

COMMUNITY ACTION ADVISORY BOARD
TUESDAY, January 21st, 2014
6:00 PM. to 8:00 PM.
810 DATURA STREET
(Basement Conference Room)

Present

| <u>Members</u> | <u>Staff</u> | <u>Others</u> |
|---------------------|------------------|--------------------|
| Thyra Starr | James Green | Anita Murphy-Moore |
| Maria Ruiz | Channell Wilkins | Calvin Phillips |
| Dr. Florenzia Davis | | Dennis Moore |
| Christine Thrower | | Yolanda Jones |
| Mary Wilkerson | | Ted Greer, Jr. |
| Tamara Price | | |
| Martina Walker | | |
| Bill Washington | | |
| Paula Yastremski | | |
| Jonel Etienne | | |
| Theresa Jackson | | |
| Elaine Gulley | | |
| Retha Lowe | | |
| Lisa Smith | | |
| Valerie Mays | | |

Absent

CALL TO ORDER

The Community Action Advisory Board Meeting was called to order at 6:00 pm by Mary Ross-Wilkerson followed by a period of introductions of those present.

APPROVAL OF AGENDA/MINUTES

Christine Thrower made a motion to approve the agenda. Elaine Gulley seconded the motion. The motion was approved unanimously.

Mary Wilkerson made a motion to approve the minutes. Maria Ruiz seconded the motion.

The motion was approved unanimously.

FINANCE REPORT

CSBG Budget (FY 2013)- Mr. Green reviewed the CSBG budget which runs from October 1st 2013 to September 30th 2014. The Agency started off with \$890,120.00 and has expended \$153,290.77 with a remaining balance of \$655,481.70.

LIHEAP Budget (FY 2013) – Mr. Green reminded the board that the LIHEAP budget runs from April 1st 2013 to March 31st 2014. The Agency started off with \$3,930,514.00 and has expended \$3,324,275.49 and has a remaining balance of \$546,800.73. These figures also include the modification where LH51 (weather related) dollars were moved over because they had to be allocated for after December 15th. As well, HEA has been opened up again. Under LH51 (Crisis Payments) the dollar amount of \$138,594.77 is actually about \$40,000 but because the lag time has not been accounted for the agency will need to draw out this amount out through the month of February and March. For LH50 (Home Energy Asst.) this amount is correct. For the customers who did not receive any crisis benefits they will be eligible to come in and apply for assistance. The agency is servicing the seniors at the present however, if the monies are not being expended fast enough the agency will open it back up allowing those who received crisis benefits to come in and apply. The agency has a group intake plan put in place with housing authority and quite a few seniors will be serviced from the department of senior services. Mr. Green also stated that due to the sequestration last year instead of the monies carrying over it was taken from the agency and this year the agency doesn't expect any of these funds to carry-over. In the past month Mr. Green has been working with the fiscal staff and any additional monies were moved down to CBC with a \$15,000.00 to \$20,000.00 cushion. Mr. Green stated that the LIHEAP budget long-term is continually experiencing a hit and due to the sequestration there last year was a drop in the amount of some \$700,000+. The previous year was not as much but close to last year's drop. The agency is not expecting any additional dollars to come in for LIHEAP.

Paula Yastremski made a motion to approve the Finance Report. Tamara Price seconded the motion. The motion was approved unanimously.

Committee Reports – The committee list was updated with the newest members plugged in and a copy was distributed to each member of the board.

OLD BUSINESS

Review Christmas Program – Mr. Green asked for feedback from the board on how the holiday program/luncheon turned out. The board suggested doing something separate from the agency's annual luncheon. Some of the board members suggested more singing but overall the program went well.

Poverty Simulation – Another Poverty Simulation is in the works and this year the agency is working with The Circle’s Campaign” to host the simulation and the Pathways to Prosperity Center which was previously CFS (Center for Family Services) has The Circle’s campaign dollars. Mr. Green mentioned that some of the board members participated in the simulation last year and asked that the board members participate in the simulation and most importantly those who are on the Events Committee. Mr. Green suggested that the board meet again possibly before or at the next board to discuss the logistics organizing the next n. The template is already in place for Ms. Jackson, Mr. Etienne and Mrs. Lowe. FAU has expressed interest in working with the agency on a simulation as well. The last two were done at the Glades campus and they will continue to work with the agency also. Mr. Green hasn’t reached out to Palm Beach Atlantic but they do have people that are in need of work-ship hours who may be interested in assisting in the planning and implementation to get community service out. Mr. Green stated that there definitely will be another simulation whatever the agency decided to do they will definitely be working with P2P. The target date will be around April or early May. This is ELECTION YEAR and the agency wants to get the elected officials involved. Minimum wage is a hot topic right now and the agency wants the working poor to come out and know how to advocate for themselves at this simulation,

Approval of 2014-2015 LIHEAP Budget – As Mr. Green mentioned earlier there was a \$700,000.00 deduction in this budget. What the agency did in response to the two divisions previously discussed (Senior Services and Human Services) they are no longer in the agency’s budget for the upcoming fiscal year. However, the agency is still working with them so that they can continue to provide services at their various sites and locations. Mr. Green mentioned that the energy entity that does the lobbying on behalf of LIHEAP and they will be attending the next meeting in March in Washington D.C which is when all the CAP come together and talk about their programs. Right now the state is advising the agency to expect the worse and not to expect and additional funds. Yet it is possible highly improbable that they are successful in their efforts and the agency may expect some additional funds. The \$3,213,801 has been allocated for the upcoming year and on line two the administrative is less than the 8% allowed and for the outreach is less than the 15% that was allowed. There is \$803,450.25 in the HEA, \$1,678,885.00 in crisis and the \$64,276.02 in holding for the weather related. Again, if there is no weather related crisis this year in December then those monies as usual are moved to other budget lines. Mr. Green will forward the electronic version of the budget to the board.

