

**ORANGE COUNTY FAMILY SERVICES DEPARTMENT
COMMUNITY ACTION BOARD
Meeting Minutes
November 14, 2018**

The Family Services Department Community Action Board (CAB) met at the Board of County Commissioner Chambers, 201 S. Rosalind Avenue, Orlando, Florida 32801 on November 14, 2018.

Chairman Pete Clarke called the meeting to order at 4:10 p.m. A quorum was present.

There was a moment of silence and the Pledge of Allegiance immediately followed.

Instructions: Present = 1 Absent = 0 Absence Waived = 0*

2018 Attendance Record

Sector			Unit Attendance			Term		
I. PUBLIC	Member	Meetings Held	Present	Waived	Absent	Original Appt. Date	Current Term Start Date	Current Term Expiration
COMM. VICTORIA P. SIPLIN, Rep. (OCBCC)	0	9	9	0	0	01/06/2015	01/06/2015	12/31/2018
	1					ROSE-NANCY JOSEPH	03/12/2015	04/08/2015
COMM. PETE CLARKE, Rep. (OCBCC)	1	9	8	0	1	02/11/2014	01/01/2015	12/31/2018
	1					MERCEDES FONSECA, Alternate	02/12/2014	03/12/2015
COMM. ROD LOVE, Rep. (OCBCC)	0	9	8	0	1	05/22/2018	05/22/18	12/31/2019
	0					NICOLE KENNEDY, Alternate	10/11/2017	10/11/2017
PAMELA GOULD, Rep. (OCPS)	0	9	6	0	3	02/07/2017	02/07/2017	12/31/2020
	0					Christine Moore, Alternate	01/10/2018	01/10/2018
MARK MACIEL, Rep. (City of Winter Garden)	0	9	2	0	7	04/12/2017	03/21/2017	12/31/2018
	0					OPEN, Alternate		
Mayor LYDIA A. PISANO (City of Belle Isle)	0	9	4	0	5	12/19/2017	12/19/2017	12/31/2021
	0					OPEN, Alternate		
STATE REPRESENTATIVE BRUCE ANTONE, Rep.	0	9	9	0	0	08/23/2016	09/14/2016	12/31/2020
	1					Hudie Stone , Alternate	06/14/2017	06/14/2017
COUNCILMAN Tarus Mack, Rep.	1	6	5	0	1	04/10/2018	04/10/2018	12/31/2021
	0					James Benderson, Alternate		

Sector			Unit Attendance			Term			
II. COMMUNITY		Member	Meetings Held	Present	Waived	Absent	Original Appt. Date	Current Term Start Date	Current Term Expiration
Vacant, Rep.		0	0	0	0	0			
Vacant, Alternate		0							
(District 2) PASTOR HEZEKIAH BRADFORD, JR., Rep.		0	9	2	0	7	03/03/2015	03/11/2015	03/10/2019
MINA ROBINSON, Alternate		0					11/09/2016	11/09/2016	03/10/2019
(District 3) ABIGAIL CROCKET, Rep.		1	9	9	0	0	02/14/2018	02/14/2018	02/13/2022
JULIE YETTER, Alternate		0					10/12/2016	10/12/2016	02/13/2022
(District 4) MARIBEL CORDERO, Rep.		1	9	9	0	0	06/22/2015	10/14/2015	10/13/2019
OPEN, Alternate		0							
(District 5) SABRINA PERSAUD, Rep.		0	9	7	0	2	02/24/2015	04/08/2015	04/7/2019
OPEN, Alternate		0							
(District 6) EVANGELINE RICHARDSON, Rep.		1	9	9	0	0	10/11/2017	10/11/2017	10/10/2021
OPEN, Alternate		0							
(At-Large Districts 1, 2, and 6) BARBARA HOOSIER, Rep.		1	9	7	0	2	10/11/2017	10/11/2017	10/10/2021
OPEN, Alternate		0							
(At-Large District 3,4 & 5) Vacant, Rep.		0	9	0	0	0			
Vacant, Alternate		0							

