

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

**Monthly Meeting of the Board of Directors
530 West University Avenue
Gainesville, FL 32601
December 16, 2014**

Members Present: Brad Nimmo (Chair), Monica Bryant (Secretary), Marlon Gayle, Alena Lawson (Treasurer), Lena Smith (Vice Chair), Carl "Dick" Tummond, and Eddie Jean Williams

Absent: Caronne Rush

Guest: Amy Tyson of James Moore and Company accounting firm, Randy Cantrell

Staff Present: Charles J. Harris, Jr., (Chief Executive Officer), Casey Birmingham (Recorder), Katrina Bowers, Dori Faust, Ashley Foster, Gloria Foster, Monique Harrison, Mari Houston, Levy Jones, Steve Kay, Lori Keef, Davida Randolph, Teresa Salinas, Stacy Swartout, and Dee Thomas

I. Call to Order

The meeting was called to order at 10:05 a.m. A quorum was present.

II. Invocation

Ms. Smith delivered the invocation.

III. Pledge of Allegiance to the Flag of the United States of America

The company recited the Pledge of Allegiance.

IV. Notice and Welcome

A. Welcome

Mr. Nimmo welcomed those in attendance.

All Staff, Board Members, and Guests introduced themselves.

B. Statement of Notice

Mr. Nimmo stated that the December 16, 2014, monthly meeting of CFCAA Board of Directors has been properly noticed in accordance with Community Services Block Grant (CSBG) guidelines.

C. The Promise of Community Action

The company recited *The Promise of Community Action*.

D. Members of the Public Shall Be Given an Opportunity to Speak for a Maximum of Three (3) Minutes during the Meeting on any Agenda Item Requiring Board Action.

N/A

V. Motion Re Agenda

Motion made by Ms. Smith and was seconded by Ms. Lawson to formally approve the proposed agenda and any revisions for the December 16, 2014, monthly board meeting. Motion carried.

VI. Board Training

Ms. Harrison presented the board with training on the annual CSBG IS Survey. She provided a handout of the material and said that if any board members had questions after they reviewed the material more closely at a later date she will be happy to answer them.

Ms. Harrison provided in detail the annual CSBG IS Survey report to the full board and stated this report is generated through the state, which then gets reported to National Association for State Community Services Programs (NASCSPP) whom is the national organization who collects all the data nationwide then reports it to Washington D.C.

Motion made by Ms. Bryant and was seconded by Mr. Tummond to approve the FY 13/14 CSBG IS Survey. Motion carried.

VII. Agenda Items

A. Motion Approval RE Board Minutes for Monthly Meeting Conducted on November 18, 2014.

Motion made by Ms. Smith and was seconded by Ms. Williams to formally approve the written minutes for the monthly board meeting held on November 18, 2014. Motion carried.

B. Motion and Approval RE Seating of UF Representative, Randy Cantrell, Private Sector for Alachua County.

Mr. Harris stated that due to Mr. Butler's resignation from the board after leaving UF, we reached out to the College of Agricultural Sciences, Center for Non Profit Leadership and Dr. Randy Cantrell responded. Dr. Cantrell is a Housing and Community Development faculty member with the Department of Family, Youth and Community Development and has a background that is suitable to assist the board.

Dr. Cantrell spoke to the board about his involvement with the community through many entities like ours, his most recent one being the Board of County of Commissioners' Poverty Reduction Committee. With his job being in Housing and Community Development, as well as this being something he wants to do, he feels this board will potentially fit him well.

Motion made by Ms. Bryant and was seconded by Ms. Smith to approve Mr. Randy Cantrell as our candidate for the seating of Alachua County Private Sector Representative to the CFCAA Board of Directors. Motion carried.

C. November Financial Report – Amy Tyson, James Moore and Company.

Ms. Tyson gave the report and stated that Donna Brown, who is a partner with James Moore and Company, will be at the meetings going forward and said that Ms. Brown was unable to make it to this meeting due to a family situation.

Ms. Tyson stated that November was bumpy which was expected with the reorganization of the agency and James Moore transitioning of the books. The auditors were in house with us the first week in November and they are still working with Ms. Birmingham and Ms. Tyson, so we do not have final audit adjustments at this time for yearend (September 30, 2014)

We are on track to close out Cougar Mountain Software as of January 1, 2015, and move into Intacct accounting system, which is cloud based software. Unfortunately, since we will be one quarter into the new fiscal year we will have to keep Cougar Mountain running until the audit for FY 14/15, but we won't be putting any data into Cougar Mountain as of January 1, 2015.

By the February board meeting, James Moore and Company plans to present to the board each month a balance sheet, profit and loss statements. Each month we will issue complied financial statements, which will go through Ms. Brown. We will also be looking for trends and cash flow so that the board can be more informed.

PayCor will be the new payroll service for the agency that we will also be implementing on January 1, 2015, which will intergrate with Intacct and add a lot more efficiency, as well as free up more time for Ms. Birmingham and Ms. Swartout.

D. Revision to organizational chart

Mr. Harris stated that we are recommending a slight change in the organization chart that was approved in October 2014. We have learned through trainings and reports that the federal government is really looking at all Community Action Agencies to strengthen the Family Self-Sufficiency Programs around the nation as far as outcomes are concerned, meaning not looking at how many people we can serve, but how many families are becoming/moving towards self-sufficient through Community Action Agencies. As they start awarding new contracts in the future it will be based upon our outcomes.

