



COMMUNITY ACTION ADVISORY BOARD

Tuesday, November 15, 2023 6:00 P.M
St. Matthews Episcopal Church
404 South West 3rd Street
Delray Beach, FL 33444

Members Present

Cynthia Ridley
Raynold Sam
Steve West (Z)
Guillermo Carrasco (Z)
Carol Gilbert- Jones
Diane Lewis (Z)
Yves St. Hillien (Z)
Lisa Vreeland

Seat Representation

Low-Income Sector
Public Sector
Public Sector
Low Income Sector
Private Sector
Low-Income Sector
Low-Income Sector
Private Sector

Members Absent/ Excused

Michaela Key
Xzavious Wiley
Linda Williams (E)
Sandra Wright (E)

Seat Representation

Low Income Sector
Low Income Sector
Private Sector
Private Sector

Staff Present

Dr. James Green
Natalie Vazquez
Adriane Marcelle
Zaida Gonzalez
Winston Hudson
Andrea Scott
Bianca Murphy
Helene Hvizd (Z)
Yrinea Del Bosque (Z)
Sammie Dean Sutton (Z)
Angela Cruz (Z)
Antonia Smith

Organization/Title

Director
CAP Program Manager
Grant Compliance Specialist I
Community Outreach Specialist II
Community Outreach Specialist
Employment Counselor
Program Coordinator
Palm Beach County Attorney
CAP Program Coordinator
CAP Program Coordinator
Program Evaluator
PBC Equal Business Opportunity

Public Sector

Shelia Johnson
Reggie Cox
Montre Bennett
Ann Stacey Wright
Andrea Burton
Ashley Ridley
Phillis Gunn

Organization/Title

Public Sector cont'd

Organization/Title

Darneshia Collins
Carol Howard
Linda Leven
Shelia Ivy
Ferline – Delray Beach
Tercia – Delray Beach

I. CALL TO ORDER

- **Invocation-** A brief invocation by Mr. Winston Hudson.
- **Roll Call-**The Board Chair called the meeting to order at 6:05 P.M. A quorum was present.
- **Introduction of Committee Members, Staff and Guests-** the Community Action Advisory Board meeting began with introduction of the attendees.

II. AGENDA APPROVAL

- **Additions, Deletions and Substitutions.** There were no additions, deletions or substitutions.
- Motion to approve Meeting Agenda for November 14, 2023 was made by Carol Jones-Gilbert. Motion was seconded by Raynold Sam. Motion passed. **Motion passed and the motion was adopted by quorum.**

III. REGULAR BUSINESS

- Motion to approve August 15, 2023 meeting minutes was made by Lisa Vreeland. Raynold Sam seconded the motion. **Motion passed and the motion was adopted by quorum.**
- LIHEAP 4th Quarter Financial update was reviewed:
 - LIHEAP PY23 NFA# 042658 - Allocation = \$4,697,292. The balance as of 9/30/2023 was \$2,222,432 with \$3,001,351 in direct client assistance category. This budget allocation began 7/01/2023.
 - LIHEAP PY22 NFA# 041247 – New Allocation = \$5,214,899. The balance as of 9/30/2023 was \$0 with \$0 in direct client assistance category ends: 09/30/2023. The budget was reduced to final spending limit of \$68,608.57
- CSBG 4th Quarter Financial update was reviewed:
 - CSGB PY22 NFA# 041192 – Allocation = \$1,094,998. The balance as of 9/30/23 was \$461,439 with \$396,102 in direct client assistance category that is being used for vocational training.
 - CSBG PY23 NFA# 042716- Allocation = \$1,192,923. The balance as of 9/30/22 was \$356,092 with a current balance of \$1,086,511 with \$895,663 in direct client assistance category that will end on 6/30/24. This funding is being used for vocational training and began 7/01/2023.

