



COMMUNITY ACTION BOARD

POLICY ADVISORY COMMITTEES MEETING

May 24, 2019, 9:00 a.m.

CAB Members present:

Debi Meli, and Jerika Mobley

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

Chair Debi Meli called the meeting to order at 9:20 a.m. A quorum was met.

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, District 4, and District 1 seats representing the community are all vacant. The Major Employer seat representing the private sector is also vacant. 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; Mayor Lydia Pisano is no longer the Mayor of Belle Isle, so we are awaiting the appointment of the replacement for the Public Sector representative, representing Belle Isle. **Appointment/Continuation Letters:** We have received the reappointment paperwork for Sabrina Persaud's 2nd term, representing District 5, for the Community Sector. **Absences:** Pastor Leroy Rose III/Suzanne Brown's member unit has missed 3 board meetings; Abigail Crocket/Julie Yetter's member unit has missed 2 board meetings; Sabrina Persaud's member unit has missed 2 board meetings; and Hezekiah Bradford/Mina Robinson's member unit has missed 2 board meetings. Absentee and Courtesy letters have gone out to all of those board member units.

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

Policy Advisory Committee

May 24, 2019

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 and that we utilize an infra-red camera to better show home improvements before and after in photos. Ron Duffy with WAP, completed and passed the week long Energy Auditor certification program in Tampa, FL. We will produce a formal response to DEO for all recommendations and concerns.

C. Other Business

BY-LAWS Review

Dr. Atalie Ashley West advised the board that it is 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 prior to and 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 Article IV Sections A. Causes for Removal & B. Removal Procedures, of the Community Action Board By-Laws: ***For section A. on Cause for Removal:*** Ms. Jerika Mobley suggested that the by-laws specify what constitutes illegal activity: arrest, admission of offence, conviction etc. Ms. Debi Meli suggested that a suspension period be incorporated until the accusation of offense's results have been finalized. ***For section B. on Removal Procedures:*** Ms. Debi Meli suggested that we change the verbiage to clarify the distinction between a board member's removal and removal of the agency represented. Ms. Jerika Mobley suggested that if the member is being processed for removal, and would like to request an appeal hearing, the by-laws should specify the process by which the appeal hearing may be requested, such as "in writing".

***Meeting adjourned at 10:15 a.m.
Minutes Approved September 11, 2019***