



**MINUTES**  
**COMMUNITY ACTION AGENCY BOARD MEETING**  
**OVERTOWN TRANSIT VILLAGE NORTH**  
**701 NW 1 COURT, 1<sup>ST</sup> FLOOR TRAINING ROOM**  
**MIAMI, FLORIDA 33136**  
**THURSDAY, APRIL 12, 2012**  
**4:00 P.M.**

**Members Present**

Dr. William Zubkoff  
James Fayson  
Lillie Williams  
Lisa M. Martinez  
Levy Kelly  
Marjorie York  
Joyce Galbut  
Irene Taylor-Wooten  
Nick Alvarez  
Diane Benitez  
Larry Williams  
Reynold Martin  
Richard Brown-Morilla  
Rev. Wilfred McKenzie  
Vice Mayor Dorothy Johnson  
Jean Fincher  
Cristobalina Pinillo  
Israel Andrews  
Anita Youngkin  
Guadalupe Maldonado  
Tonya Ferguson  
Stephanie McIntosh  
Marie Birts

**Members Excused**

Andrea Walker  
Elaine Adderly  
Delleperche Joseph  
Beverly King  
Edward Dieguez  
Dr. Tonya Thomas  
David Garcia  
Kametra Driver  
Dr. Joyce Price  
Alan Morley  
Dr. Santarvis Brown  
Ilenia Sanchez-Bryson

**Members Absent**

Miguel Perez  
Madelin D'Arce  
Alphonso McCray  
Paola Pierre  
Com. District 3 (vacancy)  
Com. District 10 (vacancy)  
Com. District 12 (vacancy)  
Com. District 13 (vacancy)  
Elderly (vacancy)  
Opa Locka Target Area (vacancy)

This represents a quorum.

**CALL TO ORDER**

Chairperson Dr. William Zubkoff welcomed everyone, and called the meeting to order at approximately 4:10 p.m. Rev. Wilfred McKenzie gave the inspirational message. Upon the request of the Chair, Levy Kelly led Board members in reciting the Mission Statement.

**I. PRESENTATIONS**

- **County Longevity Service Pins:** Vice Mayor Dorothy Johnson presented longevity service pins to the following CAHSD staff:

<u>Staff Name</u>	<u>Division</u>	<u>Years of Service</u>
Colleen F. Brian	Head Start	5
Brian P. Hopkins	Self Help	5
William D. Allison	Administration	5
Rosetta E. Meeks-Staton	Administration	10
Corey D. Jones	Energy	10
Charles W. Scavella	Self Help	10
Rhonda B. Moses	Self Help	10
Darryl K. Frederick	Head Start	10
Michelle A. Bahadur	Early Head Start	10
Anthony Harris	Self Help	25

**II. CHAIRPERSON’S REPORT:**

After a review of the sign-in sheet, the Parliamentarian, Levy Kelly, advised the Chairperson that a quorum was not present to conduct official business. Chairperson Zubkoff then requested that the Board defer the approval of items A through H under the Chairperson’s Report until a quorum was present. He then requested Ms. Edwards on behalf of Lucia Davis-Raiford, Department Director, to provide the Board with a summary of the follow-up items under the Department Director’s Report.

Ms. Julie Edwards, Assistant Director, directed the Board’s attention to the CAA Board follow-up items listed on the printed agenda as Item A under the Department Director’s report. She indicated that the items listed were all carry-over requests from previous meetings. She provided the following updates:

- › **Letter from the CAA Board to the BCC and the Policy Council urging that they engage expeditiously into a dialogue in the best interest of the program and in compliance with federal regulations on these three issues: (1) Program Delegation, (2) Impasse Procedures, and (3) the Policy Council Composition.** Ms. Edwards reported that this item was approved at the January 2012 CAA Board meeting. She indicated that while no letter was sent, a number of meetings have taken place between members of both the BCC and the Policy Council to discuss these issues. She further reported that to her knowledge, the meetings have gone well.

