

# ORANGE COUNTY COMMUNITY & FAMILY SERVICES DEPARTMENT COMMUNITY ACTION BOARD

## Meeting Minutes

January 13, 2021

The Community and Family Services Department Community Action Board (CAB) met at Commission Chambers, 201 S. Rosalind Avenue, Orlando, FL 32801 on January 13, 2021.

Chairman – Tarus C. Mack called the meeting to order at 4:09 p.m. A quorum was present at 4:13 p.m.

Invocation was given by Pastor Hezekiah Bradford followed by the Pledge of Allegiance.

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

### 2021 Attendance Record1

Sector			Unit Attendance			Term		
I. PUBLIC	Member	Meetings Held	Present	Waived	Absent	Original Appt. Date	Current Term Start Date	Current Term Expiration
COMM. ELECT NICOLE H. WILSON, Rep. (OCBCC)	0	1	0	0	1	12/15/2021	12/15/2021	12/31/2022
OPEN, Alternate								
COMM. MAYRA URIBE, Rep. (OCBCC)		1	1	0	0	2/14/2019	2/14/2019	12/31/2023
Cortez Whatley, Alternate	1					4/10/2019	4/10/2019	12/31/2023
COMM. MARIBEL GOMEZ CORDERO, Rep. (OCBCC)	1	1	1	0	0	2/14/2019	12/15/2020	12/31/2024
Mariely Velez, Alternate	0					3/11/2020	12/15/2020	12/31/2024
MELISSA BYRD, Rep. (OCPS)	1	1	1	0	0	2/13/2019	2/13/2019	2/12/2023
OPEN, Alternate								
COUNCILMAN ELIAS CHOTAS, Rep. (City of Edgewood)	0	1	0	0	1	10/22/2019	10/22/2019	12/31/2021
MAYOR JOHN DOWLESS, Alternate	0					11/22/2019	11/22/2019	12/31/2021
SUSANNE NIELSEN, Rep. (City of Belle Isle)	0	1	0	0	1	10/22/2019	10/22/2019	12/31/2021
OPEN, Alternate								
OPEN, Rep.		1	0	0	0			
OPEN, Alternate								
COUNCILMAN Tarus Mack, Rep.	1	1	1	0	0	04/10/2018	04/10/2018	12/31/2021
Diali Coll-Mercado, Alternate	0					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	1	0	0	0			
OPEN, Alternate	0							
(District 2) PASTOR HEZEKIAH BRADFORD, JR., Rep.	1	1	1	0	0	03/03/2015	11/11/2020	11/10/2024
Monique Morris, Alternate	0					11/11/2020	11/11/2020	11/10/2024
(District 3) ABIGAIL CROCKET, Rep.	1	1	1	0	0	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	1	0	0	0			
OPEN, Alternate	0							
(District 5) SABRINA PERSAUD, Rep.	0	1	0	0	1	02/24/2015	06/12/2019	06/11/2023
OPEN, Alternate	0							
(District 6) EVANGELINE RICHARDSON, Rep.	1	1	1	0	0	10/11/2017	10/11/2017	10/10/2021
OPEN, Alternate	0							
(At-Large Districts 1, 2, and 6) BARBARA HOOSIER, Rep.	1	1	1	0	0	10/11/2017	10/11/2017	10/10/2021
OPEN, Alternate	0							
(At-Large District 3,4 & 5) LARRY GLINZMAN, Rep.	0	1	0	0	1	1/13/21	1/13/21	1/12/25
OPEN, 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)	0	1	0	0	0	06/27/2007	02/10/2016	02/09/2020
VACANT, Alternate	0							
BISHOP SYLVESTER ROBINSON, Rep. (Religious Organizations)	1	1	1	0	0	11/11/2020	11/11/2020	11/10/2024
Vacant, Alternate	0							
DEBI MELI, Rep. (Private Social Service and Charitable Agencies)	1	1	1	0	0	09/12/2018	09/12/2018	09/11/2022
Vacant, Alternate	0							
CLIFFORD MARVIN, Rep. (Workforce Labor Organization)	0	1	0	0	1	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	1	0	0	1	4/10/2019	4/10/2019	4/9/2023
VACANT, Alternate	0							
AQUILA DRAYTON., Rep. (Head Start Policy Council)	1	1	1	0	0	11/14/2018	11/14/2018	11/14/2022
JESSICA LOVELADY, Alternate	0					11/14/2018	11/14/2018	11/14/2022
DEXTER NELSON JR., Rep. (Major Employers)	1	1	1	0	0	3/13/2019	3/13/2019	3/12/2023
VACANT, Alternate	0							
Yesenia Baron, Rep.,(Business)	1	1	1	0	0	09/11/2019	09/11/2019	09/10/2023
Vacant, Alternate	0							

