Welcome
Chair LaRhonda Ware-McPhaul, called the meeting to order at 6:12 p.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 September 18, 2019 Advisory Board meeting and if there were any question or corrections required. An error was identified by Ms. Phoebee Francois on the first and second page; Montfort Alexis name appears twice under other attendees and Anthony’s last name was corrected from Gross to Jackson.

Ms. Phoebee Francois made a motion to approve the minutes from the September 18, 2019 meeting with all the necessary corrections and Ana Ziade offered a second. The motion to approve the minutes passed unanimously.

Board Membership/New Member
Ana Ziade was given the opportunity to introduce herself to the board, she is currently the Mayor for the City of North Lauderdale and just completed her first term. She is the City’s first female and Hispanic Mayor (and in Broward County), the daughter of Cuban immigrants; grew up in Oakland Park; married for almost thirty (30) years with two children and one grandchild; her daughter works for the city and son is
currently serving in the Navy. Ana is a former Florida Bar Certified Paralegal and is also a Court appointed Guardian ad Litem and Educational Surrogate.

Donna Guthrie also gave a brief introduction stating she’s currently President of Melrose Park Homeowners Association (HOA) and lived in the community for 25 years. She’s from Jamaica and is happy to be a part of the board.

At the last meeting, board members made a motion to seat Mayor Ana Ziada; However, the board must now make a motion to seat Ms. Donna Guthrie’s on the board. Melrose Park HOA elected Donna to represent their community on October 24, 2019, coordinated by Audrey Ljung.

Phoebee Francois made a motion to seat Donna Guthrie as the newest member of the CAA Advisory Board and Ebony Pardo offered a second. The motion to approve the seat passed unanimously.

Staff previously announced Helen Hinton’s, former Human Services Administrator for Family Success (Central), interest in joining the board, unfortunately attempts to meet with her HOA of (Dillard Park), has not been successful. Since she is still interested in serving on the board, staff proposes that she is seated in the private sector, as oppose to the low-income community sector.

The board does not currently have a governance or nominating committee as in the past, therefore the full board can decide if they would rather nominate and vote Ms. Hinton in or form a committee and review additional nomination and applications for that private sector to fill Rabbi Mark Gross seat.

Members of the board requested a copy of her resume for review prior to her attending the next meeting. Staff informed the board that a resume has been submitted with her application to the Board of County Commissioners, a copy was requested, however not in time for tonight’s meeting.

**Monitoring visit**

Department of Economic Opportunity (DEO), did an on-site monitoring visit to review Broward County’s CSBG and LIHEAP during the week of November 4-8, 2019. The monitoring was completed by Dorothea Austin, Government Operation Consultant II, and case files, board materials and accounting documents were reviewed during the visit.

In addition, she reviewed documents pertaining to a recommendation made in 2017 regarding meal reimbursements, due to the county rate was higher than what the state allows. She reviewed the travel documents and noted that the program adjusted to the recommendations. They commended both programs for their organized system with no findings. Board members applauded staff for the great work. Staff thanked Ella Phillips and Ebony Pardo for the last-minute documents provided for submission to the monitor. During the process, it was discovered that an annual reaffirmation/delegation letter from the person appointing a designee was needed.

**Adv Board Sub-Committees**

The By-Laws identify several committees, and board members were provided a list as a reminder that the board does not currently meet in any sub-committees except for the Executive. In the recent past, it was decided to make all decisions as a full board. The board has the capability forming other sub-committees on the board, such as: program and planning, governance, and nominating committees, as the new year approaches. No decisions are needed now. Ms. Francois suggested having sub-committees as in the past.
Shatara Piedrasanta identified an error on the sheet identifying sub-committees; the statement reads: Section 1. There shall be a periodic review, at least every three (3) years of the By-laws by a By-laws Committee appointed for that purpose by the CAA Board. The correct years should be five (5).

**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 Financial Activity Reimbursement Report (in SERA) for CSBG FY2019 was submitted on October 21, 2019.
- Utilization for CSBG FY19 until October 2019 was $676,188 (52%).

**LIHEAP**
- September Financial Activity Reimbursement Reports (SERA) for LIHEAP FY2019 was submitted on October 21, 2019.
- Utilization for LIHEAP FY19 until October 2019 was $1,660,562 (25%).
- Number of households served as of October 2019 for LIHEAP FY2019 is 3,231 or 21.3% (out of 15,135 households targeted).

The new statewide client data tracking system SHAH NewGen is in process, all Community Action Agency’s in Florida are required to use this system starting January 2020. Ten (10) staff members recently attended training in West Palm Beach for hands-on training. There were no mention relating to the status of licenses. As previously mentioned, DEO will provide only ten (10) licenses and the agency needs fifty-two (52). However, the program has a set aside funds if more licenses need to be purchased.

Efrem Crenshaw is scheduled to attend the statewide FACA Network Board of Directors meeting on December 6th. Board members will be informed of all updated information.

Anthony Jackson arrives at 6:37 pm

**Agency updates**

Staff provided program brochures to the board, enquiring them to distribute in their offices, and local community agencies. Members were also reminded that the agency is available at any time for a tour and/or to shadow staff.

**Outreach Updates**

Board members were directed to the Outreach Updates by Audrey Ljung, CAA Regional Coordinator. Ms. Ljung announced that CAA, Urban League of Broward County and other county agencies participated in the Florida International Trade and cultural expo (FITE) initiated by Mayor Dale V.C. Holness at the Convention Center partnered with the United National Broward Chapter with over 600 vendors providing information.

The purpose of this event was to have the Port of Everglades more active and the opportunity to engage high level government leaders, international trade experts and delegations from around the world to participate in dialogues relating to international trade, foreign direct investment and culture. Attendees included: international businesses, local businesses, multi-cultural global trade representatives from over 60 countries, federal, state and local trade agencies, and government leaders from around the world. Others had the opportunity to sell their products, meet & greet international delegations, consulates, trade commissioners and bi-national chambers and learn about international trade resources.
Ms. Ljung also shared her experience while attending the Melrose Park HOA meeting with Donna Guthrie as president, including how inviting their meetings are with Police Officers and Fire Fighters in attendance with community interaction. She's happy to have Ms. Guthrie as part of the board and hopes members can attend a meeting someday.

In addition, staff wished the board Happy Holidays, corrected the schedule- the Executive Committee will not meet on January 1, 2020. The next Advisory Board meeting will be held on January 15, 2020. Members were reminded that the upcoming 40th FACA conference will be held in Fort Lauderdale during May 11-15th and encouraged them to participate. Lastly, a resume for Helen Hinton will be emailed to members.

**Adjournment**
Chair LaRhonda Ware-McPhaul adjourned the meeting at 7:19 p.m. The recording of this meeting is found on a CD labeled CAA Advisory Board Meeting, dated, 11/20/2019.