MEMORANDUM

Agenda Item No. 7(B)

TO:	Honorable Chairman Dennis C. Moss and Members, Board of County Commissioners	**DATE:**	May 5, 2009
FROM:	R. A. Cuevas, Jr. County Attorney	**SUBJECT:**	Ordinance creating the Community Action Agency Board

This ordinance was amended at the April 15, 2009 Housing and Community Development Committee and passed with the following amendments:

- **The reference to the "County's Elderly Programs Committee of the Community Action Agency" was changed to the "County's Elderly Programs Committee of the Department of Human Services" to reflect the change in the Program's placement from the Community Action Agency to the Department of Human Services.**
- **Section 6(b)(4) was amended to have the Community Action Agency Board review and recommend the selection of service areas and delegate agencies to the Board of County Commissioners for final approval.**
- **Section 6(b)(5) was amended to have the Community Action Agency Board review contracts and agreements under one million dollars, which are necessary for the day-to-day operation of the County's Head Start/Early Head Start program and make recommendations on said contracts and agreements to the Mayor or Mayor's Designee for final review and approval.**

The accompanying ordinance was prepared and placed on the agenda at the request of Prime Sponsor Commissioner Barbara J. Jordan.

R. A. Cuevas, Jr.
County Attorney

RAC/up

Memorandum

MIAMI-DADE COUNTY

Date: May 5, 2009

To: Honorable Chairman Dennis C. Moss
and Members, Board of County Commissioners

Agenda Item No. 7(B)

From: George M. Burgess
County Manager

Subject: County Manager's Report Regarding the Community Action Agency Board

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Item #6 of this memo has been amended to reflect the changes made at the April 15, 2009 Housing and Community Development Committee meeting. Specifically, the item is amended to reflect that the ordinance grants the CAA Board authority to review contracts and agreements under one million dollars and make recommendations on said contracts and agreements to the Mayor or Mayor's Designee for final review and approval.

In accordance with Section 2-11.37 of the Miami-Dade County Code, the following information is provided regarding the proposed creation of the Community Action Agency Board (the "CAA Board").

1. ***Whether the establishment of the board will create sufficient betterment to the community to justify the Board of County Commissioners' delegation of a portion of its authority.***

   The CAA Board will aid Board of County Commissioners (BCC) on the development, planning, implementation and evaluation of the programs administered by the Community Action Agency (CAA); provide guidance and support to the BCC, the Mayor and the County Manager on the issues and causes of poverty in Miami-Dade County; assist in identifying and helping to reduce the causes of poverty and increasing the empowerment of the economically disadvantaged; and provide oversight of the operation of the County's Head Start/Early Head Start Program and assist in the day-to-day operation on behalf of the BCC.

2. ***Whether another board or agency, either public or private, which is already in existence, could serve the same purpose.***

   The Ordinance formalizes the CAA Board that was originally created by County resolution in the early 1970's as a Citizen Participation Board. Although the historical records on the creation of the Citizen Participation Board cannot be located in the County's historical records, the CAA Board has continued to function on behalf of the County since its creation as a Citizen Participation Board. The ordinance provides proper recognition for the role that this Board has been serving over the past three decades and provides for the formalized ongoing response to federal mandates for the continued receipt of Community Services Block Grant (CSBG) funds. It also establishes the CAA Board's role as the entity charged with responsibility attendant to

the Head Start/Early Head Start program as designated by the BCC. This ordinance also responds to governance inquiries raised by the Head Start Federal Review Team in May, 2008 during their interview with members of the BCC.

3. ***The costs, both direct and indirect, of establishing and maintaining the Board.***

The costs of establishing and maintaining the board are negligible and will be covered by the CAA budget. Members of the Board shall serve without compensation but are entitled to reimbursement through the applicable grants for out of town travel expenses incurred in the discharge of their duties.

