

**LEE COUNTY
COMMUNITY ACTION AGENCY
QUARTERLY MEETING AGENDA**

**December 9th, 2025, at 2:00pm
Lee County Human & Veteran Services
2440 Thompson St, Fort Myers FL 33901**

I. Call To Order – Roll Call - *Establish Quorum

A. Board Members Present

1. Members Absent/With Excuse

II. Action Required

- A. Approval of April 15th, June 17th and October 14th Meeting Minutes
- B. Re-appointment, Resignations, and Recruiting
- C. Chair, Vice Chair, & Secretary
- D. Annual Community Action Plan

III. Program Reports

- | | |
|--------------------------------------------------------------------------------|-----------------|
| A. Community Service Block Grant Quarterly Report/ Budget Summary and Workplan | Jessi Smith |
| B. LIHEAP Budget and Workplan | Caitlyn Roberts |
| C. Client Satisfaction Survey Report | Jessi Smith |

IV. New Business

- | | |
|-------------------------------------------------|---------------------|
| A. FFY 2026 Organizational Standards Assessment | Caitlyn Roberts |
| B. CAA Bylaws | Caitlyn Roberts |
| C. CAA 2026 Schedule | Caitlyn Roberts |
| D. HUD Program Year 2024 CAPER | Calvin Knowles, BDO |

V. Public Comment

VI. Adjournment

<p>In accordance with the Americans with Disabilities Act, Lee County will not discriminate against qualified individuals with disabilities in its services, programs, or activities. To request an auxiliary aid or service for effective communication or a reasonable modification to participate, contact Dr. Ranice Monroe (239) 533-0255, ADArequests@leegov.com or Florida Relay Service, 711. Accommodation will be provided at no cost to the requestor. Requests should be made at least five business days in advance. For additional information, please contact: Erika Kopyta, Lee County Human and Veteran Services at 533-7934.</p>
