



## Community Action Agency Advisory Board (CAAAB)

### Meeting Minutes

October 26, 2023

<b>Location:</b> Family Services Center 21500 Gibraltar Dr.	<b>Time:</b> 1:00 pm to 2:30 pm
<b>Facilitators:</b> Colleen K. Turner, Secretary/Staff	<b>Recorder:</b> Colleen K. Turner, Secretary/Staff

<b>Attendees:</b>		<b>Agency:</b>		<b>Attendees:</b>		<b>Agency:</b>	
Brian Armen	P	Faith-Based Leader		Cara Reynolds	P	Charlotte County School Board	
Joseph Tiseo	P	Board of County Commissioners		Mark Kuharski	P	City of Punta Gorda	
Lynn Dorler	P	Boys and Girls Club		Angela Hogan	P	Community at Large	
Dianne Munson	P	Community Advocate		Paula Wilman	P	Punta Gorda Housing Authority	
Paul Polk	P	County Property Appraiser		Nell Malat	P	Low-income Community	
Noami Guy	P	GCP – Low-income Community		Ieasha Howard	A	Career Source – Community at Large	
Colleen K. Turner	S	Charlotte County Human Services		Mary Beth Puckett	G	New Season	
Theresa Lewis	S	Charlotte County Human Services		Anthony Williams	G	NAACP	
Althea Connor	S	Charlotte County Human Services		Sarah Guelco	G	Area Agency on Aging	
William Thompson	S	Charlotte County Human Services		Alicia Hyatte	G	VA	
Carrie Walsh	S	Charlotte County Human Services		Karen Lehman	G	New Season	
Jeff Lustig	G	n/a					

*Key = P(Present), E(Excused), A(Absent), G(Guest), S (Staff)*

ITEM	ACTION	FOLLOW-UP
1. Welcome and Roll Call	The meeting was called to order by Chairman, Paul Polk at 1:01 pm. A quorum was established with a majority of members present.	
2. Public Input	None	
3. Agenda Changes	<i>Changes to the agenda were approved by motion of Commissioner Tiseo, second by Cara Reynolds, and unanimous vote.</i>	
4. Minutes	<i>The July 2023 minutes were approved, as presented, by motion of Commissioner Joe Tiseo, second by Mark Kuharski, and unanimous vote.</i>	Staff will post on County website and submit to DEO for the record.
5. Amended By-laws Review	The draft amended By-laws are currently pending full review for vote at next meeting. Changes to the terms of officers were reviewed in advance of the elections for understanding of commitment. No action is requested at this time.	Amended By-laws will be adopted in January 2024 with majority vote.

6. Election of Officers	<p><b>Chair</b> – <i>Commissioner Tiseo nominated Paul Polk for Chair, second by Angela Hogan, and unanimous vote.</i></p> <p><b>Vice Chair</b> – <i>Cara Reynolds nominated Angela Hogan for Vice Chair, second by Paula Wilman, and unanimous vote.</i></p> <p><b>Secretary</b> – Staff will continue to serve in this capacity</p>	
7. Family Services Center Update	<p>Carrie presented the Annual Outcomes Report and PowerBI dashboard. Discussion about the FSC impact on increased services and fundraising. Phase II progress report: Building complete; Boys and Girls Club moved; HS staff moved; partner internal moves in progress; retrofitting updated Phase I spaces in November/December; new partner leases and move-in begins in January. Twenty (20) remaining available spaces. CAAAB recommends RFA from new partners as well as existing partners wishing to expand participation. Draft reviewed. The Ribbon Cutting and Open House will be delayed, likely until January.</p>	
8. FY2024 Org Standards and Community Action Plan	<p>The 2024 Org Standards and Community Action Plan (CAP) are due 12.15.2023. Staff are working to upload Org Standards. The draft CAP was provided in advance and reviewed with CAAAB members. The only difference from the 2023 plan is Long Term Recovery efforts. The CHNA planning process begins in January. <i>The 2024 CAP was approved by motion of Commissioner Tiseo, second by Angela Hogan, and unanimous vote.</i> Chairman Polk signed the CAP. Staff will seek ROMA certification from John Edwards again this year.</p>	<p>Staff will seek ROMA certification and submit the CAP to FL Commerce by the 12.15.2023 deadline.</p>
9. Program/Funding Updates	<p>The Human Services leadership team gave an overview of funding and programs offered by the Department.</p>	
10. Ad Hoc Committee Update	<p>Staff gave an update on the Aging, Disabled, Veteran Adult Services ad hoc committee (recent minutes provided). There will be a holiday meeting/social at the FSC on 12.14.2023.</p>	
11. Member Comments	<p>None</p>	
12. Adjournment	<p>There being no further business, the meeting was adjourned. Upcoming meetings:</p> <ul style="list-style-type: none"> <li>• Aging, Disabled, Veteran Adult Services Ad Hoc Committee – 12/14/2023</li> <li>• Full CAAAB meeting – January 25, 2024 at 1:00 pm at the FSC.</li> </ul>	<p>Proper notice will be made.</p>