

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

Annual Meeting of the Board of Directors

October 27, 2009

Members Present: Lena Smith (Vice Chair), Mayor Harry Nichols, Pastor Donnell Sanders (Secretary), Dick Tummond, Mylonia Viaggio, Freddie Warmack, and Mary Lou Wilkerson - **NOTE:** Ms. Viaggio and Mr. Warmack did not participate in voting after Mayor Nichols was elected to the board later in the meeting.

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

Staff Present: Robert W. Wilford (Chief Executive Officer), Katrina Bowers, Peggy Bowie, Jamie Carey, Robert Chamberlin, Andrea Cummings, Karen Fitzwater, Leon Gele, Monique Harrison, Casey Harstrom, Charles Hart, Mari Houston, Peggy Hunsucker, Amy Johnson, Kristin Johnson, Pam Kruger, Steve Kruse, Brandy Leach, Cynthia Morgan, Lakesha Peterson, June Possee, Gennifer Riles, Mark Taylor, Sharon Thames, and DePorres Thomas

Guest: Diane Wilford

I. Call to Order

The meeting was called to order at 3:05 p.m. A quorum was present.

II. Notice and Welcome

Mr. Wilford welcomed those attending.

III. Invocation

Pastor Sanders delivered the invocation.

IV. Honor to America

Brandy Leach sang the National Anthem.

V. Public Comments

There were no public comments.

VI. Approval of Agenda

Motion made by Mr. Tummond and seconded by Pastor Sanders to approve the agenda. Motion carried.

VII. Tripartite Board Membership Matters

A. Corporate Resolution Re Installation of Board Members

Ms. Smith explained that Mayor Nichols for Alachua County, Mr. Tummond for Levy County, and Mr. Nimmo for Marion County have been nominated in writing to serve as public representatives on the board of directors for the period October 1, 2009, through September 30, 2010.

Motion made by Pastor Sanders and seconded by Ms. Wilkerson to approve a corporate resolution for the period October 1, 2009, through September 30, 2010, approving Mayor Nichols to serve as the public representative on the Board of Directors for Alachua County, Mr. Tummond to serve as the public representative on the Board of Directors for Levy County, and Mr. Nimmo to serve as the public representative on the Board of Directors for Marion County. Motion carried.

B. Corporate Resolution Re Resignation of Levy County Board Member

Ms. Smith said that Ms. Viaggio had submitted a letter of resignation from the Board of Directors.

Motion made by Mayor Nichols and seconded by Mr. Tummond to approve a corporate resolution accepting the letter of resignation with regret from Ms. Viaggio and to commend Ms. Viaggio for her dedication in serving as a member of the Board of Directors. Motion carried.

VIII. Special Recognition and Presentations

Ms. Smith presented a plaque to Ms. Viaggio to recognize her dedication and service to the Board of Directors and Central Florida Community Action Agency.

Mr. Wilford presented a plaque to Mr. Warmack to recognize his 28 years of dedication and service to the Board of Directors and Central Florida Community Action Agency.

IX. Approval of September 29, 2009, Board Minutes

Motion made by Mayor Nichols and seconded by Ms. Wilkerson to approve the September 29, 2009, board minutes. Motion carried.

X. Corporate Resolution Re Election of Officers for FY 09/10

A. Slate presented by Nominating and Personnel Committee at September 29, 2009, Monthly Board Meeting

Ms. Smith reminded the board that the Nominating and Personnel Committee had recommended a slate of officers at the September 29, 2009, meeting.

1. Brad Nimmo (Chair)

a. Nominations from the floor

Nominations from the floor were requested. There were none.

Motion made by Mr. Tummond and seconded by Pastor Sanders to approve a corporate resolution electing Mr. Nimmo to serve as Board Chair for the period October 27, 2009, through October 25, 2010. Motion carried.

2. Lena R. Smith (Vice Chair)

a. Nominations from the floor

Nominations from the floor were requested. There were none.

