

# Capital Area Community Action Agency

## Program Planning & Oversight Committee Meeting Minutes August 11, 2020

### Board Members

Lauren Johnson  
Lisa Edgar  
Shanetta Keel

### Staff

Tim Center  
Nina Self  
Margaret Watson  
Victoria Mathis  
Venita Treadwell  
Terry Mutch  
Darrel James

### Meeting Overview

Mr. Center introduced the Agency Program staff and Board members in attendance at the meeting. He said the staff has prepared a PowerPoint presentation of each of the Agency programs to present to the Board.

Each of the Program Managers presented their Program PowerPoint Overview.

Ms. Edgar asked Ms. Treadwell to expound on the program directives of the program. She asked that the Board be briefed on the directives of the program at the next meeting, September 8, 2020, at 5:30 PM.

Ms. Edgar asked from a funding perspective what the relationship between LIHEAP and Weatherization programs is. Mr. Center said LIHEAP provides assistance to clients to help pay their utility bills, and because of the high utility bill staff will provide information on our Home Energy Assistance Program.



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Ms. Edgar asked is \$7,212.00 a cap for Home Energy Assistance annually per home, or family? Mr. Mutch explained that this is a one-time service. She asked how this applies to tenants. He said the tenant's benefits because it reduces their utility bill.

Ms. Edgar asked are the funds state funds or federal funds. Mr. Center said that the state does not put any general revenue into low-income services for low-income families.

Ms. Keel asked what the turn-around time for LIHEAP assistance? Ms. Mathis said the application process will be completed in one day with all required documents.

Ms. Edgar requested that the Committee review the charge of the Program Planning & Oversight Committee for the next meeting.

The next meeting is scheduled for September 8, 2020, at 5:30 PM. The Committee should review the Bylaws and discuss the Agency Programs.

Meeting adjourned 7:00 PM.