

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

401 NW 6th Street  
Gainesville, FL 32601

**March 22, 2016**

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

**Staff Present:** Charles J. Harris, Jr., Amy Tyson, Tiffany McKenzie, Monique Harrison, Stacy Swartout via telephone, and Dori Faust (Recorder)

**Absent: (excused)** Monica Bryant (Treasurer)

**Guest:** Ms. Lorna Fernandes

**I. Call to Order**

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

**II. Invocation**

Ms. Smith 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**

Mr. Nimmo welcomed those in attendance.

**B. Statement of Notice**

Mr. Nimmo stated that the March 22, 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*.

**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. Motion Re Agenda**

**Motion made by Ms. Lawson and seconded by Ms. Williams to formally approve the proposed agenda, for the March 22, 2016, board meeting. Motion unanimously approved. Motion carried.**

**VI. Agenda items for approval:**

**A. Motion Re: February 23rd Board of Directors meeting minutes.**

**Motion made by Ms. Smith seconded by Mr. Tummond to formally approve the written minutes for the monthly board meeting held on February 23<sup>rd</sup>, 2016. Motion unanimously approved. Motion carried.**

**B. Motion Re: March 8<sup>th</sup> Development and Program Planning Committee meeting minutes**

**Motion made by Mr. Gayle and seconded by Mr. Tummond to formally approve the March 8th Development and Program Planning Committee meeting minutes. Motion unanimously approved. Motion carried.**

**C. Motion Re: February 2016 Financial Statements**

Ms. Tyson provided the following details:

Statement of Financial position as of February 29, 2016: Current assets in the amount of \$613,655.39 and current liabilities in the amount of \$613,655.39

Statement of Activities as of February 29, 2016: Total year to date revenues \$1,512,681.34 total year to date expenses \$1,490,973.33. The overall increase in Net Assets is \$21,708.01.

2015-2016 Life to Date Grants' spending compared to targets:

CSBG (10/1/15-09/30/16) 51.26% of budget remaining, should be at 42% - overspent

LIHEAP (3/1/15-3/31/16) 4.53% of budget remaining, should be at 8.33% - on target.

WAP (4/1/15-3/31/16) 25.53% of budget remaining, should be 8.33% - underspent

CFCAA Ratios for the period ending February 29, 2016:

Current Ratio is 1.25; target per state is 1.2 or greater. If CFCAA had to pay all of its current debt, would be able to pay.

Ms. Tyson stated the bank proposals have been reviewed and the agency selected Ameris Bank. There will be a 50% reduction in bank fees with Ameris Bank. Tomorrow Mr. Harris will be signing the Line of Credit in the amount of \$100,000 at a 4% interest rate.

**Motion made by Ms. Williams and seconded by Ms. Rush to formally approve the February 2016 Financial Statements reports. Motion unanimously approved. Motion carried**

**D. Motion Re: Final approval of the Board of Directors Manual**

Mr. Harris stated the Nominating and Personnel Committee (N & P) requested a final copy of the manual be sent to all board members to review and to open up a time period for comments and suggestions. He further stated that no comments and suggestions had been received by staff or the N & P committee chair.

**Motion made by Mr. Gayle and seconded by Ms. Smith to formally approve the Board of Directors Manual. Motion unanimously approved. Motion carried.**

**E. Motion RE: Approval to add Whistleblower Policy to the Employee Handbook and By-Laws**

Mr. Harris explained that there had been a written whistleblower policy in the Personnel Manual prior to the most recent revision. However, it was inadvertently left out when the Employee handbook was developed to replace the Personnel Manual. He requested the board approve the addition of the whistleblower policy to the Employee Handbook and Agency By-Laws. It was noted that the document presented to the board needed to have several edits to reflect changes in personnel. The corrected document will be presented at the April board meeting.

**Motion made by Ms. Smith and seconded by Ms. Rush to formally approve the proposed draft of the Whistleblower Policy pending approval of the final document at the April meeting. Motion unanimously approved. Motion carried.**

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

**A. June 16 2016 fundraising lunch update – Development and Program Planning committee**

Ms. Smith, Committee chair, provided an update on the progress of the June 16<sup>th</sup> lunch event.

She stated that the committee met on March 8<sup>th</sup> and 14<sup>th</sup> where they discussed and updated plans for the fundraising lunch. Such plans included revisions to the sponsorship levels, recommendation of a keynote speaker, recognition of a self-sufficiency success story and the lunch agenda format.

**B. Randy's Cantrell's Resignation letter**

A copy of Mr. Cantrell's resignation letter was included in the board package reflecting Mr. Cantrell resignation effective March 2016. The Board wished to thank Mr. Cantrell for his service and Mr. Nimmo recommended we provided Mr. Cantrell some form of recognition for serving on the Board.

