

**Central Florida Community Action Agency (CFCAA), Inc.**

**Annual Meeting of the Board of Directors**

401 NW 6th Street  
Gainesville, FL 32601

**October 27, 2015**

**Members Present:** Brad Nimmo (Chair), Lena Smith (Vice Chair), Monica Bryant (Secretary), Alena Lawson (Treasurer, arrived at 10:10am), Carl “Dick” Tummond, Marlon Gayle, Caronne Rush (arrived at 10:10am), and Ms. Eddie Jean Williams (arrived at 10:20am).

**Staff Present:** Charles J. Harris, Jr. (Chief Executive Officer), Amy Tyson (Chief Financial Officer), Casey Birmingham, Katrina Bowers, Donna Cross, Dori Faust (Recorder), Priscilla Gonzales, Monique Harrison, Mari Houston, Levy Jones, Steve Kay, Lori Keef, Tiffany McKenzie, Davida Randolph, Sarah Rios, Teresa Salinas, Stacy Swartout, Sharon Thames, and DePorres Thomas

**Absent (Excused):** Randall Cantrell

**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 October 27, 2015, annual 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: Approval of reappointment letters for Public sector representatives**

Mr. Harris stated reappointment letters were received for the three public sector representatives.

Levy County of County Commissioners approved the reappointment of Mr. Gayle  
Stacy Scott, Public Defenders' office of Alachua County approved the reappointment of Ms. Lawson  
Marion County Board of County Commissioners approved the reappointment of Mr. Nimmo

**Motion made by Ms. Smith and seconded by Ms. Bryant to accept all three letters of reappointment. Motion unanimously approved. Motion carried.**

**VI. Motion Re Agenda**

**Motion made by Mr. Gayle and seconded by Ms. Smith to formally approve the proposed agenda for the October 27, 2015, annual board meeting. Motion unanimously approved. Motion carried.**

**VII. Motion Re: September 22<sup>nd</sup> Board of Directors meeting minutes**

**Motion made by Mr. Gayle and seconded by Ms. Smith to formally approve the written minutes for the monthly board meeting held on September 22, 2015. Motion unanimously approved. Motion carried.**

**VIII. Motion Re: October 14th Nominating and Personnel Committee and Development and Program Planning Committee meeting minutes**

Mr. Gayle specified a correction to the Development and Program Planning Committee meeting minutes. Ms. Rush's motion to item three should read, *"recommend discontinuing the City of Newberry Meals on Wheels program effective as of the end of February 2016, upon referral to other providers"*.

**Motion made by Mr. Gayle and seconded by Mr. Tummond to formally approve the Development and Program Planning Committee meeting minutes as corrected and the of Nominating and Personnel Committee minutes as printed. Motion unanimously approved. Motion carried.**

**IX. Board Training—none scheduled**

**X. Agenda items for approval and discussion:**

**A. Nominating and Personnel Committee – Monica Bryant, Committee Chair**

**1. Election of FY 2015-2016 Board of Directors Officers**

Ms. Bryant, Committee Chair, provided the names of candidates and asked if there were any other nominations from the board for each of the officer positions. There were no additional nominations. Ms. Bryant passed out ballots to board members.

For the chair position: Mr. Nimmo and Ms. Lawson, with space for a write in candidate.

For the vice chair position: Ms. Smith is running unopposed, with space for a write in candidate.

For the secretary position: Ms. Bryant and Mr. Gayle, with space for a write in candidate.

For the treasurer position: no nominations, with space for a write in candidate.

Write-in candidates are accepted from the floor for any of the positions.

Ms. Bryant accepted the completed ballots and Mr. Tummond and Ms. Rush counted the votes with Mr. Harris as observer.

Mr. Tummond provided the results as follows:

For Chair: 5 votes for Mr. Nimmo and 3 votes for Ms. Lawson.

For Vice Chair: 6 votes for Ms. Smith, 1 vote for Ms. Rush, and 1 no vote.

For Secretary: 4 votes for Ms. Bryant and 4 votes for Mr. Gayle. Ms. Bryant declined.

For Treasurer: Four ballots had a write-in nomination, one each for Ms. Lawson, Ms. Williams, Ms. Bryant, and Mr. Gayle. Ms. Williams, Ms. Lawson and Mr. Gayle declined.

**The officer positions for the FY 2015-2016 are as follows: Brad Nimmo as the Board Chair, Lena Smith as the Vice Chair, Marlon Gayle as the Secretary, and Monica Bryant as the Treasurer**

## **2. Approval of FY 2015-16 Board meeting schedule**

Mr. Harris provided the details of the proposed schedule. Dates were adjusted to accommodate holidays and major conferences. Time and locations will be determined by the committees.

**Motion made by Ms. Smith and seconded by Ms. Bryant to formally approve the board meeting schedule for fiscal year 2015-2016 as presented. Motion unanimously approved. Motion carried.**

## **3. Approval of FY 2015-16 Agency Holiday Schedule**

Mr. Harris provided the proposed holiday schedule for 2015-2016.

