

New York State (NYS)  
 Department of State (DOS)  
 Division of Community Services (DCS)  
 Community Services Block Grant (CSBG)

**Advisory Council  
 Meeting Minutes**

Meeting date: **February 17, 2022**, at 10:00 am. This meeting was conducted via WebEx Video Conference. Attendance was taken based initially on log-in information and later confirmed by verbal rollcall.

<p><i>Members Present:</i></p>	<p><b>Tina Zerbian,</b>  <b>Vice-Chairperson</b>          Chief Executive Officer,          Cattaraugus Community Action, Inc.</p> <p><b>Dan Maskin,</b>  <b>Second Vice-Chairperson</b>          Chief Executive Officer,          Opportunities for Otsego, Inc.</p> <p><b>Alan Jones</b>          Chief Executive Officer,          Adirondack Community Action Programs, Inc.</p> <p><b>Charles Quinn</b>          Chief Executive Officer,          Regional Economic Community Action Program, Inc.</p>	<p><b>Jeffrey Lewis</b>          Senior Vice President of Direct Services,          PathStone Corporation</p> <p><b>Laura Rossman</b>          Chief Executive Officer,          Pro Action of Steuben and Yates, Inc.</p> <p><b>Andrea Ogunwumi</b>          Executive Director,          EOP for Chemung &amp; Schuyler Counties</p> <p><b>Margaret Evans</b>          Executive Director,          Agri-Business Child development</p>	<p><b>Mike Bobbitt</b>          Deputy Commissioner,          NYC Department of Youth and Community Development</p> <p><b>Maurice A. Reid</b>          President,          KenJam Consultants, LLC</p> <p><b>Michael Martin</b>          Executive Director,          Native American Community Service of Erie and Niagara Counties, Inc.</p> <p><b>Miguel Santos</b> Customer Advocate, National Grid</p>
<p><i>Guest Presenters:</i></p>	<p><b>Robert J. Rodriguez</b>          Acting Secretary of State</p>	<p><b>Jackie Orr</b>          Executive Director/CEO,          New York State Community Action Association</p>	
<p><i>NYDOS Staff Present:</i></p>	<p><b>Manuel A. Rosa</b>          Director, Division of Community Services</p> <p><b>Nancy Pfohl</b>          Community Services Program Analyst 3</p> <p><b>Aimee Kollar</b>          Community Services Program Analyst 3</p> <p><b>Nikoletta Battistoni</b>          Community Services Program Analyst 4</p> <p><b>Matthew Ciotti</b>          Community Services Program Analyst 1</p> <p><b>Victor Carrera</b>          Community Services Program Analyst 1</p>	<p><b>Theresa Walsh</b>          Community services Program Analyst 2</p> <p><b>Jessica Garneau</b>          Community Services Program Analyst 1</p> <p><b>Sayla Eisner- Mix</b>          Community Services Program Analyst 1</p> <p><b>Jacob Fox</b>          Community Serviced Program Analyst 1</p> <p><b>Amy Gonsalves</b>          Community Services Program Analyst 1</p> <p><b>Syed Ahmed</b>          Community Services Program Analyst 1</p> <p><b>Jessica Sweet</b>          Community Services Program Analyst 1</p> <p><b>Katy-Rose Hanson</b>          Community Services Program Analyst 1</p>	<p><b>Ayanna Hamby</b>          Office Assistant</p> <p><b>Katharine Furman</b>          Administrative Assistant II</p> <p><b>Vilda Mayuga</b>          Deputy Secretary of State for Economic Opportunity</p> <p><b>Robert Vanderbles</b>          Senior Attorney,          Office of General Council</p> <p><b>LuAnn Hart</b>          Director,          Bureau of Fiscal Management</p>

