

LEE CONLEE HOUSE
BOARD OF DIRECTORS MEETING
March 7, 2016
12:00 P.M.

Agenda

- | | | |
|------|---|-------------------------------|
| I. | Welcome
Comments from President | Marshall Fulghum, President |
| II. | Approval of February Minutes | Marshall Fulghum, President |
| III. | Treasurer's Report | Melissa Miller, Treasurer |
| | <ul style="list-style-type: none">• Agency/Shoppe Financials | |
| IV. | Committee Reports | Marshall Fulghum, President |
| | <ul style="list-style-type: none">• Nomination Committee• Approval of Minutes from Committee | Meghan Deputy, Past President |
| V. | New Business | Marshall Fulghum, President |
| | <ul style="list-style-type: none">• Celebrity Chef 2016• FCADV Findings Monitoring Report | Committee Members |
| VI. | Old Business | Marshall Fulghum, President |
| VII. | Director's Report | Angie Pye, Executive Director |
| IX. | Adjourn | |

Next Meeting

**April 4, 2016
Noon
Location: Valhalla Hall**

Lee Conlee House, Inc.
Nominating Committee Meeting
1/25/16 11:00 a.m.
Valhalla Hall –St. Johns River State College

Members Present

Committee Chair Meghan Deputy
Board President Marshall Fulghum
Gretchen Lumsford
Julie McClain
Vernon Myers
Melissa Miller

Members Absent

Caroline Tingle

Also Present

Executive Director Angie Pye

Chair Meghan Deputy distributed an Agenda, opened the meeting and explained the objectives.

The Committee discussed potential board members as per Agenda Item #2, Jim Nesbitt and Mark Johnson. Discussion was had regarding the applicants and other individuals who might possibly be willing to serve on the LCH board to include the following: Shann Puritan, Joe Wells and Mary Garcia. It was decided that these individuals would be given board application packets; if returned completed, Deputy stated she would prepare a slate and refer to the entire Board for a private ballot vote at the next regular meeting.

President Fulghum asked whether the aforementioned potential candidates are representative of the diverse service population of Putnam County, racially or from a socio economic standpoint. Fulghum's question was a result of his recent interview with an FCADV auditor. ED Angie Pye discussed other board's struggles to comply and the need to enforce board term limits which would ensure a constant influx of dissimilar people who in turn might result in better board representation of the community served. She also stated the current board makeup had compensating factors such as a domestic violence survivor. Further discussion was had regarding seeking representatives of the following populations: senior citizens and the gay and lesbian community. President Fulghum suggested ED Pye post on Facebook the need for board level volunteers as a means to recruit a more diverse LCH Board.

Agenda Item #3 was discussed; Director Melissa Miller volunteered to serve as Vice President and/or President for the remaining fiscal year (2015-2016) as well as for 2016-2017.

President Fulghum expressed his reasoning for supporting Director Vernon Myers as the 2015-2016 Vice President (in order for Myers to be the incumbent) 2016-2017 Board President. Fulghum stated he supported allowing Myers to remain on the board past his six (6) years of consecutive service without the mandatory one (1) year leave because Myers had so graciously volunteered when no other members of the board had been willing.

Fulghum moved, seconded by Director Julie McClain, to nominate Melissa Miller to serve as Board Treasurer for the remainder of 2015-2016 fiscal year and Vernon Myers to Board Vice President for the remainder of 2015-2016 fiscal year end. Fulghum called for discussion.

ED Pye expressed her concern that the board is foregoing policy by not supporting and enforcing term limits. Pye further explained that by not adhering to the Administrative Rule regarding limits the board was denying the agency access to new volunteers and that any perceived "crisis" from several directors rolling off was not actually a crisis. Lunsford questioned which policy or rule was not being properly followed. Pye explained the Administrative Rule outlining state and federal regulations requiring that each governing board maintain term limits for each board member. She referred to Board Governance Policy #G-18 which specifically states: "The term for each member shall be two years. A Director may be elected to serve up to two (2) successive terms for a maximum of three (3) terms or six (6) continuous years of service."

Extensive discussion was had by the Committee.

Chairman Deputy called for a roll-call vote on the preceding motion as follows: For the remainder of the 2015-2016 fiscal year Melissa Miller, Treasurer and Vernon Myers, Vice President.

For:
Meghan Deputy
Marshall Fulghum
Julie McClain

Against:
Gretchen Lunsford
Melissa Miller**

MOTION PASSED.

Agenda Item #4 was discussed; Director Julie McClain volunteered to speak with Director Shelley Payne about serving as Board Treasurer for the fiscal year 2016-2017. It was decided that the proposed slate of officers listed below would be presented at the next LCH Board meeting (February 1, 2016) as well as the 2015-2016 Officers for Vice President (Myers) and Treasurer (Miller) for appointment by the full board.

The proposed Executive Committee of the Board for 2016-2017 is as follows:

President – Vernon Myers
Past President – Marshall Fulghum
Vice President – Melissa Miller
Secretary – Gretchen Lunsford
Treasurer – Shelley Payne

McClain stated any future term extensions done in a "crunch" should be looked at more extensively.

Deputy moved, seconded by Director McClain to adjourn the meeting at 12:05 p.m.

Meghan Deputy, Chair

**Miller was not clear on the Motion before the committee which included herself and voiced a vote. The "For" count outnumbered the "Against" and the committee understood her vote was null.

LEE CONLEE BOARD OF DIRECTORS MEETING

DATE: 2/1/2016

The meeting was call to order at 12:09 p.m. by President Fulghum in the Valhalla Hall on the campus of the St. Johns River State College in Palatka, Florida;

Present: Marshall Fulghum, Yvonne Parrish, Gretchen Lunsford, Meghan Deputy, Melissa Miller, Julie McClain, Caroline Tingle, Betsy Driggers, Vernon Myers, Jared Guy, Shelley Payne

Absences: Margie Payne, Jamila Theobald, John Theobald and Pat Freeman

Also Present: Angie Pye, Executive Director

A quorum was established by Pres. Fulghum

Presentation of the Audit by Trey Long from James Moore CPA's and Consultants, Independent Auditor

Mr. Long stated that the Auditor's Report. Reference the Lee Conlee House, Inc., Financial Statements, June 30, 2015—audit summary. The Auditor's Report was accepted with a motion to accept by Vernon Myers and seconded by Melissa Miller and was unanimously accepted by the Board members present.

Approval of 1/4/16 Meeting minutes: Vernon Myers 1st and Melissa Miller 2nd – unanimous Board- vote to accept.

Treasurer's Report for LCH and the Shoppe:

Angie Pye presented the financials through December, 2015 to the Board. She stated that LCH was still awaiting the grant funding to come in. There was discussion that the Board form a Finance Committee to review the financials and monthly adjustments. Melissa Miller motioned to approve the Treasurer's Report as stated and Vernon Myers seconded the motion. The vote was unanimous.

Committee Reports:

Nominating Committee met on 1/25/16 proposed a slate of officers.

For the 2015-2016 Officers for Vice President, Vernon Myers and Treasurer – Melissa Miller. For 2016-17 - Vernon Myers is currently President Elect and would accept the nomination for President, Past President – Marshall Fulghum, Vice President – Melissa Miller, Secretary – Gretchen Lunsford and Treasurer – Shelley Payne. No motion to accept the 2015-2016 Vice President and Treasurer could be made as the quorum was lost at 1:00pm. An electronic ballot will be sent to all board members for ratification of this slate of officers. The results of the ballot will be an addendum to the minutes.

New Business: Celebrity Chef: LCH is locked in at the Woman's Club of Palatka Clubhouse on Saturday, May 7, 2016. There will be a Kentucky Derby theme. Meghan, Gretchen, Caroline, Julie and Vernon are on the committee.

Old Business:

Director's Report: Angie Pye reported that the FCADV audit was complete and that a finding was made that the LCH Board must have a Treasurer immediately (which was done at the Nominating Committee She also stated that FCADV is requiring the entire Board to do fiduciary duty training. The board was unable to vote on accepting the Director's Report as the quorum was lost at 1:00pm

Next Mtg: 3/7/2016 at Valhalla hall

Mtg. adjourned 1:13 p.m.

Respectfully Submitted by Yvonne Parrish,
Secretary _____

LINE ITEM	NOTES
Balance Sheet	The question last month regarding the negative balance on the AP was the result of errors to the balance sheet. The Bookkeeper is working on correcting errors and completing adjusting entry's from the auditor.
INCOME	
Grants & Contracts	Showing 57% spent - spending is on target for the fiscal year.
A. Salaries & Wages	SUTA is paid by calendar year, so this expense will go up Jan-Jun.
B. Taxes & Benefits	
C. Travel and Training	
D. Professional Services Contracts	
E. Participant Expenses	Part expenses will increase November to June due to ESG Contract being executed.
F. Operating Expenses	Repair & Maintenance budget will be increasing with new ESG funds.
G. Equipment & Inventory	
H. Rental of Use of Space	
I. Insurance	
J. Membership Dues	
K. Advertising	

Additional Notes:

