



MINUTES

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

Members Present

Dr. William Zubkoff
Dr. Joyce Price
Levy Kelly
Beverly King
Andrea Walker
Joyce Galbut
Alphonso McCray
Rev. Wilfred McKenzie
Nick Alvarez
Dr. Tonya Thomas
Paola Pierre
Marie Birts
Irene Taylor-Wooten
Anita Youngkin
Richard Brown-Morilla
Larry Williams
Sidney McCray
Cristobalina Pinillo
Dr. Santarvis Brown
Stephanie McIntosh
David Garcia
Jean Fincher
Reynold Martin

Members Excused

Vice Mayor Dorothy Johnson
Madelin D'Arce
Lillie Williams
Elaine Adderly
James Fayson
Marjorie York
Diane Benitez
Delleperche Joseph
Kametra Driver

Members Absent

Miguel Perez
Ilenia Sanchez-Bryson
Lisa M. Martinez
Alan Morley
Israel Andrews
Guadalupe Maldonado
Tonya Ferguson
Edward Dieguez (resigned)
Opa Locka Area (vacancy)
Com. District 3 (vacancy)
Com. District 10 (vacancy)
Com. District 12 (vacancy)
Com. District 13 (vacancy)

This represents a quorum.

CALL TO ORDER

Chairperson Dr. William Zubkoff called the meeting to order at approximately 4:05 p.m. He asked Rev. Wilfred McKenzie to give the inspirational message. After the inspirational message, the Chair requested that Dr. Joyce Price lead Board members in reciting the Mission Statement. Introductions were given by everyone, and afterwards, the Chair opened the floor for business.

The sign-in sheet determined that a quorum was present to conduct official business. The Chairperson decided to reorder the agenda and to shift the planned presentations.

I. CHAIRPERSON’S COMMENTS:

- **Adoption of the Agenda.** Chairperson Zubkoff requested a motion to adopt the agenda as presented. **Dr. Joyce Price moved and Dr. Santarvis Brown seconded the motion to adopt the agenda as presented.**

Chairperson Zubkoff asked if there were any questions or comments. Richard Brown-Morilla requested that the following follow-up items from previous meetings be added as amendments to the agenda:

- Status of the CAA Board Retreat agreed to on June 11, 2012
- New amendment to the Bylaws regarding excessive long-term vacancies on the Board from the County Commission
- Status report on the process underway to better define the legal relationship with the CAA Foundation
- Section 3 Guidelines – status of response to the Mayor’s request for the director of Public Housing and Community Development to review and determine the feasibility of creating a Section 3 oversight committee, and the follow-up process that was directed to the CAHSD director on the timely updates to the CAA Board regarding the County’s Section 3 compliance, has there been any response?
- Status of the CAA Board’s Bylaws amendments that were approved in June and needed County Attorney approval
- Report on the Adopted Budget

Chairperson Zubkoff acknowledged the additions/amendments to the agenda, and called for the vote on the motion. **The motion passed unanimously.**

Approval of CAA Board Minutes for September 10, 2012. Chairperson Zubkoff stated that Ms. Grace informed him that there were some corrections to the minutes that had been forwarded to her regarding the CAA Board meeting held on Monday, September 10, 2012. The Chair asked Ms. Grace to provide a summary of the corrections, and she responded as follows:

- Page 3, under the heading, Appointment of Treasurer – correct the motion to read: Irene Taylor-Wooten moved and Richard Brown-

*Minutes – Community Action Agency Board Meeting
October 1, 2012*

Morilla seconded the motion that the election to fill the vacancy of CAA Board Treasurer will be held at the October meeting.

- Page 4, under the heading, Finance Committee Meeting Minutes for Monday, June 4, 2012, regarding the new format of the Financial Report. The minutes should be corrected to reflect that Richard Brown-Morilla noted that the Board's motion at the June meeting was to refer the revised Financial Report back to the Finance Committee to reconsider based on the comments from Board members. Irene Taylor-Wooten commented that the Board should wait to see the new format from the Finance Committee, and if Board members have any questions or want something added or deleted, then it would be appropriate to make the request at that time.
- Page 5, under the heading, Head Start Policy Council, regarding the Memorandum of Understanding (MOU), Ms. Grace stated that the information was accurately captured.
- Page 7, under Other Business, the minutes should be corrected to reflect that Richard Brown-Morilla requested a follow-up report regarding the rewrite of the legality and formality of the CAA Foundation similar to what has been done with the Greater Miami Service Corps.

