

CENTRAL FLORIDA COMMUNITY ACTION AGENCY (CFCAA), INC.

MEETING OF THE BOARD OF DIRECTORS

411 N. Main Street  
Gainesville, FL 32601

June 28, 2018

Members Present: Alena Lawson (Chair), Marlon Gayle (Vice Chair), Scot Quintel (Treasurer), Rev. Earnestine Butler, LaShondra Lightsey, Cheryl Martin (via telephone).

Staff Present: Charles Harris (Chief Executive Officer), Carressa Hutchinson (Director of Family Services), Tiffany McKenzie (Director of Community Development), Amy Tyson (Chief Financial Officer) Steve Kay (Director of Weatherization).

Absent: Board member Katrice Graham (Excused), Eddie Jean Williams (Secretary) (Excused), Al Carnegie, Jr.

I. Called to Order:

Board Chair Lawson called the meeting to order at 3:35 p.m. A quorum was present.

II. Invocation was given by Rev. Earnestine Butler.

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

IV. Welcome, Notice, The Promise of Community Action and public comments.

V. Consent Agenda.

Motion was made by Cheryl Martin to formally approve the meeting items contained in the Consent Agenda and seconded by Scot Quintel. Motion unanimously approved. Motion carried.

VI. Action Item

**A. Finance and Audit Committee recommendation to formally approve the 2017 Financial Audit and Corrective Action Plan.**

Treasurer Quintel discussed the committee meeting as outlined in the meeting minutes provided. He stated the agency had already addressed and completed the majority of the items listed under the Corrective Action Plan and the committee had accepted the time line for addressing remaining items. The committee recommended approval of the 2017 Financial Audit and Corrective Action Plan. Motion unanimously approved. Motion carried.

**B. Approval of 2017 LIHEAP Budget Modification.** CFO Tyson discussed the budget modification in detail and explained how DEO has moved to the three-year contract process that includes yearly modifications. Motion by Scot Quintel for approval and seconded by Marlon Gayle. Motion unanimously approved. Motion carried.

VII. Discussion Items

- A. **Board sponsored annual fundraising event July 12th.** Development committee Co-Chair Quintel reminded the Board of the upcoming fundraiser and how important it is in raising unrestricted funds for the agency. He encouraged the Board to make sure they attend and to solicit additional sponsorships.

VIII. Review (no action needed)

A. Program reports

1. CSBG

Director of Family Services Carressa Hutchinson provided the Board a report on CFCAA's 2018 summer youth enrichment program that included the number of youth served and respective funding sources.

2. LIHEAP

3. WAP

- B. CEO Report – CEO Harris discussed his written report that was included in the Board meeting packet.
- C. Board Chair report. Board Chair Lawson provided the Board a written report regarding her attendance at the 2018 CAP LAW conference. She mentioned several workshops she attended related to Board Governance.

- IX. Next Board Meeting: August 23, 2018  
3:30 p.m.  
Levy County - TBA

**Upcoming Board Training Opportunities:**

**Community Action Partnership (CAP) Annual Conference  
August 28-31, 2018 (Denver, CO)**

**Southeast Association for Community Action Agencies (SEACAA)  
October 22 – 25, 2018 (Orlando, FL)**

**November 2018 Board meeting dedicated to Board  
Governance Training**

X. **Adjournment:**

Motion to adjourn the meeting was made by LaShondra Lightsey and seconded by Scot Quintel. Motion unanimously approved. Motion Carried. Meeting was adjourned at 4:31 p.m.

---

These minutes were approved at the August 23, 2018 regular scheduled Board Meeting.

Eddie Jean Williams  
Secretary

Aug. 23, 2018  
Date