Lee Conlee House, Inc
Balance Sheet
As of January 31, 2016

	<u>Jan 31, 16</u>
ASSETS	
Current Assets	
Checking/Savings	
10000 - Cash Accounts	
10010 - Checking Account...4711	49,026.37
10050 - The Shoppe...5256	9,950.49
10250 - Petty Cash	
10251 - Petty Cash Admin	264.04
10252 - Petty Cash Shelter	340.35
Total 10250 - Petty Cash	<u>604.39</u>
10400 - Savings...5118	19,092.67
Total 10000 - Cash Accounts	<u>78,895.92</u>
Total Checking/Savings	78,895.92
Accounts Receivable	
11000 - Accounts Receivable	
11200 - Grants Receivable	111,549.12
Total 11000 - Accounts Receivable	<u>111,549.12</u>
Total Accounts Receivable	111,549.12
Other Current Assets	
12000 - Prepaid Expenses	
12100 - Prepaid Insurance	5,346.50
Total 12000 - Prepaid Expenses	<u>5,346.50</u>
13000 - Undeposited Funds	-4,338.67
Total Other Current Assets	<u>1,007.83</u>
Total Current Assets	<u>191,262.87</u>
Fixed Assets	
15000 - Property, Furniture & Equipment	
15100 - Office Equipment - Ammortized	18,007.03
15200 - Furniture & Fixtures	81,258.85
15300 - Playground Equipment	1,845.00
15400 - Real Property	885,526.31
15500 - Land - Shelter	179,000.00
15600 - Building Improvements	6,990.00
15700 - 2014-2015 Capital Improvements	264,377.95
15900 - Accumulated Depreciation	-365,352.23
Total 15000 - Property, Furniture & Equipment	<u>1,071,665.91</u>
Total Fixed Assets	<u>1,071,665.91</u>
TOTAL ASSETS	<u><u>1,262,918.78</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 - Accounts Payable	10,246.26
Total Accounts Payable	<u>10,246.26</u>
Other Current Liabilities	
22000 - Other Current Liabilities	
22210 - Payroll Liabilities	7,066.18
22230 - Accrued Payroll	-0.03
22250 - Sales Tax Payable	613.71
22260 - Employee Paid Health Insurance	2,112.65
22265 - Employee Paid Add On Health	-473.95
22280 - Misc. Payroll Deductions	910.03
Total 22000 - Other Current Liabilities	<u>10,228.69</u>

Lee Conlee House, Inc
Balance Sheet
As of January 31, 2016

	<u>Jan 31, 16</u>
Total Other Current Liabilities	10,228.69
Total Current Liabilities	<u>20,474.95</u>
Total Liabilities	20,474.95
Equity	
31100 - Unrestricted Net Assets	1,303,580.13
Net Income	<u>-61,136.30</u>
Total Equity	<u>1,242,443.83</u>
TOTAL LIABILITIES & EQUITY	<u>1,262,918.78</u>

1:12 AM
02/29/16
Accrual Basis

Lee Conlee House, Inc
YTD P&L Budget vs. Actual Summary
July 2015 through January 2016

	Jul '15 - Jan 16	Budget	\$ Over Budget	% of Budget
Income				
40000 - Grants & Contracts	339,557.50	581,019.69	-241,461.79	58.4%
41000 - Discretionary Funds	67,864.94	232,100.76	-164,235.82	29.2%
42000 - Other Incomes	-10.00			
43000 - In-Kind	3,480.00			
Total Income	410,892.54	813,120.45	-402,227.91	50.5%
Gross Profit	410,892.54	813,120.45	-402,227.91	50.5%
Expense				
A - Salaries & Wages	258,374.36	460,532.45	-202,158.09	56.1%
B - Taxes & Benefits	53,855.60	102,044.94	-48,189.34	52.8%
C - Travel & Training Expenses	7,207.91	16,845.78	-9,637.87	42.8%
D - Professional/Contract Services	39,535.92	38,420.00	1,215.92	103.2%
F - Participant Expenses	16,076.68	35,900.00	-19,821.32	44.8%
G - Operating Expense	41,539.67	68,798.00	-27,158.33	60.5%
H - Equipment Inventory	3,004.43	8,526.20	-5,521.77	34.8%
I - Rental or Use of Space	39,260.32	66,789.08	-27,528.76	58.8%
J - Rental of Equipment	2,853.58	3,500.00	-646.42	81.5%
K - Insurance	5,110.40	14,200.00	-9,089.60	36.0%
L - Membership Dues & Subscriptions	4,275.27	3,000.00	1,275.27	142.5%
M - Advertising	733.00	400.00	333.00	183.3%
Total Expense	472,829.14	818,056.43	-347,227.31	67.6%
Net Income				

Lee Conlee House, Inc
 YTD P&L Budget vs. Actual Detail
 July 2015 through January 2016

	Jul '15 - Jan 16	Budget	± Over Budget	% of Budget
Income				
40000 - Grants & Contracts				
40100 - FCADV				
40105 - FCADV - Prevention	11,500.00	20,000.00	-8,500.00	57.5%
40110 - FCADV - GR	17,813.15	29,185.43	-11,372.27	59.3%
40115 - FCADV - DVOP	7,652.96	13,119.34	-5,466.38	58.3%
40120 - FCADV - PVPSA	6,848.24	11,739.83	-4,891.59	58.3%
40125 - FCADV - TANF	55,890.79	95,913.90	-39,984.81	58.3%
40130 - FCADV - CCS / SA	30,370.68	52,084.00	-21,685.31	58.3%
40135 - FCADV - L & C				
48126 - L&C	34,562.00	60,182.75	-25,620.25	57.4%
48127 - CFC GR	9,187.00	14,817.25	-5,630.75	62.0%
48128 - FCADV - L & C - Other	0.00	0.00	0.00	0.0%
Total 40135 - FCADV - L & C	45,750.00	75,000.00	-31,250.00	58.3%
40140 - FCADV - RURAL	30,833.31	58,000.00	-24,986.69	58.3%
40180 - FCADV - Training Scholarships	3,026.25			
Total 40100 - FCADV	289,955.43	395,084.19	-145,048.79	58.1%
40200 - DCF				
40210 - DCF (ESG)	41,914.78	78,905.00	-34,990.24	54.5%
Total 40200 - DCF	41,914.78	78,905.00	-34,990.24	54.5%
40300 - VOCA				
40400 - DOR	61,640.85	104,717.00	-43,076.05	58.9%
40500 - Putnam County	5,815.19	8,919.00	-4,103.81	66.6%
40600 - United Way	0.00	8,612.00	-8,612.00	0.0%
40710 - SFSP	2,605.00	5,200.00	-2,600.00	50.0%
40820 - United Way of Putnam Co. Grant	14,786.88	19,882.00	-4,915.64	75.0%
40830 - United Way, CFC Contributions	2,671.23			
40850 - United Way - Other	13.52			
Total 40300 - United Way	20,271.63	24,882.00	-4,600.80	81.4%
Total 40000 - Grants & Contracts	336,507.90	581,319.69	-241,461.79	58.4%
41000 - Discretionary Funds				
41100 - Thrift Store Sales				
41200 - Contributions	41,706.78	68,438.68	-27,731.20	60.1%
41210 - Individual Contributions	5,137.81			
41220 - Business Contributions	8,424.00			
41230 - Church Contributions	1,383.00			
41240 - Civic Group Contributions	425.00			
41250 - Contributions - Other	0.00	36,888.42	-36,888.42	0.0%
Total 41200 - Contributions	15,339.81	36,888.42	-21,548.61	41.6%
41300 - Fundraising				
41320 - Celebrity Chef Event				
41322 - Celebrity Chef Event - Expenses	-550.21			
Total 41320 - Celebrity Chef Event	-550.21			
41330 - Golf Tournament				
41331 - Golf Tournament Income	13,245.00			
41332 - Golf Tournament Expenses	-3,284.45			
Total 41330 - Golf Tournament	9,960.55			
41360 - BK				
41361 - BK Income	625.00			
41362 - BK Expenses	-15.94			
Total 41360 - BK	609.06			
41370 - Purple Lights Walk				
41371 - Purple Lights Income	2,186.00			
41372 - Purple Lights Expenses	-1,304.34			
Total 41370 - Purple Lights Walk	881.66			
41390 - Fundraising - Other	0.00	68,507.08	-68,507.08	0.0%
Total 41300 - Fundraising	10,300.06	68,507.08	-57,897.02	15.9%
41310 - Capital Project-Shelter				
41312 - Capital Project-Shelter Expense	-115.92			
Total 41310 - Capital Project-Shelter	-115.92			
41400 - Other Discretionary Income				
41410 - Thrift Shop Cash Over/Short	-317.34			
41420 - Interest Earned	47.59			
41430 - Miscellaneous Income	304.21			
41490 - Other Discretionary Income - Other	0.00	57,285.28	-57,285.28	0.0%

Lee Conlee House, Inc
YTD P&L Budget vs. Actual Detail
July 2015 through January 2016

