



COMMUNITY ACTION ADVISORY BOARD

Tuesday, May 17, 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

Members Absent/ Excused

Georgia Smith-Gilbert
Steve West (E)
Mary R. Wilkerson
Michaela Key (E)
Sandra Wright
Cynthia Ridley

Staff Present

Natalie Diaz
Serenia Page-Beckton
Latonya Clark
Vita Littles
Sheila Thomas
Helene Hvizd

Public Sector

Alesia Keller

Seat Representation

Public Sector
Public Sector
Private Sector
Low Income Sector

Seat Representation

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

Organization/Title

CAP Program Manager
CAP Program Coordinator
CSD Supervisor Riviera Beach
Grant Compliance Specialist II
CSD Supervisor Lake Worth
PBC Attorney

Organization/Title

3rd Fifth Bank

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.
- **Adoption of the Agenda for May 17, 2022 Regular Meeting Agenda (Action Item)** – Motion was made by Denise Brown and Raynold Sam seconded. **Motion Carried. Meeting Agenda approved.**

III. REGULAR BUSINESS

A. Motion to approve **February 17, 2022 Regular Meeting Minutes (Action Item)** –

- Motion was made by Raynold Sam and was seconded by Denise Brown. **February 17, 2022 Regular Meeting Minutes were approved.**

B. **LIHEAP Quarterly Financial update:**

- LIHEAP PY20 NFA# 039822 -Allocation = \$4,578,218.81. The balance as of 03/31/2022 was \$1,970,100 with \$1,943,784 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 apply with the assistance of a staff member. CSD also provided an HEA credit to clients who previously received a CBC credit on their utility bill account of up to \$1350.
- LIHEAP PY21 NFA# 40230 - Allocation = \$5,055,844. The balance as of 03/31/2022 was about \$4,992,722 with \$4,218,336 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 03/31/2022 was about \$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.

- LIHEAP ARP NFA# 40037- Allocation = \$4,273,460 due to a request for increased funding from \$2,050,473. CSD has 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. 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. Guillermo Carrasco asked, what would happen if monies are not spent? Natalie responds that it is still likely that the county would get it back from the State. The state can reallocate money based on the needs of the people. The unused monies may then be recovered if the local need requires it.

C. CSBG Quarterly Financial update:

- CSBG CARES Act NFA# 039797 – Allocation = \$1,063,042.74. The balance as of 03/31/2022 is \$516,175 with \$42,077 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 exhausted. CareerSource Entrepreneurship Program continues to operate to help 12 clients open their own businesses. New partnerships to begin Jul 2022 with Cros Ministries and Palm Beach County Food Bank. These partners will purchase Food Boxes and distribute them within low-income areas to expend the remaining \$42,077 in direct client assistance. The Food purchased is culturally sensitive to meet the needs of the community.
- CSBG FY20 NFA# 039864- Allocation = \$717,582.60. The balance is \$5,292. These funds are spent simultaneously with CSBG CARES funding; direct client assistance funds were used for vocational training and have now been depleted.
- CSBG PY21 NFA# 39964- Allocation = \$1,064,915. The balance is \$712,060 with \$620,253 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 \$1,094,998 with \$1,094,998 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 307 clients
- CBC: Served 951 clients

E. CSBG Quarterly Programmatic Reports:

Family Self- Sufficiency program- January 1, 2022 – March 31, 2022:

- Grocery Card Program served: 1,031 households

- Total Referrals received: 236
 - Total clients that completed eligibility process: 85
 - Total started a training: 39
 - Total participated and employed: 15
 - Total completed a training program: 36
- Total numbers also include financial management clients.*

• Total of all other clients referred, but denied because of income ineligibility, lack of eligibility documentation, non-responsiveness, etc.: 123

F. Committee Reports:

i. Executive Committee (Candidate Review) (Action Item)

No action as Board previously approved agencies from which candidates were selected for Private Seats.

ii. Board Seat Updates (Term Review) (Action Item)

1. Public Seats 1, 3 & 4 has been recently filled.
2. Public Seats 2 & 5 were re-affirmed
3. Private Seat 6 & 10 will expire 9/30/22. Efforts are being made to collect documentation to re-affirm these seats.
4. Private Seats 7, 8, & 9 and Low Income Seat 11 are vacant; Staff are working on Lake Worth and Belle Glade area to get nominations. Applications and resumes have already been received from the nominations provided by the various agencies. These will go before the board in Jun- July 2022 to be properly seated.
5. Low- Income Seat 14 requires an election/ public notice to locate nominations for this seat.
6. Low-Income Seat 15 has been recently filled.

iii. Voting of Officers

Motion was made to have Private Seats 6 &10 held by Ms. Wright and Ms. Brown continue in their seat as re-affirmed, the motion was made by Sam Raynold and seconded by Guillermo Casrrasco. None opposed, motion passed.

G. CAP Plan Update: FFY22 CAP Plan Mid- Year Update

Results of the Customer Service Survey indicate:

- 16/65 or 25% of unemployed obtained employment
- 12/65 or 18% obtained better employment
- 19 clients completed vocational training and other supports.
- 0 prevented from being evicted.
- 0 prevented from being without water service.
- 0 provided water service restoration.
- 0 gas services restoration.
- 903 disconnections prevented by LIHEAP.
- 490 reconnections provided by LIHEAP.
- 20/100 or 20% increased their financial well-being.
- 3/100 or 3% improved their credit score.

Natalie commented that the CAP plan update shows 0 preventions from being evicted, 0 water services restored, and 0 gas service restorations because the money paid for these services came from a different source and does not show up here. It was paid from ESG/ ERA funds and therefore appears here as 0.

Three Orientation sessions were held between Oct 2021- Mar 2022.

N/A for childcare services, SOFI program will facilitate this service through partnerships with Children’s Services Council and Early Learning Coalition to provide childcare vouchers to participating families.

N/A for transportation, CAP will collaborate with Palm Tran to purchase bus passes to provide to FSSP participants if this becomes identified as more of a need. The SOFI partners are standing by to provide this service as requested based on the community need.

IV. NEW BUSINESS

• **Approval of (Action Items)**

i. LIHEAP ARP NFA (Increase)

Provides water bill assistance with the increased \$2,222,987 LIHEAP dollars. An Outreach Program is in motion to bring about community awareness of the program and enrollment to the program using pop-up sites such as Senior Services Centers in addition to online and other provisions. Motion made by Raynold Sam, and seconded by Denise Brown. None opposed, motion approved to accept the increase to the LIHEAP ARP budget to cover LIWAP for water assistance services.

ii. LIHEAP PY22 NFA

Motion made by Denise Brown, and seconded by Raynold Sam. None opposed, motion approved to accept the LIHEAP PY22 NFA budget of \$5,214,899.

iii. CSBG PY22 NFA

Motion made by Denise Brown, and seconded by Raynold Sam. None opposed, motion approved to accept the CSBG PY22 NFA budget of \$1,094,998.00.

V. PUBLIC COMMENTS – Jazz Concert at Boca Black Box Theatre 7/15/22, Women’s Fundraising Dinner to combat the Stigma of HIV, and Outreach at the Guatemalan-Mayan Center during Food Distribution Times on Thursday and Fridays.

V. ADJOURNMENT – The meeting adjourned.

Future Meetings: The next regular meeting will be on August 16, 2022

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