

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

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

## Monthly Meeting of the Board of Directors

March 17, 2009

**Members Present:** Brad Nimmo (Chair), Tina Albritton, Charles J. Harris Jr. (Treasurer), Lena Smith (Vice Chair) (Via Telephone), Pastor Donnell Sanders, Dick Tummond, Freddie Warmack, and Mary Lou Wilkerson.

**Members Absent:** Mylonia Viaggio (Secretary)

**Staff Present:** Robert W. Wilford (Chief Executive Officer) and Peggy Hunsucker

### **I. Notice and Welcome**

Mr. Nimmo welcomed those attending the meeting.

### **II. Call to Order**

The meeting was called to order at 3:00 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 Mr. Harris and seconded by Ms. Smith to approve the agenda. Motion carried.**

### **VI. Nominating & Personnel Committee Special Report - Corporate Resolution Re Election of Levy County Community (Low Income) Representative to the Board of Directors**

Mr. Wilford stated that a public hearing had been held in Levy County to elect a low-income representative to the Board of Directors. Copies of the documentation were included in the board packages, including the newspaper announcement, agenda, attendance sheets, registration, and ballot. Ms. Viaggio attended the hearing. In accordance with the bylaws, the name of the successful candidate was presented to the Nominating and Personnel Committee. After review, the committee recommended that Pastor Sanders, who was elected by public vote in Levy County, be accepted as a member of the Board of Directors.

**Motion made by Mr. Warmack and seconded by Ms. Wilkerson to approve the election of Pastor Donnell Sanders to serve on the Board of Directors for Central Florida Community Action Agency, Inc. Motion carried.**

**VII. Board Training**

No training was scheduled for this meeting.

**VIII. Approval of February 24, 2009, Board Minutes**

**Motion made by Ms. Smith and seconded by Ms. Albritton to approve the February 24, 2009, board minutes. Motion carried.**

**IX. Board Committee Action Items and Reports**

**A. Executive Committee**

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

**B. Finance and Audit Committee**

Mr. Harris said that the Finance and Audit Committee met prior to the board meeting.

**1. Corporate Resolution Re Financial Statements for February**

Mr. Harris reviewed the financial statements for February which were included in the board package. He stated the committee recommended approval.

**Motion made by Mr. Harris and seconded by Ms. Wilkerson to approve a corporate resolution approving the monthly financial statements for the period ending February 28, 2009. Motion carried.**

**2. Annual Financial Audit**

Mr. Harris explained that the annual audit is still being completed.

**3. Revision of *Financial Policies and Procedure Manual* (FPPM)**

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

**C. Development & Planning Committee**

Mr. Wilford said that the Development & Planning Committee met prior to the board meeting.

**1. Corporate Resolution Re Weatherization Assistance Program (WAP) Grant**

Mr. Wilford indicated that, as a consequence of the stimulus package, there is a possibility that the agency's weatherization funding may increase from about \$500,000 to between \$5 and \$7 million over the next three years. Two part-time employees have already been hired to assist Mark Taylor, Director of Weatherization Services, and Leon Gele, Weatherization Specialist, with clerical duties so that they can spend more time in the field. If additional levels of funding are received, these new employees will become full time program assistants and the agency will also hire another weatherization specialist and another program assistant to be stationed in an office in Chiefland. The agency will also acquire a minimum of three new contractors to handle the increased workload.

**Motion made by Mr. Warmack and seconded by Ms. Wilkerson to approve a corporate resolution empowering the Chief Executive Officer to accept funding from DCA at an amount to be determined at a later date for FY 09/10 or for a longer period and authorizing and empowering the Chief Executive Officer to negotiate the terms for and to execute all related documents which are necessary to effectuate the terms of said contract. Motion carried.**

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

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

**D. Nominating and Personnel (Mylonia Viaggio, Chair)**

Mr. Wilford said that the Nominating and Personnel Committee met prior to the board meeting and Ms. Viaggio chaired the meeting via telephone.

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

**(a) Corporate Resolution Re Agency Vehicles**

Mr. Wilford presented an addendum to the *Personnel Policies and Procedures Manual* to establish a policy regarding the operation of any vehicles owned, leased, or rented by the agency.

**Motion made by Mr. Warmack and seconded by Ms. Albritton to approve the addendum to the PPPM entitled: *Operation of Agency-Owned or Leased Vehicles - Addendum*. Motion carried.**

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

**A. Corporate Resolution Re Volunteer of the Year**

Mr. Wilford said that the Florida Association for Community Action (FACA), Inc., annual conference will be held from May 12 through May 15, 2009. He asked the board to approve the nomination of Mr. Brad Nimmo for the "Volunteer of the Year" award.

**Motion made by Ms. Smith and seconded by Mr. Harris to approve a corporate resolution nominating Mr. Robert Bradley "Brad" Nimmo to receive the FACA "Volunteer of the Year" Award. Motion carried.**

**XI. Director of Family Services Report**

There was no report this month

**XII. Director of Weatherization Services Report**

There was no report this month

**XIII. Chief Executive Officer Report**

There was no report this month

**XIV. Other Business**

Ms. Hunsucker said that Ms. Harstrom, Ms. Hunsucker, Ms. Thames, and Mr. Wilford will be attending Legislative Day in Tallahassee on May 24, 2009. She also stated that Mr. Nimmo and four members of the management team will be in Orlando on April 1 and 2, 2009, to attend the Community Action Partnership's "Pathways to Excellence" Training.

Mr. Wilford asked that any board members who wished to attend the FACA conference let him know as soon as possible.

Ms. Wilkerson thanked the agency and board for the plaque that was recently presented to her.

**XV. Next Meeting**

Mr. Nimmo informed the board that the next meeting will be held on April 28, 2009, at 3:00 p.m. in the Gainesville office and Mr. Wilford will be attending via telephone since he will be attending the Florida Coalition Against Domestic Violence annual rural institute training in Marianna.

**XVI. Comments from the Floor and Announcements**


There were no comments or announcements.

**XVII. Adjournment**

The meeting was adjourned at 3:37 p.m.

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

  
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Mylonia Viaggio, Secretary

April 28, 2009

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Date