



**MINUTES
COMMUNITY ACTION AGENCY BOARD MEETING
OVERTOWN TRANSIT VILLAGE NORTH
701 NW 1 COURT, 1ST FLOOR TRAINING ROOM
MIAMI, FLORIDA 33136
MONDAY, MAY 14, 2012
4:00 P.M.**

Members Present

Dr. William Zubkoff
Dr. Joyce Price
Levy Kelly
Lisa M. Martinez
Beverly King
Marjorie York
Joyce Galbut
Irene Taylor-Wooten
Nick Alvarez
Diane Benitez
Marie Birts
Kametra Driver
Dr. Santarvis Brown
Richard Brown-Morilla
Rev. Wilfred McKenzie
Ilenia Sanchez-Bryson
Elaine Adderly
Jean Fincher
Cristobalina Pinillo
Anita Youngkin
Guadalupe Maldonado
Sidney McCray
Alphonso McCray
Tonya Ferguson

Members Excused

Andrea Walker
Reynold Martin
Delleperche Joseph
Paola Pierre
Edward Dieguez
Larry Williams
David Garcia
James Fayson
Lillie Williams
Stephanie McIntosh

Members Absent

Miguel Perez
Madelin D'Arce
Alan Morley
Dr. Tonya Thomas
Israel Andrews
Vice Mayor Dorothy Johnson
Com. District 3 (vacancy)
Com. District 10 (vacancy)
Com. District 12 (vacancy)
Com. District 13 (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 4:16 p.m. 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:** Dr. Joyce Price and Mr. Levy Kelly presented longevity service pins to the following CAHSD staff:

<u>Staff Name</u>	<u>Division</u>	<u>Years of Service</u>
Theodore Pressley	Head Start	5
Elizabeth Reyes	Head Start	5
Janice E. Williams	Head Start	10
Jenny G. Sanchez	Head Start	10
Sharon R. Thomas	Self Help	10
Robert K. Parson	GMSC	15
Valencia D. Baptiste	Head Start	20
Lina Davis	Head Start	25
Carlos M. Nicado	Head Start	25
Jose L. Selles	Head Start	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. As such, the Chair requested that the Board defer the approval of action items until a quorum was present. He then requested that staff provide the Board with division updates, information only, and he requested that Ms. Jane McQueen, Head Start Director, provide a brief status report on the Head Start Division.

Ms. McQueen reported that a five member team of HHS federal reviewers was onsite to conduct a follow-up review of the grantee operations, as a follow-up to the Department’s corrective action responses to the findings from the triennial federal monitoring review conducted in May 2011. The team is planning to return the week of May 28th to conduct a re-review of the delegate agency operations. She noted that one of the reviewers is focusing on fiscal related issues and will be looking at all of the delegate agencies that were cited during the triennial monitoring review last May.

Board members asked if the grant application had been submitted to HHS. Ms. McQueen acknowledged that the grant application was submitted on April 30, 2012. Another Board member inquired as to why the letter responding to the feds

*Minutes – Community Action Agency Board Meeting
May 14, 2012*

with the corrective action had not been presented to the CAA Board for review and approval or provided in the agenda package as an informational item. Ms. McQueen responded that the Board's approval was not needed, and it was just an oversight that a copy of the letter was not submitted for inclusion in the agenda package. Ms. McQueen stated that she would make sure the Board is provided with a copy of the letter that was submitted to HHS with the corrective action plan. A lengthy discussion followed, highlighting the Board's role and obligations to the program as outlined in the CAA Board Bylaws to monitor, review and ensure compliance with the federal regulations.

The discussion then reverted back to the submission of the Head Start grant application, the Policy Council not signing off on the application, and their opposition to the grant being submitted for full delegation. A lengthy and extensive discussion then followed regarding the submission of the grant application, and the Policy Council's disapproval of the Head Start full delegation issue.

As noted by the Parliamentarian, the quorum of 21 members required to conduct official business was achieved with the late arrival of several members.