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- ▶ **Staff report regarding December request to distribute copies of the Gravely Handbook on Program Governance and Effective Meetings.** Ms. Edwards reported that the Head Start staff will provide Board members with a copy of the handbook at the next meeting.
- ▶ **Orchard Villa Head Start incident.** Ms. Edwards directed the Board's attention to the memo from Head Start Director, Jane McQueen, in the Board package on handwritten page 184 which provided a brief summary of the incident and the preventive measures that have been implemented to prevent any future occurrence of this type of incident.
- ▶ **Issues at the Arthur Mays Head Start Center raised by Ms. McIntosh: (1) absence of playground equipment, (2) locked gate, and (3) inoperative security camera.** Ms. Edwards directed the Board's attention to the letter in the Board package on handwritten pages 185-186 from Head Start Director, Jane McQueen, to Ms. McIntosh responding to all of her inquiries/comments.
- ▶ **Staff response regarding the issue raised in December regarding litigation and personnel matters being discussed in closed session.** Ms. Edwards directed the Board's attention to the email response in the Board package on handwritten page 187 that was provided by the County Attorney's Office. The opinion of the County Attorney's Office is that since the CAA Board operates in the Sunshine, the Board needs to determine on a case by case basis in advance with consultation with the County Attorney's office on whether an issue should be discussed in an open or closed session.
- ▶ **Issues of long lines in Opa Locka for LIHEAP and in Goulds and Homestead; clients having problems getting bills paid due to lack of contract regarding Florida City Gas.** Ms. Edwards directed the Board's attention to staff's written response to the issue found on handwritten page 188 in the agenda package. In response, Ms. McIntosh clarified that she did not say there were long lines. She said that "staff leaves the sign-in sheet outside of the office overnight for persons to sign-up for services, and there were mothers sleeping in their cars waiting to receive services. However, only a select number of persons are seen on a daily basis." A discussion followed as to ways to improve the process for assisting customers that are waiting to receive LIHEAP services. At the conclusion of the discussion Chairperson Zubkoff suggested that the matter be referred to management to handle.
- ▶ **Summer Meals Program.** Ms. Edwards directed the Board's attention to the email correspondence in the agenda package contained on handwritten pages 189-194 regarding the informational exchange on the solicitation process between County staff, for the summer meals program. The documentation was provided in response to the concerns and questions raised at the March 12<sup>th</sup> CAA Board meeting.

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Items B & C: Ms. Edwards encouraged Board members to complete the Code of Ethics and the Conflict of Interest Affidavits and submit them to John Hatcher for placement in their individual files. (Handouts of the affidavits were provided).

As noted by the Parliamentarian, at the conclusion of Ms. Edwards' report, a quorum of 20 members required to conduct official business was achieved with the late arrival of additional members. Chairperson Zubkoff then directed the Board's attention to the action items listed under the Chairperson's Report.

- A. **Approval of CAA Board Minutes for March 12, 2012.** Chairperson Zubkoff requested a motion to approve the minutes of the CAA Board meeting held on Monday, March 12, 2012. **Edward Dieguez moved and Larry Williams seconded the motion to approve the minutes of the CAA Board meeting held on Monday, March 12, 2012. The motion passed unanimously.**
- B. **Executive Committee, Dr. Joyce Price, Chairperson:** Chairperson Zubkoff stated that Dr. Price requested to be excused from the meeting, and in her absence, he requested a motion to approve the minutes of the Executive Committee meeting conducted on Monday, March 5, 2012. **Edward Dieguez moved and Nick Alvarez seconded the motion to approve the minutes of the Executive Committee meeting held on Monday, March 5, 2012. The motion passed unanimously.**
- C. **Finance Committee, Edward Dieguez and Delleperche Joseph, Co-Chairpersons:** Edward Dieguez reported that the Finance Committee met on Thursday, April 12, 2012, prior to the Board meeting, and reviewed, discussed and approved the Finance Committee minutes for the March 12, 2012 meeting (provided as a handout), and the CAA Revenues and Expenditures Report ending March 31, 2012. Mr. Dieguez also reported that the Finance Committee unanimously recommended that the Head Start/Early Head Start RFA recommendation of Delegate Agencies be deferred to the full Board for discussion and consideration. **Edward Dieguez moved and Diane Benitez seconded the motion to approve the Finance Committee Report. The motion passed unanimously.**
- D. **Head Start/Early Head Start (HS/EHS) Policy Council, Tonya Ferguson, Chairperson:** Ms. Tonya Ferguson, Policy Council Chairperson was enroute to the meeting, therefore, Chairperson Zubkoff deferred her report pending her arrival.