<p><i>Executive Directors or Agency Representatives</i></p>	<p><b>Amy Turner</b> Executive Director, Mohawk Valley Community Action Agency, Inc</p> <p><b>Carolyn Brown</b> Executive Director, People’s Equal Action and Community Effort, Inc.</p> <p><b>Cherly Cohen</b> Regional Economic Community Action Program, Inc.</p> <p><b>Danielle Cornwell</b> Cayuga Seneca Community Action program, Inc.</p> <p><b>Deidra Zaleski</b> Community Action Organization of Western New York, Inc.</p> <p><b>Glenda Abby</b> Tompkins Community Action, Inc.</p> <p><b>Grizelle Garcia</b> Regional Economic Community Action Program, Inc.</p> <p><b>Lisa Goodrow</b> Community Outreach Program Director Joint Council for Economic Opportunity of Clinton and Franklin Counties</p> <p><b>Patricia Lloyd</b> Chief Operating Officer, Action for a Better Community, Inc.</p> <p><b>Melinda Gault</b> Chief Executive Officer, Community Action Planning Council of Jefferson County</p> <p><b>Douglas Blancero</b> Executive Director, Ulster County Community Action Committee, Inc.</p>	<p><b>Jeannette Spaulding</b> Executive Director, Schoharie County Community Action Program, Inc.</p> <p><b>Laurie Piccolo</b> Executive Director, Cayuga/Seneca Community Action Agency, Inc.</p> <p><b>Jerome Underwood</b> President/CEO, Action for a Better Community, Inc.</p> <p><b>Suzanne Shears</b> Chief Executive Officer, Niagara Community action Program, Inc.</p> <p><b>Danielle Harrington</b> Interim Executive Director, Tompkins Community Action, Inc.</p> <p><b>Michele McKeon</b> Chief Operating Officer, Regional Economic Community Action Program, Inc.</p> <p><b>Scott Mathys</b> Chief Executive Officer, Lewis County Opportunities, Inc.</p> <p><b>Elizabeth Spira</b> Chief Executive Officer, Community Action Partnership for Dutchess County, Inc.</p> <p><b>Emily Fagle</b> Finance Director, Washington County Economic Opportunity Council, Inc.</p> <p><b>Samuel Rowser</b> Executive Director, On Point for College, Inc.</p>	<p><b>Renee Hungerford</b> Executive Director, Community Action Agency of Orleans and Genesee, Inc.</p> <p><b>Rosemary Shader</b> Executive Director, Wyoming County Community Action, Inc.</p> <p><b>Marie Montgomery</b> Deputy Director, Cayuga/Seneca Community Action Agency, Inc.</p> <p><b>Mary Randall</b> Director, Grants &amp; Programs, PathStone Corporation</p> <p><b>Nancy Warnock</b> Director of Career and Family Services, Washington County Economic Opportunity Council, Inc.</p> <p><b>Nicole Laurin</b> Executive Director, Joint Council for Economic Opportunity of Clinton and Franklin Counties, Inc.</p> <p><b>Eric Poulson</b> Acting Executive Director, Economic Opportunity Commission of Nassau County, Inc.</p> <p><b>Justina Farris</b> Finance Director, Schoharie County Community Action Program, inc.</p> <p><b>Kiron Dawkins</b> Interim Chief Executive Officer, Westchester Community Opportunity Program, Inc.</p> <p><b>Daniel Bonnet</b> Westchester Community Opportunity Program, Inc.</p> <p><b>Shay Castillo</b> Westchester Community Opportunity Program, Inc.</p>
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Attendance: Total of 12 of 17 CSBG Advisory Council members in attendance, a quorum was established at 10:06 am.

**Welcome – Tina Zerbian, First Vice-Chairperson**

Tina Zerbian, Community Services Block Grant (CSBG) Advisory Council First Vice-Chairperson opened the meeting at 10:06 am and welcomed the members and guests joining the meeting of the CSBG Advisory Council. She requested a change be made to the CSBG Advisory Council meeting minutes, from October 27, 2021, correcting Tina Zerbian (herself) as Vice-Chair, and Dan Maskin as Immediate Past President. A motion was made by Charles Quinn (Chief Executive Officer, Regional Economic Community Action Program, Inc.) to make the change and accept the minutes of the October 27, 2021, Advisory Council meeting. The motion was seconded by Alan Jones (Chief Executive Officer, Adirondack Community Action Programs, Inc.). Motion was carried. Tina Zerbian introduced Vilda Mayuga (Deputy Secretary of State for Economic Opportunity).