4. ***Whether the board is necessary to enable the County to obtain State or federal grants or other financing.***

The existence and composition of the CAA Board as a tripartite entity is mandated for the receipt of federal funds through the Community Service Block Grant for all Community Action Agencies. Further, federal mandates for the receipt of Head Start funds require that funded agencies have an established governing body. The BCC has elected to delegate specific responsibilities associated with this role to the CAA Board to ensure the active, independent and informed governance of the operation of the Head Start/Early Head Start program in accordance with federal regulations.

5. ***Whether the board should have a bonding authority.***

The CAA Board will not have bonding authority.

6. ***Whether the board should have final authority to enter into contracts and spend County funds, or whether its contracts and expenditures must be ratified by the Board of County Commissioners.***

Pursuant to the Ordinance the CAA Board shall review contracts and agreements under one million dollars, which are necessary for the day-to-day operation of the County's Head Start/Early Head Start program and make recommendations on said contracts and agreements to the Mayor or Mayor's Designee for final review and approval.

7. ***Whether the creation of a new board is the best method of achieving the desired benefit.***

The formalization of the CAA Board is the best way of achieving the desired benefits, as it memorializes the necessity of this Board that has been performing these important activities for the past thirty years.

Irene Taylor-Wooten
Special Assistant for Social Services

Memorandum

MIAMI-DADE COUNTY

Date: May 5, 2009

To: Honorable Chairman Dennis C. Moss
and Members, Board of County Commissioners

From: George M. Burgess
County Manager

Subject: Ordinance Creating the Community Action Agency Board

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The ordinance creating the Community Action Agency Board will not have a fiscal impact on Miami-Dade County.

Irene Taylor-Wooten,
Special Assistant, Social Services

fis02709

MEMORANDUM

(Revised)

TO: Honorable Chairman Dennis C. Moss and Members, Board of County Commissioners

DATE: May 5, 2009

FROM: R. A. Cuevas, Jr. County Attorney

SUBJECT: Agenda Item No. 7(B)

Please note any items checked.

____	**"4-Day Rule" ("3-Day Rule" for committees) applicable if raised**
√	**6 weeks required between first reading and public hearing**
____	**4 weeks notification to municipal officials required prior to public hearing**
____	**Decreases revenues or increases expenditures without balancing budget**
____	**Budget required**
____	**Statement of fiscal impact required**
____	**Bid waiver requiring County Mayor's written recommendation**
√	**Ordinance creating a new board requires detailed County Manager's report for public hearing**
____	**Housekeeping item (no policy decision required)**
____	**No committee review**

Approved _____ Mayor
Veto _____
Override _____

Agenda Item No. 7(B)
5-5-09

ORDINANCE NO. _____

ORDINANCE CREATING THE COMMUNITY ACTION AGENCY BOARD, SETTING FORTH PURPOSE, COMPOSITION OF BOARD, SPECIFYING POWERS, DUTIES, AND RESPONSIBILITIES, PROVIDING SEVERABILITY, INCLUSION IN THE CODE, SUNSET PROVISION AND EFFECTIVE DATE

WHEREAS, in 1968, Miami-Dade County accepted funding from the federal Office of Economic Opportunities to provide economic and empowerment opportunities to qualified members of the community through a community action agency; and

WHEREAS, initially, the Board of County Commissioners approved the Economic Opportunity Program, Inc. to serve as the community action agency; and

WHEREAS, in 1971, after the Economic Opportunity Program Inc. was dissolved and the Board of County Commissioners served as the interim community action agency, the Board of County Commissioners designated itself as the permanent community action agency for Miami-Dade County and directed the County Manager to develop a plan for the establishment of the federally-mandated citizen participation board; and

WHEREAS, while the County Manager did create such a citizen participation board called the "Community Action Agency Board" and such board has been functioning on behalf of Miami-Dade County, the requisite documentation memorializing the Community Action Agency

Board and the County Manager's plan for the establishment of the federally-mandated board cannot be located in the County's historical records; and

