

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

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

**Monthly Meeting of the Board of Directors**

**June 23, 2009**

**Members Present:** Mylonia Viaggio (Secretary), Lena Smith (Vice Chair - Via Telephone), Dick Tummond, Freddie Warmack, and Mary Lou Wilkerson

**Members Absent:** Brad Nimmo (Chair), Tina Albritton, Charles J. Harris Jr. (Treasurer), and Pastor Donnell Sanders

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

**I. Notice and Welcome**

Mylonia Viaggio chaired the meeting and welcomed those attending.

**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 Mr. Warmack to approve the agenda.  
Motion carried.

**VI. Approval of May 26, 2009, Board Minutes**

Motion made by Mr. Tummond and seconded by Ms. Wilkerson to approve the May 26, 2009, board minutes. Motion carried.

## **VII. Board Training**

No board training was scheduled for this meeting.

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

### **A. Executive Committee**

Mr. Wilford said the Executive Committee did not meet.

### **B. Finance and Audit Committee**

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

Mr. Kruse gave the report and said the financial statements this month reflect the changes that the auditors requested. Although the copiers and the telephones system are leased they are booked as capital assets. The financial ratios are all in acceptable ranges. There was one accounts payable delinquency in the report which resulted from the vendor losing a check that the agency had issued which then had to be voided.

Mr. Kruse discussed issues with the Cougar Mountain (CMS) financial software that need to be resolved. He also said that the in-kind match received so far is 68% of requirements, but the cash match so far is only 35%.

**Motion made by Mr. Tummond and seconded by Ms. Wilkerson to approve a corporate resolution approving the monthly financial statements for the period May 1, 2009, through May 31, 2009. Motion carried.**

#### **2. Revision of *Financial Policies and Procedures Manual (FPPM)***

There was no report this month.

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

#### **1. Corporate Resolution Re Strategic Plan Quarterly Report - Second Quarter - January 1, 2009 - March 31, 2009**

Mr. Wilford presented the Strategic Plan report and informed the board of the agency's progress in completing the projects in the plan. He said that Ms. Hunsucker is currently working on the wage comparability study.

**Motion made by Ms. Smith and seconded by Mr. Warmack to approve a corporate resolution approving the strategic plan quarterly report for the period January 1, 2009, through March 31, 2009. Motion carried.**

**2. Corporate Resolution Re Weatherization Central Intake Questionnaire**

Mr. Wilford explained that the weatherization "Central Intake Questionnaire" needs a revision of the points awarded in order to be able to serve more people. He described the proposed changes and said that this will provide a greater return on investment in weatherizing homes, expedite the referral process, and reduce the length of time on the waiting list for individuals and families whose homes are in the greatest need or repairs.

**Motion made by Mr. Warmack and seconded by Ms. Smith to approve a corporate resolution approving the revision to the weatherization "Central Intake Questionnaire" dated June 1, 2009. Motion carried.**

**3. Corporate Resolution Re Weatherization Assistance Program Contract Modification**

Mr. Wilford said that the Department of Community Affairs has increased funding for the Weatherization Assistance Program (WAP) for the period 2009-2011 to \$387,408 and requested board approve accepting these additional funds.

**Motion made by Ms. Smith and seconded by Mr. Tummond to approve a corporate resolution accepting Weatherization Assistance Program contract modification to increase funding for the period 2009-2011 to \$387,408 and to empower Robert W. Wilford, Chief Executive Officer, to negotiate the terms for and to enter into and execute the contract agreement and to negotiate the terms for and to execute all related documents which are necessary to effectuate the terms of the contract agreement. Motion carried.**

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

There was no report this month.

**D. Nominating and Personnel Committee**

**1. Corporate Resolution Re Salary Schedule**

Mr. Wilford explained that Ms. Hunsucker is in the process of conducting a salary comparability study. Any changes to the salary schedule based on results of this study will go into effect on October 1, 2009, upon approval from the Board of Directors. However, it is necessary to make a minor change now to the current salary schedule to reflect the Site Manager designation for Alachua County since two employees currently fulfill this supervisory role in Levy and Marion Counties.

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

There was no report this month.

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

There was no report this month.

**X. Director of Family Services Report**

Mr. Wilford gave the report and said that a new Family Development Specialist has been hired and the Family Self-Sufficiency program is returning to normal. He updated the board on the progress with the Summer Youth Program which will start as soon as the agreement between Citrus, Levy, and Marion (CLM) Workforce Connection and CFCAA has been signed by both parties. The Low-Income Home Energy Assistance Program (LIHEAP) funds are being expended on target. The agency has spent \$953,039 so far which is 37% of the total budget.

**XI. Director of Weatherization Services Report**

Mr. Taylor explained how the agency is currently expending the WAP and WAP/LIHEAP budgets. Regarding the stimulus monies, he said that the state is asking for a Capacity Building Budget which is the first phase of the American Recovery and Reinvestment Act (ARRA) representing funding costs associated with implementation such as training, salaries, and materials. This will be followed by the release of 50% of the ARRA funding minus the capacity building funds. Mr. Taylor also spoke about a contract modification to increase funding for the WAP 09-10 grant.

**XII. Chief Executive Officer Report**

**A. "Pathways to Excellence" - Update**

Mr. Wilford said that the second "Pathways to Excellence" meeting was held the previous Friday and that CFCAA is one of the three agencies in Florida to participate in this program. He said that the self-study process will greatly benefit the agency. Many things that are already being done in an formal way will be formalized to produce a systems based organization. The staff and board will be involved through much of the self-study process and the results will be presented to the Board of Directors for formal approval. This process will make CFCAA a better agency.

**XIII. Other Business**

There was no other business.

**XIV. Next Meeting**

Ms. Viaggio informed the board that the next meeting will be held on July 28, 2009, at 3:00 p.m., at the Gainesville office.

**XV. Comments from the floor and Announcements**

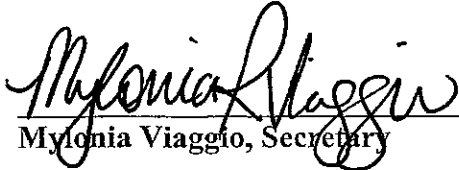
There were no comments.

**XVI. Adjournment**

The meeting was adjourned at 3:35 p.m.

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These minutes were approved at the July 28, 2009, regular board meeting.

  
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Mylonia Viaggio, Secretary

JULY 28, 2009  
Date