

COMMUNITY ACTION ADVISORY BOARD  
TUESDAY, November 19th 2013  
6:00 PM. to 7:00 PM.  
801 DATURA STREET  
(Basement Conference Room)

Present

Members	Staff	Others
Thyra Starr	James Green	Anita Murphy-Moore
Dr. Florenzia Davis		Calvin Phillips
Christine Thrower		Dennis Moore
Mary Wilkerson		
Delvin Thomas		
Paula Yastremski		
Tamara Price		
Jonel Etienne		
Theresa Jackson		
Elaine Gulley		
Retha Lowe		
Valerie Mays		

Absent

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Maria Ruiz - E  
Jason McMurry - R  
Terence Davis - R  
Gary Hawkins-R

CALL TO ORDER

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

APPROVAL OF AGENDA/MINUTES

*Dr. Florenzia Davis made a motion to approve the agenda. Retha Lowe seconded the motion. The motion was approved unanimously.*

*Dr. Florenzia Davis made a motion to approve the minutes. Retha Lowe seconded the*

*motion. The motion was approved unanimously.*

## FINANCE REPORT

CSBG Budget (FY 2013)- Mr. Green reviewed the CSBG budget which runs from October 1<sup>st</sup> to September 30<sup>th</sup>. The Agency started off with \$890,120.00 and has expended 34,584.45 with a remaining balance of \$792,348.74.

LIHEAP Budget (FY 2013) - Mr. Green reminded the board that the LIHEAP budget runs from April 1<sup>st</sup> 2013 to March 31<sup>st</sup> 2014. The Agency started off with \$3,930,514.00 and has expended \$2,815,628.10 and has a remaining balance of \$1,039,635.58.

## OLD BUSINESS

Review Board Packet - Mr. Green reviewed the board packet with the advisory board and discussed absences, those currently affected by the absences and what letters were in the process of going out and how the board will go forward with filling the vacancies.

By-Laws approval - Suggestions made by the by-laws committee were as follows:  
Page -7) paper proxy in a sealed envelope delivered to the facilitator of the meeting and not to a board member. Other concerns were how many times a member can proxy vote and what the stipulation is as well can there be a phone ballot. Mr. Green will send this information to legal council

Page -13) Membership ITEM 2-A description of the board members job description Item 7 already in the by-laws, ITEM 8 should also include Resolution 09-1549, ITEM 11 should read Community Action Workplan instead of Plan and ITEM 13 should strike year and add 6 months.

Page -14) Nomination of Members to the BOCC - changes requested were that it should read EACH YEAR the Community Action Advisory Board instead of each September.

Page -15) In the attendance section it was suggested that the board be given at least a five day notice of a board meeting instead of a three day notice and to strike the last paragraph in that section.

Page -17) Changes to second sentence to state "This reaffirmation" instead of "A Letter reaffirming".

*Christine Thrower made a motion to approve the revision to the by-laws. Teresa Jackson seconded the motion. The motion was approved unanimously.*

Board Appointments – Mr. Green announced to the board that there are a few vacancies’ open. Tamara Price, Thyra Starr and Jonel Etienne will be replacing Gary H., Dr. Coursey and Rose R., respectively. The two individuals that have expressed interest in the board are Pastor Martina Walker who works within the West Palm and Riviera Beach community helping individuals with hunger, shelter, food and clothing and has her own non-profit ministry and being connected with the community she can bring a lot of resources to the table along with being an advocate and very passionate. Pastor Bill Washington ministers Friendship Missionary Baptist Church. Mr. Washington is an accountant who is also well-known in the Palm Beach area. He is a great resource and is very interested in serving on the board. These individuals would replace Jason M. and Delvin T., respectively. These vacancies’ will be in the private sector.

*Christine Thrower made a motion to approve all of the new board appointments. Teresa Jackson seconded the motion. The motion was approved unanimously.*

New Officers – Mr. Green stated that every September new officers are selected. It was suggested to have the Executive Committee meet or have the board accept nominations from the floor for a new slate of officers, and that the selected officers must be individuals who are currently seated on the board. For the new members who have gone through orientation they will be officially seated on December 17<sup>th</sup>, 2013. It was recommended that Retha Lowe replace Mary Ross-Wilkerson for the Chair, Christine Thrower for Vice Chair and Maria Ruiz for Secretary.

*Theresa Jackson made a motion to approve the nomination replacements for the Chair, Vice Chair and Secretary. Delvin Thomas seconded the motion. The motion was passed unanimously.*

January Conference in Ft. Lauderdale – Mr. Green announced the annual mid-term leadership conference for the national partnerships. All CAP’s across the country will be attending this conference January 8<sup>th</sup> through the 10<sup>th</sup>. Mr. Green will keep the board posted as that day approaches.

FACA Conference May 13<sup>th</sup> – 16<sup>th</sup> 2014 (Orlando) Mr. Green announced that the conference was previously scheduled to be hosted locally in May of 2014. However, recently being contacted by the Executive Directory it has been discussed that the conference should be held in the Orlando area and with Orlando being a revenue generating opportunity the conference to be held in that area for the next three years.

Strategic Planning – Mr. Green briefly discussed the initiatives and that the agency has someone in training to do grant writing whereas the agency can now diversify funding. And with the staff that is working very hard and diligently (temporary staff) the agency can find a way to bring them on as permanent staff. The Agency has increased the number of

partnerships and has it next ROMA training on Thursday and Friday of the upcoming week. There will great detail during this training on how ROMA affects the agency as a whole. Implementing an online application system was reviewed as well including developing a system where community agencies can report outcome.

**Self-Sufficiency Program** – Mr. Green announced that the self-sufficiency program was a success and was concluded with the 5K walk which was a success. The walk took place at Curry Park to Clematis and back. The event was featured in the county paper.

**Poverty Simulation** – The agency is discussed doing a couple more Poverty Simulations and are intending to pilot a program that encourages individuals to take employment opportunities. Some of the participants were hesitant in losing benefits by taking on a minimum wage job would not benefit them to accept the job because it would be more difficult on them. The pilot program is expected to be offered in the glades area where the individuals work and still have their benefits but also transition out in the process through this program.

*Christine Thrower made a motion to approve the new members’. Dr. Florenzia Davis seconded the motion. The motion was passed unanimously.*

Last minute details were that the board should meet at least ten times per year and that June and July should be months left off the annual calendar as this is the time when most people are vacationing. Mr. Green stated that the annual calendar can be modified. With the Christmas Luncheon it was further discussed instead of having a December 17<sup>th</sup> meeting to combine the meeting with the Christmas Luncheon that will be held on Thursday, December 12<sup>th</sup> and the board to meet at 11:00am on that day. All agreed.

ADJOURNMENT

There being no further business at hand, the meeting was adjourned at 8:00pm  
*Submitted By: Anita Murphy-Moore, Recording Secretary*

Draft Submitted to James Green \_\_\_\_\_ Date

By: *Anita Murphy-Moore*

Approved by Advisory Board:

\_\_\_\_\_ Meeting Chair  
Date

Approved Minutes  Submitted to DEO on \_\_\_\_\_ Date: \_\_\_\_\_  
 Added to Board Archive

\_\_\_\_\_ Anita Murphy-Moore Secretary  
Date