

**Charlotte County  
Board of County Commissioners  
Community Action Agency Advisory Board(CAAAB)  
October 23, 2014 Meeting Minutes**

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**Members Present:**

Phil Wickstrom, Alleen Miller, Commissioner Stephen R. Deutsch, Dee Rutko, Paul Froeschle, Kim Gaut, Dianne Munson, Diane Corriveau, Michael Haymans, Carrie Blackwell-Hussey

**Members Excused:**

Paul Polk

**Members Absent:**

Emily Reese

**Staff Present:**

Emily Lewis, Jessica Ralston and Vikki Carpenter

**Guests Present:**

Faezeh Andrews

**1. Welcome and Roll Call**

Michael Haymans called meeting to order at 2:06 pm. All present members and staff introduced themselves

**2. Public Input**

None.

**3. Approval of July 2014 Meeting Minutes – *Vote Required***

Board reviews the minutes from the July 2014 Meeting. Phil Wickstrom motions to approve minutes. Carrey Blackwell-Hussey seconds motion. July 2014 Minutes are approved, unanimously.

**4. Approval of the 2014-2015 CSBG Contract (*Attachment A*) & Community Action Plan (CAP) (*Attachment B*)–*Vote Required***

Emily Lewis explains in detail the FY 2014-2015 Contract, Community Action Plan and Work Plan. Ms. Lewis informs the board that we have received a slight increase in the base amount of our contract from previous years. Ms. Lewis explains the numbers reflected on the Service Delivery Plan show the final FY 2014 goal numbers together with the upcoming FY 2015 goals that have been set. She also explains the dollar amounts associated with the different National Performance Indicators (NPI) for FY 2015. Ms. Lewis states that in the CSBG budget, we have budgeted for \$15,000 in direct client services. She reminds the board of the discussion in July that more money was going into training to prepare for the new upcoming 2016 Organizational Standards. Ms. Lewis states that she does believe that we will get a base increase sometime around mid-year and so we will adjust where needed to allow for additional families into the Family Self-Sufficiency Program. Ms. Lewis advises the board of a new NPI that we was added this year due to the Emergency Solutions Grant, which is 1.2L(Obtained other non-emergency energy assistance). This NPI allows us to assist the Emergency Solutions client base with electric

deposits/bills. Another is 6.1A (Senior Citizens receiving services) and 6.2B4 (Individuals with disabilities receiving services). Ms. Lewis states that the seniors that would fall under these categories are seniors that are receiving electric assistance and/or case management services. An additional NPI that was also added is 6.3F (Youth improve social/emotional development). She states that this is a result from the Invest in Children License Plate Grant and 6.3B3 (Youth avoid risk-taking behavior for a defined period of time) which is our Juvenile Diversion Programs.

Emily Lewis describes the Community Services Block Grant-Community Action Plan. She states that historically the plan is required to be developed every five years by this board. She states the last plan that we developed was in 2010. Ms. Lewis states this year with the Community Services Block Grant (CSBG) they requested we submit our community action plan with the grant. She explains that the overall goals from 2010 have not changed however; as we will be working in 2015 to update the Community Needs Assessment the CAP goals will also be updated during that process. Ms. Lewis informs the board of the recent change in the revision of the Department's Mission Statement and identified it in the Community Action Plan. Ms. Carpenter stated that the entire staff in her department created and played a role in the revised statement. Ms. Lewis continues to discuss the Needs Assessment and points out that the findings are geared at our agency not toward other agencies and the priorities are for our agency not the community as a whole. Ms. Lewis discusses the Strategic Plan, which is taken out of the current Community Action Plan which was already approved; however, as we talk about organizational standards we will talk more about where we are going from here because we do need to update the Strategic Planning for our Division/Departments.

Phil Wickstom moves to approve the CSBG Contract. Alleen Miller seconds motion. CSBG Contract approved.

Dianne Munson motions to approve the Community Action Plan. Paul Froeschle seconds motion. Community Action Plan approved.

#### **5. CSBG Quarterly Report (4<sup>th</sup>) – Vote Required (Attachment C)**

Jessica Ralston advises the board to look at the front page which shows the original goal that was expected to be achieved and what our actual goal attained for the 4<sup>th</sup> quarter. She addresses each outcome line by line and details the explanation for each needed.

Kim Gaut motions to approve the CSBG Quarterly Report (4<sup>th</sup>). Alleen Miller seconds motion to approve. CSBG Quarterly Report (4<sup>th</sup>) approved.

