

**COMMUNITY ACTION ADVISORY BOARD**  
**THURSDAY DECEMBER 12, 2013**  
**11:00 A.M.**

<u>Members Present</u>	<u>Staff</u>	<u>Others</u>
Maria Ruiz	James Green	Anita Murphy-Moore
Theresa Jackson		
Elaine Gulley		
Retha Lowe		
Christine Thrower		
Tamara Price		
William Washington		
Lisa Smith		
Thyra Starr		
Jonel Etienne		
Martina Walker		
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<u>Absent Members</u>		
Dr. Florenzia Davis-E		
Valerie Mays-E		
Terence Davis-R		
Jason McMurry-R		
Delvin Thomas-R		
Paula Yastremski-E		
Mary Ross-Wilkerson-E		

**CALL TO ORDER**

The Community Action Advisory Board Meeting was called to order by Retha Lowe, followed by a period of introductions of those present. A quorum was established.

**APPROVAL OF AGENDA/MINUTES**

*Christine Thrower made a motion to approve the agenda as written. Elaine G. seconded the motion. The motion was passed unanimously.*

*Christine Thrower made a motion to approve the Minutes with necessary corrections. Elaine G. seconded the motion. T. Jackson discussed adding excused absence for Mary W. and other necessary changes before acceptance. The motion was amended to include corrections and passed unanimously.*

## **FINANCE REPORT**

**CSBG Budget (FY 2013)**- Mr. Green reminded the board that the CSBG grant year runs from October 1<sup>st</sup> of 2013 and will end on September 30<sup>th</sup> of 2014. The budget started off with \$890,120 and the agency has encumbered 94,599.81 and expended \$77,518 with a remaining balance of \$718,001.96. Most of these expenditures are for case management services. The state has not notified the agency about any additional CSBG funds. Once funds are acquired, the program will continue training programs with selected vendors.

**LIHEAP** – Annually for this program the grant year runs from April 1<sup>st</sup> 2013 to March 31<sup>st</sup> 2014 and it does allow a thirteen month cycle. The agency began with 3,930,514.00 expending \$3,002,673.45 with a remaining balance of \$855,985.53. According to Mr. Green, the agency has less than \$100,000 remaining in CBC. Weather Related Funds were released and will be moved into HEA. Funds will also be moved from Outreach into Crisis Benefit Category. The agency will continue to use the screening criteria until funds are depleted.

*Elaine Gulley made a motion to approve the Finance Report. Theresa J. Seconded the motion. The motion was passed unanimously.*

## **OLD BUSINESS**

**Democratic Election**-Mr. Green discussed Terrance Davis' removal from the board due to attendance. The agency posted an election notice in key locations and held the democratic election to fill this vacancy. Lisa Smith was democratically elected to complete the term for Terrance Davis.

*Christine Thrower made a motion to accept Lisa Smith's nomination to fill the vacant seat of Terrance Davis in the Low-income sector. Maria Ruiz seconded the motion. The motion passed unanimously.*

**Annual Report** – Mr. Green passed around a draft of the Annual Report for the Board's review. Mr. Green discussed the outcomes achieved and will send the final draft to each member electronically. Each member provided feedback on the annual report.

**Bylaws**-Mr. Green discussed bylaws (proxy voting section). Proxy voting is prohibited, therefore the bylaws have already been accepted without this provision at the previous meeting.

**Dropbox Demonstration**-Due to the lack of time this item was not discussed.

## **NEW BUSINESS**

**Poverty Simulation**-Mr. Green discussed the new Circles program is not administered by the bridges program. They are interested in conducting a poverty simulation with our agency. Mr. Green will keep the board informed regarding the dates.

**Preparation for the Audit**-Mr. Green stated that he has conducted an internal audit for the programs. He reviewed some of the internal audit findings with board. Mr. Green stated that he is also preparing for the DEO audit and will utilize the audit committee to monitor board files. A copy of the monitoring tool was provided to each board member in the board manual packet.

