



COMMUNITY ACTION BOARD

COMBINED COMMITTEES MEETING

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

October 24, 2018, 10:00 a.m.

CAB Members present:

Rose- Nancy Joseph, Hudie Stone, Evangeline Richardson, Barbara Hoosier, Maribel Cordero, Nicole Kennedy, Sabrina Persaud, Comm. Pete Clarke, Karl Allen, Debi Meli, Suzanne Brown, and Hezekiah Bradford.

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

Chairman Pete Clarke called the meeting to order at 10:03 a.m. A quorum was met.

Public Comments: No public comments were made.

The Community Action Promise was recited by the board.

Committee Reports

A. Policy Advisory

Mrs. Catina 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. Ms. Williams informed the board that they are still awaiting Karl McKenzie and his alternate's democratic selection documents. Mrs. Williams notified the board that 29% of the Community Action Board Members have missed 25% or more of the 2018 board meetings. Mrs. Williams announced that there will be a New Members Orientation Class on November 14, 2018 at 2:30pm, prior to the CAB Board Meeting, in room 105 in the Commission Chambers. Mrs. Williams also informed the board that all of the acknowledgement forms for CAB Training were not received and need to be turned in as soon as possible. The Acknowledgement forms were provided and returned to Mrs. Williams.

B. Community Services

Mrs. Atalie Ashley-West briefed the board on the Education and Employment National Performance Indicators (NPI) Goals and Outcomes as of October 16, 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 14 (35%); Obtained Increase in Income and Benefits- Modified Goal 35, Achieved 13 (37%); Obtained Skills and 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 in the meeting packet.

Ms. Ashley-West gave the board a brief overview of the CSBG Quarterly FOCAS Report and Strategic Goals (Family, Community, and Agency). There are six main goals that are included

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in the NPI Goals and Outcomes report that the board receives monthly. The first strategic goal to assist low income people to become self-sufficient pertains to training, income, and employment. The second strategic goal, improving the conditions in which low income people live is our community level goal. We progress in this goal by utilizing our Weatherization and Low Income Home Energy Assistance Programs (LIHEAP), as well as our community partners. This year we have obtained 71 additional community partnerships in our community centers that increased capacity for low-income people to obtain services. Strategic Goal 3 is for low income people to own a stake in their community. This goal falls under the civic engagement arm, which is another community level goal. We have had 290 people complete participation in community conference with our Neighborhoods Preservation Revitalization Division, to complete leadership training and increase civic engagement and participation. Strategic Goal 4 is partnerships among supporters and providers, which is an agency level goal. We had a goal of increasing volunteerism by 45% and we are over 100% from last year. We've had volunteers complete 6,651 hours this year. Strategic goal 5 is for Community Action Division to increase its capacity to achieve results, which is also an agency level goal that is achieved through our employees. This year our employees have completed a total of 967 hours of training to improve our capacity to achieve results. The Community Action Board has volunteered for a total of 120 hours of meetings. Strategic Goal 6 is to have Low-Income individuals achieve their potential through participation in self-improvement programs. We offer parenting classes, family counseling, financial literacy, and youth programs in our community centers. We had a goal of 1000 youth and parents that demonstrated behavioral well-being improvement and we have had 3,545 individuals complete the training.

Planning and Budget

Ms. Rachel McCoy gave a brief overview of the Community Service Block Grant (CSBG) Financial Report as of October 15, 2018: The New Modified Total CSBG Allocation - \$1,066,982.50; The Amended CSB Administrative Allocation- \$104,975.24, Administrative Total Expenditures- \$55,040.18, Total Administrative Balance - \$49,862.24; The Amended Program Services Allocation- \$306,159.00, Program Services Total Expenditures - \$122,480.10, Total Program Services Balance- 183,678.90; The Amended Total CSBG Direct Client Allocation- \$655,848.26, Total CSBG Direct Client Expenditures - \$271,561.53, Total CSBG Direct Client Balance- \$337,907.05; CSBG Total Expenditures - \$449,081.81; We are currently at 42.09% of the Amended CSBG Budget spent.

A Motion to approve the Financial Report was made Evangeline Richardson and seconded by Nicole Kennedy. Motion carried.

C. Executive

Mrs. Atalie Ashley-West gave the board an overview of the CSBG Community Action Plan (CAP) for FY 2019. The board reviewed the previous Community Action Vision and Mission statements and the proposed change to the Vision and Mission statements within the CAP Plan. The Board was given the option to adopt the new proposed Vision and Mission statements or keep the original statements.

A Motion to adopt the proposed Vision statement was made by Pastor Hezekiah Bradford and seconded by Sabrina Persaud. Motion carried.

A Motion to adopt the proposed Mission statement was made by Evangeline Richardson and seconded by Sabrina Persaud. Motion carried.

Mrs. Atalie Ashley West gave a brief overview of the Needs Assessment and data collection process within the CAP Plan. The needs that were identified through that data collection were found to be employment, housing, and access to healthcare. The employment and housing needs are serviced through the Family Self-Sufficiency Program (FSSP) with job training, jobs partnership, adult literacy, and rental assistance to FSSP clients. Since Community Action doesn't offer Healthcare options, they have developed a referral system to help citizens find healthcare resources. Transportation was another need that was assessed in the Needs Assessment process and Community Action has been working with Lynx to provide bus passes to FSSP clients. Mrs. Ashley-West also gave the board a brief overview of the Risk Assessment section of the Community Action Plan. The Orange County Community Action Division does abide by Orange County's standard of Risk Assessment.

A Motion to accept and approve the Community Action Plan for FY 2019 was made by Evangeline Richardson and seconded by Maribel Gomez-Cordero. Motion carried.

Mrs. Atalie Ashley West reviewed the current Bylaws with board members.

A Motion to readopt the Community Action Board Bylaws was made by Evangeline Richardson and seconded by Maribel Gomez-Cordero. Motion carried.

Meeting adjourned at 11:46 a.m.

Minutes approved November 14, 2018