

FAMILIES IN TRANSITION OF BENICIA (FIT)
"Extending a Hand to Help Families Keep a Home"

Non-Profit Organization - TIN #94-3152270

Board of Directors
2014

January 25, 2015

President
Sue Hayes

Human Services Board
City Manager's Office
250 East L Street
Benicia, CA 94510

Vice President
Melody Seymour

Treasurer
Kathy Griffin

Re: FY 2015-2017 Grant Application

Assistant Treasurer
Diana Thomas

Members of the Board:

Secretary
Diane Wassmann

Enclosed are the completed original and ten copies of the 2015-2017 Grant Application.

Corresponding Secretary
Rosemary Boss

Families In Transition has been able to create and provide a program that has sustained and served Benicians in need since 1990.

Client Follow-up
Diane Wassmann

For the last twenty-five years, the support your Board has given Families in Transition is most appreciated. We are aware of budget restrictions and reduced funding that the Human Services Board may face, so we endeavor to increase donations so that we can meet the needs of Benicia families.

Intake
Rosemary Boss
Sue Hayes
Maria Teresa Matthews
Melody Seymour
Diana Thomas

Families In Transition proposes a goal of raising \$7,000 each year through donations from the community and other donors. It is anticipated that Benicia families will face higher rents as well as higher utilities in the months to come.

Historian
Hal Gauger

Families In Transition is dedicated and committed to using all Grant funding as effectively and conservatively as possible. It is our hope that once again you will fully fund our organization at the level requested (\$70,000).

Member at Large
John Matthews

Tech Support/PR
Jeanne Ekdahl

We thank you in advance for funds provided. We await your response and we will be happy to respond to any questions you may have.

Legal Advisor
Robert Schroth

Sincerely,

Charter Member
Bonnie Schroth



Susan Hayes
President

**CITY OF BENICIA
HUMAN SERVICES BOARD
FY 2015-2017 GRANT APPLICATION**

TITLE PAGE

PART A

1. **Project/Program Name: Human Services Board**
2. **Amount of Funding Request: Annual: \$ 35,000** **Grant period (2 years): \$ 70,000**
3. **Organization Submitting Proposal: Families In Transition**

Organization Data:

Name: Families In Transition
 Address: P.O. Box 321
Benicia, CA 94510
 Phone: 707 751-1435
 Fax: None
 Fed. ID #: 94-3152270

Contact Person:

Name: Susan Hayes
 Title: President
 Phone: 707-751-1435
 Email: suehayes711@gmail.com
 Fax: None

4. **Year organization legally established:** **State: CA**

5. **Project or Program Category (check applicable categories and subcategories):**

<input checked="" type="checkbox"/> Safety Net	<input type="checkbox"/> Health & Wellbeing	<input type="checkbox"/> Other
<input checked="" type="checkbox"/> Rent	<input type="checkbox"/> Counseling	<input checked="" type="checkbox"/> Affordable Housing
<input type="checkbox"/> Food	<input type="checkbox"/> Suicide Prevention	<input type="checkbox"/> Job Skills
<input checked="" type="checkbox"/> Utilities	<input type="checkbox"/> Domestic Violence	<input type="checkbox"/> Literacy
<input type="checkbox"/> Transportation	<input type="checkbox"/> Child Abuse Prevention	<input type="checkbox"/> Parenting
<input type="checkbox"/> Childcare	<input type="checkbox"/> Substance Abuse	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/> Mental Health	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

6. **Serving clients (check all that apply):**

<input checked="" type="checkbox"/> Children Under 5	<input checked="" type="checkbox"/> Youth (5-18)	<input checked="" type="checkbox"/> Adults (19 to 59)	<input checked="" type="checkbox"/> Seniors Over 60	<input checked="" type="checkbox"/> Family Unit
<input checked="" type="checkbox"/> Low-Income	<input checked="" type="checkbox"/> Disabled	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

7. **Anticipated Number of Unduplicated Benicia Residents to be Served: 75**

ORGANIZATION CERTIFICATION: I hereby certify that all information contained in this application and any attachments is true and accurate.

