



**MINUTES**  
**COMMUNITY ACTION AGENCY BOARD MEETING**  
**OVERTOWN TRANSIT VILLAGE NORTH**  
**701 NW 1 COURT - 1<sup>ST</sup> FLOOR TRAINING ROOM**  
**MIAMI, FLORIDA 33136**  
**MONDAY, JUNE 11, 2012**  
**4:00 P.M.**

**Members Present**

Dr. William Zubkoff  
Dr. Joyce Price  
Levy Kelly  
Lisa M. Martinez  
Lillie Williams  
Marjorie York  
Alphonso McCray  
Irene Taylor-Wooten  
James Fayson  
Diane Benitez  
Marie Birts  
Andrea Walker  
Reynold Martin  
Dr. Tonya Thomas  
Alan Morley  
Kametra Driver  
Sidney McCray  
Richard Brown-Morilla  
Rev. Wilfred McKenzie  
Ilenia Sanchez-Bryson  
David Garcia  
Larry Williams  
Paola Pierre  
Stephanie McIntosh  
Jean Fincher  
Guadalupe Maldonado

**Members Excused**

Vice Mayor Dorothy Johnson  
Delleperche Joseph  
Anita Youngkin  
Beverly King  
Joyce Galbut  
Dr. Santarvis Brown  
Cristobalina Pinillo

**Members Absent**

Miguel Perez  
Madelin D'Arce  
Elaine Adderly  
Tonya Ferguson  
Israel Andrews  
Edward Dieguez  
Com. District 3 (vacancy)  
Com. District 10 (vacancy)  
Com. District 12 (vacancy)  
Com. District 13 (vacancy)  
Opa Locka Area (vacancy)  
Nick Alvarez (resigned)

This represents a quorum.

**CALL TO ORDER**

Chairperson Dr. William Zubkoff extended a warm welcome to everyone, and called the meeting to order at approximately 4:10 p.m. The sign-in sheet determined that a quorum was present to conduct official business. Rev. Wilfred McKenzie gave the inspirational message, and upon the request of the Chair, Dr. Joyce Price led Board members in reciting the Mission Statement. Chairperson Zubkoff requested that everyone introduce themselves. After the introductions, the Chair opened the floor for business.

**I. PRESENTATIONS**

- **County Longevity Service Pins:** James Fayson, Lillie Williams and Dr. Joyce Price presented longevity service pins to the following CAHSD staff:

<u>Staff Name</u>	<u>Division</u>	<u>Years of Service</u>
Lynetta Donaldson	Head Start	10
Regina Odiwo	Head Start	10
Margaret Rollins	CDS	10
Gloria Saroza	CDS	10
Nadeige Laleau	Head Start	20
Josefina Ruiz	Administration	20
Zereal De Loach	Head Start	25
Carlos Lizarraga	Self Help	30
Donna Wilson	CDS	35

**II. CHAIRPERSON’S COMMENTS:**

Chairperson Zubkoff gave a brief summary regarding the luncheon held on Saturday, June 9, 2012 honoring Ms. Lillie Williams, and congratulated her for providing over 40 years of dedicated service to the community.

Chairperson Zubkoff also congratulated Ms. Regina M. Grace on being elected Chairperson of the Board of Directors of the Florida Association for Community Action (FACA). Ms. Grace thanked the CAA Board for their continued support, and noted that her focus during the next two years will be centered on succession planning, the Community Action network being viable and sustainable across the state, and engaging younger community action professionals. Dr. Joyce Price added that the entire process made her very proud, our delegation was outstanding, and the reception given to Ms. Grace from the state was outstanding. Dr. Price also emphasized the importance of marketing what our department does, as well as the work accomplished at the committee level, and she encouraged Board members to get involved on one of the Board’s committees.

Chairperson Zubkoff then directed the Board’s attention to the action items listed on the agenda under the Chairperson’s Comments and the Committee Reports.

