

**ORANGE COUNTY FAMILY SERVICES DEPARTMENT
COMMUNITY ACTION BOARD**

**Meeting Minutes
February 13, 2019**

The Family Services Department Community Action Board (CAB) met at the Board of County Commissioner Chambers, 201 S. Rosalind Avenue, Orlando, Florida 32801 on February 13, 2019.

Vice Chair- Thomas Alston called the meeting to order at 4:10 p.m. A quorum was present.

Pastor Hezekiah Bradford gave the Invocation and a moment of silence and the Pledge of Allegiance immediately followed.

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

2019 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)	1	2	2	0	0	01/06/2015	01/06/2015	12/31/2018
ROSE-NANCY JOSEPH	0					03/12/2015	04/08/2015	12/31/2018
Vacant, Rep. (OCBCC)	0	2	0	0	0			
Vacant, Alternate	0							
Vacant, Rep. (OCBCC)	0	2	0	0	0			
Vacant, Alternate	0							
MELISSA BYRD, Rep. (OCPS)	1	2	1	0	1	2/13/2019	2/13/2019	2/12/2023
PAMELA GOULD, Alternate	0					02/07/2017	02/07/2017	2/12/2023
Vacant, Rep. (City of Winter Garden)	0	2	0	0	0			
OPEN, Alternate	0							
Mayor LYDIA A. PISANO (City of Belle Isle)	0	2	0	0	2	12/19/2017	12/19/2017	12/31/2021
OPEN, Alternate	0							
STATE REPRESENTATIVE BRUCE ANTONE, Rep.	0	2	2	0	0	08/23/2016	09/14/2016	12/31/2020
Hudie Stone, Alternate	1					06/14/2017	06/14/2017	12/31/2020
COUNCILMAN Tarus Mack, Rep.	1	2	2	0	0	04/10/2018	04/10/2018	12/31/2021
LADWYANA JORDAN, Alternate	1					02/13/2019	02/13/2019	12/31/2021

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	1	0	0	0			
Vacant, Alternate	0							
(District 2) PASTOR HEZEKIAH BRADFORD, JR., Rep.	1	2	2	0	0	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	2	2	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) Vacant, Rep.	0	2	0	0	0			
OPEN, Alternate	0							
(District 5) SABRINA PERSAUD, Rep.	0	2	1	0	1	02/24/2015	04/08/2015	04/7/2019
OPEN, Alternate	0							
(District 6) EVANGELINE RICHARDSON, Rep.	2	2	2	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	2	1	0	1	10/11/2017	10/11/2017	10/10/2021
OPEN, Alternate	0							
(At-Large District 3,4 & 5)Vacant, Rep.	0	2	0	0	0			
Vacant, Alternate	0							

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

INTRODUCTION AND SEATING

Mrs. Catina Williams announced that there were three new appointments for the board's consideration today. Orange County Public Schools recommends the appointment of Melissa Byrd as representative and Pamela Gould as alternate, representing the public sector, for Orange County Public Schools. Councilman Tarus C. Mack's office recommends the appointment of LaDwyana Jordan as his alternate representing the public sector. Ms. Jordan and Ms. Byrd gave brief introductions.

MOTION TO ACCEPT AND SEAT NEW BOARD MEMBERS

A motion to accept and seat Melissa Byrd as representative and Pamela Gould as alternate, representing the public sector, for Orange County Public Schools, and LaDwyana Jordan as Councilman Tarus C. Mack's alternate representing the public sector.

Motion/Second: Vivian Tindal/Evangeline Richardson

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

Action: The Board accepted and seated the board member appointments.

ATTENDANCE

Board Members present: Bobby Lance, Alissa Lugo, Maritza Vazquez, Abigail Crocket, Evangeline Richardson, Karl Allen, Commissioner Victoria Siplin, Debi Meli, Councilman Tarus C. Mack, Barbara

Hoosier, Vivian Tindal, Hezekiah Bradford, LaDwyana Jordan, Melissa Byrd, Leroy Rose, Thomas Alston, and Hudie Stone

Staff members present: Lavon Williams, Atalie Ashlèy-West, Maleka Mobley, and Catina Williams.

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 November 14, 2018.

Motion/Second: Bobby Lance /Hezekiah Bradford.

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

Action: The Board accepted and approved the Community Action Board meeting minutes dated November 14, 2018.

MOTION TO ACCEPT AND APPROVE THE MINUTES

A motion to accept and approve the Community Action Board meeting minutes dated January 9, 2019.