Chairperson Zubkoff then requested CAA Board Member, Ms. Lisa Martinez, Senior Advisor to Mayor Carlos Gimenez, to provide the Board with an overview of the Head Start/Early Head Start RFA recommendations of Delegate agencies.

**III. HEAD START/EARLY HEAD START RFA – RECOMMENDATIONS OF DELEGATE AGENCIES – Lisa Martinez, Senior Advisor, Office of the Mayor**

Ms. Lisa Martinez provided the Board with an update regarding the outcome of the Request for Expressions of Interest (REI) process, the Request for Applications (RFA) process, and the Report of the Application Review Team for Head Start Program Services for the 2012-2013 Program year. (Handouts were provided for the Board's review). She began by giving an overview of the three part procurement process to select delegate agencies. The first part of the process was the reviewing, assessing and providing of recommendations of the renewal applications of the current delegate agencies by an evaluation committee. Ms. Martinez directed the Board's attention to the memorandum dated April 9, 2012 from the Internal Services Department to Mayor Carlos Gimenez regarding the recommendations of delegate agencies proffered by the evaluation committee. She reported that the evaluation committee recommended 10 of the 14 current delegate agencies to be fully re-funded, two to not be re-funded (St. Alban's Day Nursery, Inc. and Our Child Care, Inc.), and two for partial re-funding (Allapattah Community Action, Inc. and the Family Christian Association of America, Inc.). However, as a result of the negotiations, there was a resolution of the issues that resulted in the initial recommendation of partial re-funding of the two current delegate agencies. Further, for the two current delegate agencies recommended for no re-funding, the negotiations resulted in restoring the funding contingent upon the delegate agencies successfully implementing performance improvement plans. It was also conveyed during the negotiations meeting that if the two current delegate agencies were unable to meet the performance improvement plan expectations, the County would have to simultaneously find other agencies that would be able to absorb those services to prevent a break in service to the children. It was further noted that the issues with the delegate agencies initially not recommended for funding were related to fiscal management and not the quality of services. Ms. Martinez went on to report that these recommendations for the renewal application (Band 1) were reviewed by the Head Start Policy Council on Wednesday, April 11, 2012 and after a lengthy discussion they were approved as negotiated by the negotiations team. She noted that in order to move forward with the official award, all three bands have to be reviewed and approved by the Head Start Policy Council.

Vice Mayor Dorothy Johnson asked if there was parent participation in the Policy Council meeting. Ms. Martinez commented that the Policy Council did have a good amount of discussion about the current delegate agencies including comments made by a parent in attendance from St. Alban's regarding the importance of keeping the agency in place. Irene Taylor-Wooten, CAA Board representative to the Policy Council, responded affirmatively to the question stating that the parents engaged in a very lengthy and intimate discussion about the delegate agencies and the School Board.

As the discussion continued one Board member requested clarification on the criteria used to rate the delegate agencies during the procurement process. Ms.