WHEREAS, the Board of County Commissioners has established regulations regarding County boards as codified at 2-11.36 et seq. of the Miami-Dade County Code; and

WHEREAS, the Board of County Commissioners is desirous of properly recognizing the important role that the Community Action Agency Board has been serving on behalf of Miami-Dade County; and

WHEREAS, in order to continue to receive federal Community Services Block Grant funds, Miami-Dade County must have a citizen participation board that meets federal and state requirements; and

WHEREAS, the Board of County Commissioners, as the federally-recognized governing body of the County's Head Start/Early Head Start Program, desires to delegate defined duties and responsibilities to the Community Action Agency Board,

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF COUNTY COMMISSIONERS OF MIAMI-DADE COUNTY, FLORIDA:

Section 1. Creation and Purpose. There is hereby created the advisory board called the "Community Action Agency Board." The purpose of the Community Action Agency Board is to advise the County on the development, planning, implementation and evaluation of its Community Services Block Grant programs and other programs administered by the Community Action Agency; to advise the County on efforts or mechanisms to facilitate the reduction in poverty, the revitalization of low income communities and the empowerment of low income

families and individuals to become self-sufficient; to provide for the oversight of quality services for the children and families served by the County's Head Start/Early Head Start program; and to make decisions related to the design and implementation of the County's Head Start/Early Head Start program on behalf of the Board of County Commissioners.

Section 2. The Board Composition; Petition Process; Interim Board Composition

(a) The Community Action Agency Board shall consist of forty-five (45) members as follows:

(1) Elected Officials.

(A) Fifteen (15) members shall be the following elected officials:

i) the Mayor of Miami-Dade County;

ii) The thirteen (13) Board of County Commissioners of Miami-Dade County;

iii) the City of Miami Mayor;

(B) These elected officials may appoint a designee to serve on their behalf.

(C) If an elected official selects a designee to serve on the Community Action Agency Board, the elected official shall submit a letter on an annual basis advising the Community Action Agency Board of such designation.

(D) If the elected official leaves office or his/her term of office expires and such elected official had selected a designee to serve, such designee may continue to serve until the newly elected official takes his/her seat

with the Community Action Agency Board or appoints his/her own designee.

(2) Citizen Participants. Sixteen (16) members shall be individuals who reside within sixteen (16) defined different target areas served by the Community Action Agency, are sufficiently representative of the individuals/families that reside within that specific target area and are selected through a democratic process developed by Miami-Dade County and delineated in the Community Action Agency's Board bylaws. No two (2) members shall reside in the same target area. However, in the event that the number of citizen participants exceeds the number of target areas, more than one citizen participant may reside in the same target area, provided that each target area has at least one representative. A target area shall mean a neighborhood of low income individuals and families served by the Community Action Agency.

(3) Community Interests and Organizations.

(A) The remaining fourteen (14) members shall be representatives from the following: business; industry; labor; religious; law enforcement; social welfare; and education. Of the fourteen (14) members one shall be the Chair or his/her designee of the County's Head Start/Early Head Start Policy Council and one shall be the Chair or his/her designee of the County's Elderly Programs Committee of the [[~~Community Action Agency.~~]][1] >>Department of Human Services.<<

[1] Words stricken through and/or [[double bracketed]] shall be deleted. Words underscored and/or >>double arrowed<< constitute the amendment proposed. Remaining provisions are now in effect and remain unchanged.

(B) There shall be a Nominating Committee, which will be convened by the County Manager, to select the initial twelve (12) members and fill any future vacancies. Such Nominating Committee shall consist of the Mayor of Miami-Dade County or his/her designee, the Chair of the Community Action Agency Board and the Chair of the Commission Committee of jurisdiction over the Community Action Agency or his/her designee. The Nominating Committee shall convene at least three (3) months prior to the scheduled vacancy of any position. The Chair of the Community Action Agency Board shall serve as the Chair of the Nominating Committee. The Nominating Committee shall solicit recommendations from the public to fill vacancies on the Community Action Agency Board by providing the public with notice of the availability of such position(s). The Nominating Committee shall review all recommendations and then submit a name for each vacancy plus an additional two (2) names to the Board of County Commissioners. The Board of County Commissioners shall make the appointments to the Community Action Agency Board from the candidates recommended by the Nominating Committee or request a new list of candidates for any of the vacant positions. In the event that the Board of County Commissioners requests additional candidates, the Nominating Committee will devise the process for developing said list.

