



CENTRAL FLORIDA COMMUNITY ACTION AGENCY (CFCAA), INC.

MINUTES OF THE BOARD OF DIRECTORS MEETING

4 West Park Avenue
Conference Room
Chiefland, FL 32626
August 23, 2018
3:30 p.m.

Members Present: Alena Lawson (Chair), Marlon Gayle (Vice Chair), Eddie Jean Williams (Secretary) Scot Quintel (Treasurer), Cheryl Martin, Lashondra Lightsey (via telephone).

Staff Present: Charles Harris (CEO), Tiffany McKenzie (Director, Community Development), Teresa Salinas (IT/Reporting), Donna Caroleo (Recorder)

Absent: Board member Katrice Graham (Excused) Rev. Earnestine Butler (Excused), Al Carnegie (Not Excused)

1. **CALLED TO ORDER:** Board Chair Lawson called the meeting to order at 3:47 p.m. Roll call was taken. A quorum was present.
2. **INVOCATION** – Chair Lawson gave the invocation
3. Attendees recited the Pledge of Allegiance
4. Chair Lawson welcomed Board Members and staff. No guests present.
 - A. Attendees recited the “*The Promise of Community Action*”.
 - B. No public attendees present.

5. **CONSENT AGENDA:** (see Board Packet):

Motion was made by Treasurer Quintel to formally approve the consent items and seconded by Vice Chair Gayle. Motion unanimously approved. Motion carried.

6. **ACTION ITEMS:**

A. **Approval of 2017-18 CAP Plan:**

CEO Harris explained the CAP Plan is the organization’s annual plan submitted to the state specifying the services provided to the community and where these services will be provided. CEO Harris provided highlights of the document which contains quantitative data from the 2017 “Needs Assessment”. Highlights included partnerships and vendor relationships established, the partnership with The United Way and the Summer Youth Program.

Motion to approve plan was made by Vice Chair Gayle and seconded by Secretary Williams. Motion unanimously approved. Motion was carried.

B. **Preliminary Financial Report:**

Treasurer Quintel presented the preliminary financial information, but stated the complete report will be presented following the Finance Committee meeting in September. Treasurer Quintel stated although there have been issues with state funding, the submission of payments has truly improved. Therefore, the organization’s overall cash position has improved as well. Treasurer Quintel assured the Board that the

organization's Financials from March –July 2018 will be reviewed at the Finance Committee meeting. Proposals from Auditing firms will also be reviewed and considered at that meeting.

7. DISCUSSION ITEMS:

A. Quarterly FOCAS Report:

IT/Reporting Administrator Salinas provided an overview of the CSBG quarterly report annual update which identifies the success of specific strategies based on the Needs Assessment survey completed in 2017. The agency addresses the outcomes of this assessment by providing targeted services to the community.

B. Nominations for 2018-19 Officer positions:

CEO Harris reminded everyone that the nominating is underway and that information on the process will be disseminated from his office to all members the first week of September. He then stated the Nominating and Personnel Committee is responsible for managing the election process. Date of elections is at the 9/27/18 Board Meeting.

8. REVIEW: (No action needed)

Program Reports:

- a) CSBG
- b) LIHEAP
- c) WAP

A. CEO Report: CEO Harris discussed his written report which was included in the Board Meeting Packet. CEO Harris specifically asked the Board to decide on the date for the Annual Board Meeting in October. October 18th was the chosen date.

B. Board Chair Report: Chair Lawson requested that the Board do CEO Harris' evaluation early this year. It is due in November, but she would like to begin the process as soon as possible in order to submit it on a timely basis.

NEXT BOARD MEETING:

September 27, 2018

3:30 p.m.

Gainesville Administrative Office

UPCOMING TRAINING OPPORTUNITIES: CFCAA Board Governance Training TBA

ADJOURNMENT:

Motion to adjourn the meeting by Cheryl Martin and seconded by Treasurer Quintel. Motion was unanimously approved. Motion carried. Meeting adjourned at 4:48 p.m.

These minutes were approved at the September 27, 2018 regular scheduled Board Meeting.

Secretary: Eddie Jean Williams Date: 09-27-2018