



COMMUNITY ACTION BOARD

PLANNING & BUDGET COMMITTEE MEETING

April 24, 2019, 10:30 a.m.

CAB Members present:

Vivian Tindal, Maxcine Paine-Crawford and LaDwyana Jordan,

Staff: Catina Williams, Rachel McCoy, and Atalie Ashley West

Chair Vivian Tindal called the meeting to order at 10:47 a.m. A quorum was met. There was a moment of silent meditation.

Public Comments: No public comments were made.

Planning & Budget Committee Reports

A. Planning and Budget

A copy of the Community Service Block Grant (CSBG) (Budget FFY April 1, 2019- March 31, 2020) Budget Summary as of April 15, 2019, for CSBG was provided at the meeting.

Ms. Rachel McCoy informed the committee that the proposed budget for CSBG was \$789,615.00 for 2019. As of today we have not received the official documents from the State, therefore we are continuing to use the funds from the previous grant year. As of March there were still a little over \$200,000 left from the 2018 grant year funds. Ms. McCoy gave an overview of the Budget Summary expenditures: Total CSBG Administration Expenditure- \$1,605.05; Total CSBG Program Expenditure- \$13,115.42; Total CSBG Direct Client Assistance Expenditures- \$15,428.47 as of April 15, 2019. Ms. McCoy informed the Committee that the official documents for the proposed 2019 budget has not been received, as of yet. It is anticipated that we should receive them within the next two weeks.

Motion to approve the updated Budget Summary as of April 15, 2019 was made by Maxcine Paine-Crawford and seconded by LaDwyana Jordan. Motion carried.

Needs Assessment Update

Dr. Atalie Ashley West gave the committee a brief update on the Needs Assessment Timeline and Activities. In January, the audience Segmentation took place to decide which members of the community needed to be represented to utilize CSBG services. In February we completed the focus group moderator guide and recruit moderators to avoid bias or the appearance of bias. In March we identified the primary data sources and location for primary data collection. Those lists of data collections can be found in the Needs Assessment Manual. The Community Action Division is currently in the screening process of hiring an intern who can help with primary data collection.

Motion to approve the Needs Assessment update was made by LaDwyana Jordan and seconded by Maxcine Paine-Crawford. Motion carried.

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B. Other Business

Ms. Vivian Tindal expressed the importance of giving a report from each committee at the CAB Meetings to keep all board member informed on the work that all committees are doing. Dr. Atalie Ashley West informed her that we will make let the Chair know that the report will be given at the next Community Action Board (CAB) meeting.

Meeting adjourned at 11:21 a.m.

Minutes Approved May 8, 2019