Ms. Grace stated that the other concerns centered on format consistency, and that the minutes accurately reflected that the other departmental reports are currently under construction. Chairperson Zubkoff thanked Ms. Grace for the summary, and requested a motion to approve the minutes. **Alphonso McCray moved and Dr. Joyce Price seconded the motion to approve the minutes of the CAA Board meeting held on Monday, September 10, 2012 with the corrections as noted. The motion passed unanimously.**

- **Election of Treasurer.** Chairperson Zubkoff noted that Mr. Delleperche Joseph, Co-Chair of the Finance Committee, was recommended as a replacement at the September 10th meeting to fill the vacant Treasurer's position. The Chair then asked if there were any other nominations from the floor. Mr. Reynold Martin nominated Jean Fincher to fill the vacant Treasurer's position. Irene Taylor-Wooten nominated Mr. Delleperche Joseph to fill the vacant Treasurer's position. It was also noted that Mr. Joseph had accepted the position of Treasurer at the September meeting, and Mr. Fincher also agreed to accept the position of Treasurer. (Ms. Grace advised that Mr. Joseph asked to be excused from the October 1st meeting due to an emergency in the northeastern part of the country). Hearing no other nominations from the floor, **Dr. Joyce Price moved and Alphonso McCray seconded that the nominations be closed from the floor. The motion passed unanimously.**

Chairperson Zubkoff requested that Mr. Fincher leave the room until after the voting was completed. The Chair began the voting process by restating the

names of the two candidates, Mr. Jean Fincher and Mr. Delleperche Joseph. The voting occurred by a call for “a show of hands” for each candidate. Candidate Fincher received 2 votes, and candidate Joseph received 16 votes. Chairperson Zubkoff announced that Mr. Delleperche Joseph received the majority votes and is the new CAA Board Treasurer.

II. Strategic Planning for Board – William Busutil, Senior Budget Analyst

Chairperson Zubkoff re-arranged the agenda to allow for a presentation regarding strategic planning for the board, and requested that Ms. Grace introduce the guest speaker. Ms. Grace stated that the presentation on “Strategic Planning for Board” is in response to one of the follow-up items regarding the CAA Board Retreat as well as a follow-up to the original presentation by Ms. Lucia Davis-Raiford at the June meeting on developing strategic directions. Ms. Grace then introduced Mr. William Busutil, Senior Business Analyst, Office of Management and Budget, as the guest speaker.

Mr. William Busutil provided a brief overview of the Office of Management and Budget (OMB) as it relates to their role in managing all of the strategic planning for the County. He commented that after receiving and reviewing the information from Ms. Grace on Results-Oriented Management and Accountability (ROMA), it was evident that the philosophy behind ROMA is identical to the philosophy behind the strategic planning for Miami-Dade County. Mr. Busutil directed the Board’s attention to the handout entitled, “Conceptual Plan for the Community Action Agency Board”, and provided the Board with a general roadmap of the plan with the focus on (1) making the implementation of ROMA a reality within CAHSD, and (2) acting as a key component of outreach in the community for CAHSD services. Mr. Busutil guided Board members through the framework of the plan which included the proposed planning model and timeline, developing the CAA Board vision and mission, focusing on the Board’s major areas of responsibility, and developing goals and measurable objectives. Mr. Busutil also discussed how OMB could assist CAHSD’s management team in implementing the plan. He stated that he has discussed with Ms. Grace about setting up a series of work sessions to develop, fine tune and implement the plan.