O CITY EMPLOYEE SHALL BE A SIGNATORY ON BEHALF OF AN ORGANIZATION REQUESTING FUNDS FROM THE BENICIA HUMAN SERVICES BOARD.

Susan Hayes
 Susan Hayes Authorizing Signature

Title President

**CITY OF BENICIA
HUMAN SERVICES BOARD
FY 2015-2017 GRANT APPLICATION**

Date 01/25/2015

Typed name: Susan Hayes

Part B – BUDGET INFORMATION

8. Provide a budget for the project. (Expenses listed in this document should be consistent with the Project Description.) This budget is only for the project utilizing grant monies.

PROJECT EXPENSES	TOTAL PROJECT COST (A)	AMOUNT OF GRANT REQUEST (B)	APPLICANT'S COST (C)
DIRECT COSTS			
Personnel (Direct ¹)	\$	\$	\$
Benefits (Direct ¹)			
Personnel (Support ¹)			
Benefits (Direct ¹)			
Contract Services			
Project-Supplies			
Project Equipment			
Transportation (e.g. gas costs, rental)			
Other Direct Costs			
SUBTOTAL	0	0	0
INDIRECT COSTS			
(Administrative)			
Personnel			
Benefits			
Space Rental			
Utilities			
Telephone	180	180	0
Office Supplies			
Transportation (e.g. gas costs, rental)			
Other Indirect Costs			
PO Box Rental	62	62	
Filing Fees	45	45	
SUBTOTAL	287	287	0
TOTAL COSTS	\$ 287	\$ 287	\$ 0

Column A = Total cost of the proposed project.
Column B = Amount you are requesting in this grant application.

**CITY OF BENICIA
HUMAN SERVICES BOARD
FY 2015-2017 GRANT APPLICATION**

Column C = The difference between Column A and Column B, or the costs of the project that are not included in this grant request, if any.

Part B – BUDGET INFORMATION – (continued)

9. APPLICANT SOURCES: Provide sources of other funds for the project. Total amount should correspond with Total C (previous page). Do not include your entire budget here (it should be attached).

Applicant Sources – Other Funding (be specific)		Amount or Value	Indicate if Cash or In-kind
Donations specifically designated for administrative expenses	\$	287	Cash and in-kind
TOTAL	\$	287	287

10. List any prior City of Benicia grants or loans awarded to your organization and the number of Benicia residents served with the funds.

Fiscal Year	Program		Amount	Benicians Served
2013-14		\$	33,200	70
2011-12			33,200	64
2010-11			30,000	63
2009-10			22,500	55
2008-09			20,000	68
2007-08			20,000	49
2006-07			10,000	55
2005-06			10,000	53
2004-05			10,000	52

**CITY OF BENICIA
HUMAN SERVICES BOARD
FY 2015-2017 GRANT APPLICATION**

Part C - PROJECT / ORGANIZATION DISCUSSION (Please limit Part C to 5 pages.)

Brief Project Summary (Two to three sentences describing the grant proposal):

11. *Families in Transition (FIT)* strives to assist families who are unexpectedly caught in financial difficulties who are unable to pay rent and/or utility bills. The goal is to stabilize families and to keep their children in their current school with minimal disruption. The plan is to prevent homelessness and help provide ways to attain future stability and become responsible members of the community.

12. Describe organization's general purpose and activities:

FIT's goal is to provide assistance with overdue rent and/or utilities for those who find themselves in a financial crisis. To those who may be in this situation, the client must call the Hotline and leave word.

A FIT member accesses the Hotline, schedules an interview with applicant as soon as possible, and determines if applicant will meet criteria to reach long range stability. The interviewer arranges to meet in a public place at the convenience of the client. The applicant is advised to bring a Social Security card, or passport, a driver's license, a copy of the Lease, and a completed application. The applicant is required to show all bills, employment information and to show proof of having lived in Benicia for three months. The landlord is contacted. If the landlord is not known to the organization, then a copy of the property tax bill is requested.

