

Central Florida Community Action Agency (CFCAA), Inc.

Monthly Meeting of the Board of Directors

401 NW 6th Street
Gainesville, FL 32601
November 17, 2015

Members Present: Brad Nimmo (Chair), Lena Smith (Vice Chair) on telephone, Monica Bryant (Treasurer) on telephone, Randall Cantrell (arrived 10:10am), Carl “Dick” Tummond, Marlon Gayle (Secretary), and Ms. Eddie Jean Williams.

Staff Present: Charles J. Harris, Jr. (Chief Executive Officer), Amy Tyson (Chief Financial Officer), Casey Birmingham, Dori Faust (Recorder), Monique Harrison, Steve Kay, and Tiffany McKenzie

Absent (Excused): Alena Lawson, Caronne Rush

I. Call to Order

The meeting was called to order by Mr. Nimmo at 10:05 a.m. A quorum was present.

II. Invocation

Mr. Harris 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 November 17, 2015 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 Mr. Tummond and seconded by Ms. Williams to formally approve the proposed agenda for the November 17, 2015 board meeting. Motion unanimously approved. Motion carried.

VI. Board Training – None scheduled

VII. Agenda items for approval:

A. Motion Re: October 27th Board of Directors annual meeting minutes

Motion made by Mr. Gayle and seconded by Ms. Williams to formally approve the written minutes for the monthly board meeting held on October 27, 2015. Motion unanimously approved. Motion carried.

B. Annual IS Survey

Ms. Harrison provided copies of the IS Survey and recommended the board review at the next meeting since the IS survey does not need Board formal approval.

Tabled at this time and will be presented as Board Training at the December 15th meeting.

C. October 2015 Financial Statements – Amy Tyson, CFO

Ms. Tyson provided the following details:

Statement of Financial position as of October 31, 2015: Current assets in the amount of \$728,473.84 and current liabilities is at \$728,473.84

Statement of Activities as of October 31, 2015: Total revenues \$292,720.95, total expenses \$292,692.08. The overall net increase in Net Assets is \$28.87.

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

CSBG (10/1/15-09/30/16) 96.57% of budget remaining, should be at 92%

LIHEAP (3/1/15-3/31/16) 28.91% of budget remaining, should be at 42% - overspent.

WAP (4/1/15-3/31/16) 62.75% should be 42% - underspent

CFCAA Ratios for the period ending October 31, 2015:

Current Ratio is 1.16; 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 Ms. Williams and seconded by Ms. Bryant to formally approve the October 2015 financial Statements reports. Motion unanimously approved. Motion carried.

VIII. Agenda items for discussion:

A. Committee Assignments

Mr. Harris provided details of the committee assignments based on the expressed preferences received from Board members and in consultation with the Board Chair. Due to the size of our board and committee assignments at this time, it was agreed that the Development and Programing Planning committee will continue as one committee in the interim until the Board decides to add new members. Members have two committee assignments, excluding Ms. Smith due to the fact she is chairing the Development and

Programming committee. The Board Chair serves as an ex-officio member on all committees in accordance with the agency's bylaws.

<u>Finance and Audit</u>	<u>Programming/Development</u>	<u>Nominating and Personnel</u>
Monica Bryant, Chair	Lena Smith, Chair	Marlon Gayle, Chair
Eddie Jean Williams	Monica Bryant	Alena Lawson
Dick Tummond	Marlon Gayle	Dick Tummond
Caronne Rush	Caronne Rush	Eddie Jean Williams

Board Chair Nimmo was asked by Mr. Gayle to ask Ms. Lawson about joining the Development and Programming committee even though she only expressed interest in serving on the Nominating and Personnel committee.

B. January 2016 Board retreat

Mr. Harris stated that the annual financial audit will be presented by Hilton Galloway of Carl, Riggs and Ingram accounting firm at the January 26 Board meeting.

Based on the recommendation of the Board Chair, Mr. Harris stated the January 26 Board meeting will be held 10 a.m. – noon with an abbreviated Board agenda and time allotted to discuss revisions to the agency's Strategic Plan. Lunch will be provided from unrestricted funds.

IX. Program Reports

A. CSBG service report for October 2015

Submitted by Monique Harrison, Director for Family Services

15 contracted clients are enrolled in the Family Self Sufficiency Program (FSSP). 6 are in Alachua, 3 are in Levy, 6 are in Marion.

Outcomes:

1 contracted participant in the FSSP acquired a CDL license and has obtained work as a commercial truck driver

1 contracted participant in the FSSP acquired her LPN license.

1 non-contracted client also acquired her LPN license.

1 non-contracted client has obtained clerical work.

Services provided:

2 clients received assistance with costs related to post-secondary education.

1 person received rental assistance.

14 elderly or disabled persons received home delivered meals

B. LIHEAP report for October 2015

Submitted by Stacy Swartout, Office Manager; presented by Tiffany McKenzie, Assistant Office Manager

Total number of LIHEAP clients served: 453

County breakdown based on level of funding per county:

Alachua = 156

Marion County = 252

Levy County = 45

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

There are new items to report.

C. Weatherization report for October 2015

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 21 homes for the 2015 contract year.

(No change from last month)

As of July 1 DEO has directed all WAP agencies to suspend all work on mobile home clients until further notice. The state plan for WAP was denied by the feds because of a lack of training of personnel in the field. DEO has been conducting bi-weekly webinars to complete the necessary training. We hope to begin working on mobile home clients again before the end of 2015.

CFCAA is waiting on final approval for a mid-grant Modification to the 2015 WX contract.

The new grant total will be: \$662,954.00 and with that we will Weatherize 76 homes.

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

The Weatherization department has completed Lead paint testing on 3 homes for the Levy County SHIP Program. This type of work will help CFCAA to further diversify our funding sources.

