

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

**Advisory Council Meeting
 Minutes**

Meeting date: **July 27, 2023**, at 10:00 am.

This meeting was conducted in person and via WebEx Video Conference.

	Albany	Buffalo	NYC	Videoconferencing
Members Present:	<p>Alan Jones Chief Executive Officer, Adirondack Community Action Programs, Inc.</p> <p>Charles Quinn Chief Executive Officer, Regional Economic Community Action Program, Inc.</p>	<p>Michael Martin Executive Director, Native American Community Service of Erie and Niagara Counties, Inc.</p> <p>Andrea Ogunwumi Executive Director, EOP for Chemung & Schuyler Counties</p> <p>Laura Rossman Chief Executive Officer Pro Action of Steuben and Yates, Inc.</p> <p>Tina Zerbian, First Vice-Chairperson Chief Executive Officer Cattaraugus Community Action, Inc.</p>	<p>Mike Bobbitt Deputy Commissioner NYC Department of Youth and Community Development</p> <p>Yves Villus Erasmus Foundation</p>	<p>Denis Wilson, Chair Executive Director/CEO Fulmont Community Action Agency, Inc.</p>
	Albany	Buffalo	NYC	Videoconferencing
Guests Present:		<p>Matthew Bull, Chief Operations Officer at Pro Action of Steuben and Yates, Inc</p>		<p>Nicole Laurin Executive Director Joint Council for Economic Opportunity of Clinton and Franklin Counties, Inc.</p> <p>Jackie Orr Executive Director/CEO New York State Community Action Association</p> <p>Mary Randall Director, Grants & Programs Pathstone Corporation</p> <p>Aaron Wicks Action for a Better Community, Inc.</p>
	Albany	Buffalo	NYC	Videoconferencing
DOS Staff Present (names in red have	Nikoletta Battistoni Community Services	Bryan Gertz Community Services	Syed Ahmed Community Services	Matthew Ciotti Community Services

<p>questions re: titles and DCS staff list)</p>	<p>Program Analyst 4 Sayla Eisner-Mix Community Services Program Analyst 2 Aimee Kollar Community Services Program Analyst 3 Manuel A. Rosa Director, Division of Community Services Robert Vanderbles Associate Attorney, Office of General Counsel</p>	<p>Program Analyst 1</p>	<p>Program Analyst 1</p>	<p>Program Analyst 1 Alisha Cooper-Wilson Fiscal Representative Katharine Furman Administrative Assistant II Jessica Garneau Community Services Program Analyst 1 Amy Gonsalves Community Services Program Analyst 1 Katy-Rose Hanson Community Services Program Analyst 1 Jessica Lowell Community Services Program Analyst 2 Dan McDonough Community Services Program Analyst 1 Paul Kinter Fiscal Representative Nancy Pfohl Community Services Program Analyst 3 Kathleen Richardson-Cross Fiscal Representative Nicole Stehlar Community Services Program Analyst 1 Jessica Sweet Community Services Program Analyst 1 Mindy VanAlstyne Associate Accountant, Bureau of Fiscal Management Theresa Walsh Community Services Program Analyst 2</p>
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I. Roll Call – Annual Meeting Started 10:05 AM

Roll Call: 5 members present – no quorum

II. Welcome: Tina Zerbian, First Vice-Chair

Denis Wilson, Chair of the Council, attending virtually, precluding him from leading the meeting.

Tina Zerbian, First Vice-Chair, attending from Buffalo location, acknowledged that without a quorum, the meeting would be held informally, introduced herself, and welcomed all present.

III. Approval of Minutes

February 17, 2022

May 19, 2022

March 30, 2023

Tina Zerbian noted that the minutes could not be approved without a quorum.

IV. Division of Community Services – Division Updates

A. State Plan: Manuel A. Rosa, Director

1. Appreciation for all who contributed to the State Plan
2. PowerPoint presentation (see Appendix 1)
 - a. Database update
 - New Request for Proposal in progress as previous RFP expiring in 2024
 - Input is welcome
 - b. Discretionary Funds (see Appendix 1, slide 3)

B. State Plan: Nikoletta Battistoni

1. Attendance update: 7 members present – no quorum
2. PowerPoint presentation cont'd
 - a. NYSCAA funding
 - continues to be part of the State Plan
 - b. State Linkages
 - Section 10
 - Department of State is reaching out to other state divisions to form linkages for the network
 - c. Pause for comment.
 - No comments made from the council for the record in changing the State Plan
 - d. Monitoring Framework (STAR)
 - (1) Background (see Appendix 1, slide 5)
 - Addressing and reducing redundancies since 2021
 - Need to restructure the Monitoring Framework
 - (2) Introduction of STAR: State Triennial Assessment Review (see Appendix 1, Slide 6)
 - Replacement for TRACS
 - Streamline number of site visits based on three year cycle of assessment
 - (3) STAR in draft stage (see Appendix 1, Slide 7)
 - working to finalize
 - currently working on category 16
 - (4) Examples of Sources & Guidance (see Appendix 1, Slide 8)
 - (5) Areas of Change (see Appendix 1, Slides 9-10)
3. Attendance check – 8 members now present – no quorum

C. New York State Community Action Association – Updates - Jackie Orr, Chief Executive Officer

Jackie Orr presented the NYSCAA report (see Appendix 2) summarizing the activities of NYSCAA including NYSCAA Learn, trainings, ELI (Emerging Leaders Institute), committee and meeting updates. NYSCAA Learn has expanded offerings, Community Action Plan templates have been made and shared as guidance, and regional meetings have included feedback on the State Plan

D. Old Business

1. Advisory Council membership

DCS has submitted applications to the governor's office and has reached out to the legislature. Andrea Ogunwumi inquired about the number needed for a quorum. Tina Zerbian and Manuel Rosa confirmed that 11 attending members are needed for a quorum. Manuel Rosa, the Director of DCS, reiterated that a quorum is needed in order for the work of the Advisory Council to be done.

2. Bylaws

Bylaws were sent out and will be discussed at the next meeting.

3. State Plan

State Plan needs to be submitted September 1, 2023.

E. New Business

No new business

F. Next Meeting

To Be Determined

G. Adjournment

- a. No quorum – no adjournment
- b. The meeting ended at 10:54 am.