

**You Thrive Florida
Governing Board Meeting Minutes
October 8, 2025**

Meeting Location: You Thrive Florida ("YTF") Administrative Offices
Senior Services Conference Room
820 Kennedy Boulevard
Brooksville, FL 34601

BOARD MEMBERS PRESENT: Jennene Norman-Vacha, Board Chair; Tracy Ramirez, Interim Secretary/Treasurer; James Morris, Vice Chair, Donna Maas, and Michelle Alford

STAFF MEMBERS PRESENT: Mat Kline, CEO; Kris Bates, CFO; Lisa Becker, CAO; Steve Homan, COO; Richard Sanvenero, House to Home Director; Melanie Harrison, Senior Services Director; Chad Johnston, IT Director; Janine Kell, Children's Advocacy Program Director; Tanya Stone, Director of Early Learning Programs; Jamie Young, Principal BEST Academy; and Melissa Mace, Executive Administrative Coordinator.

BOARD MEMBERS AND STAFF PRESENT VIA TELECONFERENCE: Angelys Vega Gonzalez, Steve Champion, Evonne Jackson, and Vanessa Quallana, Human Resources Manager

BOARD MEMBERS NOT PRESENT: Jessica Ferrell, Major Phil Lakin

GUESTS: Captain Thomas Valdez on behalf of Major Phil Lakin, Donald Wiley

ATTORNEY: Jennifer Rey The Hogan Law Firm

CALL TO ORDER: Ms. Norman-Vacha, Board Chair, called the October 8, 2025 meeting of the You Thrive Florida ("YTF") Governing Board to order at 9:11 am. Ms. Norman-Vacha noted that a quorum was met as evidenced by the number of Board Members present in-person, and via conference. Ms. Norman-Vacha led in the pledge of allegiance and group prayer.

REVIEW OF BOARD PACKET AND CONSENT AGENDA Ms. Norman-Vacha asked if the board had time to review the board packet including the consent agenda items. Ms. Mace noted a correction to the July 9, 2025, Board Meeting Minutes found on page 6. In the Community Assistance section, the correct subgrant amount approved by the Board should read \$850,183. Ms. Norman-Vacha asked if there were any questions regarding the items in the board packet. There were no questions presented by board members.

APPROVAL OF THE July 9, 2025 MINUTES: Ms. Norman-Vacha requested a motion to approve the minutes of the April 8, 2025 minutes.

MOTION: Ms. Alford moved to approve the minutes of the July 9, 2025 meeting. Ms. Ramirez seconded the motion. The motion carried.

CONSENT AGENDA: Ms. Norman-Vacha requested a motion to approve the consent agenda items.

MOTION: Mr. Morris to approve the consent agenda items. Ms. Maas seconded the motion. The motion carried.

PUBLIC COMMENT: Ms. Norman-Vacha then asked if there were any additional citizen comments or questions. Mr.

**You Thrive Florida
Governing Board Meeting Minutes
October 8, 2025**

Kline took the opportunity to welcome Captain Thomas Valez, who was present to serve as Major Phil Lakin's representative. Due to Major Lakin's increasingly responsible role at the Hernando County Sheriff's Office, he has requested that Captain Valez represent him on the board.

Captain Valez addressed the group, sharing that he is a long-time resident of Hernando County and a graduate of Hernando High School. He has served with the Hernando County Sheriff's Office for nearly 25 years. Captain Valez expressed his passion for giving back to the community and mentoring local youth.

Mat presented a recommendation to the board to approve Captain Valez as Major Lakin's replacement and inquired if there were any questions or concerns. With no questions raised, Mr. Kline requested formal approval from the board.

BOARD MEMBER APPROVAL OF CAPTAIN VALEZ: Ms. Norman-Vacha requested a motion to approve Captain Valez as Major Lakin's replacement.

MOTION: Ms. Ramirez motioned to approve Captain Valez to serve as Major Lakin's replacement on the board of directors. Ms. Maas seconded the motion.

CHIEF EXECUTIVE OFFICER: Mr. Kline requested to have his portion moved down to "Other Business".

FINANCE: Mr. Bates reviewed the financial statements in the board packet, noting total assets of just over \$12 million as of July 31, 2025. The budget is solid, with under 26% of expenses remaining. The Statement of Cash Flows shows a net profit of \$178,675.99. Largely due to \$2.2 million from the Employee Retention Credit (ERC) there is nearly \$4.5 million in cash available.

