

Central Florida Community Action Agency (CFCAA), Inc.

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

Monthly Meeting of the Board of Directors

October 28, 2008

Members Present: Brad Nimmo (Chair), Charles J. Harris Jr. (Treasurer), Lena Smith (Vice Chair), Mylonia Viaggio (Secretary), Freddie Warmack, and Mary Lou Wilkerson.

Members Absent: Tina Albritton and Dick Tummond.

Staff Present: Robert Wilford (Chief Executive Officer), Paula Allen (Intern), Jamie Carey, Leon Gele, Monique Harrison, Casey Harstrom, Charles Hart, Mari Houston, Peggy Hunsucker, Steve Kruse, Brandy Leach, Madeline McCloud, June Possee, Gennifer Riles, and Sharon Thames.

Guests Present: Juanita Edwards and Diane Wilford.

I. Call to Order

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

II. Invocation

Brandy Leach delivered the invocation by singing *I Believe*.

III. Public Comments

All persons attending introduced themselves.

IV. Approval of Agenda

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

VIII.J: Corporate Resolution Re CFCAA Becoming a "Pass Through" Reimbursement Organization.

Motion made by Ms. Smith and seconded by Mr. Warmack to approve the revised agenda. Motion carried.

V. Approval of September 23, 2008, Board Minutes

Motion made by Mr. Nimmo and seconded by Ms. Smith to approve the September 23, 2008, board minutes. Motion carried.

VI. Special Presentations

Mr. Wilford and Mr. Harris presented Ms. Edwards with the Florida Association for Community Action (FACA) Self-Sufficiency "Participant of the Year Award" and the Southeastern Association of Community Action Agencies (SEACAA) Self-Sufficiency "Participant of the Year Award."

Mr. Wilford presented Mr. Harris an Outstanding Achievement Award (Plaque) for displaying exceptional leadership abilities as Board Chair from November 15, 2005, through October 27, 2008.

Mr. Wilford stated that he had accepted the "William Sonny Walker Self-Sufficiency Award" on behalf of the agency which was presented at the annual SEACAA conference in October in recognition of CFCAA operating an outstanding community action agency to promote self-sufficiency for economically disadvantaged individuals.

Mr. Harris expressed his thanks as the outgoing board chair to the staff and board members and said that the agency's successes are the result of a group effort. He also thanked Mr. Warmack and Ms. Wilkerson for their long years of dedication as board members.

VII. Board Action Items - Corporation Resolution Re Officers for FY 08/09

A. Election of Officers

Mr. Harris requested nominations from the floor for board officers for Fiscal Year 08/09. None were presented; therefore, the slate proposed by the nominating and personnel committee at the September board meeting was accepted.

Motion made by Mr. Nimmo and seconded by Ms. Viaggio to close nominations and approve the election of Mr. Brad Nimmo (Chair), Ms. Lena R. Smith (Vice Chair), Ms. Mylonia Viaggio (Secretary), and Mr. Charles J. Harris Jr. (Treasurer), to serve as board officers for the period October 28, 2008, through October 26, 2009. Motion carried.

B. Installation of Board Officers

The new officers took the oath of office presented by Mr. Wilford.

VIII. Non-Board Committee Action Items - No Board Committees Met in October.

A. Corporate Resolution Re Financial Statements for September

Mr. Kruse presented the financial statements. He stated that the financial ratios this month were all healthy. In addition the agency has satisfied the Community Services Block Grant (CSBG) and Weatherization in-kind contribution requirements for the fiscal year ending September 30, 2008.

Motion made by Ms. Smith and seconded by Ms. Wilkerson to approve the monthly financial statements for September 2008. Motion carried.

B. Corporate Resolution Re Board Public Sector Representatives

Mr. Wilford explained that each year the board public sector representatives are required to be reappointed to the board by a public entity.

Motion made by Ms. Smith and seconded by Mr. Harris to approve a corporate resolution approving Messrs. Warmack (Alachua County), Tummond (Levy County), and Nimmo (Marion County) to serve as public sector representatives on the Corporation Board of Directors for the period October 1, 2008, through September 30, 2009. Motion carried.

