

CENTRAL FLORIDA COMMUNITY ACTION AGENCY (CFCAA), INC.

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

Monthly Meeting of the Board of Directors

November 18, 2008

Members Present: Lena Smith (Vice Chair), Tina Albritton, Charles J. Harris Jr. (Treasurer), Dick Tummond, Mylonia Viaggio (Secretary), and Freddie Warmack. **NOTE: Lena Smith chaired the meeting in the absence of the Board Chair.**

Members Absent: Brad Nimmo (Chair) and Mary Lou Wilkerson.

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

I. Call to Order

The meeting was called to order at 3:00 p.m. A quorum was present.

II. Invocation

Mr. Wilford gave the invocation.

III. Public Comments

There were no public comments.

IV. Approval of Agenda

Mr. Wilford requested that an additional item be added to the agenda:

VI.A.5 Corporate Resolution Re Change in Chief Executive Officer Salary

Motion made by Mr. Harris and seconded by Ms. Viaggio to approve the revised agenda. Motion carried.

V. Approval of October 28, 2008, Board Minutes

Motion made by Ms. Viaggio and seconded by Mr. Warmack to approve the October 28, 2008, board minutes. Motion carried.

VI. Board Committee Action Items & Reports

A. Executive Committee (Met before the board meeting)

1. Corporate Resolution Re Additional Space - Gainesville & Ocala Offices

Mr. Wilford spoke about the agency needing additional office and parking space in Gainesville and additional parking space in Ocala because the increase in LIHEAP funding for 2008-2009 necessitates hiring additional staff and will also result in a larger number of customers being served. Negotiations are underway for office

space located directly across the street from the Gainesville office which would accommodate three employees and provide additional parking. Negotiations are also underway for six additional parking spaces next to the Ocala office. The management team is requesting that Mr. Wilford be able to enter into a contract for additional office space here in Gainesville not to exceed \$1,000 per month and also to enter into a contract in Ocala for additional parking spaces not to exceed \$300 per month.

Motion made by Mr. Warmack and seconded by Ms. Albritton to approve a corporate resolution approving the Chief Executive Officer to acquire additional office space closely located to its current office location in Gainesville at a monthly leasing rate not to exceed \$ 1,000 and to acquire additional parking space closely located to its current office location in Ocala at a leasing rate not to exceed \$300. Motion carried.

2. Corporate Resolution Re Financial Solicitation Plan

Mr. Wilford said that the agency's strategic plan includes an objective to solicit donations from members of the Board of Directors and the CFCAA staff. He said that currently ten staff members are contributing every pay period. He asked the board to approve the solicitation plan again this year and added that contributions from board members demonstrate their commitment to the agency.

Motion made by Ms. Viaggio and seconded by Mr. Warmack to approve a corporate resolution endorsing the annual effort of soliciting financial donations from members of the Board of Directors and the CFCAA staff. Motion carried.

3. Corporate Resolution Re Christmas Holidays

Mr. Wilford explained that the day after Christmas falls on a Friday this year and it is anticipated customer activity will be very slow on this day. The Executive Committee recommended that the office be closed the day after Christmas, December 26, 2008, as a holiday for the staff.

Motion made by Mr. Harris and seconded by Mr. Tummond to approve a corporate resolution declaring Friday, December 26, 2008, as an additional holiday for CFCAA employees. Motion carried.

4. Corporate Resolution Re Susan J. Lawrence

Mr. Wilford expressed appreciation for Ms. Susan J. Lawrence from the Florida Department of Community Affairs who has been the agency monitor for the last four years. Ms. Lawrence has provided support, assistance, and guidance in helping the agency through a very difficult transition period. He expressed the desire to recognize Ms. Lawrence officially by surprising her at the succession planning training in Orlando on December 2 and 3 with a corporate resolution commending her for her outstanding efforts. Mr. Wilford indicated that he, Mr. Nimmo, and Mr. Harris will be attending this training.

Motion made by Ms. Albritton and seconded by Mr. Warmack to approve a corporate resolution commending the outstanding performance of Ms. Lawrence as one of the truly "good guys" of community action and an exceptional partner who personifies a "can do" spirit as a matter of routine.

5. Corporate Resolution Re Change in Chief Executive Officer Salary

Ms. Smith stated that the Executive Committee is recommending an upgrade to the Chief Executive Officer's salary from grade 5, step 4, to grade 5, step 7. She reminded the board that when the position was first offered to Mr. Wilford, at significantly less money than he was previously making, there was an understanding that as the agency grew the board would raise his salary comparable to his previous level.

Motion made by Mr. Harris and seconded by Ms. Viaggio to approve a corporate resolution approving the CEO's grade and step level on the CFCAA "Salary Schedule" be raised from grade 5, step 4, to grade 5, step 7, effective November 22, 2008. Motion carried.

B. Finance and Audit Committee (Met before the board meeting)

1. Corporate Resolution Re Financial Statements for October

Mr. Kruse presented the financial report stating: (1) the agency continues to be in good financial condition, and (2) the financial ratios are all at a healthy level. He briefly spoke about the progress being made in addressing operating troubles with the new financial software.

Motion made by Ms. Viaggio and seconded by Ms. Albritton to approve a corporate resolution approving the monthly financial statements for October 2008. Motion carried.

2. Corporate Resolution Re "In-Kind" Volunteer Rates

Mr. Kruse stated that, at Mr. Nimmo's suggestion at last month's meeting, he had conducted a survey of dollar values assigned to volunteer time at other organizations. Since the agency's rates varied significantly from current standards, he recommended changes to the agency's volunteer rates from \$35.00 per hour to \$50.00 per hour for professional volunteers and from \$9.00 per hour to \$15.00 per hour for non-professionals. Mr. Harris thanked Mr. Nimmo for bringing this issue to the board's attention

Mr. Wilford recognized Mr. Kruse for his oversight of in-kind donations over the last year and for ensuring that the agency met contract requirements.

