

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

**Monthly Meeting of the Board of Directors**

**Haven Hospice Conference Room  
311 NE 9th Street, Chiefland, FL**

**February 23, 2016**

**Members Present:** Brad Nimmo (Chair) via telephone, Lena Smith (Vice Chair), Monica Bryant (Treasurer), Marlon Gayle (Secretary), Randall Cantrell via telephone, Alena Lawson via telephone, Carl "Dick" Tummond, and Eddie Jean Williams.

**Staff Present:** Amy Tyson (Chief Financial Officer), Tiffany McKenzie, Monique Harrison, and Dori Faust (Recorder)

**Absent: (unexcused)** Caronne Rush

Guest Ms. Gayle Watson of Childhood Development Services

**I. Call to Order**

The meeting was called to order by Ms. Smith at 10:00 a.m. A quorum was present.

**II. Invocation**

Ms. Bryant delivered the invocation.

**III. Pledge of Allegiance to the Flag of the United States of America**

The company recited the Pledge of Allegiance.

**IV. Notice and Welcome**

**A. Welcome**

Ms. Smith welcomed those in attendance.

**B. Statement of Notice**

Ms. Smith stated that the February 23, 2016 meeting of CFCAA Board of Directors has been properly noticed in accordance with Community Services Block Grant (CSBG) guidelines.

**C. The Promise of Community Action**

The company recited *The Promise of Community Action*.

**Statement of Financial position as of January 31, 2016:** Current assets in the amount of \$602, 111.28 and current liabilities is at \$602,111.28

**Statement of Activities as of January 31, 2016:** Total year to date revenues \$1,134,118.12, total year to date expenses \$1,121,206.48. The overall net decrease in Net Assets is \$12,911.64.

2015-2016 Life to Date Grants' spending compared to targets:  
CSBG (10/1/15-09/30/16) 77.10% of budget remaining, should be at 67% - underspent  
LIHEAP (3/1/15-3/31/16) 8.70% of budget remaining, should be at 17% - on target.  
WAP (4/1/15-3/31/16) 43.16% should be 17% - underspent

CFCAA Ratios for the period ending January 31, 2016:  
Current Ratio is 1.23; target per state is 1.2 or greater. If CFCAA had to pay all of its current debt, would be able to pay.

**Motion made by Mr. Tummond and seconded by Mr. Gayle to formally approve the December 2015 and January 2016 financial Statements reports. Motion unanimously approved. Motion carried**

**C. Motion Re: Executive Committee – Brad Nimmo, Board Chair**

Ms. Smith, Vice Chair explained the executive committee met to discuss the annual evaluation of Mr. Harris.

Ms. Smith discussed the results of Mr. Harris annual evaluation and recommended for the full board to approve Mr. Harris 4% pay increase and be retroactive to November 28, 2015.

**The Executive Committee recommended that the board formally approve Mr. Harris' 4% pay increase to be retroactive to November 28, 2015. Motion unanimously approved. Motion carried.**

**D. Corporation Resolution for Line of Credit Signature Authority**

Ms. Tyson explained it is time for the renewal of the line of credit with the agency's banking institution.

The agency has researched other banking options to see if it would be possible to obtain better rates. The new banks have requested a Corporation Resolution for Line of Credit signature authority for the CEO to enter into an agreement with the banking institution.

**Motion made by Ms. Bryant and seconded by Ms. Williams to formally approve a corporate resolution authorizing Charles Harris, CEO, to have signature authority for the agency line of credit. Motion unanimously approved. Motion carried.**

**E. Approval to adopt CEO Succession Plan**

Ms. Smith confirmed that board members had reviewed the succession plan.

**Motion made by Ms. Williams and seconded by Mr. Gayle to formally approve the CEO Succession Plan. Motion unanimously approved. Motion carried.**

**F. Approval to adopt 2015-16 Community Action Plan**

Ms. Harrison provided details of the Community Action Plan and requested approval of a revision on page seven of the plan to delete reference to an IDA Program.

**Motion made by Ms. Bryant and seconded by Ms. Lawson to formally approve the 2015-2016 Community Action Plan with requested revision. Motion unanimously approved. Motion carried.**

**G. Approval of the Board of Directors Manual Concept**

Ms. Smith discussed the manual and stated that all the components had been separately reviewed and approved by the board at previous meetings. She asked for approval of the concept of the manual as a single volume that combines all the materials. Mr. Gayle expressed the desire to review the material again in its new format.

**Motion made by Ms. Bryant and seconded by Mr. Gayle to formally approve the Board of Directors Manual, pending further review. Motion unanimously approved. Motion carried.**

**VII. Agenda items for discussion and review:**

**A. 2014 Form 990 – Amy Tyson, CFO**

Ms. Tyson explained the 2014 Form 990 was filed by Carr Riggs on the agency's behalf. The organization standards require the board to review it, and it was included in the package distributed prior to the meeting.

**B. CFCAA Community Needs Assessment Survey – Monique Harrison**

Ms. Harrison provided the board with an analysis of the data from the community needs assessment survey that had been conducted at the end of 2014.

**VIII. Program Reports written submissions**

**January 2016 CSBG Program report, submitted by Monique Harrison, Director of Family Services**

14 contracted clients are enrolled in the Family Self Sufficiency Program (FSSP).

7 are in Alachua,

3 are in Levy,

4 are in Marion.

