

COMMUNITY ACTION ADVISORY BOARD  
TUESDAY, February 18<sup>th</sup>, 2014  
6:00 PM. to 8:00 PM.  
810 DATURA STREET  
(Basement Conference Room)

Present

Members	Staff	Others
Thyra Starr	James Green	Anita Murphy-Moore
Maria Ruiz		Calvin Phillips
Dr. Florenzia Davis		Dennis Moore
Mary Wilkerson		Arlene Williams.
Martina Walker		
Bill Washington		
Jonel Etienne		
Theresa Jackson		
Elaine Gulley		
Retha Lowe		

Absent

---

Christine Thrower (E)  
Paula Yastremski (E)  
Lisa Smith (E)  
Valerie Mays (E)

CALL TO ORDER

The Community Action Advisory Board Meeting was called to order at 6:00 pm by Retha Lowe followed by a period of introductions of those present.

APPROVAL OF AGENDA/MINUTES

*Theresa Jackson made a motion to approve the agenda. Maria Ruiz seconded the motion. The motion was approved unanimously.*

*Dr. Davis made a motion to approve the minutes. Elaine G. seconded the motion. The motion was approved unanimously.*

## FINANCE REPORT

CSBG Budget (FY 2013)- Mr. Green reviewed the CSBG budget which runs from October 1<sup>st</sup> 2013 to September 30<sup>th</sup> 2014. The Agency started off with \$890,120.00 and has expended \$194,709.72 with a remaining balance of \$576,267.13.

LIHEAP Budget (FY 2013) – Mr. Green reminded the board that the LIHEAP budget runs from April 1<sup>st</sup> 2013 to March 31<sup>st</sup> 2014. The Agency started off with \$3,930,514.00 and has expended \$3,485,897.03 and has a remaining balance of \$403,194.24.

Board Member Jonel Etienne brought to the table that Lake Worth Utilities will be running credit reports on past and future customers which in fact may likely increase their deposits. This information is based on the fact that an estimated one-million dollars have surpassed collections so the deposit rates are expected to increase by triple the amounts. The customers accounts will be reviewed every six months and those who are not paying down their balances will be assessed additional deposit fees. According to Mr. Etienne this has already been approved by the commissioners because they are now setting standards. Question posed? “Can CAP possibly allocate more funds for the Lake Worth customers?”

*Elaine G. made a motion to approve the Finance Report. Mary W. seconded the motion. The motion was approved unanimously.*

Committee Reports – The committee list was updated with the newest members plugged in and a copy was distributed to each member at their last month’s meeting.

Bylaws and Annual Calendar – Mr. Green reviewed the selection procedure for the private and low income sector. Mr. Green also advised the board that the annual calendar is where all trainings are listed and that this is what the agency follows on a yearly basis. And with that said there will not be a meeting in June of this year as well as no meeting in December. The annual calendar is part of the by-laws but need to add the new changes to bylaws with approval.

*Elaine G. made a motion to approve the bylaws. Theresa J. seconded the motion. The motion was approved unanimously.*

## OLD BUSINESS

Training (History & ROMA, NPI/Workplan, Resolution) –. Mr. Green advised the board members to read upon the history of the agency. Her reviewed the history of the Community Action Programs from the Economic Opportunity Act to the present Community Service Block Grant Act. He went on to revisit the Resolution which calls for the recipient of the CSBG grant an agency must have a tri-partite board which must consist of one-third public sector, one-third private sector and no less than one-third low-income sector. He

went on to state that before 2009 the resolution was an ordinance. The BOCC (Board of County Commissioners) lays out what the agency must do as an agency which should correspond with the By-Laws. The resolution also speaks of board vacancies in terms of authorities, roles and responsibilities and what the officers should do. The agency is required to have ten meetings per calendar year. In respect to removal for lack of attendance that was kept in as excused and unexcused absences which was approved in the resolution in 2009. NPI (National Performance Indicators) which is the six national goals all agencies feed into. These goals relate to Family, Agency and the Community. Broken down they are:

1. Low-income people become more self-sufficient – Family Goal
2. The conditions in which low-income people live are improved – Community Goal
3. Low-income people own a stake in their community – Community Goal
4. Partnerships among supporters and providers of services to low-income people are achieved – Agency Goal
5. Agencies increase their capacity to achieve results, and – Agency Goal
6. Low-income people, especially vulnerable populations, achieve their potential by strengthening family and other supportive systems – Family Goal