Motion made by Ms. Albritton and seconded by Ms. Viaggio to approve a corporate resolution approving the following "In-kind" rates for donated services: (1) \$50.00 per hour for professional services, (2) \$15.00 per hour for non-professional services, and (3) the hourly contract rate for independent contractors. Motion carried.

3. Corporate Resolution Re "Final Section 403(b) Regulations" Plan document

Mr. Kruse explained that the IRS has changed their regulations concerning 403(b) tax deferred annuities. Small organizations previously exempted from certain requirements regarding having a written plan document. That exemption no longer exists. Mutual of America Life Insurance Company, who handles the agency's tax deferred annuity, has provided a Plan Information Sharing Agreement to be executed.

Motion made by Ms. Viaggio and seconded by Mr. Tummond to approve a corporate resolution approving the updated and revised "Tax Deferred Annuity Plan" promulgated and presented by the CFCAA executive management team, and to authorize and empower Robert W. Wilford, Chief Executive Officer, to execute the "Tax Deferred Annuity Plan" document which was prepared in accordance with the plan document rules and regulations delineated in the "Final Section 403(b) Regulations," and to execute all related documents which are necessary to effectuate the terms of the said "Tax Deferred Annuity Plan." Motion carried.

4. Revision of *Financial Policies and Procedures Manual*

There was no report at this time.

5. Annual Financial Audit - Rescheduled to December 1-5, 2008

Mr. Wilford explained that the auditors have requested a change in schedule as a result of delays they experienced while auditing another agency. They have rescheduled the audit for December 1-5, 2008

C. Development & Planning Committee (Met before the board meeting)

1. Corporate Resolution Re Florida Outcomes for Community Action Systems (FOCAS) Report

Ms. Harrison presented the quarterly "Florida Outcomes for Community Action Systems (FOCAS)" Report which was prepared for submission to the Florida Department of Community Affairs (DCA) in compliance with the Community Services Block Grant (CSBG) contract. She explained that the report shows services that the agency has provided and outcomes that have been achieved under each Results-Oriented Management and Accountability (ROMA) goal.

Motion made by Mr. Warmack and seconded Ms. Albritton to approve a corporate resolution approving the fourth quarter FOCAS report for submission to DCA which is the final report for Fiscal Year 07/08.

2. Corporate Resolution Re Strategic Plan for 2008- 2013

There was no report at this time.

D. Nominating & Personnel Committee

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

Ms. Viaggio said she had reviewed the revisions to the *Personnel Policies and Procedures Manual* regarding the paid holiday schedule. In the past employees were each allowed an additional personal holiday that they could take at any time during the year. The management team is recommending that this holiday be replaced with a "floating" holiday to be determined by the board of directors at each December board meeting for the following year.

Motion made by Mr. Warmack and seconded by Mr. Tummond to approve a corporate resolution approving the following policy and procedure revision in the PPPM: Paid Holiday Schedule. Motion carried.

VII. Non-Board Committee Action Items

Mr. Wilford expressed his thanks to the board for their participation in board committees and emphasized the importance of conducting committee meetings every month or as regular as possible.

VIII. Director of Family Services Report

Ms. Harrison said that the new staff positions had been filled and these persons will be trained during December so that when the new Low-Income Home Energy Assistance Program (LIHEAP) contract is received the agency will be in a position to increase in a timely manner the level of service provision.

IX. Director of Weatherization Services Report

Mr. Taylor reviewed the status of jobs in all three counties, and reported how many had been completed, how many were still in progress, and how much funding remained for additional homes to be weatherized. He expressed satisfaction with the contractors for their quality of work and said that the customers are happy with the results.

He spoke about Weatherization Day, which was officially observed on Thursday, October 30, 2008. Mr. Taylor stated that the agency received eight proclamations from county and city commissions in Alachua, Levy, and Marion Counties. In addition, in the Ocala and Gainesville offices, displays were placed in the lobbies for the entire week and informational handouts and fluorescent light bulbs were made available for customers and visitors. On Thursday in each of these offices, a cake cutting ceremony was held for visitors and staff. The agency's main event was held in the Chiefland office (Levy County), where: displays were placed outside the office, Messrs. Tummond (board member) and Wilford (CEO) welcomed all in attendance, the Director of Weatherization Services made a presentation, picnic food was made available for all in attendance and, a cake cutting ceremony was held. Mr. Taylor stated that the event was very successful with approximately 30 to 35 people attending. He thanked Ms. Mari Houston (Levy County Case Manager) and her staff for their efforts and Mr. Leon Gele (Weatherization Specialist) for preparing the tasty food.

Mr. Taylor said that the state monitoring visit had taken place between October 21 and October 23 (2008). The monitor reviewed client files, other documents and, visited 10 homes. No findings were cited.

X. Chief Executive Officer Report

Mr. Wilford thanked the board for all their support and dedication and also wished everyone a happy and safe Thanksgiving holiday.

XI. Other Business

There was no other business.

XII. Next Meeting

Ms. Smith reminded the board that the next meeting will be held on December 16, 2008. She asked board members to be sure to arrive early at 2:00 p.m. to participate in the board and staff Christmas luncheon.

XIII. Comments from the Floor and Announcements

There were no comments or announcements.

XIV. Adjournment

The meeting was adjourned at 4:00 p.m.

These minutes were approved at the December 16, 2008, regular board meeting.



Mylonia Viaggio, Secretary

December, 16, 2008
Date