

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

Members Present:

Phil Wickstrom, Paul Polk, Alleen Miller, Dee Rutko, Paul Froeschle, Kim Gaut, Dianne Munson, Michael Haymans, Carrie Blackwell-Hussey

Members Excused:

Commissioner Stephen R. Deutsch and Diane Corriveau

Members Absent:

Emily Reese

Staff Present:

Emily Lewis and Theresa Lewis

1. Welcome and Roll Call

Michael Haymans called meeting to order at 2:10 pm. All present members and staff introduced themselves

2. Public Input

None.

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

Emily Lewis mentions a correction to be made in the April 2014 minutes. Mrs. Lewis states that there is no Cash Match for CSBG and that the minutes will be changed. Ms. Blackwell-Hussey name needs to be corrected for spelling. Dianne Munson motions to approve minutes with corrections. Carrie Blackwell-Hussey seconds motion to approve minutes with corrections. April 24, 2014 minutes are approved with the aforementioned corrections.

4. Board Member Role & Responsibilities/ROMA Training

Emily Lewis passes out the Community Action Agency Advisory Board Roles & Responsibilities Training Powerpoint presentation (Attachment A). Mrs. Lewis explains in specific detail the purpose of the CAAAB; the six main goals (2 of which are client focused and the other 4 agency or community focus) of Community Action; What the Roles are as A CAAAB Member; ROMA information-new focus on accountability, results and outcomes; 2016 CSBG Organizational Standards (public vs. private entities) that will encompass the original six goals with an additional three, to take us to nine (goals) organization standards instead of six. Mrs. Lewis states that CSBG has transitioned from an emergency service model and more of a self-sufficiency program that focuses more of a community transformation; Community Engagement; Community Assessment; Organizational Leadership; Board Governance; Strategic Planning; Human Resource management; Data Analysis; and finally Financial Operation and Oversight.

Mrs. Lewis informed the Board that currently there are no certified ROMA trainers in SouthWest Florida. In anticipation, while she was at conference in May 2014, she approached the state, requesting that we put together a board of personnel that would be

interested in becoming a ROMA trainer for the upcoming 2016 changes. Once more information becomes available, Mrs. Lewis will inform the board on next steps.

Mrs. Lewis informs the board that she will make arrangements for those board members not present today to receive the training, she will give them the same training, so that all members are on the same page.

5. CSBG Quarterly Report (3rd) – Vote Required

Mrs. Lewis 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 this quarter. She addresses each outcome line by line and details the explanation for each needed. Mrs. Lewis also takes time out to inform the board about the tireless efforts that Jessica Ralston, the Family Self-Sufficiency Case Manager has been putting in to ensure our goals are met and our clientele base are achieving their individual goals. Mrs. Ralston will go to great lengths to ensure her clients are taken care of and will work around their schedules to ensure needs are met and achievable.

Kim Gaut motions to approve CSBG Quarterly Report. Alleen Miller seconds motion. CSBG Quarterly Report (3rd) approved.

6. Department Update

Mrs. Lewis hands out an informal modified Workplan. She states that no formal modification will be necessary due to there will be no monetary changes only revised projected numbers. Mrs. Lewis explains each line item that will be modified based on the original goal expected to be achieved and the modified goal expected to be achieved.

Mrs. Lewis informs the board that the Transit division is no longer apart of the Human Services Department. She states that we must still report on the dis-advantaged portion of the transit department; however, they are now under Budget and Administrative Services. She noted that there was a loss in the Medicaid funding due to Charlotte County participation in the Medicaid paid service rides.

Michael Haymans asks how these type of changes reflect on your board from the state. Mrs. Lewis states that that this is a part of the ROMA cycle of continuous evaluation. As for monitoring goes, the final numbers are what counts to the state. He then asks what does this say about our projection from the beginning of the year. Mrs. Lewis replies that as long as we are adjusting throughout the year it shows that we are monitoring progress and adjusting as the program evolves.

Mrs. Lewis informed the board that the Emergency Solutions Grant(ESG) went into effect on 7/1/2014 and is providing homeless prevention and rapid rehousing services. She states that most of the families that we are servicing are either living in their car, hotel or homeless shelter. Mrs. Lewis also notes that we are working on Vendor Agreements with Teco Gas, for our low-income apartment complexes i.e., Murdock Circle etc...

Mrs. Lewis states that Jessica Ralston has recruited a landlord from the East Coast of Florida who owns several homes in Charlotte County and due to his work relationship with her for one family; he would like all of his houses to be utilized through the ESG funds.

Mrs. Lewis states that two employees are currently going through the Financial Social Work Certification program and they should be certified by the end of this quarter. It will allow for financial counseling and allows for you to truly understand your relationship with your money.

Mrs. Lewis introduces Michael Adams, as the new Neighborhood Accountability Board Program Specialist II.

Mrs. Lewis states that she was elected to serve on the Florida Association of County Human Services Administrators Board. She states that this will allow for new networking opportunities especially for those counties that are also the community action agency.

Mrs. Lewis informs the board that we received our new CSBG contract which reflects an increase over last year, a base of \$63,443.00. The new contract will focus on training for staff so that we meet the requirements of the 2016 CSBG organization standards.

Mrs. Lewis states that the Children's Service Counsel Grant, license funding has been renewed again which will allow for the implementation of the Developmental Assets Action Plan. Mrs. Lewis states that the implementation of the project will be sub-contracted to Drug Free Charlotte County to carry out the activities in the action plan. This will include working directly with the youth and their families. Charlotte County Human Services will be still a major role, just not the lead agency in the project.

Mrs. Lewis informs the board that the Civil Citation Grant has been renewed again for next year and that they have received an increase in funding.

7. Public Comments – limited to 3 minutes each

8. Department Update

9. Member's Comments

Paul Froeschle informs the board of a fundraiser going to be held to benefit the Hearing Impaired Persons and Visually Impaired Persons organizations. Anyone interested, he requests that you email him and he would be more than happy to send the information.

Dee Rutko informs the board that there will be a job fair held at the North port EDC on 8/6/14 @ 11am located at North Port High School. (Flyer-Attachment C)

10. Adjournment

Michael P. Haymans adjourns meeting at 3:34pm.

Respectfully Submitted,



Recording Secretary