

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

**2606 N.W. 6th Street
Gainesville, FL 32609**

Monthly Meeting of the Board of Directors

December 15, 2009

Members Present: Brad Nimmo (Chair), Nancy Bell, Charles J. Harris Jr. (Treasurer), Lena Smith (Vice Chair), Dick Tummond, Mary Lou Wilkerson (Via Telephone)

Members Absent: Tina Albritton, Mayor Harry Nichols, and Pastor Donnell Sanders (Secretary)

Guests: Hilton Galloway, CPA (Carr, Riggs, & Ingram, LLC) and Diane Wilford

Staff Present: Robert Wilford (Chief Executive Officer), Katrina Bowers, Robert Chamberlin, Andrea Cummings, Karen Fitzwater, Leon Gele, Monique Harrison, Casey Harstrom, Charles Hart, Mari Houston, Peggy Hunsucker, Amy Johnson, Kristin Johnson, Pam Kruger, Steve Kruse, Brandy Leach, Cynthia Morgan, Lakesha Peterson, June Possee, Gennifer Riles, Mark Taylor, Sharon Thames, and DePorres Thomas

I. Call to Order

Mr. Wilford was presented with a plaque and a gavel from the agency staff.

Mr. Nimmo called the meeting to order at 3:22 p.m. A quorum was present.

II. Welcome

Mr. Nimmo welcomed all those attending.

III. Invocation- Individual Designated by Brad Nimmo, Board Chair

Mr. Wilford delivered the invocation.

**IV. Tribute to the United States of America, Our Veterans, Our Men and
Woman in Uniform, and Especially Those Courageous Men and Women
Serving in Harms Way in Afghanistan and Iraq**

A. Musical Interlude - *National Anthem*

Brandy Leach sang the *National Anthem*.

B. Musical Interlude - *America the Beautiful*

Brandy Leach sang *America the Beautiful*.

V. Public Comments

There were no public comments.

VI. Approval of Agenda

Motion made by Mr. Harris and seconded by Mr. Tummond to approve the agenda. Motion carried.

VII. Corporate Resolution Re Election of New Board Member Representing Levy County Private Sector

Mr. Wilford explained that Ms. Nancy Bell has been nominated by the Chiefland Chamber of Commerce to serve on the Board of Directors representing the Levy County private sector.

Motion made by Ms. Smith and seconded by Mr. Harris to approve a corporate resolution approving Ms. Nancy Bell to serve on the Board of Directors representing the Levy County private sector through September 30, 2012. Motion carried.

VIII. Approval of October 27, 2009, Board Minutes

Motion made by Ms. Smith and seconded by Ms. Bell to approve the October 27, 2009, board minutes. Motion carried.

IX. FY 08/09 Draft Audit Presentation

Mr. Hilton Galloway, CPA, of Carr, Riggs, & Ingram, LLC. presented the audit to the board. He stated that this is the fourth year that his firm had performed the annual audit and said that the agency's position has gotten progressively better each year.

Mr. Galloway said that the audit received an unqualified opinion. He reviewed the audited financial statements with the board. He said that the agency's administration cost for the period was less than 10% of total expenditures. Also, he stated that the agency's line of credit was not used this year.

There are two findings in the management letter. The first finding was a recommendation concerning improved control over the third party vendor involved in direct payroll deposits. Mr. Galloway stated that this concern has been addressed by opening a separate payroll account in which the only funds will be the amount of the

payroll. The other finding concerns a delay in reporting the American Reinvestment and Recovery Act (ARRA) expenditures which accrued in September. This was caused by a misunderstanding and has been resolved by resubmitting the monthly reports.

X. Board Training

There was no board training scheduled for this month.

XI. Board Committee Action Items & Reports

A. Executive Committee

The committee did not meet this month.

B. Finance and Audit Committee

1. Corporate Resolution Re Financial Statements for October and November 2009

Mr. Harris said that the finance committee met prior to the board meeting and examined the financial statements. He requested that Mr. Kruse present them to the board.

Mr. Kruse reviewed the financial statements with the board. He said that the financial ratios are being impacted by audit entries, but they remain within the acceptable range and are expected to revert to prior values in the following month. Mr. Kruse also spoke about continuing issues with the Cougar Mountain Software.

**Motion made by Ms. Smith and seconded by Mr. Tummond to approve the monthly financial statements for the period October 1, 2009, through November 30, 2009.
Motion carried.**

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

There was no report.

