

ORANGE COUNTY COMMUNITY & FAMILY SERVICES DEPARTMENT COMMUNITY ACTION BOARD

Meeting Minutes
November 11, 2020

The Community and Family Services Department Community Action Board (CAB) met at Holden Heights Community Center, 1201 20th Street, Orlando, FL 32805 on November 11, 2020.

Vice Chair – Barbara Hoosier called the meeting to order at 4:07 p.m. A quorum was present at 4:34 p.m.

There was a moment of silence followed by the Pledge of Allegiance.

Instructions: Present = 1 Absent = 0 Absence Waived = 0*

2020 Attendance Record

Sector		Unit Attendance				Term		
I. PUBLIC	Member	Meetings Held	Present	Waived	Absent	Original Appt. Date	Current Term Start Date	Current Term Expiration
COMM. VICTORIA P. SIPLIN, Rep. (OCBCC)	1	8	8	0	0	01/06/2015	01/01/2019	12/31/2022
	Rose-Nancy; Joseph, Alternate					03/12/2015	01/01/2019	12/31/2022
COMM. MAYRA URIBE, Rep. (OCBCC)	0	8	7	0	1	2/14/2019	2/14/2019	12/31/2023
	Cortez Whatley, Alternate					4/10/2019	4/10/2019	12/31/2023
COMM. MARIBEL GOMEZ CORDERO, Rep. (OCBCC)	0	8	7	0	1	2/14/2019	2/14/2019	12/31/2020
	Mariely Velez, Alternate					3/11/2020	3/11/2020	12/31/2020
MELISSA BYRD, Rep. (OCPS)	1	8	8	0	0	2/13/2019	2/13/2019	2/12/2023
	OPEN, Alternate							
COUNCILMAN ELIAS CHOTAS, Rep. (City of Edgewood)	0	8	8	0	0	10/22/2019	10/22/2019	12/31/2021
	MAYOR JOHN DOWLESS, Alternate					11/22/2019	11/22/2019	12/31/2021
SUSANNE NIELSEN, Rep. (City of Belle Isle)	1	8	4	0	4	10/22/2019	10/22/2019	12/31/2021
	OPEN, Alternate							
STATE REPRESENTATIVE BRUCE ANTONE, Rep.	0	8	5	0	3	08/23/2016	09/14/2016	12/31/2020
	Hudie Stone, Alternate					06/14/2017	06/14/2017	12/31/2020
COUNCILMAN Tarus Mack, Rep.	0	8	8	0	0	04/10/2018	04/10/2018	12/31/2021
	Diali Coll-Mercado, Alternate					02/12/2020	02/12/2020	12/31/2021

Sector			Unit Attendance			Term		
II. COMMUNITY	Member	Meetings Held	Present	Waived	Absent	Original Appt. Date	Current Term Start Date	Current Term Expiration
Vacant, Rep.	0	7	0	0	0			
OPEN, Alternate	0							
(District 2) PASTOR HEZEKIAH BRADFORD, JR., Rep.	0	8	4	0	4	03/03/2015	11/11/2020	11/10/2024
Monique Morris, Alternate	1					11/11/2020	11/11/2020	11/10/2024
(District 3) ABIGAIL CROCKET, Rep.	1	8	4	0	4	02/14/2018	02/14/2018	02/13/2022
JULIE YETTER, Alternate	0					10/12/2016	10/12/2016	02/13/2022
(District 4) Vacant, Rep.	0	7	0	0	0			
OPEN, Alternate	0							
(District 5) SABRINA PERSAUD, Rep.	0	8	3	0	5	02/24/2015	06/12/2019	06/11/2023
OPEN, Alternate	0							
(District 6) EVANGELINE RICHARDSON, Rep.	1	8	7	0	1	10/11/2017	10/11/2017	10/10/2021
OPEN, Alternate	0							
(At-Large Districts 1, 2, and 6) BARBARA HOOSIER, Rep.	1	8	7	0	1	10/11/2017	10/11/2017	10/10/2021
OPEN, Alternate	0							
(At-Large District 3,4 & 5) Vacant, Rep.	0	8	0	0	0			
Vacant, Alternate	0							

