

**Broward County Community Action Agency
Advisory Board Meeting
Edgar P. Mills Multi-Purpose Center
900 N.W. 31st Avenue, Suite 3031, Fort Lauderdale, Florida 33311**

**January 15, 2020
6:00 p.m.**

Board Members Present

Marlon Bolton
Sharon Eady
Phoebee Francois
Anthony Jackson, **Secretary**
Mia Merritt, **Vice Chair**
Ebony Pardo **(Phone)**
Ella Phillips **(Phone)**
Veronica Phillips
LaRhonda Ware-McPhaul, **Chair**
Ana Ziade **(Phone)**

Board Members Absent

Donna Guthrie

Other Attendees

Leonardo Carmona, Accountant, CAA
Efreem Crenshaw, Human Services Administrator, CAA
Chedely Etienne, Administrative Specialist, CAA-CSBG
Cyrus King, Human Services Manager, CAA
Audrey Ljung, Regional Coordinator, CAA
Shatara Piedrasanta, Human Services Manager, CAA

Welcome

Chair LaRhonda Ware-McPhaul, called the meeting to order at 6:18p.m. Everyone made self-introductions for the record.

Approval of Minutes

Chair LaRhonda Ware-McPhaul asked if everyone reviewed the summary of minutes from the November 20, 2019 Advisory meeting and if there were any question or corrections required.

Secretary Mia Merritt made a motion to approve the minutes and Veronica Phillips offered a second. The motion to approve the minutes passed unanimously.

Board Membership/New Member

Board roster and membership was reviewed, and action items were discussed. Ms. Phoebee François' private sector seat will expire, and she confirmed her interest in remaining on the board.

Veronica Phillips made a motion to reseal Phoebee Francois as a member of the Advisory Board for an additional term. Marlon Bolton offered a second. The motion passed unanimously. In addition, Ebony Pardo has been reappointed by the Board of County Commissioners prior to expiring. Florida Representative Bobby DuBose has been reelected for the next four (4) years, therefore she will need to be reseated.

Veronica Phillips made a motion to reseat Ebony Pardo as a member of the Advisory Board for an additional term. Phoebe Francois offered a second. The motion passed unanimously.

Helen Hinton, nominee for the vacant private sector seat, received an invitation to today's meeting but was unable to attend. Staff presented previously noted information, mentioning that Ms. Hinton recently retired from Broward County as the Human Services Administrator for Family Success Central in the Mills Center. She has a long history in social services and lives in the community. The agency was unsuccessful with previous attempts to seat Ms. Hinton to the low-income community sector through the Homeowners Association (HOA). Therefore, the next step is to seek appointment through the private sector. A resume was provided for the board to review.

Phoebe François made a motion to accept Helen Hinton as the newest member to the CAA Advisory Board. Marlon Bolton offered a second. The motion passed unanimously.

Sunset Review Panel Meeting

Broward County reviews its advisory boards every four (4) years, assessing if any changes are needed and collecting general information. This is called the Sunset Review. Part of the review requires that each board coordinator completes a standardized survey to provide specific board information, including the board's purpose, number of board members, vacancies, mission of the agency and identification of any federal laws applicable to the board. A meeting is then scheduled with staff, the board chair and/or vice chair, and the board's assigned county attorney is included. The purpose of the meeting is to review the information and determine if the board should continue to function. Members were reminded that the Community Action Agency Advisory Board (i.e. the tripartite board) is required under federal law the Community Services Block Grant (CSBG) program to have a board and go through the process.

Sunset Review meetings are being scheduled and projected to take place during January, February and March. If the chair is unable to attend, other board officers will be contacted to take her place. The meeting is anticipated to be one hour long.

DEO Monitoring Report

At the last meeting staff provided the board with an update of the monitoring and the feedback that was provided. The agency now has the written report and is proud to announce that both CSBG and LIHEAP had no findings. During the visit, DEO reviewed administrative, fiscal and program operations, including the organizational standards that are submitted throughout the year. Technical assistance was provided during the monitoring related to the requirement to have designee letters for both Ella Phillips and Ebony Pardo, which were later provided. The board is required to submit a signed letter stating the reports were reviewed, along with agenda and sign-in sheet. The board acknowledged this accomplishment and unanimously accepted the reports. Copies of the reports were provided.

