

**LEVY COUNTY BOARD OF COUNTY COMMISSIONERS COMMISSIONERS****Government Serving Citizens****Charlie Kennedy, District 1****Rock Meeks, District 2****Desiree Mills, Chair, District 3****Tim Hodge, Vice Chair, District 4****Johnny Hiers, District 5****Community Services Division Quarterly Report Process**

Levy County Department Heads shall be responsible for reporting on their department's activities every quarter beginning with the first quarter of Fiscal Year 2025.

Quarter	Period	Quarterly Report Due to the County Manager	Quarterly Report Included in the BoCC Agenda
First Quarter FY 2025	October-December	January 10, 2025	January 21, 2025
Second Quarter FY 2025	January-March	April 11, 2025	April 22, 2025
Third Quarter FY 2025	April-June	July 11, 2025	July 22, 2025
Fourth Quarter FY 2025	July-September	October 14, 2025	October 21, 2025
First Quarter FY 2026	October-December	January 14, 2026	January 20, 2026

All Levy County Departments shall use the following Quarterly Report Template.

Levy County Quarterly Department Report

Department Information

Name of Department	Community Services Division
Name of Department Head	Connie Conley
Department Mission	Providing management and leadership with the best interests of the Board of County Commissioners, County Manager, employees and the residents of Levy County.

Department Staffing

	First Quarter FY 2025	Second Quarter FY 2025	Third Quarter FY 2025	Fourth Quarter FY 2025	First Quarter FY 2026
Number of Budgeted Full- Time Employees		Library – 2 Housing – 2 VA Services – 2 Transit - 11	Library – 2 Housing – 2 VA Services – 2 Transit - 10		
Number of Actual Full- Time Employees		Library – 2 Housing – 2 VA Services – 2 Transit - 10	Library – 2 Housing – 2 VA Services – 1 Transit - 9		
Number of Budgeted Part- Time Employees		Library – 10 Housing – 0 VA Services – 0 Transit - 2	Library – 10 Housing – 0 VA Services – 0 Transit - 2		
Number of Actual Part- Time Employees		Library – 10 Housing – 0 VA Services – 0 Transit - 0	Library – 10 Housing – 0 VA Services – 0 Transit - 1		
Comment			Transit Mechanic – Posted for 6 weeks, currently received 5 applications for review and interviews to be held in July.		

Department Deliverables

Deliverable (To be determined by the Department Head)	First Quarter FY 2025	Second Quarter FY 2025	Third Quarter FY 2025	Fourth Quarter FY 2025	First Quarter FY 2026
Housing - <u>Engagement/Calls</u> <u>Site Visits</u> <u>Meetings/Workshops</u> <u>SHIP Projects/Applications</u>		<u>453</u> <u>4 (Vehicle Down)</u> <u>47</u> <u>34</u>	<u>397</u> <u>7</u> <u>39</u> <u>5</u>		
Library – <u>Patrons</u> <u>Patrons using Computers</u> <u>Hours of Computer Usage</u> <u>Adult Programs/Attendance</u> <u>Tween Programs/Attendance</u> <u>Children’s Programs/Attendance</u> <u>Training/Meetings</u>		<u>7569</u> <u>1889</u> <u>Unavailable</u> <u>54 Total</u> <u>programs for 3</u> <u>Libraries</u>	<u>7145</u> <u>1732</u> <u>2788.5</u> <u>25/332</u> <u>8/22</u> <u>25/413</u> <u>1</u>		
Transit – <u>Operating Data – See Attached</u> <u>Call Log – New Data as of 4/7/25</u> <u>New Applications</u> <u>Total Days Service Provided</u> <u>Training/</u>		<u>Report Attached</u> <u>N/A</u> <u>68</u> <u>62</u> <u>1</u>	<u>Report Attached</u> <u>2574</u> <u>54</u> <u>59</u> <u>1</u>		
Veteran Services – <u>Client Interaction/Calls</u> <u>New Clients</u> <u>Applications/Documents Submitted</u> <u>Community Outreach</u> <u>Trainings/Workshops</u>		<u>335</u> <u>Unavailable</u> <u>123</u> <u>12</u> <u>7 hours</u>	<u>168</u> <u>58</u> <u>96</u> <u>6</u> <u>10 hours</u>		
Comment		Division Director Reports began 2 nd Quarter	Veterans info on stats is limited to Wayne Moore only		