**Vilda Mayuga, Deputy Secretary of State for Economic Opportunity**

Vilda Mayuga thanked everyone for their time. She announced what a pleasure it has been working with such a dedicated network. She informed the Council that she has accepted a position with New York City Mayor Adams' Administration. As of March 1, 2022, she will be the Commissioner of the Department of Consumer and Worker Protection. Vilda thanked the Community Action Agencies for their commitment to improve the lives of the economically challenged families of New York State.

**Tina Zerbian – First Vice-Chairperson**

Tina Zerbian thanked Deputy Secretary Mayuga for her support and wished her the best of luck in her new role as the Commissioner of the Department of Consumer and Worker Protection. Tina Zerbian introduced Manuel A. Rosa, Director, Division of Community Services, for updates from the Division.

**Manuel A. Rosa, Director, Division of Community Services (DCS)**

Manuel Rosa thanked Deputy Secretary Mayuga for all the guidance and support she has given to the NYS CSBG Network. He stated she has been a tremendous asset to the network and expressed his gratitude for everything that she has done for the network.

Mr. Rosa thanked Jackie Orr (Executive Director/CEO, New York State Community Action Association) and the other Executive Directors for participating in the Monitoring Workgroup. The workgroup has taken on the task of evaluating how DCS monitors the Community Action Agencies (CAAs) regarding CSBG compliance and ways to strengthen a collaborative approach. He thanked the previous Triennial Review for Accountability and Compliance with Standards (TRACS) workgroup for their efforts to revise the tool, seeking to reduce redundancies. Overall, the workgroup has provided positive feedback and guidance. Mr. Rosa stated that DCS has scheduled a meeting with the National Association for State Community Services Programs (NASCSPP) for consultation to identify best practices regarding monitoring.

Mr. Rosa thanked the Executive Directors for participating on a variety of discussions including Racial Equity, Fatherhood, and Volunteer Engagement. He stated that the discussions will help shape the initiatives included in the NYS CSBG State Plan. DCS will use 2022 as a planning year with the intent to carry out the initiatives in 2023. He referenced the Continuing Resolution (CR), the House of Representatives passed, however, will need to be approved by the US Senate and the President. The current CR funds the government until March 11, 2022. DCS has received no additional information. Mr. Rosa stated DCS has been working to amend CARES Work Plans to ensure funds are spent by September 30, 2022.

Mr. Rosa stated there will be training in May or June 2022 on any changes to the 2023 contract.

**Tina Zerbian – First Vice Chairperson**

Tina Zerbian thanked Mr. Rosa for his report and stated that there will be time for questions for him at the end of the meeting. Tina Zerbian welcomed and introduced the Acting Secretary of State, Robert Rodriguez.

### **Robert Rodriguez, Acting Secretary of State**

Secretary Rodriguez thanked the network and staff and stated how he is looking forward to learning more about the Division of Community Services (DCS) and the work of the CSBG Network. He noted that he was recently appointed as Acting Secretary of State, by Governor Hochul, and is interested in the programs that support communities across the State. Secretary Rodriguez acknowledged the work of Vilda Mayuga and Manuel Rosa, and the rest of the DCS staff that collaborates with the CSBG Network.

Secretary Rodriguez stated he previously served as a member of the NYS Assembly, representing East Harlem and prior to that he worked with the local Community Board. He stated that his focus in the Legislature has been on affordable housing, preserving public housing, and making sure that there are community-based development projects that hire people from the community. He is honored to serve constituents in a different way and has a vision of bringing the work that is done to revitalizing the communities through empowering people and strengthening the workforce.

He stated he has over 15 years of experience in public finance that allows him to find creative solutions to building community infrastructure without an adverse impact to the taxpayers. He is looking forward to working with everyone in the Network, and one of the priorities is to keep the residents of the communities economically stable.