Sector	Member	Meetings Held	Unit Attendance			Term		
			Present	Waived	Absent	Original Appt. Date	Current Term Start Date	Current Term Expiration
III. PRIVATE								
VIVIAN TINDAL, Rep. <i>(Minority Organizations)</i>	0	9	8	0	1	06/27/2007	02/10/2016	02/09/2020
	MAXCINE PAINE-CRAWFORD, Alternate 0					02/09/2011	02/10/2016	02/09/2020
LEROY ROSE, III, Rep. <i>(Religious Organizations)</i>	0	9	8	0	1	02/04/2016	02/10/2016	02/11/2020
	Suzanne Brown, Alternate 0					10/12/2016	10/12/2016	02/11/2020
DEBI MELI, Rep. <i>(Private Social Service and Charitable Agencies)</i>	1	3	2	0	1	09/12/2018	09/12/2018	09/11/2022
	Vacant, Alternate 0							
MIMI COENEN, Rep. <i>(Workforce Labor Organization)</i>	1	9	9	0	0	04/26/2016	05/11/2016	05/10/2020
	KARL ALLEN, Alternate 0					10/11/2017	10/11/2017	05/10/2020
ATTORNEY WILLIAM "TERRY" COSTOLO, Rep. <i>(Private Community-based professional organization)</i>	0	9	4	0	5	02/24/2015	03/11/2015	03/10/2019
	Patrice Scott, Alternate 0					08/08/2016	09/14/2016	03/10/2019
MARITZA VAZQUEZ., Rep. <i>(Head Start Policy Council)</i>	1	1	1	0	0	11/14/2018	11/14/2018	11/14/2022
	LEAH ACKERMAN, Alternate 0					11/14/2018	11/14/2018	11/14/2022
PAUL ROBERT "BOBBY" LANCE, Rep. <i>(Major Employers)</i>	1	9	9	0	0	07/17/2009	02/12/2014	02/11/2019
	ATTORNEY ALISSA LUGO, Alternate 0					03/09/2011	02/12/2014	02/11/2019
THOMAS ALSTON, Rep. <i>(Business)</i>	1	9	9	0	0	03/24/1994	02/12/2014	02/11/2019
	CHRISTOPHER HASSALL, Alternate 0					07/17/2009	02/12/2014	02/11/2019

INTRODUCTION AND SEATING

Mrs. Catina Williams announced that there were two new appointments for the board's consideration. The Head Start Policy Council recommends Maritza Vazquez as representative for the Head Start Policy Council and Leah Ackerman as her alternate representing the private sector. Ms. Vazquez was present and gave a brief introduction.

MOTION TO ACCEPT AND SEAT NEW BOARD MEMBERS

A motion to accept and seat Ms. Maritza Vasquez as representative and Ms. Leah Ackerman as alternate representing the Head Start Policy Council for the private sector.

Motion/Second: Thomas Alston/Councilman Tarus Mack

AYE, (voice vote): All members. No abstentions.

Action: The Board accepted and seated the board member appointments

ATTENDANCE

Board Members present: Bobby Lance, Maritza Vazquez, Maribel Gomez-Cordero, Abigail Crocket, Evangeline Richardson, Mimi Coenen, Thomas Alston, Rose-Nancy Joseph, Debi Meli, Barbara Hoosier, Commissioner Pete Clarke, Mercedes Fonseca, Councilman Tarus Mack, and Hudie Stone

Staff members present: Lavon Williams, Trellany Williams, Atalie Ashley-West, Maleka Mobley, Rachel, McCoy, and Catina Williams.

Chairman, Commissioner Pete Clarke recited the Community Action Promise.

PUBLIC COMMENTS

There were none.

MOTION TO ACCEPT AND APPROVE THE MINUTES

A motion to accept and approve the Community Action Board meeting minutes dated October 10, 2018.

Motion/Second: Mimi Coenen /Maribel Cordero.

AYE, (voice vote): All members. No abstentions.

Action: The Board accepted and approved the Community Action Board meeting minutes dated October 10, 2018.

DIVISION MANAGER'S REPORT – Lavon Williams, Division Manager

Mrs. Lavon Williams gave the board a brief report of the Community Action Division Services.

COMMUNITY CENTERS

The Community Centers had 34,254 visits during the month of October. All of the Community Action Community Centers will be participating in the annual Thanksgiving Basket Giveaway. East Orange, Taft, Pine Hills, John Bridges, Southwood, and Lila Mitchell Community Centers served as polling places for the November 6th elections, including early voting. Six thousand and fifty-two citizens voted at the Community Centers. The Pine Hills Senior's Group will host the annual Thanksgiving Luncheon where over 100 seniors will be served a meal prepared by the men of the Orlando Alumni Chapter of Kappa Alpha Psi Fraternity. Commissioner Victoria Siplin hosted an event for Flooding solution for Powers Dr. and Silver Star Road. The Taft Community Center hosted a Thanksgiving Luncheon for children on November 13th, 1pm-4:30pm. The event was sponsored by Changing Lives Academy. The Office on Aging will host an Alzheimer & Dementia Training on November 2, 9, and 16th, from 1:30pm-3:30pm at The Holden Heights Community Center.