	Jul '15 - Jan '16	Budget	\$ Over Budget	% of Budget
Total 41400 - Other Discretionary Income	34.48	57,265.28	-57,230.82	0.1%
41000 - Discretionary Funds - Other	-0.25	0.00	-0.25	100.0%
Total 41000 - Discretionary Funds	67,894.84	232,100.75	-164,205.92	29.2%
42000 - Other Incomes				
42100 - Rent - Transitional Housing	-10.00			
Total 42000 - Other Incomes	-10.00			
43000 - In-Kind				
43000 - In-Kind Goods Income	815.00			
43210 - In-Kind Goods Expense	2,665.00			
Total 43000 - In-Kind	2,480.00			
Total Income	410,892.84	813,120.45	-402,227.61	50.5%
Gross Profit	410,892.84	813,120.45	-402,227.61	50.5%
Expenses				
A - Salaries & Wages				
60110 - Regular Wages	220,524.21	424,810.92	-204,276.71	51.9%
60120 - Overtime Wages	2,270.92			
60140 - Paid Time Off	24,132.24	29,474.08	-5,341.84	81.9%
60150 - Holiday Pay	8,682.36	6,447.45	2,234.91	133.2%
60140 - Bonus Pay	1,754.73			
Total A - Salaries & Wages	258,374.36	460,732.45	-202,358.09	56.1%
B - Taxes & Benefits				
61110 - FICA	15,754.89	35,230.74	-19,475.85	56.1%
61120 - SUTA	3,044.95	7,838.00	-4,793.05	58.4%
61130 - Workers Comp Insurance	203.00	8,613.27	-7,760.27	3.2%
61140 - Employee Health Insurance	28,095.50	49,663.00	-21,567.50	56.6%
61160 - Car Allowance	692.25	1,198.90	-506.65	57.7%
61190 - Misc. Additions	2,015.00			
B - Taxes & Benefits - Other	0.01			
Total B - Taxes & Benefits	53,855.60	102,044.94	-48,189.34	52.8%
C - Travel & Training Expenses				
62110 - Mileage	4,982.87			
62120 - Per diem	-253.77			
62130 - Lodging	1,803.76			
62140 - Transportation	216.45			
62150 - Training registration fees	690.00			
62180 - Parking	10.00			
C - Travel & Training Expenses - Other	0.00	16,845.78	-16,845.78	0.0%
Total C - Travel & Training Expenses	7,207.91	16,845.78	-9,637.87	42.8%
D - Professional/Contract Services				
63110 - Professional Svcs-Accounting	26,738.00	21,095.88	5,738.00	127.3%
63120 - Professional Svcs - Legal	926.00			
63140 - Professional Services-IT	2,201.87	2,200.00	-198.13	80.1%
63190 - Post. Svcs - Web Design/Printing	1,143.00	2,856.00	-2,290.00	180.4%
63160 - Professional Svcs-Other	1.19	3,670.00	-3,668.81	0.0%
63510 - Cleaning	790.00	1,300.00	-510.00	57.7%
63520 - Lawn Service	875.00	1,500.00	-625.00	58.3%
63530 - Pest Control	490.00	1,200.00	-710.00	37.5%
63840 - Security	2,715.88	3,300.00	-584.14	82.3%
63880 - Other Contract Labor	0.00	0.00	0.00	0.0%
63990 - Thrift Store Services	0.00	1,000.00	-1,000.00	0.0%
Total D - Professional/Contract Services	38,621.92	38,420.00	1,215.92	100.2%
F - Participant Expenses				
65110 - Food	3,288.81	12,500.00	-7,210.19	42.3%
65120 - Personal Items & Clothing	1,991.58	3,200.00	-1,638.42	49.0%
65130 - Household Supplies	3,718.69	6,750.00	-3,031.07	55.1%
65190 - Outpatient Health Services				
65151 - Prescription Medications	628.46			
65152 - Other Outpatient Health Svcs	429.21			
65150 - Outpatient Health Services - Other	0.00	2,000.00	-2,000.00	0.0%
Total 65190 - Outpatient Health Services	1,047.47	2,000.00	-952.53	52.4%
65160 - Mental Health Services	0.00	1,000.00	-1,000.00	0.0%
65170 - Accommodations	1,181.20	300.00	881.20	293.7%
65180 - Participant Transportation				
65181 - Bus Tickets	1,162.50			
65182 - Gas Cards	503.38			
65183 - Other transportation	16.90			

Lee Comlee House, Inc
YTD P&L Budget vs. Actual Detail
July 2015 through January 2016

	Jul '15 - Jan '16	Budget	\$ Over Budget	% of Budget
65188 - Participant Transportation - Other	0.00	3,850.00	-3,850.00	0.0%
Total 65188 - Participant Transportation	1,691.88	3,850.00	-2,158.12	43.7%
65190 - Document Replacement	111.00	700.00	-589.00	15.9%
65210 - Child Care	0.00	950.00	-950.00	0.0%
65220 - Education	0.00	1,000.00	-999.00	0.0%
65230 - Employment Asst / Job Training	117.00	1,250.00	-1,133.00	9.4%
65240 - Substance Abuse Treatment	0.00	0.00	0.00	0.0%
65290 - Other Participant Expenses				
65290 - Gift Cards	280.00			
65290 - Christmas Gifts	670.96			
65295 - Misc. Participant Expenses	348.00			
65295 - Other Participant Expenses - Other	27.85	2,750.00	-2,712.15	1.4%
Total 65290 - Other Participant Expenses	1,326.81	2,750.00	-1,415.19	48.6%
Total F - Participant Expenses	16,078.88	26,900.00	-10,821.12	44.9%
G - Operating Expenses				
65850 - Payroll Processing Fees	2,991.35	0.00	2,991.35	99.8%
66118 - Communications				
66111 - Telephone, Internet & Cable	5,872.74			
66112 - Cellphones	2,650.53			
66118 - Communications - Other	692.40	17,848.00	-16,955.60	3.9%
Total 66118 - Communications	9,195.67	17,848.00	-8,492.33	51.0%
66120 - Utilities				
66121 - Electricity	10,792.38			
66122 - Water	3,964.27			
66123 - Gas	1,512.81			
66124 - Property Tax - Waste disposal	641.28			
66125 - Utilities - Other	83.72	23,000.00	-23,406.28	0.4%
Total 66120 - Utilities	16,404.47	23,000.00	-7,095.53	69.6%
66130 - Repairs & Maintenance	5,305.94	0.00	5,305.94	99.9%
66140 - Office supplies	2,168.43	3,900.00	-1,731.57	55.6%
66150 - Postage	747.21	1,500.00	-752.79	49.8%
66160 - Printing & Copying	1,474.18	2,225.00	-750.82	68.3%
66170 - Licenses & Permits				
66171 - Business Licenses	125.00			
66172 - Permit for Sidewalk Sales	10.00			
66170 - Licenses & Permits - Other	100.00	200.00	-100.00	50.0%
Total 66170 - Licenses & Permits	265.00	200.00	-65.00	95.0%
66180 - Bank Fees	0.00	150.00	-150.00	0.0%
66190 - Credit Processing Fees	695.34	1,500.00	-804.66	46.4%
66200 - Personnel Development				
66202 - Staff Training	113.87			
66200 - Personnel Development - Other	0.00	900.00	-900.00	0.0%
Total 66200 - Personnel Development	113.87	900.00	-786.13	22.7%
66210 - Curricula	0.00	75.00	-75.00	0.0%
66220 - Thrift Store Operating Supplies	1,083.70	1,200.00	-116.30	89.1%
66230 - Prevention Supplies & Expenses	32.78			
66240 - Community Booth Fees	0.00	190.00	-190.00	0.0%
66250 - Group Supplies	0.00	1,600.00	-1,600.00	0.0%
66290 - Other Operating Expenses				
66291 - Employee Background Checks	24.00			
66299 - Misc. Expenses	509.78			
66290 - Other Operating Expenses - Other	0.00	3,900.00	-3,900.00	0.0%
Total 66290 - Other Operating Expenses	533.78	3,900.00	-3,366.22	16.3%
67140 - Software	623.15			
Total G - Operating Expense	41,839.67	69,798.00	-27,958.33	68.6%
H - Equipment Inventory				
67110 - Equipment	199.98			
67510 - Dep. Exp. - Equipment	2,844.45	4,875.00	-2,030.55	58.3%
Total H - Equipment Inventory	3,044.43	4,875.00	-1,830.57	34.8%
I - Rental or Use of Space				
68110 - Thrift Store Rent	0.00	14,400.00	-14,400.00	0.0%
68120 - Storage Space	200.00			
68210 - Rent - Admin Offices				
68211 - Admin Rent Expenses	10,000.00			
68212 - In Kind Admin Rent Deduction	-10,000.00			

1:23 AM
6/23/16
Actual Basis

Lee Conlee House, Inc
YTD P&L Budget vs. Actual Detail
July 2015 through January 2016

	Jul '15 - Jan '16	Budget	\$ Over Budget	% of Budget
Total 66210 - Rent - Admin Offices	0.00			
66610 - Dep. Exp. - Buildings	30,560.32	52,369.08	-21,808.76	58.3%
Total I - Rental or Use of Space	30,560.32	66,788.08	-37,528.76	58.8%
J - Rental of Equipment				
69110 - Equip Rental and Maintenance	2,853.58	3,500.00	-646.42	81.5%
Total J - Rental of Equipment	2,853.58	3,500.00	-646.42	81.5%
K - Insurance				
79120 - Property Insurance	8,110.40			
K - Insurance - Other	0.00	14,200.00	-14,200.00	0.0%
Total K - Insurance	8,110.40	14,200.00	-6,089.60	56.0%
L - Membership Dues & Subscriptions				
71100 - Membership Dues	4,181.59	2,700.00	1,481.59	154.3%
71200 - Subscriptions	93.58	300.00	-206.32	31.2%
Total L - Membership Dues & Subscriptions	4,275.27	3,000.00	1,275.27	142.5%
M - Advertising				
72100 - Print, Radio & Online Ads	40.00	400.00	-360.00	10.0%
72200 - Newsletter	693.00	0.00	693.00	100.0%
Total M - Advertising	733.00	400.00	333.00	183.3%
Total Expense	472,529.14	819,066.48	-347,027.31	57.8%

Net Income

1:31 AM
02/29/16
Accrual Basis

Lee Conlee House, Inc
Monthly P&L Summary
January 2016

	<u>Jan 16</u>
Income	
40000 - Grants & Contracts	59,167.67
41000 - Discretionary Funds	9,536.65
43000 - In-Kind	745.00
Total Income	<u>69,471.32</u>
Gross Profit	69,471.32
Expense	
A - Salaries & Wages	35,050.05
B - Taxes & Benefits	11,341.77
C - Travel & Training Expenses	1,825.74
D - Professional/Contract Services	2,133.60
F - Participant Expenses	1,448.55
G - Operating Expense	5,470.16
H - Equipment Inventory	405.35
I - Rental or Use of Space	5,505.76
J - Rental of Equipment	452.83
L - Membership Dues & Subscriptions	105.34
M - Advertising	99.00
Total Expense	<u>63,980.18</u>

