



## **COMMUNITY ACTION BOARD**

### **COMMUNITY SERVICE COMMITTEES MEETING**

**Pine Hills Community Center, 6408 Jennings Road  
Orlando, Florida 32818**

*May 22, 2019, 4:00 p.m.*

#### **CAB Members present:**

Evangeline Richardson, Barbara Hoosier, Mercedes Fonseca, Hudie Stone, and Sabrina Persaud

**Staff:** Catina Williams, Trellany Williams, Maleka Mobley, and Atalie Ashley West

Chair Evangeline Richardson called the meeting to order at 4:06 p.m. A quorum was met.

Mrs. Lavon Williams gave the invocation followed by the Pledge of Allegiance.

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

#### **A. Community Services**

Ms. Trellany Williams provided the board with a brief program update on Community Services Update thru May 22, 2019. A copy of the Community Services Report as of May 22, 2019 was provided at the meeting.

Ms. Williams gave the board a brief update on the National Performance Indicator (NPI) Goals and Outcomes for the 2019 Fiscal year (4/1/2019-3/31/2020): Unemployed and Obtained Job- Goal 100 - Achieved 2 (2%); Obtained Increase in Income or Benefits- Goal 35 - Achieved 3 (9%); Maintained Job 90 Days or More- Goal 40 - Achieved 2 (5%); Obtained Skills and Competencies for Employment – Goal 125 - Achieved 8 (6%); Completed ABE/GED- Goal 5 - Achieved 0n (0%).

#### **B. DEO Monitoring Report**

Mrs. Lavon Williams reviewed the March DEO Monitoring 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 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 ensure 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 thermostat 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 appealed 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.

### **CSBG Work plan**

Ms. Trellany Williams gave an overview of the Community Service Block Grant (CSBG) Work plan for the April 1, 2019- March 31, 2020 Fiscal Year. Ms. Williams reviewed the Family National Performance Indicators (FNPIs): Employment, Education and Cognitive Development, Income and Asset Building, Housing, Health and Social/Behavioral Development, and Civic Engagement and Community Involvement. Based on the Needs Assessment, Finances and Partners, Orange County decides what targets they want to address within a program grant year. Ms. Williams expressed that the CSBG's targeted FNPIs for the Family Self Sufficiency Program (FSSP), Employment and Educational Indicators. The main goals for the Employment Indicators are employment and increase in income. The main goal for the Educational Indicators is vocational training. Other supportive services are provided to FSSP clients to assist in the achievement of target goals. There are also other initiatives that include basic skills such as ESOL and Computer Skills that may be documented. Ms. Williams gave the committee an overview of the NPIs and Services and how they pertain to the outcomes reported to the board monthly.

### **B. Other Business**

Dr. West gave a brief update on the Getting Ahead program. The Getting Ahead program graduation was held on May 9<sup>th</sup> at the Frontline Outreach. The Getting Ahead graduates will move on to the Staying Ahead program, and the orientation will begin the week of June 3<sup>rd</sup>. There are 19 Getting Ahead graduates that are eligible to move on to the Staying Ahead program. We have 15 participants confirmed at this time. Once the clients have completed

the 6 week program (June 10<sup>th</sup> – July 15<sup>th</sup>) we will have them attend one of our CAB meetings. The program is currently looking for mentors from all areas of profession.

Ms. Maleka Mobley gave a brief update of Orange County Summer Youth Employment Program. They have selected 40 youth to participate in the program. The Orientation/Work Readiness Training will be held June 3<sup>rd</sup>-6<sup>th</sup> at the Holden Heights Community Center, from 9am – 4pm.

Ms. Trellany Williams gave a brief overview of the Community Action Month events.

Motion to approve the Community Service Report, The CSBG Work Plan and the DEO Monitoring Review was made by Barbara Hoosier and seconded by Sabrina Persaud. Motion carried

***Meeting adjourned at 5:21 p.m.***

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