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- **Adoption of the Agenda.** Chairperson Zubkoff requested a motion to adopt the agenda as presented. **Dr. Joyce Price moved and Marie Birts seconded the motion to adopt the agenda as presented.** Chairperson Zubkoff asked if there were any comments. Richard Brown-Morilla commented that in reviewing previous board agenda packages there were several items on the agenda that were never discussed, and he requested that the following items be included on the agenda as follow-up items.
  - ✓ Status of the foreclosure resolution adopted by the CAA Board on January 9, 2012 and forwarded to the BCC and the Mayor.
  - ✓ Letter sent to the BCC and the Mayor regarding the Section 3 HUD Guidelines.
  - ✓ CAA Board agenda to reflect the makeup of the newly merged Community Action and Human Services Department.
  - ✓ Status and results of the CAHSD Job Resource Fair held on May 30, 2012.
  - ✓ Status of the letter to the BCC and the Head Start Policy Council encouraging that they expeditiously meet to discuss three significant issues. Mr. Brown-Morilla commented that the Board learned some months later that the letter was never sent, and he requested to know why it was never sent.
  - ✓ Status of staff's response to the recommendations to the cost savings and efficiencies suggested by the Head Start Policy Council Ad Hoc Committee. This item was placed on the board's agenda but the board was advised that the item would not be discussed at that meeting.

Chairperson Zubkoff stated that the adoption of the agenda was moved and seconded, and the additional items highlighted by Mr. Brown-Morilla would be addressed under Committee Reports and Staff's Report. Hearing no other comments, Chairperson Zubkoff called for the vote on the motion. **The motion passed unanimously.**

- **Approval of CAA Board Minutes for May 14, 2012.** Chairperson Zubkoff requested a motion to approve the minutes of the CAA Board meeting held on Monday, May 14, 2012. **Lillie Williams moved and Dr. Joyce Price seconded the motion to approve the minutes of the CAA Board meeting held on Monday, May 14, 2012. The motion passed unanimously.**
- **Executive Committee, Dr. Joyce Price, Chairperson:** Dr. Price directed the Board's attention to the Executive Committee meeting minutes conducted on Monday, May 7, 2012, and requested a motion to adopt the minutes. **Dr. Joyce Price moved and Marie Birts seconded the motion to adopt the minutes of the Executive Committee meeting held on Monday, May 7, 2012.**

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Chairperson Zubkoff asked if there were any questions or comments. Richard Brown-Morilla directed the Board's attention to handwritten page 10, under the Finance Committee's report, and requested an explanation as to why Mr. Parjus requested that the Finance Committee be allowed to report the CAA Budget Revenues and Expenditures Report one month behind in order to have a more accurate, precise report. Mr. Parjus explained that the CAA Board meeting occurs very close to the closing of the County's finance reporting, and the previous report basically reflected a group of numbers taken from the County's FAMIS report. He stated that the new revised report is a more visual and analytical tool that provides more analysis, comparable data, and a comprehensive breakdown of the revenues and expenses. Mr. Brown-Morilla acknowledged that the revised report was clearly an attempt at improvement; however, he stated that the previous reports that were provided for years showed a percentage of where the department was at any given period of time in the fiscal year. Mr. Brown-Morilla stated he personally found those reports to be helpful, and requested that the revised report reflect that information. A lengthy discussion ensued regarding the reporting of revenues and expenditures, the structure/formatting of the financial report, and the inclusion of the percentage of expenditures by month of the total budget. Chairperson Zubkoff suggested that this item should be separated out and discussed under the Finance Committee's report. He noted that the minutes of the Executive Committee had already been moved and seconded, and requested a motion to approve the minutes before continuing the discussion regarding the revised financial report.

Chairperson Zubkoff stated that since this item is under the purview of the Finance Committee, he requested Ms. Benitez to provide the Board with an overview of the Finance Committee's report. Ms. Benitez, reporting in the absence of the co-chairs, provided the Board with a brief summary of the minutes of the Finance Committee. She stated that the revised report was presented at the meeting and committee members felt that it was a much improved report, that it provided the comparisons to last year, where the department was to date both in revenues and expenditures, and it gave them the comparative information.