Lee Conlee House, Inc
 Monthly P&L Detail
 January 2016

	Jan 16
Income	
40000 - Grants & Contracts	
40100 - FCADV	
40105 - FCADV - Prevention	4,000.00
40110 - FCADV - GR	2,430.45
40115 - FCADV - DVTP	1,090.28
40120 - FCADV - FVPSA	978.32
40125 - FCADV - TANF	7,990.97
40130 - FCADV - COI / SA	4,338.67
40135 - FCADV - L & C	
40136 - L&C	4,937.50
40137 - CFS GR	1,312.50
Total 40135 - FCADV - L & C	6,250.00
40140 - FCADV - RURAL	4,833.33
Total 40100 - FCADV	31,917.02
40200 - DCF	
40210 - DCF (ESG)	13,657.48
Total 40200 - DCF	13,657.48
40300 - VOCA	7,781.86
40400 - DDH	702.17
40600 - United Way	
40620 - United Way of Putnam Co. Grant	4,915.52
40650 - United Way - Other	13.52
Total 40600 - United Way	4,929.14
Total 40000 - Grants & Contracts	59,187.67
41000 - Discretionary Funds	
41100 - Thrift Store Sales	8,127.04
41200 - Contributions	
41210 - Individual Contributions	997.23
41220 - Business Contributions	134.00
41230 - Church Contributions	200.00
41240 - Civic Group Contributions	400.00
Total 41200 - Contributions	1,431.23
41300 - Fundraising	
41320 - Celebrity Chef Event	
41322 - Celebrity Chef Event - Expenses	-550.21
Total 41320 - Celebrity Chef Event	-550.21
41360 - SK	
41361 - SK Income	625.00
Total 41360 - SK	625.00
Total 41300 - Fundraising	74.79
41400 - Other Discretionary Income	
41410 - Thrift Shop Cash Over/Short	-95.73
41420 - Interest Earned	1.76
Total 41400 - Other Discretionary Income	-94.97
41500 - Discretionary Funds - Other	-0.04
Total 41000 - Discretionary Funds	9,538.65
43000 - In-Kind	
43210 - In-Kind Goods Expense	745.00
Total 43000 - In-Kind	745.00
Total Income	69,471.32
Gross Profit	69,471.32

Lee Conlee House, Inc
Monthly P&L Detail
January 2016

	<u>Jan 16</u>
Expense	
A - Salaries & Wages	
60100 - Regular Wages	26,772.86
60120 - Overtime Wages	789.00
60140 - Paid Time Off	4,702.31
60150 - Holiday Pay	2,785.88
Total A - Salaries & Wages	<u>35,050.05</u>
B - Taxes & Benefits	
61100 - FICA	2,681.24
61120 - SUTA	1,892.71
61140 - Employee Health Insurance	4,660.42
61160 - Car Allowance	92.30
61180 - Misc. Additions	2,015.00
Total B - Taxes & Benefits	<u>11,341.77</u>
C - Travel & Training Expenses	
62100 - Mileage	723.63
62120 - Per diem	442.98
62130 - Lodging	621.21
62140 - Transportation	47.92
Total C - Travel & Training Expenses	<u>1,835.74</u>
D - Professional/Contract Services	
63100 - Professional Svcs-Accounting	1,500.00
63140 - Professional Services-L.T.	123.75
63510 - Cleaning	100.00
63520 - Lawn Service	250.00
63530 - Pest Control	70.00
63540 - Security	89.85
Total D - Professional/Contract Services	<u>2,133.60</u>
F - Participant Expenses	
65100 - Food	575.51
65120 - Personal Items & Clothing	31.96
65130 - Household Supplies	440.27
65150 - Outpatient Health Services	
65151 - Prescription Medications	178.99
65152 - Other Outpatient Health Svcs	137.95
Total 65150 - Outpatient Health Services	<u>316.94</u>
65180 - Participant Transportation	
65182 - Gas Cards	40.00
Total 65180 - Participant Transportation	<u>40.00</u>
65190 - Document Replacement	44.00
Total F - Participant Expenses	<u>1,448.58</u>
G - Operating Expense	
66000 - Payroll Processing Fees	580.00
66100 - Communications	
66111 - Telephones, Internet & Cable	853.96
66112 - Cellphones	491.52
66110 - Communications - Other	92.30
Total 66100 - Communications	<u>1,437.80</u>
66120 - Utilities	
66121 - Electricity	1,380.46
66122 - Water	593.77
66123 - Gas	374.73
Total 66120 - Utilities	<u>2,348.96</u>
66130 - Repairs & Maintenance	694.59
66150 - Postage	65.99
66190 - Credit Processing Fees	91.80
66220 - Thrift Store Operating Supplies	227.42

Lee Conlee House, Inc
Monthly P&L Detail
January 2016

	<u>Jan 16</u>
66290 - Other Operating Expenses	
66291 - Employee background checks	24.00
Total 66290 - Other Operating Expenses	<u>24.00</u>
Total G - Operating Expense	5,475.18
H - Equipment Inventory	
67510 - Dep. Exp. - Equipment	406.35
Total H - Equipment Inventory	<u>406.35</u>
I - Rental or Use of Space	
68110 - Thrift Store Rent	1,200.00
68210 - Rent - Admin Offices	
68211 - Admin Rent Expense	1,500.00
68212 - In Kind Admin Rent Deduction	<u>-1,500.00</u>
Total 68210 - Rent - Admin Offices	0.00
68510 - Dep. Exp. - Buildings	<u>4,365.76</u>
Total I - Rental or Use of Space	5,965.76
J - Rental of Equipment	
69110 - Equip Rental and Maintenance	<u>462.63</u>
Total J - Rental of Equipment	462.63
L - Membership Dues & Subscriptions	
71100 - Membership Dues	<u>166.34</u>
Total L - Membership Dues & Subscriptions	166.34
M - Advertising	
72200 - Newsletter	<u>99.00</u>
Total M - Advertising	99.00
Total Expense	<u>63,980.18</u>

Lee Conlee House, Inc
Monthly P&L Detail - Thrift Store
January 2016

	<u>Jan 16</u>
Income	
41000 - Discretionary Funds	
41100 - Thrift Store Sales	2,821.78
41200 - Contributions	
41210 - Individual Contributions	49.25
Total 41200 - Contributions	<u>49.25</u>
41400 - Other Discretionary Income	
41410 - Thrift Shop Cash Over/Short	-96.73
Total 41400 - Other Discretionary Income	<u>-96.73</u>
Total 41000 - Discretionary Funds	<u>2,774.30</u>
Total Income	<u>2,774.30</u>
Gross Profit	2,774.30
Expense	
A - Salaries & Wages	
60110 - Regular Wages	1,794.00
60120 - Overtime Wages	0.00
60140 - Paid Time Off	0.00
60150 - Holiday Pay	80.00
Total A - Salaries & Wages	<u>1,844.00</u>
B - Taxes & Benefits	
61110 - FICA	141.07
61120 - SUTA	99.58
61140 - Employee Health Insurance	315.01
Total B - Taxes & Benefits	<u>555.66</u>
C - Travel & Training Expenses	
62110 - Mileage	0.00
Total C - Travel & Training Expenses	<u>0.00</u>
G - Operating Expense	
63550 - Payroll Processing Fees	58.00
66110 - Communications	
66111 - Telephone, Internet & Cable	111.89
Total 66110 - Communications	<u>111.89</u>
66120 - Utilities	
66121 - Electricity	445.98
66122 - Water	112.29
Total 66120 - Utilities	<u>558.27</u>
66190 - Credit Processing Fees	91.50
66220 - Thrift Store Operating Supplies	227.42
Total G - Operating Expense	<u>1,047.36</u>
I - Rental or Use of Space	
68110 - Thrift Store Rent	1,200.00
Total I - Rental or Use of Space	<u>1,200.00</u>
Total Expense	<u>4,647.04</u>
Net Income	<u>-1,872.74</u>

1:33 AM
02/29/16
Accrual Basis

Lee Conlee House, Inc
Monthly P&L Summary - Thrift Store
January 2016

	<u>Jan 16</u>
Income	
41000 - Discretionary Funds	2,774.30
Total Income	<u>2,774.30</u>
Gross Profit	2,774.30
Expense	
A - Salaries & Wages	1,944.00
B - Taxes & Benefits	555.66
C - Travel & Training Expenses	0.00
G - Operating Expense	1,047.38
I - Rental or Use of Space	1,200.00
Total Expense	<u>4,647.04</u>
Net Income	<u>-1,872.74</u>



