

**Charlotte County  
Board of County Commissioners  
Community Action Agency Advisory Board(CAAAB)  
October 22, 2015 Meeting Minutes**

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**Members Present:**

Phil Wickstrom, Lynn Dorler, Michael Haymans, Carrie Blackwell-Hussey,

**Members Excused:**

Paul Polk, Alleen Miller, Commissioner Stephen R. Deutsch, Paul Froeschle, Pastor Brian Armen, Dianne Munson

**Members Absent:**

**Staff Present:**

Victoria Carpenter, Lori North, and Jessica Ralston

**Guests Present:**

Dee Rutko

**1. Welcome and Roll Call**

Michael P. Haymans, Chair, called meeting to order at 2:00 pm. All present members, guests, and staff introduced themselves.

**2. Public Input**

None.

**3. Recognition of CAAAB Member/Welcome New Members**

Mr. Haymans presents Certificate of Appreciation to Ms. Dee Rutko for her dedication and participation while on the CAAAB. The Board recognized Lynn Dorler as the newest member to the Board. Lori North informed the Board that Paula Willman from the Punta Gorda Housing Authority was appointed to the CAAAB by the Board of County Commissioners on October 13, 2015.

**4. Approval of July 2015 Meeting Minutes-*Vote Required***

Due to lack of quorum, minutes of the July 2015 meeting will be voted on at the next meeting which will be held in January. No corrections or changes noted by present Board members.

**5. CSBG Quarterly Report – *Vote Required***

Mrs. Ralston gave an overview of the final CSBG Quarterly Report. The Board discusses a few outcomes that fell short of goal achievement and Mrs. Ralston gives the Board explanations on why those outcomes were not met. Mrs. Ralston informs the Board that Lori North is currently evaluating the CSBG funding source together with other funding sources the Family Service Division receives and will be changing the Policies and Procedures to have a more successful program outcome. Mrs. North is currently working on those strategies and once completed, she will inform the Board of its changes. Due to lack of quorum, minutes of the July 2015 meeting will be voted on at the next meeting

which will be held in January. No corrections or changes noted by present Board members.

#### **6. CSBG 2015-2016 Contract Overview/Update**

Mrs. Lori North informed the Board that the 2015-2016 Contract is fully executed. Mrs. North explained that she will be enhancing the programs. She explains in addition to the current outcomes, she will be facilitating a Bridges Out of Poverty program. Mrs. North explains that she is partnering with the Charlotte County Homeless Coalition who will assist in the implementation of the program. She explains that she has allocated funds to incentivize the clients by giving gas cards to clients in attendance. She discusses another avenue of working with Landlords that will be willing to work with our programs and have a willingness to allow our client base into their properties. Mrs. North explains that the Family Services Division will now mandate a Renter101 Course to educate our clients on how to properly care and maintain the homes that we place them in. She hopes to create a relationship with the Landlords to allow for more partnerships and that our clients will properly care for their properties. Another incentive that the clients will be receiving is a Cleaning Starter Kit Bucket full of all the necessary cleaning supplies. She explains that typically the clients that are in a crisis situation do not have the funds to purchase the supplies, so by us gifting them the Welcome Home Starter Kits, and educating them on how to use these supplies, they will be more likely to utilize them and maintain the properties in the proper way.

#### **7. Charlotte County Master Plan Overview**

Carrie Blackwell-Hussey informs the Board of the Master Plan which is currently being developed based on the information received during the Community Needs Assessment. She explains that they are taking existing plans and putting connections together, prioritizing services and to develop one Master Plan where the agencies within our community are speaking the same language and have a vision for Health and Human Services towards one united goal.

#### **8. 2016 Calendar of Meeting Discussion**

The Board discusses a better option for the days and timeframe for upcoming Calendar of meetings. The consensus is that the 4<sup>th</sup> Thursday of the month works best, however the time would need to change to reflect 3:00-4:30 pm. The Calendar of meetings for the upcoming 2016 year will be the 4<sup>th</sup> Thursday of the month at 3:00-4:30pm.

#### **9. 2016 Reaffirmations**

Mrs. Ralston provides the Reaffirmations for the present Board members to reaffirm their participation on the CAAAB for the upcoming 2016 year. All present completed the Reaffirmation of Appointments.

#### **10. Department Update**

Mrs. North updates the Board of the Civil Citation program and informs them that Thaddeus Boston, Program Specialist II is the new Point of Contact for the Civil Citation Program. She explains the changes in the program and there is a discussion between all present in regards to changes that were implemented.

#### **11. Public Comments – limited to 3 minutes each**

None.

**12. Member's Comments**

None.

**13. Adjournment**

Michael P. Haymans adjourns meeting at 3:12pm.

Respectfully Submitted,

A handwritten signature in purple ink, appearing to read "Jessica R. [unclear]".

Recording Secretary