

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

**215 SW 5th Street
Chiefland, FL 32626**

Monthly Meeting of the Board of Directors

May 26, 2009

Members Present: Brad Nimmo (Chair), Tina Albritton, Pastor Donnell Sanders, Lena Smith (Vice Chair), and Dick Tummond

Members Absent: Charles J. Harris Jr. (Treasurer), Mylonia Viaggio (Secretary), Freddie Warmack, and Mary Lou Wilkerson

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

Guests Present: Letha Bennett, Virginia Bowers, Betty Brown, Evelyn Dinkins, Elizabeth Heath, Bessie Hunt, Johnnie Phillips, Cindy White, and Diane Wilford

I. Notice and Welcome

Mr. Nimmo welcomed those attending the meeting.

II. Call to Order

The meeting was called to order at 3:02 p.m. A quorum was

III. Invocation

Pastor Sanders delivered the invocation.

IV. Public Comments

There were no public comments.

V. Approval of Agenda

**Motion made by Ms. Smith and seconded by Ms. Albritton to approve the agenda.
Motion carried.**

VI. Approval of April 28, 2009, Board Minutes

Motion made by Mr. Tummond and seconded by Pastor Sanders to approve the April 28, 2009, board minutes. Motion carried.

VII. Board Committee Action Items & Reports

A. Executive Committee

Mr. Nimmo said that the Executive Committee did not meet this month. He spoke about the Florida Association for Community Action (FACA) conference in Palm Beach Gardens in May which he had attended with Charles Harris (Treasurer) and Robert Wilford and members of staff. He said it had been extremely informative and worthwhile. He recommended that any board member who can attend should plan on going to the conference in 2010 in St. Augustine.

Mr. Wilford explained that no committees met this month. Instead, there was an open house before this board meeting in celebration of Community Action Month at which board members and staff had met with visitors.

B. Finance and Audit Committee

1. Corporate Resolution Re Financial Statements for April

Mr. Kruse presented the report. He said that the ratios are all in the acceptable range and there were no aged receivables this month. He addressed some issues with the Cougar Mountain software and also described how the agency was implementing suggestions made by the auditors in their report the previous month.

Motion made by Ms. Smith and seconded by Ms. Albritton to approve a corporate resolution approving the monthly financial statements for the period April 1, 2009, through April 30, 2009. Motion carried.

2. Revision of *Financial Policies and Procedures Manual*

There was no report this month.

C. Development and Planning Committee

1. Corporate Resolution Re Community Services Block Grant (CSBG) for FY 09/10

Mr. Wilford explained that the Community Services Block Grant (CSBG) package for FY 09/10 has been received with a funding allocation of \$578,484. He said that this is the regular CSBG grant and not the stimulus funding.

Motion made by Ms. Albritton and seconded by Ms. Smith to approve a corporate resolution authorizing the Chief Executive Officer to negotiate the terms for and enter into and execute the CSBG contract for FY 09/10 in the amount of \$578,484. Motion carried.

2. **Strategic Plan Quarterly Report (Second Quarter- January 1, 2009 - March 31, 2009)**

Mr. Wilford said that the report would be presented at the June board meeting.

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

There was no report this month.

D. Nominating & Personnel

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

There was no report this month.

VIII. Non-Board Committee Action Items

No non-board committee action items were on the agenda for this meeting.

IX. Director of Family Services Report

Ms. Harrison said that an extremely well qualified person has been hired to fill the recently vacated position of Family Development Specialist. The new person and other agency staff attended the case management training offered at the FACA conference in May. Ms. Harrison also described the emergency assistance funding available through CSBG which will be used to assist families facing a one-time financial emergency as a result of losing a job or other recent change in their economic situation.

X. Director of Weatherization Services report

Mr. Taylor described the meeting he had recently attended in Tallahassee and the impact on the weatherization program of receiving an estimated \$4.3 million of the stimulus package. He said that the new amount permitted to be spent for each home will be \$6,500. Since that includes the program fee for services costs, the amount actually available for work on each home will be approximately \$5,000. He spoke about plans to hire additional contractors and staff when these funds become available.

XI. Chief Executive Officer Report

Mr. Wilford said that Mr. Nimmo was selected as "Volunteer of the Year" at the FACA Conference in Palm Beach Gardens. At that conference Mr. Wilford had the pleasure of

participating in a panel presentation with four other people from the Gainesville area about the highly acclaimed local Community Weatherization Coalition. He said that he recently learned that he will be making the same presentation on a national level at the Community Action Partnership (CAP) convention in Philadelphia in September.

XII. Other Business

Cynthia White asked a question about how apply for the weatherization program. Mr. Taylor responded.

Evelyn Dinkins asked a question about how to apply for rental assistance. Ms. Harrison responded.

Mr. Tummond talked about the State Housing Initiatives Partnership (SHIP) program and how to apply for funding under this program.

Mr. Nimmo described the work done by Habitat for Humanity in providing safe and affordable housing.

XIII. Next Meeting

Mr. Nimmo informed the board that the next meeting will be held on June 23, 2009, at 3:00 p.m., in the Gainesville office.

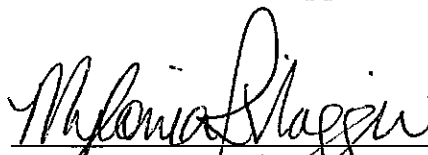
XIV. Comments from the Floor

Virginia Bowers expressed the opinion that there was a need for food assistance in Levy County.

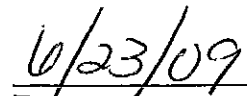
XV. Adjournment

The meeting was adjourned at 3:53 p.m.

These minutes were approved at the June 23, 2009, regular board meeting.



Mylonia Viaggio, Secretary



Date