Welcome
Chair LaRhonda Ware-McPhaul, called the meeting to order at 6:08 p.m. Roll Call made for the record.

Approval of Minutes
Chair LaRhonda Ware-McPhaul asked if everyone reviewed the summary of minutes from the January 15, 2020 Advisory meeting and if there were any question or corrections required.

Ana Ziade made a motion to approve the minutes and Anthony Jackson offered a second. The motion to approve the minutes passed unanimously.

Sunset Review Panel Meeting
Due to the COVID-19 Pandemic this item will remain on the agenda until further notice or some directions from the county on which course to take.

Sub-Committees
Due to the COVID-19 Pandemic this item will also remain on the agenda until further notice, once things are back to normality the board can establish assigned roles for each member.
**FACA Annual Training Conference**
The event has been postponed; a virtual conference is being considered that may take place in August. FACA is using other major conference models as an example on how the event will appear. Individuals who were scheduled to speak will be contacted for their availability and since the hotel contract is for two (2) years, 2021 conference may also take place in Fort Lauderdale. Additional information will be shared with the board.

**CSBG Modification and DEO Funding Formula**
CSBG have received additional funding, the modified Budget Summary has been prepared by Shatara Piedrasanta and Leonardo Carmona, and funds for 2020 are being utilized.

Department of Economic Opportunity (DEO) embarked on a review on how funding was provided to the Community Action Agencies throughout Florida. Research for this funding have not been reviewed in ten (10) years. The University of Florida did a study showing how the state determine funding and is going to be allocate to the 22 agencies in Florida. With the changes, the CSBG program will receive a 5% increase based on the formula that will appear in 2021 funding.

As for LIHEAP, the program will see a 3% decrease in 2021. After study shows that the cost of energy used in the North Panhandle of Florida received an increase due to winter factors.

Chair LaRhonda Ware-McPhaul inquired if there has been an increase of clients applying for assistance within the community due to the pandemic. Staff stated that there has not been much traffic, FPL is not disconnecting power and ask customers to seek assistance with LIHEAP prior to their final notices. The agency has been in communications with their office on updates.

It’s been determined as a part of the Coronavirus Aid, Relief and Economic Security (CARES) Act funding, both CSBG and LIHEAP will receive funding, which will allow the agency to have extra resources for assisting families that has been impacted by COVID-19. Although the additional funding regulations will change for both programs.

The agency is continuing to serve the community with social distancing practices in place, allowing people to make appointments and working with their clients as needed.

Board member Donna Guthrie asked if the agency has been open since the beginning of the pandemic and were customers aware. Staff continued to inform the board that the office remained open during regular hours. LIHEAP clients with appointments are able to come into the building and/or drop off their applications, however not come into the office space and CSBG are making phone contacts and their clients allowed in by appointments only in the reception area.

Board member Ana Ziade asked if there were any changes in the methodology used to allocate funds to families since COVID-19 with people that are not working and in need of some assistance.

CSBG eligibility income before the pandemic was at one-hundred and twenty-five percent (125%) of the poverty guideline. Due to the changes, it is now at two hundred percent (200%). With that more households can receive assistance. When an individual comes in for services with CSBG, the Human Services Coordinator (HSC) determines eligibility based on their current circumstances.
The program awaits on the CARES Act funds and a conference call will take place next week to discuss different guidelines to follow based on funding sources. Family Success centers are assisting with rental and mortgage.

**Agency Updates**
CAA has been encouraging people to stay home, contacting via telephones and HSC are helping families with the transition, informing parents of the computer pickups at schools, and providing links to different resources in the community. The program hopes to have the CARES Act soon to assist family’s long term.

Therefore, an emergency board meeting may need to take place before the next meeting in July to approve the budget and possibly other items to receive funds. Based on the timeframe, staff will schedule a date that works best for everyone. As previously mentioned, an order is still in place not to meet in person unless a group of 10 or smaller. Consequently, the meeting may take place via phone if necessary. All additional information shared will be forwarded to the board.

In addition, staff has been coming into work every day, operating same guidelines as the County, no meeting and outreach events are taking place. The agency has been relying on phone calls, emails, and the call center to provide information to the community. The websites are updated, operation is slightly difficult with the social distance. If anyone in the community should have any questions, they can visit the website. Community Action Agency (CAA) is also in the process of developing an online application feature where clients can upload documents instead of coming in the office, this may possibly be up and running by next month.

**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**
- Utilization for CSBG FY19 until March 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 for these additional funds is from Apr-01-2020 to Mar-31-2021.
- 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

**LIHEAP**
- March 2020 Financial Activity Reimbursement Reports (SERA) for LIHEAP FY2019 was submitted on Apr-21-2020.
- Utilization for LIHEAP FY19 until March 2020 was $4,443,586 (68%).
- Current budget for LIHEAP FY19 is scheduled until Sep-30-2020.
- Modification agreement No. 7 was approved by DEO on May-15-2020. Funds increased for FY2020 by $6,065.116 (from $18,514,061 to $24,579,177), as per NFA-038792
- Number of households served as of March 2020 for LIHEAP FY2019 is 8,938 or 59% (out of 15,135 households targeted).

**Outreach Updates**
Audrey Ljung could not attend the meeting however she has been keeping in contact with many different organizations in the community. Her roles have changed due to COVID-19.

Vice Mayor Marlon Bolton with City of Tamarac thanks CAA staff for attending and speaking at the Community Action Breakfast and for the hard work being done.

The entire board also thanks staff and Chair Ware-McPhaul welcomes Ms. Helen Hinton to the board. Ending with updates from board members.

**Adjournment**
Chair LaRhonda Ware-McPhaul adjourned the meeting at 6:42 p.m. The recording of this meeting is found on a CD labeled CAA Advisory Board Meeting, dated, 05/20/2020.