



COMMUNITY ACTION BOARD

COMMUNITY SERVICE COMMITTEES MEETING

Pine Hills Community Center, 6408 Jennings Road, Orlando, FL 32818

Conference Room

April 28, 2021, 4:00 p.m.

CAB Members present:

Barbara Hoosier

Staff: Catina Williams, Trellany White, Jacquelyn Muse, and Lavon Williams

Chair Barbara Hoosier called the meeting to order at 4:07 p.m. A quorum was not met.

There was a moment of silence.

Public Comments: No public comments were made.

A. Community Services

Mrs. Jackie Muse provided the committee with a brief overview of the Community Services Report, April 1, 2020 to March 31, 2021. A copy of the Community Services Report was provided in the packet and at the meeting.

Mrs. Muse gave the board a brief update on the Goals and Outcomes for the 2020 Fiscal year (4/1/2020-3/31/2021): Unemployed and Obtained Job- Goal 100 - Achieved 20 (20%); Employed Participants Provided Increase in Income- Goal 35 - Achieved 19 (54%); Maintained Job 90 Days or More- Goal 40 - Achieved 15 (38%); Obtained Recognized Credential to Achieve Vocational Skills – Goal 100 - Achieved 61 (61%); Completed ABE/GED- Goal 5 - Achieved 0 (0%); Achieved and maintained capacity to meet basic needs- Achieved 1435 (Utility Assistance).

Organizational Standards Updates:

Comprehensive Annual Audit

Mrs. Trellany White gave the committee a brief review of the Annual Financial Audit. A copy of the Letter of Transmittal from the Office of Comptroller on the Comprehensive Annual

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Financial Report was provided in the meeting packet and at the meeting. The review of the Annual Financial Audit is required by Community Action Board Organizational Standards 8.1, 8.2, and 8.3. The results of the County's Single Audit for the fiscal year ended September 30, 2020, which provided no instances of material weaknesses in the internal control system or significant violations of applicable laws and regulations related to federal or state financial assistance program. A link to the full Comprehensive Annual Financial Report Year ended September 30, 2020 was provide to all board members prior to the meeting:

https://www.occompt.com/download/Comprehensive%20Annual%20Financial%20Reports/ACFR_2020.pdf

Strategic Planning Bi-Annual Update

Ms. Trellany White and Mrs. Lavon Williams gave the committee an overview of the 2020-2025 Strategic Plan Bi-Annual Update. Ms. White expressed to the board that the Strategic Plan is based on Families, Communities, and Agency.

Ms. White reviewed each strategic goal and the actions that are being taken by the Community Action Division to achieve those goals. Ms. White also reviewed the Outcome indicators for each Strategic Goal as of April 2021. A copy of the 2020-2025 Strategic Plan Update was provided at the meeting.

Strategic Goal 1: Position agency lifting people from poverty and empowering self-sufficiency through targeted program initiatives:

- **Objective:** Provide holistic and intentional services to low-income families that provide stability and promote self-sufficiency based on a "Whole family Approach". **Actions to achieve goal include:** Documenting bundled services delivery, Online FSSP application, Referral from LIHEAP applications, Vocational & Basic Skills training, Youth opportunities through service delivery sites, Vulnerable clients served through FSSP, LIHEAP, SCEP & Community Centers

Outcome Indicators: An overview of all Outcome Indicators Achieved was given

Strategic Goal 2: Strengthen Community Awareness and Engagement:

Objective 1: Build, communicate, and promote an agency Brand that is vibrant and inspires hope. **Actions to achieve goal include:** participates quarterly in public information officer meetings, coordinate with Communications department to develop social media posts and campaigns; developed public service announcement (PSA) for Community Action Month and various programs.

- **Objective 2:** Raise and improve community awareness of community needs and agency services that promote community involvement. **Actions to achieve goal include:** impact stories presented at CAB meeting and through Orange TV.

Outcome Indicators: An overview of all Outcome Indicators Achieved was given

Strategic Goal 3: Expand Organizational Capacity to Achieve Results.

- **Objective 1:** Build and leverage a network of targeted partners that align with the mission to address the needs of low-income families and promote self-sufficiency. **Actions to achieve goal include:** Assess partner agreements, services and reporting; Coordinate Community

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Action Virtual Job Fairs for CA clients through CareerSource; Strengthened reporting structure and Prepare for vendor meeting.

- **Objective 2:** Secure additional revenue from non-government funding sources to expand service delivery opportunities for families. **Actions to achieve goal include:** Secured Senior Climate Efficient Program (SCEP) grant; Applied for FACA grant (COVID related).

- **Objective 3:** Develop organizational culture and build agency capacity with a central focus on achieving results for families: Decrease board vacancies; Implement board training schedule during committee meetings; ROMA framework training for staff; Strengthen reporting tool, Explore group data input into case manager software

Outcome Indicators: An overview of all Outcome Indicators Achieved was given

Ms. White informed the committee that the next review of the Strategic Plan Update will be in October 2021.

FOCAS Report (FFY 2021 CSBG Quarterly Agency Report)

Mrs. Trellany White gave a training highlight discussion on the Florida Outcomes for Community Action Systems (FOCAS) FFY 2021 CSBG Quarterly Agency Report as of the 2nd quarter 2021. A copy of the report was provided at the meeting for review. Training highlight covered understanding: the number of Clients Served (Individuals/Families), Agency Capacity, Outcomes (NPI) and Services (SRV) Data, and Work Plan Targets & Actual Progress and linking the outcome and services indicators to actual programs.

Meeting adjourned at 4:36 p.m.

Minutes approved on June 9, 2021