**Motion made by Ms. Rush and seconded by Ms. Smith to accept the fiscal year 2015-2016 agency's holiday schedule as presented. Motion unanimously approved. Motion carried.**

## **B. Development and Planning Committee – Lena Smith, Committee Chair**

Ms. Smith discussed the changes with the Development and Program Planning committee becoming two committees and each committee's activities.

### **1. Approval of revisions to By-Laws**

Mr. Harris provided details of the proposed revisions to the By-Laws.

**Motion made by Ms. Lawson and seconded by Mr. Tummond to formally approve the revisions to By-Laws. Motion unanimously approved. Motion carried.**

### **2. Approval of decision regarding continuation of funding for City of Newberry Meals on Wheels Program**

Ms. Harrison provided an update of the information she had received from Eldercare regarding their ability to accept the agency's clients into their own Meals on Wheels Program.

Eldercare is accepting new clients as and when openings become available. Applicants must call Eldercare, and they will be screened by phone. Eldercare recommends that applicants contact them immediately to

get on to the waiting list for new openings. They have a waiting list in excess of 300 people. However, it is not a “first-in, first-out” list. Eldercare places new individuals into the program based on need. Persons who are assessed as having the highest need get priority.

Eldercare also runs Newberry’s congregate meal facility. They are not accepting new clients at this time. They may or may not be accepting applications in January, depending on funding.

Ms. Harrison will continue to seek alternative resources for the agency’s clients. The staff will inform the clients immediately that the agency’s program will terminate in February, and encourage them to register with Eldercare to be put on the wait list.

**Motion made by Ms. Smith and seconded by Ms. Rush to discontinue the Newberry Meals on Wheels Program as of February 29, 2016. Motion was carried with one opposed.**

### **3. Discussion regarding date for Board retreat**

Mr. Harris stated that the primary reason for the retreat is to discuss and review the Strategic Plan. This is a requirement in the Organizational Standards. A Doodle Poll will be sent to the board to decide on agenda items, dates, times and length of the retreat.

### **C. Approval of September 2015 Preliminary year-end financials**

#### **September 2015 Financial Statements – Amy Tyson, CFO**

Ms. Tyson provided the following details:

Statement of Financial position as of September 30, 2015: Current assets in the amount of \$592,049.96 and current liabilities is at \$592,049.96

Statement of Activities as of September 30, 2015: Total revenues \$3,301,197.78, total expenses \$3,279,000.69. The overall net increase in Net Assets is \$22,197.09

2014-2015 Life to Date Grants’ spending compared to targets:

CSBG (10/1/14-09/30/15) 28.86% of budget remaining, should be at 0.00% - funds will be carried forward to new award.

LIHEAP (3/1/15-3/31/16) 39.30% of budget remaining, should be at 46% - slightly overspent.

WAP (4/1/15-3/31/16) 69.83% should be 50.00% - underspent

CFCAA Ratios for the period ending September 30, 2015:

Current Ratio is 1.21; 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 September 2015 preliminary year-end financial Statements reports. Motion unanimously approved. Motion carried.**

### **XI. Program Reports**

#### **A. CSBG service report for September 2015**

Submitted by Monique Harrison, Director for Family Services.

15 persons are currently enrolled in FSSP for the month of September

Outcomes for the month of September:

1 client obtained work as an LPN

1 client obtained work at the VA

1 person graduated from barber training school

Services provided during the month of September:

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

7 clients received assistance with costs related to vocational training.

8 families, three containing elderly or disabled persons, were assisted with rent.

14 elderly or disabled persons received home delivered meals

The annual IS Survey will be completed by November 16, 2015. It provides a summary of activities and outcomes of the past year, and will be presented at the next board meeting.

#### **B. LIHEAP report for September 2015**

Submitted by Stacy Swartout, Office Manager.

Total number of LIHEAP clients served for September: 392

County breakdown based on level of funding per county for the month is September:

Alachua = 127

Marion County = 215

Levy County= 50 (lowest funded county)

CDS Call in System

Since the implementation of the CDS call-in system for LIHEAP appointments, customer complaints are down almost 90% compared to this time last year prior to implementation. This has allowed our case managers to be more client focused, and allows for increased productivity. This has also allowed us to implement a "Priority" system, by allowing those with disadvantages to have the primary appointments, (Clients over 60, disabled, Households with children under 5).

For Levy County the addition of a part-time staffer, has reduced the work load for the single employee at that location. (Site Manager Katrina Bowers).

Alachua and Marion Counties continue to thrive as the LIHEAP numbers show.

Ms. Swartout introduces the new staff members to the board: Sarah Rios, Priscilla Gonzalez, and Donna Cross.

#### **C. Weatherization report for September 2015**

Submitted by Steve Kay, Director of Housing Initiatives.

The Weatherization department is doing its best to implement all of the changes for the contract year 2015.