The discussion continued regarding the submission of the grant application and the Policy Council's opposition to the full delegation plan. Board member, Lisa Martinez who represents County Mayor Carlos A. Gimenez, reported that the grant application was submitted and received by HHS, and the regional office is proceeding with the review of the application. Meanwhile, the County is working closely with the regional office to ensure that any needed information is provided regarding the full delegation plan. Ms. Martinez stated that she would provide the Board with a more comprehensive update at the June meeting. The discussion continued regarding the full delegation plan with Board members asking questions, and expressing their comments and concerns regarding the issue. Richard Brown-Morilla asked that the minutes reflect that he is asserting that the CAA Board acted illegally in voting on Bands 2 and 3. The discussion continued. Richard Brown-Morilla reminded the Board that they requested that a letter be sent from the CAA Board to the BCC and the Policy Council urging that they engage expeditiously in a dialogue in the best interest of the program in compliance with federal regulations in three areas: (1) program delegation, (2) impasse procedures, and (3) policy council composition. The letter was never sent. After a lengthy and spirited discussion on the issue, it was the consensus of Board members to let the process play itself out and to wait for the decision from HHS regarding the grant application and the full delegation issue. Dr. Joyce Price requested that the Chair move the agenda.

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

- **Approval of CAA Board Minutes for April 12, 2012.** Chairperson Zubkoff requested a motion to approve the minutes of the CAA Board meeting held on

*Minutes – Community Action Agency Board Meeting
May 14, 2012*

Thursday, April 12, 2012. **Alphonso McCray moved and Dr. Joyce Price seconded the motion to approve the minutes of the CAA Board meeting held on Thursday, April 12, 2012. The motion passed unanimously.**

- **Executive Committee, Dr. Joyce Price, Chairperson:** Dr. Price requested a motion to approve the minutes of the Executive Committee meeting conducted on Monday, April 2, 2012. **Beverly King moved and Dr. Joyce Price seconded the motion to approve the minutes of the Executive Committee meeting held on Monday, April 2, 2012.** Chairperson Zubkoff asked if there were any questions or comments. Richard Brown-Morilla directed the Board's attention to handwritten page 15 and stated that the Board voted in November for staff to provide a response to the Head Start Ad Hoc Committee's cost saving recommendations. He noted that the item was discussed by the Executive Committee but was not discussed by the full Board. There being no other comments, the Chair called for the vote. **The motion passed unanimously.**
- **Finance Committee, Edward Dieguez and Delleperche Joseph, Co-Chairpersons:** Chairperson Zubkoff, in the absence of the Finance Committee Co-chairs, requested a motion to approve the minutes of the Finance Committee meeting held on Thursday, April 12, 2012 as well as the CAA Revenues and Expenditures Report ending April 30, 2012. **Alphonso McCray moved and Marie Birts seconded the motion to approve the Finance Committee Report and the CAA Revenues and Expenditures Report ending April 30, 2012. The motion passed unanimously.**
- **Issues and Self Sufficiency Committee, Marie Birts and James Fayson, Co-Chairpersons:** Marie Birts, Co-chair, directed the Board's attention to the Issues and Self Sufficiency Committee's report in the agenda package on pages 31-50. She encouraged Board members to review the information. **Marie Birts moved and Alphonso McCray seconded the motion to approve the minutes of the Issues and Self Sufficiency Committee. The motion passed unanimously.**

Richard Brown-Morilla, commented on the information in the Issues and Self Sufficiency Committee's report, and offered the following recommendations:

- (1) Get handouts from the State Attorney's Office regarding workshops on sealing and expunging criminal records for distribution at all of the target area meetings,
- (2) Encourage GED achievement.

Dr. Joyce Price commented that the State Attorney's Office has a complete team of persons willing to come to any neighborhood to provide information about workshops on sealing and expunging criminal records.

- **Youth Initiatives Committee, Dr. Santarvis Brown and Dr. Tonya Thomas, Co-Chairpersons:** Dr. Santarvis Brown reported that the committee met on April 19th. A representative from Teen Court provided the committee

*Minutes – Community Action Agency Board Meeting
May 14, 2012*

with a number of ideas for hosting a Youth Summit. He announced that the committee is in the process of obtaining partners, and will provide the Board with an update at the June meeting.

