

**ST. JOHNS COUNTY HEALTH AND HUMAN SERVICES ADVISORY COUNCIL  
EXECUTIVE MEETING MINUTES**

April 18, 2024

**MEMBERS PRESENT:** Tara Haley, Chair; Howard Hitzel, Vice Chair

**STAFF PRESENT:** Shawna Novak, Director, Health & Human Services; Mary Garcia, Administrative Coordinator, Health & Human Services

**CALL TO ORDER:** Chair called the meeting to order at 3:30 p.m. Quorum was not present.

**PUBLIC COMMENT:** None

Meeting held via Zoom. The purpose of this meeting was to set the agenda for the May 2<sup>nd</sup> general meeting.

The agenda was reviewed and Ms. Novak suggested that in addition to giving a presentation on the Point in Time Count, Anita Daniel might also talk about the gaps analysis that was presented to the CoC at their annual meeting. Ms. Garcia said she would make this request. Tara Haley suggested removing Shawna Novak's update under community partners and allowing her to report on both HHS and County Administration at the same time. The blackout period was also discussed as it begins on April 22<sup>nd</sup>. A note will be made on the agenda that no updates by funded agencies will be allowed again until contracts are signed in October.

Ms. Garcia said Mr. Daly has decided not to apply to serve again on this board but he would still like to be an evaluator of applications. As his term does not end until July 21<sup>st</sup>, and all applications must be scored by June 21<sup>st</sup>, this will cause no conflict.

**Regular Meeting:** Next general meeting will be on Thursday, May 2<sup>nd</sup>, at 4:00 p.m. at the Health & Human Services Center, Kingfisher conference room, 200 San Sebastian View, St. Augustine, FL 32084 and via Zoom.

**ADJOURNMENT** - Meeting was adjourned at 3:44 p.m.