**Safe Harbor Commission Meeting Minutes**

**March 30, 2021,3:00 PM – 4:00 PM**

 **Via Microsoft Teams**

**Meeting Attendees:** Tom Rawlings, April Hale, Diann Scoggins, Susan Boatwright, LaMarva Ivory, Jay Neal, Chris Hempfling, Theresa Schiefer, Melissa Carter, Judith Fouts, Rachel Davidson, Kristy Carter, Amy Hutsell, Michelle Smith, Jacob Cone, Aleks Jagiella-Litts, Allison Ashe, Christopher Perlera, Dahlia Brown and Salena Perry.

**Called to Order:** 3:02pm

1. **Welcome and Call to Order – Tom Rawlings, DFCS Division Director**
	1. Call to Order
		1. Chairman Tom Rawlings called the meeting to order at 3:02pm.
	2. Roll Call
		1. Christopher Perlera called role which resulted in a quorum. Seven of eight Commission members were present (Allison Ashe, Diane Scoggins, Theresa Schiefer, April Hale, Tom Rawlings, Judith Fouts, and Jay Neal).
	3. Approval of Minutes
2. The motion to approve the March 16th minutes was made by April Hale and seconded by Jay Neal.
3. The motion was moved unanimously.
	1. General Updates and Announcements
4. Aleks from CAC Georgia reported that they have been live for 6 months as of April 1st.
5. There have been more than 300 referrals.
6. Their team of 5 regional care coordinators are working 196 active cases across the state. They are active in every DFCS region except for Region 9.
7. They are 90 days ahead. They are projected to have 400-450 referral numbers.
8. The Safe Harbor Commission website should be completed by next week. The website will contain the minutes and the public announcements.
9. Chris Perlera agreed to share the URL with the other Commission members when it becomes available and when the Rules and Regulations have been adopted by the Secretary of State.
10. Rachel Davidson will be transitioning from her current position with the state to Kids Alive International.
11. **Standard Order of Business**
	1. Rules and Regulations Review
		1. Chris Hempfling, General Counsel for DFCS, suggested that the Commission adopt the Funding Guidelines for the Rules and Regulations, since the majority of the Commission’s business focuses primarily on funding.
		2. Chris recommended that funding guideline, “A,” be labeled as Commission Authority and Scope and funding guideline, “B,” labeled as Funding to start.
		3. The Commission reviewed the funding guidelines and agreed to adopt it as the Rules and Regulations for the Safe Harbor Commission with the removal of line 2 from section B.
		4. The motion was made by April Hale to place the Rules and Regulations in the public domain for a final vote. It was seconded by Allison.
		5. The motion passed unanimously.
	2. Request for application (RFA) Review
		1. The Commission reviewed and approved the RFA proposed by CJCC with minor adjustments.
		2. It was decided that the RFA will be opened from April 1st -April 30th.
		3. The Commission decided to use the approved FY21 funds (roughly $299,587). DFCS agreed to increase this amount to $300,000.
		4. The $300,000 must be encumbered by the end of the FY21 (June 30th).
		5. CJCC agreed to market the RFA including creating an official press release.
		6. The Commission agreed to place a contingency cap on the award depending on the number of applicants.
		7. The Commission approved of the suggested priority areas. The priority areas are subject to change depending on the need for future awards.
		8. The Commission and CJCC agreed to participate in compliance monitoring (site visits or desk reviews) during the grant period.
		9. CJCC and some Commission members agreed to participate in the RFA review process following RFA guidelines.
		10. Depending on the number of applications, Commission members agreed to assist CJCC with risk assessments, which would be site visits to agencies that have no prior relationship with CJCC, the Safe Harbor Commission or DFCS.
		11. It was suggested that the word, “victims,” be added to section 3 under, “Priority Areas,” at the end of lines a-d as well as in the title of section 3 for clarity.
		12. The RFA’s are completed electronically.
	3. Joint meeting between the Grace and Safe Harbor Commissions
		1. Jacob mentioned that he is in the process of setting up a meeting with First Lady Kemp and their co-chairs next week to get their thoughts on the joint meeting.
		2. Jacob anticipates having an in-person meeting between the two Commission in late May or June.
12. **Next Steps**
	* 1. The next Safe Harbor Commission meeting with be Wednesday, May 19th from 3pm-4pm via Microsoft Teams.
		2. During this meeting, the Commission will vote on the RFAs and receive an update from the Attorney General’s Office about the Safe Harbor Commission funds and the lawsuits.
		3. Kristy Carter agreed to make an assessment and reach out with an update on the applications by May 15th.
		4. Kristy also agreed to set up a meeting with the Commission members that want to participate in the review process.
		5. The motion to adjourn the meeting was made by April Hale and seconded by Judith Fouts.
		6. The motion passed unanimously.

**Meeting Adjourned: 3:53pm**