

**PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS**

AGENDA ITEM SUMMARY

Meeting Date: March 11, 2008 ☒ Consent ☐ Regular
 ☐ Workshop ☐ Public Hearing

Department

Submitted By: Community Services

Submitted For: Community Action Program

I. EXECUTIVE BRIEF


Motion and Title: Staff recommends to approve: Travel reimbursemt for Palm Beach County Community Action Board member Tequisha Myles, in an amount of \$110.96, to attend the Florida Association for Community Action (FACA) Public Board Training in Fort Lauderdale, Florida, on January 17, 2008.

Summary: The Department of Community Affairs requested that PBC Community Action identify a board member to attend Community Action Agency (CAA) Board Training to understand the roles, responsibilities and challenges of a public CAA. Sufficient notice was not provided to obtain approval from the BCC prior to the scheduled training. The cost of \$110.96 provides for registration of \$100 and mileage of \$10.96. Funding consists of \$92.40 (80%) in Federal funds and \$18.56 (20%) in County funds. (Community Action Program) Countywide (TKF)

Background and Justification: The State of Florida Department of Community Affairs notified the Community Action Board Chairperson on January 10, 2008, that training for Public Community Action Boards was scheduled for January 17, 2008, in Fort Lauderdale. The Chairperson was asked to identify one or more board persons who could attend and share the information with the rest of the Community Action board members. As the Chairperson was unable to attend, Tequisha Myles agreed to represent the board.

Attachments:

1. Travel Request Reimbursement Form
2. DCA Correspondence

Recommended by: 
Department Director

2-29-2008
Date

Approved by: Shannon G. Goy
Assistant County Administrator

3-6-08
Date

II. FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact:

Fiscal Years	<u>2008</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>
Capital Expenditures	_____	_____	_____	_____	_____
Operating Costs	<u>110.96</u>	_____	_____	_____	_____
External Revenues	<u>(92.40)</u>	_____	_____	_____	_____
Program Income (County)	_____	_____	_____	_____	_____
In-Kind Match (County)	_____	_____	_____	_____	_____
NET FISCAL IMPACT	<u>18.56</u>	_____	_____	_____	_____

ADDITIONAL FTE POSITIONS (Cumulative)

Is Item Included in Current Budget? Yes _____ No X
Budget Account No.: Fund: 1003 Agency: 145 Org. 1455 Object: 4941
Reporting Category C433

B. Recommended Sources of Funds/Summary of Fiscal Impact:

Federal funds through the State of Florida Department of Community Affairs.

C. Departmental Fiscal Review: *Reauth*

III. REVIEW COMMENTS

A. OFMB Fiscal and/or Contract Administration Comments:

[Signature] 3-5-08
OFMB 3/5/08
Contract Dev. and Control *[Signature]* 3/6/08

B. Legal Sufficiency:

[Signature] 3/5/08
Assistant County Attorney

C. Other Department Review:

Department Director

This summary is not to be used as a basis for payment.

TRAVEL REQUEST/REIMBURSEMENT FORM
PALM BEACH COUNTY BOARD OF COUNTY COMMISSIONERS

NAME <u>Tequisha Myles</u>		TITLE <u>Community Action Board member</u>	
PRINT NAME		<input type="checkbox"/> TECH <input type="checkbox"/> PROF <input type="checkbox"/> MNGR <input type="checkbox"/> OTHR	
DEPARTMENT <u>Community Services</u>		DIVISION <u>Community Action</u>	
PHONE # <u>655-8994</u>	ACCOUNT # <u>1003/145/1455/4941/C433</u>		DATE <u>02/20/08</u>
TRAVEL CONTACT <u>Maureen Perrault</u>		PHONE # <u>355-4727</u>	
DESTINATION (City & State) <u>Fort Lauderdale, Florida</u>			
VACATION COMBINED WITH TRIP? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		WAS TRIP BUDGETED? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	
TITLE OF CONFERENCE/SEMINAR <u>FACA PUBLIC BOARD TRAINING</u>			
PURPOSE OF TRIP <input type="checkbox"/> Business <input checked="" type="checkbox"/> Training <input type="checkbox"/> Conference/Convention			
<input type="checkbox"/> Certification <input type="checkbox"/> Lobbying			
<input type="checkbox"/> OUT OF STATE <input checked="" type="checkbox"/> IN STATE		<input type="checkbox"/> IN PALM BEACH COUNTY	