Department Highlights:

Housing:

- SHIP Projects completed – Two (2) Rehabilitation Projects totaling \$56,785 and three (3) Purchase Assistance Projects totaling \$90,000. Of the 5 applications received for the SHIP projects, four (4) were eligible and were approved/income certified.
- The department completed eight (8) Satisfaction of Mortgages. Officially closing out SHIP files and removing the County’s lien on these properties.
- The department completed and received approval from the Florida Housing Finance Corporation for the new Local Housing Assistance Plan (LHAP) 2025-2028. This plan will provide guidance on the affordable housing initiatives, such as how the county uses SHIP funding over the next three (3) years.

Library:

- 58 Programs were successfully completed during this quarter.
- Opening of AF Knotts Library in Yankeetown
- Soft opening of Cedar Key Library
- Interviews of four (4) applicants for the vacant Librarian II position in Yankeetown
- Attended the Tri-County Community Resource Center, Disaster Preparedness & Resource Expo
- Received and additional \$9,261.00 in State Aid

- Covered shifts for the vacancy of one position at the AF Knotts library and a second vacancy of an employee from the Bronson branch who is on maternity leave. Layce Hallman, Savannah Lamica, and Dawn Alexander have been covering these shifts so there were no interruptions to hours of service, at either branch.

Transit:

- Commission for the Transportation Disadvantaged (CTD) Audit Review of the Transportation Disadvantaged (TD) grant program. No Findings or Concerns!

Categories of documents submitted included the following:

1. 20 random applications and required back up documentation for proof of eligibility
 2. Agency policy for eligibility
 3. Manifests of the trips provided for the 20 random riders on random dates
 4. TD Application and Riders Guide
 5. Videos of vehicles inside and out while the vehicle was running
 6. Copies of repair and maintenance records for vehicles
 7. Pictures of equipment purchased through the RCAP grant
 8. Rate Model Procedures
 9. Miscellaneous other documents
- Attended the Tri-County Community Resource Center Disaster Preparedness & Resource Expo
 - FDOT Vehicle Review – No findings or Concerns!
 - Employee Safety Meeting – Required twice a year
 - Completed the annual CTD Rate Model – This rate model dictates the per mile reimbursement rate for ambulatory and wheelchair riders, through the Trip & Equipment grant fund.
 - Additional Operating funding received from FDOT - \$125,000
 - 2025 Operational funding received from FDOT - \$488,234
 - Received new vehicle
 - Prepared and presented to the Board, a Shirley Conroy Rural Area Capital Grant application, requesting a new vehicle in the amount of \$155,547 at 100%
 - Prepared and presented to the Board, the Transportation Disadvantaged grant application – Grant amount to be awarded \$390,298

Veteran Services:

- Provided expert assistance and benefit counseling to veteran families by guiding these families through the complexities of the VA benefit system. During this period, education was a main focus on educating veterans on the claim process, ensuring the best chance of claims being approved on first attempt.
- Continued support assisting veterans with required applications, forms and supporting document when applying for VA benefits.
- Actively participate in and attended Veteran and Community Organization Outreach events.
- Attended and participated in workshops and training sessions that are essential to maintaining accreditation.

Community Services Division Director Report

Overview of all departments-

- Full-time employees – 15
- Part-time employees – 11
- Calls/Interactions – 10,284
- Applications for Services – 160
- Meetings/Trainings - 47

Opening of Cedar Key & Yankeetown Libraries

Interviewed & hired replacement Librarian II position for AF Knotts library

Transit Master Mechanic position posted for a total of 8 weeks. Have received 5 applications. Those are under review and interviews will be set up for the week of July 14th.

Veteran Services Department Head, Ollie White resigned from his position as of June 6th. A job posting for a County Veterans Service Officer/Manager position was posted and applications were accepted. The current Veteran Service officer employee has applied for this position. The applications are being reviewed and interviews will be set up within this month to fill this position. The Veteran Services department staff will be reduced to one employee.

Many meetings were attended during this quarter.

Working toward finalizing budgets for all departments for the upcoming new fiscal year.

23 employee evaluations are being completed and will be reviewed with each employee

Helping EOC staff with meal planning & cleaning the kitchen in preparation of any storm events.

Overall this has been a very busy but productive quarter for the Community Services Division.