robbin	Tarpon Springs Housing Authority 500 S. Walton Ave., Tarpon Springs, FL 34689 813 405-7005 robbin.redd@tarponhousing.com	N
Steinocher, Chris	St. Petersburg Area Chamber of Commerce 100 2nd Ave N., Ste. 150, St. Petersburg, FL 33701 (727)821-4069 CSteinocher@stpete.com	
Pending Appointment	City Commissioner, City of Tarpon Springs 324 E. Pine Street, Tarpon Springs, FL 34689 rsieber@ctsfl.us	

2017-18 Homeless Leadership Board of Directors Attendance

Last Name	First Name	7/7	8/4	9/8	10/6	11/3	12/1	1/5	2/2	3/2	4/6	5/4	6/1
Baird	Melissa	X	X	Cancel	X	X	N	X	X	X	X	X	X
Butler	Rick	X	X	Cancel	X	X	N	X	X	N	X	X	X
Cooley	Duggan			Cancel				X	X	X	X	X	X
Cundiff	Bob	X	X	Cancel	X	X	X	X	X	X	X	X	X
Dillinger	Bob (or Alternate)	N		Cancel	X	X	X	X	X	X	X	X	X
Dufva	Mark	X	X	Cancel	X	X	X	X	N	N	X	X	X
Foster	Amy	N	X	Cancel	X	X	X	X	X	X	X	X	X
Gayle	Trenae	N	X	Cancel	X	N	N	X			X	X	
Gualtieri	Bob (or Alternate)	N	X	Cancel	X	X	N	X	X	X	X	X	X
Holck	Donna	N	X	Cancel	X	X	X	X	N	X	X		
Houghton	Beth	X	X	Cancel	X	X	X	X	X	X	X	N	X
Johnson	Debbie							X	X	X	X	N	X
King	Sean	X	X	Cancel	X	X	X	X	X	N	X	X	X
Long	Eileen	X	X	Cancel	X	X	N	X	N	X	X	N	X
Lott	April	N	X	Cancel	X	X	X	X	X	X	X	X	X
Medical				Cancel									
Keith	Sabiel											X	X
Qualls	Pam							X	X	X	X	N	X
Raposa	Michael	X	N	Cancel	X	X	X	X	N	N	X	X	X
Rolle	GW	X	X	Cancel	X	X	X	X	X	X	X	X	X
Rowell	Virginia	N	X	Cancel	X	X	N	N	N	N	N	X	X
				Cancel									
Seel	Karen	X	X	Cancel	N	X	N	X	X	X	N	X	N
Tarpon Spgs													
Sotelo-Redd	Robbin							X	X	X	X	N	N
Steinocher	Chris	N	X	Cancel	X	X	X	N	X	X	N	X	

N = NOTICED ABSENCE

TOTAL MEMBERSHIP = 22 VOTING MEMBERS = 22 QUORUM = 12