

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

Monthly Meeting of The Board Of Directors

September 29, 2009

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

Members Absent: Mylonia Viaggio (Secretary), and Mary Lou Wilkerson

Staff Present: Robert W. Wilford (Chief Executive Officer), Andrea Cummings, Monique Harrison, Peggy Hunsucker, and Steve Kruse

Guest Present: Mayor Harry Nichols

I. Call to Order

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

II. Notice and Welcome

Mr. Nimmo welcomed those attending.

III. Invocation

Pastor Sanders delivered the invocation.

IV. Public Comments

Mr. Wilford asked the board's opinion regarding displaying the United States flag in the board room and saying the pledge at each meeting. There was general agreement from the board.

V. Approval of Agenda

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

VI. Approval of August 25, 2009, Board Minutes

Motion made Mr. Tummond and seconded by Mr. Warmack to approve the August 25, 2009, board minutes. Motion carried.

VII. Board Training

Mr. Wilford said board training will take place as part of the strategic planning process to be conducted later in the meeting.

VIII. Board Committee Action Items and Report

A. Executive Committee

Mr. Nimmo said that the Executive Committee met prior to the meeting. He stated that the committee recommends a two step salary increase for Mr. Wilford and that it is compliant with the budget.

B. Finance and Audit Committee

1. Corporate Resolution Re Financial Statements for August 2009

Mr. Harris said that the Finance and Audit Committee met prior to the board meeting and reviewed the financial reports. He said the balance sheet and ratios are all in good order.

Mr. Kruse also spoke about the financial reports and stated that 99.8% of the agency's required in-kind match has been met. He discussed the Cougar Mountain software and some problems encountered with the system when entering voided checks. He said that the FY 2008-2009 audit has started. The auditors were in the agency the previous week gathering data.

Motion made by Ms. Smith and seconded by Ms. Albritton to approve a corporate resolution approving the monthly financial statements for the period August 1, 2009, through August 31, 2009. Motion carried.

2. Corporate Resolution Re Financial Audit Fee

Mr. Harris said the committee recommends approval of the financial audit fees proposed in the September 21, 2009, letter from Carr, Riggs & Ingram, LLC. The board discussed the fees.

Motion made by Ms. Smith and seconded by Ms. Albritton to approve a corporate resolution accepting the engagement letter from Carr, Riggs & Ingram, LLC, to perform an annual audit for FY 08/09 at a fee of \$21,000 plus out-of-pocket expenses not to exceed \$1,000 bringing the total cost of the audit to a maximum amount of \$22,000. Motion carried.

3. Revision of *Financial Policies and Procedures Manual*

Mr. Harris said there was no report

C. Development and Planning Committee

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

1. Revision of *Safety Policies and Procedures Manual*

There was no report.

D. Nominating and Personnel Committee

Mr. Warmack said that the Nominating and Personnel Committee met prior to the meeting

1. Corporate Resolution Re Employee Salary Increases for FY 09/10

Mr. Wilford presented a new salary schedule which the board had approved at the August meeting based partly on the salary survey performed by the Director of Business Operations. He confirmed that the 4% cost of living increase scheduled each year will be contingent on funding levels and board approval.

Motion made by Ms. Smith and seconded by Ms. Albritton to approve a corporate resolution approving employee salary increases for FY 09/10 recommended by the Chief Executive Officer to become effective on October 1, 2009. Motion carried.

2. Nominations for Board Officers FY 09/10 - Voting to take place in October 2009 at Annual Meeting of the Board of Directors

Mr. Warmack said that the committee recommended that the slate of officers remain the same for next year except for the position of secretary. Ms. Viaggio will be leaving the board so the committee recommended Pastor Sanders as secretary. The recommended slate is as follows.

**Brad Nimmo, Chair
Lena Smith, Vice Chair
Pastor Sanders, Secretary
Charles J. Harris, Jr., Treasurer**

Mr. Wilford said that the vote for officers will take place at the annual meeting in October.

3. Revision of *Personnel Policies and Procedures Manual*

There was no report.

IX. Non-Board Committee Action Items

There was no report.

X. Director of Family Services Report

Ms. Harrison said that spending of the *American Recovery and Reinvestment Act (ARRA)* Community Service Block Grant (CSBG) will start on October 1. The primary focus of the ARRA grant is to create and preserve jobs and to assist low-income families to become financially stable. Funds are also available to assist individuals who are unable to work such as seniors, disabled adults, or caregivers.

Ms. Harrison said that LIHEAP spending is on schedule but the demand remains very much higher than funding can meet. Mayor Nichols spoke about the need to provide more information to residents of Newberry. Ms. Albritton spoke about problems encountered by a client in Marion County.

XI. Director of Weatherization Services Report

Mr. Wilford gave the report and said that he spoke with Ms. Lemmo, Community Program Manager with the Florida Department of Community Affairs, regarding concerns about the ARRA weatherization grant. He presented an email sent to Ms. Lemmo. He said that the agency is ready to submit the grant package and accept the funding. Weatherization of homes under the ARRA funding will start shortly. Mayor Nichols requested and received information about the application process for the program.

XII. Chief Executive Officer Report

A. "Pathways to Excellence" - Update

Mr. Wilford said the next Pathways to Excellence Leadership Team (PELT) meeting will take place in the Gainesville office on October 2, 2009.

XIII. Other Business

Mr. Wilford said that this was the last meeting at which Mr. Warmack and Ms. Viaggio would be board members. He invited them to come to the annual board meeting in October

XIV. Next Meeting

Mr. Wilford said that the next meeting will be the annual board meeting and will be held at the Best Western in Gainesville. A buffet luncheon for board and staff will be provided at 2:00 p.m. followed by the board meeting at 3:00 p.m.

XV. Comments from the Floor

There were no comments.


XVI. Strategic Planning workshop for FY 2009-2010

Mr. Wilford conducted the strategic planning workshop. He spoke about the planning session that had been conducted with agency non-management staff and their recommendations. Based on those recommendations he presented a draft of the updated strategic plan which included staff input. The board reviewed and discussed each item as it was presented.

XVII. Adjournment

The meeting adjourned at 4:42 p.m.

These minutes were approved at the October 27, 2009, annual board meeting.



Donnell Sanders, Secretary

10/27/09