

COMMUNITY ACTION ADVISORY BOARD
TUESDAY, June 17, 2014
5:30 PM. to 8:00 PM.
810 DATURA STREET
(Basement Conference Room)

EXECUTIVE COMMITTEE MEETING

Present

<u>Members</u>	<u>Staff</u>	<u>Others</u>
Christine Thrower	James Green	Anita Murphy-Moore
Martina Walker		Calvin Phillips
Paula Yastremski		
Jonel Etienne		
Valerie Mays		
Retha Lowe		

Absent

Maria Ruiz (E)

CALL TO ORDER

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

APPROVAL OF AGENDA/MINUTES

Christine Thrower made a motion to approve the agenda. The motion was approved unanimously.

OLD BUSINESS

Audit – Mr. Green reminded the executive committee that the DEO audit will be starting next week, Monday June 23rd and at the last meeting Corey Smith starting viewing the board files making sure that certain documents are contained within the files and of course hoping the agency does not have any issues. Mr. Green met with the finance department earlier in the day.

LIHEAP – Mr. Green began discussion on the LIHEAP application and budget tracking for 2014 through 2015. He discussed in terms of the different TAC's (Target Center) under

each categorical month and the number of application process per month which also shows Human Services and DOSS. With that the amount expended divided by the total of applications per center determines the average cost per application per center. The amount budgeted less the expended amount totals a balance of \$2,194,291.00. This tracking sheet does not just show the number of applications being process but it also shows what is being done with the applications. Mr. Green stated that the last budget the board looked at was not approved however the figures now being viewed are real-time year-to-date. Come August the agency will decide how many benefits a client will be eligible for based on the budget and this will be at the agency's discretion.

MOU's ROMA - Mr. Green mentioned that there were several agencies that attended the ROMA training and stipulated that because the need is so great for case management the agency "CAP" is looking into partnering with those organizations that are already providing case management services and provide food services for them as well.

LW Advisory Group - Earlier today the agency held its first advisory group meeting orientation where at least twenty-five participants showed up. The agency spoke on the organization is and what it's purpose is and the benefits that would receive, their needs were addressed as well as find out where there is a need for it and what barriers were keeping them from moving forward. Mr. Green mentioned several initiatives that the agency plans to roll out very soon which entails workshops that will take place to assist clients which are affordable care act workshop, another is rights restoration where the agency will invite a speaker to come in see if records can be expunged or sealed.

The advisory group will participate in town hall meetings and workshops but will not be able to do voter registration but will be assisting with the Democratic Elections', they will be following up with participants in the agency. This is a way of getting them involved instead of sitting at home with nothing to do. They will be taking stake in their own communities. Every quarter they will submit a plan and will be working on the sub-committees thereafter. What the agency would like to do is have the low-income representatives representing the low-income communities and let them talk about what issues they are facing. This could be anywhere from cleaning up the neighborhood to doing an anti-drug rally, volunteering at the churches, networking anything to show that they are not just sitting at home but bridging that gap by involving themselves in community services. Community Action is about maximum feasibility which is one of our six national goals.

NEW BUSINESS

Partnership with NCCI - Mr. Green met earlier in the day with NCCI and they are rolling out a Health Smart program and would like to partner with the agency. They are looking to start up in January 2015 and essentially this will be one opportunity for the agency to release PASS so there's no duplication in services. They will be working with churches and

other businesses. This agenda item will be revisited at the next board meeting.

Budget amendments (LW and HS transition) – The agency is looking at expenditures of \$6000 which are primarily janitorial and material. Headstart will have more space than the agency and therefore is expected to pay more. This agenda item will also be revisited at the upcoming July meeting. In addition to above mentioned cost the agency also has to absorb some of the Headstart staff. At the end of this month one of the agency's staff members who has been employed with the county for the past twenty-nine years with just one year left she will be replaced by another individual from Headstart.

Nomination for Private Sector – In respect to the private sector, Paula Yastremski and Bill Washington terms will be expiring on September 30th of this year. The agency will need a recommendation from the executive committee that they want these two board members terms to be renewed.

Christine Thrower made a motion to recommend Paula Y. and William W. for renewal. Motion passed unanimously.

Their names will be on the July board meeting which will give the agency the opportunity to have their names on the August/September board meeting for voting.

CareerSource Partnership –

City of WPB Grant – Mr. Green received a call from Michelle Dryer regarding an innovation work grant that they would like the agency to partner in with them. There is a request for Best Practices/Innovative Services that produces outcomes and because CAP has done some wrap-a-round services Ms. Dryer would like to use the agency's concept. Mr. Green will be bringing this to the board for their advice on the agency's participation. They have a total of approximately \$40 million available. Mr. Green will be bringing more information about this opportunity to the board as well at the next meeting. The total figure mentioned was between \$3 and \$12 million however, Mr. Green has to look at what the time frame is as well as whether or not it will be met. They need a partner that will actually focus and work with them over a period of time so that everyone will know what their roles and parts are. They will want to get the districts involved as well. Even if the agency does not meet the deadline this will be an on-going process.

Jonel Etienne mentioned to the committee that Lake Worth utilities will be imposing higher deposits on the residents even as high as \$800 or even better. This is due to the fact that the city is in excess of a few million in collections with residents not paying their bills. The city has bought in a new collection agency which appears to be working out thus far in making collections. Mr. Etienne also mentioned that if an \$800 deposit is imposed on a resident and that resident can only afford to pay \$500 of that deposit then the city will work out a payment plan for them. However, it is highly unlikely any resident will want to

commit to paying an \$800 deposit.

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, James Green

Approved Minutes Submitted to DEO on _____ Date: _____
 Added to Board Archive

Date

Anita Murphy-Moore Secretary