

**Central Florida Community Action
Agency (CFCAA), Inc.**

Monthly Meeting of The Board Of Directors

August 25, 2009

Members Present: Brad Nimmo (Chair), Charles J. Harris Jr. (Treasurer), Lena Smith (Vice Chair), Dick Tummond, Freddie Warmack, and Mary Lou Wilkerson

Members Absent: Tina Albritton, Pastor Donnell Sanders, and Mylonia Viaggio (Secretary)

Staff Present: Robert W. Wilford (Chief Executive Officer), Andrea Cummings, Monique Harrison, Casey Harstrom, Peggy Hunsucker, and Mark Taylor

Guest: Mayor Harry Nichols, City of Newberry

I. Call to Order

The meeting was called to order at 3:02 p.m. A quorum was present.

II. Notice and Welcome

Mr. Nimmo welcomed those attending.

Mr. Wilford introduced The Honorable Harry Nichols, Mayor of Newberry, who will replace Mr. Warmack on the Board of Directors. He also introduced staff member Andrea Cummings who has been promoted from the front desk to the finance office to help with the increase in funds expected under the *American Reinvestment and Recovery Act (ARRA)*.

III. Invocation

Mr. Wilford delivered the invocation.

IV. Public Comments

There were no public comments.

V. Approval of Agenda

Mr. Nimmo placed an additional item on the agenda: *C. 2 Corporate Resolution Re ARRA Weatherization Assistance Program Stimulus Funds.*

Motion made by Mr. Warmack and seconded by Ms. Smith to approve the revised agenda. Motion carried.

VI. Approval of the July 28, 2009, Board Minutes

Motion made by Mr. Harris and seconded by Mr. Tummond to approve the July 28, 2009, board minutes. Motion carried.

VII. Board Training

No board training was scheduled this month.

VIII. Board Committee Action Items and Reports

A. Executive Committee

Mr. Nimmo spoke about the responses he had received from board members regarding Mr. Wilford's evaluation and said all comments were very positive. He expressed appreciation to Mr. Wilford for his hard work and going beyond the call of duty for the people in Alachua, Levy, and Marion Counties. Mr. Nimmo stated that the Executive Committee is recommending a "two step" pay increase for Mr. Wilford for FY 09/10. Mr. Wilford thanked members of the Executive Committee and indicated he would report back to the Executive Committee regarding whether the agency budget's will be able to handle a two step pay increase.

B. Finance and Audit Committee

1. Corporate Resolution Re Financial Statements for July 2009

Mr. Harris presented the financial statements for July. He said that all financial ratios are in the acceptable range.

Mr. Wilford said that the finance committee had reviewed the *American Recovery and Reinvestment (ARRA)* weatherization funding that is being presented later in the board meeting. Ms. Hunsucker said that in-kind contributions are progressing and she anticipated no problem in meeting the grant obligation.

Motion made by Ms. Smith and seconded by Ms. Wilkerson to approve a corporate resolution approving the monthly financial statements for the period July 1, 2009, through July 31, 2009. Motion carried.

2. Revision of *Financial Policies and Procedures Manual (FPPM)*

There was no report.

C. Development and Planning Committee

1. Corporate Resolution Re Low-Income Home Energy Program (LIHEAP) Contract Amendment

Mr. Wilford said that the additional funds received from DCA have increased LIHEAP funds from \$3,346,312 to \$3,623,126 for the contract period ending March 31, 2010.

Motion made by Ms. Smith and seconded by Mr. Harris to approve a corporate resolution empowering Robert W. Wilford, Chief Executive Officer, to accept a modification to the LIHEAP contract for the contract period ending March 31, 2010, that increases the contract amount to \$3,623,126, and to negotiate the terms for and to enter into and execute the above described contract agreement with DCA and to negotiate the terms for and to execute all related documents which are necessary to effectuate the terms of said contract modification. Motion carried.

2. Corporate Resolution Re ARRA Weatherization Assistance Program Stimulus Funds

Mr. Wilford said that the weatherization ARRA grant will be in the amount of \$2,062,328 and requested a motion to accept these funds.

Motion made by Ms. Smith and seconded by Mr. Warmack to approve a corporate resolution to: (1) empower Robert W. Wilford, Chief Executive Officer, to accept ARRA WAP stimulus funds in the amount of \$ 2,062,328 from the Florida Department of Community Affairs (DCA) and (2) authorize and empower him to negotiate the terms for and to enter into and execute the contract agreement with DCA and to execute all related documents which are necessary to effectuate the terms of said contract agreement. Motion carried.