X. Chief Executive Officer Report – Charles J. Harris, Jr.

1. CAA Directors meeting with DEO, October 27-29, 2015 in St. Augustine, FL.

I attended two days of meetings with Florida Executive Directors/CEOs of Community Action Agencies and representatives from The Department of Economic Opportunity (DEO). Attending on behalf of DEO were Bureau Chief Paula Lemmo, LIHEAP/CSBG manager Jean Amison and WAP manager Debbie Smiley. The meetings were very productive and began that morning with a sharing of best practices and roundtable discussions on topics of interest. Bill Killingsworth, who oversaw community development for DEO, announced that October 30 was his last day with DEO and he was moving to a position in Jacksonville. Julie Dennis, current Director of the Competitive Florida project, will serve in the interim.

The afternoon meetings included discussions about leveraging opportunities, legislative advocacy and the future of community action. The last day we agreed to hold an annual meeting of the group and had a very thoughtful and honest discussion about FACA. During lunch and dinner with colleagues, we were able to effectively network and discuss common concerns.

Takeaways:

- Affordable Housing and Weatherization should be able to partner with SHIP funds.

- It is important to connect Career Source Boards with community action agencies (Career Source representatives invited but not able to attend).
- External messaging should focus on (1) The clients we serve to foster awareness of support, (2) The local community should understand our success stories and community needs and (3) State, local and federal legislative bodies should understand the importance of the work we do and the impact we have in our communities.
- It is important for agencies to strive for self-sufficiency as we encourage our clients to do the same.

2. **Certified Community Action Professional (CCAP)**

During the meetings, we began a discussion about CCAP and discovered that I am among at least six others interested in pursuing certification (CFCAA Board approved my pursuing CCAP). Jean Amison and Michael Georgini agreed to assist with the application process, study groups and testing for all that expressed interest. DEO will assist with paying application/enrollment fees and reimburse for exam fees, travel for testing and travel to the national convention upon successful completion of the certification process.

3. **Successful meetings with City of Gainesville Housing & Community Development staff and Gainesville Regional Utilities (GRU) representatives last week regarding weatherization leveraging opportunities beginning with the new Weatherization contract March 2016. A follow up meeting is scheduled for January 2016. This follows preliminary meetings with City of Ocala Housing & Community Development staff. Plans are to expand discussions to other municipalities within our three county service area prior to new Weatherization contract March 2016.**

4. **Board Manual final draft ready for Nominating and Personnel committee review and includes a Board nomination form for new members, Board member description, formal orientation process and revised conflict of interest policy for annual signatures.**

The Weatherization’s monitoring audit visit will be January 11-15, 2016. In the past, board members have attended the exit interview.

XI. Board Chair Report – Brad Nimmo

The chair announced he was recently hired as Deputy Director of Plans & Program of Marion County’s Veterans helping Veterans, Inc., beginning January 2016.

Marion County donated a 5000 square feet building, an old bowling alley, to Veterans Helping Veterans. CDBG funding is being used for the project to create a “Veteran Super Center”. Veterans helping Veterans is a nonprofit organization that provides social service resources to veterans and their families, including counseling, referral, advocacy, and direct social service assistance and limited financial assistance for such items such as rent, utilities and special dietary needs. The organization also assists veterans in finding employment.

The Chair discussed changing the time of the monthly board meetings. Several members expressed interest in moving the meetings from mornings to the afternoons. The Chair recommended an email survey be sent to the board for a consensus of a time preference to hold the scheduled monthly board meetings for FY 2015-16 beginning with February 2016 meeting.

XII. Next Meeting – December 15th in Gainesville

The December 15 Board meeting will be held at the SFC Blount Center boardroom and immediately after the meeting, Board and staff will meet at the Gainesville agency office for a joint board and staff Christmas luncheon.

The Board Chair has generously offered to cover the cost of the ham and turkey and staff will provide side dishes and desserts.

XIII. Comments from the Floor & Announcements

Duke Energy provided CFCAA a \$2,000 unrestricted sponsorship based upon our joint sponsorship of their Neighborhood Energy Savings program in Silver Springs Shores, participation in the Duke Energy rebate program and joint sponsored activities for Weatherization Day held on October 30th.

Mr. Kay provided an update on the Duke Energy rebate program. The Duke rebates are considered "leverage" funds, which will cover some of the admin. cost in the weatherization program.

Mr. Harris stated that in consultation with staff, it is has been highly recommended to not renew the contract to process EHEAEP applications in Marion County. Due to the high administrative cost associated with processing EHEAEP applications that is not reimbursable, it was decided to not pursue renewing the contract. Although CFCAA receives \$32.00 per application, the amount does not cover the entire admin. cost associated with processing the applications. A letter is being sent to Elder Options to notify them that we do not plan to renew the contract that ends February 2016.

Mr. Gayle, Nominating & Personnel Chair, inquired about the status of the Board Manual. Mr. Harris stated per his report, the manual is ready for committee review. The chair is planning a teleconference committee meeting to review and discuss the manual and determine if they will be recommending approval at the December Board meeting.

Mr. Gayle also inquired on the status of the referrals to the Meals on Wheels' clients.

Ms. Harrison stated a letter has been sent to the clients explaining the situation and discontinuation of the program and where to call to be put on the waiting list for other community services. She also stated that a schedule is in place for staff to meet one on one with the clients to discuss other services. A total of 14 clients are involved. An update will be provided at the next Board meeting.

XIV. Adjournment

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

Meeting was adjourned at 11:07a.m.

These minutes were approved at the December 15, 2015, regular scheduled board meeting.



Marion Gayle, Secretary

December 15, 2015
Date