



## COMMUNITY ACTION BOARD

### POLICY ADVISORY COMMITTEES MEETING

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

April 30, 2021, 9:00 a.m.

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**CAB Members present:**

Debi Meli, Karl Allen, Cortez Whatley, Dexter Nelson Jr., and Evangeline Richardson

**Staff:** Catina Williams, Trellany White, and Lavon Williams

Chair Evangeline Richardson called the meeting to order at 9:06 a.m. A quorum was met.

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

**A. Policy Advisory- Membership Statutes**

Mrs. Catina Williams gave the Policy Advisory report: ***Vacancies: Community Sector-*** The At-Large- Districts 3, 4, and 5 (vacant since 4/23/21), District 4, and District 1 seats representing the community sector. ***Public Sector-*** Florida State Representative has been vacant since November 2020.

***Appointment Letters:*** None.

***Solicitation for Membership:***

- Pastor Anthony Hodge with Restore Life Worship Center and Finding the Lost Sheep Street Ministry as representation for Community Sector- District 1 (Letters have been sent to solicit membership) received application but no other communication or appointment paperwork;
- Oscar Oriz with Iniativa Accion Puertoriquena who was recommended by Commissioner Maribel Gomez-Cordero was sent a solicitation letter in February to serve as representative for the Community Sector District 4- but we were later notified that Oscar will be unable to serve.
- Solicitation for CAB Membership memo was sent to State Representatives: Daisy Morales, Geraldine Thompson, and Kamia Brown in January and February for replacement of Bruce Antone for the Public Sector- awaiting responses from Agenda Development.

***Resignations:*** Larry Glinzman sent over his resignation on 4/23/21, uncomfortable with meeting in person.

***Absences:*** Abigail Crocket/Julie Yetter – missed 2 of 4 meetings; Sabrina Persaud – missed 3 of 4 meetings; Pastor Hezekiah Bradford/Monique Morris – missed 2 of 4 meetings; Commissioner Susanne Nielsen- missed 3 of 4 meetings, Cliff Marvin/Karl Allen- missed 3 of 4 meetings.

***Terminations:*** None

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## **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 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](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**

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**goal include:** Assess partner agreements, services and reporting; Coordinate Community 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 2<sup>nd</sup> 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.

A Motion to adjourn was made by Karl Allen and seconded by Cortez Whatley. Motion carried.

***Meeting adjourned at 9:46 a.m.***

***Minutes approve on June 9, 2021***