	ESTIMATED EXPENSES	ACTUAL EXPENSES
Departure:	Date: <u>01/17/08</u>	Date: <u>01/17/08</u>
	Time: <u>7:30 am</u>	Time: <u>7:30 am</u>
Return:	Date: <u>01/17/08</u>	Date: <u>01/17/08</u>
	Time: <u>6:00 pm</u>	Time: <u>6:00 pm</u>
Registration Fee:	\$ <u>100</u>	\$ <u>100</u>
Transportation:		
Airline		
Private Vehicle <u>22.6 @ .505</u>		
(Attach Detail)		
Destination Miles		
@ <u>.445¢ /mile</u>	<u>10.96</u>	<u>10.96</u>
Vicinity Miles		
@ <u>.445¢ /mile</u>		
County Vehicle		
Vehicle #		
Taxi		
Car Rental		
(Attach Justification)		
Lodging: _____ Days @ _____		
\$ _____ / Day		
Meals:		
# _____ Breakfasts (\$6.00)		
# _____ Lunches (\$12.00)		
# _____ Dinners (\$22.00)		
Per Diem:		
# _____ Qtrs @ \$23.75 /Qtr..		
Miscellaneous:		
Parking		
Tolls		
Other		
TOTAL ALL EXPENSES:	\$ <u>110.96</u>	\$ <u>110.96</u>
TRAVEL ADVANCE REQUESTED:	\$ _____	\$ <u>110.96</u>
Less:		
Travel Advance		
Payments By County		
Payments By Other Entities		
Amount of Reimbursement <REFUND>		\$ <u>110.96</u>

TRAVEL APPROVALS:	
Traveler's: <u><i>Tequisha Myles</i></u>	Date: <u>2/21/08</u>
Approving Authority's: <u><i>[Signature]</i></u>	Date: <u>2-29-2008</u>

REIMBURSEMENT APPROVALS:	
Traveler's: <u><i>Tequisha Myles</i></u>	Date: <u>2/21/08</u>
Approving Authority's: _____	Date: _____

*** CERTIFICATION AND AUTHORIZATION**

I hereby certify or affirm that this travel claim is true and correct in every material matter; that the expenses were actually incurred by the traveler as necessary travel expenses in the performance of my official duties; and that same conforms in every respect with the requirements of the Palm Beach County travel regulations and Chapter 112.061, Florida Statutes.

Florida Association for Community Action, Inc.
820 E. Park Ave., Suite E-200
Tallahassee, FL 32301

Sales Receipt

Date	Receipt No.
1/25/2008	1379

To
Palm Beach County CAP 810 Datura Street West Palm Beach, FL 33401

Check No.	Payment Method	Project
1581	Check	

Description		Amount
Non-Profit Board Training Late Enrollment Participant: Tequisha Myles		100.00
		</

From: <Paula.Lemmo@dca.state.fl.us>
To: <coull1074@aol.com>, <kecoffman@bellsouth.net>, <pjames@co.volusia.fl.us...
Date: 1/11/2008 3:18 PM
Subject: Board Training

The CSBG Public Board Training is coming up next week. It will be in Orlando on Tuesday, January 15 and in Ft. Lauderdale Thursday, January 17.

According to the registration list, no one from your agency is planning to attend. As stated in my letter to the board chairs dated January 2, this is a very important training for your board members. An understanding of the roles, responsibilities and challenges of a public Community Action Agency is vital to carrying out the mission of Community Action. Please work with your board chairperson to identify someone from your board that can attend.

For those of you with strong exemplary boards, we need your board members to attend to share their experience and best practices with the network. I look forward to seeing your board member at this meeting.

Please contact the Florida Association for Community Action, Inc. to register for this training.

Florida Association for Community Action, Inc.
820 E. Park Ave., Bldg. E-200
Tallahassee, Florida 32301
www.faca.org
phone (850) 224-4774 fax (850) 224-5762

Hilda Frazier
850/922-1834

Addressee
Date
Page 2

There are two types of CAAs – public (local governments) and nonprofit. They vary slightly in their board structure, responsibilities and duties. Therefore, two different one-day training sessions have been scheduled. To facilitate your attendance, each training session will be offered in two locations. Listed below are the sessions to be held.

Public Community Action Board Training -- January 15 in Orlando and January 17 in Ft. Lauderdale -- This training is designed especially for **public** community action board members. *If you are a public entity, plan to attend one of these sessions.*

Nonprofit Community Action Agency Board Training -- January 28 in Tallahassee and January 30 in Orlando -- This training is designed especially for **nonprofit** community action boards. *If you are a nonprofit CSBG entity, plan to attend one of these sessions.*

For information concerning the locations, hotel reservations and agenda, please visit the FACA website at www.FACA.org or call them at 850/224-4774. Your travel and registration costs are eligible CSBG expenses and may be paid for with CSBG funds. If the travel is paid for with other non-federal funds, the expenses may be counted toward the CSBG match requirement.