Motion/Second: Vivian Tindal /Bobby Lance.

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

Action: The Board accepted and approved the Community Action Board meeting minutes dated January 9, 2019

DIVISION MANAGER'S REPORT – Lavon Williams, Division Manager

Mrs. Lavon Williams reminded the board of the Department of Economic Opportunity's (DEO) monitoring of the Community Service Block Grant (CSBG), Weatherization, and Low Income Home Energy Assistance Program (LIHEAP) programs the week of March 18-22nd. DEO is asking that the officers will be present at the opening and ending of monitoring. Mrs. Williams also gave the board an update on upcoming Community Action Conferences: The Florida Association of Community Action (FACA) Conference will held be during the month of May in Tampa, Florida, and we will be selecting 2 members of the board to attend. If anyone is interested please inform Lavon Williams or Catina Williams. Mrs. Williams expressed that the Community Action Division is working to build a stronger relationship with the Board of County Commissions. We will have a number of routine meetings with the Commissioners to inform them of Community Action Services that are available to the Orange County Citizens. Mrs. Williams gave the board a brief report of the Community Action Division Services after reciting the Community Action Promise with board members.

COMMUNITY CENTERS

The Community Centers had 29,070 visits during the month of January. On January 25, 2019 started the Orange TV tapings of Senior Programming at the Community Centers. The Community Action Division and The Communications Division is working together on a Communication Plan to get the word out on Programming in Community Action.

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 - \$3.3 million; Total expenditure FY to date- \$2,247,470 total units of service- 6,518; and average assistance per household - \$346. The Program year will end next month on March 31, 2019.

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 some issues with processing some of the Weatherization application because of some changes in the DEO federal requirements and regulations. Thanks to our Procurement and Legal Departments those issues were resolved. The Federal Government has also changed the way Weatherization does its point system, which will also help the residents.

Office on Aging

Mrs. Lavon Williams gave a brief overview of the Office on Aging Program. Ms. Williams expressed that it is the goal of the Office on Aging to make our community sensitive to the needs of the seniors in our community as well the needs of their care takers. Ms. Williams informed the board that the dynamic of our communities have changed because there are many more seniors in the community now, than in the past.

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 Pine Hills NID in partnership with the Parks and Recreation Division built the Trailhead rest station, located on Silver Star and Golf Club Drive, and had a ribbon cutting on January 16, 2019.

Community Services Block Grant (CSBG) Update

Mrs. Lavon Williams reported on the CSBG Quarterly Outcomes as of February 13, 2019: Unemployed Adults Obtained Employment- Goal 100, Achieved 61 (61%); Employed Participants Provided Increase in Income and Benefits- Goal 35, Achieved 28 (80%) Unemployed Adults Maintain Employment 90 Days or More- Goal 40, Achieved 27 (68%); Obtained Recognized Credential to Achieve Vocational Skills- Goal 175, Achieved 118 (67%), and Completed High School Diploma or GED- Goal 5, achieved 6 (120%).

FINANCIAL REPORT

A copy of the Community Service Block Grant (CSBG) Budget Fiscal Year (FY) (April 2018- March 2019) as of February 3, 2019, was provided in the February 13, 2019 meeting packet.

Report of the CSBG Modification Budget Summary as of February 3, 2019, 58% of the Budget has been spent. We anticipate that we will be closer to our spending goal as we get closer to closing out our program FY, as we have a number of initiative that are currently in the works that are not reflected in the current report.

Pastor Hezekiah Bradford asked what the average expenditures for the Weatherization program are and what would be the estimated time for those homes on the waitlist to receive those services. Mrs. Lavon Williams explained that average reimbursement from the state for home repair through the Weatherization program averages about \$7,800 dollars per home. The approximate time frame for homes on the Weatherization waitlist to receive those services are hard to determine, because of the many factors that determine services, however with the new processes thanks to our procurement department we anticipate the number of homes complete will increase.

MOTION TO APPROVE THE FINANCIAL REPORT

A motion to accept and approve the CSBG Budget Summary for FY (April 2018- March 2019) as of February 3, 2019.

Motion/Second Evangeline Richardson/Hezekiah Bradford

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 February 3, 2019.

COMMITTEE REPORTS

A copy of the Combined Committee Meeting minutes, dated January 23, 2019 were included in the February 13, 2019 packet.

MOTION TO APPROVE THE COMBINED COMMITTEE REPORTS

A motion to accept and approve the committee report.