Motion made by Pastor Sanders and seconded by Mayor Nichols to approve a corporate resolution electing Ms. Smith to serve as Vice Chair for the period October 27, 2009, through October 25, 2010. Motion carried.

3. Pastor Donnell Sanders (Secretary)

a. Nominations from the floor

Nominations from the floor were requested. There were none.

Motion made by Mr. Tummond and seconded by Ms. Smith to approve a corporate resolution electing Pastor Sanders to serve as Secretary for the period October 27, 2009, through October 25, 2010. Motion carried.

4. Charles J. Harris Jr. (Treasurer)

a. Nominations from the floor

Nominations from the floor were requested. There were none.

Motion made by Ms. Smith and seconded by Mr. Tummond to approve a corporate resolution electing Mr. Harris to serve as Treasurer for the period October 27, 2009, through October 25, 2010. Motion carried.

XI. Board Training

No board training was scheduled.

XII. Board Committee Action Items and Reports

The committees did not meet this month

XIII. Board Action Items

A. Corporate Resolution Re Financial Statements for September 2009

Mr. Kruse presented the financial statements and stated that the ratios are all in acceptable ranges. He said that Cougar Mountain Software has a few faults still to be corrected and that the accounts payable is not being properly cleared. The program consultant is working with the software writers to correct these problems. Mr. Kruse said that the auditors will be at the agency around the first of November. He also said that the agency has exceeded the in-kind match requirements for the year 2009.

Motion made by Pastor Sanders and seconded by Ms. Wilkerson to approve a corporate resolution approving the monthly financial statements for the period September 1, 2009, through September 30, 2009. Motion carried.

B. Corporate Resolution Re Community Services Block Grant (CSBG) Florida Outcomes Community Action Systems (FOCAS) Quarterly Report.

Ms. Harrison presented the report and explained that its purpose is to inform the Florida Department of Community Affairs (DCA) of the progress made by the agency in meeting projected program goals. The information on the report summarizes all agency activities. She said that this information is reported by agencies across the nation and that every year this information is accumulated and presented to policymakers in Washington.

Motion made by Mayor Nichols and seconded by Ms. Wilkerson to approve a corporate resolution approving the FOCAS report for the period April 1, 2009, through June 30, 2009. Motion carried.

C. Corporate Resolution Re CSBG American Recovery & Reinvestment Act (ARRA) Risk Assessment Assurance Document.

Mr. Wilford said DCA is requiring that CSBG American Recovery and Reinvestment Act (ARRA) grant recipients complete a Risk Assessment Assurance Report. He said that this report has been completed.

Motion made by Mr. Tummond and seconded by Pastor Sanders to approve a corporate resolution authorizing Brad Nimmo, Board Chair, and Robert W. Wilford, Chief Executive Officer, to certify, by their individual signatures, that a risk assessment has been conducted to assure appropriate expenditures of CSBG funds received through ARRA of 2009 shall be made. Motion carried.

D. Corporate Resolution Re ARRA Weatherization Assistance Program Contract Modification Attachments "J" and "K"

Mr. Wilford explained that a modification has been received to the American Recovery and Reinvestment Act (ARRA) Weatherization Assistance Program (WAP) contract. This is a requirement in order to receive ARRA funds and will ensure that all the contractors are following the Davis-Bacon Act and all other regulations in the WAP ARRA Contract.

Motion made by Mayor Nichols and seconded by Mr. Tummond to approve a corporate resolution stating the CFCAA Board of Directors accepts the modification to the WAP ARRA grant as specified in the attachments "J" and "K" to said contract. Motion carried.

E. Corporate Resolution Re Strategic Plan for October 1, 2009, through September 30, 2014

Mr. Wilford thanked the board and staff for their input in developing the strategic plan for the next five years. He said that the thirty-four standards of excellence have been incorporated to some degree into the strategic plan. He spoke about the agency's succession planning and vision statement.

Motion made by Pastor Sanders and seconded by Mayor Nichols to approve a corporate resolution approving the CFCAA strategic plan for the period October 1, 2009, through September 30, 2014. Motion carried.