Board members continued to discuss the issue, and after a lengthy discussion on the item it was recommended to refer the item back to the Finance Committee for review. There being no other comments, the Chair called for a motion on the item. **Irene Taylor-Wooten moved and Diane Benitez seconded that the comments made by Board members be forwarded to the Finance Committee for consideration at their next meeting and for them to make a determination on the new composition of the report. The motion passed unanimously.**

Chairperson Zubkoff, reverting back to the Executive Committee's Report, requested a motion to approve the Executive Committee minutes. **The motion passed unanimously.**

- **Finance Committee, Edward Dieguez and Delleperche Joseph, Co-Chairpersons:** Chairperson Zubkoff also requested a motion to approve the Finance Committee Report as presented by Ms. Benitez. **Dr. Joyce Price moved and Marie Birts seconded the motion to approve the Finance Committee report. The motion passed unanimously.**
- **Issues and Self Sufficiency Committee, Marie Birts and James Fayson, Co-Chairpersons:** James Fayson, Co-chair, directed the Board’s attention to the Issues and Self Sufficiency Committee’s report in the agenda package on pages 16-23. He stated that the committee engaged in a lively discussion regarding the issue related to sealing and expunging criminal records, a critical issue facing many in the community that prevents them from obtaining a job. **James Fayson moved and Jean Fincher seconded the motion to approve the minutes of the Issues and Self Sufficiency Committee.**

Chairperson Zubkoff asked if there were any questions or comments. Richard Brown-Morilla requested an update on the issue related to the HUD Section 3 Guidelines, and asked if there was a response from the Mayor or the BCC on the CAA Board’s recommendation. Ms. Grace reported that a letter regarding Section 3 was developed by the Department Director and forwarded to the Mayor’s Office, and we are waiting for a response. Ms. Grace stated that she shared with the Issues and Self Sufficiency Committee that there is a need for significant education and training with the community about the Section 3 Guidelines. Also, there is a need to meet with the community advisory committees to review the actual legislation so that they will have accurate information to develop a proactive plan rather than a response to bits and pieces of information.

A discussion followed regarding the Section 3 Guidelines, hiring of persons from the community, and the monitoring and enforcement of the Section 3 Guidelines. Ms. Grace advised that the Public Housing and Community Development Department has a monitoring unit that is responsible for reviewing the Section 3 issue. She advised Board members that they can contact Dr. Clarence Brown with the Public Housing and Community Development Department, to receive more detailed information about the issue. The discussion continued regarding the Section 3 issue, the Davis Bacon Act, the Rolle Initiative and monitoring of projects in the community in which local residents are not being hired. Ms. Grace reminded the Board that it is their responsibility to engage the community, advocate on behalf of the disadvantaged, find out who is developing, and meet with the developer prior to them being awarded the contract(s). She reiterated the importance of meeting with staff from the Public Housing and Community Development Department’s monitoring unit to learn about how they monitor, what the rules are as relates to the Section 3 issue and how do we ensure our communities’ active involvement. Ms. Grace also suggested that Dr. Clarence Brown be contacted by the Issues and Self Sufficiency Committee to arrange for him to

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attend one of their meetings to share information and to address the concerns related to the Section 3 issue.

Ms. Grace reminded Board members of their role as relates to the Section 3 issue, especially those members that represent Commissioners noting that they have a responsibility to relay back to them the issues discussed at the Board meetings as they are the decision makers. She also reminded Board members that they must take the initiative to find out the current information on the issues. In addition, she suggested that the representatives from the target areas attend the meetings regarding the new projects coming into their community, survey the community to see the new projects and arrange to meet with the developer, and contact County representatives overseeing the contracts for the new projects for assistance with putting them in contact with the developer.

Stephanie McIntosh, representing the Goulds target area, passionately shared her concerns and frustrations regarding the increasing incidents of crime, vandalism and domestic violence taking place in her public housing community. She also requested that the playground equipment issue be finalized at the Arthur Mays Head Start site.

