

Don Lanham - RE: CHSP Application Review Procedures for Late Apps/ExceptionRequest

From: "Holliday, Patricia" <Patricia.Holliday@talgov.com>
To: "Hurbert Roberts" <execdir@echotally.org>
Date: 2/26/2010 3:42 PM
Subject: RE: CHSP Application Review Procedures for Late Apps/ExceptionRequest
CC: "Lanham, Don" <LANHAMD@leoncountyfl.gov>, "Jones, Thomas" <Thomas.Jones@talgov.com>, "Mathews, Joyce" <Joyce.Mathews@talgov.com>, "Arnold McKay (E-mail)" <arnold@uwbb.org>, "Dunlap Susan (E-mail)" <susan@uwbb.org>

Dear Hubert:

We have reviewed your letter requesting an exception to the application deadline. Because the deadline for submission of the application is an established CHSP policy, which has legal implications, staff does not have the authority to override it. Therefore, this request has been forwarded to the city attorney for review and advisement. Once a legal determination is made, we will immediately contact you. We anticipate a ruling from the attorney by early next week.

If you have questions, please call.

Sincerely,

Pat Holliday

Original Message-----

From: Hurbert Roberts [mailto:execdir@echotally.org]
Sent: Thursday, February 25, 2010 11:12 AM
To: Jones, Thomas
Cc: Holliday, Patricia
Subject: CHSP Application Review Procedures for Late Apps/Exception Request

Emergency Care Help Organization

ECHO

Outreach Ministries

Celebrating 28 years of

702 W. Madison St. Tallahassee FL 32304 • Telephone (850) 224-ECHO • Fax (850) 224-3267 • Email echo@echotally.org

February 24th, 2010

Thomas Jones
Human Services Analyst, City of Tallahassee
300 S. Adams St.
Tallahassee, FL 32301

Re: Request an exception to the CHSP Application deadline for the Emergency Care Help Organization (ECHO) Inc.

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Hello Thomas,

I know you guys are busy , so I'll try to be short.

Thomas, per our conversation yesterday morning concerning our CHSP Application status.

I really feel I need to give a little more detail on our situation.

On Monday, February 22nd our bookkeeper resigned due to a family crisis and headed off to Baltimore. I was left to complete the application without the support of our Financial piece of the process. I called several people involved with the application and was able to work my way through the process. I also called your staff and informed them of my situation. After making every effort to get the application in on time I missed the deadline.

I attempted to deliver the application but was not allowed entry into the building. I arrived first thing Wednesday and delivered a complete App.

In addition to this last minute event, we had gone through a full review and pre-audit of our bookkeeper position one week prior to this event due to our original bookkeeper being released. I had to ensure our system was solid!

Thomas, please pass this information on to the board that will make the final decision on our application. Please make them aware that I am a new Executive Director and a critical piece of our application was simply not available.

Also make them aware that I was left to build applications for four programs, less half my primary support.

I assure you that we planned every step of this process with the goal of having it done well ahead of time. Myself and my staff attended every training course your staff provided.

We conducted in house training on completing the form Six.

And, we pressed forward to try and meet the deadline even under these difficult conditions.

Finally, please let the board know that CHSP consists of 35% of our annual budget.

Thomas, please respectfully submit our request for an exception to the deadline for the 2011 CHSP Application.

Sincerely,

Hurbert L. Roberts
Executive Director
(850) 224-3246, Ext 204
Fax (850) 224-3267
execdir@echotally.org