This year the agency will be reaching out to the untapped Hispanic community such as Lake Worth by doing additional outreach to make them aware of the services available and either further out in the West Palm Beach area. Additional dollars have been allocated for this purpose such as radio and billboard advertising.

Theresa Jackson made a motion to approve the 2014-2015 LIHEAP Budget. Thyra Starr seconded the motion. The motion was approved unanimously.

Approval of LIHEAP & CSBG PPM – This is not a requirement to get approved by the board. This can be found in the board manuals. This will be reviewed at the next meeting and brought before the board to get approved. For now this will be tabled.

Dropbox Demonstration – Mr. Green will demonstrate a quick crash course on this at the next meeting.

PASS Program – Mr. Green stated that the last PASS program was a great success and looking forward to an even better group of individuals this year. Mr. Green asked the board if they are aware of someone who would benefit from this program to direct them to the agency. The Glades has a separate program that they are working towards to administer. Essentially they are partnering with a number of agencies in their community to deliver a health curriculum. The agency is looking again to partner with T. Leroy Jefferson Center, The Jerome Golden Center, and looking to start early March with orientation. The customers with first start off with a financial management course with DebtHelper.com which takes about four weeks, they will be responsible for turning in their budgets every week. The previous year there were 109 that expressed interest but the agency ended with a little over 50 participants. The agency will also be working with these individuals on how to do their service plan and their case management piece. The agency's focus will be on those who are there to get the help that they need and not there to just get their bills paid. These individuals will not be officially enrolled until they do their health screening which will be combined with turning in their budget in that last week of their financial management course. They will receive their initial blood pressure, blood sugar, cholesterol reading which will set the base line to where the agency will work from their original financial assessment. Mr. Green again expressed to the board to forward any potential customers via email to him or his assistant. For the board members that were not familiar with the PASS program Mr. Green gave them a brief overview of what the program entails on a weekly basis. What the board members saw at the annual meeting was just a summary of what the program was all about. However, www.bestlife4u.org, is where the board members will be able to see the program in its entirety. The county website also is a portal where applicants can utilize the application by downloading it and apply to participate in the program which is located at www.pbcgov.com.

NEW BUSINESS -

CSBG Update – Mr. Green recently received notification that the CSBG grant would be reauthorized. 1998 or possibly 2004 was the last time it was reauthorized. It may be taking on another name which could be the CEOA (Community Economic Opportunity Act). Prior to that it was named the CSA (Community Service Act), EOA (Economic Opportunity Act) and it changes periodically. This time there will be more of focus on

performance, accountability, merging programs together but there will be some flexibility and they are adding additional language as well. Mr. Green will keep the board posted. The lobbyist did send back some correspondence after speaking at the training recently held in Ft. Lauderdale and mentioned a possible increase for this particular program. This program does have a lot of bi-partisan support.

Training Programs – The Lake Worth and Delray site being housed with Head Start and the Delray office moved to Lake Worth. Mr. Green has been working with the city to find another location for Delray so the site will be located at the Neighborhood Resource Center in Delray as well as Workforce Alliance. So it's like a one stop shop for the customers. Head Start is moving as the county will no longer be administering that program. Lutheran Services will be the administrator of that particular grant. A transition plan is in the works. All other CAP sites will remain intact with an uncertainty as far as the Lake Worth site. However, there is a probability that the agency can enter into a lease with the city and remain site. Mrs. Lowe recommended the old school building in Lake Worth (Lake Osborne Elementary). Mr. Green inquired about the office previous utilized inside the Lake Worth Utilities building. Mr. Green stated that the agency will be streamlining the training programs with Workforce Alliance to ensure that services are not being duplicated. CDL will be handled through Workforce Alliance. The agency will continue to focus on HHA and CNA. As well focusing on the community, defining those who are currently unemployed and focusing on some specific services for this group of individuals which is where the agency will find the most ROI (Return on Investment). The agency, from its own database has already identified a group of individuals who have already reported unemployment and will be targeting these individuals. Mr. Green will discuss with the board on how this will pan out and follow up on the logic model information that he sent out in regards to rental assistance and providing additional dollars to who are going on unemployment. The agency did focus more on transitional housing where they were able to pay for first, last and security. There must be a lease and there is a follow up every six to nine months.

Program Report – Information on this was already delivered throughout the meeting.

ADJOURNMENT

There being no further business at hand, the meeting was adjourned at 7:15 pm.

Submitted By: Anita Murphy-Moore, Recording Secretary

Draft Submitted to James Green _____ Date
By: *Anita Murphy-Moore*

Approved by Advisory Board:

Date

Meeting Chair, Retha Lowe

Approved Minutes

- Submitted to DEO on
- Added to Board Archive

Date: -----

Date

Anita Murphy-Moore Secretary