



COMMUNITY ACTION ADVISORY BOARD

Tuesday, November 9, 2021
6:00 P.M.
2300 N Jog Rd
Vista Center Conference Room 159E/59
West Palm Beach, FL 33411

Members Present

Kevin Jones
Sandra Wright
Aundra Lowe

Seat Representation

Public Sector
Private Sector
Low Income Sector

Members Absent Excused

Mary R. Wilkerson
Denise Brown
Georgia Smith-Gilbert
Cynthia Ridley

Seat Representation

Public Sector
Private Sector
Low Income Sector
Low Income Sector

Staff Present

Natalie Diaz
Serenia Page-Beckton
James Green
Sheila Thomas
Sammiedean Sutton
Mary Imitola

Organization/Title

CAP Program Manager
CAP Program Coordinator
CSD Director
CAP COS III
CSD Casework Supervisor
CAP Lead Clerk

Public Sector

Alesia Keller

Organization/Title



I. CALL TO ORDER

- **Invocation-** A brief invocation was made by Board Chair, Mr. Kevin Jones.
- **Roll Call-** The Board Chair called the meeting to order at 6:04 P.M. 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.
- Motion to approve Meeting Agenda made by Mr. Aundra Lowe. Motion seconded by Ms. Sandra Wright. All were in favor, none opposed. **Meeting Agenda was approved by quorum.**

III. REGULAR BUSINESS

- Motion to approve August meeting minutes made by Mr. Aundra Lowe. Motion seconded by Ms. Sandra Wright. All in favor, none opposed. **August minutes were approved by Quorum.**
- LIHEAP Quarterly Financial updates were reviewed:
 - **LIHEAP PY20 NFA# 039822:** Allocation \$4,578,218.81; Balance by 09/30/2021; \$3,765,403 DCA \$3,519,994 extended until March 31, 2022; efforts are being made to spend these dollars before March. CAP is partnering with Palm Beach County Libraries to host intake events, where clients can apply. Also CAP provided HEA credit to clients that previously received CBC credit.
 - **LIHEAP CARES Act NFA# 039839:** Allocation \$2,895,334.87; Balance \$0, We were able to provided HEA credit to 2,888 households in the amount of \$1,000 each.
 - **LIHEAP PY21 NFA#40230:** Allocation \$5,055,844; Balance \$5,055,844; DCA \$4,218,336 Ends: 9/30/2022
 - PY20 will be used prior to using PY21 funding.
 - **LIHEAP ARP NFA# 40037:** Allocation \$2,050,473; Balance \$2,050,473; DCA \$2,050,473.
 - PY21 and LIHEA ARP (crisis funding from the American Recue Plan because Covid-19, CAP is developing a plan to expend these funds.)
- CSBG Quarterly Financial updates were reviewed:
 - **CSGB CARES Act NFA# 039797:** Allocation \$1,063,042.74; Balance by 9/30/2021 \$1,034,868; DCA Balance: \$768,595; CAP launched Grocery Card program on November 4th. The Grocery Card program budget from CSGB is \$559,000.
 - **CSBG FY20 NFA# 039864:** Allocation \$717,582.60; Balance: \$214,972. Dollars being spent simultaneously with CSBG CARES funding; remaining balance of

\$109,000 will be used for the Grocery Card program.

- **CSBG PY21 NFA# 39964:** Allocation \$1,032,127.97; Balance \$1,032,127; DCA \$871,142.

- LIHEAP Programmatic Reports were reviewed:
 - HEA: Clients served:168; Amount spent: \$69,000
 - CBC: Clients served: 978; Amount spent: \$381,275.89
 - LIHEAP CARES: HEA clients served: 2928; Amount spent: \$2,872,758.79, CBC client served: 1 Amount spent: \$2,537.57

- CSBG Programmatic Reports were reviewed:
 - In 3rd Quarter (July – September), 6 clients obtained employment.
 - ● CSGB CARES Clients served:
 - Gas: 0
 - Water: 0
 - Rent: 0
 - We shared 1 success stories from July 2021- September 2021:

Mr. Lewis is a 68-year-old single male who lives alone. He had set a career goal to obtain a security guard license. He was very excited when he started the training on July 12 and when he completed the course on July 27th. He had to wait until October to officially obtain or pick up his blue security card as appointments were scheduled three months out during the month of July & August. He remained optimistic & finally received his blue security guard card on October 5th! As soon as he had the card, he contacted his Employment Counselor, Mildred, with excitement and wanted to show it off. He does not have a vehicle, so she drove to his home and met him outside to take a picture of him holding his blue card deeming him as a licensed Security Guard. As he displayed the card, he said, “If I can take up a course and complete it, anyone can do it!” Mildred, the Counselor is working with Mr. Lewis to assist him with obtaining employment as a security guard.

- Board Seat Update:
 - Public Seats 1, 3 & 4 will be filled on December 7th.
 - Private Seats 7, 8 & 9 are vacant. The Board completed a list of candidates for the housing and education seats:
 - ✓ **Private Sector Seat candidates for Housing:**
 1. PBC HA
 2. WPB HA
 3. Delray HA
 - ✓ **Private Sector Seat candidates for Education:**
 1. PBCSC Trio Program
 2. Chuck Shaw Adult Education
 3. PBA
 4. FAU
 - Low-Income Seat 11 is still vacant; Staff are working with Belle Glade agencies to obtain nominations.
 - Low-Income Seat 15 will be fill on December 7th.
 - Efforts are being made towards recruitment to fill the vacant seats.

- The Board reviewed the proposed candidate for Finance Industry private seat: Ms. Alesia Keller
 - Motion to approve proposed candidate made by Ms. Sandra Wright. Motion seconded by Mr. Aundra Lowe. All were in favor, none opposed. **All proposed candidates were approved by quorum.**

IV. NEW BUSINESS

- **Board Member Orientation**
- **Distribution of Bylaws**
- **Distribution of 2021-2022 CAAB Meeting Calendar to all CAAB Members.**
- **Distribution of Annual Conflict of Interest form.**
- **CAP Plan Approval:** Motion to approve made by Ms. Sandra Wright. Motion seconded by Mr. Aundra Lowe. All were in favor, none opposed. **CAP Plan was approved by quorum.**
- **Organizational Standards Update: was provided.**
- **December Board Retreat will be held on December 14, 2021**

V. PUBLIC COMMENTS – No public comment.

VI. ADJOURNMENT – The meeting adjourned.

Submitted by: Natalie Diaz Rodriguez, Program Manager

Draft Submitted to Department Director , 2021 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