

Central Florida Community Action Agency (CFCAA), Inc.

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

Monthly Meeting of the Board of Directors

January 29, 2009

Members Present: Brad Nimmo (Chair), Dick Tummond, Mylonia Viaggio (Secretary), Freddie Warmack, and Mary Lou Wilkerson.

Members Absent: Tina Albritton, Charles J. Harris Jr. (Treasurer), and Lena Smith (Vice Chair).

Guest Present: Diane Wilford.

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

I. Notice - Brad Nimmo, Board Chair

Mr. Nimmo welcomed those in attendance and asked them to introduce themselves.

II. Call to Order

The meeting was called to order at 3:09 p.m. A quorum was present.

III. Invocation- Individual Designated by Board Chair

Mr. Wilford delivered the invocation.

IV. Public Comments

There were no public comments.

V. Approval of Agenda

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

VI. Board Training - *Succession Planning* - Brad Nimmo, Board Chair, and Robert W. Wilford, Chief Executive Officer

Mr. Wilford said that Mr. Harris, Mr. Nimmo, and he had attended a succession planning workshop the previous week. He said that he intended to start a process leading to the agency having a written succession plan to address various issues such as replacement of the CEO, replacement of board members, replacement of the management team, and

the replacement of the staff. He stated that it is essential to be in a position to address the situation immediately if the agency were to lose someone and to keep the organization operating from a strong position no matter what circumstances might occur. Mr. Nimmo made several comments about the importance of a succession planning effort.

VII. Approval of December 16, 2008, Board Minutes

Motion made by Mr. Warmack and seconded by Ms. Wilkerson to approve the December 16, 2008, board minutes. Motion carried.

VIII. Board Committee Action Items & Reports

A. Executive Committee

Mr. Nimmo stated that the Executive Committee did not meet this month.

B. Finance & Audit Committee

The Finance and Audit Committee met before the board meeting.

1. Corporate Resolution Re Financial Statements for December

Mr. Kruse presented the financial statements for December 2008. He said that the ratios are within acceptable levels.

Motion made by Mr. Tummond and seconded by Ms. Viaggio recommending approval of a corporate resolution approving the monthly financial statements for December 2008. Motion carried.

2. Corporate Resolution Re Amendment to "Defined Contribution Pension Plan" Document

Mr. Kruse explained that there had been a change in regulations covering the retirement plan regarding how to designate funds if an employee did not select a specific investment option. The changes to the plan to accommodate the new regulations were recommended by David Caporali from Mutual of America.

Motion made by Mr. Tummond and seconded by Ms. Wilkerson to approve a corporate resolution approving an amendment to the "Defined Contribution Pension Plan" document. Motion carried.

3. Corporate Resolution Re Weatherization Assistance Program/ Low-Income Home Energy Assistance Program (WAP/LIHEAP) Grant Application

Mr. Tummond said that the finance and audit committee recommend that the board approve a corporate resolution to renew the WAP/LIHEAP agreement for fiscal year 09/10 and accept the grant funds of \$368,960.

Motion made by Mr. Tummond and seconded by Ms. Viaggio to approve a corporate resolution authorizing Robert W. Wilford, Chief Executive Officer, to: (1) accept \$368,960 in WAP/LIHEAP grant funds for FY 09/10, and (2) negotiate the terms for and to execute all related documents which are necessary to effectuate the terms of said grant. Motion carried.

4. Corporate Resolution Re Catholic Campaign for Human Development (CCHD) six-month report

Mr. Wilford explained that the Community Weatherization Coalition is a collaborative project supported by Gainesville Regional Utilities which was created to perform energy audits on low-income homes and to provide minor weatherization services by volunteers and other agencies around Alachua County. CFCAA acts as a pass through agency for funding for this program from CCHD which requires the submission of a six-month report.

Motion made by Mr. Tummond and seconded by Ms. Wilkerson to approve a corporate resolution for the CCHD six-month report. Motion carried.

5. Annual Financial Audit- Field Work Has been Completed

Mr. Kruse stated that the audit field work has been completed. Work is being done on the final trial balance. The audit should be finalized by the March 2009 board meeting.