**C. Board commitment to completing self-assessment and one day training session**

Mr. Harris reminded the Board about the "Board and Director Assessment" document from the CAPLAW website he provided them to assess themselves on their governance, financial management, and administrative functions. He also stated the assessment tool will be revisited at the April Board meeting.

Mr. Harris said that staff and board benefits by taking advantage of training opportunities. He encouraged the board to take advantage of opportunities to enhance their knowledge about Community Action and Board Governance. Mr. Harris stated that at Community Action affiliated conventions and conference, there is always a board governance track. He ended by asking board members to let him know if they would like to participate in a one day or half day training. He suggested Mr. John Edwards as a trainer.

**D. RISE program overview**

Ms. McKenzie presented an overview of the program.

Raising and Improving Self-sufficiency Expectations (RISE) is a program designed to help families and individuals reach and maintain long term financial stability. The goal is to engage community organizations

and stakeholders that work to lift low income citizens out of poverty and into self-sufficiency by working together and taking a holistic approach to solving and alleviating the barriers that prevent low income citizens from achieving stability in their lives and address ways to breaking generational poverty.

RISE is designed to enhance our current Family Self-Sufficiency Program (FSSP) by providing additional resources and support to program participants, including addressing generational poverty by including activities for children of participating families that encourage vocational training and college prep programs.

Participants will be carefully screened to determine their motivation and chances for success.

RISE includes a structured orientation process to assist participants with topics such as self-esteem, motivation, anger management and conflict resolution. Additional classes will include financial literacy, credit repair, debt counseling, job preparation, health issues, home ownership, etc.

It is anticipated that case management will be a key focus area and the program is scheduled to begin October 1, 2016.

The Board had approved the agency submitting a funding request to the United Way of North Central Florida to provide additional funding of \$48,000 per year for three years to support the RISE program. United Way of North Central Florida will perform an agency site visit on April 4<sup>th</sup> - 9am to 12pm.

#### **E. Chase Settlement funds review**

Ms. McKenzie spoke about the Chase Settlement funds.

On July 31<sup>st</sup>, 2015, the State of Florida Office of the Attorney General sent the following email to all community action agencies in the state:

“As you are aware, the Office of the Attorney General (OAG) recently announced a settlement with JP Morgan Chase. Under the settlement, the funds must be utilized within the state for legal services, financial literacy, and other programs related to assisting Floridians in managing debt. Your agency has been selected to receive funding from this settlement to be used in accordance with the terms of the settlement. Please consult the attached schedule to see how much funding your organization has been allocated as part of the settlement. Most of the allocations are for one year, but we expect some to be for two and at least one to be for three years. You should include the amount of time you believe you will need to fully exhaust this funding within your proposal and budget. While we prefer that the funds be expended over one year, if you require additional time, please include that request in your proposal.”

Under the proposed settlement, CFCAA was eligible for \$38,463.15

We were given about two weeks to submit an application for funding and did submit an application by the August 30<sup>th</sup> deadline. Our initial application was rejected (Funding to support Individual Development Accounts (IDA)).

We resubmitted an application that was accepted on October 5, 2015. Under the approved application, we stated the funds will be used to provide financial literacy to adults and to elementary, middle and high schools students in our three county service area. After much delay, we were notified on February 28, 2016 that our application had been approved.

We executed a Grant Award agreement with OAG on February 29<sup>th</sup> and as of March 9<sup>th</sup>; we were told the funds will be sent to us from FACA via check. We received the award check on March 11<sup>th</sup>.

Our grant proposal included the following goals:

1. Provide educational literacy classes to adults enrolled in the RISE program and our current Family Self-Sufficiency Program. These classes will be taught by certified financial counselors employed by Gainesville Neighborhood Housing and Development Corporation (GNHDC) and Community Legal Services of Mid Florida.
2. Provide educational literacy classes to elementary, middle and high school students in our three county service area.

#### **F. City of Gainesville CDBG grant application**

Ms. McKenzie gave an overview of the City of Gainesville CDBG grant application.

CFCAA has applied for a maximum grant of \$10,000 (15 percent admin) to use towards a program to provide aging in place modifications for three homes for elderly residents in the Duval neighborhood in East Gainesville.

"Aging in Place Housing Rehabilitation Program (AIPHRP)" is the title of the program. Our goal is to leverage weatherization funds to provide enhancements to three homes for elderly residents living in the Duval neighborhood.

The City of Gainesville has accepted our application and we are scheduled to present our request for funding proposal on April 5<sup>th</sup> at 7:05pm.

CFCAA is a member of the Neighborhood Revitalization Initiative (NRI) for East Gainesville. We sponsored a meal for residents attending the February 29<sup>th</sup> strategic planning session. During one of the strategic planning sessions, residents expressed a need for services for elderly residents to stay in their homes.

East Gainesville has been identified as an area with the highest concentration of low income citizens in Alachua County.