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Maria Carballeira with the County's Internal Services Department, Procurement Management Division, provided an explanation of how each delegate was scored and ranked for the renewal application. In addition, she also provided an explanation of the criteria for application to operate the County sites. Another Board member noted that the performance improvement plan that applies to two of the current delegate agencies is very short term---and asked for clarification regarding the timetable for documentation of improvement. Ms. Martinez explained that May 4, 2012 is the date for the two delegates to submit their performance improvement plans, and there are benchmarks to be met through August to ensure that everything is in place. She also noted that the County has a role in this process in terms of providing technical assistance, support, as needed.

Irene Taylor-Wooten commented that the Policy Council's vote on the two delegate agencies that are required to submit a performance improvement plan included the contingency of strict adherence to the improvement plan.

Ms. Martinez continued her presentation by giving a summary on Band 2, the County operated sites. She stated that the evaluation committee reviewed and rated all of the applications for the County run sites. Their recommendation was to select all of the applications that achieved 95% or higher of the maximum score of 400 points. From those agencies recommended for Band 2, the evaluation committee recommended Miami-Dade County Public Schools (MDCPS) as #1, City of Miami as #2, and Easter Seals as #3. Those recommendations were then forwarded to the negotiations team whose priorities included maintaining services at the same location where they were currently being provided. As the three recommended agencies did not apply for all the County run sites the negotiations team then looked at those agencies that rated at least 90% resulting in two additional agencies (YWCA of Greater Miami-Dade, Inc., and Llirraf'O, Inc.) being invited to negotiations thus totaling five delegate agencies for Band 2, to assume all of the County operated sites. Ms. Martinez directed the Board's attention to the chart listing all the delegate agencies and the slots awarded to each for each stage (band) of the procurement process. She noted that during the negotiations process, the City of Miami advised that, due to budgetary concerns, they were unable to implement the program services at this time. As a result, Band 2 is now comprised of MDCPS, Easter Seals, YWCA and Llirraf'O, with Easter Seals being offered the sites formerly offered the City of Miami. During Ms. Martinez's presentation CAA Board member, Stephanie McIntosh expressed concerns in favor of the hiring of County teaching staff by the delegates.

Ms. Martinez concluded her presentation on Band 2 by providing the Board with clarification on the status of three sites (Carrie P. Meek, Miami Gardens Infant/Toddlers and Sweetwater) that none of the selected agencies requested to assume. MDCPS offered to accommodate the slots for two of these sites at its sites in close proximity to the existing County sites. The third site, which was for Early Head Start only, was accommodated by the YWCA.

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CAA Board member, Lillie Williams asked, “What will happen to the Carrie P. Meek building?” and Vice Mayor Johnson asked about the Ophelia E. Brown-Lawson facility in Miami-Gardens.

Ms. Martinez began her final presentation regarding Band 3. She explained that Band 3 is in response to the question asked “if additional services for children were generated how would the County distribute them.” Ms. Martinez noted that in developing the budget, it appears that an additional 450 children could be served for the Head Start grant and an additional 50 children for the Early Head Start grant for a grand total of 500 additional children to be served as a result of the full delegation process. She also explained the process for the distribution of those additional slots. Ms. Martinez concluded her presentation saying that this full delegation process will not be finalized until the County has received approval from the funder.

Chairperson Zubkoff thanked Ms. Martinez for the presentation and opened the floor for questions and comments from Board members. Vice Mayor Dorothy Johnson commented that some employees may want to transfer to a delegate agency and asked if the County will provide professional development training to assist them with the transition. Ms. Martinez responded by saying that that issue is currently being discussed, and that the County wants to best prepare our employees to be as competitive as possible throughout this hiring process. Ms. Martinez also noted that meetings have begun with the County’s Human Resources Department to begin the preliminary planning process; however, the County cannot officially work with the delegate agencies until approval has been received from the funder.

