



## COMMUNITY ACTION BOARD

### PLANNING & BUDGET COMMITTEE MEETING

*March 27, 2019, 10:30 a.m.*

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**CAB Members present:**

Vivian Tindal, Maxine Paine-Crawford, LaDwyana Jordan, and Hezekiah Bradford

**Staff:** Catina Williams, Lavon Williams, and Atalie Ashley West

**Guest:** Sagine Philippeaux –Valencia College Student

Chairman Vivian Tindal called the meeting to order at 10:55 a.m. A quorum was met. There was a moment of silence.

**Public Comments:** No public comments were made.

#### ***Planning & Budget Committee Reports***

**A. Planning and Budget**

A copy of the updated Budget Summary as of March 22, 2019, was provided at the meeting.

Ms. Rachel McCoy gave an overview description of the line items of the budget summary followed by a brief overview of the Budget Summary expenditures and balances: Total CSBG Administration Expenditure- \$73,712.79/Balance \$ 31,262.45; Total CSBG Program Expenditure- \$242,661.12/Balance- \$63,497.88; Total CSBG Direct Client Assistance Expenditures- \$412,639.43/Balance- \$201,972.97; Total CSBG Expenditures- \$729,013.34 Total CSBG Balance - \$296,733.30, as of March 22, 2019, and a total of 68% of the budget spent and expect to have spent 70% of the budget by closing of the grant year(ends March 31, 2019). Total funding for 2019 FY \$789,615

Ms. McCoy explained to the board that the remaining funds will go through a reconciliation and then reallocated as the state sees fit.

**B. Other Business**

Mrs. Atalie Ashley gave the board members an overview of the Needs Assessment Process: 1) Plan for A Community Needs assessment, 2) Conduct the Needs Assessment, 3) Review and rate the data, 4) Record and Review consolidated data, and 5) Develop a Community Action Plan. Ms. Ashley West informed the board that the Needs Assessment Process is done every three years. Mrs. Lavon Williams informed that board that Community Action Division will be reporting data to the Community Action Board committees to receive the board's feedback on the process.

Mrs. Lavon Williams gave the brief overview of the Department of Economics (DEO) monitoring.

***Meeting adjourned at 11:25 a.m.***

***Minutes Approved April 10, 2019***

*Planning & Budget Committee Meeting*

*March 27, 2019*