(4) Ex-Officio Members. The Board of County Commissioners may appoint ex-officio non-voting members, as recommended by the Community Action Agency Board. Such ex-officio members shall not count toward a quorum.

(b) Petition Process. The Community Action Agency Board, in order to comply with Community Services Block Grant funding requirements, shall establish a procedure in its bylaws to allow any individual living in a target area served by the Community Action Agency, a representative of individuals who reside in a target area served by the Community Action Agency or any community or religious organization, to petition for adequate representation on the Community Action Agency Board if they believe they are under-represented.

(c) Interim Board Composition. The Community Action Agency Board that exists at the time of the passage of this ordinance shall serve as the interim board for no more than ninety (90) days after the effective date of this ordinance, while the new Community Action Agency Board is convened.

Section 3. Terms, Reappointment, Vacancies and Attendance.

(a) Elected officials or designees are not subject to length of terms or limits on consecutive terms and shall serve as long as s/he is in office.

(b) All other members shall serve two-year terms, except that the length of the terms of the initial appointees shall be adjusted to stagger the terms.

(c) A member may be reappointed; however, a member may not serve more than four (4) consecutive terms. A member who has served four (4) consecutive terms is eligible to be appointed again after a two-year hiatus from the Community Action Agency Board.

(d) Vacancies shall be filled in the same manner that initial appointments are filled.

(e) A member may be removed for failure to comply with the attendance requirements set out in Section 2-11.39 of the Code of Miami-Dade County, Florida as amended, or for any other reason as established in the Community Action Agency Board Bylaws.

Section 4. Reimbursement.

Members of the Community Action Agency Board shall serve without compensation, but may be entitled to receive reimbursement for out of town travel expenses consistent with the provisions of s. 112.061 of Florida Statutes.

Section 5. Organization, Procedure and Orientation.

(a) Bylaws. The Community Action Agency Board shall make and adopt bylaws for its guidance, operation, governance and maintenance, provided such bylaws, and any amendments thereto, are consistent with federal and state laws and county ordinances, rules, regulations, policies and procedures and have been approved for form and legal sufficiency by the County Attorney's Office.

(b) Officers. Immediately after the members are appointed, including the fourteen (14) Community Interests members appointed by the Board of County Commissioners, the members of the Community Action Agency Board shall elect a chair, a vice chair and other officers as designated in the bylaws. An interim chair, vice-chair and other officers may be elected to serve until such time as the fourteen (14) members appointed by the Board of County Commissioners have been selected. Officers shall be elected for a two-year term.

(c) Committees. The Community Action Agency Board shall have an executive committee and a finance committee. Other committee(s) considered necessary to address the core mission of the Community Action Agency shall be designated in the bylaws. The bylaws shall also allow for the creation of ad hoc committees as necessary.

(d) Meetings.

(1) Meetings shall be conducted upon the call of the chairperson; however, the Community Action Agency Board shall meet on a regular basis as determined in the bylaws during the County's fiscal year.

(2) All Community Action Agency Board meetings must be timely noticed at least seven (7) but not more than thirty (30) days prior to the meeting. Such notice shall be provided to the media and a copy shall be maintained at the Community Action Agency. However, if immediate action is necessary to address a matter of imminent harm to public health, safety and welfare, the Community Action Agency Board may schedule a meeting with no less than twenty-four (24) hours notice.

(3) Minutes shall be kept of all meetings of the Community Action Agency Board and such minutes shall be available for inspection by any interested person.

(4) All meetings shall be open to the public.

