



## **COMMUNITY ACTION ADVISORY BOARD**

Tuesday, February 15, 2022  
6:00 P.M.  
2300 N. Jog Rd  
Vista Center Conference Room 159E/59  
West Palm Beach, FL 33411

### **Members Present**

Kevin Jones  
Mary R. Wilkerson  
Raynold Sam  
Steve West  
Sandra Wright  
Denise Brown  
Cynthia Ridley  
Guillermo Carrasco  
Michaela Key

### **Members Absent/ Excused**

Georgia Smith-Gilbert

### **Staff Present**

Natalie Diaz  
Serenia Page-Beckton  
James Green  
Mary Imitola  
Vita Littles  
Jodie Boisvert

### **Public Sector**

### **Seat Representation**

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

### **Seat Representation**

Low Income Sector

### **Organization/Title**

CAP Program Manager  
CAP Program Coordinator  
CSD Director  
Customer Service Supervisor  
Grant Compliance Specialist II  
Program Evaluator

### **Organization/Title**



## **I. CALL TO ORDER**

- **Invocation-** A brief invocation by Mr. Kevin Jones.
- **Roll Call-**The Board Chair called the meeting to order at 6:05 P.M. A quorum was present.
- **Introduction of Committee Members, Staff and Guests-** the Community Action Advisory Board meeting began with introduction of the attendees.

## **II. AGENDA APPROVAL**

- **Additions, Deletions and Substitutions.** There were no additions, deletions or substitutions.
- Motion to approve Meeting Agenda was made by Cynthia Ridley. Motion was seconded by Denise Brown. Motion passed. **Meeting Agenda was approved by quorum.**

## **III. REGULAR BUSINESS**

- Motion to approve November meeting minutes was made by Mary Wilkerson. Motion was seconded by Steve West. **November minutes were approved by quorum.**
- LIHEAP Quarterly Financial update was reviewed:
  - LIHEAP PY20 NFA# 039822 -Allocation = \$4,578,218.81. The balance as of 12/31/2021 was \$2,690,396 with \$1,384,532 in direct client assistance which was extended until March 31, 2022. Efforts are being made to spend these funds before March. We partnered with the PBC libraries hosting events there from 11:00 AM to 7:00PM, during which clients can apply with the assistance of a staff member. We are also going to provide an HEA credit to clients who previously received a CBC credit on their utility bill account.
  - LIHEAP PY21 NFA# 40230 - Allocation = \$5,055,844. The balance as of 12/31/2021 was \$5,055,844 with \$4,218,336 in direct client assistance category ends: 9/30/2022. We are required to use Program Year (PY) 20 funding prior to using PY21 funding.
  - LIHEAP ARP NFA# 40037- Allocation = \$2,050,473. We have not spent any of the total allocation for these American Rescue Plan (ARP) funds. This are crisis funds granted due to COVID- 19 and we are developing a plan to expend the funds.
- CSBG Quarterly Financial update was reviewed:
  - CSGB CARES Act NFA# 039797 – Allocation = \$1,063,042.74. The balance as of 12/31/2021 is \$950,468 with \$476,370 in direct client assistance that we used to provide our clients food assistance with the Grocery Card program. Clients received \$400 per household. The intake for the Grocery Card program is now closed. Funds for The Grocery Card program has been depleted.
  - CSBG FY20 NFA# 039864- Allocation = \$717,582.60. The balance is \$5,292. These funds are being spent simultaneously with CSBG CARES funding; direct

client assistance funds were used for vocational training and have been depleted.

- CSBG PY21 NFA# 39964- Allocation = \$1,064,915. The balance is \$951,539 with \$822,989 in direct client assistance which is used for vocational training.
  
- LIHEAP Quarterly Programmatic Reports were reviewed:
  - HEA: Served 328 clients
  - CBC: Served 1,466 clients
  
- CSBG Quarterly Programmatic Reports were reviewed:
  - Grocery card program; served 1,324 households.
  - Family Self- Sufficiency program- October 1, 2021 – December 31, 2021:
    - Total Referrals received: 236
    - Total clients that completed eligibility process: 85
    - Total started a training: 12
    - Total completed a training: 14
    - Total participated in Employment services only: 2
    - Total of all other clients referred, but denied because of income ineligibility, lack of eligibility documentation, non-responsiveness, etc.: 123
  - The following Family Self-Sufficiency Program success story was shared for the quarter :

Mr. Stevens was referred from CareerSource Palm Beach County. He set a career goal to become a Commercial Truck Driver and eagerly provided all of his required documents within 2 days after the initial contact with the Community Outreach Specialist. He was so motivated to obtain his license that he completed the class in less than 2 months and passed the final test on the first attempt.

Mr. Stevens, immediately began searching for employment after completion of the course and successfully secured employment less than 30 days following the training. He started working at Schneider National and often works overtime as a Driver Associate at an entry hourly rate of \$22.67.

- Board Seats Update:
  - Public Seats 1, 3 & 4 has been filled.
  - Private Seat 7, 8 & 9 are still vacant. We have compiled a list of candidates for the housing and education seats. Efforts are being made to recruit and fill the vacant seats.
    - Low-Income Seat 11, 14 are vacant; Staff are working on Lake Worth and Belle Glade area to get nominations.
    - Low-Income Seat 15 has been filled.
  
- Voting of Officers
  - Mary Wilkerson Motion to nominate Kevin Jones as Board Chair:. Motion was seconded by Denise Brown. Motion passed with no opposed.
  - Sandra Wright Motion to nominate Mary Wilkerson as Vice-Chair:. Motion was seconded by Kevin Jones. Motion passed, no opposed.
  - Denise Brown Motion to nominate Cynthia Ridley as Secretary: Motion seconded by Kevin Jones. Motion passed.

- Customer services report:
  - Customer Service Survey was sent to 741 clients. 190 viewed survey, 84 started the survey, and 81 completed the survey.
  - 55 clients received services online in OSCARSS.
  - 16 clients stated that they received services in West Palm Beach office
  - 3 clients stated that they received services in Delray Beach office
  - 2 clients stated that they received services in Belle Glade office
  - 1 client stated that they received services in Lake Worth office
  - 1 client stated that they received services in one of the Libraries
  - 2 clients stated that they received services in Riviera Beach office
  - 1 client stated that they received services in Jupiter office

**IV. NEW BUSINESS**

- Securing Our Future Initiative (SOFI) update was provided to members.
- Information about the Notice of funding opportunity (NOFO) for Economic Stability/Self-Sufficiency initiative was provided.
  - Data was collected from focus groups, surveys, community dialogue, interviews and public announcements was used to develop new initiative.
- Department of Economic Opportunity (DEO) Monitoring is scheduled June 6-10, 2022.

**V. PUBLIC COMMENTS** – No public comment.

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

Submitted by: Natalie Diaz Rodriguez, Program Manager

Draft Submitted to Department Director , Date  
By: Natalie Diaz Rodriguez

Approved by Advisory Board:

\_\_\_\_\_ Date

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

Approved Minutes

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

Added to Board Archive

\_\_\_\_\_ Date

\_\_\_\_\_, Secretary