

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

**January 20, 2021**  
**6:00 p.m.**

**Board Members Present on Telephone**

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

**Board Members Absent on Telephone**

Helen Hinton  
Mia Merritt, **Vice Chair**

**Other Attendees**

Leonardo Carmona, Accountant, CAA  
Efrem Crenshaw, Human Services Administrator, CAA  
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 6:04p.m. Roll Call made for the record.

**Approval of Minutes**

Chair LaRhonda Ware-McPhaul asked if everyone reviewed the summary of minutes from the September 16, 2020 Advisory meeting and if there were any question or corrections required.

Ana Ziade made a motion to approve the minutes from September 16, 2020 and Veronica Phillips offered a second. The motion to approve the minutes passed unanimously.

Orlando Garcia, from the Office of Intergovernmental Affairs/Boards Section presented the Sunset Review recommendations. The committee is essentially the County lobbyist, administers all seventy (70) Advisory Boards and every four (4) years the county charter mandates a quick update review of the boards. A list of all county Advisory Boards is reviewed by the attorney requesting certain boards to be reviewed. Every board that was created by resolution or county code is subject to a sunset review.

The CAA Advisory Board is created due to federal law. However, the organizational chart has its structure and is included in the administrative code. The end goal is to have a sunset review and make any changes that are needed.

A meeting was held with Mr. Garcia, Chair LaRhonda Ware-McPhaul and staff, he adds that although the board is doing amazing work, some small changes were suggested, possible term limits were considered.

At the moment, every member serves a total of four (4) year terms and can be re-appointed. It is proposed that after the expiration of your second four (4) year term, a member should sit out for two (2) years and have the opportunity to return on the board and during their absence, someone else in the community has the chance to be appointed and give fresh ideas. Therefore, Mr. Garcia is requesting to move forward with the suggestion.

During the discussion board members inquired the purpose of the idea and would there be an exception if difficulties occur to replace a member; asked what would happen to a member (herself) whose term maybe in the last round; stated that sometimes with the proxy, they are transferred to different legislators to another, would that translate or be applicable to something like this.

Staff stated that if a proxy is no longer in that office, someone in the same representative office will replace that seat. Orlando suggests the entire board starts a fresh term, and that would make a change to the administrative code, however he will clarify with the county attorney.

Chair Ware-McPhaul stated that during the meeting staff made the suggestion and she agreed. Adding that this gives others the opportunity to join the board. Chair Ware McPhaul term will expire soon, and states that she will not renew her seat, with hopes that new member(s) also care for the community.

Staff clarified that the current term would count as the first term; the concern will be how to stagger the rotation to avoid a new board is not exchanged out each time. A member from the board asked would this apply to all sectors. Mr. Garcia stated that this would apply to the entire board.

Marlon Bolton and Phoebee Francois stated their names for the record.

Phoebee Francois shares that she's dedicated to the CAA Advisory Board for the great work staff and the entire board does for the community and hopes new members are the same and this would mean amending the bylaws. She suggests having the sub-committee meet prior to the next Advisory Board meeting to discuss different aspects and re-establish certain things.

Staff stated that before the pandemic a bylaws sub-committee was reassigned to board members; Phoebee Francois, Anthony Jackson and Ana Ziade offered to be a part of the bylaws sub-committee and staff will provide a date and time for the next meeting.

The recommendations regarding the sunset review are to give others the opportunity to join the board and give current members time to sit out and come up with new ideas. Since this is mandated by charters, therefore its suggested to discuss and the board does not have to move forward at this time.

During the meeting the board roaster was not review and Orlando proposes that the board table the subject and review further. In addition, since the sunset review deadline is quickly approaching, he suggests the board retain as is and make changes at a later time.

Ana Ziade made the motion to retain the proposed suggestion made for the sunset review and the board will further discuss the subject at the next meeting. Anthony Jackson offered a second. The motion to approve the minutes passed unanimously.

### **Board Membership**

Staff informed the board that Ella Phillips is no longer with Sen. Perry E. Thurston, Jr. and the office did identify someone who took her place. However, after a follow-up call, she stated the schedule may cause her not to commit which can create an attendance issue or a letter of resignation. Staff will send a formal letter asking that they submit a response which may conclude to a vacant seat.

After reiterating the purpose of the sunset review, Chair Ware-McPhaul was asked to share some of the concerns she had during the sunset review meeting. Her concerns were regarding the agency's website, and that some seniors have issues accessibility information, as they try to apply for different resources it is difficult to find the information.

Staff stated that the county revised the website to make it more accessible this is possibly prior to the changes. All revisions go through public communication however the agency is open to some suggestions.

### **Amended Bylaws**

Last week it was brought to staff attention that in the current Bylaws some of the language were encouraged to be revised. Some of the sessions read words such as: "the poor and it was recommended to be changed to "people experiencing poverty".

Efrem Crenshaw stated that from the national level CBSG and LIHEAP programs are specifically design for people experiencing poverty, therefore the language would be in line with what is being used at the federal level and its more to the point of the actual work. The mission is to get people out of poverty.

Ana Ziade made the motion to change the language that states "the poor" to "people experiencing poverty" throughout the by-laws. Phoebee Francois offered a second. The motion to approve the minutes passed unanimously.

### **FACA Annual Training Conference**

In May 2020, due to the pandemic, the statewide Florida Association for Community Action (FACA) conference event was rescheduled for a different date and presented virtually. This year the event will be held once again at the Westin Fort Lauderdale Beach Resort possibly in May 19-21, 2021.

As the host agency it will be an honor for the board to attend and participate. The committee is considering a hybrid conference; some attend in-person others virtually. Vice Chair Mia Merritt and other County government, and city elected official presented last year. The committee is still working on more logistics and member will be updated with more information.

### **Agency updates**

Staff announced to the board that Community Action Agency staff are working in the office, wearing mask, and practicing social distance and at times find different ways to de-stress. Also moving through the designated allotment of special COVID-19 funds through DEO. The program is moving along with assisting clients, providing services to the community and maintaining a good and safe work environment.

### **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.

Board member Ebony Pardo asked does the agency forward cases pertaining to the elderly population to different agencies. Staff stated that separate pot of funds are given to other entity's such as - Emergency Home Energy Assistance for the Elderly Program (**EHEAP**) to assist the elderly, it's rare that the LIHEAP program is not able to assist, however if this is the case, they are referred to the EHEAP program.

The Board thanks CAA staff for all that the agency work, going into the office and serving the community especially during the pandemic, it is an honorable job and expresses their gratitude's

### **Outreach**

Ms. Audrey began having technical issues and was able to get on-line, she informed the board that the program has been keeping in contact with many different organizations such as the Henderson Mental Health Center, CareerSource Broward, Refugee Task Force, also attending

different webinars virtually, zoom meetings, and having phone calls, making sure they have the program information and to continue assisting the community. She wishes board members a Happy New year and commend Mayor Ana Ziade and Commissioner Marlon Bolton including their staff for their great services they provide with assisting customers who are impacted by the pandemic.

**Adjournment**

Chair LaRhonda Ware-McPhaul adjourned the meeting at 7:15p.m. The recording of this meeting is found on a CD labeled CAA Advisory Board Meeting, dated, 01/20/2021.

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Secretary

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Date

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