(e) Quorum. A quorum of the Community Action Agency Board shall be one-half of the total number of members seated on the Community Action Agency Board plus one.

(f) Inquiries and Communications. All inquiries or communications from the Community Action Agency Board or any of its members to the Community Action Agency or to the County shall be made through the Chair of the Community Action Agency Board. Informal communications may be made freely from the Community Action Agency to the Community Action Agency Board members, pursuant to the Sunshine Laws.

(g) Orientation. All new members of the Community Action Agency Board shall receive sufficient training and orientation to enable them to perform their duties.

Section 6. Powers and Duties.

(a) The Community Action Agency Board shall have the following powers and duties with regard to the Community Services Block Grant funding and programs:

(1) To advise the Board of County Commissioners regarding: the development, planning, implementation and evaluation of Community Service Block Grant programs and other programs administered by the Community Action Agency; issues and causes of poverty in Miami-Dade County; the reduction of such poverty; the revitalization of low income communities; and the empowerment of low income families and individuals to become self-sufficient;

(2) To provide guidance and support to the Board of County Commissioners, the Mayor and the County Manager in identifying and helping to reduce the causes of poverty in Miami-Dade County;

(3) To assist in the identification of public and private resources at the local, state, and federal levels to promote self-sufficiency, family stability and community revitalization for economically disadvantaged persons;

(4) To involve economically disadvantaged persons in developing and carrying out anti-poverty programs and encouraging their regular participation in the implementation of these programs;

(5) To ensure the Community Action Agency is in compliance with all governing federal, state, county laws, regulations, policies and procedures, grant and contractual requirements;

(6) To encourage and support coordination with other agencies dedicated to the eradication of poverty and the empowerment of the economically disadvantaged so as to avoid whenever possible overlap and duplication of services;

(7) To approve and provide a Community Action Plan every two years, which shall serve as a written or oral report, to the Board of County Commissioners and the written report to the State of Florida. The Community Action Plan shall contain, but not be limited to, the following information:

(A) A community needs assessment update (including food needs);

(B) A description of the service delivery system targeted to low income individuals and families in the regions;

(C) A description of how linkages will be developed to fill identified gaps in services through information, referral, case management, and follow-up consultation;

(D) A description of how Community Service Block Grant funding will be coordinated with other public and private resources;

(E) A description of outcome measures to be used to monitor success in promoting self-sufficiency, family stability, and community revitalization and a description of the Community Action Agency's success in promoting these activities.

(F) A description of how the Community Action Plan interfaces with and is coordinated with Miami-Dade County's Strategic Plan;

(G) Any other information that the Community Action Agency is required to gather as a condition of receiving Community Service Block Grant funds from the State of Florida or the federal government; and

(8) To perform any other duties or responsibilities that may from time to time be required as a condition of receiving Community Service Block Grant funds from the State of Florida or the federal government.

(b) The Community Action Agency Board shall have the following powers and duties with regard to Head Start/Early Head Start funding and programs:

(1) To adopt practices that are consistent with federal regulations and that assure active, independent and informed governance of the County's Head Start/Early Head Start program. Adoption of any such practices shall be documented as a report and presented to the Board of County Commissioners;

(2) To fully participate in the development, planning and evaluation of the County's Head Start/Early Head Start program as may be delineated more specifically in the CAA Board's bylaws;

(3) To ensure compliance with all applicable Federal, State and County laws and regulations;

(4) To [[~~be responsible for~~]] >>recommend to the Board of County Commissioners for final approval<< the selection of service areas and delegate agencies, once any necessary Policy Council approval is attained and as consistent with County procurement policies and procedures;

