

**CENTRAL FLORIDA COMMUNITY ACTION AGENCY INC. (CFCAA)**  
**MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS**

**ZOOM MEETING**

*May 28, 2020*  
*3:30 – 5:00pm*

**Members Present by Zoom:** Scot Quintel (Chair), Cheryl Martin (Vice Chair), Marlon Gayle (Treasurer), Eddie Jean Williams (Secretary), Kelly Scott, Kim Baxley, Alishia McDonald.

**Members Absent:** Rev. Ernestine Butler

**Staff Present by Zoom:** Charles Harris (CEO), Amy Dorn (CFO), Carressa Hutchinson (Director, Family Services), Stephanie Seawright (Director, Affordable Housing & WAP), Tiffany McKenzie (Director, Community Development), Sharon Lautkin (Recorder)

1. **CALL TO ORDER (Establish Quorum)** –Board Chair, Scot Quintel, called the meeting to order at 3:33pm. Roll call was taken and a quorum was established.
2. **INVOCATION** – Given by Charles Harris
3. **PLEDGE OF ALLEGIANCE** – Led by Board Chair, Scot Quintel.
4. **WELCOME (Board Members, Staff and Guests)** Board Chair, Scot Quintel

A. Statement of Notice

The **May 28, 2020** monthly meeting of the CFCAA Board of Directors conducted on this date has been properly noticed in accordance with Community Services Block Grant (CSBG) guidelines. **Copies of public notice available upon request**

B. Right of the Public to Speak Regarding Board Action Items

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.

C. Recital of “*The Promise of Community Action*” – All

*Community Action changes people’s lives, embodies the spirit of hope, improves communities, and makes America a better place to live. We care about the entire community and are dedicated to helping people help themselves and each other.*

5. **APPROVAL OF CONSENT AGENDA:**

Motion was made by Vice Chair, Cheryl Martin to approve the agenda, and seconded by Kelly Scott. Motion was approved. Motion carried.

6. **ACTION ITEMS:**

A. **Approval of March 2020 Financial Statement**

Amy Dorn, CFO, discussed the Summary Page of the March 2020 financial statement. There were no questions. Motion to approve was made by the Finance & Audit Committee. It was seconded by Vice Chair, Cheryl Martin. The motion was unanimously passed and carried.

B. **Approval of April 2020 Financial Statement**

Amy Dorn, CFO, discussed the Summary Page of the April 2020 financial statement. There were no questions. Motion to approve was made by the Finance & Audit Committee. It was seconded by Secretary Williams. The motion was unanimously passed and carried.

C. **Approval of CSBG Modification #3**

Amy Dorn presented the Board the Federally Funded Subgrant Agreement for the CSBG Program. The DEO funding was originally \$2,254,473.46. They are awarding us and additional \$644,816, which increases the CSBG budget to \$2,899,289.46. A motion was made to approve by the Finance & Audit Committee. It was seconded by Secretary Williams. The motion was unanimously passed and carried.

**D. Approval of Marihelen Wheeler as the Alachua Public Sector Representative**

The Nominating & Personnel Committee met on May 26, 2020 and agreed to bring their nomination of Commissioner Wheeler to the Board. A motion to approve was made by the Nominating & Personnel Committee, and Marlon Gayle, Treasurer, seconded the motion. The motion was unanimously passed and carried.

**E. Approval of LIHEAP Mod #7**

The Executive Committee Meeting met on May 4, 2020 to discuss the LIHEAP Mod #7 and made the motion to approve. Ms. Williams seconded the motion. The motion was unanimously passed and carried

**F. Approval of By-Laws**

The Executive Committee met on May 4, 2020 to discuss and review all the updated By-Laws. Since the By-Laws had already been sent to legal for review, the motion was made to approve the updated By-Laws, and seconded by Vice Chair, Cheryl Martin. Motion was unanimously passed and carried.

**7. DISCUSSION ITEMS:**

**A. Updated Board Manual –**

The yearly Board of Directors Manual has been updated and will be distributed electronically to all Board Members as soon as the 2020 Reorganization Plan has been approved at the July Board Meeting.

**8. CLIENT SUCCESS STORY (Information purposes. No discussion or action taken.)**

**9. REVIEW**

**A. Program Reports: *All reports were reviewed and discussed. No action was taken.***

- I. CSBG
- II. LIHEAP
- III. Community Development
- IV. Weatherization and Affordable Housing Initiative

**B. CEO Report – Charles Harris**

Mr. Harris reviewed his report with the Board. (Items were discussed. No action necessary)

**C. Board Chair Report – Scot Quintel**

Chair Quintel spoke about the expansion of the Aging in Place program. He mentioned that he and Tiffany McKenzie are working on the Donor Database to send out to all the Board to review, and to let him know if you have a particular relationship with a specific donor.

**NEXT BOARD MEETING:**

- July 16, 2020 from 3:30-5:00pm via Zoom.

**UPCOMING TRAINING OPPORTUNITIES:**

- None at this time

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**ADJOURNMENT**

Motion to adjourn meeting was made by Ms. Williams and seconded by Marlon Gayle. Board Meeting adjourned at 4:30PM

**These minutes were approved at the July 16, 2020 Board Meeting.**

Secretary Eddie Jean Williams  
Eddie Jean Williams

Date July 16, 2020