Chairperson Zubkoff thanked Mr. Busutil for the presentation, and then opened the floor for questions and comments. Irene Taylor-Wooten asked if it was appropriate to include the CAA Foundation and its relationship to the CAA Board into the planning framework. Ms. Grace responded by saying, yes it is appropriate; although it is a separate entity from the CAA Board it works in the interest of the Department and the Board. Richard Brown-Morilla recommended that staff and Mr. Busutil review the Bylaws because much of the guidelines of what the CAA Board is supposed to be about is laid out in the Bylaws. Ms. Grace stated that she provided Mr. Busutil with a copy of the Bylaws as well as a copy of the Ordinance for his review. Chairperson Zubkoff thanked Board members for their questions and comments. He again thanked Mr. Busutil for his presentation,

*Minutes – Community Action Agency Board Meeting
October 1, 2012*

and commented that this is a major step forward for the CAA Board to be much more broader in its approach, and to be much more community oriented. Chairperson Zubkoff asked Mr. Busutil about the timetable for accomplishing the tasks as outlined in the plan according to the two attachments, more specifically, how do we get there? Mr. Busutil commented that the best way is to have work sessions with the CAA Board where we can create every single component of the plan. Board members must be willing to meet at least two hours at a time, several times over the next several months to put it all together. Mr. Busutil committed to working with the Department and to facilitate the work sessions.

Joyce Galbut commented that it would be really good if Board members could get a delineation of all of the programs that are under the auspices of the Board. Ms. Grace stated that the department is currently in the process of making this information available to the Board on a monthly basis, i.e., last month there was a presentation on domestic violence, and at this meeting, there will be a presentation on substance abuse. After a brief discussion, Chairperson Zubkoff requested that staff provide the Board with an organizational chart that shows all of the programs that impact people that are under CAHSD. He also highlighted a second issue, the CAA Foundation, noting that in the past, the Board artificially pretended that the CAA Foundation was something separate which limited the Board's ability to develop the Foundation to raise money at the corporate level. Ms. Grace stated that staff will provide the Board with the information. She also informed the Board that the information is also available on the County's portal at www.miamidade.gov/cahs.

Chairperson Zubkoff asked if there were any other comments. Mr. Busutil publicly acknowledged the outstanding public service given by Irene Taylor-Wooten over the years. He again stated his commitment and willingness to work with the Department to facilitate the work sessions. Irene Taylor-Wooten requested that Board members be given the proposed schedule for the work sessions in order for them to start planning. Chairperson Zubkoff assigned to the Executive Committee the task to develop the details of the work sessions schedule that is necessary for Board participation. With there being no other questions or comments, Chairperson Zubkoff again thanked Mr. Busutil and Board members for their comments and input.

III. COMMITTEE REPORTS

- **Executive Committee, Dr. Joyce Price, Chairperson:** Dr. Price requested a motion to approve the minutes of the Executive Committee meeting held on Monday, September 10, 2012. **Dr. Joyce Price moved and Levy Kelly seconded the motion to approve the minutes of the Executive Committee meeting held on Monday, September 10, 2012.**
- **Finance Committee, Delleperche Joseph, Co-Chairperson:** Ms. Paola Pierre, in the absence of the Co-Chair, Mr. Delleperche Joseph, provided the

*Minutes – Community Action Agency Board Meeting
October 1, 2012*

Board with a summary of the action items discussed and approved by the Finance Committee as follows:

- Finance Committee Meeting Minutes for Monday, September 10, 2012. **Paola Pierre moved and Dr. Joyce Price seconded the motion to approve the minutes of the Finance Committee Meeting held on Monday, September 10, 2012.**
- CAA Revenues and Expenditures Reports ending August 31, 2012 **Paola Pierre moved and Levy Kelly seconded the motion to approve the CAA Revenues and Expenditures Report ending August 31, 2012.**

Chairperson Zubkoff asked if there were any questions or comments on the motions. Richard Brown-Morilla asked are the minutes accurate that Mr. Joseph was the only Board member present at the September 10th meeting, and if he was the only member present, then what the Board would be doing is accepting the report rather than approving minutes because you can't have minutes if the meeting did not officially occur. Ms. Pierre stated that the minutes were accurate and were forwarded to the Executive Committee for review and approval. After a brief discussion, Chairperson Zubkoff pointed out that the Board is accepting the report (pages 17-19), but it has also been stated that pages 17-19 in detail were presented to the Executive Committee, they were reviewed, discussed and approved. Richard Brown-Morilla stated that the Board can ratify what the Executive Committee did, but what the Finance Committee did is really the issue on the floor. He then asked for clarification on the top of page 18 regarding the discrepancy between the funding level budgeted at the national level and at the state level. Ms. Grace responded saying that the correction was made, the state office made a decision to forward the grant application based on a projection from one budget recommendation. However, the Office of Community Services in Washington, DC preferred that state offices send out funding applications at the existing level, rather than project a 50% cut.

