



MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS

Thursday, May 27, 2021

3:30 – 5:00pm via Zoom

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

Members Absent: Avery Vinson (Excused), Marlon Gayle (Excused)

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)

1. **CALL TO ORDER** (Establish Quorum) Scot Quintel, Board Chair, called the meeting to order at 3:34pm. Roll call was taken, and a quorum was established.
2. **INVOCATION** – Given by Rev. Earnestine Butler.
3. **PLEDGE OF ALLEGIANCE** – Led by Scot Quintel
4. **WELCOME (Board Members, Staff and Guests)** Scot Quintel, Chair

A. Statement of Notice

The **May 27, 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” – (CFCAA Video Recital)

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:

A motion was made by Marihelen Wheeler to approve the Consent Agenda as presented, and seconded by Ms. EJ Williams (Secretary). Motion was approved. Motion carried.

6. ACTION ITEMS:

A. Finance & Audit Committee Meetings – (5/20/21)

- i. **Approval of the March 2021 Financial Statements:** Financials were reviewed by Kannika Torres, CFO. The Finance Committee made the motion to approve, and it was seconded by Ms. EJ Williams. Motion was unanimous and carried.
- ii. **Approval of the April 2021 Financial Statements:** Financials were reviewed by Kannika Torres, CFO. The Finance Committee made the motion to approve, and it was seconded by Mrs. Wheeler. Motion was unanimous and carried.

B. Preliminary Budget

Kannika Torres, CFO, reviewed the budget with the Board. She stated that final numbers are constantly changing due to the amount of funding that is consistently coming in and crossing over the agency’s fiscal year. A motion to approve was made by Ms. EJ Williams, and seconded by Rev. Earnestine Butler. Motion carried.

- C. **Approval of Employee Handbook, New Job Description, Salary Schedule, & Organizational Chart**
Tiffany Peterson, HR Director, reviewed the additions and changes to the handbook. She stated the handbook had been reviewed by Legal in February 2021, and is ready for Board approval. The new job description was also reviewed due to a vacancy in the Reporting position. After careful consideration, it was determined that those duties would be included as part of the Community Outreach Director; therefore, the Reporting position was eliminated. The Salary Schedule was discussed. Chairman Quintel asked if the Board could be provided with a list of current salaries so they could see where the agency fell within the Minimum and Midpoint categories. The Org Chart was updated and reviewed due to the elimination of the Reporting position. Mrs. Wheeler made a motion to approve all the changes, and seconded by Ms. Williams. Motion approved and carried.

7. Discussion Items

- A. **Development Committee** – An update was provided by Cheryl Martin (Committee Chair). The committee met prior to the Board Meeting; however, they did not meet quorum. She confirmed the Annual Meeting & Partner of the Year Awards will be held at Gainesville United Methodist Church on October 28, 2021 as a luncheon. They are looking to find a sponsor that will help to cover the costs for lunch, approx. \$2,500. Sponsorship Levels for the meeting were reviewed. It was decided, based on the financial effects of COVID, they would not raise the levels this year. They are looking to find an engaging speaker for this event. Recommendations are appreciated. The deadline for submitting nominations for the POY Awards need to be sent by July 7. After the October 28th meeting, the committee will be concentrating more on fundraising.

8. REVIEW

- A. Program Reports:
- i. CSBG (27)
 - ii. LIHEAP (28)
 - iii. Community Development (29-31)
 - iv. Weatherization and Affordable Housing (32-33)
- B. **CEO Discussion** – Mr. Harris gave an update on various agency business. Afterwards, he announced to the Board that he will be retiring effective December 31, 2021.
- C. **Board Chair Report** – Chairman Quintel informed the Board that a CEO Search Team will be formed and if any of them are interested in being part of this team, to contact him. The advertisement for a new CEO will begin in August.

ADJOURNMENT – The meeting ended at **4:56pm**.

NEXT BOARD MEETING:


- **July 15, 2021** -- In Person (United Way of Marion County)

UPCOMING TRAINING OPPORTUNITIES:

- CAPLAW Virtual Conference – June 29-July 1, 2021 (Virtual)
- Community Action Partnership Annual Meeting / Sept. 1-3, 2021 (Boston, MA) – Virtual & In-Person

These minutes were approved at the **July 15, 2021** Board Meeting.

Secretary


Eddie Jean Williams

Date

