



## MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS

Thursday, March 25, 2021

3:30 – 5:00pm via ZOOM

**Members Present:** Scot Quintel (Chair), Cheryl Martin (Vice Chair), Marlon Gayle (Treasurer), Eddie Jean Williams (Secretary), Kim Baxley, Rev. Earnestine Butler, Alishia McDonald, Avery Vinson, Marihelen Wheeler, and David Wilson.

**Staff Present:** Charles Harris (CEO), Stephanie Seawright (COO), Kannika Torres (CFO), Carrissa Hutchinson (Director, Family Services), Tiffany McKenzie (Director, Community Development), Tiffany Peterson (Director, HR), Sharon Lautkin (EA, Recorder).

**Guests:** Mike Webber (WIPFLI)

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

**A. Statement of Notice** – Given by Scot Quintel, Board Chair.

The *March 25, 2021* 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”** – Led by Cheryl Martin, Co-Chair

*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 Cheryl Martin (Co-Chair) to approve the Consent Agenda as presented, and seconded by Ms. Williams (Secretary). Motion was approved. Motion carried.

**6. ACTION ITEMS:**

**A. Review and Approve the 2020 Financial Audit– (Mike Webber, WIPFLI)**

Mr. Webber presented the Board with the Financial Audit for 2020. The Board was pleased with the outcome of the audit. A motion was made by Marihelen Wheeler to approve the 2020 Financial Audit as it was presented at the meeting, and was seconded by Marlon Gayle (Treasurer). The motion was unanimously passed, and carried.

**B. Executive Committee Meeting (2/26/21) – Approval of the DEO 3-Year Umbrella Agreement**

The Executive Committee brought to the Board their approval for the new three-year contract with the DEO, which will put LIHEAP, CSBG, & WAP all under one Umbrella Agreement. The Executive Committee made the motion to approve, and it was seconded by Marihelen Wheeler.

**C. Approval of Financial Statements (2/25/21 & 3/18/21)**

- i. **Approval of January 2021 Financial Statement** – The Finance & Audit Committee made the motion to approve the January 2021 financials as presented, and seconded by Cheryl Martin. Motion approved and carried.
- ii. **Approval of February 2021 Financial Statement** –The Finance & Audit Committee made the motion to approve the February 2021 financials as presented, and seconded by Alishia McDonald. Motion approved and carried.

**7. DISCUSSION ITEMS:**

**A. 40<sup>th</sup> Year Anniversary:**

The Development Committee discussed some ideas they had pertaining to the 40<sup>th</sup> Celebration. They suggested having a Masquerade Gala in hopes that the CDC guidelines would be lifted in order to have such a large event. They will come back to the Board with more detailed information at the May 27<sup>th</sup> Board Meeting. In addition, a few of the activities that have been scheduled through Community Development are: an educational advertisement about CFCAA and what services we provide. This advertisement will be shown on TV 20 for the remainder of 2021. In addition, the agency donated masks to the school board, participated in the Greater Good and Amazing Give Campaigns, and planning a Farm Share at the Levy County office.

**B. Board Return to In-Person Meetings:**

Many of the Board Members are ready to begin meeting in person again; however, the Board Room would not be able to accommodate all 10 members and staff while remaining CDC compliant with social distancing. Therefore, the May 27, 2021 will continue as Zoom. The July meeting will be discussed pending additional CDC information.

**8. CLIENT SUCCESS STORY – CSBG / CARES Act Funding**

**9. COMMUNITY CARING & SHARING**

**10. REVIEW**

**D. Program Reports: (Board to review as needed)**

- i. CSBG
- ii. LIHEAP
- iii. Community Development
- iv. Weatherization and Affordable Housing

**11. ADJOURNMENT -- Meeting adjourned at 4:20PM**

**12. EXECUTIVE SESSION – Was then held in order for the Board to discuss and vote on the CEO's yearly Merit Review.**

**NEXT BOARD MEETING:**

- May 27, 2021 via Zoom

**UPCOMING TRAINING OPPORTUNITIES:**

- FACA Conference – May 17-18 (Virtual)

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These minutes were approved at the May 27, 2021 Board Meeting.

Secretary Eddie Jean Williams  
Eddie Jean Williams

Date May 27, 2021