To date CFCAA has weatherized 17 homes for the 2015 contract year.

As of July 1, 2015 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 just received a mid-grant Modification to the 2015 WX contract. The new grant total is: \$662,954.00 and with that we will weatherize 76 total homes. This is an increase of \$92,104.00 and 10 more homes from the initial contract.

The Weatherization department is also currently in negotiations with the Levy County SHIP Program. These negotiations involve CFCAA WAP program providing Lead Paint testing for the client homes in the Levy SHIP Program. This type of agreement will help CFCAA to further diversify our funding sources.

The Lead Paint testing will have a revenue stream of a minimum range of \$150 to \$180; six to 20 homes to test will bring in approximate of \$2000. Mileage is billable at state rate.

## **XII. Chief Executive Officer Report – Charles J. Harris, Jr.**

2015-16 Potential Fundraising Theme: “Invest in What’s Next!”

Opportunities/Goals (from CEO 2014 State of the agency report)

1. Improve customer service/community relations.  
**RESPONSE: Implemented CDS call in system; increased community interaction/meetings by participating in the following major efforts: United Way of Marion County Income Vision Council, Marion County Children’s Alliance, Ocala Chamber of Commerce Non Profit Business Council, Tri-County Family Partnership Center in Chiefland, Family Partnership for Strong Families in Alachua County, Gainesville Chamber of Commerce, City of Alachua Chamber of Commerce, Gainesville Neighborhood Revitalization Initiative (NRI), Pending application to United Way of North Central Florida as an Impact partner.**
2. Improve financial picture, seek grant writer.  
**RESPONSE: Reduced admin cost associated with telephone usage, IT support, employees insurance, meeting room expense. Outsourced and return financial management to the agency by hiring a CFO and assigned Asst. Office Manager to grant writing/development responsibilities.**
3. Increase training opportunities for board and staff.  
**RESPONSE: ROMA training for Board and staff, Social Enterprise workshop for Board and staff, Board and Staff attendance at CAP LAW and CAP conventions, SEACAA convention for staff, FACA Succession Planning workshop for Board (re-scheduled), Developed Board Manual that includes new member orientation and Board member description of duties.**
4. Revisions and updates to By-Laws, Personnel Manual and Financial Policies and Procedures Manual.  
**RESPONSE: By- Laws completed, Employee Handbook completed, FPPM current revisions by CFO.**
5. Establish realistic and attainable fundraising goals.  
**RESPONSE: Creation of Board Development Committee to address short term and long term fundraising goals as part of the agency’s overall strategic plan.**
6. Provide clerical support for Ocala and Chiefland offices.  
**RESPONSE: Part –time temp services administrative assistants for Ocala and Chiefland.**

2015-16 Opportunities/Goals

1. Identify and seek additional resources to grow Family Self-Sufficiency Program and successful implementation of RISE program.

2. Continue to provide training and promotional opportunities for staff.
3. Work with Board in continuing pursuit of Social Enterprise opportunities.
4. Work with Board on revisions to Strategic Plan.
5. Pursuit of possible mergers and shared resources.
6. Work with Board in pursuit of grant/contract opportunities to add programs and services.
7. Work with Board to research opportunities for growth of Board and continue offering training opportunities for board members.
8. Seek additional support/resources for weatherization program.
9. Expand/add partnership collaborations.
10. Work with Board to create an annual meeting event that would include a "state of community needs" presentation based on the results of our community needs assessment.

Ms. McKenzie discussed the Weatherization Day event on October 30, 2015. It will take place between 10am and noon and there are plans to expand the event next year. Lowes, Duke Energy, and GRU have contributed bags, lightbulbs, calendars, magnets, and informational brochures. Alachua and Marion Counties will each receive 20 bags for clients and Levy County will receive 10 bags for clients.

Ms. McKenzie discussed the agency's social media pages with FaceBook and Twitter and spoke about sharing success stories, motivation tips, and agency's events.

Mr. Harris said he would be traveling to St. Augustine that afternoon to attend a retreat for CEOs of Community Action Agencies in the State of Florida sponsored by the Department of Economic Opportunity (DEO). Mr. Harris will provide a report at the November board meeting.

**XIII. Board Chair Report – Brad Nimmo**

Mr. Nimmo spoke on the behalf of the board and expressed appreciation to the staff for another great year.

**XII. Next Meeting – November 17th in Gainesville**

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

Mr. Harris said that December 15<sup>th</sup> is the Holiday lunch meeting, and suggested that if the board agrees to provide the meat, as they have done in previous years, the staff will bring in side dishes, desserts, and drinks.

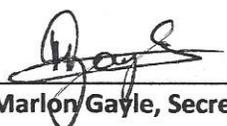
**XIV. Adjournment**

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

**Meeting was adjourned at 11:35 a.m.**

---

**These minutes were approved at the November 17th, 2015, regular scheduled board meeting.**

  
 \_\_\_\_\_  
**Marlon Gayle, Secretary**

November 17, 2015  
**Date**