

COMMUNITY ACTION ADVISORY BOARD
TUESDAY, August 20th, 2013
6:00 P.M.
810 DATURA STREET
(Basement Conference Room)

Present

<u>Members</u>	<u>Staff</u>	<u>Others</u>
Dr. Yvette Coursey	James Green	Anita Murphy-Moore
Maria Ruiz		Calvin Phillips
Dr. Florenzia Davis		
Christine Thrower		
Mary Wilkerson		
Delvin Thomas		
Paula Yastremski		
Theresa Jackson		
Elaine Gulley		
Retha Lowe		
Terence Davis		
Valerie Mays		

Absent

Jason McMurry-E
Rose Ramsabhag-A
Gary Hawkins-E

CALL TO ORDER

The Community Action Advisory Board Meeting was called to order by the Vice Chair, Mary Wilkerson at 6:00 p.m., followed by a period of introductions of those present.

APPROVAL OF AGENDA/MINUTES

Elaine Gulley made a motion to approve the agenda. Retha Lowe seconded. The motion was approved unanimously.

Christine Thrower made a motion to approve the minutes. Terence Davis seconded. Motion was approved unanimously.

FINANCE REPORT

CSBG Budget (FY 2012)- Maria Ruiz reviewed the CSBG budget which runs from October

1st to September 30th. The Agency began with \$1,274,498.00, has expended \$618,174.52 with a remaining balance of \$632,685.72. Mr. Green stated that the agency has processed quite a few applications but finance has yet to approve them and there is close to one-million dollars still in the queue. Mr. Green also stated that the HEA funds have been depleted. What this means is that if a customer comes in to get assistance, unless their bill is currently due then they will not be able to receive assistance because only the crisis assistance is available. Mr. Green is looking to do a modification where he may be able to move funds which may take another three or four weeks to get an approval from the state and sent back to the agency. So for the time being should the board start hearing that funds are not available then it's just that particular line item (HEA). Mr. Green commented on the question proposed from Christine Thrower whether or not the approval to move the funds were formal or informal. Mr. Green stated that he would not have to wait for the board to meet again for the approval. Mr. Green stated that the funding for HEA ran out on the previous day, August 19, 2013. Mr. Green stated that he'd recently met with DOSS, Senior Services and Human Services a couple weeks back and advised them that the agency had some \$700 thousand in HEA but apparently Senior Services did some group intake which drew the funds down more quickly than expected but there is \$264, 482.39 left on the line item (LH50). Mr. Green stated that the board can enter a motion to transfer monies over with an agreed upon amount but one thing the board would need to consider is that October is usually the time where there is a hike in customers coming in where everyone is eligible again and it tends to flood. The other thing is if too much money is moved the monies can be spent within a months' time because there are so many seniors and other customers that qualify even though HEA is once a year. If the agency moves all of the money there will not be enough left in CBC.

LIHEAP – The Budget started at \$3,930,514.00 and expended \$1,462,998.23 with \$2,450,741.48 left over. Mr. Green stated that the board can come up with an amount to move however, he was looking at moving about \$400-\$450 thousand. Mr. Green stated that \$400 thousand would last until November or even December. Mr. Green stated that the agency has eight months to go with the remaining one-million. The trend is usually around December the flow will drop even in January it will drop even more because this is the time when customers get their tax returns and they choose to pay their bills with February and March being rather slow as well. Mary Wilkerson suggested that the agency move over \$500,000 seeing as more people are utilizing the service that she would not have expected to see because the September month is a much hotter season. Ms. Wilkerson responded to Christine Thrower comment on the dollar amount being suggested to be moved over. Ms. Wilkerson stated that her concern is that especially in the Glades the seasonal workers who don't start back to work until October and those that encompass the eastern part of Palm Beach County that there should be enough monies available and remaining rather than not have enough and have to go back and request additional monies. Mr. Green stated that the other option is that the agency does have grant directives to only offer one benefit as opposed to two. At least 25% to 35% will be repeats. If the agency moves over \$400 thousand which then leaves about \$700 thousand and the funds begin to draw down then the agency can choose to meet and make the decision to prevent those customers who have already received assistance from getting it again.