Abuse Counseling and Treatment, Inc.
 Alva Victim of Domestic Abuse, Inc.
 Another Way, Inc.
 ANA Community Action Steps House
 Center for Abuse and Rape Emergencies, Inc.
 Citrus County Abuse Shelter Association
 Clear Center of Hernando County
 Domestic Abuse Center, Inc.
 Domestic Abuse Shelter, Inc.
 Family Life Center
 Hope House of Northwest Florida, Inc.
 Harbor House, Inc.
 House of Love and Support Coalition, Inc.
 Help Now of Duval County, Inc.
 Hope Family Services, Inc.
 Hubbard House, Inc.
 Life Center House
 Marla's House, Inc.
 Miami Dade Advocates for Victims
 Women's Place
 Duval Domestic Violence
 Social Services Center
 Peace Run Domestic Violence Center
 Paschal Place
 Supply House, Inc.
 Village House, Inc.
 Substation of Hernando County
 Safe Place and Rape Crisis Center
 SafeSpace, Inc.
 Family Center of St. John's
 County (Safe Circle House)
 Salvation Army Hernando County
 Domestic Violence Program
 Salvation Army Domestic Violence
 and Rape Crisis Program of Pasco County
 Salvation Army Domestic Violence
 Program of West Pasco County
 Sunset Harbor, Inc.
 Center for Abused Women & Children, Inc.
 Shelter House, Inc.
 Sunrise of Pasco County, Inc.
 The House of P.L.E.S.
 The Center of Tampa Bay, Inc.
 Youth Resources, Inc.
 The Lodge
 Wild Women
 Women of Duval of Howard County
 WPCA of Indian Beach County
 Harmony House Program

February 18, 2016

Ms. Angela Pye, Executive Director
 Lee Conlee House, Inc.
 P.O. Box 2558
 Palatka, Florida 32178

Dear Ms. Pye,

The Florida Department of Children and Families and the Office of the Attorney General contract with the Florida Coalition Against Domestic Violence (FCADV) to evaluate services provided by the certified domestic violence centers statewide. This year's onsite monitoring of Lee Conlee House, Inc., was conducted January 6-8, 2016, and continued with a desk review through January 21, 2016, by the Quality Assurance Monitoring Team. Attached please find the FCADV Quality Assurance Monitoring Report of Lee Conlee House, Inc. for fiscal year 2015-2016.

FCADV would like to thank the Board of Directors, staff, volunteers, and Executive Director for accommodating the team during the monitoring visit.

As described in the attached monitoring report, a Monitoring Corrective Action Plan is required. Please electronically submit the plan to FCADV via Track It, in a file labeled "Monitoring Corrective Action Plan", by March 3, 2016. If you have any questions, please contact the FCADV office at (850) 425-2749.

Sincerely,

Marcy A. Valenzuela
 Director of Quality Assurance

Sandy Barnett
 Vice President of Administration/COO

cc: Marshall Fulgham, Board President
 Patricia Holliday, Chair, Allocation and Grant Oversight Committee
 Sherry Frohman, Allocation and Grant Oversight Committee Member
 Tansy Rodgers, Contract Manager, Department of Children and Families
 Renee Starrett, Senior Management Analyst Supervisor, Department of Children and Families
 Christine Harris, Bureau Chief, Bureau of Advocacy and Grants Management, Office of the Attorney General
 FCADV File



Quality Assurance Monitoring Report

Lee Conlee House, Inc.

Fiscal Year 2015-2016 Final Monitoring Report

**Florida Coalition Against Domestic Violence
FY 2015-2016 Quality Assurance Monitoring Report**

Agency: Lee Conlee House, Inc.
Onsite Dates Monitored: January 6, 2016 - January 8, 2016
Review Period: February 1, 2015 - January 21, 2016
Release Date of Report: February 18, 2016
Monitoring Team: Suncara S. Jackson, Fiscal/Administrative Monitor
Sheryl Sharp, Program Monitor

I. EXECUTIVE SUMMARY

Members of the Florida Coalition Against Domestic Violence (FCADV) monitoring team conducted the fiscal year 2015-2016 annual quality assurance monitoring of Lee Conlee House, Inc., on January 6, 2016, through January 8, 2016, with a continuation of a desk review through January 21, 2016. The contracts and grants that were monitored included: Contract No. 15-2238 (DVS) in the amount of \$169,940.25, effective July 1, 2014, through June 30, 2015; Contract No. 16-2238 (DVS) in the amount of \$169,940.25, effective July 1, 2015, through June 30, 2016; Contract No. 15-2238 (Rural Initiative) in the amount of \$58,000.00, effective August 1, 2014, through June 30, 2015; Contract No. 16-2238 (Rural Initiative) in the amount of \$58,000.00, effective July 1, 2015, through June 30, 2016; Contract No. 15-2238 (L&C) in the amount of \$75,000.00, effective July 1, 2014, through June 30, 2015; Contract No. 16-2238 (L&C) in the amount of \$75,000.00, effective July 1, 2015, through June 30, 2016; Contract No. 15-2238 (CCII) in the amount of \$52,064.00, effective July 1, 2014, through June 30, 2015; Contract No. 16-2238 (CCII) in the amount of \$52,064.00, effective July 1, 2015, through June 30, 2016; VOCA Grant No. V156-14109 in the amount of \$104,717.00, effective October 1, 2014, through September 30, 2015; and VOCA Grant No. V156-14109 Amendment 1 in the amount of \$104,717.00, effective October 1, 2015, through September 30, 2016. Fiscal, administrative, and program reviews were completed during the monitoring visit. The preliminary review of findings was discussed during the onsite debriefing held with the Executive Director and management staff. A formal exit conference was held on January 21, 2016.

The Fiscal/Administrative Monitor identified findings related to personnel files, governance, and the timely submission of compliance reports.

The Program Monitor identified one finding related to inconsistent access to the Center's hotline via TDD services.

II. INTRODUCTION

Lee Corlee House, Inc., (the Center), is a nonprofit organization headquartered in Palatka, Florida, which provides Putnam County with the following services: emergency shelter, 24-hour hotline, counseling, information and referral, case management, child assessments, community education, and professional training.

The Center was last monitored through an onsite review by FCADV on January 14, 2015, through January 16, 2015. The monitoring team identified findings related to noncompliance with fiscal, administrative and program functions. The following issues continue to occur:

- Improperly executed Department of Homeland Security Form I-9
- Inconsistent access to the center's hotline via TDD services

Lee Corlee House, Inc., is a Florida Certified Domestic Violence Center which is certified by the Florida Department of Children and Families. The last certification review was completed June 19, 2015, and the Center passed with no corrective action required.

The accounting firm of James Moore, Certified Public Accountants and Consultants, issued an unmodified, independent audit report for the fiscal year ending June 30, 2015, with findings related to the preparation of financial statements and cost allocations. A management response letter was reviewed by FCADV. FCADV requested additional information related to the management response and the issue will be referred to the FCADV Contract Management Department for ongoing oversight.

III. PURPOSE AND SCOPE

The purpose of the review was to determine whether Lee Corlee House, Inc., has materially complied with the terms and conditions of Contract No. 15-2238 (DVS), Contract No. 16-2238 (DVS), Contract No. 15-2238 (Rural Initiative), Contract No. 16-2238 (Rural Initiative), Contract No. 15-2238 (L&C), Contract No. 16-2238 (L&C), Contract No. 15-2238 (CCII), Contract No. 16-2238 (CCII), VOCA Grant No. V156-14109, VOCA Grant No. V156-14109 Amendment 1, VOCA Compliance Standards, DCF Certification Standards, and FCADV Program and Administrative Standards. The review involved performing tests of compliance including a review of policies and procedures, administrative records, invoices, financial reports, program reports, and other required information.

The monitoring team reviewed the corrective action items identified as a result of the fiscal, administrative, and program monitoring completed for fiscal year 2014-2015, as well as the Provider Self-Evaluation Survey and accompanying documentation.

The FCADV contract monitors conduct continuous compliance monitoring on an annual basis. The scope of the monitoring period includes the first day of the month following the last monitoring onsite visit through the date of the current onsite monitoring fieldwork. If, as a result of the monitoring scope, records were selected that were examined during the previous year's monitoring process, alternate records were selected and the duplicate

records (with the exception of personnel files and Center policies and procedures) were not reviewed during the current monitoring process.

Financial areas reviewed include, but are not limited to: Policies and Procedures, Audits, Accounting System, Financial System, Check Review, Match, Payroll, Internal Controls, Travel, Fixed Assets, Insurance and Bonding, Purchasing, and compliance with the FCADV Fiscal Guide, FCADV Administrative Standards and the Florida Administrative Code Chapter 65H-1.

Administrative areas reviewed include, but are not limited to: Policies and Procedures, Human Resource Administration, Personnel Files, Assignment and Subcontracts, Data Security, Inventory, Board Governance and Leadership, Special Provisions, Staffing and Documentation Procedures, Training, Timely Submission of Deliverables and Required Reports, and compliance with the FCADV Administrative Standards and the Florida Administrative Code Chapter 65H-1.

Program service areas reviewed include, but are not limited to: Shelter Services, Grievances, Incident Reporting and Response Procedures, Documentation, Policies and Procedures, Hotline Services, Support Services, Civil Rights Compliance, Participant Risk Prevention, Participant File Review, Service Delivery Documentation, and compliance with the VOCA Compliance Standards, the FCADV Program Standards, and the Florida Administrative Code Chapter 65H-1.

IV. MONITORING METHODOLOGY

The monitoring review was conducted under the following authority sources: Contract No. 15-2238 (DVS); Contract No. 16-2238 (DVS); Contract No. 15-2238 (Rural Initiative); Contract No. 16-2238 (Rural Initiative); Contract No. 15-2238 (L&C); Contract No. 16-2238 (L&C); Contract No. 15-2238 (CCII); Contract No. 16-2238 (CCII); VOCA Grant No. V156-14109; VOCA Grant No. V156-14109 Amendment 1; FCADV Program and Administrative Standards; Florida Administrative Code Chapter 65H-1; FCADV Fiscal Guide; VOCA Agreement V028-15283; 45 CFR 74; 45 CFR 92; and the Office of Management and Budget Grants Management Circulars including, but not limited to, the following: OMB A-110; OMB A-122; OMB A-133; OMB Uniform Guidance: Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards; and Florida Statutes including The Florida Single Audit Act.

