

**Charlotte County  
Board of County Commissioners  
Community Action Agency Advisory Board(CAAAB)  
July 25, 2013 Meeting Minutes**

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**Members Present:**

Phillip Wickstrom, Paul Polk, Stephen R. Deutsch, Dee Rutko, Diane Corriveau, Michael Haymans, Carrie Blackwell-Hussey

**Members Excused:**

Alleen Miller, Paul Froeschle and Kim Gaut

**Members Absent:**

Kathleen Nelson

**Staff Present:**

Emily Lewis, Jessica Ralston and Ebony Louis

**Guests:**

Dianne Munson

**1. Welcome and Roll Call**

Michael Haymans called meeting to order at 2:20 pm. All present members and staff introduced themselves.

**2. Approval of April 2013 Meeting Minutes – *Vote Required***

Stephen R Deutsch stated that his name is misspelled in a few places and that they need to be corrected. Diane Corriveau noted that there is a few corrections to be made for her name as well. Phil Wickstrom motions to approved minutes with the few name corrections. Stephen R. Deutsch seconds with corrections. April 2013 Meeting minutes approved with corrections.

**3. 2013-2014 CSBG Application and Workplan- *Vote Required***

Emily Lewis goes over in detail the 2013-2014 CSBG Application and Workplan. She explains to Dianne what the different goals are for these particular sections of the Workplan and what areas of focus that we plan on spending the allocated monies to. Mrs. Lewis informs the board that Goal 1 and Goal 6 focus on client services; goals 2, 3, and 4 are focused on impact to the community, staff and economic development. Emily states that the main areas of focus however for this particular Board are goals 1 and 6 which have sub-goals underneath them. We are more focused on those individuals that are working, going to school or have been accepted to college but have not started. Emily informs the board of the Service Delivery Plan(attached) and goes over each individual National Performance Indicator(NPI) to inform the board what our goals are and what is achievable and attainable for our services. Stephen R. Deutsch motions to approve the 2013-2014 CSBG Application and Workplan. Diane Corriveau seconds motion. 2013-2014 CSBG Application and Workplan approved.

#### **4. 2012-2013 CSBG Quarterly Report**

Mrs. Lewis informs the Board of the 2012-2013 CSBG Quarterly Report and discusses what our actual numbers are vs. potential numbers will be in each category listed.

#### **5. By-Laws Revision – *Vote Required***

Mrs. Lewis reminds the board of the last meeting change to the By-Laws that the Board requested to add El Jobean(33953) to the demographic areas that this board oversees. Stephen R. Deutsch motions to approve change to By-Laws. Carrie Blackwell-Hussey seconds motion. El Jobean(33953) now added to demographic of this board. Board discusses if there should be another added spot to each section of this board. All agree that the Englewood area representative should cover the El Jobean area. Englewood area representative will now cover El Jobean and the Englewood area.

#### **6. Department Update**

Emily Lewis discusses the new concept of the OneStop of Charlotte County which entails having a centralized website that any Charlotte County resident may type in their address and all of the services that are available to them will come up on the screen closest to their location. This will allow persons to see and utilize services that are within a reasonable area to their specific location and specific to their needs. This project is in the early stages of development, but Mrs. Lewis states that she would like the Board to be aware of what is potentially coming to our community for client services. Diane asks what about all of the community members who do not have internet access or the ability to access the site. Jessica Ralston responds that we have a computer at our office and at the Family Service Center, which is in the center of the Parkside district, which allow for community members to access their Food Stamp Applications so that we may be able to add this feature to those computers for access.

Dee Rutko informs the Board of the recent changes to the FSSP Policies, i.e., Contract of Participation, Childcare Policy and Rent/Mortgage Assistance. She informs them that our department was changing our target population and in order to do that, we have to make some changes to our policies to reflect those concepts. Ms. Rutko goes over in detail the changes and revisions to the policies that have been made and approved.

#### **7. Public Comments – Limited to 3 Minutes Each**

None.

#### **8. Member's Comments**

Michael P. Haymans brings up the discussion for a motion to vote in a new member to the Board, Dianne Munson. This position would be to fill the vacancy in the Private Sector section of the Board. Stephen R. Deutsch motions to have Dianne Munson replace the position vacated by Peter Burnett. Carrie Blackwell-Hussey seconds motion. No one indicates any opposition. Dianne Munson is approved unanimously as a member CAAAB Board in the Private Sector to replace Peter Burnett. As an advisory board to the Board of County Commissioners, this will be ratified by the board of County Commissioners at their September 24, 2013 meeting. Dianne Munson takes a few moments and introduces herself and gives a little insight into her background within the community. All members, staff and visitors welcome Mrs. Munson to the Board.

Dee Rutko informs the Board that the Southwest Florida Works has incorporated the CNA program back at the Tech Center. Ms. Rutko states that it is a certified thirteen (13) week class, so please pass along any information to clientele or people that you may know that are interested. She stated that they run a nationwide background screening so please keep that in mind when you are referring anyone to the program.

**9. Adjournment**

Michael P. Haymans adjourns meeting at 3:35pm.

Respectfully Submitted,



Recording Secretary