Scenario proposed by Ms. Wilkerson – A customer who is currently waiting for

unemployment because the season has ended and is in need of electrical and/or water assistance how will the agency choose which utility to assist the customer with?

Mr. Green stated that the CBBG which was approved a couple months back is about \$700 thousand, water is going to be considerably less now and second there will be an abundance of different scenarios. Last year there were horrible scenarios such as families on machines, small children in the household and there was nothing the agency could do. Whatever decision the agency makes will not be a decision that will fit every scenario. There is C2S (Care to Share) and that is limited and the seniors have EHEAP. CAP is usually the last source but the agency can systematically budget a certain amount of monies every month.

Christine Thrower made a motion to move \$400,000 over. Elaine Gulley seconded the motion. The motion was approved unanimously.

Christine Thrower made a motion to approve the Finance Report. Elaine Gulley seconded the motion. The motion was approved unanimously.

COMMITTEE REPORTS

Events and Planning Committee- Theresa Jackson reported that the Annual Christmas Luncheon will be held on Thursday, December 12th. The location will be at 1440 MLK. Some of the invitees will be the agencies community based agencies, and participants from the PASS program.

Fund Raising Committee - It was discussed to target different agencies such as the marine core for the Christmas fundraising. Mr. Green will send a list of agencies to the committee.

By-Laws Committee – Dr. Davis discussed possible revisions to the bylaws. It was discussed that the committee should set-a-side a date to meet and tweak or execute the revised by-laws.

OLD BUSINESS

Community Assessment – The community assessment was already discussed during our previous meeting. Per Mr. Green the one that is being utilized is still good for a period of three years.

Board Vacancies – Mr. Green announced the board members whose terms will expire on September 30th which were Maria Ruiz, Elaine Gulley, Valerie Mays, Mary Wilkerson. Rose Ramsubhag will be resigning and a new appointment will be needed for her, Gary Hawkins who is no longer with Work Force Alliance a new appointment will be needed for him as well. Mr. Green also announced that it takes about six weeks to get on the board agenda. Mr. Green stated that he may schedule a formal meeting in the near future so that the board can vote on the names he will present as replacements. Charles Duval was a candidate but he did respond with not being able to hold the position. Connie Devine the new manager is the replacement for Mr. Hawkins in the Glades area and she will be checking with Mr. Wilson to see if she will be able to serve on the board. Rose was with Lake Worth Utilities

and the agency has always had someone from that agency but are not tied to them. However, Mr. Green would like to get someone on the board from the chambers to sit on the board especially the Lake Worth Chambers. Part of the issue is that the agency does not have a diverse population of people that the agency serves. Mr. Green has made an effort to reach out more to the Hispanic community and others as well because most of the services are going primarily to the African American community. Mr. Green has reached out to 95.5 Radio and other stations to try and reach other audiences, the non-profit human resources in Lake Worth to target more families to make people aware that these services exist. Mr. Green feels that reaching out to the chambers they will be able to provide the agency with more resources. Part of the issues with the Hispanic and the Haitian community is that they don't know that they are eligible and there are some risks with their documentation so they are resistant to come and apply. The agency has placed more Hispanic workers at the Lake Worth center so that they feel more comfortable coming in to apply for assistance and there has been an increase. Several public notices were sent out and there was a democratic election held where Valerie Mays was elected on Monday, August 19th and Elaine Gulley was democratically elected on Tuesday, August 20th. The nomination board recommended that all public sector representatives be reaffirmed. The floor was left open for nominations from the board to vote on Maria Ruiz, Mary Wilkerson and Valerie Mays. Mr. Green advised the board that every September there will be five members that will be reaffirmed.

