

ST. JOHNS COUNTY HEALTH AND HUMAN SERVICES ADVISORY COUNCIL (HHSAC)
MEETING MINUTES
August 7th, 2025

MEMBERS PRESENT: Tara Haley, Chair; Howard Hitzel, Vice Chair; Deanna Jones; Shannon Nazworth; Chip Cover; Kathleen Patneau

MEMBERS ABSENT: Leslie Barstow

STAFF PRESENT: Shawna Novak, HHS Director; Juliette Maronel, HHS Admin Coordinator; Katrina Tanner, HHS Contract Coordinator

VISITORS: Suzanne Clulow, Shane Lockwood, Rose DiMuzio, Dawn Bell

Virtual- Brittany Spangler, Nangy Pulsfus, Chynequa King, Sara Rutan, Kelly Franklin, Brian Robinson, Valeria Duquette, Sandra Jackson, Schuyler Siefker, Debi Redding, Teresa Matheny, Sandra Jackson, Carol Schneider, Brian Robinson, Judy Dembrowski, Valerie Duquette, Anita Danies, Taylor Hodges, Tara Wildes, Sara Vanik, Nancy Russo

CALL TO ORDER/ROLL CALL: Tara Haley called the meeting to order at 4:00 p.m. Quorum was present.

MINUTES: Tara Haley opened the floor for a motion to approve the previous meeting minutes (4/3, 4/17, 5/15, 6/5, & 7/17. Chip Cover motioned to approve meeting minutes, and Howard Hitzel seconded the motion; the minutes are approved unanimously by the Council.

PUBLIC COMMENT: Tara Haley opened the floor for public comment. Suzanne Clulow strong advocate for social services in particular affordable housing for all.

REPORT FROM COMMISSIONER ARNOLD: Commissioner Sarah Arnold was not present.

OLD BUSINESS:

1. Continuum of Care (CoC) Update from Anita Daniel: Flagler Hospital's three-year contract with DCF has been fully executed. The Board has finalized allocation decisions and sub-contracts to providers are with Legal.

Organization	FY2025-26 Allocated Amount	Categories
St. Augustine Society/St. Francis House	\$ 356,120.81	Challenge Program Need, ESG Emergency Shelter and Street Outreach
Flagler Hospital/CoC Lead Agency	\$ 321,266.38	Challenge Admin., Challenge Program Need (HMIS), ESG Admin., TANF Admin., and Staffing Grant
St. Johns County Health and Human Services	\$ 173,238.01	Challenge Housing Need, ESG Prevention and Rapid Re-Housing, and TANF Financial Assistance
Catholic Charities Bureau	\$ 169,207.37	Challenge Housing and Program Need, ESG Prevention and Rapid Re-Housing, and TANF Financial Assistance
Homeless Coalition of St. Johns County	\$ 104,245.92	Challenge Program Need
Safety Shelter of St Johns County/Betty Griffin Center	\$ 96,300.91	Challenge Housing and Program Need, ESG Emergency Shelter
TOTAL	\$ 1,220,379.40	

2. Received full HUD funding for the Housing Navigator position and the By Name List Coordinator.
3. We received news that we will be doing a NOFO this year, but it has not yet been released. However, the focus will be on new projects in transitional housing, delivery of substance misuse and mental health services, with a focus on the aging population.
4. The hospital will fund a new Coordinator position dedicated to supporting residents at Patriotic Place, and will also maintain funding for the Peer Outreach and Support role, which is no longer receiving HUD funding.

NEW BUSINESS: RFP Preliminary Scores Presentation (Katrina Tanner): Katrina briefly gave an overview of presentation agenda and began reviewing the RFP application highlights. Applications were due May 30th though the eCivis portal, 16 applications were received by the due date and 1 was rejected during the administrative review process. The total amount of funding requested from all scored apps was \$3,016,395. The scoring committee consisted of 3 HHS advisory council members, the HHS director, and the HHS social services manager. The total scores reflect administrative deductions, which include omitted app docs and attachments, missed eCivis research (FY24), more than one missed HHSAC meeting (FY24), and more than one late invoice/payment request (FY24). Rankings/Funding options will not be discussed today.