Advisory Board Sub-Committees

During the last meeting there was a brief discussion about the board's standing sub-committees not being active and it was suggested that the discussion take place during the current meeting. The board and staff explored options, including possibly waiting until after the Sunset Review meeting to determine the committees. The board decided to establish the sub-committees, and the current Advisory Board Sub-Committees and members are as follows:

Governance Committee	Phoebe Francois, Veronica Phillips and Mia Merritt
By-Laws	Phoebe Francois, Mia Merritt and Ana Ziade
Program Planning	Ella Phillips, LaRhonda Ware and (Possibly) Ebony Pardo

Board members proposed meeting on the same day as the Executive meeting or via telephone. Staff will look into this possibility.

FACA Upcoming Trainings

Staff provided a copy of FACA's February calendar with upcoming trainings related to boards, the new client database, case management, and other areas. Once meeting locations have been announced, staff will forward the information to the board. A webinar on the Organizational Standards is scheduled for February 19, 2020, staff will send a link as soon as it is provided.

FACA Annual Training Conference

Information regarding speakers for the upcoming FACA conference was recently emailed to board members. The date has been extended for participants to submit their information. Staff encouraged board members to share the link with people who may be interested in submitting a proposal. The conference will be held during the week of May 11-15, 2020.

Statewide Database (SHAH NewGen)

The start date for SHAH NewGen has been postponed until the end of February 2020; however, agencies were hoping for a start date of April 2020. The agency is waiting on the status of our request for additional licenses and may have to provide only selected individuals with access, if we are not granted additional licenses.

Financial Highlights

Board members reviewed the Financial and Program Reports, and staff advised that the information reflected relates to LIHEAP and CSBG. Handouts related to financial and budget updates, and program reports were provided.

CSBG

- November Financial Activity Reimbursement Report (in SERA) for CSBG FY2019 was submitted on Dec-20-2019.
- Utilization for CSBG FY19 until November 2019 was \$785,392 (61%).
- Current budget for CSBG is scheduled until Mar-31-2020.

LIHEAP

- November Financial Activity Reimbursement Reports (SERA) for LIHEAP FY2019 was submitted on Dec-20-2019.
- Utilization for LIHEAP FY19 until November 2019 was \$2,268,639 (35%).
- Current budget for LIHEAP FY19 is scheduled until Sep-30-2020.
- Number of households served as of November 2019 for LIHEAP FY2019 is 4,382 or 29% (out of 15,135 households targeted).

Agency Updates

Board members were reminded of the current contract through March 2020 and informed that the agency is waiting on next year's budget. Current program report will be available at the next meeting.

In addition, the Summer Youth Employment Program (SYEP) registration is open. Staff will resend out the CareerSource Broward link where youth can submit their application. Broward County Community Action Agency has not made a commitment to fund any of the youth since the agency has not received the budget for the next year. However, CareerSource works with multiple organizations to fund the program.

Staff fielded questions from the members and add that CareerSource Broward runs the program. Once the application process is closed, they select students who meet the criteria who are then scheduled to bring in all necessary documents to be screened. Community Action Agency previously contributed to the funding of slots under CSBG.

Staff announced that FSAD participated in Adopt-a-family during the holidays. The process begins with case managers submitting the names of families, including CSBG customers.

The Division collects gifts to present to the family, and Community Action Agency staff had the opportunity to give gifts to a family of seven (7). The Division provided gifts for over thirty (30) families.

Outreach Updates

Audrey Ljung wishes the Board a Happy New Year and encouraged a 2020 Vision. She also shared her experience while attending the Holiday Sistrunk on December 14th. The event provided gifts, food, music and many more to the community. Sharing that she hopes the best for the remainder of the year.

Public Comments

Chair LaRhonda Ware-McPhaul stated that Captain Renee Peterson with the Broward Sheriff Office (BSO) was invited to attend the meeting this even, however, she’s unclear to the reason for her absence.

Adjournment

Chair LaRhonda Ware-McPhaul adjourned the meeting at 7:17 p.m. The recording of this meeting is found on a CD labeled CAA Advisory Board Meeting, dated, 01/15/2020.

Secretary

Date

DRAFT