The methodology used to conduct this contract monitoring included, but was not limited to:

- Evaluating laws, regulations, and applicable operating procedures.
- Reviewing the Center's contract files and discussing any pertinent issues with the contract manager.
- Performing an onsite review of fiscal transactions.
- Reviewing pertinent documents and interviewing individuals with relevant information such as participants, employees, the executive director, and Board members.

- Conducting statistical sampling for fiscal and administrative file reviews at a 90% confidence level and 10% error rate.
- Conducting statistical sampling for the program file reviews of ten adult resident service files, ten child resident service files, and ten adult outreach service files. The files reviewed may be a combination of both open and closed files.

The monitoring instruments used to cover the areas monitored and verify contract compliance are on file at the FCADV office. They may also be located on the FCADV website under "Contract Monitoring" at <http://www.fcadv.org/quality/contract-monitoring> or are available from the FCADV upon request. The following is a list of monitoring instruments used during the review:

- Fiscal/ Administrative Monitoring Tool
- Program Monitoring Tool
- Observation Checklist
- Executive Director/Resident/Staff/Board Member Interview Tools
- Outreach Service File Checklist
- Adult Resident Service File Checklist
- Child Resident Service File Checklist
- Civil Rights Compliance Checklist
- Motor Vehicle Inspection Checklist
- Payroll Worksheet
- Employee Personnel File Review Checklist
- Direct-Service Volunteer File Review Checklist
- Check Review Checklist
- VOCA Compliance Monitoring Checklist
- VOCA Employee/Supervisor Interview Tools
- VOCA Participant File Checklist
- VOCA Employee File Checklist
- Federal Civil Rights Compliance Checklist

V. FINDINGS AND CORRECTIVE ACTIONS

Finding 1: Personnel Files

Pursuant to the FCADV Contract, the Center is required to maintain a personnel file for each staff position which must include at a minimum: employment application and/or résumé; reference checks; signed acknowledgment indicating that the employee read and understood the Center policies and procedures relevant to their position; signed acknowledgement for receipt of the employee handbook, which includes a confidentiality statement and drug-free workplace statement; a position description which specifies the position responsibilities and qualifications; copies of signed and dated annual performance evaluations; a valid driver's license for staff that transport participants; proof of education credentials; W-4 information; documentation of HIV/AIDS Universal Precautions training; advocate-victim privilege certification; "Serving our Customers who are Deaf or Hard-of-Hearing" certificates of completion; a signed and dated "Support to

the Deaf or Hard-of-Hearing Attestation" form; and, if 15 or more employees agency-wide, a signed and dated attestation that the employee is familiar with the requirements of Section 504, the ADA, and CFOP 60-10, Chapter 4.

The Provider must also maintain, with respect to each employee, either in the employee's personnel file, or in a separate file: records of training received for each staff person, delineating the date and hours of training received; time sheet and/or activity reports for employees; Department of Homeland Security Form I-9; verification, using E-verify, of employment eligibility of all new employees; background screening, if applicable; documentation of core competency training within 90 days of hire, if applicable; documentation of data security training; documentation of a signed DCF Security Agreement Form CF 0114 (if required); and documentation of annual training on implementing the Center's emergency management plan.

A review of personnel files revealed the following:

- One of seventeen personnel files did not have a background screening.
- One of seventeen personnel files did not have properly executed Department of Homeland Security Form I-9s. (This is a repeat finding.)

Corrective Action: In addition to providing documentation to verify that corrections have been made, the Center shall, as applicable, also ensure personnel file requirements are completed and maintained in accordance with the FCADV Contract requirements, FCADV Administrative Standards, and the Florida Administrative Code, Chapter 65H-1.

Finding 2: Governance

Pursuant to the FCADV Administrative Standards, Centers may have additional officers, but shall have a President, a Treasurer and a Secretary.

Pursuant to the FCADV Administrative Standards, the Board is responsible for fiscal oversight and shall have fiscal policies that cover approval of annual budget; audit; investment/endowment policies; protection of assets; signatory authority, and periodically reviewing financial statements.

According to the Center's Board Governance Policies, the Treasurer is responsible for the financial integrity of the Center. The Treasurer is to perform duties in connection with the finances of the agency as may be required by the Board. The Treasurer will chair the Finance Committee.

The monitoring process revealed the following:

- The Board of Director's Treasurer position has been vacant since September 2015.
- The Board of Directors is not fulfilling its fiduciary duty of judiciously reviewing reasonably current financial statements.

Corrective Action: The Center shall develop a corrective action plan to ensure that the Treasurer position is filled immediately with either a current Board member or an external candidate.

The Center shall develop a corrective action plan to ensure that its practices align with its Board Governance policies as related to fiscal oversight.

The Center shall receive training from either FCADV or James Moore, Certified Public Accountants and Consultants, within 30 days of the receipt of the FCADV monitoring report. Training shall specifically include the topics of fiduciary duty, understanding financial statements, and understanding audit findings.

Finding 3: Timely Submission of Reports

Pursuant to the FCADV Contract, monthly, quarterly and annually reports shall be received by FCADV on or before the dates listed in the contract in order to execute timely payment of this contract. If that date falls on an established Federal or State holiday or weekend, such report will be due the next business day. Submission of reports after the dates listed must be requested in writing with prior written approval by the FCADV Contract Manager. The Provider shall furnish other reports and information that the FCADV may require within the time requested. Inaccurate or incomplete reports submitted by the due date will not be accepted. The date on which the correct and/or complete report is received will be considered the submission date.

During the review process the following issue was revealed:

- A significant number of contractually-required reports were not timely submitted to the FCADV.

Corrective Action: In addition to creating a corrective action plan to ensure reports are submitted timely, the Center shall also contact an FCADV Contract Manager for assistance with said plan to ensure timely submission is in accordance with the FCADV Administrative Standards.

Finding 4: Inconsistent Access to the Center's Hotline via TDD Services

In accordance with FCADV Program Standards; the Florida Administrative Code, Chapter 65H-1.014 (5)(a); and the Florida Administrative Code, Chapter 65H-1.015 (3), the Center shall have a TDD/telephone relay service. The hotline must be accessible via TDD and telephone relay service.

Random testing by the FCADV of the Center's TDD hotline revealed the following:

- TDD hotline calls were not answered during four of six tests; therefore, the Center's hotline was not consistently accessible via TDD services. **(This is a repeat finding.)**

Corrective Action: The Center shall develop a corrective action plan that includes TDD line testing by FCADV's Program staff to ensure that the hotline is consistently accessible to callers via TDD services in accordance with the FCADV Standards and the Florida Administrative Code.

VI. BOARD MEMBER INTERVIEWS

The Center's Board President and former Treasurer were interviewed during the onsite monitoring visit. The Board members responded to questions regarding, but not limited to: Board training, policies, practices, survivor services, the Center's budget, the Center's financial viability, and revenue and resource-generating efforts.

VII. SHELTER FACILITY

The Shelter Observation Monitoring Checklist was used to monitor the physical facilities of the Center. The shelter facility was in good condition at the time of the onsite monitoring visit.

VIII. CORRECTIVE ACTION PLAN INSTRUCTIONS

Fiscal, administrative, and program reviews may result in findings of noncompliance which necessitate corrective action. If there is a finding(s) of noncompliance, the Provider is required to submit a written response in the form of a Monitoring Corrective Action Plan within 10 business days of receipt of the FCADV Quality Assurance Monitoring Report. The format for the Monitoring Corrective Action Plan will be provided by the FCADV. The completed Monitoring Corrective Action Plan shall be submitted electronically to the FCADV, via Track-It, in a file labeled "Monitoring Corrective Action Plan."



FCADV
Florida Coalition Against Domestic Violence

Monitoring Corrective Action Plan (MCAP)

Provider:	Lee Conlee House, Inc.		MCAP Due Date: March 3, 2016	
Lead Monitor:	Suncara S. Jackson			
Contract(s)/Grant(s):	15-2238 (DVS), 16-2238 (DVS), 15-2238 (Rural Initiative), 16-2238 (Rural Initiative), 16-2238 (L&C), 16-2238 (L&C), 15-2238 (CCI) and 16-2238 (CCI) / V156-14109 and V156-14109, Amendment 1			

Finding 1: Personnel Files

Task	Title of Staff Responsible for Compliance	FCADV's Required Course of Action	FCADV's Suggested Course of Action	Center's Actual Course of Action	Center's Anticipated Completion Date
In addition to providing documentation to verify that corrections have been made, the Center shall also ensure personnel file requirements are completed and maintained in accordance with the FCADV Contract requirements, FCADV Administrative Standards, and the Florida Administrative Code, Chapter 69F-1.		<p>a.) Provide a copy of background screening for one employee, if able to locate.</p> <p>b.) Monitor verified I-9 corrections while onsite. No further action required.</p>		Upon discovery of this oversight the background check was completed.	1/8/16

Finding 2: Governance

Task	Title of Staff Responsible for Compliance	FCADV's Required Course of Action	FCADV's Suggested Course of Action	Center's Actual Course of Action	Anticipated Completion Date
<p>The Center shall develop a corrective action plan to ensure that the Treasurer position is filled immediately with either a current Board member or an external candidate.</p> <p>The Center shall develop a corrective action plan to ensure that its practices align with its Board Governance policies as related to fiscal oversight.</p>		<p>a.) The Center shall immediately appoint a current Board member or an external candidate to the Treasurer position and provide FCADV with documentation supporting the completion of this action. NOTE: Documentation supporting the appointment of a Treasurer has been provided to FCADV. No further action is required for this item.</p> <p>b.) The Board shall receive training, either from FCADV or James Moore, Certified Public Accountants and Consultants, by March 31, 2016, which addresses the topics of fiduciary duty, understanding financial statements,</p>		<p>b. Training will be confirmed at Board meeting on March 7th. Tentative DATE: MARCH 28th 11:30-2 PM</p>	<p>2/17/16 3/31/16</p>

