

**COMMUNITY ACTION ADVISORY BOARD**  
**TUESDAY, July 30, 2013**  
**6:00 P.M.**

<u>Members Present</u>	<u>Staff</u>	<u>Others</u>
Dr. Yvette Coursey	James Green	Anita Murphy-Moore
Maria Ruiz		Dennis Moore
Christine Thrower		
Mary Ross-Wilkerson		
Delvin Thomas		
Paula Yastremski		
Elaine Gulley		
Terence Davis		
Valerie Mays		
Rose Ramsubhag		
<hr/>		
<u>Absent Members</u>		
Dr. Florenzia Davis-E		
Gary Hawkins-E		
Jason McMurry-E		
Theresa Jackson-E		
Retha Lowe-E		

**CALL TO ORDER**

The Community Action Advisory Board Meeting was called to order by Mary Ross Wilkerson, followed by a period of introductions of those present.

**APPROVAL OF AGENDA/MINUTES**

*Elaine Gulley made a motion to approve the agenda as written. Dr. Yvette Coursey seconded the motion. The motion was passed unanimously.*

*Delvin Thomas made a motion to approve the Minutes as written. Christine Thrower seconded the motion but with grammatical corrections. The motion was passed unanimously.*

**FINANCE REPORT**

**LIHEAP** –Mr. Green stated 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, has expended \$898,449.36 and has a remaining balance of \$2,985,742.83. The last time Mr. Green checked the agency was at 1.3 million dollars in expenditures. For the HEA (Home Energy Assistance) Program the agency was at right at \$330,000.00 remains but now showing \$536,534.40 which is the program for the non-crisis assistance and for the crisis assistance the agency was at some \$1.5 remaining. The

agency has the remainder of this grant season and until October 1<sup>st</sup> to and then six months afterwards to spend these funds. The agency is doing well spending these funds.

**CSBG** – The agency was budgeted for \$1,274,498.00 and has expended \$514,208.07 with a remaining balance of \$725,781.46. Mr. Green will revisit the contracts and agreements that the agency has begun to partner with in the last couple of months. As these agreements come to a close the numbers will draw down.

*Elaine Gulley made a motion to approve the Finance Report as written. Christine Thrower seconded the motion but with grammatical corrections. The motion was passed unanimously.*

### **OLD BUSINESS**

- **Community Assessment** – Mr. Green approved the Community Assessment via email but will resend the email to the board.

*Elaine Gulley made a motion to approve the Community Assessment as written. Christine Thrower seconded the motion but with grammatical corrections. The motion was passed unanimously.*

- **Attendance and Board Vacancies** – The agency is at the term now where board terms are beginning to expire and at least five individuals will need to be reelected. Mr. Green stated that the agency will plan to have a democratic election next month August. For Maria Ruiz because she is completing a term for another individual and that individual's term is about to expire so the agency will have to re-elect Ms. Ruiz by making a motion and her name will be sent back to the BOCC (Board of County Commissioners) for approval. Others that are coming up are Delvin Thomas, Elaine Gulley, and for Gary Hawkins whose term is up there is a replacement. Provided there is not a quorum at this meeting then the agency will do a conference call such as before to get these individuals seated/reelected. The board members that did not show up at this meeting will need to let the agency know if they want to sit for another year. As well, the ones that are in trouble have been and/or will be notified.
- **Nominations for the Board** – this is pretty much the same as previously discussed on attendance and vacancies.
- **Entrepreneur Initiative** – There were about twenty participants that showed up for the entrepreneurship class with the TED Center representing. The agency is hoping to get most of these individuals to start their own business before September 30<sup>th</sup>. Most of them are doing business already informally. The agency is looking to help them incorporate their business with their business plan, logo, website, and then move into formally operating a business. Mr. Green will keep the board posted. There will be a work shop in the glades on Monday, Tuesday and Wednesday of next week and the agency has about nine participants registered for this workshop. These participants will be going through the entrepreneurship program as well to start their business out in the glades. Mr. Green will send out another flyer to the board in case they are aware of someone who is interested in getting their business started. Mr. Green asked that the board encourage any individuals who are interested to send them through the training and that they will be working with the CEO (Center for Enterprise Opportunity) to get their business incorporated and they will receive a business kit. As well, CEO also has a funding source for micro loans for those entities and the entities over on this side in case they want to

apply and expand their business. The agency has a strong push for entrepreneurship this year and want to keep it forward. Mr. Green will keep the board informed.

- **CSBG Informal Modification** – There was no need to get an approval for this modification because it stays internal. It not really a modification. The agency just moves things around on the line items.

### NEW BUSINESS

- **2013-2014 CSBG Award** – This year there is no requirement to separate the matching funds they're just lumping it all together. When you put CSBG matching rent, water and gas together the total is \$777, 317.00. The budget summary (attachment one) shows the administrative cost which is below 10%, the direct client assistance which goes directly to the client \$642,188.00, and the other expenses are listed as well for the total amount. On page 3 (attachment) where you will find the 9 Data processors you will see where funds were allocated for the next year, rental assistance, trainings, job development, nutrition, small business startup, youth leadership training and GED training. Typically what happens is the agency is given an award amount projected for the coming year. The agency still has to wait to see what move congress is going to make and this is an ongoing process. The agency has been on a continuous revolution for a decade now. After October 1<sup>st</sup> or possibly early on next year the agency should know how the sequestration will affect its budget as well as what amount will be carried over from the previous year and what base of increase will be given as well. The modification numbers may be ready by February of next year but for now the agency will do a CSBG modification like they did last year and then add more funds to the pot. Typically this is how it is done. All of this includes the agency's six satellites'.