#### **G. First draft of Strategic Plan fundraising and agency growth goals**

Mr. Harris presented the first draft of Strategic Plan fundraising and agency growth goals.

- Seek a minimum of \$100,000 per year in grant opportunities to expand current programs and services and add additional programs as appropriate. Grant opportunities must align with CFCAA's mission.
- Seek a minimum of \$25,000 per year in fundraising to increase unrestricted funds. Fundraising efforts will include one annual event sponsored by the Board of Directors, agency pursuit of corporate funding sources and other fundraising initiatives that become available.
- Continue to pursue social enterprise opportunities that align with CFCAA's mission.

#### **Board growth:**

Board research/discuss expanding Board membership to 12 members that includes a representative from the banking/financial sector, a Florida Board certified lawyer and an additional low income/public sector representative.

## **Advisory groups**

CFCAA will seek to add advisory groups from our three county service area. One group that consist of low income representatives or groups and other stakeholders that may include CareerSource representatives and Head Start programs.

The Advisory groups would meet quarterly to provide feedback about services and community needs. The advisory groups will also be able to assist with community needs assessments and volunteer opportunities.

## **VIII. Program Reports written submissions**

### **February 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.

We are in the process of evaluating, counseling, and potentially adding new participants in all three counties.

#### **Outcomes:**

1 non-contracted client acquired a CNA license.

The same client subsequently obtained employment at North Florida Regional.

#### **Services provided:**

One FSSP participant was assisted with equipment for work.

10 persons received assistance with costs related to acquiring skills or credentials.

5 persons were assisted with costs related to post-secondary education.

7 persons received rental assistance.

#### **FSSP:**

All participants are on track with their existing educational goals.

### **February 2016 LIHEAP report - Submitted by Tiffany McKenzie, Assistant Office Manager**

Total number of LIHEAP clients served: 501

County breakdown based on level of funding per county:

Alachua = 156

Marion County = 290

Levy County = 55

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

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

The Weatherization Department is continuing to implement all of the federal mandated changes for the contract year 2015.

To date CFCAA has weatherized 51 homes for the 2015 contract year.

Based on the February's financial statement, fourteen houses have been completed in February. Currently the department has twenty-eight houses in process at some point to be completed by end of April 2016.

Effective, December 18, 2015, DEO has noted to the state 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 has been rescheduled for 4/18-4/21/16.

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 that 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 listed several major meetings/activities for March, April, and June.

- National Community Action Foundation Legislative Conference, March 15-18, Washington DC.

This was an opportunity to meet Republican and Democratic legislative sponsors of CSBG reauthorization and major supporters of community action during "Hill" visits with legislators.

No Federal funds were used for the day spent visiting legislators.

ROMA NEXT GENERATION public meetings scheduled (increased reporting especially for community outcomes that we have no impact or control).

- Greater Duval Neighborhood Association will visit the agency for lunch March 28. Purpose is to learn more about our services in return for becoming an advisory group.
- Marion County EHEAP contract ends March 31, 2016.
- "Getting Ahead" self-sufficiency orientation workshop March 29-30 Tallahassee.
- GRU LEEP meeting was held, and discussed potential per client payment for providing income verification services to GRU customers.
- Florida Association of Community Action (FACA) Conference May 10-13 Orlando.
- CAP LAW Conference June 22-24 Ft. Lauderdale.
- "Understanding Poverty" mini-sessions sponsored by United Way of Marion County, 8 a.m. - noon and 1 p.m.-5 p.m. April 6-7, Ocala.
- May is Community Action month; the staff has been working on several initiatives:
  - Planning a "Legislative Open House" whereby we invite state and local legislators to learn about our work and our impact in the community.

- Planning a volunteer Day for the board and staff, to volunteer at either a homeless shelter such as Dignity Village in Gainesville or a Head Start program.
- CEO will be writing letters to editors of local newspapers about our impact in the community and what we do to make our communities better.
- Planning a cookout for the board and staff to get together and have fellowship. Plans for Community Action month will be revisited at the April meeting.

**X. Board Chair Report – Mr. Nimmo, Chair**  
N/A

**XI. Next Meeting – April 26th, 2016**

The April meeting will be at Community Legal Services of Mid Florida; Ocala, FL

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

Mr. Nimmo will provide the agency with a contact with the Homeless Management Information System (HMIS) in Marion County, overseen by the Homeless Council.

Ms. Smith suggested the board consider revising the CFCAA By-Laws to include the provision that once a quorum has been established it is considered established for the entire meeting, and is not changed if a member steps out or departs.

**XIII. Adjournment**

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

**Meeting was adjourned at 11:00 a.m.**

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**These minutes were approved at the April 26th, 2016, regular scheduled board meeting.**

  
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**Marlon Gayle, Secretary**

April 26th 2016  
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**Date**