



## **COMMUNITY ACTION ADVISORY BOARD**

Tuesday, May 16, 2023  
6:00 P.M.  
Vista Center Conference Room 159E/59  
2300 N. Jog Road  
West Palm Beach, FL 33411

### **Members Present**

Carol Jones-Gilbert  
Mary R. Wilkerson  
Raynold Sam  
Steve West (Z)  
Linda Williams  
Diane Lewis  
Cynthia Ridley (Z)  
Guillermo Carrasco  
Michaela Key (Z)  
Yves St. Hillien  
Xzavious Wiley  
Lisa Vreeland

### **Members Absent/ Excused**

Sandra Wright (E)  
Kevin Jones (E)

### **Staff Present**

Natalie Diaz  
Yrinea Del Bosque (Z)  
Helene Hvidz (Z)  
Adriane Marcelle  
Chloe Bagley (Z)  
Mildred Warthen-Walter  
Zaida Gonzalez  
Bianca Murphy (Z)  
Laura Hanley  
Tempie Nisbett (Z)  
Ramona Dunn (Z)

### **Public**

Kimberly Allen (Z)  
Michelle Vermiglio (Z)  
Oscar Lewis (Z)

### **Seat Representation**

Private Sector- Chair  
Public Sector- Vice Chair  
Public Sector  
Public Sector  
Private Sector  
Low Income Sector  
Low Income Sector  
Public Sector  
Low Income Sector  
Low Income Sector  
Low Income Sector  
Private Sector

### **Seat Representation**

Private Sector  
Public Sector

### **Organization/Title**

CAP Program Senior Manager  
CAP Program Coordinator  
PBC Attorney  
Grant Compliance Specialist I  
CSD Ryan White Staff  
Grant Compliance Specialist II  
Community Outreach Specialist II  
CAP Public Information Officer  
Office of County Commissioner Barnett  
Community Outreach Specialist I  
Community Outreach Specialist III

### **Organization/Title**

KADYNAMIC, LLC  
Academy for Nursing & Health Occupations

## I. CALL TO ORDER

- **Invocation-** A brief invocation was led by Mrs. Diane Lewis.
- **Roll Call-**The Board Chair called the meeting to order at 6:01 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 deletions or substitutions. Carol mentioned that she would like to add an item to discuss a modification to the meeting locations and time under New Business.
- Motion to adopt May 16, 2023 Meeting Agenda was made by Carol Jones-Gilbert. Motion was seconded by Diane Lewis. The motion was carried by unanimous vote. **The Meeting Agenda was adopted by quorum.**

## III. REGULAR BUSINESS

- Motion to approve February 21, 2023 meeting minutes was made by Carol Jones-Gilbert. Motion was seconded by Raynold Sam. **February 2023 minutes were approved by quorum.**
- LIHEAP Quarterly Financial update was reviewed:
  - LIHEAP PY21 NFA# 40230 - Allocation = \$5,055,844. The balance until 3/31/2023 was \$2,415,568.02 with \$2,151,570.44 in direct client assistance category ends 3/31/2023. HEA balance = \$148,148.18; CBC balance = \$1,809,476.75; WRC balance = \$0.
  - LIHEAP PY22 NFA# 041247 – New Allocation = \$5,214,899. The balance until 3/31/2023 was \$5,146,290.43 with \$4,542,318 in direct client assistance category; new Allocation; DCA will be used after depleting PY21 & ARP funding. Funding ends 09/30/2023.
  - LIHEAP ARP NFA# 40037- Allocation = \$4,273,460. The balance until 3/31/2023 was \$10,400.74 with \$10,400.74 in direct client assistance category ends 3/31/2023. HEA balance = \$0; CBC balance = \$52.83; CBC (HVAC) balance= \$10,347.91.
- CSBG Quarterly Financial Update was reviewed:
  - CSBG PY22 NFA# 041192- New Allocation = \$1,094,998. The balance until 3/31/2023 was \$826,357.39 with \$683,398.14 in direct client assistance category ends 9/30/2023. Direct client assistance is being used for vocational training.

Diane Lewis asked how vocational training is provided. Natalie answered that vocational training is provided through contracted vendors or schools that hold a purchasing agreement/contract or an agreement with the County, through the Community Services

Department, if they are exempt from the Purchasing code (non-profit schools). There is a RFP (Request for Proposal) or bidding process to select and vet qualified schools

