

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

November 17, 2021
6:00 p.m.

Board Members Present on Telephone

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

Board Members Absent on Telephone

Sharon Eady
Helen Hinton

Other Attendees

Leonardo Carmona, Accountant, CAA
Chedely Etienne, Administrative Specialist, CAA-CSBG
Shatara Piedrasanta, Human Services Manager, CAA

Welcome

Mia Merritt, Chair called the meeting to order at 6:03p.m. Roll call made for the record.

Staff announce the new board officers as followed: Mia Merritt, Chair; Anthony Jackson, Vice-Chair; Ana Ziade, Secretary.

Approval of Minutes

Chair Mia Merritt asked if everyone reviewed the summary of minutes from the September 15, 2021, Advisory meeting and if there were any question or corrections required.

Ana Ziade made a motion to approve the minutes from July 15, 2021, and Veronica Phillips offered a second. The motion to approve the minutes passed unanimously.

Training Videos

During the last few meetings, members had the opportunity to watch the presentation "Community Action: Our History, Our Narrative!". A link of the entire presentation has been emailed to board members.

Staff also mentioned the new resource webinar presented by Community Action Program Legal Services (CAPLAW) and their new resource library. The link was provided via email. Chair Mia Merritt shared that the videos were very informative and encourage board members were encouraged to review the information.

Community Action Plan

Staff presented the Community Action Plan to the board, engaging in discussion and answering questions. Broward County's geographic service area includes the entire County, and CAA is an agency under the Family Success Administration Division (FSAD). FSAD has four (4) different centers strategically placed throughout the County, and the Edgar P. Mills Center is the central office.

The current mission statement was reviewed, and members were informed that it was developed and approved by the board in 2017. The statement must be reviewed every five (5) years and will need to be reviewed in the upcoming year of 2022. Changes are not required; however, it must be reviewed to ensure that it's relevant and reflective of the agency.

Community Action Agency has two (2) service programs- LIHEAP for the Light Bill assistance and CSBG for case management, tuition, and housing assistance. CSBG also assist with employment, however, is currently partnering with CareerSource Broward to provide this service. Staff confirmed that both programs are operating from multiple program budgets (CARES Act and regular program funding). Family Success also have additional funding through general funds, CARES-Act, and other sources, to assist the community.

Staff reported on CARES Act funds and services and advised that the agency can utilize CSBG CARES Act Funds for individuals who meets the CSBG income qualifications. Since the economic impact of the coronavirus is widespread and systemic, low-income individuals are considered coronavirus-affected due to fewer possible resources and worsening conditions and use of CARES-Act funds is permitted.

The board discussed the strategic plan, and staff provided an update on progress of strategies included in the CAP. The Commission Strategic Plan is still pending; therefore, the agency will use the interim strategic plan stemming from the most recent plan. A discussion on outreach and partnerships was pursued and board members were encouraged to consider ways can increase our impact and presence throughout the upcoming year. This includes identifying ways that staff can show more support to the members. Staff also want to make sure each member has information that they can share with the community. Members agreed and Marlon Bolton reported that City of Tamarac will host a "Community Action Breakfast" in February 2022 and invites CAA to attend. A similar event took place in 2019. Marlon Bolton made a motion to approve the CAP and Strategic plan and Ana Ziade offered a second. The motion passed unanimously.

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

- September 2021 Financial Activity Reimbursement Report (in SERA) for CSBG CARES ACT FY2020 was submitted for approval to DEO on Oct-22-2021.
- Cost categories for CSBG, CSBG CARES ACT, and CSBG Disaster Supplemental will be updated in SERA by DEO to allow utilization of remaining funds from FY20.
- NFA's for CSBG FY20 was extended until Nov-30-2021; and CSB CARES ACT was extended until Sep-30-2022.
- Utilization for CSBG CARES ACT FY20 by September 2021 was \$274,218, right on target.
- Utilization for CSBG FY21 until September 2021 is \$174,774 (13% of budget), which is also on the right track.

LIHEAP

- September 2021 Financial Activity Reimbursement Reports (SERA) for LIHEAP CARES ACT FY20 and LIHEAP FY21 were submitted for approval to DEO on Oct-22-2021.
- Utilization for LIHEAP CARES ACT FY20 until September is \$4,209,323 (93% of adjusted budget), right on target.
- In Oct-17-2021, DEO adjusted LIHEAP CARES ACT with an increase of \$174,257 of funds to be used by November 2021. We are currently working with OMB to update this extra funding in our system.
- Utilization for LIHEAP FY21 until September is \$818,112 (28% of budget) also right on target.

Outreach

Ms. Audrey Ljung is attend an all-day event, however, the outreach updates are available. Secretary Ana Ziade request for future events to be emailed, where she can either distribute and/or attend if possible.

Ebony Pardo announced that this may be her final meeting and wanted to express her gratitude to the board and staff. She congratulated the new officers and gave thanks to the previous ones (Phoebe Francois and LaRhonda Ware-McPhaul). She added that she has learned from everyone and is very enriched and humble to have the opportunity to be a part of the board and is forever thankful. Board members expressed their gratitude toward Ms. Pardo and to one another.

Adjournment

Secretary Anthony Jackson adjourned the meeting at 6:23p.m. The recording of this meeting is found on a CD labeled CAA Advisory Board Meeting, dated, 11/17/2021.

Secretary

Date