

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

1410 East Silver Springs Boulevard  
Ocala, FL 34470

## Monthly Meeting of the Board of Directors

February 24, 2009

**Members Present:** Brad Nimmo (Chair), Tina Albritton, Charles J. Harris Jr. (Treasurer), Lena Smith (Vice Chair), Dick Tummond, Mylonia Viaggio (Secretary).

**Members Absent:** Freddie Warmack and Mary Lou Wilkerson.

**Staff Present:** Robert Wilford (Chief Executive Officer), Monique Harrison, Casey Harstrom, Peggy Hunsucker, Steve Kruse, and Mark Taylor.

### I. Notice and Welcome

Mr. Nimmo welcomed everyone in attendance.

### II. Call to Order

The meeting was called to order at 3:05 p.m. A quorum was present.

### III. Invocation

Mr. Wilford delivered the invocation.

### IV. Public Comments

There were no public comments.

### V. Approval of Agenda

**Motion made by Ms. Smith and seconded by Ms. Viaggio to approve the agenda.  
Motion carried.**

### VI. Board Training - *Weatherization Program Operation* - Mark Taylor, Director of Weatherization Services

Mr. Taylor made a presentation about weatherization services. He said that the Weatherization Assistance Program (WAP) has been in existence for about 20 years. The funding comes from the Department of Energy through the Florida Department of Community Affairs. Currently the maximum spending allowed per home from WAP is \$3,500, but with the stimulus package money for weatherization it may increase to \$5,000.

Mr. Taylor then spoke about the Weatherization Assistance Program/ Low-Income Home Energy Assistance Program (WAP/LIHEAP). He said that the funding comes from the LIHEAP program. The state allocates fifteen percent of LIHEAP money to weatherization. The maximum spending allowed per home from WAP/LIHEAP is \$9,700. However, if both grants, WAP and WAP/LIHEAP, are used for one home the total combined amount cannot exceed \$9,700.

To be eligible for weatherization services a household's total income must fall within 150 percent of the federal poverty guidelines. Priority is given to owner occupied homes, elderly or disabled persons, families with children under 12, and people with repeated high energy bills.

## **VII. Approval of January 29, 2009, Board Minutes**

**Motion made by Ms. Viaggio and seconded by Ms. Smith to approve the January 29, 2009, board minutes. Motion carried.**

## **VIII. Board Committee Action Items & Reports**

### **A. Executive Committee**

Mr. Nimmo appointed Ms. Viaggio to the Development and Planning Committee.

### **B. Finance & Audit Committee**

#### **1. Corporate Resolution Re Financial Statements for January**

Mr. Harris said the Finance and Audit Committee met before the board meeting and examined the financial statements included in the board package. He said the committee recommended approval.

**Motion made by Mr. Harris and seconded by Ms. Viaggio to approve a corporate resolution approving the monthly financial statements for January 31, 2009. Motion carried.**

#### **2. Annual Financial Audit**

Mr. Wilford said that the field work has been completed and the audit is being finalized.

#### **3. Revision of *Financial Policies and Procedure Manual***

Mr. Wilford said that there is no report at this time.

### **C. Development and Planning Committee**

#### **1. Corporate Resolution Re Community Services Block Grant (CSBG) Modification for FY 08/09**

Ms. Smith said that the Development and Planning Committee met before the board meeting and reviewed the CSBG modification which included \$30,000 to purchase one vehicle for outreach purposes. The committee recommended that the board accept it.

**Motion made by Ms. Smith and seconded by Ms. Viaggio to approve a corporate resolution to accept \$29,968 in additional CSBG funds for FY 08/09 and to authorize and empower Robert W. Wilford, Chief Executive Officer, to negotiate the terms for and to enter into and execute all related documents which are necessary to effectuate the terms of the amended contract with DCA. Motion carried.**

**2. Corporate Resolution Re Florida Outcomes for Community Action System (FOCAS)**

Ms. Smith said that the committee had reviewed the FOCAS report and recommended that the board approve it.

**Motion made by Ms. Smith and seconded by Ms. Viaggio to approve a corporate resolution approving the FOCAS report for the period October 1, 2008, through December 31, 2008. Motion carried.**

**3. Corporate Resolution Re Weatherization Assistance Program/Low-Income Home Energy Assistance Program (WAP/LIHEAP) Corrective Action Plan.**

Ms. Smith said that the committee recommended approval of the updated Corrective Action Plan (CAP) from the recent weatherization monitoring visit.

**Motion made by Ms. Smith and seconded by Ms. Albritton to approve a corporate resolution approving the updated CAP and authorizing Robert W. Wilford, Chief Executive Officer, to submit it to DCA. Motion carried.**

**4. Corporate Resolution Re Strategic Plan Quarterly Report**

Ms. Smith stated that the committee reviewed the Strategic Plan Quarterly report and recommended it be approved.

