



**CENTRAL FLORIDA COMMUNITY ACTION AGENCY INC. (CFCAA)
MEETING OF THE BOARD OF DIRECTORS**

411 North Main Street
Second Floor Conference Room
Gainesville, FL 32601

August 22, 2019

3:30 p.m. - 5:00 p.m.

Call-in number: 605-472-5814

Meeting ID: 702-837-881#

Members Present: Scot Quintel (Chair), Cheryl Martin (Vice Chair), Secretary Marlon Gayle, Treasurer Alena Lawson, Eddie Jean Williams, Reverend Butler (via teleconference), Kelly Rogers, and

Absent: Kimberly Baxley (Excused)

Staff Present: Charles Harris (CEO), Amy Tyson (CFO), Carressa Hutchinson, (DFS), Tiffany McKenzie (DCD), Stephanie Seawright (DHWX)

Guest Present: Melissa Pena

1. **CALL TO ORDER:** Board Chair, Scot Quintel called the meeting to order at 3:41 p.m. Roll call was taken and a quorum was established.
2. **INVOCATION:** – Given by Board Member Reverend Butler
3. **BOARD MEMBERS, GUESTS and STAFF WELCOMED:** Board Chair Quintel
4. **RECITATION OF THE PLEDGE OF ALLEGIANCE:** All
5. **RECITATION OF “THE PROMISE OF COMMUNITY ACTION”:** All

A. *Community Action changes people’s lives, embodies the spirit of hope, improves communities, and makes America a better place to live. We care about the entire community and are dedicated to helping people help themselves and each other.*

B. Members of the Public shall be given an opportunity to speak for a maximum of three **(3) minutes** during the meeting on any agenda item.

The **August 22, 2019** monthly meeting of the CFCAA Board of Directors conducted on this date has been properly noticed in accordance with Community Services Block Grant (CSBG) guidelines. **Copies of public notice available upon request.**

6. APPROVAL OF CONSENT AGENDA

Motion made by Treasurer Lawson to approve the Consent Agenda. Motion seconded by Ms. Williams. Motion passed unanimously. Motion carried.

ACTION ITEMS:

- A. Recommend Approval of May 2019 Financial Statements**
CFO Tyson presented the financials. Treasurer Alena Lawson motioned to approve the May 2019 Financial Statements. Kelly Rogers seconded the motion. Motion passed unanimously. Motion carried.
- B. Recommend Approval of June 2019 Financial Statements**
CFO Tyson presented the financials. Treasurer Alena Lawson motioned to approve the June 2019 Financial Statements. Kelly Rogers seconded the motion. Motion passed unanimously. Motion carried.
- C. Recommend Approval of WAP Modification #4**
CFO Tyson provided the Board background information about the fourth WAP modification. Motion to approve the WAP Modification #4 was made by Treasurer Alena Lawson. Eddie Jean Williams seconded the motion. Motion approved unanimously. Motion carried.
- D. Recommend Approval of FY CAP Plan**
DFS Hutchinson reviewed the CAP Plan with the Board and explained the purpose of the CAP Plan, how it impacts the agency's programs and the relationship between the CAP Plan and the 2017 Needs Assessments results. She informed the Board that Tiffany McKenzie in her role as ROMA certified trainer, reviewed the Plan as required and signed off on the Plan. Motion to approve the FY CAP Plan was made by Marlon Gayle. Ms. Eddie Jean Williams seconded the motion. Motion approved unanimously. Motion carried.

7. DISCUSSION ITEMS:

- A. October 24 Annual Meeting and Awards luncheon.**
Development Committee Co-chairs Martin and Lawson provided the Board an update on planning for the luncheon and emphasized the need for Board members to meet their sponsorship and tickets commitments. CEO Harris informed the Board that tickets sales had gone live and promotion of the luncheon had begun. The committee previously approved the agenda and staff is working on the non-related fundraising activities associated with the luncheon.
- B. Quarterly Customer Satisfaction Survey Surveys.**
Director of Family Services Carressa Hutchinson discussed the results of the satisfaction surveys covering November 2018 – April 2019. She stated that in Alachua County, 88 percent rated the service as excellent or very good, Marion County 93 percent rated the services rendered excellent or very good and in Levy, 95 percent rated services rendered excellent or very good. Hutchinson stated that staff follow up on clients that rated services poor to determine how the process can be improved.
- C. FOCAS report review**
Reporting coordinator Teresa Salinas gave an update to the Board on the CSBG 2019 Quarterly FOCAS Report. She explained how the report focuses on Expenditures and Allocations, Number of Clients served, CSBG capacity building, Performance indicators and data collection of individual and family services provided.
- D. City of Gainesville 2019-20 CDBG WAP/Aging in Place Initiative Grant Award Notification.**
CEO Harris informed the Board that CFCAA has been approved for a \$10,000 grant to provide Aging in Place measures to the homes of seniors that are receiving weatherization assistance programs services. He thanked Tiffany McKenzie for her work in submitting the grant and overseeing the project.
- E. Department of Economic Opportunity (DEO) bi-annual CSBG, LIHEAP and WAP monitoring reports.**
CEO Harris shared with the Board official notification from DEO that there was no findings during the June 2019 monitoring visit. Harris thanked the staff for their hard work and diligence in making sure the agency was complaint in providing services and the administration of federal funds.
- F. 2019-20 Board Officer Elections.**
Board Secretary Gayle informed the Board that officer elections will be held during the September 2019 Board meeting and that staff will be sending a request for nominations to the Board with a September 12 deadline.

8. REVIEW (No action needed)

A. Program Reports:

- I. CSBG
- II. LIHEAP
- III. Community Development
- IV. Affordable Housing and Weatherization Programs. Director Seawright provided the Board an update that included the current status of weatherization production and current contractors. She concluded her report by listing meetings she held with City of Gainesville commissioners Harvey Ward, Gigi Simmons and Interim City Manager Bowie, City of Gainesville CDBG officials, Alachua County and Marion County Housing officials.

B. CEO Report – Charles Harris

CEO Harris summarized his report, welcoming guest and prospective Board member Melissa Pena, provided the Board an update on the hiring of an executive assistant and a reminder of the Partner of the Year nomination process. He concluded his report by stating the continued need for unrestricted funds to provide the necessary capital to jump start the Affordable Housing initiatives and the agency's current economic development initiative.

C. Board Chair Report – Scot Quintel

Chair Quintel discussed his upcoming attendance at the Community Action Partnership national conference and encouraged the Board to actively participate in the upcoming annual meeting and awards luncheon and encouraged them to work on sponsorships and ticket sales.

NEXT BOARD MEETING:

September 26, 2019

UPCOMING TRAINING OPPORTUNITIES:

November 2019 – Board Governance Training

Motion to adjourn by Alena Lawson, seconded by Kelly Rogers, Motion approved unanimously.
Meeting adjourned at 4:46 p.m.

These minutes were approved at the September 26,2019 Board meeting.

Secretary



Date:

9/26/2019