

**Charlotte County
Board of County Commissioners
Community Action Agency Advisory Board(CAAAB)
April 24, 2014 Meeting Minutes**

Members Present:

Paul Polk, Paul Froeschle, Kim Gaut, Dianne Munson, Diane Corriveau, Michael Haymans, Alleen Miller

Members Excused:

Emily Reese, Commissioner Stephen R. Deutsch

Members Absent:

Phil Wickstrom, Dee Rutko, Carrie Blackwell-Hussey

Staff Present:

Jessica Ralston

1. Welcome and Roll Call

Michael Haymans called meeting to order at 2:05 pm. All present members and staff introduced themselves

2. Public Input

Kimmie Correll introduced herself. She stated that her interest is in improving the community, Punta Gorda Heights and encourage families in her area get their act together. She states that there are many people in that area that is in desperate need of services. She explained she and her husband have started a project in the area called the Starfish Project which allows for assisting low-income families in her area that need specific services, i.e., finding jobs, finding transportation, better their lives, etc..

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

Dianne Munson motions to approve minutes. Paul Froeschle seconds motion. January 2014 meeting minutes approved.

4. CSBG & LIHEAP Monitoring Report – *Vote/Acceptance Required*

Jessica Ralston explains in detail the overall Monitoring Report. Mrs. Ralston identifies the Charlotte County Human Services Department had zero findings and was cited for three exemplary marks which included a Family Self-Sufficiency client obtained her Bachelor's Degree and became a member of this board, completion of a comprehensive community needs assessment through partnering with the United Way and creation of a File Review log that is used by supervisory staff to review each client file. Dianne Munson motions to accept and approve the monitoring report. Alleen Miller seconds motion. CSBG & LIHEAP Monitoring Report approved and accepted.

5. CSBG 2014 Contract Modification – *Vote/Acceptance Required*

Jessica Ralston explains that we have a Contract Modification which includes a new work plan based on the modification together with new goals as a result of the modification and work plan. The modification details are an increase in Line 6 CSBG expenses of \$7,303 and an increase of \$13,260; an increase in Line 10 CSBG expenses of \$20,297; an increase in the following Line 6 expense categories: employment supports, childcare and

after school care; Continuation and enhancement of our Family Self-Sufficiency Program which includes case management, employment and educational supports, financial literacy and budgeting classes, rent and mortgage assistance and transportation assistance; and lastly reductions to include reduced allocations for transportation assistance, housing and post-secondary education due to re-evaluation of current and projected client need, innovative strategies and reduced rates for services that have been negotiated. Michael Haymans motions to accept and approve the CSBG 2014 Contract Modification. Dianne Munson sections acceptance and approval. CSBG 2014 Contract Modification approved and accepted.

6. CSBG Quarterly Report (2nd Qtr) – Vote Required

Jessica Ralston explains in detail the CSBG Quarterly Report for the 2nd Quarter. Michael Haymans requests and explanation of why some the percentages are either extremely low, under expectation and/or high over expectations. Jessica Ralston states that several factors play a role in the reasoning, such as accepting more families into the program, families changing their goals, etc. An explanation page will be submitted via email to all board members in attendance. Dianne Munson motions to approve report with the understanding that the explanation page will be sent via email by Jessica Ralston to the board. Kim Gaut seconds motion with the understanding of the explanation page being sent. CSBG Quarterly Report (2nd) quarter approved.

7. Program Coordinating Committee (PCC) Report – Vote Required

Kim Gaut explains the approved changes the Program Coordinating Committee approved during the meeting on March 26, 2014. Minutes from the PCC meeting were passed out to the board for review. Jessica Ralston informed the board that most of the changes were clerical, meaning that wording was changed for consistency of the program. One example Mrs. Ralston gave was a change to all policies to reflect Individual Case Plan (ICP) rather than Individual Training and Service Plan (ITSP). Another example was to reflect the name of the Case Manager, changing from Program Specialist, to Case Manager, again for consistency purposes. The significant change however was requested to the PCC for Childcare Scholarship Guidelines which would allow for households to receive childcare assistance while actively looking for employment. The assistance will allow up to a maximum of 30 days of childcare assistance services based on the shortage in the household budget. Dianne Munson motions to approve and accept the changes approved from the PCC. Alleen Miller seconds motion. PCC report accepted and approved.

8. Department Update

Jessica Ralston reminded the board that there will be Board training at our July 2014 meeting. Mrs. Ralston also informed the Board about the upcoming Emergency Solutions Grant that was awarded to the County which will allow for the prevention of homelessness and Rapid Rehousing for Charlotte County residents who are in that current situation. Mrs. Ralston went into detail on what the program will assist with and the potential avenues that can be addressed within the program.

9. Public Comments – Limited to 3 Minutes Each

Kimmie Correll reiterated her interest in improving the community together with her organization. She thanked everyone for allowing her to attend our meeting today.

10. Member's Comments

None.

11. Adjournment

Michael P. Haymans adjourns meeting at 3:01pm.

Respectfully Submitted,

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

Recording Secretary