

**Central Florida Community Action Agency (CFCAA), Inc.
Monthly Meeting of the Board of Directors**

401 NW 6th Street
Gainesville, FL 32601

February 23, 2017

Members Present: Eddie Jean Williams (Treasurer), Alena Lawson (Chair), Marlon Gayle (Secretary), Carl “Dick” Tummond, and Caronne Rush (Vice Chair), Scot Quintel

Staff Present: Charles J. Harris, Jr. (Chief Executive Officer), Amy Tyson (Chief Financial Official), Carressa Hutchinson (Director of Family Services), Steve Kay (Director of Housing Initiatives), and Ebony James (Recorder)

Absent: N/A

Members Of The Public: Hilton Galloway and Elizabeth Collins of Carl, Riggs, & Ingram (via Skype)

I. Call to Order

Ms. Lawson called the meeting to order at 3:02 p.m. A quorum was present.

II. Invocation

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

IV. Notice and Welcome

A. Welcome

B. Statement of Notice

C. The Promise of Community Action

D. 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 Requiring Board Action.

N/A

V. CONSENT AGENDA (See Board Packet):

Motion was made by Mr. Gayle to formally approve the Consent Agenda and the motion was seconded by Ms. Rush. Motion unanimously approved. Motion carried.

VI. ACTION ITEMS:

A. Presentation of 2015-16 Financial Audit – Hilton Galloway w/ Carl, Riggs & Ingram

Hilton Galloway, a partner with the accounting firm, Carl Riggs and Ingram, presented the audit via Skype. Joining Mr. Galloway by Skype was auditor, Elizabeth Collins. Motion was made by Ms. Williams to formally approve the 2015-16 financial audit as presented by Mr. Galloway and was seconded by Mr. Tummond. Motion unanimously approved. Motion carried.

B. December 2016 – January 2017 Financial Statements, Amy Tyson, CFO

One motion was made by Ms. Rush to formally approve both the December 2016 and January 2017 financial statements as presented by Ms. Tyson and seconded by Ms. Williams. Motion unanimously approved. Motion carried.

C. Approval of CSBG 2016-17 Contract

Motion was made by Mr. Gayle to formally approve the CSBG 2016-17 contract as presented by Ms. Tyson. Ms. Williams seconded the motion. Motion unanimously approved. Motion carried.

D. CEO Annual Review Finalization

Ms. Lawson and the Executive Committee presented a motion to the Board to formally approve a 3% salary increase for CEO Charles Harris based upon the outcome of the annual review completed by the Board, with the increase being retroactive to Mr. Harris' anniversary date of 11/4/2016. Mr. Tummond seconded the motion. Motion unanimously approved. Motion carried.

E. Nominating & Personnel Committee recommendations

Mr. Gayle presented a motion to the Board to formally approve the following:

- 1) Greater Duval Neighborhood Association representative, Reverend Earnestine Butler
- 2) Approval of the revised Central Florida Community Action Agency (CFCAA) employee salary schedule
- 3) Approval of the CFCAA employee annual leave accrual policy
- 4) Approval of the Ocala Housing Authority Resident Board to hold the Marion County Low Income Sector Seat

Ms. Rush seconded the motion. Motion unanimously approved. Motion carried.

Mr. Gayle presented a second motion to the Board to formally approve the following:

- 1) Termination of the existing CFCAA employee retirement plan, effective 3/31/2017
- 2) Installation of the new 403B retirement plan, effective 4/1/2017.

Ms. Rush seconded the motion. Motion unanimously approved. Motion carried.

F. Approval to Establish Advisory Councils

Motion was made by Mr. Gayle to formally approve the establishment of three (3) advisory councils, one (1) per county. Motion was seconded by Ms. Rush. Motion unanimously approved. Motion carried.

VII. REVIEW (no action needed):

A. Program Reports:

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

B. 2017 Management & Leadership Training Conference Reports

C. CEO & NeighborWorks Conference Report – Charles Harris

D. Board Chair Report – Alena Lawson (*verbal*)

VIII. Next Meeting

April 27th, 2017
CareerSource CLM – Conference Room 117
2703 NE 14th Street Ocala, FL 34470

IX. Adjournment

Meeting was adjourned at 4:49 p.m.

These minutes were approved at the April 27th, 2017, regular scheduled board meeting.


Secretary

April 27, 2017
Date