3. Corporate Resolution Re ARRA Weatherization Assistance Program Stimulus Funds Grant on hold because of implied new regulations needing to be resolved between the state and CFCAA

Upon answering questions from members of the Board of Directors, Mr. Wilford recommended not accepting these funds until after meeting with DCA to discuss and negotiate some of the terms in the contract in respect to new regulations and the obligations they impose.

Motion made by Mr. Warmack and seconded by Mr. Harris to approve deferring acceptance of ARRA grant funds because of implied new regulations needing to be resolved between DCA and CFCAA. Motion carried.

4. Revision of *Safety Policies and Procedures Manual (SPPM)*

There was no report.

D. Nominating and Personnel Committee

1. Corporate Resolution Re Salary Schedule

Mr. Wilford said that Ms. Viaggio chaired the committee meeting by phone. He said that Ms. Hunsucker, Director of Business Operations, completed a wage comparability study in July. Ms. Hunsucker sent questionnaires to five agencies that were similar to CFCAA and also researched different resources over the internet. The resulting revised salary schedule is submitted for the board's consideration. Mr. Wilford said that the position of Chief Operations Officer will not be filled at this time but is included as part of the agency's succession planning. He stated that the new salary schedule incorporates a 4% cost of living increase to take place each year provided, budgets permitting, the board approves it.

Motion made by Mr. Harris and seconded by Mr. Warmack to approve a corporate resolution approving a change to the salary schedule to become effective October 1, 2009. Motion carried.

2. Revision of *Personnel Policies and Procedures Manual* (PPPM)

There was no report.

IX. Non-Board Committee Action Items

There were none.

X. Director of Family Services Report - Monique Harrison

Ms. Harrison said that all the direct assistance funds in the current Community Services Block Grant (CSBG) contract have been expended. The agency will not be able to provide direct financial assistance with non-utility emergencies or with self-sufficiency needs until the ARRA CSBG contract is signed. She said that the agency is negotiating with Head Start in Alachua County to create an after hours child care program to enable parents to work or attend school in the evenings. This will also create a few new jobs.

Ms. Harrison said that LIHEAP spending is on schedule. She said that 45% of the grant funds have been spent which is the appropriate amount at this point in the contract term.

XI. Director of Weatherization Report - Mark Taylor

Mr. Taylor said that interviews for the contract energy auditors in all three counties are in the final stages. Training is scheduled in Gainesville for the week of September 14, 2009. This training will be followed by field training in all three counties and then a week of training at the Florida Solar Center located in Cocoa. Also the energy auditors will be tested in the field by personnel from the Solar Center before they can perform inspections using ARRA funds.

Mr. Taylor stated that a new Weatherization Specialist position will be created to help with the additional funding and it will be offered to applicants from Levy County. The agency will also advertise for new contractors as soon as the state determines if all jobs will need to be bid separately.

XII. Chief Executive Officer Report

A. "Pathways to Excellence"

Mr. Wilford said that the team is currently going through the self study process. He informed the board that he had attended a training to get certified as a pathways to excellence reviewer. This gave him a detailed understanding of the requirements of the thirty-four standards of excellence which will be helpful in guiding CFCAA through the process. There are three agencies in Florida participating in this program. He said that he anticipates completion of the self-study by December 15.

He spoke about the ARRA weatherization funding and the need for additional office space. The building where the finance office is located will shortly have space available.

Mr. Wilford said that David Bradley, Executive Director of the National Community Action Foundation, was in Gainesville earlier in the month to present *The History and Philosophy of Community Action* workshop. The majority of staff members and a few board members attended.

XIII. Other Business

There was no other business.

XIV. Next Meeting

Mr. Nimmo informed the board that the next meeting will be held on September 29, 2009, at 3:00 p.m., at the Gainesville Office.

Mr. Wilford explained that a strategic planning session has been scheduled to take place after the September board meeting.

XV. Comments from the floor and Announcements

Mr. Nimmo thanked Mayor Harry Nichols for joining us in the meeting.

XVI. Adjournment

The meeting was adjourned at 4:02 p.m.

These minutes were approved at the September 29, 2009, regular board meeting.

Mylonia Viaggio, Secretary

Date