LIHEAP

Mrs. Lavon Williams gave an update on the Low Income Home Energy Assistance Program (LIHEAP) for the 2018- 2019 Fiscal Year (FY) (April 1, 2018- March. 31, 2019). Direct Client Assistance Budget - \$2.1 million; Total expenditure FY to date- \$1,587,414 total units of service- 4,590, and average assistance per household - \$346. Taft had a LIHEAP Outreach event on October 25th. Two hundred citizens attended

Weatherization

Mrs. Lavon Williams gave a brief overview of the Weatherization Assistance Program (WAP) and an update on WAP services. Mrs. Williams informed the board that there were nine homes in the process of completion by contractors, with five forecasted to be completed during the month of November. WAP staff is contacting the next homes on the waiting list, as additional contractors working with the program allow WAP to service a greater number of homes. There are a hundred and thirty-five (135) homes on the active waiting list. Orange County has just published a new procurement manual that is assisting the Weatherization Program with securing contractors on ways to pay for goods and services. This makes it possible for WAP to do something they were unable to do in the past. Risk Management, The Orange County Legal Department, Comptroller's Office, and Procurement Department are all involved in the process.

Office on Aging

Mrs. Lavon Williams gave a brief overview of the Office on Aging Program. The LIFE Information for Elders hosted an event on October 18th on “Understanding Probiotics”. The event had 58 attendees with 77rsvps. The spring 2019 schedule is finalized and flyer is being developed. The November Commission on Aging E-Newsletter had 1,074 opens as of November 13th, with a total of 358 clicks that featured an interesting fact: “Beware- its estimated 90 percent of scam calls on your mobile phone will appear to originate from your local area code in 2019.” Mrs. Williams announced that the 50+ FYI Expo at Winter Park Community Center on November 8th from 9:30am to 2:30pm was led by the 50+ FYI Resource Network. There were 937 attendees, 52 vendors, and 7 seminars. There was also live entertainment, including legendary Jazz singer Jacqueline Jones.

Pine Hills Neighborhood Improvement District Updates (Pine Hills-NID)

Mrs. Lavon Williams gave a brief update on the Pine Hills Neighborhood Improvement District (NID). The NID Staff co-sponsored a successful 4th annual “Taste of Pine Hills” event. NID in collaboration with Maker Effect Foundation, 60 Pine Hills students, residents, and business owners received free tickets to Maker Faire Orlando. The Maker Faire Event gives citizens and business owners an opportunity to show their creative skills and promotes entrepreneurship. NID will promote its redevelopment opportunities at a December 5th Opportunity Zones Workshop hosted by Seaside Bank. Commissioner Victoria Siplin will host “A Pine Hills Christmas”- November 27, 2018, at Barnett Park Gymnasium, 4801 W. Colonial Drive, Orlando, FL 32808, 6 p.m.-7:30 p.m.

Community Services Block Grant (CSBG) Update

Ms. Lavon Williams reported on the CSBG Quarterly Outcomes: Unemployed Adults Obtained Employment- Goal 100, Achieved 30 (30%); Unemployed Adults Maintain Employment 90 Days or More- Goal 40, Achieved 14 (35%); Employed Participants Provided Increase in Income and Benefits- Goal 35, Achieved 23 (66%); Obtained Recognized Credential to Achieve Vocational Skills- Goal 175, Achieved 81 (46%), and Completed High School Diploma or GED- Goal 5, achieved 5 (100%).

Mrs. Williams asked that the full board accept and approve the 2019 Community Action Plan (CAP) including: the Annual Report, Progress toward our strategic goals, and the update to the Vision and Mission Statements. The CAP was provided at the October 24, 2018 Combined Committee Meeting.

MOTION TO ACCEPT AND APPROVE THE 2019 COMMUNITY ACTION PLAN

A motion to accept and approve the 2019 Community Action Plan.

Motion/Second: Evangeline Richardson/Maribel Gomez-Cordero

AYE, (voice vote): All members. No abstentions.

Action: The Board accepted and approved the 2019 Community Action Plan.

Mrs. Williams asked that the full board accept and approve the review of Community Action Bylaws as they stand. The Bylaws were reviewed in the October 24, 2018 Combined Committee Meeting.

MOTION TO ACCEPT AND APPROVE THE REVIEW OF THE COMMUNITY ACTION BOARD BYLAWS AS THEY STAND

A motion to accept and approve the review of the Community Action Board Bylaws as they stand.