The pandemic has created various challenges for the network and the current budget is focused on investing in the future, breaking down barriers that keep residents stagnant, and enhancing workforce development. Secretary Rodriguez spoke about the many economic hardships resulting from the pandemic and the eviction moratorium that must be addressed in the budget and providing services to those facing eviction. He stated families need continued support. Secretary Rodriguez spoke of the Emergency Rental Assistance Program (ERAP) and the Homeowner's Assistance Program.

He noted there is a diverse representation across the State represented on the Advisory Council, and stated he looks forward to working with the Council to create a road map to better serve the communities and utilize the State's resources.

### **Tina Zerbian – First Vice-Chairperson**

Tina Zerbian thanked Secretary Rodriguez for his remarks and stated how the network is excited to work with him and his office moving forward. Mr. Rosa thanked Secretary Rodriguez and acknowledged his eagerness to work with the network. Ms. Zerbian introduced Aimee Kollar to speak about the CSBG Annual Report.

### **Aimee Kollar, Associate Director of Contract Processing, DCS Administrative Review Unit**

Aimee Kollar presented an overview of the CSBG Annual Report.

- The CSBG Annual Report is submitted to the US Department of Health and Human Services (HHS), Office of Community Services (OCS) on an annual basis, usually at the end of March. DCS submits the Annual Report to fulfill the requirements of the CSBG Act. The Annual Report captures the outcomes of services provided by the CSBG Network. The result of the Annual Report is analyzed, by HHS, to manage and improve results across the Nation. The Annual Report consists of four modules.
- Module 1 has nine sections completed by DCS. DCS reports information on the State administration of funds to the CSBG Eligible Entities; use of discretionary funds for training and technical assistance; and, the CSBG Network's progress towards meeting the Organizational Standards and implementation of Results Oriented Management and Accountability (ROMA). A description of sections A through I was provided and reviewed by Aimee Kollar.
- Module 2 is completed by the Eligible Entities and is due to DCS on March 8, 2022. This module has three sections, which report expenditures, Capacity Building, and allocation of resources.
- Module 3 is intended to gather information on the implementation of strategies and results achieved for communities where low-income individuals live. Eligible Entities can capture this information from their CSBG Community Action Plan (workplan). This module is currently optional, however there is a possibility it will be

required in the future.

- Module 4 has three sections and completed by the Eligible Entities and is due to DCS on March 8, 2022. This module captures information on services provided to individuals and families, demographic characteristics of the persons served, and the results achieved for persons with low-income. This module reports the Individual & National Performance Indicators, Individual & Family Services, and the demographics.
- Aimee Kollar noted there is a CARES Supplemental Report, which is a modified version of the Annual Report.

### **Tina Zerbian – First Vice-Chairperson**

Tina Zerbian thanked Aimee Kollar for her presentation and asked the attendees if there were any questions on the Annual Report or if there were any questions for Manuel Rosa on his report. No questions or comments were received. Tina thanked the Department of State for the presentations and wanted to note, as a member of the Monitoring Workgroup, “it is empowering to know that we have a voice and thanks to the Department of State for all they are doing.” She introduced Jackie Orr, Executive Director/CEO of New York State Community Action Association (NYSCAA).

### **Jackie Orr – Executive Director/CEO, New York State Community Action Association**

Jackie Orr thanked Tina Zerbian, expressing her appreciation for having the opportunity to give a NYSCAA update. Jackie thanked Aimee Kollar on her overview of the Annual Report, as it is important for the Community Action Agencies to understand that reporting is critical for the Network. Jackie commented that the participation and the feedback from the Monitoring Workgroup has been important and empowering toward progress and building the partnership.

Jackie stated NYSCAA has several courses as a part of NYSCAA Learn, for Community Action Agencies, staff, board members, and volunteers. There are over 1900 NYSCAA Learn users on the platform. Recently two courses have been added, a course on Adverse Childhood Experiences (ACEs) and a course on the Community Action Plan. Jackie indicated the Community Action Plan course is interactive and integrates Results Oriented Management and Accountability (ROMA) concepts and principles. NYSCAA and DOS continue to work closely to develop community action plan templates as an agency resource.