Based on that, and meeting with several senior staff members we took a look at our existing resources and feel that it would be beneficial to us to make a slight change in our organizational chart so that we have our site managers reporting to Ms. Swartout, which will be freeing Ms. Salinas up to focus on strengthening our Family Self-Sufficiency Program.

Motion made by Ms. Williams and was seconded by Ms. Smith to approve a revision to the organizational chart, whereas the site managers are to report to Ms. Swartout, instead of Ms. Salinas. Motion carried.

E. Annual CSBG IS Survey review

This action item was discussed and approved in item number VI.

F. Finalizing the committee assignments

Vacancy in the Finance & Audit Committee is filled by Mr. Tummond

Vacancy in the Development & Program planning committee is filled by Mr. Gayle

Vacancy in the Nominating & Personnel committee is filled by Mr. Cantrell

Mr. Nimmo stated committee meetings will be held via phone conference calls beginning the new year.

VII. Additional Action Items

N/A

VIII. Chief Executive Officer Report

Mr. Harris reminded the board of the CSBG/LIHEAP monitoring visit scheduled for March 9-13, 2015.

Mr. Harris and several staff members attended a one day OMB training sponsored by FACA. He stated that the OMB changes will not affect the current 2014-15 CSBG contract. The 2015-16 LIHEAP and Weatherization contracts will be impacted by the new changes. In coming years the federal government will focus more on the quality of our work rather than the number of clients served.

Ms. Swartout, Ms. Birmingham, Ms. Harrison and Mr. Kay also attended the training.

Ms. Swartout stated the federal government will be focusing on achieved outcomes instead of the mere quantity of services.

Ms. Harrison explained that agency's LIHEAP and FSSP programs will be concentrated very heavily on quality outcomes versus service numbers.

Mr. Kay stated the Weatherization program has already transitioned toward quality outcomes. He also stated that with the 2015 WAP contract, the primary requirement is having a certified quality control inspector on staff. Mr. Kay has passed the required training and exam to become a certified quality control inspector.

Mr. Harris stated that CDS (new LIHEAP Intake scheduling system) implementation will be completed in approximately four weeks. He continued by stating that staff has been meeting and working to make sure we have a successful implementation. The new system will have a toll free number to be used by all three county offices. There will be a community awareness program to let our partners and the three county communities know of and promote the new intake system. Mr. Harris concluded by stating that based on recommendations from other CDS clients in the state, this will be very efficient and move us forward as far in eliminating the complaints of LIHEAP customers not being able to get through on the phone.

James Moore and Company accounting services implementation schedule was discussed earlier by Ms. Tyson in item VII.

Mr. Harris thanked Ms. Lawson for her assistance in helping the agency receive \$11,000 from the City of Newberry to run the Newberry Meals on Wheels program. Since the funds awarded are less than the \$22,000 the City of Newberry awarded the agency in past years, we are using CSGB funds to supplement the program so we will not cut off anyone during the holidays.

IX. Board Chair report – Brad Nimmo

N/A

X. Additional Action Item(s) & Reports - If Required

N/A

XI. Discussion items

A. Board Decision on fundraiser: breakfast or lunch and convenient date

Mr. Harris stated that the annual fundraising event has been a breakfast event and some board and staff suggested changing to a lunch event to increase attendance to make it easier for residents of the Levy and Marion counties to attend. Originally agreed date was May 1st, Ms. Bryant and Ms. Smith has a conflict with this date. A new date in May when it is convenient for all boards could attend was discussed. This will fall under the Development and Planning Committee. Beginning January we will start on the working on the plans.

B. Date for ROMA training for board.

One of the requirements from our Strategic Plan stated our board will be trained on ROMA. Ms. Harrison referenced it with National performance indicators. ROMA training will be half day training; board members need take a look at convenient dates to schedule the training. This a requirement by the federal government under the CSBG grants. ROMA (Results Oriented Management Accountability) There are several national certified trainers in our area we can contact after the board decides on a date.

C. 2015 schedule of board meetings held in Marion and Levy Counties

We tried to move our board meetings around so that our members in Alachua, Marion and Levy counties have opportunities to host the meetings. In the past we as staff have provided convenient dates. This year we would like for the representatives to convene and discuss convenient dates to host a meeting in their county to insert on the calendar.

XII. Next Meeting – January 27, 2015, 10AM SFC Downtown, Gainesville, FL

XIII. Comments from the Floor & Announcements

Mr. Gayle inquired on the following:

What is the status of the updates of the By-Laws and Manuals? Mr. Harris answered by stating that Ms. Lawrence, serving as a consultant to CFCAA, is working on the revisions of the agency’s By-Laws and Personnel Policies and Procedures Manuals’ and will have them ready by the monitoring visit in March. When the board approves the revised By-laws, they will be posted to the website and be available to the public.


What is the duration of the meeting minutes kept on the website? Ms. Harrison explained the minutes are kept for an annual year (Jan-Dec) on a rotation method. Mr. Gayle expressed that the minutes should be archived by fiscal year (Oct-Sept) for one year.

Mr. Kay asked for clarification on the “profit and loss” report for non-profits. Ms. Tyson, JMCO, explained the report is called a “Statement of Revenues, Expenditures and Change in Fund Balance”

XIV. Adjournment:

Motion made unanimously to adjourn the meeting; the meeting was adjourned at 11:04 a.m.

These minutes were approved at the January 27th 2015, regular scheduled board meeting.



Monica Bryant, Secretary

January 27, 2015

Date