

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

Monthly Meeting of the Board of Directors

July 28, 2009

Members Present: Charles J. Harris Jr. (Treasurer), Tina Albritton, Pastor Sanders, Freddie Warmack, and Mary Lou Wilkerson.

Members Absent: Brad Nimmo (Chair), Lena Smith (Vice Chair), Dick Tummond, and Mylonia Viaggio (Secretary).

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

I. Notice and Welcome

In the absence of Mr. Brad Nimmo, Board Chair, Mr. Charles Harris, Board Treasurer, chaired the meeting and welcomed those attending.

II. Call to Order

The meeting was called to order at 3:15 p.m. A quorum was present.

III. Invocation

Pastor Sanders delivered the invocation.

IV. Public Comments

There were no public comments.

V. Approval of Agenda

Motion made by Ms. Albritton and seconded by Pastor Sanders to approve the agenda. Motion carried.

VI. Approval of June 23, 2009, Board Minutes

Motion made by Mr. Warmack and seconded by Ms. Wilkerson to approve the June 23, 2009, board minutes. Motion carried.

VII. Board Training

No board training was scheduled this month.

VIII. Board Committee Action Items & Reports

A. Executive Committee

Mr. Wilford said the Executive Committee did not meet.

B. Finance and Audit

1. Corporate Resolution Re Financial Statements for June

Mr. Kruse gave the report. He said that the financial statements this month reflect the changes that the auditors requested. He also spoke about ongoing problems with the Cougar Mountain software.

Mr. Kruse said that the financial ratios remain within acceptable ranges. The in-kind match generated so far is approximately 71% of the required total. A check for \$22,000 was received from the City Of Newberry in July that will meet the cash match requirement.

Regarding the items in the audit management letter that need to be addressed, Mr. Kruse said that the issue regarding old outstanding checks had been resolved. He presented a preliminary report to the board in which the agency accounts correspond to the program budget line items and actual expenses are compared to the budget.

Mr. Kruse responded to questions from board members.

Motion made by Ms. Albritton and seconded by Mr. Warmack to approve a corporate resolution approving the monthly financial statements for June 2009. Motion carried.

2. Revision of *Financial Policies and Procedures Manual*

There was no report at this time.

C. Development & Planning

1. Corporate Resolution Re Strategic Plan Quarterly Report - Third Quarter - April 1, 2009 - June 30, 2009

Mr. Wilford presented the third quarter update to the strategic plan. He spoke about the feasibility of the construction of facilities in Chiefland, Gainesville, and Ocala, and said that the agency is not in a position to undertake it at this time. Mr. Wilford recommended deferral of this plan item to a future date.

Mr. Wilford said that the agency hired a new Family Development Specialist who is meeting with current family self-sufficiency clients and she is also accepting applications from potential new participants. The agency is planning to begin an after hours child care program in partnership with Head Start in Gainesville. This is in response to an unmet need that was identified in the community assessment performed last year.

Mr. Wilford also spoke about the agency participation in the "Pathways to Excellence" program and said that Mr. Nimmo is representing the board on the team that has been assembled to perform the self-study. He said that one staff person and a University of Florida intern have been working on updating the agency brochures and also preparing a revised web site.

Mr. Wilford also discussed the ongoing training of staff and board. He said that the majority of staff members are now attending the classes in pursuit of certification as a Southeastern Association for Community Action Agency (SEACAA) Certified Community Action Manager. The next class in the series is entitled "History and Philosophy of Community Action" which will be conducted in Gainesville at the Best Western. Several board members will also be attending this workshop.

Motion made by Pastor Sanders and seconded by Ms. Wilkerson to approve a corporate resolution approving the strategic plan quarterly report for the period April 1, 2009, through June 30, 2009. Motion carried.

2. Corporate Resolution Re ARRA Weatherization Assistance Program Stimulus Funds - Capacity Building Budget

Mr. Wilford said that CFCAA will be receiving \$311,720 for capacity building in preparation for additional American Recovery and Reinvestment Act (ARRA) Weatherization Assistance Program (WAP) funds.

Motion made by Mr. Warmack and seconded by Pastor Sanders to approve a corporate resolution approving Robert W. Wilford, Chief Executive Officer, to: (1) accept ARRA WAP "Capacity Building" stimulus funds in the amount of \$311,720 from the Florida Department of Community Affairs (DCA), and (2) authorize and empower him to negotiate the terms for and to enter into and execute the contract agreement with DCA and to execute all related documents which are necessary to effectuate the terms of said contract agreement. Motion carried.

