



## ***MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS***

*Via ZOOM*

***Thursday, January 28, 2021***

***3:30 – 5:00pm***

**Members Present:** Scot Quintel (Chair), Cheryl Martin (Vice Chair), Marlon Gayle (Treasurer), Eddie Jean Williams (Secretary), Kim Baxley, Rev. Earnestine Butler, Kelly Scott, Marihelen Wheeler.

**Staff Present:** Charles Harris (CEO), Stephanie Seawright (COO), Kannika Torres (CFO), Tiffany Peterson (Director, HR), Sharon Lautkin (EA, Recorder).

**Board Absent:** Alishia McDonald (Absent)

**Guests:** David Wilson (Renasant Bank), Avery Vinson (Three Rivers Legal Services), Berneitha McNair (Consulting)

1. **CALL TO ORDER** (Establish Quorum) Scot Quintel, Board Chair, called the meeting to order at 3:32pm. Roll call was taken, and a quorum was established.
2. **INVOCATION** – Given by Stephanie Seawright, COO.
3. **PLEDGE OF ALLEGIANCE** – Led by Charles Harris
4. **WELCOME (Board Members, Staff and Guests)** Scot Quintel, Chair

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

The **January 28, 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 Scot Quintel, 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 Marihelen Wheeler to approve the Consent Agenda, and seconded by Marlon Gayle (Treasurer). Motion was approved. Motion carried.

### **6. ACTION ITEMS:**

**A. Present & Approve the 2021-2023 Strategic Plan – (Berneitha McNair Consulting)**

Ms. McNair presented the Board with the finalized Strategic Plan, which contained all the information the Board had given as feedback during the Strategic Planning Meeting and subsequent clarification emails. The Board was pleased with the outcome of the Plan. A motion was made by Kelly Scott to approve the Strategic Plan as it was presented at the meeting, and was seconded by Eddie Jean Williams (Secretary). The motion was unanimously passed, and carried.

**B. Approval of New Board Members**

The Nominating & Personnel Committee came to the Board requesting the approval of vetting two new Board members. Mr. David Wilson, *Renasant Bank*, for Alachua County Private Sector; and Ms. Avery Vinson, *Three Rivers Legal Services*, for Alachua County Private Sector. In addition, they requested approval for the reappointment of Alishia McDonald, *McDonald Law*, for

Alachua County Private Sector. Ms. McDonald had originally represented Three Rivers Legal Services; however, left to start her own firm. The motion was made by the Nominating & Personnel Committee to approve all three sector representatives, and was seconded by Marihelen Wheeler. The motion was unanimously passed, and carried.

**C. Approval of Financial Statements** *(Reviewed by CFO, Kannika Torres)*

- i. **Approval of September 2020 Financial Statement** – The Finance & Audit Committee made the motion to approve the September 2020 financials as presented, and seconded by Marihelen Wheeler. Motion approved and carried.
- ii. **Approval of Fiscal Year-End 2020 Report** – The Finance & Audit Committee made the motion to approve the Year-End 2020 financials as presented, and seconded by Cheryl Martin (Vice Chair). Motion approved and carried.
- iii. **Approval of October 2020 Financial Statement** – The Finance & Audit Committee made the motion to approve the October 2020 financials as presented, and seconded by Eddie Jean Williams (Secretary). Motion approved and carried.
- iv. **Approval of November 2020 Financial Statement** – The Finance & Audit Committee made the motion to approve the November 2020 financials as presented, and seconded by Kelly Scott. Motion approved and carried.
- v. **Approval of December 2020 Financial Statement** – The Finance & Audit Committee made the motion to approve the December 2020 financials as presented, and seconded by Marihelen Wheeler. Motion approved and carried.

**7. DISCUSSION ITEMS:**

- A. **Review the Virtual Annual Meeting & Partnership of the Year Awards—Held on 10/29/20:**  
Mr. Harris summarized the number of attendees and sponsorships received. The total amount raised was \$4,345. This amount is a bit higher than previous years due to the meeting expenses being lower by not having an in-person event.
- B. **Housing Plan (Stephanie Seawright, COO):**  
Ms. Seawright gave highlights of the Housing Plan based on the packet emailed to the Board. She stated that one of the factors in determining this housing plan came from information provided by our 2020 Community Needs Assessment. The need for affordable housing was #2 as a barrier to clients becoming self-sufficient. This plan would allow the Agency to generate unrestricted revenue since 99% of our Agency funds are federally funded. *(More detailed information about the Plan can be found in the Powerpoint presentation, attached).* At a later date, the Board will be presented with a “Business Plan” and estimated timelines showing how the Agency would like to move forward with the “House-to-Home Program” with Board approval.
- C. **CFCAA Website – Board of Directors’ Portal:**  
The Board was shown a short tutorial of what the website looks like and how the Board Portal would work for them. The Board was asked to review the site and give the agency suggestions on what they would like to see. Scot Quintel, Chair, encourage the Board to use the Portal. It is a tool for them to easily find what they need.
- D. **40<sup>th</sup> Year Anniversary – Theme & Tag Line:**  
Mr. Harris discussed the new logo and tag line, as well, as a list of ideas and activities that will be happening throughout the year. The new banner looks like this:





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

**9. REVIEW**

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

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

**E. CEO Report – Charles Harris**

Mr. Harris took time to thank the Board for their continued dedication to the Mission of the Agency, especially during this challenging time with COVID. He mentioned that in 5 years only one Board meeting was cancelled due to a lack of quorum. He continued by stating the agency accomplished a lot over 2020 and into 2021 such as: the agency administrative reorganization, adding new Board members, telework implementation that allowed staff to continue assisting clients and plans for our “House-to-Home” housing program, completing our Strategic Plan, and the celebration of our 40<sup>th</sup> anniversary.

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

**10. ADJOURNMENT -- Meeting adjourned at 4:49**

**NEXT BOARD MEETING:**

- March 25, 2021 via Zoom

**UPCOMING TRAINING OPPORTUNITIES:**

- FACA Conference – May 2021 (Virtual)

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These minutes were approved at the March 25, 2021 Board Meeting.

Secretary Eddie Jean Williams  
Eddie Jean Williams

Date March 25, 2021