Richard Brown-Morilla then requested clarification under the section, Budget Items, noting that since the consolidation of our two departments, no explanation had been made since we are not showing the revenues on the Human Services side, and it appears in the financials as if there is a deficit. He went on to comment that the minutes reflect that Mr. Joseph asked if the department had sufficient funds to absorb the additional expenditures. Mr. Brown-Morilla asked if the department had sufficient funds to absorb the additional expenditures. Both Mr. Parjus (Assistant Director) and Ms. Shorunke-Jean (Fiscal Manager) responded by saying, yes. Hearing no other comments or questions, Chairperson Zubkoff thanked everyone for their input, and then called for a vote to approve the Finance Committee's comprehensive report as approved by the Executive Committee. **The motion passed unanimously.**

- **Issues and Self-Sufficiency Committee, Marie Birts, and James Fayson, Co-Chairpersons:** Marie Birts reported that the Issues and Self-Sufficiency Committee met on September 24, 2012. Ms. Birts noted that there was representation from the target areas at the meeting, and she extended an invitation to the Naranja and Goulds target areas to join them at their next meeting. She then provided the Board with highlights from their meeting. Ms. Birts reported that the County's Public Housing and Community Development Department has begun its Community Development Block Grant (CDGB) Request for Applications (RFA) process. There is approximately \$10 million dollars in CDBG funding that will be available for three categories of initiatives to address concerns in targeted low-income areas of the County. The RFA process has been extended through the month of October. Ms. Birts appealed to Board members to spread the word to any organization that falls within the three categories and encourage them to apply for these CDBG funds. **Alphonso McCray moved and Dr. Joyce Price seconded the motion to approve the minutes of the Issues and Self-Sufficiency Committee.**

Richard Brown-Morilla asked whether CAHSD could apply for any of these funds within the three categories. Ms. Grace stated that Greater Miami Service Corps, Energy Programs and Domestic Violence Services receive CDBG funding. A discussion followed, and upon the conclusion of the discussion, it was noted that this information should be highlighted by everyone on the Board because this is an opportunity for real dollars to flow into the community in three very broad areas.

Stephanie McIntosh commented that the Goulds Community Advisory Committee (CAC) is not receiving their minutes nor are they receiving the invitations to attend the Issues and Self-Sufficiency Committee meetings. Dr. Price recommended that the Goulds CAC appoint a representative to attend the Issues and Self-Sufficiency Committee meetings. Ms. McIntosh admitted that she is the representative, but she has not been receiving the meeting notices. Ms. Grace stated that staff will investigate the matter and will make sure that meeting notices are being sent to the appropriate persons. Irene Taylor-Wooten suggested that staff provide the Board with a listing of all of the committees, a list of the members on the committee, and the dates and times they meet each month.

Ms. Birts concluded her report by sharing that one committee member through her involvement and participation on the Issues and Self-Sufficiency Committee was able to obtain information regarding funding for her organization. As a result, her organization will be providing services to the Goulds community. Board members continued to provide comments regarding CDBG funding, and after a lengthy discussion, Chairperson Zubkoff asked if there were any additional questions or comments, hearing none, he called for the vote on the motion. **The motion passed unanimously.**

- **Youth Initiatives Committee, Dr. Santarvis Brown, and Dr. Tonya Thomas, Co-Chairpersons:** Dr. Santarvis Brown reported that the Youth Initiatives Committee met on September 25, 2012; however, there was not a quorum present to conduct official business. He noted that the committee is aggressively seeking additional members to join the committee. He extended an invitation to Board members to join the committee. Dr. Tonya Thomas shared that the committee is collaborating with Big Brothers/Big Sisters and County staff to promote a mentoring initiative, as well as, small youth summits in targeted areas. Another project to be finalized is the collaboration with Teen Court and Mr. Anthony Williams. She concluded by announcing that the next Youth Initiatives Committee meeting will be held on Tuesday, October 16, 2012 at 3:00 p.m. at the Overtown Transit Village North building, 701 NW 1 Court, 10th Floor South Conference Room.

