

you talk about your concerns.”

The floor was opened to the public; there were no comments, questions, or concerns.

Review of October 2, 2015 Meeting Notes

Attendees reviewed the October 2, 2015 meeting notes. No changes were made.

Discussion on One Stop Center

▪ *Update on the CMBC Fellowship Hall's Availability*

Robert Ladner, Ph. D, read a letter from Pastor Curtis Thomas confirming that Covenant Missionary Baptist Church (CMBC) is in fact interested in offering the fellowship hall for utilization by the one stop center.

Pastor Thomas stated that there was a misunderstanding by the CMBC's Board of Trustees, and once Pastor Thomas clarified the confusion the Board of Trustees were willing to move forward with hosting the one stop center.

Pastor Thomas stated that the fellowship hall is offered to the workgroup as originally proposed.

Workgroup members discussed concerns of moving forward with utilizing CMBC's fellowship hall as the location for the one stop center, since initially there was hesitation from CMBC to offer its space. However, after much discussion, the workgroup decided to move forward with collaborating with CMBC.

▪ *Survey of Residents Living Near CMBC*

Dr. Ladner reminded members that during the last workgroup meeting, he and Carla Valle-Schwenk agreed to conduct a telephone survey of residents living near the, then suggested location of the one stop center, Florida City Neighborhood Center. Now that CMBC is now available and the workgroup has agreed to move forward with using its space as the location for the one stop center, a survey will be administered to residents living near CMBC.

Dr. Ladner distributed a copy of potential questions (copy on file) he would include in the survey and explained that the survey would be broken into three sections: 1) services provided, 2) location of the one stop center, and 3) the one stop center's hours of operation. The survey results should determine how the workgroup should move forward with the one stop center.

Ms. Valle-Schwenk emphasized that the survey will also help to determine if local residents would access the one stop center, and the survey will assess the residents' perception of their needs. Ms. Valle-Schwenk asked Dr. Ladner what radius of the neighborhood will be surveyed, how many residents will be surveyed, and how many minutes it will take to complete the survey. Dr. Ladner answered that 3-5 miles radii of the neighborhood will be surveyed, approximately 500 households will be surveyed, and the survey will take no longer than ten minutes to complete.

Ms. Valle-Schwenk suggested modifying the survey's language to not be invasive. Kametra Driver suggested that Dr. Ladner conduct a combination method survey including telephone, online, and hard copy. Ms. Driver referenced her experience with administering the We Care of South Dade needs assessment survey and stated that she had much success, because she solicited participation of community based organizations and churches.

The workgroup agreed that Dr. Ladner should consider administering the survey using a combination of outreach methods.

The following suggestions were made regarding the survey:

1. Investigate and include other viable locations for the one stop center in the survey.
2. Include the time frame 3:00 p.m. to 7:00 p.m. and variations thereof to include evening hours of operation.
3. Make questions regarding services less invasive.

Workgroup's Next Steps for Remainder of 2nd Term

- *Meeting Location for Remainder of 2nd Term*

Workgroup members agreed to host the December 2015 and February 2016 meetings at CMBC.

- *Projection of One Stop Center Utilization*

The projected utilization of the one stop center was discussed briefly during discussion of the survey. The survey will provide some insight on how likely residents living near CMBC will access the one stop center for its services.

- *Identify a Lead Agency*

Dr. Ladner explained that the lead agency is responsible for acting as the fiscal agent of the one stop center and oversees the coordination of services provided at the one stop center.

Dr. Ladner opened the floor for nomination of a lead agency. Karen Hilton nominated We Care of South Dade as the lead agency. There were no other nominations.

Kametra Driver, Executive Director of We Care of South Dade, accepted the nomination to be the lead agency with the conditions that 1) all agencies of the collaborative understand that We Care of South Dade will act as the grantor of the collaborative; therefore, We Care of South Dade will conduct audits of the participating agencies to ensure all agencies are complying with the one stop center's funding requirements, and 2) We Care of South Dade will have an administrative fee to act as the lead agency.

Pastor Thomas confirmed that CMBC could offer a coordinator that can assist We Care of South Dade with coordinating participating agencies of the one stop center.

- *Request an Extension from the Partnership?*

Ms. Ross explained that the workgroup's second term will expire on February 5, 2016. The workgroup must decide if they would like to request a third term from the Partnership. If so, the workgroup must draft a report of their accomplishments during the second term and present goals that the workgroup would accomplish during the third term. Ms. Ross explained that this matter will be on the December meeting agenda for discussion.

Ms. Driver asked what would be the fate of the workgroup if the Partnership did not approve the extension. Ms. Valle-Schwenk stated that the work of the group would continue as a community initiative, but without the purview of the Partnership. Ms. Ross mentioned that the Partnership Bylaws are undergoing revisions that may affect the structure of the workgroup. More information about these changes will be known by the next workgroup meeting.

Announcements

Ms. Ross reviewed the flyers in the packet (copies on file).

Adjournment

The workgroup meeting ended at 11:50 a.m.