Functional expenses show 51% of revenue goes to Childhood Services and 22% to Senior Services, with General Administration under 5%. The consolidated budget reflects total revenues of \$54,166,958.28. Mr. Bates addressed any questions about the financials but received none.

He announced his retirement plans effective May 1, 2027, and the agency is accepting applications for his successor. Mr. Kline urged members to recommend candidates for the Vice President of Finance position. Mr. Bates then requested approval of the budget of \$54,166,958.28.

Ms. Norman-Vacha requested a motion to approve the finance budget in the amount of \$54,166,958.28.

MOTION: Mr. Morris moved to approve the budget. Ms. Alford seconded the motion. The motion carried.

CHIEF OPERATING OFFICER: Mr. Homan reviewed the Strategic Plan and presented the results of the 2025 Partnership Survey, which showed increased participation and strong satisfaction among agency partners.

Additionally, Mr. Homan and Mr. Sarvenero attended the You Thrive ribbon-cutting at the Citrus County Chamber of Commerce. Findings from the recent Community Needs Assessment showed a need for affordable housing in Citrus and Volusia Counties. As part of their engagement efforts, the agency has joined the Citrus County Chamber, and an advertisement will be featured in the Citrus County Community Guide.

Mr. Homan opened the floor for questions about the strategic planning results, but none were raised.

**You Thrive Florida
Governing Board Meeting Minutes
October 8, 2025**

HOUSE TO HOME: Mr. Sanvenero updated the board on home builds, including Melbourne Street, expected to be completed by the end of this month or early November for the Woods family. He will send invites once it's finished. Permits are in place for the deed auction property on La Bella Street, and construction for the Sutherland family's home on Gonzo Road in Royal Highlands is underway. He's also working on permitting for a lot donated by Hernando County on Spring Hill Drive, where townhomes will be built. The Longwood site is in the final design phase, and Smith Street is awaiting an address from the property appraiser's office. CEMEX has donated 2 home slabs to help reduce costs.

The agency, a member of Citrus County's Builders Association, is exploring land on Cardinal Street in Homosassa for workforce housing and plans to host a First-Time Homeowners class in 2026. Ms. Alford emphasized the need for workforce housing in her county due to its convenient location. She and Mr. Sanvenero will meet soon to discuss opportunities in Citrus County.

SENIOR SERVICES: Ms. Harrison shared the media spotlights on the work Senior Services has been recognized for, including (2) new meal sites in Sumter County – and Senior Services now has (4) meal sites in Sumter County. The new meal sites are located in Wildwood and were opened in partnership with Sumter County Parks & Recreation. The sites are open for one day a week, but they hope to grow the sites as the need is evident. Mr. Morris asked for the site address in Wildwood. Ms. Harrison advised that on Mondays the site is located at the Warfield Auditorium - 98 S. Warfield Ave. On Fridays the site is open at the Dr. Martin Luther King Jr. Community Center - 101 Dr. Martin Luther King Jr. Ave. Ms. Harrison invited Mr. Morris to come by to visit if he is in the area.

COMMUNITY ASSISTANCE: Ms. Schulz was able to provide the updated LIHEAP funds for 2025-2026 which was not available by the consent agenda deadline. Weatherization funding has not been finalized, but the draft state plan lists a planned amount for the 2025 program year in the amount of \$715,000. Ms. Schulz ask for any further questions. There were none. Ms. Schulz requested board approval for the LIHEAP funds in the amount of 2,866,258 for the period of July 1, 2025 through June 30, 2026, as well as, \$715,000 funding for Weatherization.

Ms. Norman-Vacha requested a motion to approve LIHEAP funding in the amount of 2,866,258 and Weatherization funding totaling \$715,000.

MOTION: Ms. Maas moved to approve the LIHEAP and Weatherization funding. Ms. Alford seconded the motion. The motion carried.

CHILDREN'S ADVOCACY CENTER: Ms. Kell expressed appreciation to the board for reviewing and approving the CAC Strategic Plan. She has since submitted the application for reaccreditation. As part of the reaccreditation process, an on-site visit is scheduled for April 7th, and a few board members will be needed to attend.

Ms. Kell presented the New CAC Building Capital Campaign brochure to the board and encouraged members to share the sponsorship opportunities. Construction is anticipated to begin in January 2026. Ms. Mace will distribute a digital version of the brochure to board members.

