



COMMUNITY ACTION ADVISORY BOARD

Tuesday, March 20, 2025 5:30 P.M
County Administration Bldg.
810 Datura Street
West Palm Beach, FL 33401

Members Present

Carol Jones-Gilbert
Christina Reid
Lisa Vreeland
Cynthia Riley
Angela Burns
Sandra Wright
John Maples
Gabrielle Monroe

Seat Representation

Private Sector
Low Income Sector
Private Sector
Low Income Sector
Public Sector
Private Sector
Public Sector
Low-Income Sector

Members Absent/ Excused

Linda Williams (E)
Yves St. Hillien (E)

Seat Representation

Private Sector
Low-Income Sector

Staff Present

Natalie Vazquez
Helene Hvidz
Adriane Marcelle

Organization/Title

CAP Program Manager
County Attorney
Grants Compliance Specialist

Public/Audience

1. CALL TO ORDER

- **Invocation-** A brief invocation by Jon Maples
- **Roll Call-** The Board Chair called the meeting to order at 5:32pm. A quorum was present.
- **Introduction of Committee Members, Staff and Guests-** the Community Action Advisory Board meeting began with introduction of the attendees.

2. AGENDA APPROVAL

- A. **Additions, Deletions and Substitutions.** There were no additions, deletions or substitutions.

3. REGULAR BUSINESS

A. **Selection of Committee Members.** A brief explanation and presentation on the role, type or position, function, and responsibility of a committee member was provided by Natalie Vazquez. **Motion passed to have roles assigned by the Board Chair according to background experience and expertise was made by Angela Burns and seconded by Carol Jones-Gilbert. The motion was adopted by quorum.**

B. **Voting of Officers.** A brief explanation and presentation on the role, position, function, and responsibility was provided by Natalie Vazquez and Helene Hvizd.

- Motion was made by Jon Maples and seconded by Carol Jones-Gilbert to accept Jon Maples as the Board Chair. The motion was adopted by quorum.
- Motion was made by Angela Burns and seconded by Jon Maples to accept Carol Jones-Gilbert as Vice- Chair. The motion was adopted by quorum.
- Motion was made by Carol Jones-Gilbert and seconded by Jon Maples to accept Christina Reid as Secretary. The motion was adopted by quorum.

4. NEW BUSINESS

5. **Agency Monitoring.** Community Action Programs are being monitored by desk audit as well as in-person audit by FLDOC from 4/28- 4/30/2025. An in-person close-out interview will follow.

6. **PUBLIC COMMENTS** –Angela Burns inquired about moving the days and times around of the meetings to help encourage better in-person attendance. The discussion was tabled until the new members forthcoming are seated. Carol Jones-Gilbert requested the Community Action Programs advocacy tool kit. for LIHEAP, which may include talking points and form letters to circulate for additional community support. Adriane will send the toolkit to all Board Members right away.

7. **ADJOURNMENT** – Motion to adjourn meeting made by Jon Maples. Motion seconded by Carol Jones-Gilbert. **Motion passed and adopted by quorum.** The meeting adjourned 6:28pm.

Submitted by: Natalie Vazquez, Program Manager

Draft Submitted to Department Director, _____

Date _____ By: Natalie Vazquez _____

Approved by Advisory Board:

Date

Meeting Chair, Carol Jones-Gilbert

Approved Minutes

☐

Submitted to DOC on Date: _____

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Added to Board Archive

Date

, Secretary