

# COMMUNITY ACTION ADVISORY BOARD

Saturday, October 12<sup>th</sup>, 2013

9:00 AM. To 2:00 P.M.

810 DATURA STREET

(Basement Conference Room)

## Present

---

### Members

Maria Ruiz  
Dr. Florenzia Davis  
Paula Yastremski  
Tamara Price  
Valerie Mays

### Staff

James Green

### Others

Anita Murphy-Moore  
Dennis Moore  
Natalie Diaz-Rodriguez

---

## Absent

Christine Thrower -E  
Mary Ross-Wilkerson-E  
Jason McMurry-E  
Delvin Thomas-E  
Theresa Jackson-E  
Elaine Gulley -E  
Retha Lowe -E  
Terence Davis-E

### CALL TO ORDER

The Community Action Advisory Board Meeting was called to order by 9:00 a.m. followed by a period of introductions of those present.

### APPROVAL OF AGENDA/MINUTES

*Paula Yastremski made a motion to approve the agenda. Dr. Florenzia Davis seconded. The motion was approved unanimously.*

*Valerie Mays made a motion to approve the minutes. Dr. Florenzia Davis seconded. Motion was approved unanimously.*

## FINANCE REPORT

CSBG Budget (FY 2013)- Maria Ruiz reviewed the CSBG budget which runs from October 1<sup>st</sup> to September 30<sup>th</sup>. The Agency began with \$1,274,498.00, has expended \$913,378.68 with a remaining balance of \$329,217.49. In regards to the government shut down this does not affect the CSBG grant.

LIHEAP Budget (FY 2013) – Maria Ruiz reviewed the LIHEAP budget which runs from April 1<sup>st</sup> to March 31<sup>st</sup>. The agency started with 3,930,514.00 has expended 2,238,253.56 with a remaining balance of 1,687,749.79. The government shut down will affect this grant in which much less dollars will be allotted. The agency expects about a 5% to 7% reduction in this budget as well as the next budget. In this case the agency is still attempting to educate the people that are affected by this change by providing them with their elected official's information so that they can go out and advocate for themselves by being proactive. The agency has partnered with the local Urban League which will be working with all the TAC centers hosting orientation and financial management workshops. Those customers that go through and complete this workshop will receive a certificate. Once they provide the agency with their certificate of completion their application is then prioritized as long as they meet the current criteria in effect. The agency is also working with their ISS department to power up an online orientation for customers to retrieve pertinent information which will also include pre and post tests for them. One of the agency's goals is to impact the customer's behavior by having the customer maintain their electrical service for a period of six to eight months with the services that the agency has now put into place. Once the agency goes on line with this process they will be able to document the impact. The agency has also made some 497 referrals to the weatherization program. Because FPL no longer has to make a trip to the customers residence they can remotely cut the customers service from their location so as a result of that the customers are bringing their bills in earlier which allows the agency more time for processing based on eligibility.

Mr. Green did a training/questionnaire on the history of the agency with the advisory board. In the training and questionnaire Mr. Green discussed the background of the agency in great detail, the creation of the CAA's in respect to fight the war against poverty

## COMMITTEE REPORTS

With the newly elected board members Mr. Green announced the new committees and those assigned to specific chairs, as well as the 2013-2014 monthly advisory board meeting schedule.

## OLD BUSINESS

By-Laws – Dr. Florenzia Davis read through the by-laws and suggested changes to page seven (7) in regards to proxy voting, designating someone on behalf of a board member that may be absent or excused from a board meeting. Dr. Davis suggested that this should be done on a proxy form or a written sealed ballot. Dr. Davis was asked to send her revisions made on the by-laws to incorporate into the October minutes.

**Board Appointments** – Mr. Green discussed how the Quie Amendment (which established the board) (the Quinn Amendment established the tri-partite structure of the board) required that the tri-partite board was to be formed and made up of 1/3 Public Sector, which are elected officials, 1/3 Private Sector which are those entities such as your local Wal-Mart, and local banks that bring pertinent and significant resources to the community such as jobs to the community and 1/3 Low-Income Sector which are members elected by an organization in the low-income area in which case a public notice is posted to invite those in the low-income area to come out and nominate a board member to represent their area. The Tri-partite board structure was formed to make sure that the federal dollars are spent the way they are supposed to be spent. Mr. Green will download the new board packet to the board members which will include the names of the board members, their seats, whom they are representing, when they were seated, when their term expires, their attendance, email, addresses, the board roster, the agenda, annual report and the by-laws will be included as well.

### NEW BUSINESS

**Review Board Packet** – Mr. Green went into detail in regards to the six national goals with the board explaining how each goal tied into ROMA (Result Oriented Management Accountability). The agency is huge on community partnership. Mr. Green reported that as for the previous year this current year the agency doubled its community partnership.

**New Officers** – At the present time the board was unable to partake in voting on the new officers. Mr. Green stated that the nominations will be held at the next board meeting which will be held on Tuesday, November 19<sup>th</sup> 2013.

**January Conference in Ft. Lauderdale** – Mr. Green announced that the annual conference will be held in Ft. Lauderdale from January 8<sup>th</sup> through January 10<sup>th</sup> 2014 and any advisory board members that were interested in attending to let him know.

**Hosting FACA Conference May 13<sup>th</sup>-16<sup>th</sup> 2014** – Mr. Green announced that the agency will be hosting the annual FACA conference on May 13<sup>th</sup> to May 16<sup>th</sup> 2014.

**Strategic Planning session (SWOT, Mission Vision, Values, Strategic Initiatives)** – Mr. Green gave the advisory board an opportunity to comment on the Strategic Initiatives and with those present there were no comments. Mr. Green emphasized on the agency's Mission, Vision, and Values during the training/questionnaire session.

**Poverty Simulation** – Mr. Green announced that there would be another upcoming poverty simulation and he would keep the board members informed.

### ADJOURNMENT

There being no further business at hand, the meeting was adjourned at 2:00 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

Approved Minutes

- Submitted to DEO on  
 Added to Board Archive

Date: \_\_\_\_\_

\_\_\_\_\_  
Date

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