



Community Action Agency Advisory Board (CAAAB)

Meeting Minutes

January 28, 2021

ITEM	ACTION		FOLLOW-UP		
Location: Eastport Environmental Campus		Time: 3:00 pm to 4:30 pm			
Facilitators: Colleen K. Turner, Secretary/Staff		Recorder: Colleen K. Turner, Secretary/Staff			
Attendees:		Attendees:		Agency:	
Brian Armen	P	Faith-Based Leader	Cara Reynolds	P	Charlotte County School Board
Joseph Tiseo	P	Board of County Commissioners	Robin Roleson	P	CareerSource of Southwest FL
Lynn Dorler	P	Boys and Girls Club	Lynne Matthews, Mayor	P	City of Punta Gorda
Dianne Munson	P	Community Advocate	Paula Wilman	P	Punta Gorda Housing Authority
Paul Polk	P	County Property Appraiser	Martha Bireda	P	Representing the Low Income
Noami Guy	P	CARE EJ Advocate	Angela Hogan	P	Community at Large
Colleen K. Turner	S	Charlotte County Human Services	Katie Scott	S	Charlotte County Human Services
Theresa Lewis	S	Charlotte County Human Services	Althea Connor	S	Charlotte County Human Services
Laurie Kimball	S	Charlotte County Human Services	Carrie Walsh, Director	S	Charlotte County Human Services
William Thompson	S	Charlotte County Human Services			
Key = P(Present), E(Excused), A(Absent), G(Guest), S (Staff)					
1. Welcome and Roll Call	The meeting was called to order by Vice Chair Paul Polk. A quorum was established with all members present. New members Noami Guy from CARE and Lynn Matthews, City of Punta Gorda were introduced and welcomed to the Board.				
2. Public Input	None				
3. Minutes	<i>The November 2020 minutes were approved, as presented, by motion of Paula Wilman, second by Commissioner Tiseo and unanimous vote.</i>		Colleen will post on County website and submit to DEO for the record.		
4. Re-Election of Officers	Colleen shared that Phil Wickstrom declined the Chair and resigned from the CAAAB due to his retirement. Discussion ensued. <i>Lynn Dorler nominated Paul Polk for Chair, second by Paula Wilman and unanimous vote. Paula Wilman nominated Angela Hogan for Vice-</i>		Colleen will update the website and roster.		

	<i>Chair, second by Lynn Dorler and unanimous vote.</i>	
5. 2020-21 CAAAB Member Training and Reaffirmations	Katie Scott, Senior Case Manager, provided brief training to the CAAAB on: Ethics/Conflict of Interest; Sunshine Law; Whistle-blower policy; Risk Management policy; Organizational Standards; and CAAAB Roles and Responsibilities. Members signed re-affirmations.	
6. Family Services Center Update	Colleen reviewed the presentation at the 01.26.2021 BOCC meeting where the recommendation for Phase I tenancy was approved (Boys and Girls Club; Charlotte Behavioral Health Care; CCSO Community Policing; DOH/WIC; Drug Free Charlotte; Jewish Family and Children's Services), staff were authorized to develop performance/outcomes-based leases, and the RFA for Phase II was approved. Revisions to the application due date and information session were proposed and <i>the CAAAB approved the revised RFA by motion of Paula Wilman, second by Commissioner Joe Tiseo and unanimous vote.</i> An ad hoc committee will be convened to review applications and report back to CAAAB in April for recommendation of Phase II tenancy. Initial volunteers for the ad hoc include: Lynn Dorler; Paula Wilman; Diane Munson; and Martha Bireda.	Colleen will publish the RFA asap. A follow-up request for ad hoc committee members will be made as the application deadline approaches.
7. Strategic Plan	The department's strategic plan was presented, including notes from most recent strategic planning session with revised focus for finalization. Review and approval are required by DEO as an organizational standard. <i>The current strategic plan with recent notes updating focus/priorities was approved by motion of Commissioner Joe Tiseo, second by Paula Wilman and unanimous vote.</i> An updated strategic plan will be presented at a later date for further consideration.	
8. COVID-19 Response	Colleen reviewed the final COAD report for 2020, highlighting partnerships and accomplishments, and discussed planning for 2021 assistance.	
9. Planning for Ad Hoc Committees	1) Aging and Adult Services – CAAAB members include: Paula Wilman (lead); Angela Hogan; Brian Armen; Martha Bireda; Diane Munson; Lynne Matthews; and Robin Roleson. Suggested partner agencies for invitation include: Voc. Rehab.; Loveland Center; Agency	Staff will convene committees and offer admin support.

	<p>for Persons with Disabilities (APD); Senior Friendship Centers; etc. Aging and Adult Services and Veterans Services staff will convene on the off months of March, June, September, and December.</p> <p>2) Family and Children’s Services – CAAAB members include: Lynn Dorler (lead); Cara Reynolds; Paul Polk; Noami Guy; and Commissioner Tiseo. Suggested partner agencies for invitation include: DCF; GAL; Children’s Network; Camelot; etc. Neighborhood Services staff will convene on the off months of February, May, August, and November.</p>	
10. Member Comments	<ul style="list-style-type: none"> Lynn Dorler shared that Fresh Jersey Tomatoes is collecting dry goods for distribution at the Family Services Center. 	
11. Adjournment	<p>There being no further business, the meeting was adjourned. The next CAAAB meeting will be held on April 22, 2021 at 3:00 pm. Location to be determined.</p>	<p>Proper notice will be made.</p>