

CENTRAL FLORIDA COMMUNITY ACTION AGENCY (CFCAA), INC.

MEETING OF THE BOARD OF DIRECTORS

411 N. Main Street
Gainesville, FL 32601

May 24, 2018

Members Present: Alena Lawson (Chair), Marlon Gayle (Vice Chair), Scot Quintel (Treasurer), Cheryl Martin, Rev. Earnestine Butler, Al Carnegie Sr., LaShondra Lightsey (via phone).

Staff Present: Charles Harris (Chief Executive Officer), Carressa Hutchinson (Director of Family Services), Amy Tyson (Chief Financial Officer), Debbie Dolski (Fiscal Assistant)

Members of the Public: Patricia Lee

Absent: Board member Katrice Graham (Excused), Eddie Jean Williams Secretary (Excused).

- I. Called to Order:
Board Chair Lawson called the meeting to order at 3:32 p.m. A quorum was present.
- II. Invocation was given by Rev. Earnestine Butler.
- III. Attendees recited the Pledge of Allegiance to the Flag of the United States of America.
- IV. Welcome, Notice, The Promise of Community Action and public comments.
- V. Consent Agenda.
Motion was made by Scot Quintel to formally approve the meeting items contained in the Consent Agenda and seconded by Cheryl Martin. Motion unanimously approved. Motion carried.
- VI. Action Item
 - A. **Approval of February 2018 Preliminary Financial statements.**
Treasurer Quintel presented the February 2018 preliminary financial statements. Motion by Marlon Gayle for approval and seconded by LaShondra Lightsey. Motion unanimously approved. Motion carried.

VII. Discussion Items

- A. **CFCAA Customer Satisfaction Surveys Report.** Director of Family Services Hutchinson provided the Board the survey results for November 2017 to April 2018. She stated that 76 percent of the survey responses were excellent, 15 percent were very good, 7 percent good with 1 percent fair and 1 percent poor. The Board thanked her for the report and suggested a deeper dive into the responses that were fair and poor to determine the reasons for their responses. The Board also asked that in the future, the surveys be presented with a breakdown by county as well as cumulatively.
- B. **Board sponsored annual fundraising event July 12.** Committee co-chair Quintel updated the Board on the upcoming event and reminded them of the partner of the year recipients by county, keynote speaker and program format. He encouraged the Board to fully support the fundraiser and reminded them that as a Board, it's their fiduciary responsibility to fundraise on behalf of the agency to increase unrestricted funds.
- C. **Finance and Audit committee discussion about the 2017 financial audit.** Committee chair Quintel stated this item would be tabled until the June 7th Finance and Audit committee meeting where the committee would submit a recommendation to the full Board for approval of the audit and corrective action plan.

VIII. Review (no action needed)

- A. Program reports
 - 1. CSBG
 - 2. LIHEAP
 - 3. WAP
- B. CEO Report – CEO Harris discussed the written report that was included in the Board meeting packet. He highlighted the FACA conference and DEO transition to a new accounting system and the challenges it presented to the agency's cash flow.
- C. Board Chair report. Board Chair Lawson gave a verbal report encouraging the Board to support the upcoming fundraiser.

IX. Next Board Meeting: June 28, 2018
 3:30 p.m.
 SunTrust Bank Building
 2nd Floor Conference Room
 411 North Main Street
 Gainesville, FL 32601

Upcoming Board Training Opportunities:

**Community Action Partnership (CAP) Annual Conference
August 28-31, 2018 (Denver, CO)**

**Southeast Association for Community Action Agencies (SEACAA)
October 22 – 25, 2018 (Orlando, FL)**

**November 2018 Board meeting dedicated to Board
Governance Training**

X. Adjournment:

Motion to adjourn the meeting was made by Marlon Gayle and seconded by Scot Quintel. Motion unanimously approved. Motion Carried. Meeting was adjourned at 4:48 p.m.

These minutes were approved at the June 28, 2018, regular scheduled Board Meeting.

Eddie Jean Williams

Secretary

July 29, 2018

Date