

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

411 N. Main Street, Suite 210
2nd Floor Conference Room
Gainesville, FL 32601

January 23, 2020
3:30 – 5:00pm

ORIGINAL

Members Present: Scot Quintel (Chair), Cheryl Martin (Vice Chair - Via Teleconference), Marlon Gayle (Treasurer), Eddie Jean Williams (Secretary), Rev. Earnestine Butler, Kelly Rogers Scott.

Members Not Present: Kim Baxley (excused)

Staff Present: Charles Harris (CEO), Amy Dorn (CFO), Stephanie Seawright (Director, Affordable Housing & WAP), Sharon Lautkin (Executive Assistant/Recorder)

Guests: Alishia McDonald (prospective Board Member)

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 Board Member, Reverend Butler.
3. **PLEDGE OF ALLEGIANCE** – Led by Board Vice Chair, Cheryl Martin.
4. **WELCOME (Board Members, Staff and Guests)** Board Chair, Scot Quintel
 - A. Statement of Notice

The **January 23, 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 Treasurer, Marlon Gayle to approve the agenda, and seconded by Rev. E. Butler. Motion approved. Motion carried.

6. ACTION ITEMS:

A. Approval to Pursue \$100,000 Marion County SHIP Funding (6-8)

This is being presented by Mr. Harris, CEO, and Stephanie Seawright, Director of Affordable Housing & Weatherization. Treasurer, Marlon Gayle motioned to approve. Rev. E. Butler seconded the motion. Motion passed and carried. (*NOTE: Vice Chair, Cheryl Martin, recused herself from voting.)

B. Approval of LIHEAP Modification #6 (9)

This is being presented by Mr. Harris, CEO, and Amy Dorn, CFO. Kelly Scott motioned to approve. Secretary, Eddie Jean Williams seconded the motion. Motion passed and carried.

C. Approval of 2019 July, August, September Financial Statements (10-27)

This is being presented by Amy Dorn, CFO.

- **July 2019 Financials:** Kelly Scott motioned to approve. Vice Chair, Cheryl Martin seconded the motion. Motion passed and carried.
- **August 2019 Financials:** Secretary, Eddie Jean Williams motioned to approve. Treasurer, Marlon Gayle seconded the motion. Motion passed and carried.
- ***September 2019 Financials:** No action was taken. Amy Dorn, CFO, will provide an updated report with corrected financial information. Tabled until the March 26, 2020, Board Meeting.

D. Approval of CFCAA's Participation in the 2020 Amazing Give Campaign (28-29)

This is being presented by Mr. Harris on behalf of Tiffany McKenzie, Director of Community Development. No action was taken. Mr. Harris will provide the Board with more information on what the difference is between the \$150 charge to participate and the amount of monies the Agency receives from the incentives.

7. DISCUSSION ITEMS:

A. 2020 Community Needs Assessment

The Board was reminded of the email they received requesting each member to complete the Community Needs Assessment online. Mr. Harris will send another email with the link. The deadline to complete the Assessment is March 31, 2020. A status report will be presented at the March 26, 2020 Board Meeting.

B. DEO – Email Regarding Quality Assurance Inspection (30-32)

Email stated that two dwelling units were visited. The inspection found that CFCAA was in compliance for each dwelling unit reviewed.

C. DEO – Letter Regarding 2018 Financial Audit (33)

Annually, the Agency is asked by the DEO to provide information pertaining to the audit from the previous year. The letter received on December 16, 2109 stated the issue reported by auditors has been addressed and appropriate corrective action implemented.

D. DEO – Email Regarding 2020 Organization Standards Assessment (34)

This email served as notification that the Organization Standards submission for the FY2019 has met 100% of the standards.

8. CLIENT SUCCESS STORY (35-36)

Board Chair, Scot Quintel, directed board members to read both the Success Story and the Thank You Note that was submitted from a current RISE Program recipient. This segment of the meeting came from a request at the Board Retreat when members stated they would like to learn more about who are clients are and what we have been able to provide to them.

9. REVIEW

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

I. CSBG (37)

II. LIHEAP (38)

III. Community Development (39-40)

IV. Weatherization and Affordable Housing Initiatives (41-42)

Director Stephanie Seawright asked the Board for assistance getting the word out about finding senior citizens within the City of Gainesville who could benefit from our Aging in Place Program.

B. CEO Report – Charles Harris (43-45)

Mr. Harris reviewed his report with the Board. (1) The Board was reminded of the auditor presentation at the March 26 Board Meeting to review the Financial Audit for FY2019. (2) DEO is working on changing the funding formula for all agencies. More information to follow. (3) Committee members were reminded to set a schedule for meetings beginning February and being held every other month.

C. Board Chair Report – Scot Quintel

Chair Quintel gave a report of how the CAPLAW Conference went in Puerto Rico, despite the earthquakes. He also encouraged board members to attend other Committee Meetings if they are interested. They can participate, but they cannot vote.

D. Executive Session

NEXT BOARD MEETING:

- **March 26, 2020 from 3:30-5:00pm (Ocala – United Way of Marion County)
2019 Financial Audit Presentation**

UPCOMING TRAINING OPPORTUNITIES:

- o FACA Conference – May 13-15, 2020 (Ft. Lauderdale, FL)
- o CAPLAW Conference – June 31-July 2, 2020 (Chicago, IL)
- o SEACAA Annual Conference, November 3-6, 2020, (Biloxi, MS)

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ADJOURNMENT

Motion to adjourn meeting by Marlon Gayle, seconded by Eddie Jean Williams, motion approved. Board Meeting adjourned at 4:49pm.

These minutes were approved electronically with the approval of Board Chair, Scot Quintel

Secretary Eddie Jean Williams
Eddie Jean Williams

Date March 26, 2020