F. Corporate Resolution Re Annual Approval of *Financial Policies and Procedures Manual (FPPM)*, *Personnel Policies and Procedures Manual (PPPM)*, *Safety Policies and Procedures Manual (SPPM)*, and *Board Bylaws*.

Mr. Wilford explained that board bylaws state that the Board of Directors is required to review, revise, and approve on an annual basis the *Financial Policies and Procedures Manual*, *Personnel Policies and Procedures Manual*, *Safety Policy and Procedures Manual*, and *Board Bylaws*. He said that no changes have been made so they will be carried forward as they are.

Motion made by Mr. Tummond and seconded by Ms. Wilkerson to approve a corporate resolution approving the *Financial Policies and Procedures Manual (FPPM)*, *Personnel Policies and Procedures Manual (PPPM)*, *Safety Policies and Procedures Manual (SPPM)*, and the *Board Bylaws* for fiscal year 09/10. Motion carried.

G. Corporate Resolution Re State of the Agency

Mr. Wilford presented the annual State of the Agency report. He said that the agency is in a very strong position, continues to receive unqualified audits, and efficiently operates its programs. He spoke about the need to challenge ourselves to improve on a continuous basis. He said that staff are committed to serving the people in the three counties with dignity and respect. He mentioned the agency's participation in the self study process in the Pathways to Excellence program and about plans to have Cynthia Morgan, a case manager from Levy County, become a certified ROMA trainer.

Motion made by Pastor Sanders and seconded by Ms. Wilkerson to approve a corporate resolution declaring the "State of the Agency" is exceptionally strong and that CFCAA is indeed a leader in the nonprofit environment. Motion carried.

XIV. Director of Family Services Report

Ms. Harrison said that LIHEAP spending remains on schedule. Between January 1, 2009, and September 30, 2009, the agency assisted 4,212 unduplicated households, and gave a total of 3,188 "Crisis" benefits and 2,226 "Home Energy" benefits. This is twice the amount of assistance provided in the same period of 2008.

Ms. Harrison said that staff have started expending the ARRA CSBG funds to assist people who have been impacted by current economic conditions, and who need help in finding or maintaining jobs, or obtaining qualifications to improve their ability to work.

She described the efforts of Amy Johnson to get more information out to the public about agency programs beginning with reaching out to churches in the community to advertise the agency in their bulletins.

XV. Director of Weatherization Services Report

Mr. Gele gave the report. He described activities related to the Community Weatherization Coalition, a coalition run by volunteers in conjunction with other community organizations and the assistance of Gainesville Regional Utilities which can assist families who do may not meet CFCAA income guidelines. Mr. Gele said that the agency has been involved in the training process of these volunteer auditors. A writer for the *Gainesville Sun*, Mr. Travis Atria, became an auditor and went on to become a trainer, and then continued to become a subcontractor applying to CFCAA for work under the ARRA funding. Mr. Atria has written an article to be published in the *Gainesville Sun* describing his transition from

volunteer auditor to the owner of his own construction business as a result of stimulus funding through this agency.

XVI Chief Executive Officer Report

A. "Pathways to Excellence" - Update

Mr. Wilford explained that the agency is on target to meet the December 15, 2009 deadline for the board to review the completed self study. He said that the due date is actually January 15, 2010, and the December deadline was selected to provide a safety net of one month in case any delays were encountered in completing the self study.

XVII. Other Business

There was no other business

XVIII. Next Meeting

Ms. Smith said that the next meeting will be held in the Gainesville office on November 17, 2009, at 3:00 P.M. This is the third Tuesday of the month instead of the usual fourth Tuesday, because of the Thanksgiving holidays.

XIX. Comments from the Floor and Announcements

Mr. Wilford thanked everyone in attendance

XX. Musical Interlude

Brandy Leach sang *Let There Be Peace*.

XXI. Adjournment

The meeting adjourned at 3:53 P.M.

These minutes were approved at the December 15, 2009, regular board meeting.



Donnell Sanders, Secretary

12/15/09

Date