

**Broward County Community Action Agency
Executive Committee Meeting
Virtual Meeting Via Telephone**

**November 3, 2021
6:00 p.m.**

Board Members Present on Telephone

Mia Merritt, **Chair**

Anthony Jackson, **Vice Chair**

Ana Ziade, **Secretary**

Board Members Absent on Telephone

Other Attendees

Efrem Crenshaw, Human Services Administrator, CAA

Chedely Etienne, Administrative Specialist, CAA-CSBG

Shatara Piedrasanta, Human Services Manager, CAA

Welcome

Mia Merritt, Chair called the meeting to order at 6:03p.m. Roll call made for the record.

Approval of Minutes

Chair Mia Merritt asked if everyone reviewed the summary of minutes from the September 1, 2021, Advisory meeting and if there were any question or corrections required.

Ana Ziade made a motion to approve the minutes from September 1, 2021, and Anthony Jackson offered a second. The motion to approve the minutes passed unanimously.

Board Officers

Staff will announce the new board officers at the upcoming Advisory Board meeting as followed:
Mia Merritt, Chair; Anthony Jackson, Vice-Chair; Ana Ziade, Secretary.

New Business

Staff will also provide the board with information on the Community Action Plan at the upcoming Advisory Board meeting.

Training Videos

During the last few meetings, members had the opportunity to watch the presentation "Community Action: Our History, Our Narrative!". A link of the entire presentation has been emailed to board members.

Staff will provide updates from FACAs upcoming conference regarding the email sent for recommendations and ideas of a theme for the upcoming event, deadline is November 12, 2021. Staff attended the Leadership Conference in October 2021, the conference also included State of Alabama, staff will talk about the experience at the upcoming Advisory Board meeting.

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 2021 Financial Activity Reimbursement Report (in SERA) for CSBG CARES ACT FY2020 was submitted for approval to DEO on Oct-22-2021.
- Cost categories for CSBG, CSBG CARES ACT, and CSBG Disaster Supplemental will be updated in SERA by DEO to allow utilization of remaining funds from FY20.
- NFA's for CSBG FY20 was extended until Nov-30-2021; and CSBG CARES ACT was extended until Sep-30-2022.
- Utilization for CSBG CARES ACT FY20 by September 2021 was \$274,218, right on target.
- Utilization for CSBG FY21 until September 2021 is \$174,774 (13% of budget), which is also on the right track.

LIHEAP

- September 2021 Financial Activity Reimbursement Reports (SERA) for LIHEAP CARES ACT FY20 and LIHEAP FY21 were submitted for approval to DEO on Oct-22-2021.
- Utilization for LIHEAP CARES ACT FY20 until September is \$4,209,323 (93% of adjusted budget), right on target.
- In Oct-17-2021, DEO adjusted LIHEAP CARES ACT with an increase of \$174,257 of funds to be used by November 2021. We are currently working with OMB to update this extra funding in our system.
- Utilization for LIHEAP FY21 until September is \$818,112 (28% of budget) also right on target.

Outreach

Ms. Audrey Ljung is not attending the meeting tonight; however, provided updates identifying the different events she has attended in the community to promote the program information. Staff also mentioned the Bank-On event and asked Mayor Ana Ziade if the contact information was provided, it was confirmed by the Community Developer in her office.

Efrem Crenshaw clarifies that the next FACA conference will take place in May 2022 in Fort Lauderdale Beach, and hope board members can attend and participate in workshop and all the different sessions. Board members were reminded that all registration, etc will be paid for in full by the agency.

Chair Mia Merritt mentioned that the virtual conference was very organized and ran smoothly and know that the in-person conference will be great, and she is interested in attending.

Secretary Ana Ziade informed staff that she knows someone who is interested to speak at the conference.

Efrem Crenshaw thanks Shatara Piedrasanta, Cyrus King, Leonardo Carmona and Audrey for all the great work and the professionalism they provide in the agency.

Secretary Ziade asked if there were any concerns that the board should know about regarding the state and fundraising. Staff stated that the state does not provide funds to particulate projects that celebrates staff accomplishments, unlike other agencies such as Alabama who sets funding aside. Networking is in place to have someone assist with these projects.

Adjournment

Secretary Anthony Jackson adjourned the meeting at 6:23p.m. The recording of this meeting is found on a CD labeled CAA Executive Committee Meeting, dated, 11/03/2021.

Secretary

Date

DRAFT