- **Category 1: Community Healthcare**
 - Betty Griffin Center scored 81.41% with a funding request of \$70,233.00
 - Council of Aging scored 80.30% with a funding request of \$236,528.00
 - EPIC Behavioral Healthcare Adult Substance Use Outpatient Treatment scored 79.44% with a funding request of \$251,450.00
 - EPIC Behavioral Healthcare JET Re-Entry Program scored 81.31% with a funding request of \$193,928.00
 - St. Augustine Youth Services Care Coordinator scored 82.82% with a funding request of \$13,089.00
 - St. Augustine Youth Services COACHES scored 84.69% with a funding request of \$188,201.00
 - St. Augustine Youth Services CAT scored 84.32% with a funding request of \$212,965.00
 - St. Augustine Youth Services MRT scored 83.85% with a funding request of \$301,751.00
 - Wildflower Healthcare scored 56.92% with a funding request of \$170,907.00
- **Category 2: Affordable Housing and Homelessness**
 - Betty Griffin Center scored 83.57% with a funding request of \$358,343.00
 - Emergency Services and Homeless Coalition scored 85.12% with a funding request of \$210,000.00
 - St. Augustine Society Port in the Storm scored 78.45% with a funding request of \$200,000.00
 - St. Augustine Society SOS Street Outreach Program scored 82.13% with a funding request of \$175,000.00
 - St. Augustine Society St. Francis House Crisis Center scored 81.74% with a funding request of \$300,000.00
- **Category 3: Employment Opportunities**
 - Early Learning Coalition of North Florida scored 85.87% with a funding request of \$134,000.00
- **Evaluator Questions / Discussion**
 - Tara Haley opened the floor for council discussion, questions and observations.
 - A discussion was conducted to clarify the basis of the deductions. Katrina clarified that it was documentation issues, such as missing application materials, incorrect attachments, and instances where required documents were not uploaded. Some items relate to specific contractual obligations, including conducting monthly eCivis research, attending HHSAC monthly meetings, and submitting monthly invoices by the 15th.
 - Shawna noted ongoing discussions with Katrina about adding administrative updates to the council's meeting packets. These updates would summarize agency performance on contract requirements—such as meeting attendance, monthly research, and other metrics—which Katrina already tracks.
 - Reviewers openly discussed ways to improve the RFP process, suggesting clearer questions and better formatting to help agencies more effectively present their work. While submission quality and scores have generally improved over time, some responses remained vague, lacked specificity, and missed key requirements.
 - Next steps include reviewing funding options on August 21st, finalizing recommendations by September 4th, and presenting them to the BCC on October 7th. The blackout period remains in effect until contracts are executed. Agencies may request score reports from Katrina.

Health & Human Services/County Administration Update- Shawna Novak, Director, HHS

- Shawna shared highlights from the first FY26 budget meeting, where Joy Andrews and Wade Schroeder presented to commissioners on July 22. Although there was interest in a millage rollback, the county's funding needs, including capital projects like fire stations and libraries, led to a recommendation to maintain

the current rate. A minor reduction was proposed but ultimately not agreed upon. Commissioners expressed concern about ongoing funding requests and preferred to keep flexibility for future decisions.

- The first BCC budget hearing is scheduled for September 3rd. If changes occur to the current proposed budget, the HHSAC will need quorum on September 4th to revise and sign a new funding recommendation letter. A final budget hearing is set for September 16th, which will help clarify the county's direction.
- There was a quick check for quorum with no conflicts noted for the 9/4 meeting.

Funded Agency Updates: Currently there are no updates due to the blackout period.

COMMUNITY PARTNERS:

SMA Healthcare: Sandra Jackson didn't have any current updates.

Department of Health: Shane Lockwood shared that the SJC Department of Health received a national breastfeeding award. The lactation pod at the HHS building, funded federally, continues to see high usage with approximately 20 visits daily. A new Community Health Program Manager has been hired to support related initiatives. Lastly, the anticipation for the September 13th Community Baby Shower has been increasing, which has grown beyond DOH's capacity. Starting this spring, DOH will partner with HHS to co-manage the event, which will include educational outreach on safe sleep, water safety, and support for underserved families.

UF Health St. Johns: No representative present.

Public Safety: Director Wildes reported that the Co-Responder team remains strong, with plans for a second team launch in October due to increasing demand. The department continues to make progress in jail-based initiatives with support from EPIC. E-bike safety education is being introduced in middle schools this year, with some programming also planned for high schools. As part of the Teen Safety Challenge, there will be hands-on training sessions at the local training center to promote safety and awareness of E-Bikes.

ANNOUNCEMENTS:

The Executive Meeting is scheduled for August 21st, 2025, at 3:30 PM at the Health & Human Services Center, Kingfisher Conference Room, 200 San Sebastian View, St. Augustine, FL 32084, and via Microsoft Teams.

The next General Meeting is scheduled for September 4th, 2025, at 4:00 PM at the Health & Human Services Center, Kingfisher Conference Room, 200 San Sebastian View, St. Augustine, FL 32084, and via Microsoft Teams.

ADJOURNMENT: Meeting was adjourned at 4:32pm