



COMMUNITY ACTION ADVISORY BOARD

Tuesday, August 24, 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
Sandra Wright
Carol Jones-Gilbert
Retha Lowe

Members Absent Excused

Denise Brown
Michelle Davis
Georgia Smith-Gilbert
Alma Atkins-Robinson
Allie Biggs

Staff Present

Serenia Page-Beckton
Helene Hvizd
James Green
Mary Imitola

Seat Representation

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

Seat Representation

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

Organization/Title

CAP Program Coordinator
Senior Assistant County Attorney
CSD Director
Lead Clerk

I. CALL TO ORDER

- **Invocation-** A brief invocation by Mr. Kevin Jones.
- **Roll Call-** The Board Chair called the meeting to order at 06:10PM. Quorum was 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 to the agenda.
- Motion to approve Meeting Agenda made by Retha Lowe. Motion seconded by Martina Walker. All in favor, none opposed. **Meeting Agenda was approved by quorum.**

III. REGULAR BUSINESS

- Motion to approve May meeting minutes made by Retha Lowe. Motion seconded by Sandra Wright. 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) #038077 PY19 was provided balance, everything was located in Direct Client Assistance (DCA) category; Total balance is \$2,134,627. HEA \$8,378, CBC \$2,126,249.
 - No information if we are going to be able to carry over the remaining balance to PY20.
 - LIHEAP PY20 NFA#039822 ends: 9/30/2021. DCA balance is \$4,394,931.
 - LIHEAP NFA#036362 Total \$927,980
 - LIHEAP CARES Act NFA#039839 DCA balance is \$2,878,183. Ends: 9/30/2021, expending plan was approved by DEO: Either A/C replacement or give a supplement credit to clients that were previously approved for LIHEAP assistance. The agency will process the LIHEAP credit benefit up to \$1,000 dollars to their Electric service account.
 - LIHEAP NFA#036362: \$1,123,624
- CSBG Quarterly Financials were reviewed:
 - CSBF PY20 NFA#039864 was provided. Balance of \$440,647 ends: 9/30/2021
 - CSBG CARES Act NFA#039797 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 Report April-June 2021 LIHEAP: HEA 104 clients were served.
- LIHEAP CARES: CBC 18 clients were served.
- CSBG Quarterly Programmatic Reports were reviewed:
 - CSGB CARES Clients served:
 - Gas: 0
 - Water: 5 clients, amount spent: \$3,394.50
 - Rent: 6 clients, amount spent: \$17,270.14
 - 5 clients obtained employment.
 - 6 clients obtained a recognized credential, certificate, or degree to the achievement of educational or vocational skills.
 - We shared 1 success stories for April 2021- June2021:

Shanique Ayala enrolled in the Entrepreneurship program on February 16, 2021. Her dream was to launch her own business by selling handmade organic products. Ms. Ayala successfully completed the Entrepreneurship training on April 20, 2021 at Haggerty Strategic Solutions and earned her Certificate of Achievement. Ms. Ayala’s perseverance, motivation, and eagerness to embrace the skills learned in the Entrepreneurship program has led her to start-up her online business. Ms. Ayala is the founder of Palm Beach Hand Made. She has launched a variety of infused products with Herbs, Spices & Essential oils. Ms. Ayala is delighted to sell her 100% natural products online and at our local Walmart store. The business website is www.palmbeachhandmade.com (link works best with Chrome). We are very proud of her accomplishments in the Entrepreneurship program and we wish her much success in her new business endeavor. She is a true role model of success and becoming self-sufficient during these unprecedented times!

- Committee Reports (CAAB Executive committee) (candidate Review)
 - The board reviewed the proposed candidates:
 - Seat #1: Raynold Sam (Public Sector representative)
 - 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 Kevin Jones. Motion seconded by Retha Lowe. All in favor, none opposed. **All proposed candidates were approved by quorum.**

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