There are two additional Marion County participants that will probably be added in the near future.

**Outcomes:**

1 FSSP participant obtained employment as an electrician.

1 FSSP participant obtained employment as a CNA.

1 FSSP participant completed Medical Assistant training.

1 non-contracted client acquired an LPN license.

1 non-contracted client completed phlebotomy training.

**Services provided:**

The FSSP participant above who started work as an electrician was assisted with payment of his automobile insurance.

12 clients received assistance with costs related to acquiring skills or credentials.

6 person was assisted with costs related to post-secondary education.  
5 persons person received rental assistance.

FSSP:

All participants are on track with their existing educational goals (nursing, barber training, cosmetology, dental training).

**January 2016 LIHEAP report - Submitted by Stacy Swartout, Office Manager**

Total number of LIHEAP clients served: 387

County breakdown based on level of funding per county:

Alachua = 168

Marion County = 181

Levy County = 38

The number of clients served encompasses all outreach sites for each location (Williston, Newberry etc.)

There are no new items to report.

**January 2016 Weatherization report - Submitted by Steve Kay, Director of Housing Initiative**

The Weatherization department is continuing to do our best to implement all of the Federal mandated changes for the contract year 2015.

To date CFCAA has Weatherized 38 homes for the 2015 contract year.

Effective, December 18, 2015, DEO has noted to the state weatherization agencies that, Weatherization of manufactured homes may resume immediately. The state plan and priority lists (single-family and manufactured homes) for WAP, has been granted full approval by the Department of Energy.

DEO informed CFCAA that the annual monitor visit scheduled has been re-scheduled for 3/28-31/16.

CFCAA received final approval for the mid-grant Modification to the 2015 WX contract.

The new grant total is: \$662,954.00. With that we will Weatherize 76 homes.

This is an increase of \$92,104.00, so 10 more homes will be weatherized.

CFCAA received a contract extension for the 2015 Agreement. This extension is for 60 days (until 6/30/16.)

However CFCAA does not plan on using the complete extension time.

During a conference call on 2/11/16, the State verbally stated the 2016 Agreement should be received April 1, 2016.

The Weatherization department has completed lead paint testing on 6 homes for the Levy County SHIP Program. This type of work will help CFCAA to further diversify our funding sources.

**IX. Chief Executive Officer Report – Charles J. Harris, Jr.**

In the written report, Mr. Harris highlighted several major meetings/activities for January/February and excluded the activities that were included in the January report.

Ongoing activities include weekly UWNCF grant application meetings with Caronne Rush and staff, pursuit of City of Gainesville CDBG \$10,000 grant opportunity, day to day operations, Board and committee

meetings preparation and participation, senior staff meetings, weatherization update meetings, CSBG Organizational standards meetings, pursuit of additional funding opportunities, seeking speaking opportunities

**January 2016**

- Family Partnership for Strong Families quarterly meeting – connecting with community partners.
- Community Resource meeting, Gainesville Police Dept. (GPD) – Provided an overview of CFCAA and current services.
- CareerSource of CLM meeting in Ocala – initiated a MOU for future partnership opportunities.
- CFCAA Board meeting
- Nonprofit strategic planning webinar – discussion about effective planning.
- GPD Town Hall meeting – received update about GPD reorganization and program reports. Met with Juvenile preventive programs coordinator William Halvosa and accepted invitation to speak at March stakeholders meeting.
- NHDC Board of Directors meeting
- Visited Ocala Office to discuss annual fundraising lunch community outreach efforts

**February 2016**

- City of Alachua Chamber meeting with Guest speaker Deborah Bowie – networking opportunity that included brief meeting with former CEO Robert Wilford.
- East Gainesville Neighborhood Revitalization Meeting – offered sponsorship and outreach to residents.
- Gainesville Black on Black Crime Task Force meeting – Included review of town hall and community announcements.
- Meeting with Alachua Habitat for Humanity – initiated a MOU for funding East Gainesville youth grades 1- 5 to attend summer camps.
- City of Gainesville CDBG grant orientation meeting – received application and information about applying for \$10,000 grant with 15% admin.
- United Way of Marion County meeting – discussed enrolling Marion County FSSP clients into their Strong Families initiative.
- Visited Mid Florida Community Services in Brooksville CEO and COO to discuss programs.
- Attended Tri County Resource meeting in Chiefland to discuss RISE program
- February 21-25 at NeighborWorks Training to discuss feasibility study related to possible merger and attends sessions about community collaborations and branding opportunities.

**X. Board Chair Report – Ms. Smith, Vice Chair**  
N/A

**XI. Next Meeting – March 22nd, 2016**  
**SFC Blount Center, Gainesville, FL**

**XII. Comments from the Floor & Announcements**

Ms. Gayle Watson of Childhood Development Service provided details of the CDS services in six counties and invited board and or staff from CFCAA to participate in an upcoming CDS Advisory Committee meeting via webcam.

**XIII. Adjournment**

Motion made by Ms. Bryant and seconded by Ms. Williams to adjourn the meeting. Motion unanimously approved. Motion carried.

**Meeting was adjourned at 10:51am**

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**These minutes were approved at the February 23, 2016, regular scheduled board meeting.**

  
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**Marlon Gayle, Secretary**

March 22<sup>nd</sup> 2016  
**Date**