The Designer Purse BINGO event held at the Hernando County Fairgrounds, and drew 455 attendees, was highly successful. Ms. Kell and her team plan to host two BINGO events in 2026 due to the event's popularity. Additionally, the CAC team will assume responsibility for the clay shoot fundraiser in 2026. Ms. Kell shared the sponsorship flyer for "Klays for Kids," scheduled for Friday, February 6th.

Mr. Morris expressed support for holding BINGO twice annually, noting the rapid ticket sales.

**You Thrive Florida
Governing Board Meeting Minutes
October 8, 2025**

EARLY LEARNING PROGRAMS: Ms. Stone presented the Head Start funding guidance letters received a week ago. The grant applications were shared with the board and Ms. Stone provided a brief overview. Grant #04CH013033 is a continuation grant for Early Head Start that represents 256 funded Early Head Start Children. The total grant request is \$6,261,289 of which \$6,137,6981 is to be used for program operations and \$123,608 for training and technical assistance.

There being no questions. Ms. Norman-Vacha made a motion to approve the Early Head Start grant application #04CH013033.

MOTION: Mr. Morris moved to approve the Early Head Start grant application #04CH013033. Ms. Ramirez seconded the motion. The motion carried.

Ms. Stone presented the grant application #04CH011842, the Head Start federal baseline grant. The total funded enrollment of 755 slots will have a proposed reduction of 120 slots; serving a total funded enrollment of 635 Head Start and Early Head Start children. This change will not displace any students. The funding will go back into cover increased operational costs. The grant request is \$11,904,348 of which \$11,788,724 is to be used for program operations and \$115,624 for training and technical assistance. Ms. Stone asked the board if there was a need for any additional information or any additional clarification.

Ms. Norman-Vacha requested a motion to approve the Head Start grant application #04CH011842.

MOTION: Ms. Ramirez moved to approve the Head Start and Early Head Start grant application #04CH011842. Ms. Maas seconded the motion. The motion carried.

Ms. Stone added that grant application #04CH011842, includes a change of scope. Under the change of scope, the total funded enrollment of 755 slots will have a proposed reduction of 120 slots. This is 16.6% of the current Head Start enrollment, and 15.9% of the total Head Start/Early Head Start funded enrollment of 914 slots. The total funding for the program will not change, and all funds are necessary to adequately sustain the program to serve 635 Head Start/Early Head Start children.

Ms. Norman-Vacha made a motion to approve the Head Start grant application #04CH011842.

MOTION: Ms. Ramirez moved to approve the change in scope for the Head Start and Early Head Start grant application #04CH011842. Ms. Maas seconded the motion. The motion carried.

Ms. Stone announced that the Early Learning Programs received two community grants: \$2,500 from Spark Good for fall festivals and events, and \$2,000 from Sunshine Health to set up hygiene stations for homeless families at the centers. She also updated the board on disaster recovery projects, including a video and photos of new playgrounds on Keech Street. However, due to the government shutdown, funding for pending disaster relief applications is still awaited.

Ms. Ramirez asked for more details on the new tuition-based program, questioning whether the \$250 weekly fee was too high compared to other local daycares. Ms. Stone clarified the program is not a daycare, with 90% of the curriculum from Head Start. Ms. Ramirez suggested enhancing the marketing plan to highlight this and include classroom photos to attract interest.

Ms. Stone shared that (3) members of her staff are being recognized at the upcoming Florida Head Start Conference. In

**You Thrive Florida
Governing Board Meeting Minutes
October 8, 2025**

addition to her staff being recognized by the association, there was also a program father that was recognized for "beating the odds."

OTHER BUSINESS: Mr. Kline took a moment to recognize Donna Maas and Aaron Lyon for their dedicated service on the Board of Directors for ten years. The board expressed appreciation for their commitment and contributions.

Mr. Kline presented a recommendation to remove Jessica Farrell from the Board of Directors. The recommendation was based on several issues, including failure to complete fingerprinting and required charter school training, as well as missing three consecutive board meetings.

Following discussion, Ms. Norman-Vacha called for a motion regarding the removal of Ms. Farrell from the Board of Directors.

MOTION: Mr. Morris moved to remove Ms. Farrell from the Board of Directors, Ms. Maas seconded the motion. The motion carried.

Mr. Kline informed the board that, with the removal of Ms. Farrell, there are now four vacancies on the Board of Directors.

Mr. Kline presented a proposal recommending that the agency notify the state of its intent to voluntarily relinquish its Community Services Block Grant (CSBG) program.