The FIT Board meets on a monthly basis to determine its financial standing, review clients' activities and promote outreach to the business community in Benicia. New methods of reaching the community are reviewed,

The FIT Board has worked at engaging the business community, local faith community, and the public in an effort to reach those in need. We work to inform other community-based Benicia non-profits pertaining to communication, efficiency, and effectiveness as to our services with the community. Donations are an ongoing effort and we have now initiated Pay Pal as a way for the general public to contribute to our cause.

13. List all financial liabilities or pending legal action:

None

14. Is your organization applying for other grants for fiscal years 2015-2017? If so, list the project, funding source(s), proposed budgets, and requested amount(s).

No

**CITY OF BENICIA
HUMAN SERVICES BOARD
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15. At what location will the proposed project take place and how long has the organization been at this location?

Families In Transition operates exclusively in Benicia and has done so for the past 25 years. Currently, the Board members answer the Hotline in their homes and the monthly meetings are held at Heritage Presbyterian Church. On a few occasions, meetings are held in member's homes.

Part C - PROJECT / ORGANIZATION DISCUSSION (continued)

16. What are your proposed hours of operations for this project? Please indicate hours that actual services will be provided, and how this may or may not differ from the hours project staff will be available to respond to incoming calls, answer general questions, etc.?

Families in Transition's Hotline is answered by one of our members 2-3 times a day, 7 days a week. The interviewer will return the call, determine if applicant fits the criteria, if so, set up an interview at the applicant's convenience in a public place and request the required documents to be presented at the interview.

General questions are answered on the Hotline, and further questions are handled when the call is returned to the caller.

17. Describe the project associated with this grant request. Include the goals to be achieved and the strategy that will be used to meet the goals. Be specific when discussing what will be achieved as a result of your program.

FIT's specific goal is to provide assistance to Benicia families, to avoid homelessness, or suspension of utilities. FIT aims to help applicant resolve financial problems. On occasion, FIT cannot fill the request for funds which exceed our limit and will partner with another non-profit to pay the balance of the rent. In that situation, the applicant is directed to another non-profit organization and is given assistance to achieve the requested goal for the remainder of funds.

FIT's goal is to provide for those in need, stabilize families, and help them to pursue other alternatives to remain in their homes, keep their children in school, and become responsible citizens.

18. If the proposed project involves direct services to youth, please indicate the number of volunteers providing direct services, how those individuals are screened and trained, specific duties assigned to volunteers, and how volunteers are supervised. If the proposed project does not involve direct services to youth, please indicate "N/A".

N/A

**CITY OF BENICIA
HUMAN SERVICES BOARD
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19. Why is this project necessary for the citizens of Benicia? How will recipients benefit from your services?

Benicia is a wonderful city which appears to have an affluent population. While economic problems are not always immediately apparent, there are families who experience difficult times due to loss of a job, illness, divorce, lack of money, or in some cases living on the edge. Our service helps to alleviate the problems of homelessness, being forced to move, or having their utilities turned off. In many cases, Benicians benefit by receiving help when they have a financial crisis and stability is achieved with the services of FIT.

Families In Transition is able to help others due to the fact that 100% of the money provided by the City or by donations given by businesses or donors is available because FIT has no administrative expenditures other than necessary phone service, and PO Box rental. Costs of filing fees, documents, stamps, stationary are covered by Board donations.

Applications for FIT assistance are available at CAC, Benicia Family Resource Center, the City Utility office, local churches, and some apartment complex manager's offices. Applications can be downloaded from our website { www.familiesintransition.org }. FIT works with landlords who often suggest FIT to renters in trouble.

20. How will outreach be conducted?

Outreach is a major part of our plan. FIT works to provide information regarding our existence in the community and services provided:

1. Targeting groups with bi-annual mailings
2. Distributing flyers to churches, community organizations, and schools
3. Being a part of parades and attending Farmers' Markets
4. Attending community meetings to provide others with information relating to Families In Transition
5. Providing citizens of Benicia with information that would indicate opportunities that FIT can help.