(5) To [[~~approve~~]] >>review<<, consistent with County procurement policies and procedures, contracts and agreements under one million dollars, which are necessary for the

day-to-day operation of the County's Head Start/Early Head Start program, including but not limited to, contracts with delegate agencies and ancillary service providers. >>The Community Action Agency Board shall review said contracts and agreements and send their recommendations to the Mayor or Mayor's designee for final review and approval.<< [[~~Such approval shall be sufficient to authorize the County Mayor or designee to execute such contracts and agreements on behalf of Miami-Dade County.~~]] All other contracts and agreements shall be forwarded, with a recommendation from the Community Action Agency Board, to the Board of County Commissioners for final approval;

(6) To establish procedures and criteria for recruitment, selection and enrollment of children;

(7) To review and make recommendations to the Board of County Commissioners regarding all Head Start/Early Head Start program funding applications and amendments;

(8) To establish procedures and guidelines for accessing and collecting information for review by the Board of County Commissioners as the governing body and the Policy Council regarding program planning, policies and Head Start/Early Head Start program operations. The CAA Board shall provide a quarterly report to the Board of County Commissioners ensuring that all planning, policies and Head Start/Early Head Start program operations are proceeding efficiently and according to the requirements of the Head Start Act. Additional reports outside of this quarterly reporting period shall be required to inform the Board of County Commissioners of issues and instances of exceptional importance that require immediate attention;

(9) Consistent with the County's financial management structure, to: approve all major Head Start/Early Head Start financial expenditures; approve the Head Start/Early Head Start operating budget, prior to final approval by the Board of County Commissioners; oversee audit findings and other actions necessary to comply with applicable laws and regulations governing financial statements and accounting practices; review and approve the annual self-assessment and financial audit; review and approve the County's progress in carrying out the programmatic and fiscal provisions in the County's grant application, including implementation of corrective actions; and review results from federal monitoring, including appropriate follow-up activities;

(10) To establish advisory committees to oversee key responsibilities related to program governance and improvement of the County's Head Start/Early Head Start program if so approved by the Board of County Commissioners. If said advisory committee is approved by the Board of County Commissioners, the CAA Board shall contact the Office of Head Start and present information regarding the formation and purpose of the advisory committee;

(11) To provide the following information to the Board of County Commissioners in an annual report:

A) A list of approved delegate agencies and service areas;

B) Procedures and criteria for recruiting, selecting and enrolling children in the County's Head Start/Early Head Start program;

C) All approved contracts and agreements pursuant to section 6(b)(5);

D) A copy of the annual report required by the Head Start Act.

(12) All other powers and duties not specifically delegated hereunder shall remain with the Board of County Commissioners as the federally-recognized governing body of

the County's Head Start/Early Head Start program with the legal and fiscal responsibility for administering and overseeing programs under the Head Start Act, including the safeguarding of federal funds.

(c) To perform any other duties that may from time to time be designated by the Board of County Commissioners through a resolution.

Section 7. Applicability of Federal, State and County Laws.

The Community Action Agency Board shall be regulated by: the Community Service Block Grant statutes, regulations, resolutions, policies and contracts, including the conflicting interest prohibitions; the Head Start Act and regulations, as may be amended from time to time; Chapter 286 of Florida Statutes, ("Sunshine Law"); Chapter 119 of Florida Statutes ("Public Records Act"); Chapter 112, Part III of Florida Statutes ("Code of Ethics for Public Officers and Employees"); Section 2-11.1 of Miami-Dade County Code ("Conflict of Interest and Code of Ethics Ordinance"); and Article IB of Miami-Dade County Code ("Standards for Creation and Review of Boards Generally") to the extent that these County requirements do not conflict with federal and state Community Service Block Grant funding requirements.

Section 8. Staff Support.

The County Manager's Office shall designate appropriate staff to support the Community Action Agency Board.

Section 9. Legal Counsel.

The County Attorney's Office shall provide legal counsel, as needed, to the Community Action Agency Board.

Section 10. It is the intention of the Board of County Commissioners that this ordinance shall supersede and replace any previous ordinance, resolution, bylaws or other enactment by the Board of County Commissioners with regard to a community action agency board.

Section 11. If any section, subsection, sentence, clause or provision of this ordinance is held invalid, the remainder of this ordinance shall not be affected by such invalidity.