**Motion made by Ms. Smith and seconded by Mr. Harris to approve a corporate resolution approving the strategic plan quarterly report for the period October 1, 2008, through December 31, 2008. Motion carried.**

**5. Revision of *Safety Policies and Procedures Manual***

Mr. Wilford said that there is no report at this time.

**D. Nominating & Personnel Committee**

**1. Corporate Resolution Re Chief Executive Officer Annual Evaluation**

Ms. Viaggio said that the Nominating and Personnel Committee had met prior to the board meeting and is recommending approval of a corporate resolution to record the evaluation of the Chief Executive Officer's performance for the annual period ending July 31, 2008.

**Motion made by Ms. Viaggio and seconded by Ms. Smith to approve a corporate resolution rating the Chief Executive Officer's overall performance as outstanding for the period August 1, 2007, through July 31, 2008, and effectuating this instrument in meeting the annual evaluation requirements as prescribed in CFCAA policies and procedures. Motion carried.**

## **2. Revision of *Personnel Policies and Procedures Manual***

Mr. Wilford said that there is no report at this time.

### **IX. Non-Board Committee Action Items**

#### **A. Corporate Resolution Re Madeline McCloud, MSW**

Mr. Wilford said that Ms. McCloud has decided to retire for health reasons as of February 10, 2009. The agency will have a lunch for her on March 5 in the Gainesville office and he recommended presenting a corporate resolution to her recognizing the outstanding work she did at CFCAA.

**Motion made by Ms. Viaggio and seconded by Ms. Albritton to approve a corporate resolution commending the outstanding performance of Ms. McCloud. Motion carried.**

### **X. Director of Family Services Report - Monique Harrison**

Ms. Harrison said that the agency is seeking a qualified social worker to fill the position vacated by Ms. McCloud. Her decision to retire at this time was unanticipated and it is essential to replace her quickly in order to continue serving the clients in the Family Self-Sufficiency Program and the Case Management Transition Program. Ms. McCloud was instrumental in designing and implementing these two programs and her expertise and dedication will be missed.

Ms. Harrison also spoke about the LIHEAP program and the various outreach efforts that are ongoing as well as the new satellite offices that the agency will soon be opening in the cities of Belleview, Hawthorne, and Alachua.

### **XI. Director of Weatherization Services Report**

There was no report at this time.

### **XII. Chief Executive Officer Report**

#### **A. Community Weatherization Coalition (CWC) Case Management Committee Notes**

Mr. Wilford presented the notes from the February 4, 2009, meeting and said that many of the referrals from the committee go through CFCAA which enables Mr. Gele to expedite those cases. The committee will be submitting a proposal to host a panel discussion at the Florida Association for Community Action's Annual Conference in May. The panel will consist of Wendell Porter, a professor from the University of Florida who

chairs the committee, Jim Hencin, who recently retired from managing the City of Gainesville Community Development Block Grant Department, a representative from Gainesville Regional Utilities, Mr. Wilford, and Mr. Gele.

**B. Community Action Partnership “Pathways to Excellence” Program**

Mr. Wilford explained that CFCAA is one of the first five agencies in the State of Florida to apply for the *Pathways to Excellence* initiative. The application is a nine month process. It is very rare for an applicant to be awarded the title the first time but the intensive process of evaluation that is required by the initiative will strengthen the agency programs.

**C. Corporate Resolution Re New Vehicle Purchases**

Mr. Wilford reminded the board that at the previous meeting they had authorized the purchase of two new cars for \$26,000. He described the process that the agency had used to solicit bids and the quotes that had been received from two automobile vendors. Based on the best quote received he requested an additional \$2,000 be allowed to purchase two 2009 Ford Focus models for \$28,000.

**Motion made by Mr. Harris and seconded by Ms. Smith to approve the purchase of two 2009 Ford Focus automobiles for a total of \$28,000. Motion carried.**

**XIII. Other Business**

There was no other business.

**XIV. Next Meeting**

Mr. Nimmo informed the board that the next meeting will be held on March 17, 2009, at 3:00 p.m. in the Gainesville office.

**XV. Comments from the Floor**

Mr. Wilford thanked Ms. Viaggio for attending the SEACAA training with the staff that will take place on March 16 through March 18. He also thanked Mr. Nimmo for attending the training at the end of March for the *Pathways to Excellence* initiative.

Ms. Hunsucker said that the agency is also attending Legislative Day in Tallahassee on March 24, 2009.

**XVI. Adjournment**

The meeting was adjourned at 4:00 p.m.

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**These minutes were approved at the March 17, 2009, regular board meeting.**

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Mylonia Viaggio, Secretary

March 17, 2009  
Date