



## **COMMUNITY ACTION ADVISORY BOARD**

Tuesday, August 31, 2022  
6:00 P.M.  
2300 N. Jog Rd  
Vista Center Conference Room 159E/59  
West Palm Beach, FL 33411

### **Members Present**

Kevin Jones  
Raynold Sam  
Denise Brown  
Guillermo Carrasco  
Steve West (Z)  
Mary R. Wilkerson  
Sandra Wright (Z)  
Cynthia Ridley  
Alesia Keller  
Linda Williams  
Carol Gilbert-Jones  
Georgia Smith-Gilbert

### **Members Absent/ Excused**

Xzavious Wiley  
Michaela Key (E)  
Yves Saint Hillien (E)

### **Staff Present**

Natalie Diaz  
Latonya Clark (Z)  
Adriane Marcelle  
Sheila Thomas  
Helene Hvizd

### **Seat Representation**

Public Sector  
Public Sector  
Private Sector  
Public Sector  
Public Sector  
Public Sector  
Private Sector  
Low Income Sector  
Private Sector  
Private Sector  
Private Sector  
Low Income Sector

### **Seat Representation**

Low Income Sector  
Low Income Sector  
Low Income Sector

### **Organization/Title**

CAP Program Manager  
CSD Supervisor- Riviera Beach  
Grant Compliance Specialist I  
CSD Supervisor- Lake Worth  
PBC Attorney

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## **I. CALL TO ORDER**

- A. Invocation-** A brief invocation by Mr. Kevin Jones.
- B. Roll Call-**The Board Chair called the meeting to order at 6:02 P.M. A quorum was present.
- C. Introduction of Committee Members, Staff and Guests-** the Community Action Advisory Board meeting began with introduction of the attendees.

## **II. AGENDA APPROVAL**

- A. Additions, Deletions and Substitutions.** There were no additions, deletions or substitutions.
- B. Adoption of the Agenda for August 31, 2022 Regular Meeting Agenda (Action Item)**  
Motion was made by Kevin Jones and Mary Wilkerson seconded. **Motion Carried.**  
**Meeting Agenda adopted.**

## **III. REGULAR BUSINESS**

- A. Motion to adopt/ approve May 17, 2022 Regular Meeting Minutes (Action Item) –**  
Motion was made by Mary Wilkerson and was seconded by Guillermo Carrasco.  
**May 17, 2022 Regular Meeting Minutes were adopted/approved.**

### **B. LIHEAP Quarterly Financial update:**

- LIHEAP PY20 NFA# 039822 -Allocation = \$4,578,218.81. The balance as of 06/30/2022 was \$1,031,143 with \$1,031,143 remaining in direct client assistance, which extended through March 31, 2022. CSD partners with the PBC libraries hosting events there from 11:00 AM to 7:00PM, during which clients may make an appointment to apply with the assistance of a staff member. Natalie expressed that the number of in-person appointments are determined by the number of available staff per location. Belle Glade Library is open and available for assistance by appointment, five days per week. Legal Aid and Florida Rural Legal Services are also assisting with applications. Approximately 300 applications are submitted daily. CSD Information Systems Department (ISS) is processing updates on the PBC website.
- LIHEAP PY21 NFA# 40230 - Allocation = \$5,055,844. The balance as of 06/30/2022 was-\$4,568,301.72 with \$3,942,294 in direct client assistance to expire by 9/30/2022. CSD is required to use Program Year PY20 funding prior to using PY21 funding. LIHEAP HVAC Replacement Program will be used to spend up to \$15,000 per household for units 10 years or older or inoperable units for households that require air conditioning for medical needs or similar.
- LIHEAP PY22 NFA# 041247 - Allocation = \$5,214,899. The balance as of 06/30/2022 was \$5,214,899 in direct client assistance to expire by 9/30/2023. CSD is required to use Program Year (PY) 2020- 2021 funding prior to using PY22 funding. This is a new allocation.

- LIHEAP ARP NFA# 40037- Allocation = \$5,214,899 due to a request for increased funding of \$2,222,987. As of June 30, 2022, CSD has not spent any of the total allocation for these American Rescue Plan (ARP) funds. This is triple the usual amount of annual funding. LIHEAP Cares monies were exhausted and therefore it does not appear here. ERA clients requesting energy assistance that also qualify for LIHEAP will have those expenditures posted to LIHEAP towards the depletion of those dollars. Natalie indicated that the County could get unspent funds back from the State, as the community need requires it.

**C. CSBG Quarterly Financial update:**

- CSBG CARES Act NFA# 039797 – Allocation = \$1,063,042.74. The balance as of 06/30/2022 is \$316,174 in direct client assistance. Invoices for services already rendered by CareerSource Palm Beach County, PBC Food Bank, and CROS Ministries are expected to deplete the remaining balance. New partnerships are to begin Oct 2022 with CROS Ministries and Palm Beach County Food Bank. These partners will purchase Food Boxes and distribute them within low-income areas. The Food purchased is culturally sensitive to meet the needs of the community.
- CSBG PY21 NFA# 39964- Allocation = \$1,064,915. The balance is \$356,092 with \$314,861 in direct client assistance to be used for vocational training. CSD expects this balance to deplete quickly once the program providers submit their invoices for payment.
- CSBG PY22 NFA# 041192- Allocation = \$1,094,998. The balance is \$1,091,919 with \$877,499 newly allocated in direct client assistance. The funds will be used for vocational training to help the clients become more self-sufficient by providing skilled training programs. CSD is required to use Program Year PY21 funding prior to using PY22 funding.

**D. LIHEAP Quarterly Programmatic Reports:**

- HEA: Served 506 clients
- CBC: Served 433 clients

**E. CSBG Quarterly Programmatic Reports:**

**Family Self- Sufficiency program- April 01, 2022 – June 30, 2022:**

- Total started a training: 42
- Total participated and employed: 16
- Total completed a training program: 32

*Total numbers also include financial management clients.*

**IV. NEW BUSINESS**

**A. Approval of (Action Items)**

- LIHWAP PY 22 NFA#41304 Allocation \$2,819,509 awarded. The funds will be used to provide for water utility bill assistance. Motion made by

Carol Jones-Gilbert, and seconded by Cynthia Ridley. None opposed, motion approved to accept the LIHEAP PY22 NFA # 41304 in the amount of \$2,819,509. CSD is required to expend these funds by 9/23/23.

- LIHWAP PY 22 NFA#41274 Allocation \$2,234,474. The funds will be used to provide for water utility bill assistance. Motion made by Guillermo Carrasco, and seconded by Carol Jones-Gilbert. None opposed, motion approved to accept the LIHEAP PY22 NFA # 41274 in the amount of \$2,234,474. CSD is required to use expend these funds by 9/23/23. CSD is required to use Program Year PY21 funding prior to using PY22 funding.

V. **PUBLIC COMMENTS** – (SOFI) Securing Our Futures Summit will be held on 9/28/2022 at the Palm Beach County Convention Center, and is seeking volunteers to assist. Please follow up with Adriane Marcelle for more details. A written request will follow by email.

VI. **ADJOURNMENT** – The meeting adjourned.

**Future Meetings: The next regular meeting will be on November 15, 2022**

Submitted by: Natalie Diaz Rodriguez, Program Manager

Draft Submitted to Department Director  
By: Natalie Diaz Rodriguez

Approved by Advisory Board:

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Date

\_\_\_\_\_  
Meeting Chair, Kevin Jones

Approved Minutes

Submitted to DEO on Date: \_\_\_\_\_

Added to Board Archive

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

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, Secretary