



# Community Action Agency Advisory Board (CAAAB)

## Meeting Minutes

April 25, 2024

<b>Location:</b> Family Services Center 21500 Gibraltar Dr.			<b>Time:</b> 1:00 pm to 2:30 pm		
<b>Facilitators:</b> Colleen K. Turner, Secretary/Staff			<b>Recorder:</b> Colleen K. Turner, Secretary/Staff		
<b>Attendees:</b>		<b>Agency:</b>		<b>Attendees:</b>	
<b>Agency:</b>					
Brian Armen	A	Faith-Based Leader	Cara Reynolds	P	Charlotte County School Board
Joe Tiseo	P	Board of County Commissioners	Melissa Lockhart	A	City of Punta Gorda
Lynn Dorler	P	Boys and Girls Club	Angela Hogan	P	Community at Large
Dianne Munson	P	Community Advocate	Paula Wilman	P	Punta Gorda Housing Authority
Paul Polk	P	County Property Appraiser	VACANT		Low-income Community
Noami Guy	P	GCP – Low-income Community	Ieasha Howard	P	Career Source – Community at Large
Colleen K. Turner	S	Charlotte County Human Services	Shellie Legarsky	G	SVdP CARES
Tara Blackson	S	Charlotte County Human Services	Meranda Pitt	G	Department of Health Charlotte County
Carrie Walsh	S	Charlotte County Human Services	Tracy Damon	G	GAL
Jocey Henderson	S	Charlotte County Human Services	Linda Henry	G	Restoring Oaks
Glinda Pruitt	S	Charlotte County Attorney’s Office	Cindy King	G	Drug Free Charlotte County
Nicole Tirado	S	Charlotte County Human Services	Caryn McCullough	G	Loveland Center
Laurie Kimball	S	Charlotte County Human Services	Chris Reesor	G	Rebuilding Together
Althea Connor	S	Charlotte County Human Services	Jose Garcia	G	Rebuilding Together
India Davis	G	Punta Gorda Housing Authority	Justin Coles	G	Rebuilding Together
<b>Key = P(Present), E(Excused), A(Absent), G(Guest), S (Staff)</b>					
<b>ITEM</b>		<b>ACTION</b>		<b>FOLLOW-UP</b>	
1. Welcome and Roll Call		The meeting was called to order by Chairman, Paul Polk, at 1:01 pm. A quorum was present. Commissioner Tiseo participated via Teams due to a priority conflict (permitted for elected officials).			
2. Approve Agenda		The agenda was approved, as amended to move the FSC Tenancy item to before old business, by motion of Commissioner Tiseo, second by Paula Wilman, and unanimous vote.			
3. Public Input		None. Public Input closed by motion of Cara Reynolds, second by Paula Wilman, and unanimous vote.			