The discussion continued with Board members requesting clarification on the delegate agency hiring process, the possibility of Head Start employees being hired by Miami-Dade County Public Schools and the need to place language into the contract to guarantee that the employees are hired. Board members also requested clarification on the technical assistance process for those agencies that applied but were not accepted because their applications were deemed incomplete. Ms. Martinez stated that those agencies whose applications did not include their non-profit status and USDA childcare letter (which was due at the time of application) were considered incomplete as these were required elements of the REI.

CAA Board member, Lillie Williams questioned staff with regards to how many new centers have been completed out of the original goal of five. Ms. McQueen stated that two have been completed and the third one is under construction. Ms. Williams asked when the new center would open for business. Ms. McQueen stated that the center under construction is projected to open in August but will more likely open in September or October. Ms. Williams asked how many children will be served in that new center and from where will the children come to fill the center. Ms. McQueen stated that the center will house 120 children and the plan was to pull them from existing centers that have been closed. Ms.

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Williams stated that she is concerned that the department is building new centers and having to close centers that are already in existence. She also stated that she has a problem with withdrawing children from one center to fill a new center. Ms. McQueen responded that at the time that the department proposed the construction of the Center at Arcola Lakes, staff did not anticipate this delegation process. The plan at that time was to identify centers that could be closed within a certain proximity and place those children into the new center. Ms. McQueen stated that the department will now have to review this plan, review the waiting lists and develop a new plan to fill the center. Ms. Williams asked where the staff will come from, and will this eliminate jobs from other sites? Ms. Martinez stated that it is not a matter of eliminating jobs; instead it is about shifting staff from one site to another. More discussion continued regarding the opening of the new center. Ms. Martinez thanked Ms. Williams for her feedback and committed to having a game plan for the Arcola Lakes site at the next meeting.

Irene Taylor-Wooten asked Ms. McQueen a follow-up question regarding the original proposal for the children for the Arcola Lakes site before the delegation plan came out, “Where were the children going to come from to house the new center?” Ms. McQueen stated that the children were going to come from Orchid Villa Elementary, Victory Homes and Arcola Elementary. Ms. Taylor-Wooten asked if it is conceivable, given the fact that we will be dealing with the possibility of 500 new slots that an adjustment can be made by allocating some of these slots to the new site. Ms. Martinez stated that she would like to review the numbers and then come back with a response.

Richard Brown-Morilla, responding to the discussion about the Miami-Dade County Public Schools hiring the County’s teaching staff, asked about the reality of them actually hiring CAHSD teaching staff when it has been reported that they will be laying off teachers this summer. Ms. Martinez stated that in conversation with MDCPS and in their RFA they have responded positively to the hiring of our employees.. She also noted that all of the applicants that applied had to respond with a plan to integrate our employees into their workforce. Ms. Martinez further stated that she will provide the Board with a more accurate explanation of this matter at the next meeting. Mr. Brown-Morilla then asked when in the sequence of this process will new negotiations occur? Ms. Martinez stated, “Immediately.” The discussion continued regarding the hiring of the County’s Head Start teaching staff by the School District and the other delegates. Mr. Brown-Morilla commented that it was stated early on in the procurement process either by the County Attorney’s office or the County’s Procurement office that it would be possible to put mandatory language in the contracts regarding the hiring of the County’s Head Start teachers. Ms. Maria Carballeira with the County’s Procurement Management Division, read an excerpt from the scope of services (page 2), item 3, contained in the REI, “...in accordance with Resolution No. R-591-11 which was passed by the BCC, the successful delegate agency shall be prepared to negotiate to hire existing County Head Start program employees for one to two years conditioned upon satisfactory performance. It is the intent of the County for the delegate agencies to hire current Head Start employees.” Ms.



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Carballeira noted that this will become part of their contract. The discussion continued about the hiring of impacted Head Start employees, incorporating stronger language in the contract for hiring the Head Start employees, and making sure the applicants are the best qualified for the positions.

