

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

**Monthly Meeting of the Board of Directors
530 West University Avenue
Gainesville, FL 32601
February 24, 2014**

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

Staff Present: Charles J. Harris, Jr., (Chief Executive Officer), Casey Birmingham, Dori Faust (Recorder), Tiffany McKenzie and Stacy Swartout.

James Moore and Company accounting firm: Amy Tyson

I. Call to Order

The meeting was called to order at 10:00 a.m. A quorum was present.

II. Invocation

Ms. Lawson 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.

B. Statement of Notice

Mr. Nimmo stated that the February 24, 2015, 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.

V. Motion Re Agenda

Motion made by Ms. Lawson and was seconded by Ms. Smith to formally approve the proposed agenda and any revisions for the February 24, 2015, monthly board meeting. Motion carried.

VI. Board Training

Mr. Harris gave a brief review of February 17th ROMA Training and the new CSBG Organizational Standards review held in Ocala, led by John Edwards.

The new Organizational Standards will go in affect in fiscal year 2016. This fiscal year beginning October 1st, 2015, the state will begin monitoring for the Standards. A copy of the new standards was emailed to the board members. At the March 24th board meeting there will be a more detail discussion about the new standards that will impact the agency.

Mr. Harris clarified that the future CEO and staff evaluations will be based on meeting the new standards and the required outcomes.

VII. Agenda Items for Approval:

A. January 27th Board of Director meeting minutes

Motion made by Ms. Bryant and was seconded by Ms. Lawson to formally approve the written minutes, with corrections, for the monthly board meeting held on February 24th, 2015. Motion carried.

B. February 17th Development and Programing Committee minutes

Motion made by Ms. Lawson and was seconded by Mr. Gayle to formally approve the written minutes for the February 17th, 2015 committee meeting. Motion carried

C. 2015-16 LIHEAP contract

Mr. Harris explained the increase in the budget amount stated in the contract. Ms. Swartout stated the revised corporation resolutions forms need the Board chair and secretary signatures giving Mr. Harris, CEO, approval to accept the 2015-16 LIHEAP contract.

Motion made by Ms. Smith and was seconded by Ms. Rush to formally accept the 2015-16 LIHEAP contract with the approval for Mr. Harris to sign the contract. Motion carried.

D. Financial Statements report (James Moore and Company) Ms. Tyson

Ms. Tyson provided the following details:

Statement of Financial position as of January 31, 2015: current assets in the amount of \$418,561.40 and current liabilities is at \$418,561.40

Statement of Activities as of January 31, 2015: Total revenues \$990,091.86, total expenses \$1,000,811.68. The overall net decrease in Net Assets is (\$10,719.82).

2014-2015 Life to Date Grants' spending compared to targets
CSBG (10/1/14-09/30/15) 65.84%, should be at 66.68% - right on target
LIHEAP (4/1/14-3/1/15) 10.87% should be at 8.33% - right on target

WAP (4/1/14-3/1/15) 21.10% should be 16.66% - there are several houses still in process, grant will be spent out before the end date.

CFCAA Ratios for the period ending January 31, 2015
Current Ratio 4.16; Target per State is 1.2 or greater
Debt to Asset Ratio 1.30; Target per State is greater than 1

Motioned made by Ms. Bryant and was seconded by Ms. Lawson to formally approve the Financial Statements report. Motion carried

E. Development and Program Planning Committee fund raising event update –Ms. Smith, Committee Chair

Ms. Smith said the tentative target date for the breakfast is June 11, 2015. She also stated that we have a caterer in mind who has promised to match and meet any price given and write off a lot as in kind. The committee will be looking into several locations, one owned by the city, and several churches, which would keep it centrally located and with easy accessibility. Time of the breakfast is 8:30am to 10am. The committee has tentatively looked at the event’s format.

The committee requests board efforts in obtaining door prizes and ideas for sponsorship. Ms. Smith said she understood the staff will be working on getting the sponsorship letter out. The committee’s goal is getting the date and location finalized and presented to the board via email for approval.

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

Ms. Smith expressed that the Marion and Levy county representatives will secure the locations for the April and June board meetings.

Motion made by Ms. Bryant and was seconded by Mr. Tummond to formally approve the dates of April 28th 2015 board meeting to be held in Marion County and June 23rd 2015 meeting to be held in Levy County. Motion carried.

VIII. Additional Action Item(s) & Reports

N/A

IX. Chief Executive Officer Report – Charles J. Harris, Jr.

Mr. Harris and staff provided brief details on the following:

The agency received \$11,000.00 for the Meals on Wheels program, to provide meals for the City of Newberry residents who are homebound and/or disabled.

Ms. McKenzie of the Alachua County office provided the details on the CDS Interactive Voice Response-LIHEAP intake scheduling system. The toll free phone number will go live Monday March 2nd. This phone number is a 24/7 appointment and information phone line. The caller will be given easy prompts to follow for scheduling their appointment. The new system is set up for priority scheduling. To qualify for a priority appointment the household needs to meet one of these requirements: 60 years or older, disabled, or have children five years old or younger living in the same home.

Ms. Swartout spoke about the CSBG Monitoring Visit for March 9-13, 2015. Mr. Jerry Durbin, DEO representative from Tallahassee, will be visiting the Gainesville office. Mr. Durbin will be reviewing client files, financial files, talking with staff, and may potentially visit the Marion and Levy offices. The monitoring visits happen once every two years. The Board is invited to sit in on the exit interview.

Mr. Harris stated that he is having the agency manuals reviewed by attorneys and accountants. After the manuals have been reviewed they will be brought before the board for final approval. Once the manuals have been approved, we will be moving forward with updating the Strategic Plan.

X. Board Chair Report- Brad Nimmo

IT Ad Hoc Committee charge and report—Mr. Nimmo declared the IT Ad Hoc Committee an official committee. When the committee meets minutes will be recorded. The committee consists of Brad Nimmo, Charles Harris, and Teresa Salinas.

Mr. Harris stated that Mr. Steve Waskey, Software Engineer with Mid Florida Committee Services, will be visiting the agency on Thursday to access the IT structure and security system. He will provide a report on where to make improvements. Based on the report the committee will move forward in requesting bids for IT support contracts. The goal is to have someone named by June 2015. Mr. Nimmo explained how these new changes will assist in reducing the phone and IT support expenses. Also there is the possibility of rolling the phone and IT support into one package.

Chief Executive Officer review—The Chair spoke of his appreciation and said he was very pleased with the board responses to Mr. Harris' CEO evaluation, which has been reviewed with Mr. Harris. The Board thought Mr. Harris has done an outstanding job as the CEO, for being his first year. Mr. Harris declined a salary increase in favor of future raises to the staff. The board will approach the CEO evaluation again in about a year. The chair and CEO will meet to map out any work related items needing improvement based on the report from the upcoming monitoring visit.

XI. Additional Action Item(s) & Reports

N/A

XII. Discussion items

There were no discussion items.

XIII. Next Meeting – March 24, 2015, Gainesville, FL

Mr. Nimmo stated that the next meeting will be held in Gainesville, FL at 10:00 a.m. Due to the absence of the Chair the Vice Chair will preside at the next meeting.

XIV. Comments from the Floor & Announcements

There were no comments from the floor or announcements.

XV. Adjournment

**Motion made by Ms. Bryant and was seconded by Mr. Tummond to adjourn the meeting at 11:00 a.m.
Motion carried.**

These minutes were approved at the March 24, 2015, regular scheduled board meeting.



Monica Bryant, Secretary

March 24, 2015

Date