

COMMUNITY ACTION ADVISORY BOARD
TUESDAY, May 20, 2014
5:30 PM. to 8:00 PM.
810 DATURA STREET
(Basement Conference Room)

Present

Members	Staff	Others
Thyra Starr	James Green	Anita Murphy-Moore
Florenzia Davis		Ted Greer
Mary Wilkerson		Dennis Moore
Tamara Price		
Pastor Walker		
Paula Yastremski		
Jonel Etienne		
Elaine Gulley		
Theresa Jackson		
Corey Smith		

Absent

Bill Washington (E)
Maria Ruiz (E)
Christine Thrower (E)
Valerie Mays (E)
Retha Lowe (E)

CALL TO ORDER

The Community Action Advisory Board Meeting was called to order at 5:30 pm by James Green followed by a period of introductions of those present.

APPROVAL OF AGENDA/MINUTES

Mary Wilkerson made a motion to approve the agenda. Elaine Gulley seconded the motion. The motion was approved unanimously.

Elaine Gulley made a motion to approve the minutes. Tamara Price seconded the motion.

The motion was approved unanimously.

FINANCE REPORT

CSBG Budget (FY 2013)- Thyra Starr reviewed the CSBG budget which runs from October 1st 2013 to September 30th 2014. The Agency started off with \$1,432,430.00 and has expended \$445,327.26 with a remaining balance of \$960,282.50.

LIHEAP Budget (FY 2013) LIHEAP Budget (FY 2013) – Thyra Starr also reported that the board that the LIHEAP budget runs from April 1st 2014 to March 31st 2015. The Agency started off with \$3,213,801.00 and has expended \$372,474.90 and has a remaining balance of \$2,841,326.10. Mr. Green stated that are essentially some two-hundred and fifty payments that are still going through the process which hasn't hit yet pending the finance department approval which once approved the expended amount will go up quite a bit. Mr. Green stated that because these pending payments are LIHEAP payments the report is run from the agency's advantage system which is what the finance department utilizes to cut checks. Therefore the actual numbers that comes from the agency's system shows exactly how many applications were processed and what the expenditure is. Mr. Green will submit these reports during the next meeting.

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

COMMITTEE REPORTS –

By-Laws Committee – (Dr. Florenzia Davis) met earlier at 5:30pm.

Mr. Green stated that the new resolution has received approval by the board.

Audit Committee – (Corey Smith) met earlier at 5:30pm.

Mr. Green stated that the agency has a field manual that is used to align with what the agency does with what the state requires so the agency has developed a checklist that coincides with the field manual. In viewing some of the files you will see where they have been noted periodic audits. Therefore, there shouldn't be any surprises when the state comes to do their audit.

Fundraising Committee – (Elaine Gulley & Paula Yastremski) met earlier at 5:30pm.

Mr. Green stated that the strategic plan has been reviewed and one of the items on the plan is to diversify funding so that the agency can not only have more funding for the agency but to also be able to more some of the non-permanent staff to permanent. A couple of ways of going about doing this, the agency has created a non-profit which now the agency has enough profits for community services and the next step is to train someone to write grants and two individuals were sent to grant a writing forum to learn to write grants.

The agency then started looking for grants and one in particular is through Bank of America and another entity that speaks of financial literacy and a learning community which falls within the agency's mission. So, one of the staff has signed up for this learning communities that the community action partnership is doing. Essentially they are taking all of the programs that are doing financial literacy type work and developing what is called best practices and this information and knowledge will be utilized to develop and formulate the agency's program so when the agency goes for the grant the agency will incorporate.

Mr. Green was asked how many temporary and permanent staff the agency has and the response was fourteen (14) and fourteen (14) however, the temp staff taken on as permanent staff will still have to go through the same process as another county worker when a position is open. However, the temp staff does have an advantage having worked with CAP and having the experience, qualifications and knowledge of the financial management program as well as other programs. They will be interviewed by an interview committee and at least one board member to participate. Maria Ruiz has set in on the last two and also Dr. Yvette Coursey has set in on a few. Usually one board member and two staff members are chosen as the interview committee to sit in and ask specific questions and these questions have already been sent to the human resources department. The scoring is tallied and the individual with the highest score is usually the chosen one.

