

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

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

**Board Members Present on Telephone**

Marlon Bolton  
Helen Hinton  
Anthony Jackson, **Secretary**  
Ebony Pardo  
Ella Phillips  
Mia Merritt, **Vice Chair**  
Ana Ziade

**Board Members Absent on Telephone**

Sharon Eady  
Phoebee Francois  
Donna Guthrie  
Veronica Phillips  
LaRhonda Ware-McPhaul, **Chair**

**Other Attendees**

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

**Welcome**

Vice Chair Mia Merritt, called the meeting to order at 6:06p.m. Roll Call made for the record.

**Approval of Minutes**

Vice Chair Mia Merritt asked if everyone reviewed the summary of minutes from the May 20, 2020 Advisory meeting and if there were any question or corrections required.

Marlon Bolton made a motion to approve the minutes from May 20, 2020 and Ana Ziade offered a second. The motion to approve the minutes passed unanimously.

**FACA Conference Updates**

Staff announced updates about the 2020 Florida Association for Community Action (FACA) Conference; due to the pandemic, the event has been rescheduled and will be held virtually online on August 12-13, 2020. Vice Chair Mia Merritt and other local individuals such as Yasmine Mohamed, Human Services Supervisor with FSAD and Gregory Salters with Fort Lauderdale Police Department will be speakers at the conference. Staff will forward the link to the event schedule for the board members to review and asks that members contact staff if they are interested in attending.

### **The Coronavirus Aid, Relief, and Economic Security (CARES) Act Funding**

Community Action agency have received CARES Act funding. CSBG program receives \$1.8 million increase and has two (2) years to disburse the funds. With the changes, eligibility increased to 200% instead of the usual 125% of the federal poverty guideline. This increase will allow more individuals to be eligible for the program.

LIHEAP program receives \$4.2 million increase and has one (1) year to disburse the funds and remains at 150% of the federal poverty guideline. This increase will allow individuals to receive additional assistance, and frequency can be more than three (3) times.

The agency will submit approval information for the budget and workplan for the additional \$1.8 million once reviewed and approved by the Board. As previously mentioned, the program is authorized to accept customers who are at or below 200% of the federal poverty level and the CARES Act funding is effective through September 2022.

The budget permits allocations of up to 20% in administrative expenses, which includes some employees to assist with clerical work, a needs assessment, office supplies, etc. throughout the two (2) years. In addition to three (3) Case Managers that will be hired temporarily to help provide direct client assistance, the remainder of the funds are allocated towards direct client assistance lines.

Staff outlined the Needs Assessment and the workplan and answered questions posed by the board. The agency will provide some of same services; nonetheless, the CARES Act funds will allow for more emergency assistance in light of the impact of the COVID-19 on the community. The bulk of the funds will go towards housing assistance, stabilizing the family with a focus of employment and also supporting services that may include childcare for those who are going back to work, bus passes, school supplies, recertifications and/or licenses, car repairs, and misc. expenses depending on the customer's specific situation. There is a maximum amount \$3,000 per household for customers served using CARES Act funding.

Ana Ziade made a Motion to approve the CSBG CARES Act funding that will go through 2020-2022, including the Needs Assessment CAP Plan and workplan. Vice Chair Mia Merritt offered a second. The motion to approve the minutes passed unanimously.

### **LIHEAP Online Application Feature**

LIHEAP now has the feature that allows applicants to fill out an application and submit documents online Provided by Fast track/ SHAH from Department of Economic Opportunity (DEO). In addition, applicates can also drop off an application at any Family Success center, schedule an appointment. These options help cut down on paper and practice social distancing in the community. Staff thanks Leonardo Carmona for budgeting, working with the different vendors and getting the feature up and running.

### **Agency Updates**

Staff informs the board that the office is open, employees are working in the office, some do work from home occasionally. Everyone is wearing masks, practicing social distancing, limiting clients coming into the office and are using tools that allows staff to send and receive encrypted emails from clients. CSBG is in the process of converting to online orientation and is currently doing phone orientation.

