



COMMUNITY ACTION ADVISORY BOARD “REGULAR MEETING”

Tuesday, February 21, 2023

6:00 PM

Vista Center Conference Room

2300 N. Jog Road

West Palm Beach, FL 33411

Members Present

Kevin Jones (Z)
Raynold Sam
Guillermo Carrasco
Sandra Wright (Z)
Alesia Keller
Xzavious Wiley
Yves Saint Hillien
Mary R. Wilkerson
Linda Williams
Diane Lewis *
Lisa Vreeland*

Seat Representation

Public Sector
Public Sector
Public Sector
Private Sector
Private Sector
Low Income Sector
Low Income Sector
Public Sector
Private Sector
Low Income Sector
Private Sector

Members Absent/ Excused

Steve West (E)
Carol Jones-Gilbert (E)
Michaela Key (E)
Cynthia Ridley

Seat Representation

Public Sector
Private Sector
Low Income Sector
Low Income Sector

Staff Present

Natalie Diaz Rodriguez
Adriane Marcelle
Sheila Thomas
Helene Hvizd
Serenia Page-Becton (Z)
Tempie Nesbit (Z)
Ramona Dunn (Z)
Latonya Smith-Clark (Z)

Organization/Title

CAP Program Manager
Grant Compliance Specialist I
CSD Supervisor- Lake Worth
PBC Attorney- Human Services
PBC Contracts Analyst- Real Estate
Community Outreach Specialist I
Community Outreach Specialist III
Community Outreach Specialist III

I. CALL TO ORDER

- **Invocation-** A brief invocation by Vice Chair Mary Wilkerson.
- **Roll Call-**The Board Chair called the meeting to order at 6:08 P.M. A quorum was present.
- **Introduction of Committee Members, Staff and Guests-** the Community Action Advisory Board meeting began with introduction of the attendees by Natalie Diaz Rodriguez.

II. AGENDA APPROVAL

- **Additions, Deletions and Substitutions.** There were no additions, deletions or substitutions.
- **Motion to Approve Meeting Agenda for February 21, 2023** was made by Alesia Keller. Motion was seconded by Raynold Sam. Motion passed. **Meeting Agenda for February 21, 2023 was adopted by a quorum.**

III. REGULAR BUSINESS

- **Motion to Approve** November 15, 2022 meeting minutes was made by Alesia Keller. Linda Williams seconded the motion. Motion passed. **November 15, 2022 minutes were adopted by a quorum.**
- **LIHEAP 1st Quarter Financial Update:**
 - LIHEAP PY21 NFA# 40230 - Allocation = \$5,055,844. The balance until 12/31/2022 was \$3,289,621 with \$2,979,659 in direct client assistance category now ends 3/31/2023, thanks to an extension. HEA balance = \$387,457; CBC balance = \$2,592,202; WRC balance = \$0.
 - LIHEAP PY22 NFA# 041247 – New Allocation = \$5,214,899. The balance until 12/31/2022 was \$5,194,112 with \$4,542,318 in direct client assistance category; Funding ends 09/30/2023.
 - LIHEAP ARP NFA# 40037- Allocation = \$4,273,460. The balance until 12/31/2022 was \$456,903 with \$456,903 in direct client assistance category now ends 3/31/2023, thanks to an extension. HEA balance = \$0; CBC balance = \$87,707; CBC (HVAC) balance= \$369,196.
 - Mary Wilkerson asked if the HVAC Program funding may be used for Mobile Homes. Natalie Diaz Rodriguez answered, “Yes.”
 - Diane Lewis asked for the turn-around time for the HVAC approval. Natalie Diaz Rodriguez answered, “About 45 days.”
- **CSBG 1st Quarter Financial Update:**
 - CSBG CARES Act NFA# 039797 – Allocation = \$1,063,042.74. The balance until 12/31/22 was \$2,129 with \$1,047 in direct client assistance category that ended

10/31/22. Grant is closed.