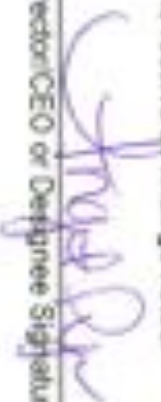
assistance with said plan to ensure timely submission is in accordance with the FCADV Administrative Standards.		may help ensure reports are submitted on time.		Correct this. Person ED & AM have scheduled reminders and reviewed list	
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Finding 4: Inconsistent Access to the Center's Hotline via TDD Services (Repeat Finding)

Task	Title of Staff Responsible for Compliance	FCADV's Required Course of Action	FCADV's Suggested Course of Action	Center's Actual Course of Action	Anticipated Completion Date
The Center shall develop a corrective action plan that includes TTY line testing by FCADV's Program staff to ensure that the hotline is consistently accessible to callers via TDD services in accordance with the FCADV Standards and the Florida Administrative Code.		The Center is required to contact Mariza Rodriguez, Hotline Manager at FCADV, at 850-425-2749 ext. 3772 by Thursday, March 3, 2016 for training/technical assistance and testing of the Center's TDD hotline. The Center must also complete six successful test calls from the FCADV program staff to confirm TDD accessibility.		Program Director spoke w/ Fenyov Staff if revision testing will be completed. Steps has been instructed & PD will follow up immediately if call isn't answered.	3/2/16

Please electronically submit your proposed Monitoring Corrective Action Plan to FCADV via Tract and label the file "Monitoring Corrective Action Plan."

The signature below certifies that all information documented in the above Monitoring Corrective Action Plan is correct and details the agency's plan to address and resolve all findings noted.

Executive Director/CEO or Designee Signature 

Date 3/2/16

Angie Pye

From: Deputy, Meghan <MeghanDeputy@sjrstate.edu>
Sent: Monday, February 08, 2016 3:22 PM
To: Angie Pye; Betsy Driggers (Board Member); Tingie, Caroline; Gretchen Lunsford; Jamile Theobald; Jared Guy; Theobald, John R.; Julia McClain (Board Member); Margie Payne; Marshall Fulghum; Deputy, Meghan; Miller, Melissa; Pat Freeman; Shelley Payne; Vernon Myers (Board Member); Yvonne Parrish (Vice President)
Cc: Angie Pye
Subject: LCH Slate of Officers for 2015-2016
Importance: High

Due to time constraints at our last meeting, I would like to conduct an email vote for the Lee College House officers for 2015-2016. Please do not hit reply to all, please only reply to myself and Angie. If you are voting to approve the entire slate as is, just vote yes. If you would like to vote yes for someone and no for someone else, please put yes and no by the names below.

1. Vernon Myers – Vice President
2. Melissa Miller – Treasurer

Meghan E. Deputy

Director of College Access & Dual Enrollment
St. Johns River State College
5001 St. Johns Avenue * Palatka, FL 32177
Direct Line: (386) 312-4169 * Fax: (386) 312-4027
www.sjrstate.edu

11- yes Passed 2/9 No electronic vote.

Lee Conlee House, Inc.
Nominating Committee Meeting
1/25/16 11:00 a.m.
Valhalla Hall – St. Johns River State College

Members Present

Committee Chair Meghan Deputy
Board President Marshall Fulghum
Gretchen Lunsford
Julie McClain
Vernon Myers
Melissa Miller

Members Absent

Caroline Tingle

Also Present

Executive Director Angie Pye

Chair Meghan Deputy distributed an Agenda, opened the meeting and explained the objectives.

The Committee discussed potential board members as per Agenda Item #2, Jim Nesbitt and Mark Johnson. Discussion was had regarding the applicants and other individuals who might possibly be willing to serve on the LCH board to include the following: Shann Puritan, Joe Wells and Mary Garcia. It was decided that these individuals would be given board application packets; if returned completed, Deputy stated she would prepare a slate and refer to the entire Board for a private ballot vote at the next regular meeting.

President Fulghum asked whether the aforementioned potential candidates are representative of the diverse service population of Putnam County, racially or from a socio economic standpoint. Fulghum's question was a result of his recent interview with an FCADV auditor. ED Angie Pye discussed other board's struggles to comply and the need to enforce board term limits which would ensure a constant influx of dissimilar people who in turn might result in better board representation of the community served. She also stated the current board makeup had compensating factors such as a domestic violence survivor. Further discussion was had regarding seeking representatives of the following populations: senior citizens and the gay and lesbian community. President Fulghum suggested ED Pye post on Facebook the need for board level volunteers as a means to recruit a more diverse LCH Board.

Agenda Item #3 was discussed; Director Melissa Miller volunteered to serve as Vice President and/or President for the remaining fiscal year (2015-2016) as well as for 2016-2017.

President Fulghum expressed his reasoning for supporting Director Vernon Myers as the 2015-2016 Vice President (in order for Myers to be the incumbent) 2016-2017 Board President. Fulghum stated he supported allowing Myers to remain on the board past his six (6) years of consecutive service without the mandatory one (1) year leave because Myers had so graciously volunteered when no other members of the board had been willing.

Fulghum moved, seconded by Director Julie McClain, to nominate Melissa Miller to serve as Board Treasurer for the remainder of 2015-2016 fiscal year and Vernon Myers to Board Vice President for the remainder of 2015-2016 fiscal year end. Fulghum called for discussion.

ED Pye expressed her concern that the board is foregoing policy by not supporting and enforcing term limits. Pye further explained that by not adhering to the Administrative Rule regarding limits the board was denying the agency access to new volunteers and that any perceived "crisis" from several directors rolling off was not actually a crisis. Lunsford questioned which policy or rule was not being properly followed. Pye explained the Administrative Rule outlining state and federal regulations requiring that each governing board maintain term limits for each board member. She referred to Board Governance Policy #G-18 which specifically states: "The term for each member shall be two years. A Director may be elected to serve up to two (2) successive terms for a maximum of three (3) terms or six (6) continuous years of service."

Extensive discussion was had by the Committee.

Chairman Deputy called for a roll-call vote on the preceding motion as follows: For the remainder of the 2015-2016 fiscal year Melissa Miller, Treasurer and Vernon Myers, Vice President.

For:
Meghan Deputy
Marshall Fulghum
Julie McClain

Against:
Gretchen Lunsford
Melissa Miller**

MOTION PASSED.

Agenda Item #4 was discussed; Director Julie McClain volunteered to speak with Director Shelley Payne about serving as Board Treasurer for the fiscal year 2016-2017. It was decided that the proposed slate of officers listed below would be presented at the next LCH Board meeting (February 1, 2016) as well as the 2015-2016 Officers for Vice President (Myers) and Treasurer (Miller) for appointment by the full board.

The proposed Executive Committee of the Board for 2016-2017 is as follows:

President – Vernon Myers
Past President – Marshall Fulghum
Vice President – Melissa Miller
Secretary – Gretchen Lunsford
Treasurer – Shelley Payne

McClain stated any future term extensions done in a "crunch" should be looked at more extensively.

Deputy moved, seconded by Director McClain to adjourn the meeting at 12:05 p.m.

Meghan Deputy, Chair

**Miller was not clear on the Motion before the committee which included herself and voiced a vote. The "For" count outnumbered the "Against" and the committee understood her vote was null.

LEE CONLEE BOARD OF DIRECTORS MEETING

DATE: 2/1/2016

The meeting was call to order at 12:09 p.m. by President Fulghum in the Valhalla Hall on the campus of the St. Johns River State College in Palatka, Florida;

Present: Marshall Fulghum, Yvonne Parrish, Gretchen Lunsford, Meghan Deputy, Melissa Miller, Julie McClain, Caroline Tingle, Betsy Driggers, Vernon Myers, Jared Guy, Shelley Payne

Absences: Margie Payne, Jamila Theobald, John Theobald and Pat Freeman

Also Present: Angie Pye, Executive Director

A quorum was established by Pres. Fulghum

Presentation of the Audit by Trey Long from James Moore CPA's and Consultants, Independent Auditor

Mr. Long stated that the Auditor's Report. Reference the Lee Conlee House, Inc., Financial Statements, June 30, 2015—audit summary. The Auditor's Report was accepted with a motion to accept by Vernon Myers and seconded by Melissa Miller and was unanimously accepted by the Board members present.

Approval of 1/4/16 Meeting minutes: Vernon Myers 1st and Melissa Miller 2nd – unanimous Board- vote to accept.

Treasurer's Report for LCH and the Shoppet:

Angie Pye presented the financials through December, 2015 to the Board. She stated that LCH was still awaiting the grant funding to come in. There was discussion that the Board form a Finance Committee to review the financials and monthly adjustments. Melissa Miller motioned to approve the Treasurer's Report as stated and Vernon Myers seconded the motion. The vote was unanimous.

Committee Reports:

Nominating Committee met on 1/25/16 proposed a slate of officers.