Sector			Unit Attendance			Term		
III. PRIVATE	Member	Meetings Held	Present	Waived	Absent	Original Appt. Date	Current Term Start Date	Current Term Expiration
VIVIAN TINDAL, Rep. (Minority Organizations)	1	8	8	0	0	06/27/2007	02/10/2016	02/09/2020
VACANT, Alternate	0							
Vacant, Rep. (Religious Organizations)	0	8	0	0	0			
Vacant, Alternate	0							
DEBI MELI, Rep. (Private Social Service and Charitable Agencies)	0	8	7	0	1	09/12/2018	09/12/2018	09/11/2022
Vacant, Alternate	0							
CLIFFORD MARVIN, Rep. (Workforce Labor Organization)	0	8	5	0	3	04/26/2016	05/11/2016	05/10/2020
KARL ALLEN, Alternate	0					10/11/2017	10/11/2017	05/10/2020
JERIKA MOBLEY, Rep. (Private Community-based professional organization)	0	8	6	0	2	4/10/2019	4/10/2019	4/9/2023
VACANT, Alternate	0							
MARITZA VAZQUEZ., Rep. (Head Start Policy Council)	1	8	8	0	0	11/14/2018	11/14/2018	11/14/2022
LEAH ACKERMAN, Alternate	0					11/14/2018	11/14/2018	11/14/2022
DEXTER NELSON JR., Rep. (Major Employers)	0	8	3	0	5	3/13/2019	3/13/2019	3/12/2023
VACANT, Alternate	0							
Yesenia Baron, Rep., (Business)	0	8	7	0	1	09/11/2019	09/11/2019	09/10/2023
Vacant, Alternate	0							

INTRODUCTION AND SEATING

Mrs. Catina Williams announced that there were three new appointments for today's meeting. Jobs Partnership recommends the appointment of Bishop Sylvester Robinson of Love Fellowship Christian Church representing Religious Organizations for the Private Sector. The South Apopka Ministerial Alliance recommends the re-appointment of Pastor Hezekiah Bradford as representative and Monique Morris as alternate representing District 2 for the Community Sector.

MOTION TO ACCEPT AND APPROVE THE RECOMMENDED SEATINGS

A motion to accept and approve the recommended seatings.

Motion/Second: Evangeline Richardson/Abigail Crocket.

AYE, (voice vote): All members. No abstentions.

ATTENDANCE- Roll Call

Board Members present: Maritza Vasquez, Diali Coll-Mercado, Abigail Crocket, Vivian Tindal, Sylvester Robinson, Melissa Byrd, John Dowless, Victoria Siplin, Susanne Nielsen, Cortez Whatley, Barbara Hoosier, Monique Morris, and Councilman Elias Chotas

Staff members present: Trellany Williams, Catina Williams, Jacquelyn Muse, and Lavon Williams.

PUBLIC COMMENTS

There were none.

COMMUNITY ACTION BOARD MEETING MINUTES

A copy of the Community Action Board Meeting Minutes dated October 14, 2020 was included in the meeting packet.

MOTION TO ACCEPT AND APPROVE THE MEETING MINUTES

A motion to accept and approve the Community Action Board meeting minutes dated October 14, 2020 included in the meeting packet.

Motion/Second: Comm. Victoria Siplin/Evangeline Richardson.

AYE, (voice vote): All members. No abstentions.

DIVISION MANAGER'S REPORT – Lavon Williams, Division Manager

Mrs. Lavon Williams recited the Community Action Promise. Mrs. Williams gave a brief update on the Community Action Services.

COMMUNITY CENTERS

Mrs. Lavon Williams announced to the board that although the centers are still technically closed, we have received approximately 10,500 visits during the month of October. All centers are operating according to Orange County's COVID-19 Safety Policies and Procedures. Center Supervisors and staff continue to receive calls from the public inquiring about available resources such as food and utilities assistance. Daily usage of Computer Labs at our centers has been an asset for the Community. Citizens are able to access resources and services when computer access is not available in the home. Taft Community Center hosted a blood drive in partnership with One Blood on November 3rd – 35 citizens donated blood. Daisy Morales from Soil & Water sponsored a food distribution serving 800 citizens. All Community Centers are preparing to distribute Thanksgiving food items sponsored by community partners to families in need. Dates and times are forthcoming. Mrs. Williams expressed to the board that at this time, we are unsure of when the Community Centers will be fully opened to the public.

LIHEAP

Mrs. Lavon Williams gave an update on the Low Income Home Energy Assistance Program (LIHEAP) Direct Client Assistance Budget - \$6 million; Total Monthly expenditure YTD- \$785,217; total monthly units of service- 1,248; and average assistance per household - \$629; YTD Expenditures - \$3,950,404; YTD Units of Service – 7,090; Average Assistance per Household - \$557. Mrs. Williams expressed to the board that the applications for Home energy assistance is now online and available to the public Monday-Wednesday 8am-12noon.

