



## COMMUNITY ACTION BOARD

### PLANNING & BUDGET COMMITTEE MEETING

May 22, 2019, 10:30 a.m.

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**CAB Members present:**

Maxcine Paine-Crawford

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

Chair/Alt. Maxcine Paine-Crawford called the meeting to order at 10:47 a.m. A quorum was not met.

**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 May 16, 2019, for CSBG was provided at the meeting.

Ms. Rachel McCoy gave a brief overview of the budget summary for the Budget Federal Fiscal Year (FFY) (April 1, 2019- March 31, 2020) as of May 16, 2019 expenditures: Total CSBG Administration Expenditure- \$5,349.14; Total CSBG Program Expenditure- \$31,907.80; Total CSBG Direct Client Assistance Expenditures- \$46,540.59. Eleven percent of the budget has been spent as of May 16, 2019

##### **Needs Assessment Update**

Dr. Atalie Ashley West gave the committee a brief update on the Needs Assessment Timeline and Activities. During the months of April we began the secondary data collection. This month, we are still in the process of recruiting summer interns to assist with the data collection process. Dr. Ashley West gave a brief overview of the measures that will be used to stratify the data collection process. A copy of the Orange County Community Indicator Report was provided at the committee meeting. Dr. Ashley West shared some data collection reports pertaining to the boundaries and demographics of Our Orange County Community such as Census Boundaries, Population changes since 2010, Age Distribution by gender, Median Family Income, Median Age of Orange County Residents, Percentage of High School graduates, Urban & Rural Population, Families with or without health insurance, Race & Ethnicity, and Low Income statuses. Dr. Ashley West also gave an overview of Orange County's Measures of Vulnerability and Life Expectancy and Mortality Trends.

##### **DEO Monitoring Report**

Mrs. Lavon Williams reviewed the Department of Economic Opportunity (DEO) report with the committee. A copy of the DEO Monitoring report was provided by mail to all board members one week prior to the meeting and also at the meeting. The DEO monitoring took place in the month of March. For the Low Income Home Energy Assistance Program (LIHEAP) there were no findings or concerns for the Administrative Operations, Fiscal Operations, or Program Operations. It was also noted that the client files are organized and

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well documented. For the Community Service Block Grant (CSBG) Administrative Operations there was one concern for the Community Action Tripartite Board. There was no documentation regarding excused and unexcused absences for board members. After contacting the Orange County Administrative offices regarding unexcused vs. excused absences, it was determined that Orange County does not recognize excused absences, we only record absences in general. The determination was then made that we will file any documentation provided from board members regarding absences within their member files for our records. DEO's response was to follow our agencies practices. In regards to our CSBG Organizational Standards, we were 100% following our Organizational Standards. For CSBG There were no findings for Fiscal and Program Operations. For the Weatherization Assistance Program (WAP) in the area of Quality Control Inspection (QCI), the monitor rated- Needs Improvement, noting that County staff should insure that all program guidelines are followed prior to the acceptance of the final QCI dwelling pass notification. DEO referred staff to some technical assistance training on that issue. This concern pertains to an AC thermostats that is being utilized that will allow automatic control of the air to cut down on energy cost as opposed to the manual thermostat. The Inspector explained that this was meeting the goal of making the home more energy efficient. Our program manager appeal to DEO to have that thermostat approved because it is proven to improve the energy efficiency of the home. Pertaining to the WAP's Financial/Fiscal Operations there were no findings. In terms of WAP program requirements there were no issues. The tracking of individual houses on field visits there were no corrections. There were no findings, however DEO recommended refresher training for County staff, which has been completed. Ron Duffy with WAP, completed and passed the week long certification program in Tampa, FL. We will produce a formal response to DEO for all recommendations and concerns.

***Meeting adjourned at 11:21 a.m.***

***Minutes Approved September 11, 2019***