21. List the specific quantifiable goals of the project.

(Please state your goal in terms of number of individuals, families or groups served. For example, agency will provide X number of individuals counseling services per quarter.)

Report total services provided	Annual goal
Provide monies to help with past due rent or utilities	75 citizens per year averaging about 19 per quarter

**CITY OF BENICIA
HUMAN SERVICES BOARD
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Discuss how your organization will collect, organize and disseminate this data.

For 25 years FIT has provided for Benicia families in need. FIT is an effective organization with few expenses and has members who are willing and able to put in the time and effort to make the organization succeed. We provide flyers and other literature to the library, schools, churches and businesses. We will speak at group meetings and be a part of the Farmers' Market and parades.

22. Is this project an existing program or activity provided by your organization? Please explain.

Families In Transition clients are encouraged to repay the funds provided to them without interest or penalties. Clients are advised that money available to them, if repaid, will help other families encountering similar challenges. While small repayments are made, we have experienced a significant increase in such funds. This is an ongoing program. One of our members checks on clients to see how they are doing and encourages them to contribute to FIT when possible.

23. Identify similar programs in the community and how yours will differ.

CAC and BFRC provide similar help to Benicia families. We have to call on them to help out when the funding is over our limit. However, we try to pay a major portion of the request. St. Vincent de Paul provides help with some rent, utilities and in some cases homelessness. Food is provided and delivered by SVDP 365 days a year. The difference between other organizations is FIT and SVDP do not have any paid individuals and has very little overhead.

24. Describe previous comparable projects or programs that your organization, has undertaken that demonstrate successful administration and implementation.

We are always trying additional ways to raise funds. Pay Pal has been setup on our website to encourage on line donations.

We have created a tri-fold which provides information at a glance as to what FIT is about. We use it at various speaking events around town and at the Farmers Market. We also use business cards that provide information of what we do that we help those in need.

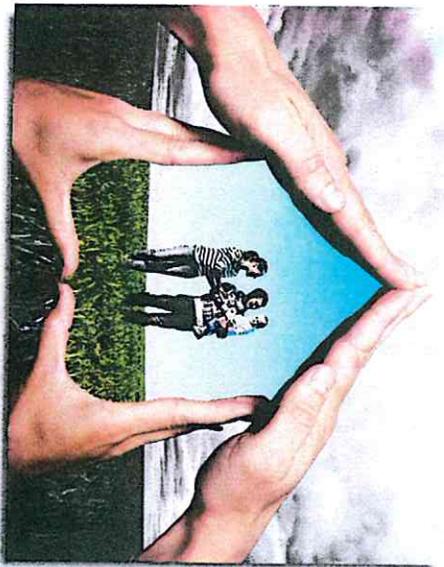
We encourage our board members to speak at service clubs, churches or other groups to explain our mission and to solicit donations.

**CITY OF BENICIA
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25. REQUIRED ATTACHMENTS: Verify and check off confirmation indicating that the following required items are attached to the original application.

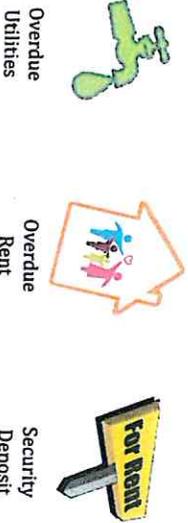
Attachment Confirmation	Item No.	Item Description
(X)	1.	IRS Letter of Tax Exempt Status
(X)	2.	Organization's total budget for the current year
(X)	3.	Copy of most recent audit or financial statement
(X)	4.	Names and addresses of Board of Directors
(N/A)	5.	List of paid principal staff and positions
(N/A)	6.	Job descriptions for principal staff and personnel <u>to be paid partially or in full with grant funding</u>
(X)	7.	Copy of resolution or board meeting minutes indicating organization's support of the project application.
(N/A)	8.	If a partnership, then of letters of commitment from each organization indicating degree of participation and a budget showing each organization's financial responsibility are required.

