



COMMUNITY ACTION BOARD

POLICY ADVISORY COMMITTEES MEETING

April 26, 2019, 9:00 a.m.

CAB Members present:

Debi Meli, Hudie Stone, Cortez Whatley, and Karl Allen

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

Chair Debi Meli called the meeting to order at 9:04 a.m. A quorum was met.

Karl Allen gave the invocation.

Public Comments: No public comments were made.

A. Policy Advisory

Mrs. Catina Williams gave the Policy Advisory report: **Vacancies: Community Sector-** The At-Large- Districts 3, 4, and 5 seat representing the community sector has been vacant since May 23, 2018. The District 1 seat representing the community sector is currently vacant. The District 4 seat representing the community sector is also now vacant, due to Commission Maribel Gomez Cordero's election to Orange County Board of Commissioners. **Public Sector-** Due to the passing of Mayor Ray Bagshaw, we are awaiting a special election for the City of Edgewood to appoint a replacement. Vacancies have been noticed and posted at all Community Action Community Centers. **Upcoming Term Expirations:** Hezekiah Bradford/Mina Robinson's 1st term expires 3/10/19, but the member unit will serve until reappointed for a 2nd term or a replacement is appointed or ; Sabrina Persaud's 1st term expires 4/7/19, we are awaiting reappointment paperwork for a 2nd term. **Appointment/ Continuation Letters:** We have received an appointment letter from Commissioner Maribel Gomez Cordero's office to appoint Mercedes Fonseca as her alternate. **Attendance:** Lydia Pisano-missed 4 consecutive meetings for 2019 and Barbara Hoosier has missed 3 board meetings an attendance letter went out to Mayor Pisano and Barbara Hoosier. Mrs. Catina Williams explained the absence letter process and will bring in sample absence letters for the committees review. **2019 Community Action Calendar:** Annual Training will take place on June 26, 2019 at Hal Marston Community Center from 10:30am-3:30pm.

Mrs. Lavon Williams asked the board if there were any suggestions for items they would like discussed during the training. Suggested items included more information on client services and a customer journey map.

Ms. Debi Meli announced that the Orla Vista United Safe Neighborhoods will be having an open house on May 18, 2019 from 2pm-4pm at the Chamber of Commerce at 38 S Hastings St, Orlando, FL 32835. Ms. Meli asked if Community Action could provide information on services.

Ms. Debi Meli inquired about our recruitment strategies for filling the vacant seats on CAB. Ms. Lavon Williams informed the committee that we have tried strategies such as getting the

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word out, regarding vacancies for board membership during outreach events and working with the district commissioners to solicit help in finding board member representation. Mrs. William explain the democratic selection for community sector representation on the board, which sometimes make it a little more difficult to solicit for that particular sector.

A Motion to accept and approve the Policy Advisory Report was made by Hudie Stone and seconded by Karl Allen. Motion carried.

B. Other Business

BY-LAWS

Dr. Atalie Ashley West advised the board that it will be their duty as the Policy Advisory Committee to oversee and make recommendations to the Community Action By-Laws. A copy of the Community Action Board (CAB) By-Laws was provided at the meeting. Dr. West notified the committee that the Community Action By-Laws have not been reviewed and signed by the Orange County Board of County Commissioners since 2015 and we are due for a full review of the By-Laws. The By-Laws will be revised or reaffirmed this year whether there are changes or not. Dr. West gave a brief review of what was discussed in the prior Policy Advisory meeting, for all new members. Dr. West reviewed the democratic selection process requirements for the Community Sector membership. A map of the Orange County Districts were provided at the meeting, to better locate the target areas for recruitment. Dr. West reviewed Article III of the By-Laws: Member Resignations, Vacancies, and Leaves of Absences.

Ms. Debi Meli asked if alternates for the community sector needed to go through the same democratic selection process as the representatives. Mrs. Lavon Williams answered that at this time the By-Laws state that “Community sector alternates shall be chosen in a manner that ensures true representation of the targeted constituency.” Dr. Atalie Ashley West asked the Policy Advisory committee to review Article III of the By-Laws and bring any suggestions to the next committee meeting for discussion. Dr. West also expressed that staff will provide a list of other local Community Action agencies, so that the committee may review their By-Laws and see if there are any policies and procedures that we may want to suggest to our board, that are not in place at this time. Ms. Debi Meli asked if there was any legal repercussions of removing someone from the board. Mrs. Catina Williams expressed that the member representative that is being removed may request a hearing if they don’t agree with the removal. Board Member removal procedures can be found in Article IV, Section B of the CAB By-Laws. The Policy Advisory committee briefly reviewed Article V of the CAB By-Laws: Conflict of Interest. Mrs. Lavon Williams advised the board that all County Advisory Boards have the option to ask for legal interpretation of the By-Laws from the County Attorney’s office.

FOCAS REPORT UPDATE

Dr. Atalie Ashley West briefly reviewed Article VIII, section C on duties of the Policy Advisory committee for the new members. The CAB Policy Advisory Committee is responsible for participating in the Strategic Planning Process, the Annual Planning and program policies and procedures. Mr. Karl Allen asked if the quorum qualification for CAB were a local or federal mandate. Ms. Lavon Williams expressed that the quorum was a local mandate to ensure that at least 50 percent plus one is represented at all board meetings. Karl Allen suggested changing the quorum to focus more on each sector being represented as

opposed to the 50 percent plus 1. Mrs. Lavon Williams expressed that she will inquire to see if that is a possibility. Dr. West reviewed the quarterly FOCAS report with the committee. There were minor changes due to a recommendation from the DEO monitoring report that took place in March. Those changes includes an increase to some of our expected numbers, based on our service volume from the previous year. Mrs. Lavon Williams encouraged the committee to let the Community Action Division (CAD) staff know if they ever have any questions or concerns.

A Motion to adjourn the meeting was made by Karl Allen and seconded by Cortez Whatley. Motion carried.

*Meeting adjourned at 10:33 a.m.
Minutes Approved May 8, 2019*