

▪

CHILDREN'S SERVICES COUNCIL OF BROWARD COUNTY
6600 W. Commercial Blvd
Lauderhill, FL 33319

Agency Capacity Building Committee Meeting Minutes
February 24, 2021
2:00PM – 4:00PM

Participants in Attendance: Jeffrey Wood, David Kenton, Alexandra Ramirez, Altamese Gay-Carter, Amanda Hernandez, Amy Freund, Ana Vallares, Andrea Abramowitz, Attiqah Syeda, Courtney Trzcinski, Elise Samet, Gail Moore, Holly Stracquadaine, Ismael Romero III, Jeanne Francis, Jenny Dassas, John Gibson, Karen Flowers, Margaret Hall, Mindy Jones, Mohammed Ziadeh, Neva Whittaker, Orin Chanel, Patricia Jones, Phyllis Bard, Renee Herman, Renee Pfeilsticker, Requel Lopes, Sasha-Kay Reid, Schauntelle Richards, Sinead Palmer, Summer Boggs, Susan Evans, Ta-Sharra Essix-Ashman, Tiffany Arthur, Tiffany Garcia

Guest Speakers and Panel: Michael Goldstein, CEO and President of LAN Infotech; Susan Evans, Habitat for Humanity; Christine Frederick, FLITE Center; Linda Salzman, Excellence In Performance; Rachel Ramjattan, Nonprofit Plus

CSC Staff in Attendance: Adamma DuCille, Roxanne Smith, Sandra Bernard-Bastien, Dion Smith, Joshua Caraballo, and Yolanda Meadows

Agenda:

I. Welcome:

The meeting was called to order by Ms. Adamma DuCille, Assistant Director of Training & Capacity Building who welcomed everyone, gave an overview of the upcoming presentation and panel discussion. Ms. DuCille gave the housekeeping rules and reiterated that this meeting is for the Agency Capacity Building (ACB) members and encouraged them to ask questions.

II. Approval of the Minutes:

Mr. Jeff Woods motioned to approve the November 5, 2020 meeting minutes. The motion was, seconded by Ms. Requel Lopes and passed unanimously.

III. Featured Local Resource:

Mr. Michael Goldstein CEO of Lan Infotech gave background information on his company and why he felt it was important to give back. Mr. Goldstein shared with the community members his experience as a victim of a cyber-attack and all he had to endure to regain and protect his information. He shared various terms surrounding cyber-attacks, why the breaches continue to happen and how we are all at risk. He explained that while there is no magical answer, training and good cyber practices help greatly. Mr. Goldstein gave different examples of potential red flags through email and how to tell if the communication is authentic. He reiterated how important it is for employees to pay attention to the emails they receive and to report if they click on a link they should not have. Mr. Goldstein spoke about having some form of anti-virus

CHILDREN'S SERVICES COUNCIL OF BROWARD COUNTY
6600 W. Commercial Blvd
Lauderhill, FL 33319

product on home devices whether it is a PC or a MAC computer as all are vulnerable. He stated how important it is to protect your password and make them high level and complex, so they are not easy to guess. He explained different ways hackers gain personal data and then go and research your identity in an attempt to gain access to your more valuable information. Mr. Goldstein advised that there are resources that can be beneficial regarding IT information and assistance that are no cost or low cost. Mr. Goldstein opened the floor to questions and advised Ms. DuCille to share his information in case someone would like to contact him directly. At the end of the presentation Ms. DuCille mentioned a 3-day Tech summit for nonprofit organizations in Broward County with more information to follow.

IV. Introduction of the Panel:

Ms. DuCille introduced each panelist and allowed each of them to give a brief overview of their role within the organizations they are affiliated with. Ms. DuCille also expounded on the significance of the work they perform to support nonprofit organizations and the local community.

V. Grant Writing (Panel Discussion):

The panelist gave great insight as to when a grant writer is needed and how to go about selecting the right person to hire. They expounded on the attributes you should look for when selecting a grant writer and stressed that the writer should not only have the technical skills, but also, be ethical and have a passion for what the organization is seeking to accomplish. The panelists stressed how important it is to follow the application instructions and to ensure ~~you~~ the information being provided is what the funder is asking for. The panelist also shared how the layout of the grant should be; well written, well edited, and well organized. They emphasized knowing the application timeline, the questions being asked of the applicants and the need to manage your time since some questions can take longer than others. They conveyed how important it is to review all the attachments early so that you are not rushing to submit the application at the last minute. The panelists talked in detail about the in-kind services and how applicants can use that in their budget. The panelists spoke about a number of resources where organizations can get grant information and grant writing classes, including the upcoming grant writing series training hosted through CSC. They emphasized how important it is to prepare for your interview so that you are not wasting the funder's time. The panelists spoke about good stewardship, keeping good documentation and being open and honest.

VI. Closing:

Ms. DuCille gave updates on happenings through CSC and other local organizations that may be beneficial to the ACB community. She then thanked our two council members, the panelists, and the meeting attendees for being present. The next ACB meeting will be held in May 2021.

The meeting was adjourned at 4:07 pm.