



## COMMUNITY ACTION BOARD

### POLICY ADVISORY COMMITTEES MEETING

February 28, 2020, 9:00 a.m.

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

Debi Meli, Jerika Mobley, Karl Allen, and Dexter Nelson

**Staff:** Catina Williams and Lavon Williams

Chair Debi Meli called the meeting to order at 9:10 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 sector are all vacant. Vacancies have been noticed and posted at all Community Action Community Centers. There was a brief discussion on recruiting strategies currently in play to fill the board vacancies. **Resignations:** None **Term Expirations:** Hezekiah Bradford/Mina Robinson's 1<sup>st</sup> term expired 3/10/19, but the member unit will serve until reappointed for a 2<sup>nd</sup> term or a replacement is appointed; Vivian Tindal expired 2/9/20, will be extended for 1 year due to officer status; Pastor Leroy Rose/Suzanne Brown term expired 2/9/20 **Appointment/ Continuation Letters:** We received appointment letter and application for Diali Coll-Mercado, as alternate to Councilman Tarus C. Mack. We received appointment letter for Mariely Velez, as alternated to Commissioner Maribel Gomez-Cordero. We received appointment letter for Yolanda Moore, as alternated to Barbara Hoosier, we are awaiting her application; **Absences:** Mayra Uribe/Cortez Whatley- missed 2 of 7 meetings (29%), Melissa Byrd/ Pamela Gould – missed 3 of 9 meetings (33%), Pastor Hezekiah Bradford/Mina Robinson – missed 4 of 9 meetings (44%), Abigail Crocket/Julie Yetter – missed 3 of 9 meetings (33%), Barbara Hoosier – missed 3 of 9 meetings (33%), Pastor Rose/Suzanne Brown – missed 5 of 9 meetings (56%), Jerika Mobley – missed 2 of 6 meetings (33%), Dexter Nelson – missed 3 of 9 meetings (40%). Absence Letters went out on December 23, 2019.

#### **B. Other Business**

##### **By-Laws Review**

Mrs. Catina Williams gave an overview of the changes and corrections to the By-Laws that were approved on November 22, 2019. After a brief discussion the recommendation to create a policy where the alternate becomes acting representative while a board representative is in the removal process for misconduct was reviewed and will be tabled until more information is reviewed regarding the current process.

Mrs. Lavon Williams gave the committee a general update on the closing of the Community Service Block Grant (CSBG) budgets year, which is on March 31, 2020. In terms of expenditures and outcomes Community Action is confident that we will meet all expected goals. The board should receive the report of the grant year close in the May board meeting. Mrs. Williams announced that Trellany Williams was promoted to Community Action

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Administrator, therefore the Family Self Sufficiency Program Manager position is now vacant. Applications and resumes have been received for the position and hopefully there will be a replacement by April. Mrs. Williams also announced that Rachel McCoy has resigned and Friday February 28<sup>th</sup> is her last day.

Mrs. Lavon Williams informed the Committee that Community Action will be transitioning to a new software program called Shah Software- Case Manager New Gen that went live on February 28<sup>th</sup>. Due to the change in software, future program report formats may change. We will continue to use our original Software-EasyTrak until glitches in the new program have been eliminated.

There was a brief discussion on electing a Vice Chair to the Policy Advisory Committee in the event that the Chair could not be present for the meeting. Debi Meli agreed that she wouldn't mind being the Vice Chair for the Policy Advisory Committee.

A Motion to approve Debi Meli as Vice Chair of the Community Action Policy Advisory Committee was made by Dexter Nelson and seconded by Jerika Mobley. Motion carried.

***Meeting adjourned at 9:43 a.m.***