Thank You!



**Do you know someone
in Benicia
who needs help?**

Help with



Families in Transition of Benicia



FIT in Action



Hotline: 707-745-3000

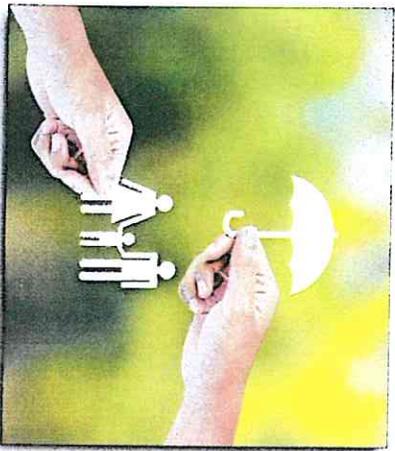
**Families
in Transition
of Benicia**
Since 1990

**Help FIT help
Benicians!**



Please Donate!

Visit www.familiesintransition.org
info@familiesintransition.org



**FIT is an all-volunteer non-profit;
100% of all donations help
Benicians in need.**

INTERNAL REVENUE SERVICE
DISTRICT DIRECTOR
PO BOX 36001 STOP: SF-4-4-46
SAN FRANCISCO, CA 94102

DEPARTMENT OF THE TREASURY

Date: MAR 25 1992

FAMILIES IN TRANSITION OF BENICIA
P O BOX 321
BENICIA, CA 94510

Employer Identification Number:
94-3152270
Contact Person:
ROLAND FORTIER
Contact Telephone Number:
(415) 586-0319

Accounting Period Ending:
March 31
Foundation Status Classification:
509(a)(1)
Advance Ruling Period Begins:
Sept. 10, 1991
Advance Ruling Period Ends:
March 31, 1996
Addendum Applies:
No

Dear Applicant:

Based on information you supplied, and assuming your operations will be as stated in your application for recognition of exemption, we have determined you are exempt from federal income tax under section 501(a) of the Internal Revenue Code as an organization described in section 501(c)(3).

Because you are a newly created organization, we are not now making a final determination of your foundation status under section 509(a) of the Code. However, we have determined that you can reasonably expect to be a publicly supported organization described in sections 509(a)(1) and 170(b)(1)(A)(vi).

Accordingly, during an advance ruling period you will be treated as a publicly supported organization, and not as a private foundation. This advance ruling period begins and ends on the dates shown above.

Within 90 days after the end of your advance ruling period, you must send us the information needed to determine whether you have met the requirements of the applicable support test during the advance ruling period. If you establish that you have been a publicly supported organization, we will classify you as a section 509(a)(1) or 509(a)(2) organization as long as you continue to meet the requirements of the applicable support test. If you do not meet the public support requirements during the advance ruling period, we will classify you as a private foundation for future periods. Also, if we classify you as a private foundation, we will treat you as a private foundation from your beginning date for purposes of section 507(d) and 4940.

Grantors and contributors may rely on our determination that you are not a private foundation until 90 days after the end of your advance ruling period. If you send us the required information within the 90 days, grantors and contributors may continue to rely on the advance determination until we make a final determination of your foundation status.

Letter 1045 (06/06)

Families In Transition
Budget
July 2015 through June 2016

Income	
Client Repayments	725.00
Community Donations	7,000.00
City of Benicia Grants	<u>34,125.00</u>
Total Income	41,850.00
Expense	
Client Expenses	
Deposit-Rent	
Rent	
Utilities	
Total Client Expenses	48,660.00
· Organization Expenses	
P.O. Box Rental	
CA Filing Fees	
6475 · Telephone	
Total Organization Expenses	<u>287.00</u>
Total Expenses	49,247.00
Anticipated Shortfall	-7,397.00
Transfer for savings	7,387.00
Interest Income	10.00
Net income	0.00

