

COMMUNITY ACTION ADVISORY BOARD
TUESDAY, April 15, 2014
5:30 PM. to 8:00 PM.
810 DATURA STREET
(Basement Conference Room)

Present

Members	Staff	Others
Christine Thrower	James Green	Anita Murphy-Moore
Tamara Price		Calvin Phillips
Martina Walker		Diahann Frederick
Paula Yastremski		
Jonel Etienne		
Theresa Jackson		
Retha Lowe		
Lisa Smith		
Valerie Mays		
Thyra Starr		
Maria Ruiz		
Dr. Florenzia Davis		
Mary Wilkerson		
Elaine Gulley		

Absent

Bill Washington (E)

CALL TO ORDER

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

APPROVAL OF AGENDA/MINUTES

Mary Wilkerson made a motion to approve the agenda. Theresa Jackson seconded the motion. The motion was approved unanimously.

Elaine Gulley made a motion to approve the minutes. Theresa Jackson seconded the motion. The motion was approved unanimously.

FINANCE REPORT

CSBG Budget (FY 2013)- Maria Ruiz 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 \$320,805.08 with a remaining balance of \$505,244.10. Mr. Green reported that the modification that the advisory board voted on has been approved by the state by up to \$1.2 million.

LIHEAP Budget (FY 2013) 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 \$3,852,974.06 and has a remaining balance of \$67,601.78. In regards to the personnel salary there may be more monies taken out of this \$47,000.00. Per Mr. Green LH13 & LH30 these monies should be coming back to the agency. The agency is into the new LIHEAP grant now which is 3.2 million. In regards to the federal budget update the agency has received the monies for this year however there may be some additional monies that may come through. Mr. Green again reminded the board that the president has also proposed a 6% reduction for the community action programs however the agency will continue to move forward. The agency has also been invited to participate in a Learning Communities Forum which is an innovative practice within the national community action agencies that ties into the agency's strategic planning. This should put the agency in the best position.

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

OLD BUSINESS

Training (Advisory Board Oversight) – Mr. Green viewed the Strategic Plan for 2014-2015 which was voted on by the board. The plan is to diversify funding. At the present the agency has 13 permanent staff and 12 non-permanent staff. As with the non-permanent staff for the amount of work that they deliver they don't get paid a great sum. The agency does encourage the non-permanent staff to still seek other opportunities. The agency is trying to find ways to bring the non-permanent staff on so that they can reap some of the benefits. One of the strategic initiatives is, is to diversify funding by obtaining grants by establishing a non-profit which has already been done through community services. The agency is continuously looking for grants that will fit into its mission as well as fit the community needs. The agency has trained two individuals to write grants within the organization. The second initiative on encouraging independency, if you weigh the two options its almost better for them not to work, they keep their housing, food stamps, and other benefits. What the agency wants to do is develop a program where they can get a waiver from the government that will allow the agency to phase that individual out should they obtain employment. Strategic Plan #3, the agency has doubled the number of partnerships and looking forward to an increase. Tamara Price participated in the

previous ROMA training. Mr. Green reminded the board that ROMA ties in to what the agency and the community does. On May 6th and 7th there will be another ROMA training and the agency wants to find other community partners to participate. Their clients will have access to assistance such as water, electric, rental, gas, etc. especially if these agencies are only providing case management. Mr. Green encouraged all of the board members to attend. The training will be at the MLK center in Riviera Beach.

Poverty Simulation - It was communicated through Mr. Green that the past poverty simulation was the best that the agency has had. There were a lot of community partners and elected officials that attended. The turn-out was approximately eighty plus attendees. There was an abundance of meaningful dialog and discussion at the end of the simulation. The next upcoming simulation will be in Riviera Beach on June 28th and will be partnering with Bridges.

Lake Worth Center - After meeting with the city manager his reasoning for not wanting community action back is that he is fed up with agencies that are assisting residences with rent, electric, rental, etc. who are violating codes and not cleaning up around their homes. By these agencies assisting these individuals (keeping them there) it's like working against the system. His suggestion is to provide CAP with a list of these residences and when they come in for services to give them a warning that if their properties are not cleaned up. Per Mary Wilkerson this is not a responsibility of CAP to warn customers that their properties need cleaning up this is a job for code enforcement. This is treading on thin ice and could cause a lot of legal issues. Mrs. Lowe took the initiative to meet with him and discuss what his intentions are for the city. Code Enforcement for the City of Lake Worth has been destroyed over the past ten years but now they are beginning to get back on track with the new director. Mrs. Lowe communicated that CAP will begin giving the city a monthly or quarterly report so they will know exactly what the agency is doing for the residence. Mr. Green stated that Delray may be relocating back to its original spot.

FACA Conference - The 34th Annual FACA Conference will be held in Orlando May 13-16th 2014. Mr. Green will bring back the report for the board. There will be four attending the conference and they are James Green, Natalie Diaz-Rodriguez, Yri Del Bosque and Mrs. Retha Lowe.

Community Assessment training Ft. Lauderdale - This training will be held in Ft. Lauderdale from April 23rd-24th. Some of the topics covered will be a brief overview of CSBG, Organizational Standards and ROMA the next general update, Strategic Planning and Succession Planning.

DEO Audit-June 23rd-27th 2014 - Mr. Green shared with the board the upcoming audit in June which will be revisited again in the next advisory board meeting on May 20 2014. The Agency is in good shape with the audit but will continue to tweak.

Democratic Election Advisory Board confirmation- For those board members who are awaiting their letter from the BOCC they will not be able to receive the letter until May.

Approval of Resolution (May Agenda)- The resolution that was supposed to go on the agenda for April has been pushed back to the May agenda.

Collective Impact Update - The Asset Based Training forced the agency to stop looking at the cup half empty. The agency's focus is on the customers and what are they bringing to the table, what strengths do they have that they can utilize where the agency can assist them. (1)First outcome: The agency is taking a scaled down look at employment in the Riviera Beach area and getting all of the community partners who are providing job placement and trainings to work together.

(2) Second Outcome: To focus on the youth that are coming out of high school who have no plans to go to college and bridge the gap between their skills sets and the type of trainings they are interested in or what best fits their needs. Several entities that the agency has identified with are The Lord's Place, Urban League and Workforce. Helping these individuals to find employment and maintain it for ninety days is the agency's focus.

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

Other News - Mrs. Lowe mentioned an upcoming job fair at the state college in the tri-city area Dr. Davis provided a flyer to the board in regards to health screening to be held at Tabernacle Missionary Baptist Church on Monday, April 28th. As well there will be a Black Artist presentation at Little Pavilion on Saturday at Meyers Hall beginning at 7:00pm. Tickets are \$30.00.

ADJOURNMENT

There being no further business at hand, the meeting was adjourned at 7:30 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