- CSBG PY21 NFA# 39964- Allocation = \$1,064,915. The balance until 12/31/22 was \$5,894 with a current balance of \$0 with \$0 in direct client assistance category that ended 10/31/22. This funding was used for vocational training. The dollars were expended and the grant is closed.
- CSGB PY22# 041192 – New Allocation = \$1,094,998. The balance until 12/31/22 was \$984,448 with \$804,778 in direct client assistance category that ends 09/30/23. The direct client assistance is being used for vocational training.
- Mary Wilkerson inquired about the vocational dollars being connected to High School Seniors. Natalie Diaz Rodriguez answered that the Youth Services Department, of the County, and CareerSource have programs that serve Youth.
- **LIHWAP 1st Quarter Financial Update:**
 - LIHWAP CAA PY22 NFA# 41304 – New Allocation = \$2,819,508. The balance until 12/30/22 was \$2,757,819 with \$2,554,644 in direct client assistance category; ends: 09/30/2023. Clients may receive up to \$1,000 per year to prevent disconnection of water services or reconnect services (drinking water and waste water).
 - LIHWAP ARP NFA# 41274 – New Allocation = \$2,234,474. The balance until 12/30/2022 was \$2,175,618 with \$1,985,361 in direct client assistance category; ends: 09/30/2023.
 - Diane Lewis asked Natalie to speak on the marketing of these programs. Natalie Diaz Rodriguez explained that a Public Information Officer was hired to address the marketing and coordination of information to the public. Community Outreach Events and connections with grass-roots organizations have become best practices in response to meeting the needs of the community. Please notify Adriane Marcelle or herself to help schedule outreach events.
 - Yves Saint Hillien asked for the CSBG criteria for participation. Natalie answered, “The client must be a resident of PBC and their total household income has to be at or below 200% of the FPLG; LIHEAP/LIHWAP Programs, require the total household income to be at or below 60% of the State Median Income.
- **Programmatic Updates- 1st Quarter, October 1, 2022 – December 31, 2022:**
 - Family Self-Sufficiency
 - Total completed a training: 12
 - Total who increased income up to a living wage: 4

D. Board Seats Update:

- Public Sector Seat 02 (City of West Palm Beach) is set to expire 9/30/23. This seat may require a replacement from the City of West Palm Beach to fill this seat.
- Public Sector Seat 05 (City of Belle Glade) is set to expire 9/30/23; The current seat holder indicates that a replacement representative is in order. This seat may therefore require a replacement from the City of Belle Glade.

- Private Sector Seat 10 (Health) Lisa Vreeland was appointed by DOH as the nominee to hold this seat. The resume was provided to the board and the item is tentatively scheduled to go before the Board of County Commissioners 04/04/2023.

- Low Income Sector Seat 12 (City of West Palm Beach) Diane Lewis was selected by public election held 12/06/2022 to become appointed to this seat. This item is tentatively scheduled to go before the Board of County Commissioners 3/14/2023.

E. Committee Reports- None, the committee will finalize selections later on the agenda.

IV. NEW BUSINESS

- **Selection of Committee Members:**

Natalie Diaz Rodriguez gave a presentation on Board Committees.

Appointment and selections include:

Kevin Jones Strategic- Planning and Events/Outreach

Mary Wilkerson- Executive

Steve West- Absent

Raynold Sam- Bylaws and Events/ Outreach

Guillermo Carrasco- Bylaws and Events/Outreach

Linda Williams- Events/ Outreach

Sandra Wright- Strategic Planning

Alesia Keller- Executive

Carol Jones-Gilbert- Executive and Finance/ Budget

Xzavious Wiley- Events/ Outreach

Cynthia Ridley- Strategic Planning and Events/ Outreach

Yves Saint Hillien- Strategic Planning and Events/ Outreach

Michaela Key- Absent

Yves Saint Hillien asked if there was an annual calendar of scheduled outreach events.

Natalie answered, "Yes but it's generic and will be updated as soon as possible."

V. PUBLIC COMMENTS

Mary Wilkerson thanked Community Action Programs for hosting two successful Outreach Events in the Belle Glade area. She asked when the CAP offices might be open to the public or available to take walk-ins. Natalie answered, "Clients are currently seen by appointment at our offices, libraries, and senior sites."

VI. ADJOURNMENT – The meeting adjourned at 7:10pm.

Date

Board Chair, Carol Jones-Gilbert

Approved Minutes

Submitted to DEO on Date: _____

Added to Board Archive

Date:

, Secretary