For the 2015-2016 Officers for Vice President, Vernon Myers and Treasurer – Melissa Miller. For 2016-17 - Vernon Myers is currently President Elect and would accept the nomination for President, Past President – Marshall Fulghum, Vice President – Melissa Miller, Secretary – Gretchen Lunsford and Treasurer – Shelley Payne. No motion to accept the 2015-2016 Vice President and Treasurer could be made as the quorum was lost at 1:00pm. An electronic ballot will be sent to all board members for ratification of this slate of officers. The results of the ballot will be an addendum to the minutes.

New Business: Celebrity Chef: LCH is locked in at the Woman's Club of Palatka Clubhouse on Saturday, May 7, 2016. There will be a Kentucky Derby theme. Meghan, Gretchen, Caroline, Julie and Vernon are on the committee.

Old Business:

Director's Report: Angie Pye reported that the FCADV audit was complete and that a finding was made that the LCH Board must have a Treasurer immediately (which was done at the Nominating Committee She also stated that FCADV is requiring the entire Board to do fiduciary duty training. The board was unable to vote on accepting the Director's Report as the quorum was lost at 1:00pm

Next Mtg: 3/7/2016 at Valhalla hall

Mtg. adjourned 1:13 p.m.

Respectfully Submitted by Yvonne Parrish,
Secretary _____

Angie Pye

From: Angie Pye
Sent: Tuesday, February 16, 2016 2:40 PM
To: Marcy Valenzuela
Cc: Sandy Barnett; 'Suncara Jackson'
Subject: Board Information Regarding Treasurer
Attachments: Scan0362.pdf; Scan0363.pdf

Hi All:

I have attached minutes from our last board meeting confirming that the board has approved current financial statements for this organization. Additionally, a review was done of past meetings confirming that the board is always seeing current financial statements and the board president/treasurer can provide a statement to that fact if necessary.

On 1/25/16 the Nomination Committee meet to discuss the concern of the Treasurers position being open and it was discussed that Melissa Miller who take over the treasurer responsibilities until July 1 when a new slate of officers would be voted in. At that meeting the new slate of officers was discussed and the intent was to present this slate to the board for vote in at the March meeting.

Due to the past board meeting (Feb 1, 2016) having to end because the quorum was lost, the board conducted an electronic vote to ensure that the interim treasurer and vice-president were voted in. This was conducted on Feb 8th and was approved by a vote of 11 members (4 abstained). (I can print and scan all of the votes if you would like - I have included the email vote above)

I am attaching the minutes of the nomination committee and the minutes for the Feb 1, 2016 meeting -it is anticipated that both of these minutes will be accepted and approved by the full board on March 7th, our next scheduled board meeting.

Please let me know if this is sufficient information to ensure the board is fulfilling their role or if you would like additional information.

Peace,

Angie Pye
Executive Director
Lee Corlee House, Inc.
P. O. Box 2558
[Palatka, Florida 32178-2558](mailto:Palatka,Florida.32178-2558)
Office: [386.325.4447](tel:386.325.4447)
Fax: [386.328.7755](tel:386.328.7755)
Cell: [386.288.5486](tel:386.288.5486)

www.leeconleehouse.org

Visit 'The Shoppe' Thrift Store 826 St. Johns St

Be GREEN and consider the environment before printing this email.

**Here's to the crazy ones. The misfits. The rebels. The troublemakers. The round pegs in the square holes.*

The ones who see things differently. They're not fond of rules, and they have no respect for the status quo. You can quote them; disagree with them; glorify or vilify them. About the only thing you can't do is ignore them, because they change things. They push the human race forward. And while some may see them as the crazy ones, we see genius. Because the people who are crazy enough to think they can change the world are the ones who do." - On the Road, Jack Kerouac.

IMPORTANT

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**State of Florida
Department of Children and Families**

Rick Scott
Governor

Mike Carroll
Secretary

February 24, 2016

Patricia Medlock
Regional Managing Director

Return Receipt #: 7009 1690 0001 2770 3492

Angie Pye, Executive Director
Lee Conbee House, Inc.
P.O. Box 2558
Palatka, FL 32178

RE: Audit findings relating to Contracts NPZ26 and NPZ46

Dear Ms. Pye:

Your independent audit report for the fiscal year ended June 30, 2015, contains findings that are reportable under Section 510(a) of OMB Circular A-133. The findings are identified in the Schedule of Findings and Questioned Costs, Section II, of the audit package.

The Department of Children & Families, acting in the capacity of a pass-through entity of Federal awards, is responsible for reviewing audit findings and ensuring that corrective action is taken. Each finding is listed in the attachment to this letter. We agree with the findings numbered 2015-01, and 2015-02.

We concur with your corrective action and timetable for Finding 2015-03. However, the corrective action plan for Finding 2015-01 is inadequate. The plan fails to address the need to improve internal controls relative to the financial reporting process. You are required to submit a revised corrective action plan for this finding by March 15, 2016.

Once approved, the Department will monitor the implementation of your corrective actions to ensure the findings are resolved as agreed.

If you would like to discuss the findings or this requirement, or have any questions at all, please contact me at either number below.

Sincerely,

A handwritten signature in blue ink, appearing to read "Melissa Walker".

Melissa Walker
NE Region Contract Management Supervisor
Department of Children & Families
Mailing address: 1000 NE 16th Ave, Bldg J, Gainesville, FL 32602
Office: 352.415.6123 Cell: 352.283.8889

NORTHEAST REGION

Circuit 3 (Madison, Taylor, Dixie, Hamilton, Lafayette, Suwannee, & Columbia Counties) Circuit 4 (Clay, Duval, & Nassau Counties)
Circuit 7 (Flagler, Putnam, St. Johns, & Volusia Counties)
Circuit 8 (Alachua, Baker, Bradford, Gilchrist, Levy, & Union Counties)

5920 Arlington Expressway • P. O. Box 2417 • Jacksonville, Florida 32231-0083



Lee Conlee House, Inc.
Domestic Violence Center

PO Box 2058
Palatka, FL 32178
Administration: (386) 323-4447 * Fax: (386) 323-7750
24 Hour Helpline: (386) 323-3141

3/2/2016

To Whom It May Concern:

I am writing in response to the Audit Finding 2015-01 for the Lee Conlee House, Inc. The finding reads as follows:

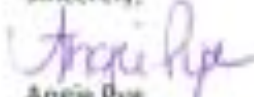
Finding 2015-01: Prepare Financial Statements in Accordance with GAAP and Significant Adjustments

The internal control structure of the Lee Conlee House, Inc. has focused primarily on the objective of effectiveness and efficiency of operations (i.e., performance and mission goals and safeguarding of resources). However, the system of internal control over the objectives of reliability of financial reporting contains certain deficiencies. A key element of financial reporting is the ability of management to select and apply the appropriate accounting principles to prepare the financial statements in accordance with generally accepted accounting principles. For the year ended June 30, 2015 there was no one on staff with sufficient knowledge to prepare GAAP-based financial statements. As a result, certain adjustments were required to be made to the accounting records subsequent to the start of the audit process. Since these adjustments resulted in material misstatements of the financial statements, this deficiency is deemed to be a material weakness.

Corrective Action:

- Lee Conlee House Board of Directors will seek out a local CPA to sit on the board of Lee Conlee House, Inc. to review the monthly financial statements and provide other financial oversight.
- The Lee Conlee House Board of Directors has been advised over the past year to create and maintain a financial committee to review financials each month and present them to the full board at each meeting. This committee is currently being formed and will be in effect no later than April 2016.
- The Lee Conlee House Board of Directors is receiving mandatory fiduciary training by the Auditor and/or Florida Coalition Against Domestic Violence no later than March 31, 2016. To increase their capacity for maintain effective fiduciary oversight of the organization.

Sincerely,


Angie Rye
Executive Director

Fed ID #59-216-0443
Certified Member FCADV
(Florida Coalition Against Domestic Violence)

LEE CONLEE HOUSE IS REGISTERED WITH THE STATE OF FLORIDA TO SOLICIT CONTRIBUTIONS (REGISTRATION ACH6822). A COPY OF THE OFFICIAL REGISTRATION AND FINANCIAL INFORMATION MAY BE OBTAINED FROM THE DIVISION OF CONSUMER SERVICES BY CALLING TOLL FREE (800) 428-1362 WITHIN THE STATE; REGISTRATION DOES NOT IMPLY ENDORSEMENT, APPROVAL, OR RECOMMENDATION BY THE STATE.

Your gift is tax deductible as allowed by law. Lee Conlee House is registered with the State under Solicitation of Contributions Act, 2002 under Federal Tax Identification Number 99-216-0443.

To: Board of Directors
Fr: Angie Pye, Executive Director
Dt: March 7, 2016
Re: Report and Updates

SERVICE	TO DATE
Adult Shelter July – Feb 2016	71 Unduplicated / 83 resided in shelter since July 1
Child Shelter July - Feb 2016	65 Unduplicated / 76 resided in shelter since July 1
Outreach July- Feb 2016	154 Unduplicated
Transitional Housing July – Feb 2016	18 Unduplicated / 12 Current Residents
Shelter Nights/Capacity**	5413 Nights of Shelter
Hotline Calls July- Feb 2016	564 Total - 553 DV / 11 SV
Turn Away's – Thru December	50 *Does not meet criteria – 53 *Referred to sister shelter – 20 *Full - 29

News

2nd ESG Contract executed in February

Grant Applications are due:

VOCA = February 29, 2016 ** Completed**

FCADV = Due in March no date yet

United Way = March 1, 2016 ** Completed**

Mary Kay = April 30th, 2016

Breaking Free 5K – Ravines February 13th - Event went well approximately = 40 runners

Survivor Art Show "A Walk in their Shoes" - Feb 22 – Feb 28th -Tilghman House

One Voice, One Vision: Ending Violence through Empowerment