

**Broward County Community Action Agency
Advisory Board Meeting
Meeting Via Telephone**

**May 19, 2021
6:00 p.m.**

Board Members Present on Telephone

Marlon Bolton
Sharon Eady
Donna Guthrie
Anthony Jackson, **Secretary**
Mia Merritt, **Vice Chair**
Ebony Pardo
Veronica Phillips
LaRhonda Ware-McPhaul, **Chair**
Ana Ziade

Board Members Absent on Telephone

Phoebee Francois
Helen Hinton

Other Attendees

Chedely Etienne, Administrative Specialist, CAA-CSBG
Audrey Ljung, Regional Coordinator, CAA
Shatara Piedrasanta, Human Services Manager, CAA

Welcome

Chair LaRhonda Ware-McPhaul, called the meeting to order at 6:00p.m. Roll call made for the record.

Approval of Minutes

Chair LaRhonda Ware-McPhaul asked if everyone reviewed the summary of minutes from the March 17, 2021 Advisory meeting and if there were any question or corrections required.

Vice Chair Mia Merritt made a motion to approve the minutes from March 17, 2021 and Anthony Jackson offered a second. The motion to approve the minutes passed unanimously.

Sunset Review Recommendation-Term Limits

During the last Advisory board meeting, members suggested having the sub-committee members meet to discuss the different aspects. The bylaws committee that includes Phoebee Francois, Anthony Jackson, and Ana Ziade did meet and the recommendations from the meeting are as follows:

- The Committee recommends that Board Members be limited to serving two consecutive terms. After which members must take two years off before they can return to or reapply for a seat on the board.

- Furthermore, provided that the recommendation is accepted, the Committee suggests that board members' current term be viewed as their first term to establish the term limit for current active members. Members would be eligible to seek an additional term of service following the end of their current term.

Members received clarification from staff, who stated that the current term would be viewed as all members' first term.

Veronica Phillips made the motion to approve the recommendations from the bylaws committee as outlined and Anthony Jackson offered a second. The motion to approve the minutes passed unanimously.

FACA Annual Training Conference

Staff announced that the 41st Florida Association for Community Action (FACA) virtual Conference held on May 17-18, 2021 was very successful. Vice Chair Mia Merritt facilitated two trainings, one on each day. Ms. Merritt shared that the conference was well planned and organized, the conference opened with Executive Director, Faith Pullen and greetings came from Board Chair, Doug Brown and board member Efrem Crenshaw, since Broward County was the host this year.

In the beginning, there were 114 attendees then numbers increased. The conference included workshops that discussed social justice and racial equity. There was a diverse panel to share their stories and information to help decrease social injustice, and many more great sessions. There were over 20 workshops, including yoga for 30 minutes. Vice Chair Mia Merritt stated that the conference was very informative, she enjoyed it, and everything was well organized.

With the honor of facilitating two workshops, she briefly shared information from the different sessions. The first one was on organizational change, which talked about the systems and the processes that should be in place when change happens, either pre-determined or pre-planned. She also reviewed the three phases of changes: current, transitions and desire stage. The second day was on organizational sustainability.

Agency updates

Staff announced that the agency is conducting business as usual, providing regular and CARES Act services, and minimizing customers coming into the office by, offering some services electronically. The County has funds available and is currently accepting applications for COVID-19 rental assistance. The County website provides the information needed to apply.

Last month the Financial Capability Program (FCP) held 12 days of Financial Empowerment Workshop which included information on financial equity and wellness, fair housing, shopping for a car. The employment coordinator also facilitated a workshop titled "I have a job, Now What", providing information on how to increase professional development and different opportunities to grow within the job or career and promotional opportunities. The event was very successful, with over 900 participants.

Staff previously mentioned that the agency has been waiting on the umbrella agreement and on Tuesday it was approved by the Board of County Commissioners. The agency should receive a signed copy within two weeks.

Budget Updates

Typically, the program is funded from April to March. However, with the extension this year, the current funding will end in May 2021. Recently the agency received a Notice of Funding for the CSBG program in the amount of \$1.3 million, which will end in September 2021. This gives staff a short amount of time to expend funds and is hoping for a possible carry-over. Staff is working on the budget and workplan.

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 2020 Financial Activity Reimbursement Reports (in SERA) for CSBG FY2019 and FY2020 were submitted for approval to DEO on Dec-21-2020.
- Utilization for CSBG FY20 until December 2020 was \$1,000,024 (74%), right on target. We received an increase of \$143,612 for CSBG FY19 which will also be used during FY20 and FY21.
- November 2020 Financial Activity Reimbursement Reports (in SERA) for CSBG CARES ACT FY2020 was submitted for approval to DEO on Dec-21-2020.
- Utilization for CSBG CARES ACT FY20 until December 2020 was \$12,694. These funds are scheduled to be used until Sep-2022.

LIHEAP

- November 2020 Financial Activity Reimbursement Reports (SERA) for LIHEAP FY2019 and FY2020 was submitted for approval to DEO on Dec-21-2020.
- Utilization for LIHEAP FY19 until December 2020 was \$6,757,327 (93%), right on target. Budget for FY19 was increased by \$730,328 to be used in FY20 and FY21, until Mar-2021.
- Utilization for LIHEAP FY20 until December 2020 was \$872,056 (14%), right on target, Budget for FY20 scheduled until Sep-2021.
- November 2020 Financial Activity Reimbursement Reports (SERA) for LIHEAP CARES ACT FY2020 was submitted for approval to DEO on Dec-21-2020, as well.
- Utilization for LIHEAP CARES ACT FY20 until November 2020 was \$1,465,590 (34%). Forecast on estimated expenditures for Direct Client Assistance are projected to \$2,050,000 (88% of assigned budget) by end of January 2021. This budget is scheduled to be used until Sep-2021.

Outreach

Ms. Audrey Ljung informed the board that April was Sexual Awareness month, and there are plenty of programs that provided information about the topic. The month of April is also free Mammogram month, and she will forward the information card to the Board.

In addition, the agency is working with Florida Prosperity Partnership (FPP) to provide money management for children. She shares that Mental Health America-Social Justice Movement of Peer Support is hosting a conference at no cost in May to talk about the ongoing issue.

Urban League IDA program has slots open and encourages anyone who is interested to contact the organization. Office of Economic and Small Business Development held a very informative webinar on ways to start a small business etc. The information will be shared with the board.

Lastly, the month of May is Community Action Month, and a Toolkit has been provided to the board to review.

The board and staff wish both Chair LaRhonda Ware-McPhaul and Vice Chair Mia Merritt a happy birthday for the month of May.

Adjournment

Chair LaRhonda Ware-McPhaul adjourned the meeting at 6:36p.m. The recording of this meeting is found on a CD labeled CAA Advisory Board Meeting, dated, 05/16/2021.

Secretary

Date

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