Christine Thrower made a motion to approve all reaffirmations and nominations on Maria Ruiz, Mary Wilkerson, Elaine Gulley and Valerie Mays. Dr. Yvette Coursey seconded the motion. The motion was approved unanimously.

Strategic Planning – Mr. Green briefly discussed the SWOT analysis packet. Mr. Green outlined some strategic initiatives that he will introduce as a frame work for the discussion at the retreat. Mr. Green suggested that the board begin thinking about strengths, opportunities, weaknesses and threats of the agency. For those who have been on the board for a while and are familiar with the agency please give their perspective, write it down ahead of time. Mr. Green will send the strategic initiatives that he has outlined via email to the board.

Retreat Update - It was again announced that the retreat would be held on September 28th at the Airport Hilton from 9:00am to 2:00pm.

NEW BUSINESS

Board Governance Training – Mr. Green stated that the training is just Best Practices where the advisory board is engaged in the development of the agency's program in helping to allocate funding and the needs assessment, the implementation, the evaluation of how the programs are going, the strategic plan. There are some marketing initiatives not on the work plan yet. There is a plan for a facebook page. The Committee functions are listed in the by-laws and the financial statements are pretty clear, the contracts are for non-profits where the board gets involved with government entities but the advisory board votes on the budget. Dr. Davis will be checking to see if there is a whistle blower policy in the agency's by-laws and if not that language will need to be added. If a template is needed Mr. Green can request one from Miami-Dade. Even though the board has approved the agency's personnel policy it is still geared toward the agency's preference. There used to

be legal counsel on board so with the vacancies the board needs to look into getting a candidate for legal counsel. Mr. Green stated that the board can do an evaluation on him as well. Once a quarter the committee will meet, Confidentiality agreements have been signed already, The record of minutes is all updated on the website, Best Practices, the agency has specified times to meet, there is an email sent out seven days prior for sufficient notice for the democratic election and three days for the board meeting. The county does the audit. The orientation packet was sent to the board members via email.

PROGRAM REPORT - Mr. Green stated that the Delray site will relocate as the Head Start has relocated too. Mr. Green has reached out to the city commissioners in Delray as well as Matt Bernard a former house representative and Angelia Grey to see if they can find a place for the agency. The agency has been looking for a place for the past two months and haven't been successful yet. The agency's budget cannot support a place to rent. It would be ideal to find a place that is accessible to the low-income community in hopes that the city of Delray can help. In the meantime a sign has been posted for the Boynton, Delray and Boca customers to go to the Lake Worth facility for assistance. Head Start will be going to Village Academy. There was an indication that the Delray site would be relocated but was not expecting it to happen this sudden. Mr. Green will keep the board posted when a spot is found for Delray. Mr. Green wants the board to send in some secret shoppers as well and to send in their customer service surveys he mailed out to them as well. An update on the PASS program there was tremendous success of at least 45-55 participants showing up. They walked the bridges and the previous night at Curry Park where they walked two plus miles. Over 60% of them have lost weight. Awards will be given out at the Holiday Dinner. DebtHelper.com and The Home Education Loan Program that are assisting the participants with financial assessments to help them maintain their budget. There are about 20 participants in the pipeline with CEO and the TED Center for the business incubation. Mr. Green spoke with Diana Stanley at the Lord's Place this past week. He stated that part of the community assessment involves prioritizing not just by looking at data or surveys from the customers but to get input from the agencies as well. Mr. Green wanted Diana Stanley to work with him because she is still over the non-profit chambers. With all of the non-profits coming together and getting their input on what they feel the needs are and then prioritize them. Mr. Green stated that the Lord's Place is doing some very awesome things and he is very impressed with Café Joshua. Mr. Phillips runs the men's campus and Diana Stanley is interested in possibly getting the business program over at that particular site.

ADJOURNMENT

There being no further business at hand, the meeting was adjourned at 7:20 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

Approved Minutes

Submitted to DEO on

Date: _____

Added to Board Archive

Date

Anita Murphy-Moore Secretary