

COMMUNITY ACTION ADVISORY BOARD
TUESDAY, March 18, 2014
5:30 PM. to 8:00 PM.
810 DATURA STREET
(Basement Conference Room)

Present

Members	Staff	Others
Christine Thrower	James Green	Anita Murphy-Moore
Tamara Price		Arlene Williams
Martina Walker		
Bill Washington		
Paula Yastremski		
Jonel Etienne		
Theresa Jackson		
Retha Lowe		
Valerie Mays		
Corey Smith		

Absent

Thyra Starr-E
Maria Ruiz-E
Dr. Florenzia Davis-E
Mary Ross-Wilkerson-E
Elaine Gulley-E

CALL TO ORDER

The Community Action Advisory Board Meeting was called to order at 5:30 pm by Retha Lowe followed by a period of introductions of those present. Quorum established.

APPROVAL OF AGENDA/MINUTES

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

Christine Thrower made a motion to approve the minutes. Tamara Price seconded the motion. The motion was approved unanimously.

FINANCE REPORT

CSBG Budget (FY 2013)- Mr. Green reviewed the CSBG budget which runs from October 1st 2013 to September 30th 2014. The Agency started off with \$890,120.00 and has expended \$256,654.33 with a remaining balance of \$538,911.38. Mr. Green reported that there has been a 50% reduction with this budget with the grant being right around one-billion dollars for all of the community action agencies. As well, there has been a deduction with the LIHEAP grant. Mr. Green reminded the this particular program that provides these types of services and has been on the chopping block at least several times. The individual that chairs the committee is a republican and they are in favor of these programs because their constituents' appreciate them. Right now they are looking at programs that are performing at a high level and keeping them around and those that are not they are meeting those performance standards they are looking at fazing them out to make it compatible. Mr. Green will keep the board informed with the process.

LIHEAP Budget (FY 2013) LIHEAP Budget (FY 2013) - Mr. Green reminded the board that the LIHEAP budget runs from April 1st 2013 to March 31st 2014. The Agency started off with \$3,930,514.00 and has expended \$3,704,547.34 and has a remaining balance of \$205,207.62.

Theresa Jackson made a motion to approve the Finance Report. Tamara Price seconded the motion. The motion was approved unanimously.

Committee Reports - (Events, By-Laws) Tamara Price communicated that the content was fine other than a few typographical errors on page 6 under staggered Terms the second sentence should read two consecutive terms as opposed to three. Via the smart board Mr. Green shared with the advisory board the recommended changes made to the by-laws from the board. Each board member viewed the board and followed through the format of changes as they were itemized by Mr. Green. Once the changes are made they will go back to the BOCC (Board of County Commissioners).

OLD BUSINESS

Training (Advisory Board Oversight) - Mr. Green viewed the annual training calendar with the board advising them of how the trainings laid out and what to expect per month. Mr. Green also reviewed the board roles and responsibilities in the bylaws and presented the board with CAPLAW best practices checklist for boards to further articulate their governance and oversight roles. Mr. Green communicated that 50% of the community action agencies are non-profit and the other 50% are public entities. Mr. Green reminded the board that there will not be a meeting in June. Mr. Green as well advised that the internal audit has already been done.

Poverty Simulation - Mr. Green announced to the board the upcoming Poverty Simulation which will be held on April 10th from 9:00 - 12:00 noon at the Intracoastal Park Clubhouse

in Boynton Beach, Florida. The simulation will be sponsored by P2P (Pathways to Prosperity and Circle of Palm Beach County). The cast will consist of some of the elected officials and other individuals that will be going through a period of being in poverty where they are trying to make their way through it. They will experience what it is like to live in poverty. This will dispel some of the myths about people who actually live in poverty. There will be another simulation in May in Riviera Beach and in August there will be another one in the Glades area. CAP staff will be participating in these events as well. The idea of this is to get a group of allies who are willing to work with a group of low-income participants as mentors or sponsors for extended periods of time such as twelve weeks to help move these individuals out of poverty.

Dropbox Demonstration – Mr. Green went through a brief demonstration of the Drop Box demonstration giving the board the opportunity to decide whether or not they find this an easier way to communicate with documents as opposed to regular email.

Lake Worth Center – The last report on the Lake Worth Center was that Lutheran Ministries was transitioning out to the Lake Worth Center however, there has been some resistance so going forward Mr. Green will be working with Ms. Retha Lowe and Mr. Channell Wilkins and meet with the City Manager and their attorneys and let them know the impact it would have on the center. Mr. Green has communicated that the agency has helped thousands of residents at that location which doesn't include the training programs, rental assistance etc. as well the agency has allocated at least \$400,000.

FACA Conference – The 34th Annual FACA Conference will be held in Orlando May 13-16th 2014. Mr. Green will bring back the report for the board.

NEW BUSINESS -

Community Assessment training Ft. Lauderdale – This training will be held in Ft. Lauderdale from April 23rd-24th. Some of the topics covered will be a brief overview of CSBG, Organizational Standards and ROMA the next general update, Strategic Planning and Succession Planning.

DEO Audit-June 23rd-27th 2014 – Mr. Green shared with the board the upcoming audit in June which will be revisited again in the next advisory board meeting on April 15th 2014. The Agency is in good shape with the audit but will continue to tweak.

Democratic Election Advisory Board confirmation- There was a moment of introduction from Mr. Corey Smith who has been democratically elected on March 18th. Mr. Smith introduced himself to the board. Mr. Green mentioned that there were some other tweaks to the addendum that once the advisory board approves a new member the seat is no longer considered vacant for the private and low-income sector but for the public sector for those who represent the BOCC (Board of County Commissioners) has the BOCC has

final approval. However, the BOCC has the discretion to remove an individual(s).

Theresa Jackson made a motion to approve Corey Smith to the board. Valerie Mays Seconded. The motion passed unanimously.

Approval of Resolution - A couple of changes were made to the resolution on page 2 as mentioned earlier in the meeting changing the terms from three consecutive terms to two consecutive terms. Section E- Page 2, was covered earlier in the meeting. Mr. Green viewed the changes with the board again via the smart board. Section 4/E covered earlier under Committee Reports (Events, By-Laws). Christine Thrower asked if there was a provision to extend a position and Mr. Green responded with if the agency wanted to they would have to make that decision now.

Christine Thrower made a motion to approve the Resolution with the stated changes. Tamara Price seconded the motion. The motion was approved unanimously.

Program Report - (RFS for trainings, PASS, open rental/gas) Mr. Green advised the board that there was a training held on February 25th where over one-hundred individuals showed up. From that orientation individuals were gleamed for the PASS and Self-Sufficiency program. A work shop for security and entrepreneurship training was held earlier in the day. Mr. Green will keep the board abreast of the progress.

Before adjourning the meeting there was a moment of silence for an elected board member, Ms. Lisa Smith who recently passed prior to being officially seated. Ms. Smith was going to be representing the Low-Income Sector in West Palm Beach but unfortunately passed away on Tuesday, March 5th. Ms. Smiths' funeral arrangements are to be held in Pennsylvania, PA.

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
- Added to Board Archive

Date: _____

Date

Anita Murphy-Moore Secretary