Families In Transition
Profit & Loss
July through December 2014

	Jul - Dec 14
Ordinary Income/Expense	
Income	
4030 · Contributions Income	
4040 · Client Re-payments	720.00
4070 · Unrestricted	2,570.00
Total 4030 · Contributions Income	3,290.00
4110 · City of Benicia Grants	16,625.00
Total Income	19,915.00
Expense	
6010 · Client Expenses	
6015 · Deposit-Rent	4,950.00
6020 · Rent	14,867.03
6100 · Utilities	
6110 · Gas and Electric	955.19
6120 · Water	526.21
Total 6100 · Utilities	1,481.40
Total 6010 · Client Expenses	21,298.43
6210 · Organization Expenses	
6219 · Bank Charges	1.56
6220 · P.O. Box Rental	62.00
6310 · FIT Supplies	15.08
6425 · Taxes and Gov't Fees	
6440 · Registration Charitable T...	25.00
Total 6425 · Taxes and Gov't Fees	25.00
6475 · Telephone	90.12
Total 6210 · Organization Expenses	193.76
Total Expense	21,492.19
Net Ordinary Income	-1,577.19
Net Income	-1,577.19

10:18 AM
01/05/16
Cash Basis

Families In Transition
Balance Sheet
As of December 31, 2014

	<u>Dec 31, 14</u>
ASSETS	
Current Assets	
Checking/Savings	
1006-00 · Checking 5898	16,566.31
1011-00 · Umpqua Bank-Savings	15,997.95
Total Checking/Savings	<u>32,564.26</u>
Total Current Assets	<u>32,564.26</u>
TOTAL ASSETS	<u><u>32,564.26</u></u>
LIABILITIES & EQUITY	
Equity	
1110 · Retained Earnings	34,141.45
Net Income	-1,577.19
Total Equity	<u>32,564.26</u>
TOTAL LIABILITIES & EQUITY	<u><u>32,564.26</u></u>

FAMILIES IN TRANSITION OF BENICIA

Board Members—January 2015

<p>Sue Hayes—President/Intake* 130 W G Street Benicia CA 94510 707-751-1435 suejack711@yahoo.com</p>	<p>Melody Seymour—Vice President/Intake* 469 Panorama Drive Benicia CA 94510 707-747-0282 drmdseymour@gmail.com</p>
<p>Diane Wassmann—Secretary* P.O. Box 261 640 E 2nd Street Benicia, CA 94510 707-745-1823 tassiel@comcast.net</p>	<p>Rosemary Boss—Corresponding Secretary/Intake 857 Channing Circle Benicia CA 94520 707-246-2842 rosemaryboss@gmail.com</p>
<p>Kathy Griffin—Treasurer* 297 St. Augustine Drive Benicia CA 94510 707-745-3627 krif@comcast.net</p>	<p>Maria Teresa Matthews—Intake* 575 Cooper Drive Benicia, CA 94510 707-745-4345 707-479-1941 mtmatth@AOL.com</p>
<p>Diana Thomas—Asst. Treasurer/Intake 509 Lupine Court Benicia CA 94510 707-745-4907 707-373-0300 dthomas@biagibros.com</p>	<p>Jeanne Ekdahl—PR, Tech Support 321 E L Street Benicia, CA 94510 707-745-0840 jeanne.ekdahl@gmail.com</p>
<p>John Matthews—Member at Large 575 Cooper Drive Benicia, CA 94510 707-745-4345 707-486-1461 jwmatthews@aol.com</p>	<p>* Executive Board</p>

Charter Members

<p>Robert Schroth—Legal Advisor 177 Military East Benicia CA 94510 707-745-0130 office</p>	<p>Bonnie Schroth 420 Labrador Benicia CA 94510 707-747-6753</p>
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Other Local Agencies

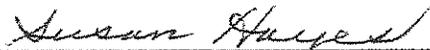
<p>Benicia Housing Authority Janet, Priscilla—745-2071</p>	<p>Catholic Social Services 556-9137</p>	<p>St. Vincent de Paul 746-1773</p>
<p>Community Action Council Viola, Debra—745-0900</p>	<p>Family Resource Center Blanche—746-4352</p>	<p>Benicia Family Resource Center 746-4352.</p>

FAMILIES IN TRANSITION
P.O. BOX 321
BENICIA, CA 94510

THE BOARD OF DIRECTORS BY UNANIMOUS VOTE SUPPORTS THE
PREPARATION AND PRESENTATION OF THE 2015-2017 GRANT APPLICATION TO THE
CITY OF BENICIA HUMAN SERVICES BOARD.