- Carol asked if the types of training programs available can be updated? Natalie answered yes, however, the trainings offered are based on what each contracted school offers.
- LIHWAP Quarterly Financial update was reviewed:
  - LIHWAP CAA PY22 NFA# 41304 – New Allocation = \$2,819,508. The balance until 3/31/23 was \$2,714,953.57 with \$2,539,281.81 in direct client assistance category; ends: 09/30/2023. Clients may receive up to \$1,000 per year to prevent disconnection of water services or reconnect services (drinking water and waste water).
  - LIHWAP ARP NFA# 41274 – New Allocation = \$2,234,474. The balance until 3/31/2023 was \$1,629,729.93 with \$1,507,955.21 in direct client assistance category; ends: 09/30/2023. Clients may receive up to \$1,000 per year to prevent disconnection of water services or reconnect services (drinking water and waste water).
- LIHEAP Quarterly Programmatic Reports were reviewed:
  - HEA/CBC: Served 1047 clients
  - LIHWAP: Served 588 clients
  - HVAC: 96 replacements
- CSBG Quarterly Programmatic Reports were reviewed:
  - Family Self- Sufficiency program- January 1, 2023 – March 31, 2023:
    - Total Referrals received: 128
    - Total clients that completed eligibility process: 19
    - Total started a training: 21
    - Total completed a training: 12
    - Total participated in Employment services only: 5
    - Total of all other clients referred, but denied because of income ineligibility, lack of eligibility documentation, non-responsiveness, etc.: 70

Steve West indicates that he has access The In-Crowd University (ICU) has free courses such as Hospitality/Food Service Careers, and other academic programs available at no cost to underserved populations in Palm Beach County. There is also a job placement programs and other supports built in such as ESOL. The agency further has access to additional free goods for families in need under the “Love Your Neighbor Program.” He has team of volunteers that will support other non-profits during community functions as well. He would like to makes these goods and supports available to the public based on the need.

Xzavious asked, why are the performance numbers so low? Natalie answered it is based on the client interest and the vendors approved by purchasing.

- Executive Committee- Board Seats Update:
  - Private Sector- Finance (Seat 8) is now open. The CAAB Member formally holding this seat has retired from this sector.
  - Public Sector- Elected Official (Seat 2) will become vacant as of 9/30/2023.

Information will be going out to the secure the representative's replacement. CAAB Members will submit recommendations by 5/30/2023 for further consideration of replacement for Seat 8.

- Introduction of New Board Members:
  - Low-Income- West Palm Beach (Diane Lewis)
  - Private Sector- Public Health (Lisa Vreeland)

#### IV. NEW BUSINESS

- Department of Economic Opportunity (DEO) - Budget Authority Update: On 4/07/2023 a. Community Services Department (CSD) stopped intake of new applications for approximately 7-10 days. The pending applications were however completed. Payment was submitted for March and April 2023 to that date. Board of County Commissioners (BOCC) granted funds to continue programming through June 2023.
- All Notices of Funding Availability (NFA) were received except for LIHEAP ARP. While the award amount remained the same, the amount released to spend is much less than the award.
- Natalie worked with fiscal staff to reconcile all program expenses and a reconsideration was requested from DEO. However a response had not been provided by the time of this meeting.
- Moving forward, monies will be released quarterly.
- The Department of Economic Opportunity will meet and provide updates on a weekly basis, each Friday until further notice.
- The Florida Association for Community Action Agencies (FACA) is taking the lead in communicating the needs of Florida agencies to DEO.

Carol asked, "What happened, is this a permanent decrease and what will happen to PBC Staff?" Natalie answered, that it is unknown at this time. DEO has not provided what the new allocation for what the new fiscal year will be. However, the 2024 approval will likely be less than the current year.

Carol asked if BOCC or State Representatives were asked to advocate. Natalie answered that BOCC and PBC Attorney were notified. FACA and Legislative Affairs are also aware.

Carol suggested that perhaps ground level advocacy such as a petition or testimonials be initiated to perhaps improve the likelihood of success with additional requests to meet the needs of the community.

- V. PUBLIC COMMENTS – Carol indicated that Palm Beach County Housing Authority (PBCHA) won a \$1,500,000 YouthBuild Grant to serve troubled youth ages 16-24 interested in construction trades. Yves mentioned that he is looking for adults to mentor youth new to the US, from other countries. Diane mentioned that a Found Care Mobile unit will be at the Feeding Hope Village site to serve uninsured residents with free healthcare.

Carol asked if the board would consider a rotation of meeting locations and an earlier meeting time. There was a largely positive response. Carol motioned to rotate the meeting locations and have meeting to start at 5:30pm moving forward. Cynthia seconded. The

motion was carried by unanimous vote. The changes were approved. The next meeting will be in Belle Glade. The location/address TBA. Mary Wilkerson suggested that the websites be updated to reflect the changes.

Steve West requested the written Job Description to help locate potential candidates to replace Private Sector- Finance (Seat 8). Adriane will email the CAAB job description to the board members.

**VI. ADJOURNMENT** – The meeting adjourned at 6:15pm.

Submitted by: Natalie Diaz Rodriguez, Program Manager

Draft Submitted to Department Director,    Date

By: Natalie Diaz Rodriguez

Approved by Advisory Board:

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Date

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Meeting Chair, Carol Jones-Gilbert

Approved Minutes

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

Added to Board Archive

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Date

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, Secretary