4. Family Services Center Tenancy	Staff proposed Levels of Partnership for consideration of 2 <sup>nd</sup> level partnership and restriction on access to the FSC facility and scheduling software. The Levels of Partnership concept was approved for recommendation to the BCC by motion of Cara Reynolds, second by leashea Howard, and unanimous vote. The cumulative scoring matrix from the 03.29.2024 Special meeting where applications were reviewed/scored/ranked was reviewed. A staff work-up of the available spaces and assignment to applicant agencies in order of their ranking was reviewed. A recommendation to the BCC was discussed. The cumulative scoring matrix with rankings was approved by motion of Commissioner Tiseo, second by Paula Wilman. Lynn Dorler and Angela Hogan declared their conflicts of interest, signed form 8B, and abstained. 1 opposed. Motion carried. The floor plan, as presented with available spaces assigned to proposed Lessees, was approved by motion of Commissioner Tiseo, second by Paula Wilman. Lynn Dorler and Angela Hogan re-declared their conflicts of interest and abstained. Motion carried.	Recommendation to be presented to BCC by staff at the next available BCC meeting (05.28.2024)
5. Minutes	October 2023 minutes approved as presented by motion of Angela Hogan, second by Paula Wilman, and unanimous vote. January 2024 minutes approved as presented by motion of Paula Wilman, second by Cara Reynolds, and unanimous vote. March 2024 minutes approved as presented by motion of Paula Wilman, second by Cara Reynolds, and unanimous vote.	
6. Annual Meeting Schedule	The annual meeting schedule was approved, as presented, by motion of Paula Wilman, second by Lynn Dorler, and unanimous vote.	
7. Amended By-laws Review	The amended By-Laws were approved by motion of Paula Wilman, second by Cara Reynolds, and unanimous vote.	
8. Member Resignations/ Recruitment	Paula Wilman tendered her resignation to the CAAAB as representative of the Community At Large effective at the close of this meeting. She was recognized for her years of service and thanked for her dedication. She introduced her recommended replacement, India Davis, PGHA. Discussion ensued about method of recruitment for this and the Low-income/Disadvantaged representative vacancy. The County Attorney requested time to do some research on advertising requirements for Community At Large representatives. The July meeting was rescheduled for 07.18.2024, to be held at the Punta Gorda Housing Authority (pending availability) with proper notice for nominations/democratic election of a representative of the Low-income/Disadvantaged Community and possible appointment of a Community At Large representative by motion of Lynn Dorler, second by leashea Howard, and unanimous vote.	Staff will secure the PGHA meeting room (or alternate space in the community if unavailable) and publish proper notice of the meeting date, location, and call for nominations.

9. Organizational Standards	Staff reported that the 2023 Organizational Standards were approved by FloridaCommerce. Laurie Kimball, CCHS Grants Analyst, was thanked for her efforts to ensure this compliance.	
10. Program/Funding Updates	The Human Services leadership team gave an overview of funding and programs offered by the Department.	
11. Ad Hoc Committee Update	Staff gave an update on the Aging, Disabled, Veteran Adult Services ad hoc committee. The Spring Renewal meeting/social was a hit. Planning a Fall social. Next meetings: May 9/Jun 13; 1:00pm; FSC and Teams.	
12. FACA Conference	Staff reported they will be attending the Florida Association of Community Action (FACA) conference May 15-17, 2024 in Orlando.	
13. Member Comments	<ul style="list-style-type: none"> <li>• Jose Garcia, Rebuilding Together, asked for an opportunity to speak. He thanked the CAAAB for recommending their tenancy at the FSC and expressed their excitement at the prospect, pending BCC approval.</li> <li>• Commissioner Tiseo commended staff for their efforts to work through the applicant scores/ranking and modified space requests to accommodate as many new partner agencies as possible and was impressed that so many agencies are able to be included.</li> <li>• Paul Polk thanked Paula Wilman for her many years of dedicated service to the CAAAB and the community.</li> <li>• Angela Hogan commended Paula for her career in the non-profit world. She gave an update on the GCP's Stars Academy daycare set to open soon.</li> <li>• leashea Howard gave an update on CareerSource Southwest Florida Summer Youth Employment program. They are seeking employers to participate. Flyer shared via email earlier in the day.</li> <li>• Diane Munson shared information about the annual Hibiscus Festival 5/3, 5/4, 5/5 and availability of free booth space for non-profits.</li> <li>• Noami Guy gave a Bridges Out of Poverty update. She is considering offering an abbreviated class for case managers so they understand the program.</li> <li>• Colleen Turner discussed the Charlotte Community Alliance and incorporation of the At Risk Youth Integration committee to its quarterly agenda. Dr. Pepe will deliver ACES training at the FSC on 5/30 9am-12pm. CAAAB members are encouraged to participate.</li> </ul>	leashea will forward Career Source info to staff for distribution.
14. Adjournment	<p>There being no further business, the meeting was adjourned.</p> <ul style="list-style-type: none"> <li>• Next full CAAAB meeting – 07.18.2024 1:00 pm at the PGHA (unless otherwise arranged)</li> </ul>	Proper notice will be made.