Chairperson Zubkoff thanked everyone for their input and comments, and requested that Ms. Martinez advise what action was needed in this process from the Board in its capacity as an advisory body to the BCC. Ms. Lucia Davis-Raiford, Director of the Community Action and Human Services Department, stated that the Board, in its capacity as the advisory board to the BCC, could go on record in support of the process for contract negotiations for the three bands for full delegation. Ms. Martinez stated that the Mayor was directed by the BCC to develop a plan for full delegation and the document presented speaks to that effort. She noted that the Head Start program has a shared governance model. On Wednesday, April 11, 2012 the recommendations were presented and discussed at the Head Start Policy Council meeting, and while the Policy Council approved Band 1, they did not discuss or take action on Bands 2 and 3.

Ms. Tonya Ferguson, Chairperson of the Head Start Policy Council arrived at the meeting and provided the Board with a brief summary of the action items discussed and approved at the Policy Council meeting held on Wednesday, April 11, 2012. She reported that the Policy Council reviewed, discussed and approved Band 1 relating to the refunding of the current delegate agencies, and the Policy Council did not review or discuss Bands 2 and 3. The Policy Council at a prior meeting had taken a vote to establish its position concerning the delegation plan, and the vote was not in support of full delegation. She further noted that the Policy Council is willing to work with the BCC and the CAA Board to find a resolution to avoid an impasse. Ms. Ferguson stated that it is the consensus of the Policy Council that they are being rushed into making a decision. Although information is emailed to them they may not receive it as some members do not have computers in the home, and in some instances the information is received at the last minute, and members are asked to make decisions without sufficient time to review documentation. Ms. Ferguson concluded by saying the members feel as though they are being backed into a corner; she stated that the Policy Council is willing to sit down and work out a solution that is beneficial to the entire program.

Chairperson Zubkoff thanked Ms. Ferguson for the update. He stated that the CAA Board's role is to give advice to the BCC and he requested to know the timetable when the BCC will deal with this issue. Ms. Martinez stated that the BCC, on January 26, 2012, heard the entire process as relates to full delegation and approved the process. The submission of the grant does not require any action of the BCC. She noted that the BCC approved Impasse Procedures on July 14, 2011 which were rejected by the Policy Council in October 2011. On Wednesday, April 11, 2012, the Policy Council approved a new version of impasse procedures (approximately 20 days before submission of the grant application), and in order to ensure that that version is approved by the BCC we would have to try and get it on the upcoming BCC's agenda. Ms. Martinez stated that it is not certain that

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these impasse procedures will be heard before the BCC and if heard if they will be approved. Ms. Martinez further noted that we are in a very tight timeline, conversations are ongoing with the funder on a very regular basis, and the County is being encouraged to resolve this matter. Chairperson Zubkoff commented that the CAA Board has recommended that the BCC and the Policy Council get together in good faith and resolve this issue. Ms. Martinez stated that that does not negate the fact that the grant application is due May 1, 2012 and the Policy Council took a position on only one Band of the delegation. To date there has been no announcement of another Policy Council meeting to deal with Bands 2 and 3. If the County adheres to waiting on the decision of the Policy Council we would then have to convene another meeting with the Policy Council to determine their position on the remaining items before the application can be finalized and all of this will need to be done within the next couple of weeks in order to make the May 1<sup>st</sup> deadline for submission of the application.

Mr. Russell Benford, Deputy Mayor, stated that for the past eight months staff has worked tirelessly to finalize this process and the time has come to submit the grant application which is due on May 1<sup>st</sup>. He commended staff for their hard work. He also stated that the County will move forward with the process as we have wonderful partners (MDCPS, Easter Seals and YWCA) who have committed to working with the County to ensure that our children receive quality Head Start educational services.

Chairperson Zubkoff then requested a motion from Board members that reflects the Board's sentiment and advice to the BCC.

