

Central Florida Community Action Agency (CFCAA), Inc.

Monthly Meeting of the Board of Directors

530 West University Avenue

Gainesville, FL 32601

September 22, 2015

Members Present: Brad Nimmo (Chair), Lena Smith (Vice Chair), Monica Bryant (Secretary), Alena Lawson (Treasurer), Randall Cantrell, Marlon Gayle, Caronne Rush, 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 Stacy Swartout.

Absent (Excused): Carl "Dick" Tummond

I. Call to Order

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

II. Invocation

Ms. Smith, Vice Chair 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 September 22, 2015, monthly 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. Bryant and was seconded by Ms. Smith to formally approve the proposed agenda as printed and/or any revisions for the September 22, 2015, monthly board meeting. Motion unanimously approved. Motion carried.

**VI. Board Training – Community Action Partnership annual convention, August 26 – 28, San Francisco
Alena Lawson and Marlon Gayle**

Mr. Gayle provided the following details:

The convention was quite compact with complete daily activities comprising of several caucuses throughout the entire day focusing on various core principles namely:

- Management
- Advocacy
- Leadership and Governance
- Community Economic Development
- Innovative Programs
- Marketing/Communication
- Data/Analysis

We attended caucuses which were primarily centered on Leadership and Governance. These included:

- Board Governance and the New Standards
- Pathways to Excellence, What's New and Some Old Potholes to Miss
- Working Better Together: An Exploration of Shared Services and Mergers
- Moving CAP Families Ahead, Two Generations at a Time
- Boards That Lead: Becoming an Effective Non-Profit Board
- Leader to Leader
- Community Action: A Millennial's Perspective for the Future

A few key points were:

1. **Increase our use of social media.** This will result in us better branding ourselves as well as increase our reach. Many individuals hear about CFCAA but really are not aware of what we do.
2. **Increase of revenue sources i.e. diversify our revenue sources** We need to look at various banks and corporations who are willing to give direct services or who have excess properties that may be willing to donate to non-profits; Leveraging funds via in-kind donations; trust funds thru restorative justice programs; increase relationships with various institutions and foundations, churches and missions.
3. **Look at our internal structure.** We may need a grant writer. Many CAA have a planning dept.; IT support or dept. to effectively use social media i.e. not only Facebook and or website.
4. **Increase dialogue with city councils, elected officials.** If they don't know about us and what we do how will they lobby for us?
5. **Board Participation.** Each board member has an equal vote/right; need to not rubber stamp things; each board member is accountable; look and voting on items and have votes noted in minutes; board retreat to fully understand various programs with organization. CAP has several training programs including videos online many are free www.communityactionpartnership.com

All the caucuses we attended were filled with vast amount of information which provided a snapshot of where we are as a Board and areas we can improve to maximize our effectiveness. We can conclude CFCAA is stable and is making positive strides. There is, however, room for improvement.

Ms. Lawson provided additional details as it relates to social media; to include our Face Book page, website, and Twitter account on all written communications to promote and encourage our audience to share the information of the agency's services. Ms. Lawson agreed with Mr. Gayle in moving forward by increasing and diversifying our revenue sources and in having dialogue with elective officials to assist in advocating for the agency.

VII. Agenda Items for Approval

A. August 18th Board of Directors meeting minutes

Motion made by Ms. Bryant and was seconded by Ms. Williams to formally approve the written minutes for the monthly board meeting held on August 18th, 2015. Motion unanimously approved. Motion carried.

B. Executive, Nominating and Personnel and Finance and Audit committees meeting minutes

Motion made by Mr. Bryant and was seconded by Ms. Smith to formally approve the written minutes for the Executive, Nominating and Personnel and Finance and Audit committees held on September 9, 14 & 15th, 2015. Motion unanimously approved. Motion carried.

C. August 2015 Financial Statements – Amy Tyson, CFO

Ms. Tyson provided the following details:

Statement of Financial position as of August 31, 2015: Current assets in the amount of \$641,502.40 and current liabilities is at \$641,502.40

Statement of Activities as of August 31, 2015: Total revenues \$3,021,227.79, total expenses \$2,998,898.71. The overall net increase in Net Assets is \$22,329.08

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

CSBG (10/1/14-09/30/15) 35.74% of budget remaining, should be at 8.33% - underspent due to funds added.

LIHEAP (3/1/15-3/31/16) 48.00% of budget remaining, should be at 50% - on target.

WAP (4/1/15-3/31/16) 75.03% should be 58.31% - underspent

CFCAA Ratios for the period ending August 31, 2015:

Current Ratio is 1.19; 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 Mr. Gayle and was seconded by Ms. Bryant to formally approve the August 2015 Financial Statements reports. Motion unanimously approved. Motion carried.

