



COMMUNITY ACTION BOARD

PLANNING & BUDGET COMMITTEE MEETING

October 28, 10:30 a.m.

Via WebEx

CAB Members present:

Vivian Tindal, Diali Coll-Mercado, Commissioner Susanne Nielsen, and Councilman Elias Chotas

Staff: Catina Williams, Marcia Watson, Trellany Williams, and Lavon Williams

Chair Vivian Tindal called the meeting to order at 10:36 a.m. A quorum was met.

Public Comments: No public comments were made.

Planning & Budget Committee Reports

A. Planning and Budget

A copy of the Community Service Block Grant (CSBG) (Budget FFY April 1, 2020- March 31, 2021) Budget Summary for CSBG and CARES Funds was provided in the meeting packet.

Ms. Watson gave a brief overview of the budget summary for the Budget Federal Fiscal Year (FFY) (April 1, 2020- March 31, 2021): Total CSBG Expenditure- \$679,869.09; 55% of the Budget spent. Ms. Watson expressed that the CSBG funds are on schedule for expenditures. Ms. Marcia

Ms. Watson expressed to that \$12,141.20 of CARES Funds was spent to hire additional staff to accommodate CARES clients. Funds were also used to purchase computers/equipment and software for the new cares staff that will be supporting the wage subsidies program. The Wage Subsidies Programs has not yet started. There some overages due to FSSP assisting with the LIHEAP program and COVID-19 sick leave. Services for CSBG expended \$14,308.21 in tuition assistance and \$2,397 in rental assistance during the month of September.

B. Strategic Planning

Ms. Trellany White gave the committee an overview of the Assessment Review of the Needs Assessment, SWOT Analysis, and the Board Assessment:

Community Needs Assessment Top Needs- Employment, Housing, Job Training/Retraining, Health Services, and Food Insecurities. **SWOT Summary** – Strengths, Weaknesses, Opportunities, and Threats. **Board Assessment Findings-** Improve Organization Representation to Public, Schedule Additional Board Trainings, Improve Board Participation, Enhance Reporting Format, and Develop Clear Process to Evaluate Program Goals.

Ms. White gave a brief overview of the Strategic Issues Worksheet and asked the committee to review the 7 Strategic Issues and prioritize the top 5 issues to assist with the Strategic Plan. The Committee was asked to review and submit the worksheets CAD staff by Friday Oct. 30th.

*Planning & Budget Committee Meeting
October 28, 2020*

Motion to adjourn was made by Vivian Tindal and seconded by Diali Coll-Mercado. Motion carried.

Meeting adjourned at 10:56 a.m.

Minutes were approved November 11, 2020