6. Revision of *Financial Policies and Procedures Manual*

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

C. Development and Planning Committee

The Development and Planning Committee met before the board meeting.

1. Corporate Resolution Re Strategic Plan Quarterly Report

Mr. Wilford said that the Strategic Plan Quarterly Report will be presented in February.

2. Corporate Resolution Re Community Action Partnership *Pathways to Excellence* Participation

Mr. Wilford presented the Community Action Partnership's *Pathways to Excellence* initiative. He recommended that the agency apply to be recognized as a "Pathways to Excellence" agency. The process requires an intensive evaluation of the agency and the board.

Motion made by Ms. Wilkerson and seconded by Ms. Viaggio to approve a corporate resolution to start the application process for CFCAA to become a designated "Pathways to Excellence" agency. Motion carried.

3. Corporate Resolution Re Weatherization Corrective Action Plan

Mr. Wilford spoke about the weatherization monitoring report and said that although the monitoring visit went well there are a few items that require the submission of a corrective action plan.

Motion made by Ms. Wilkerson and seconded by Mr. Warmack to approve a corporate resolution approving the weatherization program corrective action plan. Motion carried.

4. Revision of *Safety Policies and Procedure Manual*

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

D. Nominating and Personnel Committee

The Nominating and Personnel Committee met before the board meeting.

1. Corporate Resolution Re Board and Chief Executive Officer Signature Authority

Mr. Wilford said that every year it is necessary to update the corporate resolution authorizing signature authority for CFCAA board officers and the Chief Executive Officer.

Motion made by Ms. Viaggio and seconded by Mr. Tummond to approve a corporate resolution authorizing the board officers (Chair, Vice Chair, Secretary, and Treasurer) and the Chief Executive Officer to sign corporate documents including checks. Motion carried.

2. Holiday Schedule for 2009

Mr. Wilford presented the holiday schedule as an information item.

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

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

IX. Non-Board Committee Action Items

1. Board Meeting Schedule for 2009

Mr. Wilford presented the schedule of board meetings for 2009. He said that each year at least one meeting is held in Levy County and one in Marion County. In February the meeting will be in Ocala. In May it will be in Chiefland. May is Community Action Month and the Chiefland office will be the main center of activities in 2009 just as the Ocala office was in 2008.

X. Director of Family Services Report

Ms. Harrison gave the report and explained that the agency is operating under the new LIHEAP grant (2009 through 2011) and has hired five new case managers to accommodate the increased funding. A calendar of outreaches will be developed to make services available to those who find it difficult to come to agency offices.

Ms. Allen (FSU Intern) spoke about the child enrichment program she has developed under the supervision of Ms. McCloud to identify any unmet needs of children in the families of self-sufficiency participants, to locate community and school resources that will address those needs, and to advocate on behalf of the families.

XI. Director of Weatherization Services Report

Mr. Taylor said that almost all available funds under the current WAP and WAP/LIHEAP grants have been spent. The new WAP contract for 2009 through 2011 will provide anticipated funding of \$192,000 which is a large increase over the current total of \$75,449. He said that there will be a need to hire additional office staff so that Mr. Gele and he could spend more of their time in the field.

XII. Chief Executive Officer Report

Mr. Wilford said that he has no additional items to report.

XIII. Other Business

There was no other business.

XIV. Next Meeting

Mr. Nimmo informed the board that the next meeting will be held on February 24, 2008, at 3:00 p.m. in the Ocala office.

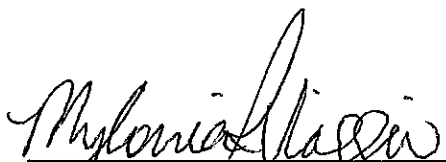
XV. Comments from the floor and Announcements

There were no comments from the floor.

XVI. Adjournment

The meeting was adjourned at 4:14 p.m.

These minutes were approved at the February 24, 2009, regular board meeting.



Mylonia Viaggio, Secretary

February 24, 2008
Date