3. Corporate Resolution Re ARRA Weatherization Assistance Program Stimulus Funds - Grant

Mr. Wilford said that CFCAA will be receiving ARRA WAP stimulus funds in a projected amount of \$4,748,096 to increase WAP services in Alachua, Levy, and Marion Counties.

Motion made by Pastor Sanders and seconded by Mr. Warmack to approve a corporate resolution approving Robert W. Wilford, Chief Executive Officer, to: (1) accept ARRA WAP stimulus funds in the amount of \$4,748,096 from the Florida Department of Community Affairs (DCA), and (2) authorize and empower him to negotiate the terms for and to enter into and execute the contract agreement with DCA and to execute all related documents which are necessary to effectuate the terms of said contract agreement. Motion carried.

4. Corporate Resolution Re ARRA Community Services Block Grant Stimulus Funds

Mr. Wilford said that CFCAA will be receiving ARRA CSBG Stimulus funds in the amount of \$944,122 to increase CSBG services in Alachua, Levy, and Marion Counties.

Motion made by Pastor Sanders and seconded by Ms. Albritton to approve a corporate resolution approving Robert W. Wilford, Chief Executive Officer, to: (1) accept ARRA CSBG stimulus funds in the amount of \$944,122 from the Florida Department of Community Affairs (DCA), and (2) authorize and empower him to negotiate the terms for and to enter into and execute the contract agreement with DCA and to execute all related documents which are necessary to effectuate the terms of said contract agreement. Motion carried.

5. Revision of *Safety Policies and Procedures Manual (SPPM)*

There was no report at this time.

D. Nominating & Personnel

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

There was no report.

IX. Non-Board Committee Action Items

There were no action items scheduled for this meeting.

X. Director of Family Services Report

Ms. Harrison said that at the end of June the CSBG direct client assistance funds were 67% expended. The CSBG income eligibility limit has been raised to 200% of the federal poverty level guidelines.

She said that CLM Workforce Connection has started referring applicants to be sponsored by CFCAA in the Summer Youth Employment Program. She also spoke about other new programs that are being planned: the partnership with Head Start to provide after hours child care for parents who attend school or work in the evening and a

proposed partnership with Neighborhood Housing Development Corporation to provide financial management education and counseling.

At the end of June the LIHEAP direct assistance funds were 45% expended. The agency currently has satellite offices open in the cities of Alachua, Belleview, Newberry, and Williston. Another satellite will shortly be opened in Hawthorne. The frequency of staffing these locations is determined according to local demand.

XI. Director of Weatherization Services Report

Mr. Taylor explained that he is in the process of hiring another Weatherization Specialist for Levy County. He has also advertised for contract energy auditors for all three counties and the cut-off date for submitting resumes is August 7, 2009.

He said that now that the ARRA WAP Capacity Building Budget agreement has been reviewed and the funds approved by the board, he anticipated that it will be about two to three weeks before we get the signed agreement. Meanwhile the agency strategy for expending the stimulus funds is in place.

XII. Chief Executive Officer Report

Mr. Wilford spoke about the national weatherization conference he attended in Indianapolis and said he is encouraged about the agency strategy for expending stimulus dollars. He expressed appreciation for the efforts of Mr. Taylor and Mr. Gele in developing the strategy and the support rendered by Ms. Hunsucker and Mr. Kruse.

He also discussed the Pathways to Excellence Program and said that the self-study will be completed within the first nine months and after that the agency will be evaluated by the Community Action Partnership. He said that this process will enable the agency to improve its systems.

The agency was recently visited by representatives from the Federal Department of Energy who came to review the weatherization program. Mr. Taylor and Mr. Gele gave them complete information about the program and also took them to a weatherized home where they were able to see the completed work and also interview the customer.

XIII. Other Business

There was no other business

XIV. Next Meeting

Mr. Harris informed the board that the next meeting will be held on August 25, 2009, at 3:00 p.m., at the Gainesville Office.

XV. Comments from the floor and Announcements

There were no comments.

XVI. Adjournment

The meeting was adjourned at 4:25 p.m.

These minutes were approved at the August 25, 2009, regular board meeting.



Mylonia Viaggio, Secretary

8-25-09
Date