**Vice Mayor Dorothy Johnson made a motion that the CAA Board accept and approve the Report of the Application Review Team for Head Start Program Services and Recommendation of Head Start Agencies and Slots. The motion was seconded by Diane Benitez.**

Chairperson Zubkoff asked if there was any discussion on the motion. Richard Brown-Morilla provided the following reasons why he would be voting against the motion: (1) This item was just received by the Board today at the meeting which does not allow adequate time to review and digest, (2) the Policy Council only voted on Band 1 and they did not review or discuss Bands 2 and 3. Vice Mayor Johnson then clarified that the intent of her motion was to approve what the Policy Council approved, Band 1. After a brief discussion, Ms. Benitez withdrew her second and Vice Mayor Johnson withdrew her motion.

After a continued lengthy discussion, comments and questions by Board members, **Vice Mayor Dorothy Johnson made a motion that the CAA Board adopt and approve Band 1 which has been approved by the Policy Council, Bands 2 and 3 which have been approved by Miami-Dade County. The motion was seconded by Diane Benitez.**

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Chairperson Zubkoff asked if there was any further discussion on the motion. Irene Taylor-Wooten commented about the comment made at the Policy Council meeting by Ms. Martinez to submit the grant application on May 1<sup>st</sup>, with benchmarks developed in collaboration with the Policy Council. Ms. Martinez explained that it would be essential for the County and the Policy Council to work together through this process and that if there was trepidation regarding the full delegation approach that we integrate into our grant application a process that would ensure that the quality of the program would not be compromised, and that we develop outcomes and benchmarks with the Policy Council that will hold the entire process accountable.

Richard Brown-Morilla stated that legally the Board did not receive this information in time to digest it, and the Policy Council has not made a decision on Bands 2 and 3, and therefore, he felt that it would be inappropriate for the Board to vote on Bands 2 and 3. The discussion being ended, James Fayson called for the question. Chairperson Zubkoff asked all members in favor of the vote to signify by saying “Aye” and by raising their hands (18 by show of hands); all opposed to the motion (3 by show of hands, and 1 member, Richard Brown-Morilla, left the meeting). **The motion passed.**

**IV. OTHER BUSINESS**

Chairperson Zubkoff requested Board approval of the following:

- **2012 Head Start/Early Head Start Community Assessment Update**
- **2011-2012 Head Start/Early Head Start Self Assessment Report**

Ms. Davis-Raiford stated that the two items above have not gone through the internal review process, and requested that they be deferred and resubmitted for Board approval after the review process has been completed.

Ms. Davis-Raiford reminded the Board that administration’s wish is for them to commit their recommendation in writing to the BCC regarding the full delegation process, not just a vote. Chairperson Zubkoff agreed noting that the Board’s recommendation is to be put in writing by management and submitted as the Board’s advice to the BCC. Vice Mayor Johnson noted that we need to work with the Policy Council to help them facilitate a dialogue with the BCC. Chairperson Zubkoff noted that Vice Mayor Johnson is adding the Board’s strong endorsement for continued dialogue between the BCC and the Policy Council.

**Vice Mayor Johnson requested the statement to be added as a friendly addendum to her motion already passed.** Irene Taylor-Wooten further amended the motion to include **working on a plan that includes benchmarks amenable to both parties.** Chairperson Zubkoff called for the vote. **The motion to amend the previous motion with an addendum from Vice Mayor Johnson and Irene Taylor-Wooten passed.**

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**V. ADJOURNMENT**

Chairperson Zubkoff thanked everyone for their attendance and then requested a motion to adjourn. James Fayson made a motion which was seconded by Levy Kelly to adjourn the meeting. The meeting adjourned at approximately 6:30 p.m.

Recorded by: John Hatcher, Secretary, CAHSD

\_\_\_\_\_  
Dr. William Zubkoff, CAA Board Chair

\_\_\_\_\_  
Date

\_\_\_\_\_  
James Fayson, CAA Board Secretary

\_\_\_\_\_  
Date