Mary Wilkerson made a motion to approve the Committee Report. Dr. Florenzia Davis seconded the motion. The motion was approved unanimously.

OLD BUSINESS

Training (Sunshine Law) – Presentation by official from the State Attorney's Office –
The agency is subject to "The Sunshine Law" which means that as an advisory board member to the Board of County Commissioners this means that all meetings and ,anything brought before this board are to be logged in the books in respect to electing chairs, and committee meetings because the advisory board is a part of the decision making process. These meetings are held in an area that is accessible to the general public as well the meetings are published. The notification of the meetings doesn't need to be specific in advance however, the criteria is reasonable notice. The other thing that is important is that there must be a record of the meetings which are also public record.

Because this is such a small group the elections should be relatively easy whereas the elections are done by ballot and this must not be a secret ballot. The ballots must be signed and attached to the minutes. You cannot send emails, memos, notes or verbal contact through one another. If there are any violations then there are criminal penalties such as fines or six month jail time or both. A reminder that all documents received and

created for these meetings are public record and if you are not comfortable with something in a meeting(s) and/or how things are phrased in your meetings use discretion. If you take notes on your agendas they will need to be reviewed as well. If two or more member of the advisory board wanted to meet with the BOCC it would have to be public notice.

If a board member is going to be making comments to another board meeting in respect to delivering those comments in a meeting to another entity then this should be cross-noted as well. This is important simply because if a recommendation was not made public and it went before the BOCC it can become questionable if the vote is valid and may have to go back and redo the whole process.

Mr. Green inquired whether or not there were any waivers associated with the advisory board and the response was the criminal justice commission who did receive a waiver which is a very limited waiver and the reason they received this waiver is because they have the sheriff, the state attorney and the public defender and the judge because they sometimes need to go into discussion together. Because this is part of the operations of the criminal justice system so the legislation passed a specific exemption for their waiver. So, there are no specific waivers for the advisory board and the BOCC does not have the permission to give waivers. Mr. Green stated that there will be a mini training at every meeting due to the bulk of information involved with the agency it is better to break this information down to better understand it.

The Lake Worth Center – Mr. Green stated that this process is moving forward with constructing the lease yet there will be some additional cost. Because Head Start was carrying the bulk of the rate and they are now moving over to Lutheran Services the agency will now be responsible for its own electrical, janitorial, water estimated around five to six thousand per year. This will eat a portion of the budget as well. In addition to that the agency is looking into developing an advisory group where members from the community can start to take stake in their own community by working with the city and their residents to get houses up to code. Putting this back in their lap is the idea. The agency does want to create a channel where people who are living in the community and want to see their community move forward can have discussion where they can resolve issues within their community.

FACA Conference – The agency was runner up for “Agency of the Year”, didn’t get the award. The agency that has won for the last seven years has been documenting stories not just outcome which is what this agency does. Their success stories tell how these individuals lives have been changed in every aspect. This agency has asked all workers that when they hear a success story to get it and document it so that it can be shared across the board. When this agency has graduation for HHA on Sunday, June 22nd at John I Leonard Mr. Green has invited the board to come and share the moment, see and feel the difference the agency is making.

The agency can extract stories from this point and present them at the next FACA Conference. Mr. Green reported that the agency was the winner of the "Story Board" competition. Mr. Green applauded Anita Murphy-Moore for the construction of the "Story Board" as well as reported that the agency has won two years in a row with this competition. What this winning does is gives the agency a free \$500.00 registration for one individual to go to the next year's FACA Conference. There was also an election for the FACA State Board in which Mr. Green was elected. Mr. Green also announced that he will be getting off the sidelines because there will be a lot of potential to be involved on the state level.