D. Committee items—

1. Executive – 2015-16 CSBG contract and IT Support provider contract

Mr. Harris explained that due to DEO quick turnaround for accepting the 2015-16 CSBG contract, he requested an executive committee meeting to approve the contract and to also approve the IT Support provider contract from My IT Master Inc.

Ms. Harrison presented the 2015-16 CSBG contract and stated the budget, and work plan would be presented at the full board meeting for approval.

Motion made by Ms. Lawson and was seconded by Ms. Williams to accept the 2015-16 CSBG contract, budget, work plan and IT Support provider contract. Motion unanimously approved. Motion carried.

2. Nominating and Personnel – Employee handbook and officer nominations for 2015-16

Mr. Harris stated the Nominating and Personnel Committee met and reviewed the employee handbook. He also stated that the handbook had been reviewed by a lawyer, pro bono, courtesy of Ms. Smith. The committee voted to recommend the board approve the employee handbook.

Motion made by Ms. Smith and was seconded by Mr. Gayle to formally approve the CFCAA Employee Handbook. Motion unanimously approved. Motion carried.

Ms. Bryant, Committee Chair provided details on the procedures in nominating officers for the 2015-2016 CFCAA Board of Officers.

The Current Officers are as follows:

Board Chair: Brad Nimmo
Board Vice-Chair: Lena Smith
Board Secretary: Monica Bryant
Board Treasurer: Alena Lawson

Elections will take place at the October 27, Board Meeting.

Ms. Bryant discussed the process for nominations that was sent to all board members as stated below:

“If you are interested in serving as an officer for 2015-2016 or would like to nominate someone please e-mail me their name (or yours) and the position that you are nominating them (or yourself for) on or before Monday, October 5, so I will have time to meet with the committee to present the slate of officers.

Of course at the meeting nominations from the floor will still be accepted. Our committee just needs to present a tentative slate of officers to vote on. Please DO NOT copy everyone on your e-mail.”

The committee also discussed having the nominee briefly share why they would like to hold that office (i.e. what qualities do you have that makes you a good candidate for the position.

3. Finance and Audit – 2015 financial audit letter of engagement

Ms. Lawson stated the Finance and Audit committee met to review and discussed the 2015 financial audit letter of engagement from Carl Riggs and Ingram accounting firm. The committee is recommending the board approve the 2015 financial audit letter of engagement.

Motion made by Ms. Bryant and was seconded by Mr. Cantrell to formally approve 2015 financial audit letter of engagement. Motion unanimously approved. Motion carried.

E. United Way of North Central Florida Impact Partner Agreement

Mr. Harris provided details on the United Way of North Central Florida Impact Partner Agreement application.

The application requires board approval to become an impact partner. Upon approval of our application, CFCAA is eligible for United Way funding which covers Alachua and Levy counties. Solicitation for proposals for funding will begin in January 2016. We are also looking into becoming a partner with the United Way of Marion County.

Motion made by Ms. Smith and was seconded by Ms. Rush to formally approve United Way of North Central Florida Impact Partner Agreement application. Motion unanimously approved. Motion carried.

VIII. Agenda items for Discussion

A. Board retreat

Mr. Harris has asked the board to consider dates and an agenda for a board retreat. This topic will be revisited at the October board meeting.

B. Format for October annual meeting

Mr. Harris asked for the board's preferences in having a joint board meeting with staff followed by a luncheon.

IX. Additional Action Item(s) & Reports - If Required

A. Weatherization update – Steve Kay

WAP would like to report to the Board that the 2015 WAP portion of the WAP, WAP/LIHEAP 2015 contract was received on Sept. 10th. Our WAP portion of the 2015 contract is \$92,104. This additional money brings the 2015 contract up to a total of \$662,954. He will meet with Ms. Tyson next week to complete the necessary paperwork for this second part of our 2015 contract.

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

- 1. Community Action Partnership Conference, August 26-28, San Francisco** – Board members Alena Lawson and Marlon Gayle attended the conference with Stacy and I. CFCAA paid all expenses for Mr. Gayle to attend and paid conference registration for board member Ms. Lawson. After an inspiring and motivational opening session, staff and I attended workshops for the rest of the conference on HR updates, Risk assessments, Community Economic Development, Two generational poverty, Tool kits for the new organizational standards, Crime and Poverty, How to tell our story to the communities we serve and Social Enterprise best practices Overall, a very good conference with informative workshops and excellent networking opportunities.
- 2. Florida Affordable Housing Conference, August 31- September 2, Orlando** – I attended the August 31 afternoon caucus "Utility Companies, Weatherization Network and Energy Efficiency Partners." DEO representatives Paula Lemmo and Debbie Smiley discussed the need for weatherization programs in the state to work closely with municipalities in their service areas to leverage limited WX funds. Duke Energy officials introduced me to Community Development representatives from Alachua County, City of Gainesville and City of Ocala. I have scheduled meetings with the

representatives to discuss leveraging opportunities. The next day, I attended the “Bankers can be your best Partners” workshop. The workshop consisted of various banks discussing funding and sponsorship opportunities they offer. I met privately with our regional Wells Fargo representative as well as a representative from Florida Community Loan Fund to discuss potential sponsorship opportunities.