Motion/Second: Thomas Alston/Maribel Cordero.

AYE, (voice vote): All members. No abstentions.

Action: The Board accepted and approved the review of the Community Action Board Bylaws as they stand

FINANCIAL REPORT

A copy of the Community Service Block Grant (CSBG) Budget Fiscal Year (FY) (April 2018- March 2019) as of November 5, 2018, was provided in the November 14, 2018 meeting packet.

Report of the CSBG Modification Budget Summary as of November 14, 2018: Total Modified CSBG Allocation: \$831,867.00; CSBG Administration Total Balance: \$48,183.67; Program Services Total Balance - \$170,519.83; Direct Client Assistance Balance - \$327,099.32; Total CSBG Balance- \$545,802.82. As of November 5, 2018, 48% of the Budget has been spent with encumbrances.

MOTION TO APPROVE THE FINANCIAL REPORT

A motion to accept and approve the CSBG Budget Summary for FY (April 2018- March 2019) as of November 5, 2018.

Motion/Second Abigail Crocket/Councilman Tarus Mack

AYE, (voice vote): All members. No abstentions.

Action: The Board accepted and approved the CSBG Budget Summary for FY (April 2018- March 2019) as of November 5, 2018.

COMMITTEE REPORTS

A copy of the Combined Committees meeting minutes, dated October 24, 2018 were included in the November 14, 2018 Meeting packet.

MOTION TO APPROVE THE COMMITTEE REPORT

A motion to accept and approve the Combined Committee Report dated October 24, 2018, included in the meeting packet

Motion/Second: Thomas Alston/Councilman Tarus Mack

AYE, (voice vote): All members. No abstentions.

Action: The Board accepted and approved the Combined Committee Report dated October 24, 2018, included in the meeting packet.

HEAD START POLICY COUNCIL REPORT

Ms. Maritza Vasquez gave a brief update on the Head Start Policy Council. The New 2018-2019 Policy Board has completed all trainings and started the new fiscal year in October. On October 30th the Head Start Mental and Disabilities team hosted a conference for Head Start parent with children with disability needs, to help parents navigate through the system for a child with special needs. All Head Start centers continue to recruit and certify eligibility all year round. Anyone interested in enrolling please call 407-836-6519.

DISABILITY ADVISORY BOARD REPORT

Ms. Sandra Algarin gave the board a brief update on the Disability Advisory Board (DAB). DAB had a presentation with Virginia Whittington and Lisa Smith of MetroPlan Orlando, along with David Franqui from LYNX on MetroPlan's role as the Designated Official Planning Agency (DOPA). Mr. Franqui, assisted by Nanette Stephens, provided an overview of ACCESS LYNX Mobility Management Services, and shared some of the improvements that LYNX is working towards. DAB presented a list of questions to LYNX, some of which were answered during the presentation. DAB's next meeting will be on January 14, 2019 at 2:30 pm.

PUBLIC REPRESENTATIVE COMMENTS

Ms. Rose Nancy Joseph asked for an update on the Grant monitoring meeting location. Mrs. Lavon Williams informed the board that the Grant Monitor had been postponed due to the effects of Hurricane Michael in the North Florida region.

Rose-Nancy Joseph announced on behalf of Commissioner Victoria Siplin. Commissioner Siplin presents "Holiday Blessings at the Park "A Family Affair"", on Saturday, December 15, 2018, from 12noon-5:30pm, at Barnette Park. There will be a toy giveaway, at the event, for children ages 2 to 10 years old. The deadline to register is December 3, 2018. To register please call: 407-802-2400. Parents will need to provide a driver's license and the child's birth certificate. There will be games and prizes for the older children.

PRIVATE REPRESENTATIVE COMMENTS

Ms. Mimi Coenen expressed that she had the opportunity to attend the Mayor's Orange County Experience as a citizen, which is a twelve week program that teaches citizens about the different infrastructures of the county that was very beneficial.

COMMUNITY REPRESENTATIVE COMMENTS

There were none

Chairman/Commission Pete Clarke thanked the board for allow him to serve on the board.

MOTION TO TAKE A WINTER BREAK FOR THE HOLIDAYS DURING THE REMAINDER OF NOVEMBER AND DECEMBER 2018

Motion/Second: Bobby Lance/Maribel Cordero

AYE, (voice vote): All members. No abstentions.

Action: The Board accepted the motion to Take a Winter break for the holidays during the remainder of November and December 2018.

ADJOURNED

4:37 p.m.

Robert "Bobby" Lance, Secretary/ Orange County Community Action Board