

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

**March 17, 2021
6:00 p.m.**

Board Members Present on Telephone

Marlon Bolton
Sharon Eady
Phoebee Francois
Helen Hinton
Anthony Jackson, **Secretary**
Ebony Pardo
Veronica Phillips
LaRhonda Ware-McPhaul, **Chair**
Ana Ziade

Board Members Absent on Telephone

Mia Merritt, **Vice Chair**
Donna Guthrie

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 6:10p.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 20, 2021 Advisory meeting and if there were any question or corrections required. An error was identified by Ebony Pardo; seventh paragraph to be revised on page two and the word “however” was corrected in the third paragraph on page four.

Anthony Jackson made a motion to approve the minutes from January 20, 2021 and Phoebee François offered a second. The motion to approve the minutes passed unanimously.

During the last Advisory board meeting Orlando Garcia, from the Office of Intergovernmental Affairs/Boards Section presented the Sunset Review recommendations. Every member is currently serving a total of four (4) year terms and can be re-appointed.

It's 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.

Staff reported the updated Bylaws and Board Roster were distributed to appointed members, Phoebe Francois, Anthony Jackson and Ana Ziade; however, the committee has not met to review the suggested item. Members suggests having the sub-committee meet prior to the next Advisory Board meeting to discuss different aspects and staff will provide a date and time for the next meeting.

Veronica Phillips made the motion to table the proposed suggestion made for the sunset review and the sub-committee will further discuss the subject. Ana Ziade offered a second. The motion to approve the minutes passed unanimously.

FACA Annual Training Conference

The statewide Florida Association for Community Action (FACA) conference event will be held virtually once again during the week of . The committee considered a hybrid conference; some attend in-person others virtually. However, due to travel restrictions, changes were made. Once the agenda and other materials regarding the conference is available board members will be informed. As the host agency it will be an honor for the board to attend having the opportunity to network and or have a personal and professional development. Ana Ziade provided the conference information to a possible speaker.

Agency updates

Staff announced that the agency received the new umbrella agreement from DEO, and that the document is currently in review by the County Attorneys' office. The Umbrella Agreement will span from October 2021 through September 2023.

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

- December 2020 Financial Activity Reimbursement Reports (in SERA) for CSBG FY2019 and FY2020 were submitted for approval to DEO on Jan-22-2021.
- Utilization for CSBG FY20 until December 2020 was \$1,000,024 (74%), right on target. We received an increase of \$143,612 for CBSG FY19 which will also be used during FY20 and FY21.
- December 2020 Financial Activity Reimbursement Reports (in SERA) for CSBG CARES ACT FY2020 was submitted for approval to DEO on Jan-22-2021.
- Utilization for CSBG CARES ACT FY20 until December 2020 was \$12,694. These funds are scheduled to be used until Sep-2022.

LIHEAP

- December 2020 Financial Activity Reimbursement Reports (SERA) for LIHEAP FY2019 and FY2020 was submitted for approval to DEO on Jan-22-2021.

- 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.
- December 2020 Financial Activity Reimbursement Reports (SERA) for LIHEAP CARES ACT FY2020 was submitted for approval to DEO on Jan-22-2021, as well.
- Utilization for LIHEAP CARES ACT FY20 until January 2021 was \$3,230,508 (76%). Forecast on estimated expenditures for Direct Client Assistance are projected to \$2,050,000 (95% of assigned budget) by end of February 2021. This budget was scheduled to be used until Sep-2021.
- New Umbrella agreement was received on Feb-09-2021. It covers both CSBG and LIHEAP until Sep-30-2023. Agreement still in review and pending to be submitted to DEO.

Outreach

Ms. Audrey Ljung informed the board that the program has been keeping in contact with many different organizations such as the West Ken Lark Homeowners Association (850 Homes). She also thanks board secretary, Mr. Anthony Jackson for introducing the agency to the president of the Homeowners Association, Ms. Cooper.

The agency has established a productive working relationship through their commitment to the community to have information and services that can assist the families in support and stabilization of their households. Their organization is currently working with the Lauderhill Police Department in providing a neighbor community service outreach event. The event includes local officers riding through the neighborhood providing each household with Community Action Agency program materials packets that also include Lauderhill Police and City Hall information. Resident participated in the event with other officers and HOA members. For their first community service event, the organization request 180 packets, for the second event they requested 120.

Adjournment

Chair LaRhonda Ware-McPhaul adjourned the meeting at 6:34p.m. The recording of this meeting is found on a CD labeled CAA Advisory Board Meeting, dated, 03/17/2021.

Secretary

Date