Mr. Kline explained that over the past ten years, participation in the CSBG program has become increasingly burdensome for the agency. He noted that CSBG organizational standards must be applied across the entire agency, regardless of the level of CSBG funding received. This requirement has often led to operational restrictions and limitations affecting various programs.

He further highlighted that certain CSBG requirements, such as the Community Assessment, cannot be funded with CSBG funds, resulting in additional costs that reduce the agency's unrestricted funds. Another example cited was the mandatory Results Oriented Management and Accountability (ROMA) training, which adds to administrative obligations and expense.

Mr. Kline emphasized that while CSBG is tied to an anti-poverty mission, the agency's focus has evolved to serve the broader workforce population. Given this shift in mission and the increasing administrative and financial burdens associated with CSBG compliance, Mr. Kline recommended that the agency voluntarily relinquish its participation in the CSBG program. He requested the board's consideration and approval of this recommendation.

The board discussed the challenges associated with maintaining CSBG status, including difficulties in finding board candidates to meet the CSBG's tripartite board structure. Members agreed that several of the agency's programs are realigning to serve the workforce population and that programs such as House to Home, the Charter Schools, and the CAC would be restricted by remaining in the CSBG program.

It was noted that 2-3 staff positions may need to be eliminated as a result of this change; however, the agency will attempt to place affected employees in other positions within the organization. The change will not affect the LIHEAP or Weatherization programs. Mr. Kline anticipates a transition timeline of approximately six months.

Ms. Norman-Vacha requested for a motion to notify the state of the agency's intentions to voluntarily

**You Thrive Florida
Governing Board Meeting Minutes
October 8, 2025**

relinquish its participation in the CSBG program.

MOTION: Mr. Morris moved to notify the state of the agency's intentions to voluntarily relinquish its participation in the CSBG program. Ms. Maas seconded. All in favor. The motion carried.


Once the agency relinquishes its participation in the CSBG program, there may be a need to review and revise the agency's mission, bylaws and manuals, as it will no longer be considered a community action agency. Ms. Rey will review and update the by-laws accordingly.

There being no further business, Ms. Norman-Vacha requested a motion to adjourn the meeting. She also reminded the group that the next meeting will be on January 14th beginning at 9:00 am.

MOTION: Ms. Ramirez moved to adjourn and Mr. Morris seconded the motion. The motion carried.

The meeting adjourned at 10:23 am.

Respectfully submitted,


Jennene Norman-Vacha (Jan 14, 2026 14:00:02 EST)
Jennene Norman-Vacha, Board Chair

01/14/26
Date


Tracy Ramirez (Jan 14, 2026 14:41:49 EST)
Tracy Ramirez, Interim Secretary/Treasurer

01/14/26
Date


Prepared by:
Melissa Mace, Executive Administrative Coordinator

10/27/25
Date

Date Submitted to the Department of Economic Opportunity	<u>10/27/25</u>
Final Submitted to the Department of Economic Opportunity	<u>01/21/26</u>









10.08.25 Governing Board Meeting Minutes

Final Audit Report

2026-01-14

Created:	2026-01-14
By:	Melissa Mace (mmace@youthrivefl.org)
Status:	Signed
Transaction ID:	CBJCHBCAABA AwisugcobdmNBKTadPFY3SmydCCN4DqPQ

"10.08.25 Governing Board Meeting Minutes" History

-  Document created by Melissa Mace (mmace@youthrivefl.org)
2026-01-14 - 6:58:36 PM GMT
-  Document emailed to Jennene Norman-Vacha (jnvacha@myhrpartners.com) for signature
2026-01-14 - 6:58:43 PM GMT
-  Document emailed to Tracy Ramirez (tracy@tonerramirez.com) for signature
2026-01-14 - 6:58:43 PM GMT
-  Email viewed by Jennene Norman-Vacha (jnvacha@myhrpartners.com)
2026-01-14 - 6:59:07 PM GMT
-  Document e-signed by Jennene Norman-Vacha (jnvacha@myhrpartners.com)
Signature Date: 2026-01-14 - 7:00:02 PM GMT - Time Source: server
-  Email viewed by Tracy Ramirez (tracy@tonerramirez.com)
2026-01-14 - 7:41:27 PM GMT
-  Document e-signed by Tracy Ramirez (tracy@tonerramirez.com)
Signature Date: 2026-01-14 - 7:41:49 PM GMT - Time Source: server
-  Agreement completed.
2026-01-14 - 7:41:49 PM GMT