### ATTENDANCE

**Board Members present:** Aquila Drayton, Councilman Tarus C. Mack, Abigail Crocket, Bishop Sylvester Robinson, Melissa Byrd, Commissioner Maribel Gomez-Cordero, Yesenia Baron, Cortez Whatley, Barbara Hoosier, Evangeline Richardson, Pastor Hezekiah Bradford, Dexter Nelson Jr. and Debi Meli

**Staff members present:** Trellany Williams, Catina Williams, Marcia Watson, and Lavon Williams.

### PUBLIC COMMENTS

There were none.

### CONSENT AGENDA ITEMS- Approval Requested

### COMMUNITY ACTION BOARD MEETING MINUTES

A copy of the Community Action Board Meeting Minutes dated November 11, 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 November 11, 2020.  
Motion/Second: Melissa Byrd/Hezekiah Bradford.

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



## **BOARD MEMBERSHIP: INTRODUCTION, SEATING, AND TERM EXTENSION**

### **TERM EXTENSION:**

Ms. Vivian Tindal would like for the board's consideration to extend her board membership for a third term, to continue to serve as Representative for the Private Sector representing Minority Organizations for the Orange County Branch of the NAACP.

### **MOTION TO ACCEPT AND APPROVE THE 3RD TERM EXTENSION FOR MS. VIVIAN TINDAL.**

A motion to accept and approve the 3<sup>rd</sup> term extension for Ms. Vivian Tindal.

Motion/Second: Evangeline Richardson/Dexter Nelson Jr.

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

### **INTRODUCTIONS AND SEATINGS:**

Mrs. Catina Williams announced that there were several new appointments and re-appointments for today's meeting.

**For the Public Sector:** Mayor Jerry Demings office appoints Commissioner-Elect Nicole H. Wilson as representative, representing District 1; Mayor Deming's Office Re-appoints Commissioner Mayra Uribe as representative and Cortez Whatley as alternate, representing District 3; and Re-appoints Commissioner Maribel Gomez-Cordero as representative and Mariely Velez as alternate Representing District 4.

**For the Community Sector:** Eastwood Community Association recommends the appointment of Larry Glinzman as representative for At-Large Districts 3, 4, & 5.

**For the Private Sector:** Orange County Head Start recommends the appointment of Aquila Drayton as representative and Jessica Lovelady as alternate for the Orange County Head Start.

### **MOTION TO ACCEPT AND APPROVE THE RECOMMENDED SEATINGS**

A motion to accept and approve the recommended seatings.

Motion/Second: Hezekiah Bradford/Abigail Crocket.

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 7782 visits during the month of December 2020. The Community Centers are currently assisting citizens with registration for the COVID-19 vaccine thru the patient portal. One thousand six hundred seventy-three citizens were served by Community Action and Partners. Two thousand and eighty food boxes were distributed. Thirty-five citizens were provided hygiene related kits. Over 200 people volunteered at the Community Centers. Over 750 volunteer hours were provided at the Community Centers. West Orange Chamber of Commerce donated \$1,250 to Maxey Community Center to help 21 families with Christmas toys and food. Foundation for a Healthy West Orange donated 75 food vouchers for families in the Winter Garden, Pine Hills, and Apopka Communities.

### **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- \$696,787; total monthly units of service- 1,339; and average assistance per household - \$520; YTD Expenditures - \$5,326,709; YTD Units



of Service – 9,645; Average Assistance per Household - \$552. Mrs. Williams expressed to the board that although we were expecting to expend the CARES funding by September 2021 all of the those funds have been expended as of November 2020. 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 program has received a grant from the Florida Department of Agriculture & Consumer Services for approximately \$100,000 to help the program do more servicing for citizens in need. The grant will go before the Board of County Commissioners on the January 26<sup>th</sup>, for final approval. We will be working with citizens that qualify for services on a case by case basis

### **Office on Aging**

Mrs. Lavon Williams gave a brief overview of the Office on Aging Program Highlights. The update to the 40 page “Community Resource for Elders” document has been completed. The Commission on Aging Monthly E-Newsletter received 1,012 opens, 420 clicks. Five e-blast were sent out on the weekly issues. The LIFE Information for Elders December seminar on “Ask the Expert”, had 5 attendees. Elder Ambassador Program continues to provide training services Elder Caregivers.