Chairperson Zubkoff asked if there were any questions or comments. Richard Brown-Morilla suggested to staff that just as the Issues and Self-Sufficiency Committee has representatives officially from the community advisory committees, perhaps if staff announces when the community advisory committees hold their meetings, they can also mention that the Youth Initiatives Committee is actively encouraging people to become members. He commented that the Bylaws state that you have to be a Board member to be a member of a committee, there is nothing wrong with them being non-voting members of the committee. Joyce Galbut added that it would be helpful if staff would make available at the Board meeting(s), a brief description of what each committee does and represents, and the days and times they meet each month to pass around so members can sign up for a committee of their choice. There being no other questions or comments, Chairperson Zubkoff thanked everyone for their comments, and then requested a motion to approve the minutes. **Dr. Tonya Thomas moved and Dr. Joyce Price seconded the motion to approve the minutes of the Youth Initiatives Committee. The motion passed unanimously.**

- **Head Start Policy Council, Tonya Ferguson, Chairperson:** Irene Taylor-Wooten, CAA Board Representative to the Head Start Policy Council, provided the Board with a brief update in the absence of Tonya Ferguson, Chairperson. Ms. Taylor-Wooten advised that the Policy Council met last on September 5, 2012, the next scheduled meeting will be held on Thursday, October 4, 2012, and an update will be provided at the November meeting. She also noted that election of Policy Council Officers is also scheduled to take place at the meeting on Thursday, October 4th. She reminded Chairperson Zubkoff that the CAA Board Representative to the Policy Council will also have to be reappointed for 2012-2013. Chairperson Zubkoff thanked Ms. Taylor-Wooten for the update, and then re-appointed her to serve as the CAA Board Representative to the Policy Council for 2012-2013. The reappointment of Ms. Taylor-Wooten was received unanimously by Board members. Chairperson Zubkoff asked if she would accept the reappointment, and Ms. Taylor-Wooten said, yes.

IV. DEPARTMENTAL UPDATES

Ms. Regina Grace, Assistant Director, provided the Board with a brief update as follows:

- CAA Board long-term vacancies. Ms. Grace reported that Mr. Nick Alvarez has been reappointed as the Board Representative to the Wynwood Community Advisory Committee. She also reported that we anticipate having the name of the appointment of the representative from the Opa Locka Community Advisory Committee at the November 5th CAA Board meeting. Ms. Grace went on to report that the department is forwarding information to the four County Commissioners who have long-standing vacancies and we expect to hear from them. Ms. Grace requested the Board's assistance to identify potential candidates to fill the vacancy left by Mr. Edward Dieguez (Community Interest Representative in the area of the banking industry). Names should be forwarded to Ms. Davis-Raiford to make recommendations to the Board of County Commissioners for consideration. (She also informed the Board that in their search for potential persons to fill vacancies to keep in mind that we need persons in the areas of labor, law, health and workforce development).
- Response to items added to the agenda. Ms. Grace noted that the long-term vacancies and the CAA Foundation have been addressed, and the CAA Board Retreat will also be addressed. Regarding Section 3 guidelines, Ms. Grace stated that she will forward this item back to Ms. Davis-Raiford.

Richard Brown-Morilla asked for clarification regarding the response that addressed the CAA Foundation. Ms. Grace stated that it was addressed from the standpoint that it would be included in the Board's strategic planning process. Mr. Brown-Morilla also commented that several months earlier (under the former executive director, Ms. Julie Edwards), it was mentioned that through the County Attorney's Office, there was a draft rewrite of the CAA Foundation's organizational plan, and it also was to be presented to the Foundation. He asked for the status of that item. Ms. Grace commented that she will research the item and provide a status report at the next meeting.