Section 12. It is the intention of the Board of County Commissioners, and it is hereby ordained that the provisions of this ordinance, including any sunset provision, shall become and be made a part of the Code of Miami-Dade County, Florida. The sections of this ordinance may be renumbered or re-lettered to accomplish such intention, and the word "ordinance" may be changed to "section, "article", or other appropriate word.

Section 13. This ordinance shall become effective ten (10) days after the date of enactment unless vetoed by the Mayor, and if vetoed, shall become effective only upon an override by this Board.

Section 14. This ordinance does not contain a sunset provision.

PASSED AND ADOPTED:

Approved by County Attorney as
to form and legal sufficiency:

Prepared by:

Karon M. Coleman
Mandana Dashtaki

Prime Sponsor: Commissioner Barbara J. Jordan

MIAMI-DADE COUNTY
BOARD OF COUNTY COMMISSIONERS
OFFICE OF THE COMMISSION AUDITOR

Legislative Notes

File Number: 091287

Committee(s) of Reference: Board of County Commissioners

Date of Analysis: April 23, 2009

Type of Item: Code Amendment

Prime Sponsor: Commissioner Barbara J. Jordan

Commission District : 1

Summary

This ordinance creates the Community Action Agency (CAA) Board.

Upon the appointment of the new Executive Director of CAA (January 31, 2008) a standard review and assessment was conducted of the agency and it was discovered that there was no documentation memorializing the CAA Board in the County's historical records.

This ordinance will:

- Formally establish the CAA Board and codify under the Miami-Dade county Code 2-11.36.;
- Allow the BCC to delegate defined duties and responsibilities as it relates to the design and implementation of the County's Head Start/Early Head Start Program (HS/EHS);
- Increase membership of CAA Board from 15 to 45 members;
- Empower CAA Board to adopt rather than recommend practices consistent with federal regulations as it pertains to the governance of the HS/EHS;
- Require CAA Board to document as a report and present to the Board of County Commissioner's (BCC) the adoption of such practices as it relates to the governance of the HS/EHS;
- Provide for CAA responsibility in the selection of service areas and delegate agencies;
- Require CAA Board to provide quarterly reports to the BCC regarding all planning, policies, HS/EHS operations and other issues of importance requiring immediate attention;
- Give the CAA Board responsibility to approve and recommend the annual self assessment, financial audits, and respective County grant applications;
- Require CAA Board to contact Office of Head Start if an advisory committee is approved by the BCC;
- Provide the inclusion of a Head Start Annual Report as part of the CAA Boar's annual report to the BCC; and

- Include language to ensure that the BCC is the governing body of the programs under the Head Start Act.

Background and Relevant Legislation
The current CAA Board membership includes:

VACANT	DISTRICT 11
VACANT	DISTRICT 10
VACANT	DISTRICT 12
BROWN-MORILLA, RICHARD	DISTRICT 4
CAPORELLI, JANE	DISTRICT 7
CARRERA, JULIO	DISTRICT 13
DRIVER, KAMETRA	DISTRICT 8
GALBUT, JOYCE	DISTRICT 5
GUILLAUME JR., FRANCOIS	DISTRICT 3
LEFLORE, TERESA	DISTRICT 2
MILLER, GAIL E	DISTRICT 1
PRICE, JOYCE	DISTRICT 6
REY, MARILYN	MAYOR- CARLOS ALVAREZ
YOUNGKIN, ANITA	DISTRICT 9

This ordinance was amended at the April 15, 2009, Housing & Community Development Committee meeting to include the following:

- To approve contracts and agreements under $100,000 authorizing the County Mayor or designee to execute such contracts and agreements;
- To approve and recommend changes in service areas and delegate agencies to then be forwarded to the County Mayor or designee for final approval; and
- To clarify the Elderly Programs Committee as part of the Department of Human Services and not the Community Action Agency.

Prepared by: Mia B. Marin