



COMMUNITY ACTION BOARD

COMBINED COMMITTEES MEETING

**Planning & Budget Committee, Community Services Committee,
Policy Advisory Committee and Executive Committee Meeting**

September 26, 2018, 10:00 a.m.

CAB Members present:

Thomas Alston, Bobby Lance, Rose- Nancy Joseph, Hudie Stone, Evangeline Richardson, Barbara Hoosier, Maribel Cordero, Nicole Kennedy, and Hezekiah Bradford.

Staff: Catina Williams, Trellany Williams, Rachel McCoy, Atalie Ashley West, Maleka Mobley, Eddie Brown, and Lavon Williams

Secretary Bobby Lance called the meeting to order at 10:10 a.m. A quorum was not met.

Public Comments: No public comments were made.

Mrs. Lavon Williams proposed to the board that we open today's and future meetings with the Community Action Promise to remind the board of their purpose. The Community Action Promise was recited by the board.

Committee Reports

A. Policy Advisory

Mrs. Lavon Williams gave the Policy Advisory report: The Community Action Board (CAB) seat for At-Large Districts 3, 4, and 5, representing the Community Sector has been vacant since May 23, 2018. Mrs. Williams announced that CAB is awaiting notification of a replacement for Mr. Dexter Nelson Jr. and Heather Chisholm-Wright from the Head Start Policy Council. CAB received a resignation notice from Ms. Patrice Scott with Community Legal Services of Mid Florida. She was the alternate to Terry Costolo, representing the Private Sector. CAB received an appointment letter for Ms. Debi Meli representing the Orlo Vista Safe Neighborhoods Group in July. Ms. Meli was officially seated at the CAB Meeting on September 12th. Mrs. Williams notified the board that attendance letters will go out to those board members missing 2 or more board meetings.

Mrs. Atalie Ashley-West briefed the board on the National Community Action Partner's Conference in Denver, Colorado.

Mrs. Lavon Williams informed the board that Community Action is working with the Communications department on a website and social media presence for Community Action.

B. Community Services

Mrs. Trellany Williams gave the board a brief update on the Education and Employment National Performance Indicator (NPI) Goals and Outcomes as of September 25, 2018 for the 2018 fiscal year (FY): Unemployed and Obtained Job- Modified Goal 100, Achieved 23 (23%); Maintain Job 90 Days or More- Modified Goal 40, Achieved 13 (33%); Obtained Increase in Income and Benefits- Modified Goal 35, Achieved 13 (37%); Obtained Skills and

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Competencies for Employment- Modified Goal 175- Achieved 68 (39%); and Completed ABE/GED- Goal 5- Achieved 4 (80%). A copy of the Community Services Report was provided at the meeting.

Ms. Trellany Williams reminded the board that some of the outcomes are affected by time lapse in the completion of certain educational programs. Ms. Williams informed the board that they have several clients enrolled in programs with Valencia and Orange Technical College. Depending on when the programs ends, we should see the return on those investments in future outcomes.

Mrs. Lavon Williams presented a brief video on Mayor Theresa Jacob's Orange County Leadership, Employment and Development Success (OCLEADS) Program. The OCLEADS program was in partnership with Career Source.

C. Planning and Budget

Ms. Rachel McCoy gave a brief overview of the Community Service Block Grant (CSBG) Financial Report as of September 18, 2018: Administrative Total Expenditures- \$52,035.87; Program Services Total Expenditures - \$113,954.56; Total CSBG Direct Client Expenditures - \$255,013.05; CSBG Total Expenditures - \$421,003.48; The beginning total CSBG Current Allocation - \$831,867.00; We are currently at 58% of the Budget spent. As of this week approval was received for the revised budget with the addition of carry over dollars \$235,115.50 which brings the new revised budget to \$1,066,982.50. Which puts us at close to 50% of budget spent.

Mrs. Lavon Williams asked the board if they would like to be updated on the budget at the Committee meeting and the Board meeting or would they prefer one update per month. The board agreed that they would like to get updated information on the budget at both meetings.

Mrs. Evangeline Richardson asked for clarification on the breakdown of the Budget Categories of expenses. Ms. Rachel McCoy gave the board a brief overview of each category of the Budget Summary.

Mrs. Lavon Williams informed the board that Community Action will be undergoing a CSBG, LIHEAP, and Weatherization grant monitoring by the Department of Economic Opportunity during the week of December 3, 2018. Mrs. Williams also informed the board that with the new 3 year grant year, we are required to provide a reconciliation of Community Action books at the end of the fiscal year (September). Community Action (CA) has not received the guidelines as of yet, but usually CA will have 45 days after the guidelines are received to reply.

D. Executive

Mrs. Lavon Williams informed the board that the Community Action along with other family service departments provided assistance to The Southeastern Association of Community Action Agencies (SEACAA) conference during the week of September 17-21, 2018. Ms. Williams encouraged board members to get out, advocate and tell the story of what Community Action does to our state and congress officials.

Ms. Barbara Hoosier asked if we would start breaking out into separate meeting for each committee. Mrs. Lavon Williams informed the board that she found out from the County

Attorney's office that having each Committee meet concurrently violated the Sunshine Law preventing the public from attending each individual meeting. The CA Committees would either have to continue the Combined Committee meeting or we would have to have separate meeting times for each Committee and each meeting will have to be publically noticed. Mrs. Williams agreed to contact the County Attorney's to come and talk to the board to find a solution to the committee's meeting separately.

A Motion to adjourn was made Evangeline Richardson and seconded by Pastor Hezekiah Bradford. Motion carried.

Meeting adjourned at 11:14 a.m.
Minutes approved at CAB Meeting 10/10/2018