C. Development & Planning

1. Corporate Resolution Re Community Services Block Grant (CSBG) Florida Outcomes Community Action System (FOCAS) Quarterly Report

Ms. Harrison presented the final quarter FOCAS report for 2008-2009. She explained that all figures on each quarterly report are cumulative and represent the year to date, therefore the final report covers the entire term of the contract. She spoke about the outcomes under the six national Results-Oriented Management and Accountability (ROMA) goals, and discussed how the FOCAS report is a useful tool in analyzing

program achievements, and how it demonstrates areas of strength as well as highlighting areas needing improvement.

Motion made by Ms. Bell and seconded by Mr. Tummond to approve a corporate resolution approving the FOCAS report for the period July 1, 2009, through September 30, 2009. Motion carried.

2. Corporate Resolution Re Revision of *Safety Policies & Procedures Manual* (SPPM)

There was no report.

D. Nominating and Personnel

1. Election of New Board Member

An election for a Levy County private sector member was accomplished as indicated in item VII on the agenda.

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

Mr. Wilford explained that it is necessary to update the *Personnel Policies & Procedures Manual* (PPPM) regarding: (1) employee access to the PPPM, and (2) payout of unused vacation leave at the termination of an employee. He said that when an employee leaves the agency they will be reimbursed a maximum of 80 hours of vacation leave and will not be reimbursed for any sick leave that is on the books.

Motion made by Ms. Smith and seconded by Mr. Harris to approve a corporate resolution approving two personnel policies regarding employee access to the PPPM and payout of unused vacation leave at termination of an employee. Motion carried.

XII. Board Action Items

A. Corporate Resolution Re “Pathways to Excellence” Self Study

Mr. Wilford said that the original goal was to submit the self-study on December 15, 2009. However, he has become a “Pathways to Excellence” reviewer, which has enabled him to acquire additional knowledge about the program. To apply this new understanding to the self-study, it was decided to take additional time and submit it by the January 15, 2009 deadline. He said that the board will not meet again until January 26, 2010, so he requested that authority to approve the submission be granted to the Executive Committee.

Motion made by Ms. Smith and seconded by Ms. Bell to approve a corporate resolution granting the board’s Executive Committee approval authority to submit

the CFCAA “Pathways to Excellence” self-study to the Community Action Partnership with the understanding the full Board of Directors will review the self-study at the January 26, 2010, board meeting. Motion carried.

XIII. Family Services Report

Ms. Harrison stated that the LIHEAP spending is still on schedule. She said that the case managers have also been spending the CSBG-ARRA and regular CSBG assistance funds. Unfortunately there is a very large demand at this time for assistance with rent. The agency is trying to meet this demand while still holding to the priority goals of getting people into employment or helping them gain employable skills. She also said that the agency has hired a new Family Development Specialist who will be starting the following week.

XIV. Director of Weatherization Services Report

Mr. Taylor said that the weatherization staff is out in the field spending stimulus dollars after almost a year of delays; but, they are not able to move the funds fast enough. He said that there is a large amount of additional paperwork that was not required before, covering such items as the Davis Bacon Act, and the staff are still on a learning curve. There is also less money being spent per home. The agency will be enrolling more contractors which will mean additional jobs created.

Mr. Nimmo congratulated Mark for stepping up to the plate and for helping with the local workforce connection in Ocala and also for providing young people with hands on experience with weatherization activities.

XV. Chief Executive Officer Report

A. “Pathways to Excellence” – update

This was covered in item XII of the agenda.

XVI. Other Business

Mr. Nimmo indicated reminders will sent to board members about future board meetings. Mr. Wilford requested that members make sure to inform him if they will be unable to attend a meeting.

XVII. Next Meeting

Mr. Nimmo said that the next meeting will be on January 26, 2009, at 3:00 p.m. in the Gainesville office.

XVIII. Comments from the Floor & Announcements

There were none.

XIX. Musical Interlude

A. May You Have a Merry Christmas

Brandy Leach sang *May You Have a Merry Christmas*

B. Silent Night I

Brandy Leach led everyone in singing *Silent Night*

XX. Adjournment

The meeting adjourned at 4:22 P.M.

These minutes were approved at the January 26, 2010, regular board meeting.



Carl "Dick" Tummond, Secretary

1-26-10
Date