Senior Climate Efficiency Program

Mrs. Lavon Williams gave a brief update on the Senior Climate Efficiency Program (SCEP). SCEP serves low-income seniors by providing air conditioning/heat system repair and replacements. The program has completed system replacements on 27 homes since the beginning of January for the 2019-2020 fiscal year. The program has completed system replacements in 4 homes since the beginning of the 2020-2021 fiscal year. The division's goal is to serve 30+ homes during the 2020-2021 fiscal year. The SCEP Program compliments the Weatherization Program that is managed by Osceola County. The seniors who were previously on the Orange County Weatherization were selected by the SCEP Program for services.

Office on Aging

Mrs. Lavon Williams gave a brief overview of the Office on Aging Program Highlights. A quick reference guide to Elder Resources in Central Florida is a new 2-page summary for the "Community Resources for Elders" document. The Commission on Aging Monthly E-Newsletter received 934 opens, 356 clicks. The LIFE Information for Elders October seminar on Holistic Stress Relief Strategies had 32 RSVPs and 25

attendees. The November seminar is on Holiday Scams and Online Safety for seniors with Mark Batchelor Cybercrime support network.

Community Services Block Grant (CSBG) Update

Mrs. Jacquelyn Muse reported on the CSBG Quarterly Outcomes as of April 1st thru November 9, 2020: *Unemployed Adults that Obtained Employment- Goal 100 Achieved 8 (8%); Employed Participants that Provided Increase in Income - Goal 35 Achieved 5 (14%); Unemployed Adults that Maintained Employment 90 Days or More- Goal 40 Achieved 5 (12%); Obtained Recognized Credential to Achieve Vocational Skills- Goal 100 Achieved 35 (35%); and Completed High School Diploma or GED- Goal 5 Achieved 0 (0%); Achieved and Maintained Capacity to meet basic needs, Achieved 1015 (Utility Assistance).* At this time the Family Self-Sufficiency Program (FSSP) is assisting the LIHEAP program. FSSP services will resume in December and the outcome numbers should change significantly.

FINANCIAL REPORT

A copy of the Community Service Block Grant (CSBG) Budget Fiscal Year (FY) (April 1, 2020- March 31, 2021) was provided in the meeting packet.

Mrs. Lavon Williams gave a report of the CSBG Budget Summary expenditures, as of November 4, 2020. Total Current % of Budget used for CSBG Administration is 2%; CSBG Program percentage used is 6%; CSBG Direct Client assistance percentage used is 12%; current CSBG total balance of \$642,57555 YTD, with 8% of budget spent. The Cares Act Funds Current Budget is \$1,241,021.00, with 4 % expended for CSBG Program Services. Mrs. Williams explained to the board that due to COVID-19, the FSSP Caseworkers have not done much case management, tuition reimbursement, and supportive services because they have been focusing on assisting with LIHEAP services.

NOMINATION OF OFFICERS

Mrs. Lavon Williams informed the board that we will be sending out nomination letters and applications for the nominating of Officers for the 2021 calendar year. Letters and applications will go out on Friday, November 13th and will need to be submitted to Catina Williams by 5pm on December 7th. The Nominating Committee will meet on Dec. 19th.

MOTION TO APPROVE THE FINANCIAL REPORTS

A motion to accept and approve the Financial Reports.

Motion/Second Comm. Vivian Tindal/Maritza Vasquez

AYE, (voice vote): All members. No abstentions.

Action: The Board accepted and approved the Financial Report.

STRATEGIC PLAN

Ms. Trellany White gave a brief overview of the Strategic Plan. Of approximately 1.3 million Orange County citizens, over 400,000 of those citizens are living in poverty according to the Federal poverty guidelines. Those citizens are eligible for CSBG services, which is the target community. The top 5 Strategic Issues and Priorities were: Program Initiatives to meet basic needs and Promote Self-Sufficiency, Community Awareness and Engagement, Partnerships and Collaborations to Leverage Resources, Funding Opportunities, and Organizational Capacity to Achieve Results. The 3 Strategic Goals are: 1.) Position agency as a high performing agency lifting people from poverty and empowering self-sufficiency through targeted program initiatives 2.) Strengthen Community Awareness and Engagement 3.) Expand Organizational Capacity to Achieve Results. Each Strategic Issue is tied up into each Strategic Goal. Each Strategic Goal has Objectives, Strategies and Indicators. The Indicators are used to measure accomplishments of goals. CAD will report achievements to the board Quarterly, Biannually, and Annually.

MOTION TO APPROVE THE STRATEGIC PLAN

A motion to accept and approve the Strategic Plan.