PRESENTATION OF THE TOPIC AND VOTE TOOK PLACE AT THE BOARD
MEETING OF JANUARY 19, 2015.

SIGNED:



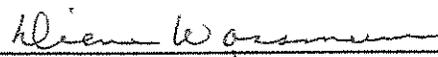
Susan Hayes, President



Melody Seymour, Vice President



Kathy Griffin, Treasurer



Diane Wassmann, Secretary

*

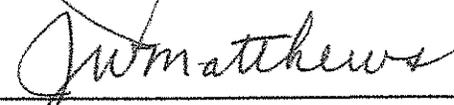
Rosemary Boss, Corresponding Secretary



Maria Teresa Matthews, Past President



Diana Thomas, Member



John Matthews, Member



Jeanne Ekdahl, Member

* out of town

From: Diane Wassmann tassie1@comcast.net
Subject: FIT minutes, January 19, 2015
Date: January 22, 2015 10:08 AM
To: Sue Hayes suehayes711@gmail.com

FAMILIES IN TRANSITION
BOARD MEETING
JANUARY 19, 2015

The FIT monthly meeting was held on January 19, 2015, at the Hayes' home, 130 West G St., Benicia.

PRESENT: Jeanne Ekdahl, Kathy Griffin, Sue Hayes, Melody Seymour, Diana Thomas, Diane Wassmann. Excused: Rosemary Boss, John Matthews, Maria Teresa Matthews.

President Sue Hayes called the meeting to order at 7:00 p.m. The agenda was approved. (Seymour/Ekdahl). The minutes of the previous meeting were approved as corrected. (Ekdahl/Seymour) The members signed a document signifying their support of the grant application. Rosemary, who was absent, will return in February. Sue will contact the City to find out when Rosemary can sign this document.

TREASURER'S REPORT: Kathy Griffin reported \$16,566.31 in checking and \$15,997.95 in savings for a total of \$32,564.26. The treasurer's report was accepted as presented. (Seymour/Thomas)

CLIENT UPDATE: Melody worked with a family with two teens and a 1-year old. They have applied for aid for the dependent child. They must pay for bus passes for the older children and are falling behind in other areas. They owe \$427.33 to PG&E. We paid \$105 of this amount. Kathy contacted PG&E and made arrangements for a payment plan to cover the balance of the bill. Two clients called but their requests were premature. Melody asked them to call later when the bills would be eligible for consideration. A family on Section 8 requested aid. The husband was injured but is returning to work. They have three children. The mother is working toward a nursing degree. FIT assisted them with \$1034. Diana had 8 calls. Several did not qualify because they were not residents of Benicia, were without a job or other income or they were premature in their requests. A man needed help with PG&E but the bill was not in his name. He was going to get help from his family.

OLD BUSINESS: Sue presented copies of the grant application. FIT served 70 families this year and are estimating an increase of 5 families next year. Sue and Kathy will finalize the application this week. The board thanked them for all their work on securing funding from the City. The application is due on January 30, 2015.

The resignations of Hal and Nora Gauger have created two openings on the board. Several names were suggested. Any candidates must attend two meetings of the board to familiarize themselves with the FIT mission. They must have the time to dedicate to FIT and an interest in working with people. There is a real need for more interviewers. Jeanne volunteered to serve as a substitute until new members can be trained as interviewers.

It was decided to table discussion of any changes to FIT policies regulating frequency and amount of aid. These will be discussed at a future meeting.

There being no further business, the meeting was adjourned at 8:00 p.m. (Griffin/Seymour)

Respectfully submitted, Diane Wassmann, Recording Secretary