

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

**TELE-CONFERENCE**

**March 26, 2020**  
**3:30 – 5:00pm**

**Members Present by Phone:** Scot Quintel (Chair), Cheryl Martin (Vice Chair), Marlon Gayle (Treasurer), Eddie Jean Williams (Secretary), Rev. Ernestine Butler, Kelly Rogers Scott, Kim Baxley.

**Staff Present by Phone:** Charles Harris (CEO), Amy Dorn (CFO), Stephanie Seawright (Director, Affordable Housing & WAP), Tiffany McKenzie (Director, Community Development)

**Guests Present by Phone:** Dense Tobie, WIFLE

1. **CALL TO ORDER (Establish Quorum)** –Board Chair, Scot Quintel, called the meeting to order at 3:30pm. Roll call was taken and a quorum was established.
2. **INVOCATION** – Given by Board Member, Reverend Butler.
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 **March 26, 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. Finance & Audit Committee – 2019 Financial Audit Presentation**

Dense Tobie, from WIPFLI, presented the audit information to the Board. Only one repeat finding from prior year for a late report. There was an increase in net assets for fiscal year of \$18,938. Ratio for year is 1.36. Dense mentioned that the Stimulus Package will provide \$1B for CSBG, and \$900M for LIHEAP. Normal allocation is \$750M for CSBG, this is additional to regular allocation. There will be a four-year window for the money. Per Dense, the allocation formula will follow same as for the regular CSBG funds. **Motion to approve the audit was made by the Finance & Audit Committee, and seconded by Rev. Ernestine Butler. Motion passed and carried.**

**B. Approval of September 2019 through December 2019 Financial Statements**

Statements were discussed. There were no questions. Motion to approve was made by Finance & Audit Committee. Kelly Scott, seconded, the motion was unanimously passed and carried.

**C. Approval of January & February 2020 Financial Statements**

Statements were discussed. There were no questions. Motion to approve was made by Finance & Audit Committee. Kelly Scott, seconded, the motion was unanimously passed, and carried.

**D. Approval of Alishia McDonald to the Board of Directors to fill seat for Alachua Private Sector.**

Mrs. McDonald's letter from Three Rivers has been received. No questions or discussion. A motion to approve was made by the Nominating & Personnel Committee. Marlon Gayle, Treasurer, seconded. The motion was unanimously passed and carried.

**E. Approval of WAP Mod #5**

The Executive Committee had a previous meeting on 2/27/20 to discuss the WAP Mod #5 and made the motion to approve. Rev. Ernestine Butler seconded. The motion was unanimously passed and carried. (Amy Dorn noted that funds have been fully expended as of 2/29/20.)

**F. Approval of \$100,000 SHIP Contract with Marion County.**

Stephanie Seawright, Director of Affordable Housing & WAP, stated the approval would start on 3/26/2020 through 12/31/2020. There are at least 10 homes in Marion County in conjunction with WAP. Already have applicants ready to go when quarantine is lifted. A motion to approve the contract was made by Kelly Scott, and seconded by Marlon Gayle, Treasurer. Cheryl Martin recused herself from voting. Motion was unanimously passed and carried.

**7. DISCUSSION ITEMS:**

**A. DEO Upcoming Changes to CSBG, LIHEAP, and WP Funding Formulas**

Mr. Harris stated the DEO contracted UF to do a study to create a new/updated funding allocation formula. The network has not been apprised of how it will affect the agencies. DEO says they will notify the network on April 18, 2020.

**B. Update on Community Needs Assessment**

Carressa Hutchinson, Director of Family Services, stated the Community Needs Assessment is required every three years for Organizational Standards to analyze programs and serving the needs of service area. Surveys this year closed on March 30, 2020. Responses have been greater than three years ago. Results will be given to the Board at the July meeting.

**C. Review of Customer Satisfaction Survey Results from May – October 2019**

Carressa Hutchinson presented the graphing results. Lots of positive feedback about Walk-In Wednesdays. Availability of appointments has also been increased. We have seen a decrease in complaints. This effect will be seen on the November – Current data.

**D. WAP Monitoring Visit Exit Interview**

The report did not have Eddie Jean Williams listed as one of the attendees. She called into the meeting. There were no findings. No corrective action required. There were Technical Assistance points, which Stephanie Seawright will be responding to on the report. Mostly directed at our contracted provider for inspections. The report also noted that DEO expected production to be low, but it is not.

**E. Corona Virus Update**

The current plan does not include planning for stay at home. Alachua County is highest per capita rate of transmission/growth. No crisis LIHEAP services needed due to utility vendors suspending shutoffs. The DOE has recommended suspension of WAP work. Plan will be updated as situation changes. Rev. Butler raised concerns regarding elderly who don't have capability or knowledge to complete online applications. Carressa noted that utility vendors have extended suspension of shutoffs until April 30, 2020.

**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.

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

Chair Quintel stated that the Board should plan to move forward to raise their funds. Scot Quintel will lead this fundraising effort. The goal is \$15,000. Those funds are for AIP expansion into Marion & Levy Counties. He has worked with Tiffany McKenzie, Director of Community Development, to target a donor list. He asked the Board to add to the prospect list. Case document by May meeting; however, might need to adapt plan based on COVID-19

**NEXT BOARD MEETING:**

- **May 28, 2020 from 3:30-5:00pm via Teleconference.**

**UPCOMING TRAINING OPPORTUNITIES:**

- **(POSTPONED)** FACA Conference – May 13-15, 2020 (Ft. Lauderdale, FL)
- Community Action Partnership Annual Convention – August 26-28, 2020 (Seattle, WA)

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**ADJOURNMENT**

Motion to adjourn meeting was made by Marlon Gayle, Treasurer, motion approved. Board Meeting adjourned at 4:44PM

**These minutes were approved at the May 28, 2020 Board Meeting.**

Secretary Eddie Jean Williams  
 Eddie Jean Williams

Date May 28, 2020