



COMMUNITY ACTION ADVISORY BOARD

Tuesday, February 23, 2021
6:00pm
2300 N Jog Rd
Vista Center Conference Room 158E/59
West Palm Beach, FL 33411

Members Present

Kevin Jones
Sandra Wright
Martina Walker
Retha Lowe
Alma Atkins-Robinson
Allie Biggs

Seat Representation

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

Members Absent Excused

Mary R. Wilkerson
Carol Jones-Gilbert
Denise Brown
Michelle Davis
Georgia Smith-Gilbert

Seat Representation

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

Staff Present

Natalie Diaz
Serenia Page-Beckton
Helene Hvizd
Mary Imitola

Organization/Title

CAP Program Manager
CAP Program Coordinator
Senior Assistant County Attorney
CAP Lead Clerk

Public Sector

Organization/Title



I. CALL TO ORDER

- **Invocation-** A brief invocation by Mr. Kevin Jones.
- **Roll Call-** The Board Chair called the meeting to order at 06:07PM. There was no quorum present at the beginning of the meeting. However, quorum was established later in the meeting, once Ms. Alma Atkins-Robinson arrived.
- **Introduction of Committee Members, Staff and Guests-** The Community Action Advisory Board meeting began with introductions of the attendees.

II. AGENDA APPROVAL

- The Agenda was not approved due to a lack of a quorum, we moved to regular business waiting to have the quorum present.
- Later in the meeting: Motion to approve Meeting Agenda made by Allie Biggs. Motion seconded by Retha Lowe. All in favor, none opposed. **Meeting Agenda was approved by quorum.**

III. REGULAR BUSINESS

- LIHEAP Financials updated were reviewed:
 - Update on LIHEAP NFA (Notice of Funding Availability) #038071 was provided. Direct client assistance (DCA) Balance for HEA \$2,119,784.
 - In April 2019, \$4.5 million dollars were received for LIHEAP. (Allocation have to be expended by March 31,2021. This included the extension when we closed the grant on 9/30/2020 and reopened on 12/03/2020.
 - If grant dollars from previous NFA have not been spent, current expenses will be posted to the PY19 NFA, first. Yearly budget allocations include: Administration, Outreach, Home Energy (HEA), Crisis Benefit (CBC), and Weather-related Crisis (WRC)
 - Benefit limit is up to \$2000 for crisis assistances.
 - Admin dollars already spent, DCA available only.
 - LIHEAP FY20 NFA#038797 ends:3/31/2021 DCA\$3,207,709
 - The allocation for weather related was moved to crisis benefit.
 - LIHEAP CARES Act NFA#38991 ends:3/31/2021 DCA: \$2,597,517 Crisis dollars up to \$2,000 per household; will be spent simultaneously with FY19 and FY20 dollars.
- CSBG Financials were reviewed:
 - CSBF FY20 NFA#038721 was provided. Balance of \$877,613.84 DCA balance:742,331.43

- CSBG CARES Act NFA#039020 have to be expended by 8/2022 DCA balance: \$1,167,000
 - Direct client assistance is currently being used for Vocational training
 - Rent and Utility assistance will be provided up to \$3,000 per household.
 - Dollars being spent simultaneously with CSBG CARES funding
- LIHEAP Programmatic reports were reviewed:
 - Quarterly Household report was reviewed: 474 households were served with Home Energy Assistance and 52 households were served with Crisis Benefits.
 - The number of unduplicated households served was 523.
- CSBG Programmatic Reports were reviewed:
 - CSBG Programmatic Update-Quarter Three:
 - 4 clients obtained employment.
 - 5 clients obtained a recognized credential, certificate, or degree to the achievement of educational or vocational skills.
- Committee Reports (CAAB Seating update)
 - Board Chair: Kevin Jones
 - Vice Chair: Retha Lowe
 - Secretary: Martina Walker
 - Public Seats 1 is vacant now due to the resignation of Christina Lambert.
 - Public Seats 3 & 4 still vacant.
 - Private Seat 8 is still vacant.
 - Efforts are being made towards recruitment to fill the vacant seats.
 - Staff is working on Election for the seats that will be expiring. (Belle Glade, Delray Beach, Lake Worth and Riviera Beach low-income sectors.

REMARKS: Pastor Martina Walker suggested that we (Community Action) allocate staff members on strategic locations to provided assistance for the community However, Natalie Diaz gave the phone number where clients may call to schedule appointments on the telephone or in the offices to assist our client with the online system.

Pastor Walker suggested allocating CAP staff to churches to help the community fill out the online application. Natalie Diaz explained that as County employees, we follow CDC guidelines and protocols and we encourage our partners and community members to do the same. If a church wants to provide assistance to their parishioners in filling out an application, they can.

IV. NEW BUSINESS

- **Training: National Goals and Performance Indicators.**
 - Services and Strategies: Employment, Education and Cognitive Development, Income, Infrastructure, Asset building, Health Social behavior development, civic engagement and community involvement.
 - Community Action is merging with Human Services that are going to have more staff and join forces with all our workers to make sure that we archived our core principles.
 - CAP staff will be located on the Delray Beach Human Services office now.

- Motion to approve December meeting minutes made by Retha Lowe. Motion seconded by Allie Biggs. All in favor, none opposed. **December minutes were approved by quorum.**
- Motion to approve January Ad-Hoc meeting minutes made by Allie Biggs. Motion seconded by Retha Lowe. All in favor, none opposed. **January Ad-Hoc minutes were approved by quorum.**
- **LIHEAP FY19 & FY20 Modifications were approved by quorum:**
 - Direct Client Assistance: Home energy assistances allocation of \$1,962,669.00 was moved to Crisis assistance.
 - Because the weather-related allocation was not used by December 15, the agency reallocated \$97,682.00 back into crisis assistance.
 - Motion to approve modification made by Kevin Jones. Motion seconded by Allie Biggs. All in favor, no opposes.

V. **PUBLIC COMMENTS** – No public comment.

VI. **ADJOURNMENT** – The meeting adjourned.

Submitted by: Natalie Diaz Rodriguez, Program Manager

Draft Submitted to Department Director , Date
By: Natalie Diaz Rodriguez

Approved by Advisory Board:

Date

Meeting Chair, Kevin Jones

Approved Minutes

Submitted to DEO on Date: _____

Added to Board Archive

Date

Pastor Martina Walker, Secretary