3. **Chase Settlement Funds.** As discussed previously, CFCAA was awarded \$38, 463.15 (no admin included) by the Office of the Attorney General to be used to provide financial education to residents in our service area. With an August 31st deadline, in consultation with senior staff, we submitted a proposal to use the funds as a cash match for our upcoming federal grant application (due April 2016) to establish Individual Development Accounts (IDA) for low income citizens. The grant is included under a new proposed self-sufficiency program “**Raising and Improving Self-Sufficiency Expectations**” **RISE**, that is currently being develop. The RISE program will work towards assisting eligible families and individuals with savings for home ownership (in partnership with Neighborhood Housing Development Corporation -NHDC) and assisting with opportunities for individuals to open small businesses. RISE also includes a holistic approach that addresses self-esteem and self-worth, assistance with job preparation and searches and programs and activities for the children of participants, leading them to vocation and college prep programs to break generational poverty. The RISE program will be discussed in detail with the Development and Programming committee prior to the October annual meeting.
4. **Staff Changes and promotions;** per an email to the Board of Directors, we welcomed **Amy Tyson**, formerly of James Moore and Company as Chief Financial Officer (CFO), effective September 17th. Amy stood out during interviews and brings a wealth of knowledge and enthusiasm to CFCAA. **Tiffany McKenzie**, was promoted to Assistant Office Manager. In this role, she will work closely with the Board on development issues, Social Enterprise ventures, pursuing grant opportunities and coordinating all marketing and promotional activities, including social media. Tiffany is also researching the ROMA trainer program. Under the new CSBG org. standards, we are required to have a ROMA trainer on staff. **Lori Keef** will assume the position of Alachua County Site Manager and lastly, **Levy Jones** was promoted to Senior Case Manager based on his high level of productivity and efficiency.
5. **DEO sponsored retreat for CEOs/EDs.** DEO is sponsoring a retreat for CEOs and EDs, October 27-29 in St. Augustine. Tentative discussion items include leveraging weatherization funds, Implementation of the New CSBG organizational standards and CEO/ED Board relationships.
6. **Development and Programming Committee.** Prior to the October annual meeting, in consultation with the committee chair, we will be convening a meeting of the Development and Programming committee to discuss the (1) Creation of a separate fundraising/development committee to focus on fundraising, (2) the RISE program, (3) final draft of the By-laws for board approval and (4) Need for board retreat to discuss Strategic plan and other important matters.
7. **IT support. MY IT Master, Inc** of Gainesville has been selected to serve as IT support provider. MY IT Master has been signed to a one year contract. President Boris Kuchuk has discussed several cost cutting measures that include moving us to a cloud based environment and seems to have the experience and knowledge we need as we move forward on new initiatives. **Steve Waskey**, President of Atlas Software and formerly with Mid-Florida Community Services, has agreed to serve as a technology consultant. In this role, Steve will meet with the technology committee and Boris on a quarterly basis.
8. **City of Newberry Meals on Wheels.** The City of Newberry has completely defunded the Meals on Wheels program for 2016. We are currently serving 14 residents with meals delivered three times a week. We are using CSBG funds to continue the program until February 2016. Prior to the February deadline, staff and I wish for the board and specifically the Development and Programming committee to discuss its preference for continuing the program.

9. **Duke Energy Savings Program.** On Tuesday, September 29th, 6 p.m. to 8 p.m., Duke Energy is sponsoring a kickoff event for their "Home Energy Savings" program. Duke will be providing 1,000 homes in Marion County with 16 free energy saving measures. CFCAA is listed as a primary partner for this initiative. Brad Nimmo, Monica Bryant, Randy Cantrell and staff will be attending the kickoff at Silver Springs Shores' community center. All other board and staff are invited to join us.

XI. Board Chair Report- Brad Nimmo

N/A

XII. Next Meeting – October 27th in Gainesville

XIII. Comments from the Floor & Announcements

Ms. Swartout provided the following comments:

- All employee annual evaluations have been completed.
- The receptionist positions for the Gainesville and Ocala offices have been filled; employed thru Wal-Staf temp services.
- September 17th the agency hosted an insurance review with Blue Cross & Blue Shield and AFLAC representatives. This allowed the employees to make any changes to their policies. BC/BS premium rates have decreased, which will be reflected in the employee's check beginning in October.

XIV. Adjournment

Meeting was adjourned at 11:25 a.m.

These minutes were approved at the October 27th, 2015, regular scheduled board meeting.


Monica Bryant, Secretary

October 27, 2015
Date