Chairperson Zubkoff thanked everyone for their questions and comments. He stated that the Board will rely upon CAHSD's management staff to provide a roadmap to give shape to these issues and work with the committees to address these important matters. Ms. Lucia Davis-Raiford, CAHSD Director, commented that the mission and work of the CAA Board is to identify and prioritize the issues and goals they want to meet in order to be effective. Staff will provide the roadmap so that the Board will have the means using its own organization and committee structure to identify issues and goals. The CAA Board should be at the forefront of addressing the issues of poverty, developing better strategies for resolution, identifying issues, collaborating with partners, and communicating what we want to do as well as the outcomes of what we do. Ms. Raiford noted that moving forward she would like to see the Board address the issues of crime prevention, parenting, and the impact of racism on the lives of Black boys between the ages of 8-18 years old. Hearing no other comments, Chairperson Zubkoff requested a vote on the motion. **The motion passed unanimously.**

- **CAA Board Bylaws Committee, Lillie Williams, Chairperson:** Lillie Williams, Bylaws Committee Chairperson requested that Irene Taylor-Wooten provide the Board with an update regarding the proposed changes to the Bylaws. Ms. Taylor-Wooten stated that the committee completed a thorough review of the Bylaws, incorporated the proposed changes, and recommends Board approval of the revised Bylaws, and forwarding of same to the County Attorney's Office for review and approval for form and legal sufficiency. **Jean Fincher moved and Andrea Walker seconded the motion that the CAA Board approve the revised Bylaws and forward to the**

**County Attorney’s Office for final review. The motion passed unanimously.**

- **CAA Board Nominating Committee Slate of Officers/Election of Officers for 2012-2014, Marie Birts, Chairperson:** Marie Birts reported that the Nominating Committee met on May 31, 2012 to discuss, review and recommend the following proposed slate of officers for 2012-2014:

<b>Chairperson</b>	<b>Dr. William Zubkoff</b>
<b>1<sup>st</sup> Vice Chairperson</b>	<b>Dr. Joyce Price</b>
<b>2<sup>nd</sup> Vice Chairperson</b>	<b>Andrea Walker</b>
<b>3<sup>rd</sup> Vice Chairperson</b>	<b>Beverly King</b>
<b>Secretary</b>	<b>James Fayson</b>
<b>Assistant Secretary</b>	<b>Marjorie York</b>
<b>Treasurer</b>	<b>Edward Dieguez</b>
<b>Parliamentarian</b>	<b>Levy Kelly</b>

There being no further discussion or recommendations/nominations from the floor, Chairpeson Zubkoff requested a motion to approve the slate of officers. **Marie Birts moved and Jean Fincher seconded the motion that the CAA Board approve the slate of officers for 2012-2014 recommended by the Nominating Committee. The motion passed unanimously.**

### **III. STAFF’S REPORT**

Ms. Lucia Davis-Raiford, Director, Community Action and Human Services Department, provided the Board with a PowerPoint presentation entitled, “Developing Strategic Directions.” The presentation included: the vision, goal, objectives, university advisors, capacity building, joint planning, collective action and impact, CAHSD Board as convener, and the Community Action promise. Ms. Raiford advised the Board that the handout/presentation is a draft, not the final document, and that it is designed to engender conversation and discussion and to present the idea for staff and board to frame up together. She went on to say that it is staff’s intent to position the CAA Board to have a more strategic direction in its work, and that it is recognized for its leadership role in redesigning ideas, discussions, resolutions and issues affecting people living in low income circumstances who are in need of support to become self-sufficient. Handouts were provided for Board members to review.

Chairperson Zubkoff thanked Ms. Raiford for the presentation, commenting that it is a spectacular roadmap, and that the CAA Board pledge to do its part. Ms. Taylor-Wooten suggested that staff should host a retreat so that the Board can more thoroughly review the information before starting the new Board year in September. Ms. Raiford agreed and stated that she will meet with her management team to discuss the item and get back to the Board.

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**IV. OTHER BUSINESS**

Jane McQueen, Head Start/Early Head Start Director, announced her retirement from County service effective August, 31, 2012. She thanked staff and the Board for their support over the years.

**V. ADJOURNMENT**

Chairperson Zubkoff thanked everyone for their attendance and requested a motion to adjourn. The meeting adjourned at approximately 6:25 p.m.

Recorded by: John Hatcher, Secretary, CAHSD

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Dr. William Zubkoff, CAA Board Chair

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Date

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James Fayson, CAA Board Secretary

\_\_\_\_\_  
Date