Motion/Second: Vivian Tindal/Leroy Rose III.

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

Action: The Board accepted and approved the Combined Committee meeting minutes dated January 23, 2019.

NOMINATING COMMITTEE REPORT

A copy of the Nominating Committees meeting minutes, dated December 12, 2018 were included in the February 13, 2019 Meeting packet.

Ms. Vivian Tindal presented the slate of nominated officer for 2019:

Chairman- Councilman Tarus C. Mack

Vice Chairman- Evangeline Richardson

Secretary- Debi Meli

Treasurer- Vivian Tindal

MOTION TO APPROVE THE NOMINATING COMMITTEE REPORTS

A motion to accept and approve the nominating committee report.

Motion/Second: Hudie Stone/Hezekiah Bradford

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

Action: The Board accepted and approved the Combined Committee meeting minutes dated December 12, 2018.

Vice Chairman Thomas Alston asked if there were any additional nomination from the board. There were none.

HEAD START POLICY COUNCIL REPORT

Ms. Maritza Vasquez gave a brief update on the Head Start Policy Council. Ms. Vasquez had the pleasure of representing the Head Start parents for Region 4 at the Head Start Conference in Atlanta, Georgia this past weekend. One of the main focuses at the conference was that the Head Start and Community Action Divisions should be working closely together in a two operational approach to serve the communities. February is the kickoff month for the recruitment season for Orange County Head Start. On February 23 Orange County Head Start will hold an open house at the following sites: John H. Bridges, Taft, and East Orange Head Start Centers from 9am- 1pm. On March 2nd, the Head Start Open House will take place at the Hal P. Marston Head Start Center. Potential participants will be able to complete the application process and visit classrooms during the open house events. Any persons interested in completing an eligibility application for student ages 3-5 years old, may call 407-836-6590.

MOTION TO ACCEPT THE HEAD START POLICY REPORT

A motion to accept the Head Start Policy report.

Motion/Second: Vivian Tindal/Maritza Vasquez

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

Action: The Board accepted the Head Start Policy Report.

DISABILITY ADVISORY BOARD REPORT

Ms. Karolyn Campbell gave the board a brief update on the Disability Advisory Board (DAB). The DAB met on January 14, 2019 and a quorum was met. DAB welcomed a new board member Jen Vargas. Ms. Vargas shared information at the DAB meeting, on a new "Parking Mobility" App that has the ability to point out parkers that were utilizing handicap parking spaces, but do not have handicap tag on their vehicle and report them. The parking mobility App also assist persons with disabilities locate handicap parking. One of the ADA advocates, David Bottomley, attended the meeting as observer and spoke on the importance of having individual venues that have events that are accessible for persons with various disabilities. Nathan Washington with Care First who is a new community partner for DAB provide information on Medicaid and Medicare and how to apply for the programs. Roxy Santiago with Orange County MMRB was also in attendance at the DAB meeting and spoke briefly on her role with the County as it relates to advisory boards.

DAB had a presentation on Social Security at their February 11th meeting that information will be provided in the DAB report for the CAB meeting in March. DAB is planning an EXPO that will accommodate the disabled and veterans as well as others in the community. The EXPO will focus on homeownership, credit repair, health care, education, and transportation.

PUBLIC REPRESENTATIVE COMMENTS

There were none.

PRIVATE REPRESENTATIVE COMMENTS

There were none

COMMUNITY REPRESENTATIVE COMMENTS

There were none.

SWEARING IN OF OFFICERS

The Honorable Judge Alicia Latimore, of the Ninth Judicial Circuit Court administered the Oath to the 2019 elected Community Action Board officers. Officers being sworn in were Councilman Tarus C. Mack as Chairman, Evangeline Richardson as Vice Chairman, Debi Meli as Secretary, and Vivian Tindal as Treasurer.

Mrs. Lavon Williams thanked Mr. Thomas Alston and Bobby Lance for their service on the Community Action Board as their terms come to an end. Mrs. Williams notified the board the Regional Community Action Conference will take place in late September in South Carolina and the National Community Action Conference will be in Chicago in August. Any board members that will be interested in attending please contact either Lavon Williams or Catina Williams.

Bobby Lance thanks the board for allowing him and alternate Alissa Lugo to serve.

Thomas Alston thanked the board for allowing him to serve also.

ADJOURNED

4:56 p.m.



Debi Meli, Secretary/ Orange County Community Action Board