COMMUNITY ACTION BOARD
MEETING MINUTES
AUGUST 29, 2019 10:00 a.m. - 11:30 a.m.
200 N. Spring Street, Room 1060
Los Angeles, CA 90012

1. CALL TO ORDER, ROLL CALL
   - The meeting was called to order by Ms. Shelton at 10:00 a.m. Joumana Silyan-Saba provided roll call.
   - Members Present (12): Poverty Sector Representatives - Angelica Frias, Louretta Randell, Michelle Rhone-Collins; Private Sector Representatives - Noel Pallais, Jose Figueroa, Sharon Shelton, Rashi Kallur; Public Sector Representatives - Belem Lamas, Elizabeth Carlin, Rocio Hernandez, Marisa Alcaraz; Mr. Jose Lopez joined upon his confirmation by the Board.

2. APPROVAL OF MINUTES
   - The Board approved minutes for May 23rd and June 27th meetings.

3. EXECUTIVE DIRECTOR’S REPORT (OS 5.9): Abigail R. Marquez provided a report on the following items:
   - CSD Monitoring & Corrective Action Update (OS 5.5): Ms. Marquez reviewed the corrective action plan including actions to fill Board vacancy, training, attendance and quorum. She shared the proposed attendance policy as part of the corrective actions plan to be considered by the Board.
   - CSBG Financial Report (OS 8.7) (OS 8.9): Ms. Marquez stated that all 2018 CSBG funds have been fully expended. She also shared the year to date expenditures are at 9.46% as of June 2019.
   - Audit Transmittal Report (TR) 18-043 (FYE 6/30/18) (OS 8.4): Ms. Marquez shared a copy of the single audit report. She noted that findings stated in the audit are not related to HCIDLA, but are referencing other departments managing federal funding since the audit covers all city departments.
   - 2018-2019 Final Performance Report (OS 4.3): Ms. Marquez stated that all 16 FSCs are meeting their goals. She noted that collectively they served a total of 44,701 unduplicated customers, helped to increase income by a total of $18,366,051 which includes the tax return credits as well as EITC program, and helped to improve academic achievements of 3,085 students. Ms. Shelton along with other CAB members highlighted the significance of the on-going high performance of all 16 FSCs. Ms. Marquez credited the commitment of service providers and the on-going engagement by Veronica McDonnell, FSC Program Manager, to ensure that FSCs are well supported and able to meet families’ needs.
   - 2019 Annual Convention Community Action Partnership: Ms. Marquez shared that Ms. Veronica McDonnell is speaking and sharing best practices at this annual conference.
• Community Action Plan (OS 4.4): Ms. Marquez stated that the community action plan was submitted to the State. She shared that 856 surveys were collected from across the network. Ms. Marquez referenced the breakdown of priorities to include housing, employment, education, financial capability, and transportations.

• Organizational Standards Report: Ms. Silyan-Saba provided an overview of organizational standards, and indicated that organizational standards due on August 30th will be met.

• Board Retreat & Training (OS 5.7): Ms. Silyan-Saba shared that a Board retreat & training are being planned for November 7th.

• 2020-2021 CSBG State Plan: The CSBG State Plan was shared with the Board for their review.

4. UPDATES
• CDBG Consolidated Plan Community Meeting Update (OS 1.2): Ms. Marquez shared that outreach is being planned and encouraged CAB members to participate.

• Poverty Prevention Summit: Ms. Marquez updated the Board on the upcoming poverty summit planned for September 20th at the California Endowment in partnership with Councilmember Mitch O’Farrell.

• Homeless Prevention Research: Ms. Marquez noted the Solid Ground program, spearheaded by L.A County aimed at providing homeless prevention services in the Van Nuys area. She also shared that HEAP funds going to LAHSA helped to fund a co-location of diversion specialists at eight FamilySource centers. She also noted the possibility for private funding to support FSCs and stated that more details will be shared with the CAB if/once those details are solidified.

5. DISCUSSION & ACTION ITEMS (OS 5.5)
• Poverty Seat Confirmation Vote: The Board voted to approve Mr. Noel R. Lopez as the South Valley/North Valley Poverty Sector representative.

• Nomination & Election of Second Vice Chair: Ms. Frias nominated Mr. Noel Pallais for the second vice-chair. Board approved the motion and confirmed Mr. Pallais as the second vice-chair.

• CAB Attendance Policy: Ms. Shelton shared a copy of the attendance policy and reviewed it with the Board. She asked CAB members to sign the attendance policy.

• Establish Bylaws Review Committee: The Board agreed to form the Bylaws Review Committee to include Ms. Shelton, Ms. Frias, Ms. Carlin and Mr. Pallais.

6. PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA
• No public comments received.

7. ADJOURNMENT: Ms. Shelton adjourned the meeting at 11:26 a.m.

8. UPCOMING MEETING: Community Action Board, Thursday, November 7th, 2019 at 10:00 a.m. in City Hall Room 1050.