



Community Action Agency Advisory Board (CAAAB) Meeting Minutes

October 23, 2025

Location: Family Services Center – 21500 Gibraltar Dr., Port Charlotte			Time: 1:00pm – 2:30 pm				
Facilitators: Tara Blackson, Staff Liaison			Recorder: Laurie Kimball, Staff				
Attendees:		Agency:		Attendees:		Agency:	
Angela Hogan - Chair	P	Gulf Coast Partnership – Community at Large		Cara Reynolds	P	Charlotte County School Board - Elected	
Joe Tiseo – Vice Chair	P	Charlotte Co. Board of County Commissioners - Elected		Anna Gogadze	P	Career Source Center of Southwest Florida	
Lynn Dorler	P	Boys and Girls Club – Low Income Community		Melissa Lockhart	A	City of Punta Gorda - Elected	
Paul Polk	p	County Property Appraiser - Elected		India Davis	P	Punta Gorda Housing Authority – Low income Community	
Diane Munson	P	Community at Large		VACANT	-	Community at Large	
Noami Guy	P	Gulf Coast Partnership – Low Income Community		VACANT	-	Low-income Community	
<i>Key = P(Present), E(Excused), A(Absent), G(Guest), S (Staff)</i>							
Carrie Walsh	S	Charlotte County Human Services		Laurie Kimball	S	Charlotte County Human Services	
Tara Blackson	S	Charlotte County Human Services		Debra Damasceno	S	Charlotte County Human Services	
Colleen Turner	S	Charlotte County Human Services		Miranda Pitt	G	Department of Health	
William Thompson	S	Charlotte County Human Services		Tracy Damon	G	Guardian Ad Litem	
Margaret Selberg	S	Charlotte County Human Services					
Nicole Fischler	S	Charlotte County Human Services					
Item		Action			Follow-Up		
1. Welcome and Roll Call		The meeting was called to order by Chairman, Angela Hogan at 1 :00 pm. A quorum was present.					
2. Public Input and approval of Agenda		There was input from the public and a motion was made by Cara Reynolds to approve the agenda as presented, Lynn Dorler seconded. Motion passed unanimously.					
3. Minutes		A motion was made by Lynn Dorler to approve the agenda as presented. Cara Reynolds seconded. Motion passed unanimously.					
4. Quorum Provision Updates		Tara Blackson and Colleen Turner informed members of new quorum requirements established by the County Attorney. Effective immediately, members who recuse themselves because of conflict of interest, shall					

4. (Continued)	not be counted toward the quorum for that specific item. If a quorum is not met as the result of this recusal for this item, it will be held for a vote at the next scheduled meeting.	
5. Board Roles & Responsibilities, Conflict of Interest, Ethics Training	<p>Tara Blackson provided CAAAB members with PowerPoint presentation from the Community Action Network, that covers members roles and responsibilities. She also went over the Charlotte County Code of Ethics for Public Officers and employees, the Florida Sunshine Law, Incident Reporting, Risk, Whistle blowing policies and the CSBG Organizational Standards.</p> <p>Ms. Blackson also passed out Member Acknowledgement forms for members to sign, verifying that they had completed the required CAAAB training.</p>	Members were provided hard copies of all items presented and this information will be included in all future on-boarding information for new members. The video prepared by legal counsel will be sent in the next CAAAB meeting packet.
6. CSBG / LIHEAP Audit Outcomes	<p>Carrie Walsh and Tara Blackson explained that there were 0 program related findings for the CSBG /LIHEA audit and 3 board records and fiscal/purchasing related findings. The board must evaluate board attendance and term limits develop a succession plan and insert the approval date on the revised bylaws document. Board members discussed the attendance/term limits and succession plan, and Lynne Dorler made a motion to approve the bylaws and add today's date as the official date of acceptance. Diane Munson seconded the motion carried unanimously.</p>	<p>Review the current membership roster and continue to refine a succession plan for the CAAAB. Both issues will be discussed at the next meeting.</p> <p>Add the date to the bylaws and redistribute to members.</p>
7. CCHS Program and Funding	<p>Grant Funding - The Human Services leadership team gave reports on funding use and availability and programs offered</p> <p>Government Shutdown - Carrie Walsh opened a discussion about the government shutdown, asking members if their organizations were going to be impacted by funding reductions or elimination, reduced SNAP funding or changes in access to services.</p> <p>- Members from Charlotte County Human Services, Gulf Coast Partnership, Punta Gorda Housing, the Charlotte County School District, Department of Health and the Boys and Girls Club all had concerns about the lack of SNAP, WIC and general funding cuts impacting not only low-income residents but also organization staffing levels.</p>	
8. ADV Ad Hoc Committee	<p>India Davis reported that the committee is currently planning for a holiday senior/Veteran social. The tentative date is December 5, 2025, from 11am to 1: pm in the FSC Teaching Kitchen. These events have drawn between 30-50 people each time and help reduce the isolation that many of our elders and Veteran experience daily,</p>	

<p>9. Members Comments</p>	<p>Punta Gorda Housing Authority - India Davis said that this year's wait list is now open for Low-income residents to apply for subsidized housing.</p> <p>Boys and Girls Club - Lynn Dorler reported that the club had a very successful "Falloween" fundraising event at the FSVC. Approximately 630 people attended the event. Also on November 8th, they will be hosting their annual Farm to Table event.</p> <p>Charlotte County Appraisers Office - Paul Polk updated members on the proposed elimination of property tax being discussed in Tallahassee. He will be announced the upcoming Woman's Club - Low County Crab Boil, this event supports the Charlotte County Historical Society.</p> <p>Board of County Commissioner's - Commissioner Tiseo praised the work of County employees, who have been participating in food drives to support our low-income residents. With reductions in SNAP funding, especially this November when there will be no SNAP payments made.</p> <p>Gulf Coast Partnership - Angela Hogan discussed the unexpected funding gap for PORCH's Scott Street Triplex. She also announced that the St. Vicent DePaul's Mistletoe Ball will be in December.</p>	
<p>13. Adjournment</p>	<p>A motion was made by Lynn Dorler to adjourn the meeting and seconded by Cara Reynolds; motion carried unanimously. The next full CAAAAB meeting will be held Thursday, January 22, 2026, 1 pm – 2:30p, in the Family Services Center Teaching Kitchen.</p>	