#### **6. United Charlotte Update**

Ms. Blackwell-Hussey informs the board that the United Charlotte group has been meeting and discussing the Mission/Vision of United Charlotte, who we are and where do we want to go. She notes that they are looking to combine United Charlotte and One Charlotte because there are a lot of the same people and general work that is being done. Ms. Blackwell-Hussey explains that they are looking to implement a Bridges out of Poverty training because they have the willingness of the school board, police department, health department, Charlotte Behavioral, etc. The participants are ready and it is now time to find the funding to support the training. Ms. Blackwell-Hussey also states that the Bridges out of Poverty training would be most effective for all the agencies to ensure they are speaking

the same language when addressing our clients. She also mentions that they are looking to merge the Homeless Management Information System (HMIS) (Community Information System (CIS) and 211 so that the agencies and clients have a clearer understanding of needs in the community.

### **7. War On Poverty Anniversary Activities**

Emily Lewis informs the board of the 50 Year War on Poverty initiatives that have been going on in surrounding communities. She asks the board if they would like to participate in some way to acknowledge the War on Poverty 50<sup>th</sup> anniversary. Michael Haymans and Paul Froeschle express concern over the use of the term "War" on poverty. Phil Wickstrom declared it is not over. He states that there has been progress/achievement. Ms. Vikki Carpenter mentions that between herself and Emily, they can do something to minimize the use of the term "War" being used in the Proclamation. Ms. Blackwell-Hussey suggests that a Proclamation be done at a minimum at the Board of Commission Meeting. Phil Wickstrom agrees and states that the City Punta Gorda would like to have a Proclamation as well. There is a consensus on the board that a Proclamation is done at the City of Punta Gorda together with Board of County Commission. Michael Haymans will accept the Proclamation on behalf of the board.

### **8. CSBG Organizational Standards Assessment (*Attachment D*)**

Emily Lewis discusses the 2016 CSBG Organizational Standards which outline and standardize performance of CSBG agencies. She explains that under these revised standards, National Performance Indicators are redefined and expanded from six to nine outcomes for CSBG entities. The CSBG agencies will be held accountable for meeting these standards for Public entities and Private entities. Ms. Lewis indicates that she created a spreadsheet (*attachment D*) and conducted an internal assessment to show where we are currently meeting the standards so that we can begin working on standards we will need to address and implement a plan to meet all standards by 2016.

Ms. Lewis explains that our department has a mission statement, however with the new standards we as a board will need to come up with a CAAAB specific mission statement which will be division specific to the Family Services Division.

### **9. Department Update**

Emily Lewis takes a moment to inform the board that Althea Connor and Jessica Ralston are now Certified Financial Social Workers through the National Association of Social Workers.

Ms. Lewis notifies the board that we have selected an applicant to fill a part time position with the Emergency Solutions Grant. The position will work with Jessica Ralston to assist families in finding private placement.

Ms. Lewis explains that our department is no longer the local agency for processing Elderly Home Energy Assistance claims which assists seniors. The Area Agency on Aging has taken over the applications process and will handle all the claims for EHEAP services.

Vikki Carpenter takes a moment to introduce Faezeh Andrews who has recently been added to our Human Services Department. Ms. Andrews manages Charlotte County 211 information and referral line. Ms. Andrews informs the board what 211 is and requests to

have anyone call if they are in need of services within our community. Ms. Andrews also informs the board that she collects data on the phone calls received which allows for unmet needs in the community to be reported to agencies like the County, Community and the United Way.

Vikki Carpenter informs the board of the recent election for Emily Lewis to become the Secretary of the Florida Association of Counties Human Services Administrators. Since her election, Emily has moved to become the organizations President Elect.

Emily informs the board on the upcoming Youth Summit which will give teens a forum to address youth needs within our community. They are hoping for approximately 100 youth to attend from all the area high schools. The youth have been planning the Summit and will be leading the Summit with some guidance from select adults. It is geared towards the Developmental Assets identifying community problems and then coming up with solutions.

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

#### **11. Member's Comments**

Michael Haymans presents a certificate of appreciation to Ms. Kim Gaut for her dedicated service to the board. Ms. Kim Gaut term expires 10/2014.

Diane Corriveau resigned. She explained that due to health concerns, she will no longer be a part of the board. She thanked everyone for allowing her to participate and suggested that we allow for some in office/on the job training for board members to allow for a better understanding of what we discuss and advise on.

Ms. Lewis mentions that due to Kim Gauts term of expiration that will create a vacancy in the Private Sector area, which may be filled by any non-profit/business person in the community. Michael Hayman requests that to keep in mind and requests nominations.

Ms. Lewis explains that Diane Corriveau's vacancy must be filled by someone in the Port Charlotte area and we will need to hold a voting election to elect a new person.

Emily Reese has not been able to attend any meetings this year due to her recent employment. Commissioner Deutsch recommends we send a letter to Emily to find out if she is still interested in being on the board.

#### **12. Adjournment**

Michael P. Haymans adjourns meeting at 3:58pm.

Respectfully Submitted,



Recording Secretary