

**Broward County Community Action Agency
Advisory Board Meeting
Virtual**

**January 19, 2022
6:00 p.m.**

Board Members Present on Telephone

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

Board Members Absent on Telephone

Phoebee Francois
Helen Hinton
Mia Merritt, **Chair**
Ebony Pardo

Other Attendees

Leonardo Carmona, Accountant, CAA
Efrem Crenshaw, Human Services Administrator, CAA
Chedely Etienne, Administrative Specialist, CAA
Audrey Ljung, Regional Coordinator, CAA
Shatara Piedrasanta, Human Services Manager, CAA

Welcome

Anthony Jackson, **Vice Chair** called the meeting to order at 6:03p.m. Roll call made for the record.

Approval of Minutes

Vice Chair Anthony Jackson asked if everyone reviewed the summary of minutes from the November 17, 2021, Advisory meeting and if there were any question or corrections required.

Marlon Bolton made a motion to approve the minutes from November 17, 2021, and 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 will be held in Fort Lauderdale during week of May 2022. Broward County Community Action Agency will be the host and staff will assist with set-ups, hosting and the logistics of the event. It would be a great honor for board members to attend and network with different boards, and participate in the different workshops, and evening events.

2022 Meeting Calendar

Board members reviewed the 2022 Advisory Board and Executive Committee meeting dates. There being no comments, Ana Ziade made a motion to approve the 2022 meeting dates, and Marlon Bolton offered a second. The motion to approve the minutes passed unanimously.

Mission Statement

Staff stated that the board is required to review the mission statement at a minimum of every five (5) years. Section 4.1 Under the Organizational Standards states: "The board will need to review the mission statement and assure that the mission address poverty and the agency program and services are in alignment with the mission".

Although its early in the year, members can begin to review the mission and decide at a later time if any changes are needed.

Agency Updates

Staff reports that the agency is continuing to distribute program information to the community, and advised members to contact the office if additional materials are needed. Board members were reminded to provide any upcoming events to staff for attendance.

During the discussion, staff asked City of Tamarac Commissioner Marlon Bolton if there were any updates and/or changes on the upcoming event. Mr. Bolton confirmed that the event is pending, and paperwork has been submitted for preparation, he will update staff with the final date and information.

City of North Lauderdale Mayor Ana Ziade announced, "North Lauderdale Day" for the city. The two-day event is free to everyone, Friday - Saturday, including rides, games, school participations and additional space for any community group(s) to distribute information. She will have the community development reach out to staff to share the event details.

Additional Updates

Staff reported that the agency office is open for business as usual, although there are many changes with the different COVID -19 variants, the county is staying up to date with the CDC guideline updates. Staff recently received policy updates regarding COVID-19.

With all the changes, staff is doing much as possible remotely to limit the contact with customers, and always attempt to make the process simple and convenience as possible for customers to provide documents and information to staff, for have access to the services.

Efrem Crenshaw added, in continuing to provide information to the board, he acknowledges staff, especially Audrey Ljung, Shatara Piedrasanta, Leonardo Carmona and Cyrus King the dedication and commitment to service.

Although there have been few COVID-19 cases within the agency in the past year or more, the agency manages to stay committed to assist the community with executing the term of the agreement with the State for both programs, additionally, the extra funds granted to Broward County and the regular grants. The team is excellent, outstanding and finds innovative ways to provide services to customers.

The agency recently experienced a cyber security issue, but services was not impacted. Staff continued to figure out ways to assist customers the best way possible. Hopefully during the conference staff will have the opportunity to unwind and a sense of release and celebration.

Vice Chair Anthony Jackson stated that he appreciates the great work that the entire staff provides for all the residents in Broward County in making sure they get the services needed during the unprecedented time that we are all living.

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 2021 Financial Activity Reimbursement Report (in SERA) for CSBG CARES ACT FY2020 was submitted for approval to DEO on Dec-21-2021.
- NFA's for CSBG FY20 was extended until Nov-30-2021; and CSG CARES ACT was extended until Sep-30-2022.
- Utilization for CSBG CARES ACT FY20 by November 2021 was \$352,381, right on target.
- Utilization for CBG FY21 until November 2021 is \$1,051,931 (74% of budget), which is also on the right track.

LIHEAP

- November 2021 Financial Activity Reimbursement Reports (SERA) for LIHEAP CARES ACT FY20 and LIHEAP FY21 were submitted for approval to DEO on Dec-21-2021.
- Utilization for LIHEAP CARES ACT FY20 until November is \$4,236,171 (100% of adjusted budget), right on target.
- Utilization for LIHEAP FY21 until November is \$2,682,482 (90% of budget) also right on target.
- Budget forms for LIHEAP FY22 for \$7,230,100 were submitted to DEO for approval on Nov-26-2021. This budget was approved by DEO on January 18-2022.

Outreach

Ms. Audrey Ljung wished everyone a Happy New Year and updated the board of the outreach events for November 2021. She discussed the two-day FITCE event and stated that attending gave her the opportunity to share the agency's information as well as meet different businesses that are coming to the US in the near future.

She also mentioned the Lauderhill Bank On event, adding that it was a success on December 16, 2021, and nearly twenty (20) different banks participated. Financial Capability Program (FCP) with Family Success also attended and met with commissioners and mayor from the City of Lauderhill.

Adjournment

Vice Chair Anthony Jackson adjourned the meeting at 6:28p.m. The recording of this meeting is found on a CD labeled CAA Advisory Board Meeting, dated, 01/19/2022.

Secretary

Date