- **CAA Board Bylaws Committee, Lillie Williams, Chairperson:** Irene Taylor-Wooten, in the absence of Lillie Williams, provided the Board with a brief summary update of the proposed changes to the bylaws. She stated that the committee did a thorough review of the bylaws from beginning to end to clean-up the entire document. She stated that the final copy with all of the changes will be presented to the Board at the June meeting for approval and submission to the County Attorney's Office for final review and approval. Ms. Taylor-Wooten directed the Board's attention to the Bylaws Committee minutes and requested approval of the action item pertaining to the long standing vacancies in the category of public elected officials. The referenced item would require the CAA Board Chair to schedule meetings with the impacted elected official(s) to provide a list of potential nominees to fill existing vacancies. Chairperson Zubkoff requested that the action item be amended to include the CAHSD Department Director along with the CAA Board Chair will meet with the impacted County Commissioner to fill vacancies. **Irene Taylor-Wooten moved and Alphonso McCray seconded the motion that the CAA Board approve that the CAHSD Director along with the CAA Board Chair schedule meetings with the impacted elected officials to address their vacancies. A list of potential nominees to fill the vacancy will be provided at the meetings. The motion passed unanimously.**

Chairperson Zubkoff then requested a motion to approve the Bylaws Committee Update. **Irene Taylor-Wooten moved and Alphonso McCray seconded the motion to approve the CAA Board Bylaws Committee Update. The motion passed unanimously.**

- **CAA Board Nominating Committee Slate of Officers/Election of Officers for 2012-2014:** Diane Benitez provided the Board with a brief summary of the proposed slate of officers proffered by the Nominating Committee at the April meeting. A discussion followed regarding whether or not the 2nd Vice Chair office was actually declared vacant at the time the Nominating Committee made their recommendation to the Executive Committee in April 2012. It was further noted that although Ms. Andrea Walker (current 2nd Vice Chair) was absent from meetings due to illness, she has returned, and it is not clear if a vacancy occurred, or whether Ms. Walker was contacted during this process to fill the position of 2nd Vice Chair. It was recommended that Ms. Walker be contacted to ascertain whether she would like to continue serving in the position of 2nd Vice Chair or would she want to resign. After a brief discussion, it was unanimously agreed to defer the election of officers until the June meeting. The deferral will allow the Department Director, Ms. Lucia Davis-Raiford to get clarification regarding Ms. Andrea Walker's status and to refer the item back to the Nominating Committee. It was also noted that

nominations would be taken from the floor at the June meeting. Richard Brown-Morilla encouraged the Nominating Committee to include at least two names per position when presenting their slate of officers. **Dr. Joyce Price moved and Jean Fincher seconded the motion to defer the election of officers until the June meeting and to allow the Department Director, Ms. Lucia Davis-Raiford to get clarification regarding Ms. Andrea Walker's status. The motion passed unanimously.**

- **Head Start/Early Head Start (HS/EHS) Policy Council, Tonya Ferguson, Chairperson:** Ms. Tonya Ferguson, Policy Council Chairperson, directed the Board's attention to the Policy Council minutes found on handwritten page 90 in the agenda package. Ms. Ferguson reported that at their last meeting, the Policy Council decided not to approve the 2012-2013 Head Start Grant Application submission for several reasons: (1) not receiving information in a timely manner, (2) the number of children represented compared to the number submitted in the grant application were different, and (3) the Policy Council's position that they are not in favor of full delegation.

A discussion followed. Richard Brown-Morilla asked whether staff provided a response to the Head Start Policy Council Ad Hoc Committee's recommendations that the CAA Board requested in November. He also requested clarification regarding the two additional seats that were requested by the Policy Council Chair in accordance to the Head Start Performance Standards. He noted that the two additional seats added to the Head Start Policy Council is a different composition as was adopted by the BCC and puts the program slightly at odds with the composition that the BCC adopted. Mr. Brown-Morilla asked if that item will be brought back before the CAA Board for consideration and, hopefully, a favorable vote and recommendation to the BCC. He commented that this issue needs to be cleaned up. Ms. Davis-Raiford stated that the Head Start Policy Council has determined that it wants two additional seats, and there has not been any push back from the BCC. She voiced her commitment to working with the CAA Board to determine what needs to be done procedurally but it is her opinion that the issue does not warrant any further action at this time. Chairperson Zubkoff asked Ms. Davis-Raiford to clarify for the CAA Board the process regarding this issue. Ms. Davis-Raiford stated that she was new to the process and needed to understand the role of the CAA Board in advising the BCC versus the CAA Board's management of the Head Start Policy Council and its practice. Ms. Martinez stated that because this is an issue brought forth into public discussion by Mr. Brown-Morilla, and because it is a composition established by the BCC, it is critical for staff to determine where we stand on that issue. Ms. Davis-Raiford asked whether the issue was brought up for discussion or as a directive to take action on. The discussion continued. Ms. Ferguson, Policy Council Chair, stated that the Policy Council took a vote prior to the election to say that they were going to move forward in agreement with the composition. She noted that in accordance with the Head Start Performance Standards the Policy Council is permitted to adjust the composition as needed;