Jackie stated there are five virtual regional ROMA Trainings scheduled for 2022. The ROMA Alliance has been meeting regularly to address the needs of the Network. She noted that there are several Affinity Groups that focus on challenges and successes and are a support to the Network. The Network has requested the creation of another Affinity Group for professionals that work directly with seniors.

Jackie noted the Emerging Leader Institute (ELI) is going great, there are 55 participants. NYSCAA is planning to host an in-person conference in September 2022, possibly in Rochester.

Jackie indicated NYSCAA’s CARES funding is supporting network professionals through a Motivational Interviewing course. NYSCAA is working on two reports. One report focuses on the policies and procedures that agencies changed by facing the pandemic, which will include a survey of service delivery changes sustained. The Social Justice Committee is looking to engage a consultant that specializes in Diversity, Equity, and Inclusion (DEI).

NYSCAA is the representative for Region II for the Regional Performance and Innovative Consortia (RPIC), and hosted a Regional Convening, Tuesday, February 15, 2022. The Regional Convening gave the network an opportunity to share and highlight innovative initiatives that have been successful in NY, NJ, and Puerto Rico.

### **Tina Zerbian – First Vice-Chairperson**

Tina Zerbian expressed her appreciation for Jackie and the NYSCAA team. Tina Zerbian asked if there were any questions for Jackie Orr.

Questions or comments received:

- Miguel Santos (Advisory Council member, Consumer Advocate): He would like to learn more about the affinity groups. How we can network throughout the state so that we can offer support and resources. He is also

curious to find out more about the social justice committee. Jackie Orr indicated she would reach out and be in touch to provide more details.

- Mike Bobbitt (Deputy Commissioner, DYCD, representing Advisory Council member Tzylai (Bill) Chong): He looks forward to continuing to hear more about the ACEs work. NYC is looking to see how it is being sustained. Jackie Orr: It is NYSCAA's plan to start working with DYCD to expand the ACEs training.

#### **Tina Zerbian – First Vice-Chairperson**

Tina Zerbian asked if there was any old business or new business.

#### **Charles Quinn – Advisory Council member, CEO RECAP**

Charles Quinn stated that there is an old issue that he wasn't sure was ever addressed. He expressed unemployment is an issue and Racial Equity continues to be point of focus. He stated that agency employment and wages need to be closely looked at due to the inability to retain staff. He stated that he wanted to know if the Advisory Council can take this on as an issue.

#### **Tina Zerbian – First Vice-Chairperson**

Tina Zerbian thanked Charles Quinn and asked if this is anything that should be looked at in terms of a subcommittee and if a small group of people were willing to work on this issue. Charles Quinn stated that he is willing to work on it. Andrea Ogunwumi (Advisory Council member, Executive Director of Economic Opportunity Program of Chemung & Schuyler) stated that she is also willing to work on this issue and Jerome Underwood (CEO, Action for a Better Community, Inc.) wrote in the chat box that he is also willing to work on that issue.

#### **Miguel Santos – Advisory Council member**

Requested a follow up meeting with Manuel Rosa, Director of the Division of Community Services, to address the growing needs of housing of immigrants and refugees. Tina Zerbian thanked Miguel Santos for his comments and advised there is a resource in NYSCAA for additional information. Manuel Rosa indicated he will follow up with Tina Zerbian after the meeting.

No other business was identified. Tina Zerbian entertained a motion to adjourn the meeting made by Charles Quinn (Advisory Council member, CEO, Regional Economic Community Action Program), seconded by Laura Rossman (Advisory Council member, Executive Director, ProAction of Steuben and Yates). There was a unanimous consent to adjourn the meeting. Motion carried and the Council was reminded the next Advisory Council meeting is scheduled for May 19, 2022.

**The meeting was adjourned at 11:06am.**