

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

**September 4, 2019
6:00 p.m.**

Board Members Present

Mia Merritt, **Vice Chair**
Anthony Jackson, **Secretary**

Board Members Absent

LaRhonda Ware-McPhaul, **Chair**

Other Attendees

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

Welcome

Vice Chair Mia Merritt, called the meeting to order at 6:08 p.m. Everyone made self-introductions for the record.

Approval of Minutes

Vice Chair Mia Merritt asked if everyone reviewed the summary of minutes from the July 3, 2019 Executive Committee meeting and if there were any questions or corrections required. Secretary Mia Merritt made a motion to approve the minutes and Secretary Anthony Jackson offered a second. The motion to approve the minutes passed unanimously.

Board Updates

Board members were reminded that Stacy Kagan seat has expired and Anthony Jackson term has expired. A motion from the board is needed in order to re-seat Mr. Jackson on the Advisory board.

Vice Chair Merritt asked if there is a process in place to appoint someone to replace Commissioner Kagan, and staff informed the board that the County Commissioners appoints Public Sector members and they are aware of the vacancy.

Staff made recommends for a few items to be moved around on the agenda for the upcoming Advisory Board. Staff also reminded members that Election of Officers will take place in September, and the new term beginning on October 1, 2019.

Board Coordinators' Training

Staff shared information that was provided at the Board Coordinator's training and members and staff discussed board member responsibilities and attendance requirements.

Members were reminded that a quorum is needed for a meeting to take place. Mr. Crenshaw also read the email from Orlando Garcia, Boards Administrator/Legislative Policy Analyst, stating:

1. If a quorum is confirmed but not established the day of the meeting, then the meeting must be cancelled.
2. Regarding waiting times to establish a quorum, our policy states that "reasonable time" must be given to establish a quorum. We suggest that the chair gives 15 minutes to establish a quorum.

Staff answered questions posed by members and reiterate the importance of being present for a meeting and canceling the meeting in advance will be the best solution. Members were reminded that By-Laws and policies were provided in July when members were encouraged to provide questions for the Board Coordinator's training that was held in August and the same information including a copy of the updated Broward County Advisory Board Member Handbook, which was also forwarded, will be included in the meeting packets.

Staff announced that the County Attorney and Boards Administrator were not able to attend this meeting, due to obligations associated with the closeout of the fiscal year. They confirmed their attendance for the November meeting, which is a part of the future trainings.

Meeting Dates Changes

Staff previously suggested changing the meeting day and/or time, asking members if they were interested in meeting earlier in the day; or would it be easier for members to meet on a different day. This item will be on the agenda at the upcoming advisory board meeting for discussion.

2020 State Legislative Program will be removed form the agenda

Staff previously emailed asking board members to provide input, comments, or suggestions on the 2020 State Legislative Program. The deadline to submit information has passed.

Comprehensive Community Needs Assessment

Staff reported that a Needs Assessment committee has been formed to plan for the process, identifying cost and other factors. The Comprehensive Needs Assessment (CNA) is required by the Department of Economic Opportunity (DEO) and must be completed every three (3) years. The last CNA conducted by the County was five (5) years ago. Staff and board members discussed ideas for engaging others in the process and Vice Chair Merritt was asked if there were any departments at her school that engages in this type of work. It was suggested that staff contact the Public Administration Department at several of the local colleges/universities.

FACA 40th Annual Conference in Broward County

Staff announced that the 40th Annual Florida Association for Community Action (FACA) Conference will be held in Broward County in May 2020. The local CAA, Miami-Dade and West Palm Beach staff will volunteer during the conference. Staff invites members to attend the conference and experience day and nighttime activities, if interested.

Agency Updates

Staff informed the board that Broward County was closed until today due to the storm. Before the second Declaration of a State of Emergency, a conference call was held with the Department of Economic Opportunity (DEO) to discuss updated procedures and funds availability for managing after a storm. New information and memorandums were sent to Community Action Agencies (CAA) within the State of Florida. Different funding sources has been put into place in case the county experiences a natural disaster; funds would be available to service our clients.

Broward County's Comprehensive Annual Financial

Staff provided the board with the link of Broward County's Comprehensive Annual Financial Report below. The 162 pages report covers the previous fiscal year.
<https://www.broward.org/Accounting/Documents/2018CAFR.pdf>

Financial Highlights

Staff advised that updated financial reports will be available at the upcoming meeting. Below are some highlighted updates:

- Department of Economic Opportunity (DEO), scheduled on-site monitoring visit to review Broward County's CSBG and LIHEAP programs during week of November 4-8, 2019.
- Fiscal Year budget starts, accounting is finalizing the closeout ending in September. CSBG closes with 95% utilization and LIHEAP is at a high percentage as well, anticipates a modification
- DEO has contracted with an entity called SHAH software system to create a statewide client data tracking system. All Community Action Agency's in Florida will be required to use this system starting January 2020. Staff is in the process of being trained, however more licenses are needed for the agency.
- Clarification- Both programs has direct client assistance lines, although not all are utilized; CSBG is at 85% and LIHEAP is 75%

Outreach Updates

Board members were directed to the Outreach Updates. Ms. Audrey Ljung mentions the upcoming Florida Prosperity Partnership (FPP) Roundtable at the Urban League of Broward County on October 9, 2019 and additional outreach events and listings will be provided at the next advisory board meeting.

Additional Information

During the board coordinator training, staff was informed of the types of communications that qualify as a "Sunshine Meeting".

If a board or committee asks one of its members to communicate a board or committee concern to another person or bring back information to that board or committee, the action qualifies as a meeting under the Sunshine Law. Even though it is a single board or committee member going to another person, the single board or committee member is acting as a "delegate" for the board or committee as if two or more members are in attendance. Under the Sunshine Law, this action would qualify as a "Sunshine meeting."

Staff explained: If a board or committee member may send an email to their fellow members and staff liaison with their thoughts about a matter of business that has or will come before their board or committee. However, no reply emails are permissible. The subject of the email could only be discussed at a future board or committee meeting. Any reply email would be dialogue outside of the "sunshine." Stated in the (Advisory Board Handbook, pg. 4-5).

Adjournment

Vice Chair Merritt adjourned the meeting at 7:00 p.m. The recording of this meeting is found on a CD labeled CAA Executive Committee Meeting, dated, 09/04/2019.

Secretary

Date

DRAFT