To help you prepare for this training, I am enclosing a copy of U. S. Department of Health and Human Services (HHS), Information Memorandum 82, regarding Tripartite Boards. I encourage you to read this document and pass it on to other board members.

To achieve the goal of empowering low-income people to become self-sufficient in their lives and communities, it is imperative that we understand the task at hand, the resources available and the power of working together. These sessions will not only provide excellent training, but will also offer an opportunity for you to share your challenges and successes with other CAA board members throughout the state.

My staff and I will be attending these training sessions. I look forward to meeting you and working with you in the new year. If you have any further questions regarding these trainings, do not hesitate to contact me at (850) 922-1844.

Sincerely,

Paula Lemmo
Community Program Manager
Community Assistance Section

PL/hcd/hf
Enclosure

cc:



STATE OF FLORIDA
**DEPARTMENT OF COMMUNITY
 AFFAIRS**

"Dedicated to making Florida a better place to call home"

CHARLIE CRIST
 Governor

THOMAS G. PELHAM
 Secretary

January 2, 2008

*Received
 Thursday Jan 10*

Name, Title
 Address
 City, State, Zip

Addressee,

First of all, I would like to thank you for being a Community Action Agency (CAA) board member. I understand that CAA board members are dedicated volunteers who generously give of their time and energy in their communities. The challenge set forth by the Community Services Block Grant (CSBG) to CAA boards is to reduce poverty; revitalize low income communities, and empower low-income families and individuals to become self-sufficient. This challenge can only be achieved through your help and support.

As you are aware, being part of a CAA board carries with it very important responsibilities and the need for accountability. Over the past few years it has become necessary for the Department of Community Affairs (DCA) to place several CAAs on probationary and provide extensive costly assistance in an attempt to retain these organizations. Unfortunately, two of these agencies were unable to work through their difficulties. Their designation and funding as a CAA had to be revoked. This is an expensive endeavor for the state, a bad reflection on the CAA network and a great hardship on our low-income communities. Often, these problems could have been avoided if the board members of these agencies had been more knowledgeable of their role. Too often we hear board members say, "We just did not know!"

Therefore, to support and strengthen the Florida CAA network, DCA in partnership with the Florida Association for Community Action, Inc. (FACA) is sponsoring CAA board training. These sessions will explain the CAA boards' duties and roles as they address the problems of poverty in their communities. It is vitally important for all board members to understand their responsibilities to their communities, their organizations and to the CSBG network. We have extended this invitation to the executive staff of your CAA, however our target audience is the board members. *I strongly encourage you to attend the appropriate training nearest you. If you cannot attend, please make sure that one or more of your board members who can effectively share this information with your board attends for you.*

2555 SHUMARD OAK BOULEVARD TALLAHASSEE, FLORIDA 32399-2100
 Phone: 850.488.8466/Suncom 278.8466 FAX: 850.921.0781/Suncom 291.0781
 Internet address: <http://www.dca.state.fl.us>

CRITICAL STATE CONCERN FIELD OFFICE
 2796 Overseas Highway, Suite 212
 Marathon, FL 33050-2227
 (305) 289-2402

COMMUNITY PLANNING
 2555 Shumard Oak Boulevard
 Tallahassee, FL 32399-2100
 (850) 488-2356

HOUSING & COMMUNITY DEVELOPMENT
 2555 Shumard Oak Boulevard
 Tallahassee, FL 32399-2100
 (850) 488-7956



Start: 5812 Nw 83rd Ter
Parkland, FL 33067-5039, US

End: 2440 W Cypress Creek Rd
Fort Lauderdale, FL 33309-1829,
US

Notes:
Only text visible within note field will print.

