



COMMUNITY ACTION ADVISORY BOARD

Tuesday, May 25, 2021
6:00pm
2300 N Jog Rd
Vista Center Conference Room 158E/59
West Palm Beach, FL 33411

Members Present

Kevin Jones
Mary Wilkerson
Martina Walker
Denise Brown
Carol Jones-Gilbert
Retha Lowe
Allie Biggs

Members Absent Excused

Sandra Wright
Michelle Davis
Georgia Smith-Gilbert
Alma Atkins-Robinson

Staff Present

Natalie Diaz
Serenia Page-Beckton
Helene Hvizd
Jodie Boisvert
James Green

Public Sector

Nahisha Thomas
Nicolas Cape
Victoria Denise

Seat Representation

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

Seat Representation

Private Sector
Low Income Sector
Low Income Sector
Low Income Sector

Organization/Title

CAP Program Manager
CAP Program Coordinator
Senior Assistant County Attorney
Program Evaluator
CSD Director

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 06:00PM. Quorum present.
- **Introduction of Committee Members, Staff and Guests-** The Community Action Advisory Board meeting began with introductions of the attendees.

II. AGENDA APPROVAL

- **Additions, Deletions and Substitutions.** There were no additions, deletions or substitutions.
- Motion to approve Meeting Agenda made by Retha Lowe. Motion seconded by Allie Biggs. All in favor, none opposed. **Meeting Agenda was approved by quorum.**

III. REGULAR BUSINESS

- Motion to approve February meeting minutes made by Retha Lowe. Motion seconded by Allie Biggs. All in favor, none opposed. **February minutes were approved by quorum.**
- LIHEAP quarterly Financials updated were reviewed:
 - Update on LIHEAP NFA (Notice of Funding Availability) #038071 was provided. Direct client assistance (DCA) balance is \$2,490,484. Ends:7/31/2021
 - If grant dollars from previous NFA have not been spent, current expenses will be posted to the GY19 NFA, first. Yearly budget allocations include: Administration, Outreach, Home Energy (HEA), Crisis Benefit (CBC), and Weather-related Crisis (WRC)
 - LIHEAP GY20 NFA#038797 ends: 9/30/2021. DCA balance is \$3,964,811.
 - LIHEAP CARES Act NFA#38991 ends: 9/30/2021. DCA balance is \$2,895,335. Crisis dollars up to \$2,000 per household; will be spent simultaneously with FY19 and FY20 dollars.
- CSBG quarterly Financials were reviewed:
 - CSBF GY20 NFA#038721 was provided. Balance of \$717,583 ends: 9/30/2021
 - CSBG CARES Act NFA#039020. Balance of \$1,063,042 ends: 9/30/2021
 - Direct client assistance is currently being used for Vocational training
 - Rent and Utility assistance will be provided up to \$3,000 per household.
 - Dollars being spent simultaneously with CSBG CARES funding
- LIHEAP Quarterly Programmatic reports were reviewed:
 - Quarterly Household report was reviewed: 840 households were served with Home Energy Assistance and 565 households were served with Crisis Benefits.
 - The number of unduplicated households served was 840.
- CSBG Quarterly Programmatic Reports were reviewed:

- CSGB CARES Clients served:
 - Gas: 5 clients, amount spent: \$1,548.01
 - Water: 68 clients, amount spent: \$21,827.49
 - Rent: 149 clients, amount spent: \$354,464.69
- 2 clients obtained employment.
- 4 clients obtained a recognized credential, certificate, or degree to the achievement of educational or vocational skills.
- We shared 2 success stories for January 2021- March 2021:
 - J. Stringer was referred to CAP's Family Self-Sufficiency Program by a friend who completed training through the program in the past. He called the Call Center and was referred to an Employment Counselor for services. During the screening, he shared that he had a felony criminal history and despite completing many applications he has not been successful in obtaining employment. He was hoping CAP could help him change is life. The Employment Counselor scheduled an appointment and discussed his career goals and employment options. J. Stringer had set a career goal to obtain a Commercial Driver License (CDL) and to secure a job as a truck driver. He was determined eligible and was approved to attend CDL training through CareerSource. He sought a local school to attend, applied for school and was accepted into the CDL program at Metropolitan Trucking; graduating on February 26, 2021. The Employment Counselor assisted client with resume writing, job skills and interviewing skills and referred client to PBC Waste Management. Mr. Stringer interviewed and was hired as a truck driver at Waste Management on May 1, 2021 @ \$18.00 an hour with a sign-on bonus of \$500 paid after 3-months and \$1,500 after 12-month as an employee. As a result, Mr. Stringer reached his career and employment goals.
 - R. Jones Ingram. She was unemployed with three children and unpredictable financial resources. Community Services assisted her with vocational training (HHA) and other supportive services including utility assistance. She worked two part-time jobs, but desired additional credentials to advance in the medical industry and to stabilize her income. The Family Self-sufficiency Program provided a referral to Patient Care Technician (PCT) vocational training. In the PCT program, she received numerous certifications; C N A, Rehab Tech, EKG, Phlebotomy, and administering medication. Her words were shared as follows "I am grateful and very appreciative for the services and referrals received from Community Services. I am making great progress and loving my employment at one of the best hospitals. During COVID-19, I achieved many milestones; completed PCT training, obtained full time employment, increased income to a living wage, and maintained employment for more than 180 days. Thanks to CSD, I have successfully met my goals and focusing on making the best life for my kids".
- Committee Reports (CAAB Executive committee) (candidate Review)

- The board reviewed the proposed candidates:
 - Seat #3: Guillermo Carrasco (Public Sector representative)
 - Seat #4: Steve West (Public Sector representative)
 - Seat #13: Cynthia Ridley (Delray) (Low-Income representative)
 - Seat#14: Aundra Lowe (Lake Worth) (Low-Income representative)
 - Seat#15: Michaela Key (Riviera Beach) (Low-Income representative)
- Public Seat 1 still vacant.
- Private Seat 8 is still vacant.
- Efforts are being made towards recruitment to fill the vacant seats.
- Staff are working on the Election for the seat that will be expiring (e.g. Belle Glade, low-income sector).
 - Motion to approve proposed candidates made by Retha Lowe. Motion seconded by Allie Biggs. All in favor, none opposed. **All proposed candidates were approved by quorum.**
- CAP Plan Update:
 - CSBG: FFY 21 CAP Plan Mid-Year Update: Addressing the top 5 needs
 - Individuals lack employment skills and employment.
 - Individuals cannot afford their rent.
 - Individuals lack the resources to pay their utility bills.
 - Individual lack childcare resources to obtain and maintain employment.
 - Individuals lack transportation to place of employment or potential employment.
 - Strategic plan update: Increase Access and effectiveness of services offered within the Health & Human Services, Increase efficiency, transparency, accountability & effectiveness of CSD Program and Services.
 - CSBG CARES: CAP Plan Mid-Year Update:
 - Food: Low-income clients will apply for food card assistance to cover food and others basic needs.
- CSD Restructuring Update: We merged our programs to better assist the community:
 - Senior and Veterans had been merge.
 - CAP and Human Services are now the CSD Prevention Team. With these changes, we are going to have more staff and join forces to achieve our core principals.

IV. NEW BUSINESS

- New Projects (CSBG) Food Cards: (DRAFT)
 - Budget: \$698,270 (projected as April 29th), numbers of cards to be issued based on budget is 1,396
 - Food Card limit: \$500
 - FPLG/AMI: 200% FPLG /AMI 30% (HH with up to 2 members; for HH with 3+ members)
- Ordinance on Quorum: In Person quorum standard is now 25%. The appointed

members shall constitute a quorum for defining in-person participation for any meeting.

- FACA Update: Retreat took place and the strategic plan was re-established. Community Action Program had the opportunity to lead a case management forum on the FACA training conference. New (monitored) requirements are in place now. Everything is going to be virtual, no more paper.
- SOFI Update: This fiscal year we have four agencies that are directly serving clients: CAP, Pathways to Prosperity, West Palm Beach Housing Authority, and Dress for Success. SOFI initiative plans to develop a small sub-committee to focus more on the systematic level work. Due to the pandemic, the Urban League stopped ended its participation in the Community Partner program. Jodie Boisvert (SOFI Coordinator) is hosting monthly virtual meetings.

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

Pastor Martina Walker, Secretary