The National Conference will be coming up in late august in Washington D.C. and the agency will start looking at who will be interested in attending that particular conference. This will be the 50th anniversary on "The War on Poverty". Mr. Green stated that Lyndon B. Johnson declared "War on Poverty" on June 8th 1964 and this is in celebration of the accomplishments made over the past fifty years and letting them know that the agency is on the right track.

DEO Audit-June 23rd-27th 2014 - Mr. Green reminded the board that the agency is continuously preparing for the state audit. In respect to the next meeting date which was initially not to occur this date is in effect should something sudden come up as far as signing of documents, documents that need to be approved by the BOCC just keep a mindset of this date just in case anything of this nature arises. Mr. Green wants to ensure that the agency is being pro-active by preparing far in advance. There is no anticipation that the meeting will be needed but keep the date open. Mr. Green will let the advisory board know in advance if this June 17th meeting will take place and of course the agency will need a quorum.

Collective Impact Update - Mr. Green didn't have any update information on this subject yet he asked if Christine Thrower had any information to announce to the board. Mr. Green wanted to get an update on this because the last discussion with the board was that the agency was working with community partners such as debt helper and workforce in certain geographical areas to help individuals find jobs to increase their livable wage and maintain employment for ninety days. The whole idea of collective impact is having one outcome and all these entities focusing on the collective outcome. There was also previous discussion on what the advisory board thought that the agency needs to focus on.

Mr. Green suggested that maybe a survey should be sent out to the agency to get feedback on what the board think should be a priority. Mr. Green said he would keep the board posted on collective impact. The agency is also looking at partnering with other churches and community-based organizations to impact health in a certain geographical area but primarily in the West Palm Beach area. Mr. Green also stated that he heard that

the NCCI had/has applied for a grant to do something similar. Mr. Green also stated that the agency is known to start programs and then pass them on to other non-profit agencies so they can take these programs and grow and then the agency itself can focus on other things. Theresa Jackson inquired about whether the clients have surveys that they fill out with the agency.

Mr. Green stated that yes there is a survey however there is a survey for the PASS program but not for all of the programs within the agency. The forms are then forwarded to Mr. Green and given to a committee and evaluated. This evaluation is targeted and measured towards the employee's performance. A previous report done by a Ms. Hattie Asbury some while back revealed very good results. Mr. Green stated that the agency will do this again and quite possibly with some volunteers.

Mr. Green commented on growth plans for all of the workers and these plans are utilized in surveys to develop their growth plans. As far as needs assessment the client fills out a client intake form which looks at employment, childcare, education, housing and transportation. Employment and housing were the primary needs and from here the agency allocate funds for these two areas in particular which also determines priority. Mr. Green gave each board member a copy of the survey. Mr. Green expressed a concern in regards to customer complaining about workers not treating them in a respectful manner. Mr. Green advised the board that they were asked a while back to send in secret shoppers to investigate these situations. Mr. Green will give the board a follow-up on any given situation where a customer feels he has not been treated fairly. Mr. Green suggested putting measures in place so that this can be screened and evaluated periodically during the board meetings. Jonel Etienne stated that he has been aware of a/some customers receiving multiple commitments to get their bills paid. Mr. Green stated that the city of Lake Worth should only be getting commitments from the agency and if the City of Lake Worth is receiving other commitments then this needs to be reported to the agency this is something that Mr. Green needs to look into right away. Jonel Etienne will provide the name of this/these individuals at his earliest. It is also possible that that customer(s) may be receiving EHEAP instead. Mr. Green asked Anita to make a note to send an email to Mr. Etienne to follow-up with him on this item.

Program Report – For referral services the agency is working with Debt Helper, The TED Center, PBVI, Invictus, New Beginnings and T. Leroy Jefferson Medical Society.

ADJOURNMENT

There being no further business at hand, the meeting was adjourned at 7:45 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 Date: _____
 Added to Board Archive

Date

Anita Murphy-Moore Secretary