

CENTRAL FLORIDA COMMUNITY ACTION AGENCY (CFCAA), INC.

MEETING OF THE BOARD OF DIRECTORS

411 N. Main Street
Gainesville, FL 32601

November 30, 2017

Members Present: Alena Lawson (Chair), Marlon Gayle (Vice Chair), Eddie Jean Williams (Secretary), Scot Quintel (Treasurer), Ms. Katrice Graham and Rev. Earnestine Butler. Cheryl Martin, (Teleconference)

Staff Present: Charles Harris (Chief Executive Officer), Carressa Hutchinson (Director of Family Services), Amy Tyson (Chief Financial Officer), Tiffany McKenzie (Director of Community Development), Teresa Salinas (IT/Reporting) Dotty Rowe (Recorder).

Absent: Board member LaShondra Lightsey

Members of the Public: Sharyl Cook

I. Called to Order:

Ms. Lawson called the meeting to order at 2:08 P.M. A quorum was present.

II. Invocation

Invocation was given by Rev. Earnestine Butler.

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.

V. **CONSENT AGENDA** (see Board Packet):

Motion was made by Scott Quintel to formally approve the revised November 30, 2017 meeting agenda contained in the Consent Agenda and seconded by Ms. Williams. Motion unanimously approved. Motion carried.

VI. **ACTION ITEMS**

A. **Approval of 2018 CSBG Modification.**

CFO Amy Tyson provided information to the Board about the Modification and budget details.

Motion was made by Marlon Gayle to formally approve the 2018 CSBG Modification and was seconded by Scott Quintel. Motion unanimously approved. Motion carried.

B. **Approval of 2017-2018 Agency Budget.**

CFO Amy Tyson presented the CFCAA 2017-18 preliminary budget. The Budget presented was based on a potential 10 percent cut in CSBG, LIHEAP and WAP funding.

Motion was made by Marlon Gayle to formally approve the tentative 2017-2018 Agency budget and was seconded by Katrice Graham. Motion unanimously approved. Motion carried.

C. **Review and approval of Bylaws revisions.**

The Board reviewed previous changes to the Bylaws and made other changes to reflect organizational changes and updates.

Motion was made by Ms. Katrice Graham to accept the revised Bylaws and was seconded by Scott Quintel. Motion unanimously approved. Motion carried.

D. **Review and approval of CFCAA's Mission Statement.**

The Board reviewed CFCAA's Mission Statement and decided to not make any changes.

Motion was made by Ms. Eddie Jean Williams to accept CFCAA's Mission Statement as presented and was seconded by Scott Quintel. Motion unanimously approved. Motion carried.

E. Review and approval of CFCAA's Vision Statement.

The Board reviewed CFCAA's Vision Statement and revised it to reflect a change in the percentage of citizens living above the established federal poverty guidelines.

Motion was made by Ms. Katrice Graham to accept the revised CFCAA's Vision Statement and was seconded by Ms. Eddie Jean Williams. Motion unanimously approved. Motion carried.

VII. DISCUSSION ITEMS

A. Review of DEO CSBG/LIHEAP June 26-29 monitoring report and agency response.

CEO Harris presented the June 26-29 DEO CSBG/LIHEAP monitoring report and agency response to the Board. He stated that there were only two findings and the agency response to the findings were accepted by DEO.

B. Review of customer satisfaction surveys (May 2017-October 2017).

Director of Family Services Carressa Hutchinson presented the customer satisfaction surveys to the Board for the time period May 2017- October 2017. She stated that the majority of the surveys were positive (95%).

C. Discussion of CFCCA's October 1, 2017-September 30, 2020 Strategic Plan.

CEO discussed staff suggested changes to the Strategic Plan. The Board will revisit the plan at a future meeting.

VIII. REVIEW (No action needed)

A. Program Reports:

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

B. CEO Report — Charles Harris

C. Board Chair Report — Alena Lawson

a) Committee Assignments

b) Holiday Board/staff Celebration

IX. Next Meeting: Board Meeting
December 19, 2017
11:00 a.m.
Gainesville, FL 32601

Staff/Board Holiday Celebration
December 19, 2017
TBA
Gainesville, FL 32601

X. Adjournment:

Motion to adjourn meeting was made by Marlon Gayle and seconded by Ms. Eddie Jean Williams. Motion unanimously approved. Motion Carried. Meeting was adjourned at 3:46 p.m.

These minutes were approved at the December 19, 2017, regular scheduled board meeting.

Eddie Jean Williams
Secretary

12/19/2017
Date