### **Community Services Block Grant (CSBG) Update**

Mrs. Lavon Williams reported on the CSBG Quarterly Outcomes as of December 31<sup>st</sup>: *Unemployed Adults that Obtained Employment- Goal 100 Achieved 13 (13%); Employed Participants that Provided Increase in Income - Goal 35 Achieved 7 (20%); Unemployed Adults that Maintained Employment 90 Days or More- Goal 40 Achieved 5 (13%); Obtained Recognized Credential to Achieve Vocational Skills- Goal 100 Achieved 42 (42%); and Completed High School Diploma or GED- Goal 5 Achieved 0 (0%); Achieved and Maintained Capacity to meet basic needs, Achieved 1420 (Utility Assistance).* Mrs. Williams expressed that some of the outcomes take time to achieved, although the goal has not been completed progress is being made in working to complete certain goals such as the GED Program. Mrs. Williams also informed the board the we are currently working with the County Attorney’s office to implement a wage subsidy program the will utilize the CARES Act funds that were received for the CSBG’s Family Self Sufficiency Program. The program will encourage employers to hire our clients and offer a higher wage through the wage subsidy program. Mrs. Williams expressed to the board that the Family Self-Sufficiency Program (FSSP) program was directly hit by the COVID-19 pandemic due to the challenges with providing the needed services with schools being closed or only offering virtual services. We have received 400 referrals from the LIHEAP program alone, so these numbers will increase over time.

### **FINANCIAL REPORT**

A copy of the Community Service Block Grant (CSBG) Budget Fiscal Year (FY) (April 1, 2020- March 31, 2021) as of January 5, 2021 was provided in the meeting packet.

Mrs. Lavon Williams gave a report of the CSBG Percentages of Budget Used: CSBG Program Services percentage used is 6%; CSBG Direct Client assistance percentage used is 12%; current CSBG total balance of \$492,033.39 YTD, with 32% of budget spent. The Cares Act Funds Current Budget is \$1,241,021.00, with 1 % 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. Due to the challenges with FSSP services the Department of Economic Opportunity has provide an extension to the Block Grant year so we will have until September 2021 to expend the CSBG funds.



Mr. Cortez Whatley asked what would be the qualifications for the FSSP Subsidy Program. Mrs. Lavon Williams informed the board that the qualifications for eligibility for the subsidy program will be aligned with the same qualifications as the regular FSSP Program. Mrs. Williams also expressed to the board that going forward the application process will be online as opposed to the previous in-person application process.

#### **MOTION TO APPROVE THE FINANCIAL REPORTS**

A motion to accept and approve the Financial Reports.

*Motion/Second:* Abigail Crocket/Hezekiah Bradford

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

*Action:* The Board accepted and approved the Financial Report.

#### **HEAD START POLICY COUNCIL REPORT**

Ms. Aquila Drayton gave a brief introduction of herself and update on the Head Start Policy Council. Ms. Drayton expressed her gratitude for the opportunity to become a part of the Community Action Board. Orange County's Head Start staff is currently service children both face to face as well as virtually. The Orange County Head Start Program is currently recruiting 3 and 4year olds for the 20-21 school year. If anyone is interest please call the Head Start office at 407-836-6590. Ms. Drayton informed the board that Orange County Head Start are currently in the planning stages to roll out the Head Start Self-Assessment.

#### **MOTION TO APPROVE THE DIVISION MANAGERS PROGRAM REPORT**

A motion to accept and approve the Division Managers Program Report.

*Motion/Second* Evangeline Richardson/Hezekiah Bradford

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

*Action:* The Board accepted and approved the Division Managers Program Report.

#### **PUBLIC REPRESENTATIVE COMMENTS**

There were none.

#### **PRIVATE REPRESENTATIVE COMMENTS**

There were none.

#### **COMMUNITY REPRESENTATIVE COMMENTS**

Pastor Hezekiah Bradford shared information with board on the Martin Luther King Day Parade that will take place in Apopka, FL. They will be practicing social distancing and the parade will began at the VFW at 2pm. Pastor Bradford expressed thanks to the Community Action Staff and Advisory board for they prayers and condolences during his bereavement and loss of his son.

#### **MOTION TO ADJOURN**

A motion to Adjourn


*Motion/Second:* Yesenia Baron/Pastor Hezekiah Bradford.

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

*Action:* Meeting Adjourned

#### **MEETING ADJOURNED**

**4:48 p.m.**



*Evangeline Richardson, Secretary/ Orange County Community Action Board*