C. Corporate Resolution Re Hourly Rate for Volunteers

Mr. Wilford said that it is necessary to revise the volunteer hourly rate based on today's economy in order to tabulate in-kind donated time on a more equitable basis. It is recommended that the hourly rate for the professional volunteers be \$35.00 plus the 35% fringe benefit to total \$47.25 and the hourly rate for other volunteers be equal to the agency's lowest paid position which is \$8.91 plus the 35% fringe benefit to total \$12.03.

Motion made by Ms. Smith and seconded by Mr. Harris to approve a corporate resolution approving an hourly rate of \$47.25 for professional volunteers and an hourly rate of \$12.03 for other volunteers not meeting professional volunteer requirements. Motion carried.

D. Corporate Resolution Re Low-Income Home Energy Assistance Program (LIHEAP) Agreement

Mr. Wilford explained that Congress and the President recently approved a significant increase in LIHEAP funding levels. The Florida Department of Community Affairs (DCA) is allocating \$3,342,725 to CFCAA which is more than three times the amount received in the current contract. It is expected that these additional funds will be allocated within the next thirty days and must be expended no later than March 31, 2010. A detailed budget will be presented for board approval once the agreement is received from DCA. The following items will be included as part of the budget:

- Five new staff positions (2 in Alachua County, 1 in Levy County, and 2 in Marion County) at an estimated cost of \$134,000.
- A one step pay increase for current employees at an estimated cost of \$21,000.
- Retiring the debt for the old telephone system at an estimated cost of \$5,000.
- Purchasing two vehicles (1 in Alachua County and 1 in Marion County) to do LIHEAP outreach in various locations throughout these two counties at an approximate cost of \$20,000 (\$10,000 per vehicle).
- Purchase office equipment and computers at an approximate cost of \$16,750.
- Purchase plaques at an approximate cost of \$2,500.
- Purchase agency shirts for board and staff members at an approximate cost of \$2,500.

Mr. Wilford said that the new agency budget will include additional funds in the CSBG budget for case management. The board will receive the work plan when it is completed but he requested board approval at this time to accept the new LIHEAP funding.

Motion made by Mr. Warmack and seconded by Ms. Smith to approve a corporate resolution empowering the Chief Executive Officer to contract with DCA in order to accept \$3,342,725 in LIHEAP funding to be expended by March 31, 2010, and to authorize the Chief Executive Officer to enter into and execute the LIHEAP agreement with DCA and to negotiate the terms for and to execute all related documents which are necessary to effectuate the terms of the LIHEAP agreement. Motion carried.

E. Corporate Resolution Re Board Bylaws, Personnel Policies and Procedures Manual, and Financial Policies and Procedures Manual

Mr. Wilford stated it is necessary each year to approve the board bylaws, *Financial Policies and Procedures Manual*, and *Personnel Policies and Procedures Manual*. Changes made at a later date will be presented to the board for approval.

Motion made by Ms. Smith and seconded by Ms. Viaggio to approve a corporate resolution approving the board bylaws, *Financial Policies and Procedures Manual*, and *Personnel Policies and Procedures Manual* for Fiscal Year 08/09. Motion carried.

F. Corporate Resolution Re Weatherization Applicant Priority Selection Criteria Checklist

Mr. Wilford explained that applications for the weatherization program are evaluated using a checklist and points are allotted for households containing children, elderly, or the disabled; but, no distinction is made concerning the actual number of such persons in the household. The executive management team recommends a revision to the weatherization application checklist in order to make it more equitable. The proposed new checklist awards extra points for each additional individual in a priority category.

Motion made by Mr. Harris and seconded by Ms. Smith to approve a corporate resolution approving the revised weatherization "Applicant Priority Selection Criteria" checklist. Motion carried.

G. Corporate Resolution Re Strategic Plan Quarterly Report for FY 07/08 Fourth Quarter

Mr. Wilford presented the strategic plan quarterly report. He said he was invited to make a presentation at the Marion County Domestic Violence Shelter to help them with their strategic plan which will be developed based on CFCAA's model.