- LIHWAP 4th Quarter Financial update was reviewed:
 - LIHWAP CAA PY22 NFA# 41304 –The balance as of 09/30/23 was \$2,801.58 with \$2,248.42 in direct client assistance category ended: 09/30/2023. The budget was reduced to final spending limit of \$167,226.15.
 - LIHWAP ARP NFA# 41274 –The balance as of 09/30/2023 was \$515.53 with \$108.37 in direct client assistance category. The budget was reduced to final spending limit of \$773,190.71
- LIHEAP Quarterly Programmatic Reports were reviewed:
 - HEA: Served 997 clients restored power
 - CBC: Served 1657 clients
- LIHWAP Quarterly Programmatic Reports were reviewed:
 - WRC: Served 238 clients
- CSBG Quarterly Programmatic Reports were reviewed:
 Family Self- Sufficiency program- July 1, 2023 – September 30, 2023:
 Total number of participants who gained employment: 0
 Total completed a training: 17
 Total number of participants who enrolled: 24

Carol Jones-Gilbert wanted to know how the clients were being tracked. Natalie explained the tracking systems for CSBG funding with CSD. CSBG clients are tracked using the ClientTrack system.

- Board Seats Update:
 - Public Sector- Seat 02 is vacant. (County is awaiting a response from public officials for nominations.)
 - Public Sector- Seat 05 is vacant (Seat is eligible for one additional year)
 - Private Sector- Seat 08 (Finance) is vacant. A potential candidate to fill this seat has been identified.

IV. NEW BUSINESS

- The 2024 CAP Plan was provided and reviewed page by page to include and adopt or retain the vision statement, mission statement, community needs assessment, and strategic plan, by vote. Lisa Vreeland motioned to adopt the CAP Plan in its entirety and Carol Jones Gilbert seconded the motion. **Motion passed and was adopted for submission to Florida Dept. of Commerce.**
- LIHEAP, LIHWAP, and CSBG FY 2024 Budgets were reviewed and discussed by line item. Motion to approve LIHEAP, LIHWAP, and CSBG FY 2024 budgets, by Carol Jones-Gilbert. Motion was seconded by Raynold Sam. **Motion passed and the motion was adopted by quorum.**
- The board was reminded that the Community Action Programs and Community Services Department were not audited and therefore there were no findings for the community action programs, and that the county-wide audit is available to the public on the County’s website.

- The following documents were distributed:
 - A copy of the CAAB Bylaws were provided and reviewed.
 - The Annual Meetings Calendar was provided and reviewed.
 - The Annual Conflict of Interest Disclosure Policy was provided and reviewed. Each member present signed and returned a copy of the Disclosure. The board members attending remotely and those not present to review, sign, and return.
This information may be reviewed at the Annual Board Retreat scheduled 12/08/23
 - The CAAB Members Roster and Committee Roster was provided and reviewed.
- The Whistle Blower Policy was provided and reviewed. The County PPM CW-O-086 regarding OIG Reporting was provided and reviewed in support of the Whistle Blower Policy.
- Board agreed to table the Voting of Officers and complete it during the Board Annual Retreat scheduled for 12/08/2023.
- The Organizational Standards will be submitted to the Florida Department of Commerce by 12/15/2023.
- Official Notice was provided that the 2023 CAAB Annual Board Retreat will take place December 8, 2023 at the Community Action Service Center- Riviera Beach: 1440 Martin Luther King Blvd. Riviera Beach, FL 33404 from 11:00am- 1:00pm.

V. **PUBLIC COMMENTS** – There were no public comments.

VI. **ADJOURNMENT** – The meeting adjourned 7:35pm

Submitted by: Natalie Vazquez, Program Manager

Draft Submitted to Department Director, _____

Date _____ By: Natalie Vazquez _____

Approved by Advisory Board:

Date

Meeting Chair, Carol Jones-Gilbert

Approved Minutes

Submitted to DOC on Date: _____

Added to Board Archive

Date

, Secretary