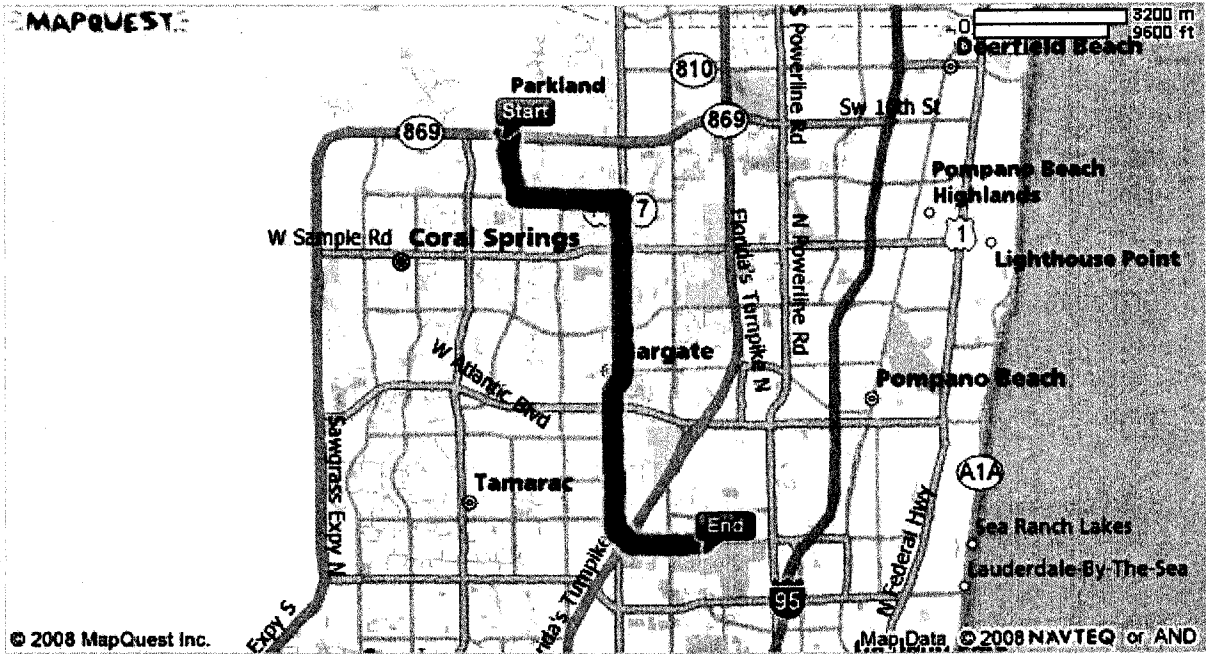
Do you know
YOUR Score?

Your
Credit Score

Your
Interest Rate

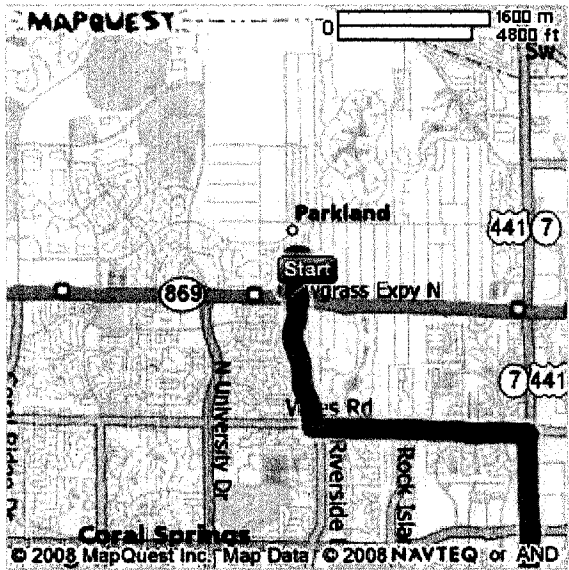
Find out instantly!

Directions	Distance
Total Est. Time: 21 minutes Total Est. Distance: 11.30 miles	
1: Start out going NORTH on NW 83RD TER toward NW 60TH PL.	0.1 miles
2: Turn RIGHT to stay on NW 83RD TER.	0.1 miles
3: NW 83RD TER becomes NW 61ST MNR.	<0.1 miles
4: Turn RIGHT onto RIVERSIDE DR.	1.4 miles
5: Turn LEFT onto WILES RD.	2.0 miles
6: Turn RIGHT onto US-441 S / FL-7 S.	5.6 miles
7: Merge onto W MCNAB RD / SW 15TH ST via the ramp on the LEFT.	0.2 miles
8: W MCNAB RD / SW 15TH ST becomes W CYPRESS CREEK RD / NW 62ND ST.	1.5 miles
9: End at 2440 W Cypress Creek Rd Fort Lauderdale, FL 33309-1829, US	
Total Est. Time: 21 minutes Total Est. Distance: 11.30 miles	



Start:
5812 Nw 83rd Ter
Parkland, FL 33067-5039, US

End:
2440 W Cypress Creek Rd
Fort Lauderdale, FL 33309-1829, US



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