Motion made by Mr. Harris and seconded by Ms. Smith to approve a corporate resolution approving the strategic plan quarterly report for the period July 1, 2008, through September 30, 2008. Motion carried.

H. Corporate Resolution Re Strategic Plan for 2008-2013 (Will Be Presented Next Month)

Mr. Wilford said he had discussed this matter with the board chair.

I. Corporate Resolution Re State of the Agency

Mr. Wilford summarized the state of the agency and spoke about the accomplishments made over the last few years. He said the agency has grown into a dynamic organization which has received recognition throughout the state. He commended the dedication of the board and staff.

Motion made by Ms. Smith and seconded by Ms. Wilkerson to approve a corporate resolution approving the "State of the Agency" report delivered by the Chief Executive Officer. Motion carried.

J. Corporate Resolution Re CFCAA Becoming a "Pass Through" Reimbursement Organization for Peaceful Paths, Inc.

Mr. Wilford explained that Peaceful Paths, Inc., has been awarded funds from the "Allstate Economic Empowerment Grant" to provide Individual Development Accounts (IDA's) and other services for persons in recovery from the debilitating effects of domestic violence. CFCAA has been requested by Peaceful Paths to be the "pass through" reimbursement organization for this program and has agreed to pay CFCAA \$2,290 for providing this service.

Motion made by Ms. Smith and seconded by Mr. Harris to approve a corporate resolution approving CFCAA to be the "pass through" reimbursement organization for Peaceful Paths, Inc., for the "Allstate Economic Empowerment Grant." Motion carried.

IX. Director of Family Services Report

Ms. Harrison discussed the increase in LIHEAP funding and the changes that will be made in the program beginning November 1, 2008. The maximum crisis benefit that can be awarded will be raised from \$400 to \$600, and the maximum home energy benefit will be raised from \$200 to \$300. The case workers are increasing the number of clients they are seeing in order to expend the current contract funds as soon as possible.

In the Family Self-Sufficiency Program and the Case Management Transition Program, nineteen (19) participants have achieved self-sufficiency within the last year. The agency defines self-sufficiency as having a full time job with benefits, maintaining the job for six to twelve months, no longer receiving any form of public assistance, having access to reliable transportation, and having safe and affordable housing.

X. Director of Weatherization Services Report

Mr. Wilford gave the report. He explained that the weatherization monitoring visit went well. The weatherization program under the management of Mr. Taylor and Mr. Gele has become an efficient and effective operation which delivers services in an expert manner.

Ms. Hunsucker said that the agency had received \$50,000 in Community Development Block Grant (CDBG) funds from the City of Gainesville for Fiscal Year 07/08 and that all funds were expended by September 2008.

XI. Chief Executive Officer Report

Mr. Wilford expressed appreciation for all the work, dedication, and efforts that Mr. Harris put into the agency during his tenure as board chair.

XII. Other Business

Mr. Nimmo distributed a list of committee assignments for FY 08/09 and Mr. Wilford explained that the composition of the committees is determined by the bylaws with each committee being chaired by one of the officers.

Mr. Nimmo said that the Levy County board position representing the community sector is vacant, and when it has been filled, this Levy County representative will sit on the Development and Planning Committee.

XIII. Next Meeting (November 18, 2008, 3:00 p.m.), Gainesville

Mr. Wilford reminded the board that the November meeting will be held a week early to avoid any conflict with Thanksgiving holiday plans and the December meeting will be held a week early (December 16) to avoid conflict with Christmas holiday plans.

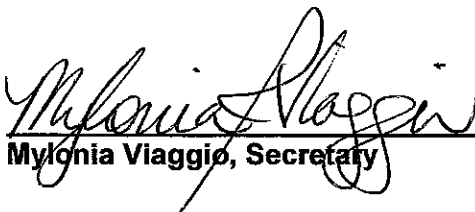
XIV. Comments from the Floor and Announcements

Brandy Leach sang *Somewhere Over the Rainbow*.

XV. Adjournment

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

These minutes were approved at the November 18, 2008, regular board meeting.



Mylonia Viaggio, Secretary

November 18, 2008

Date