the adjustments were requested to ensure that all of the program options were covered (there was only Head Start representation, there was no Early Head Start or Home based representation). She further stated that the BCC is aware of the changes that have been made to the composition. After a lengthy and extensive discussion on the issue, Chairperson Zubkoff thanked everyone for their comments and input, and he requested a motion to approve the Policy Council report. **Alphonso McCray moved and Irene Taylor-Wooten seconded the motion to approve the Head Start Policy Council report. The motion passed unanimously.**

III. STAFF’S REPORT

Ms. Lucia Davis-Raiford, Director, Community Action and Human Services Department, stated that staff’s role will be focused on ensuring support of the CAA Board and its overall mission in response to improving the County’s response to poverty. Staff will work to provide the Board with up-to-date data and information and analyses of poverty in Miami-Dade County, including how we define poverty, the Board’s institutional responses to poverty, as well as identifying national collaborators, both public and private, and the direction we want to take the organization. Ms. Davis-Raiford mentioned that her vision applies across the organization, not just for the CAA Board, as all of our work is designed to move families and communities towards self-sufficiency and out of poverty. Ms. Davis-Raiford concluded by saying that she wants to make sure that the work of the Board, as well as the Department, is one that does not speak to crisis response only, but to more proactive responses. Chairperson Zubkoff thanked Ms. Davis-Raiford for sharing her vision and focus for the Board. He stated that it is the consensus of the Board to be at the forefront to champion issues impacting poverty in Miami-Dade County.

Ms. Davis-Raiford announced that May is “National Community Action Month” and she requested that Mr. David Allison, Public Relations Officer, provide the Board with an update on the activities taking place during the month. She also announced that Ms. Regina M. Grace, Acting Assistant Director, was attending the Florida Association for Community Action (FACA) conference in Tampa, Florida and running for the position of Chair, Board of Directors, Florida Association for Community Action.

Mr. David Allison reported that the National Community Action Month activities locally are highlighting services on self-sufficiency and anti-poverty programs through the County’s web portal as well as through social media network as Facebook and Twitter. He noted that there are a number of activities being highlighted during the month of May including:

- Citizenship Drive hosted by Chairman Joe A. Martinez on Saturday, May 19, 2012. Community Action and Human Services Department is one of the signature departments targeted to participate in this event.

*Minutes – Community Action Agency Board Meeting
May 14, 2012*

- Miami-Dade County Community Action and Human Services Department Annual Job and Resource Fair on Wednesday, May 30, 2012 at the Joseph Caleb Center, 5400 NW 22 Avenue from 9:00 a.m. to 1:00 p.m.

Mr. Allison concluded his report by stating that the department is coordinating an “Open House” event, to take place the week of May 30th at the department’s Community Service Centers throughout Miami-Dade County, and will provide additional information as it becomes available.

IV. OTHER BUSINESS

Ms. Kametra Driver, CAA Board Member, asked about the status of Ms. Edwards. Ms. Davis-Raiford announced that Ms. Edwards is now with the Public Housing and Community Development Department.

Ms. Davis-Raiford introduced her new assistant, Ms. Kyra King, Assistant to the Director and Mr. Alberto Parjus, Assistant Director for Administration. She also noted that Ms. Regina M. Grace, Acting Assistant Director, is the liaison to the CAA Board and will continue to manage all community action activities and efforts.

Richard Brown-Morilla publicly acknowledged the efforts of Ms. Edwards during her tenure as the Executive Director of the department.

V. ADJOURNMENT

Chairperson Zubkoff thanked everyone for their attendance and requested a motion to adjourn. The meeting adjourned at approximately 5:45 p.m.

Recorded by: John Hatcher, Secretary, CAHSD

Dr. William Zubkoff, CAA Board Chair

Date

James Fayson, CAA Board Secretary

Date