### **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

- June 2020 Financial Activity Reimbursement Reports (in SERA) for CSBG FY2019 and FY2020 will be submitted for approval to DEO by Jul-20-2020.
- Utilization for CSBG FY19 until May 2020 was \$1,288,258 (100%).
- On Apr-21-2020, Modification No. 3 for CSBG FY2020 for \$1,305,888 was approved and released by DEO. Budget period is from Apr-01-2020 to Mar-31-2021.
- Utilization for CSBG FY20 until June 2020 was \$370,353 (27%), right on target.
- Modification No. 4 for CSBG CARES Act (**\$1,888,767**) and budget forms were sent to DEO for approval. Budget period is from Jun-2020 until Sep-2022. We expect these additional funds to be released and agreement to be fully executed by Jul-2020.

## LIHEAP

- June 2020 Financial Activity Reimbursement Reports (SERA) for LIHEAP FY2020 will be submitted for approval to DEO by Jul-20-2020.
- Utilization for LIHEAP FY19 until June 2020 was \$5,631,620 (86%), right on target.
- Current budget for LIHEAP FY19 is scheduled until Sep-30-2020.
- Modification agreement No. 7 (LIHEAP FY20) was approved by DEO on May-15-2020. Funds increased for FY2020 by **\$6,065.116**, as per NFA-038792. Utilization is subject to prioritization established by DEO.
- Number of households served as of June 2020 for LIHEAP FY2019 is 11,338 or 75% (out of 15,135 households targeted).
- Modification No. 8 for LIHEAP CARES Act (**\$4,236,171**) and budget forms for were sent to DEO for approval. Budget period is from Jun-2020 until Sep-2021. We expect these additional funds to be released and agreement to be fully executed by Jul-2020.

Mayor Ziade asked are the CARES Act funding from the county or the state. Staff informed the board that funds are from the federal government and passed through the state's agency Department of Economic Opportunity (DEO) to Community Action Agencies (CAA) in Florida. Some Florida CAAs are county and others are private non-profit organizations.

Efrem Crenshaw briefly gave an overview of the different sessions under Family Success Administration Division (FSAD); the Family Success Centers provides assistance through the County's general funds to help individuals with rent, mortgage and/or water; Community Action Agency (CAA) assist with light bills and education and training; Housing Options (HOP) assists with housing. Make sure people are aware CAA entity are funded through state with federal funds.

### Outreach

Staff informed the board that all the agency's outreach events are via telephone to coordinate and get different resources to share with clients. CSBG has a scheduled phone conference with Broward College to get updates of what they are doing and if they are on opening the campuses, and to discuss how to continue partnership.

Board members engaged in a discussion on virtual Back-to-School and preparing ahead of time, the challenges of no face-to-face education, the impact on some children, recreationally activities and help for parents.

Board members asked if the agency is prepared for individuals who will need rental assistance. Staff informed that the agency is looking at all funds currently available to the division to assist potential customers. One way is by tracking customers that has been impacted by COVID-19; since the pandemic started in March, the FSAD has received 4,000 calls mainly for rental assistance. One of the challenges is

assisting customers who are unemployed and trying to navigate to get them back to work or to establish a sustainability plan.

Staff read the current Broward County Living Wages ordinance for board member Helen Hinton as she had a question regarding the subject; current amount is \$13.47 per hour with qualifying health benefits amounting to at least \$1.65 per hour, or \$15.12 per hour without healthcare.

Board members Ella Phillips and Ana Ziade thanked CAA staff for doing well with coming up with the different processes for assisting individuals depending on their circumstances and encouraged everyone to stay safe. Vice Chair Mia Merritt reminded the board of the upcoming 2020 FACA Virtual Conference and if interested to contact staff to register.

**Adjournment**

Vice Chair Mia Merritt adjourned the meeting at 6:59 p.m. The recording of this meeting is found on a CD labeled CAA Advisory Board Meeting, dated, 07/15/2020.

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Secretary

\_\_\_\_\_  
Date

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