Motion/Second Comm. Dexter Nelson Jr. /Cliff Marvin

AYE, (voice vote): All members. No abstentions.

Action: The Board accepted and approved the Strategic Plan.

COMMUNITY ACTION PLAN (CAP)

Ms. Trellany White gave the board a brief overview of the Community Action Plan. The Community Action Plan is an overview of the Needs Assessment, Strategic Plan, and Service Delivery. The Community Action Plan also show the status of the Community Action Board as it pertains to vacancies and partnerships. Ms. White briefly reviewed each section of the Community Action plan and opened the floor to the board for questions. CAP sections included: Vision and Mission Statements, Community Needs Assessment (Including CARES funding), Service Delivery System, Strategic Plan, Linkages and Funding Coordination, Tripartite Board (Full Participation), Agency By-Laws, Risk Assessment, and Annual Analysis of the Agency's Outcomes.

MOTION TO APPROVE THE COMMUNITY ACTION PLAN

A motion to accept and approve the Community Action Plan.

Motion/Second Comm. Abigail Crocket/ Vivian Tindal

AYE, (voice vote): All members. No abstentions.

Action: The Board accepted and approved the Community Action Plan.

COMMITTEE REPORTS

Ms. Vivian Tindal gave a brief overview of the Planning & Budget Committee October 28, 2020 Meeting Minutes. A copy of the minutes was included in the meeting packet.

MOTION TO APPROVE THE PLANNING & BUDGET COMMITTEE REPORT

A motion to accept and approve the Planning & Budget Committee Report.

Motion/Second Comm. Melissa Byrd/ Abigail Crocket

AYE, (voice vote): All members. No abstentions.

Action: The Board accepted and approved the Planning & Budget Committee Report.

Ms. Barbara Hoosier gave a brief overview of the Community Service Committee October 28, 2020 Meeting minutes. A copy of the minutes was included in the meeting packet.

MOTION TO APPROVE THE COMMUNITY SERVICE COMMITTEE REPORT

A motion to accept and approve the Community Service Committee Report.

Motion/Second Comm. Evangeline Richardson/ Vivian Tindal

AYE, (voice vote): All members. No abstentions.

Action: The Board accepted and approved the Community Service Committee Report.

Ms. Evangeline Richardson gave a brief overview of the Policy Advisory Committee October 30, 2020 Meeting minutes. A copy of the minutes was included in the meeting packet.

MOTION TO APPROVE THE POLICY ADVISORY COMMITTEE REPORT

A motion to accept and approve the Policy Advisory Committee Report.

Motion/Second Comm. Vivian Tindal /Monique Morris

AYE, (voice vote): All members. No abstentions.

Action: The Board accepted and approved the Policy Advisory Committee Report.

WINTER BREAK

MOTION TO APPROVE THE WINTER BREAK (November 12, 2020- December 31, 2020).

A motion to accept and approve the CAB Winter Break.

Motion/Second Comm. Victoria Siplin/Vivian Tindal

AYE, (voice vote): All members. No abstentions.

Action: The Board accepted and approved the CAB Winter Break.

HEAD START POLICY COUNCIL REPORT

Ms. Maritza Vasquez gave a brief update on the Head Start Policy Council. Orange County's Head Start staff is currently recruiting 3 and 4 year olds for the 20-21 school year. If anyone is interest please call the Head Start office at 407-836-6590. Ms. Vasquez informed the board that her tenure with the Head Start Policy has come to an end and thanked the board.

PUBLIC REPRESENTATIVE COMMENTS

Cortez Whatley shared information regarding Commissioner Uribe's November 21st, (District 3) Thanksgiving Drive-up Event. This event will take place at 600 Stonewall Jackson Road Orlando, Florida 32807 Commissioner Uribe in partnership with 2nd Harvest Food Bank are looking to feed 300-400 families for Thanksgiving. More information will be forthcoming.

PRIVATE REPRESENTATIVE COMMENTS

There were none.

COMMUNITY REPRESENTATIVE COMMENTS

There were none.

MOTION TO ADJOURN

A motion to Adjourn

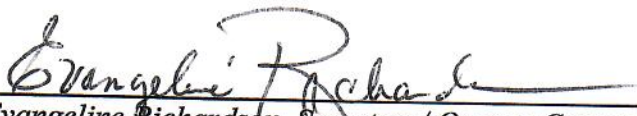
Motion/Second: Evangeline Richard/Vivian Tindal.

AYE, (voice vote): All members. No abstentions.

Action: Meeting Adjourned

MEETING ADJOURNED

5:06 p.m.



Evangeline Richardson, Secretary/ Orange County Community Action Board