**Poverty Simulation** – The upcoming Poverty Simulation will be hosted by The Circles Campaign. Pathways to Prosperity currently has the grant. The customers will first start off with a financial management course with DebtHelper.com which takes about four weeks, they will be responsible for turning in their budgets every week. The anticipated date is around March 18<sup>th</sup> however, Mr. Green will check his calendar and get back with the board. Arlene Williams will be working with Bridges. There will be other simulations focusing on the South, West Palm Beach and the Glades.

**Approval of CSBG Modification & Workplan** – Mr. Green reviewed the CSBG modification and workplan with the board. He reviewed the budget line items and discussed allocation of funds. Mr. Green reviewed the mission of CSBG and stated his reason for allocating dollars that would maximize the impact in one or two areas of focus. Mr. Green explained how funds would target certain communities in order to maximize the return on investment. Mrs. Walker discussed appropriating funds for the working poor. Several board members commented and agreed with her approach. Theresa J. recommended that a dual approach be taken to reach populations who are unemployed and those who are currently working.

*Theresa Jackson made a motion to approve the CSBG Modification & Workplan. Mary W. seconded the motion. The motion was approved unanimously.*

**Approval of LIHEAP & CSBG PPM** – Mr. Green stated that this information was sent approximately three weeks in advance. These policy approvals are not a requirement

however they are a best practice. Mr. Green briefly discussed the contents of both PPMs and opened the floor for questions or clarification.

*Elaine Gulley made a motion to approve LIHEAP and CSBG PPM. Mary Wilkerson seconded the motion. The motion was approved unanimously.*

Dropbox Demonstration – Mr. Green will revisit this agenda item with a future demonstration.

PASS Program –There are approximately 450+ on the waiting list for some form of training. Next Thursday, February 26<sup>th</sup> the agency will startup it's orientation session again. The orientation will be held at the Riviera site from 1:00pm to 5:00pm. The agency is focused on those that are unemployed with providing them with wrap-a-round support. Last year all the participants went through budget training and a financial management class in which they had to turn in their budget at the end of each week. This was done through the help of Debthelper.com and the Home Education Loan Program. With the transitional housing the focus is to get them out of situations where they are paying \$1500 per month into something more affordable.

Basically, transitioning them into more safe and affordable housing. They can receive up to \$1500.00 every five years. For those that are working the schools that the agency partner with are flexible where they do have night classes. Those that enter into the PASS program and stay with the program will be case managed and the agency will provide them with wrap-a-round services. These individuals will not be officially enrolled until they do their health screening which will be combined with turning in their budget in that last week of their financial management course. They will receive their initial blood pressure, blood sugar, cholesterol reading which will set the base line to where the agency will work from their original financial assessment. Mr. Green again expressed to the board to forward any potential customers via email to him or his assistant.

If they are working with another agency CAP will help to provide them services as well. The case management is approximately nine to twelve months down the road. Those with no income who want just training they will be provided with the training where they will receive certificates and CAP will refer them to one or more of the temp agencies it partners with. Those with some income the agency will help them to manage and/or will refer them to other entities to help them out. A concern brought to the table by board member Mary Wilkerson is that how can the agency filter out the difference between the customers wants as opposed to their needs. This should be addressed at the orientation.

NEW BUSINESS -

Approval of Cost Allocation Plan - Mr. Green and the board reviewed the cost allocation plan. Mr. Green stipulated to the board that the state wants to make sure that the agency's activity reflects the dollars spent. In other words LIHEAP dollars are spent under the LIHEAP budget and CSBG dollars are spent under the CSBG budget. By reviewing the section labeled budget the board will get a better understanding how the information is spent. Mr. Green discussed each aspect of the cost allocation plan.

*Mary W. made a motion to approve the Cost Allocation Plan. Dr. Davis seconded. The motion passed unanimously.*

Program Report - This Information on this was already delivered throughout the meeting.

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    Date: \_\_\_\_\_  
 Added to Board Archive

\_\_\_\_\_  
Date

\_\_\_\_\_  
Anita Murphy-Moore Secretary