*Elaine Gulley made a motion to approve the Finance Report as written. Christine Thrower seconded the motion but with grammatical corrections. The motion was passed unanimously.*

- **Retreat** – Last year the retreat was held at the Hilton and it was suggested quite possibly again this year as well. Mr. Green stated the retreat is generally in the month of September from 9:00am to 2:00pm. At this retreat more information is provided to the new members will be officially seated October 1<sup>st</sup>. It was agreed that September 28<sup>th</sup> would be the date scheduled for the retreat and from 9:00am to 2:00pm.

**Program Report** – The self-sufficiency program has been running since April 22<sup>nd</sup> and an average of approximately fifty to fifty-five participants have shown up every Monday night with the exception of several nights but it has been successful. The required baseline set was that the participants had to get their health screening and financial assessment completed before they could officially enroll into the program. The agency has Consumer Credit Counseling from DebtHelper.com who can obtain their credit reports and bank statements and they are working with them one-on-one to do their financial assessments. After the participants are given recommendations on how to save money they are required to complete a budget and the Home Education Loan Program will continue to work with them on a one-on-one basis to make sure they are following the recommendations that are set by DebtHelper.com and then they are turning in their budget and applying the monies in places that are necessary.

There have been some participants that have had health screening done that were not able or did not have another doctor to go to. Quite a few of them went to Tabernacle Church for their screening on the 20<sup>th</sup> of July. At least 75 to 80% of the participants have had their health screenings done and about sixty to sixty-five that have been coming every Monday night. This baseline has been set and in addition to this Dr. Anderson from the T. Leroy Jefferson Medical Society has begun the health and nutrition workshops. The chef came out and did his first cooking and meal demonstration.

All participants have taken the pre-test to assess their knowledge first coming into the training and then once they finish the program they will be assessed again. The agency has had a very successful start. However, this year is a little bit different as there is a counselor from the Jerome Golden Medical Center that is working with the participants on how to deal and work with stress. In addition to this the participants receive free individual and family counseling from the licensed therapist. This is a component that was lacking last year which is finding to be very helpful this year.

Mr. Green invited the board to come out on Monday nights to the classes as well as keep them updated on the progress of the classes. The classes are held at the Head Start in Riviera at 1440 Martin Luther King Jr. Blvd. There is a schedule but the following Monday night the class will be walking the bridge in Riviera and then going to the gym on another night and other various activities such as going to the beach and possibly a shopping tour. Like last year the agency is looking at each participants blood work, cholesterol level, BMI (Body Mass Index) and their blood pressure, blood sugar and an assessment will be done at the beginning as well as at the end to measure progress.

Again, the financial information including the pre and post-tests, all of these components are measured at the end to see what knowledge the participants have gained towards the end of the program which will be reported. Because it was very broad the previous year the agency is focusing on hypertension, diabetes, heart disease, cancer and obesity and about 30% of the participants have lost weight. The participants do weigh in every week that they come in. The agency is also looking into bringing someone on like a personal trainer to increase the numbers. Per Mr. Green this concludes the PASS program update.

As far as the trainings are concerned there was an entrepreneurship training earlier in the day and another one will follow on this coming Monday. The agency will also be starting up the CNA, HHA, EKG and Phlebotomy training and the orientation will take place on this Wednesday at 5:00pm at Martin Luther King in Riviera. There was a pre-orientation where some one-hundred and nine participants showed up approximately a month ago. The agency had to do an RFP and have the private vendors send their quotes in which has now been completed. The vendors have been chosen and the agency is moving forward. There will be an orientation on Wednesday at Martin Luther King and then another at Palm Beach Vocational Institute in Boynton Beach. The agency is also looking to working with The Housing Authority. Mr. Green advised the board if they knew of anyone interested in these trainings to please inform him.

The quotes that came back for the security guard training were rather high about a six or seven hundred dollar difference between the two vendors that responded. There were work orders sent out per location for training sites in Lake Worth, West Palm Beach, Riviera Beach, the Glades and Boynton Beach. The one located in Boynton Beach quote was much less than the quote

received for the Lake Worth respondent who responded for all the other locations was extremely high. The thought is that because the Lake Worth vendor who responded did not have a training site or location for those locations then the agency would have been incorporating the cost for that. The Glades area is the most expensive requiring \$1000 for the training per person whereas these training generally run three to four hundred dollars.

The agency will work with the school to get the price down. Mr. Green stated that it only takes a couple of weeks to achieve the class D and G security license. Mr. Green will definitely be negotiating but more than likely will partner with the vendor in Boynton Beach. There was a pretty decent ROI (Return on Investment) from last year. Approximately four or five out of eleven participants started working. The agency will continue to work with this vendor as they have job placement as well. The Vendor is willing to accept applicants from other locations but will not relocate. If a participant is willing to travel from the Glades to get training they are willing to accept them.

There was only one vendor that responded to the dental check and facials and only one responded to the CDL training. The agency spent about two-thousand in advertising in the Palm Beach Post as well as the county website. Information was sent out to the glades update, CSC, and the counties procurement site as well as channel 20. The agency will go through and emergency process and for the vendors that did respond they will be awarded based on the quotes they sent in and of course the quotes will be negotiated. As well, there was a good ROI (Return on Invest) last year. Mr. Green added that he will be sending an email for a customer survey and asks that each board member to send at least one person into the agency to one of the TAC for services even if they don't need it. The purpose of this is to survey customer service experience by improving it.

### ADJOURNMENT

There being no further business at hand, the meeting was adjourned at 6:45pm.

*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  
 Added to Board Archive

\_\_\_\_\_  
Date

\_\_\_\_\_  
Secretary