Ms. Grace went on to report that the CAA Board Bylaws are still being reviewed by the County Attorney's Office and we are waiting for approval. Ms. Taylor-Wooten commented that since the CAA Board Bylaws are still pending with the County Attorney's Office, what should the CAA Board focus on in terms of monitoring vacancies because members need to understand what the Bylaws state in terms of the number of absences (members absent versus members excused), and our need to track that information in order to remain in compliance with CSBG guidelines. Ms. Grace commented that the department is currently tracking attendance. Ms. Taylor-Wooten further commented that it is important that staff notify members that they have a certain amount of absences and pursuant to the

*Minutes – Community Action Agency Board Meeting
October 1, 2012*

Bylaws, continued absences will result in it being brought before the CAA Board.

- **Rehabilitative Services Bureau: Substance Abuse Treatment Services:** Ms. Regina Grace stated that it is staff's pleasure to continue to share with the Board some of the additional services provided by CAHSD. To that end, she introduced Ms. Elsa Ramirez, TASC Division Director, CAHSD Rehabilitative Services, as the guest speaker

Ms. Elsa Ramirez gave a brief of summary of her work experience and a brief summary of the makeup and services provided by the Rehabilitative Services Bureau. She noted that there are two divisions within the Rehabilitative Services Bureau, Community Services and Treatment Alternatives to Street Crimes (TASC). She began by showing a short video entitled, "Anyone Can Become Addicted."

After the short video, Ms. Ramirez presented a slide show presentation entitled, "Drug Abuse and Addiction: A Major Burden on Society." She explained how CAHSD as a department provides substance abuse services to residents in Miami-Dade County. She commented that drug abuse is no longer confined to the inner-city, it is all over, and the cost of drug abuse is rising. However, substance abuse treatment is cost effective. Ms. Ramirez stated that "Drug Court" started in Miami approximately 23 years ago, and since then there are approximately 1,750 drug courts nationwide. She also talked about residential treatment services and substance abuse treatment services for incarcerated individuals. Ms. Ramirez stated that the department provides substance abuse services in strategic areas within the community - South: Homestead, Naranja, Leisure City; Central: Allapattah, Liberty City; and North: Miami-Dade Community College North Campus and New Directions Treatment Center. The presentation was very informative. The floor was then opened for questions and comments. Board members engaged in a discussion about substance abuse services, and the need for additional funding for drug treatment programs. Richard Brown-Morilla suggested that the department could add this item as a legislative issue for restoring funding for drug treatment programs for incarcerated individuals. Ms. Grace agreed, and stated that this is an item that could be included in the department's legislative agenda package.

Upon completion of the questions and comments, Chairperson Zubkoff thanked Ms. Ramirez for providing a thorough and informative presentation on substance abuse treatment services.

V. OTHER BUSINESS

Stephanie McIntosh requested the Board's assistance and support to reopen the swimming pool for kids in the Goulds community. The pool has been closed for several years, and she requested the Board's support to get the item on the BCC

***Minutes – Community Action Agency Board Meeting
October 1, 2012***

agenda for discussion. Irene Taylor-Wooten stated that the concern should be vetted through the Commissioner Representative for that District for assistance in placing the item on the BCC agenda.

Stephanie McIntosh shared that the Goulds CAC meeting is no longer being conducted at the Isaac A. Withers center because the center is now being run by Miami-Dade County Public Schools, and suggested that CAHSD set up an office in the South Dade Government Center to provide services to the community and conduct board meetings, etc. At the conclusion of Ms. McIntosh's report, Chairperson Zubkoff advised that this issue was operational and management staff would address that concern.

Alberto Parjus, CAHSD Assistant Director, provided the Board with a summary of the FY 2012-2013 Adopted Budget. He stated that the Department's adopted budget was essentially the same as the Proposed Budget as presented with the same level of funding and the same level of services. The department has a total of 675 positions and an annual budget of approximately \$280 million dollars. The only difference was the elimination of 7 or 8 positions in the department, a loss of \$1.5 million in CDS funding, and a loss of \$1 million in Refugee Services funding. In addition, most employees will receive back the 4% in medical cost.

VI. 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, Senior Executive Secretary, CAHSD

Dr. William Zubkoff, CAA Board Chair

Date

James Fayson, CAA Board Secretary

Date