



## MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS

Thursday, July 15, 2021

3:30 – 5:00pm via Zoom

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

**Members Absent:** Cheryl Martin (Vice Chair),

**Staff Present:** Charles Harris (CEO), Stephanie Seawright (COO), Kannika Torres (CFO), Carressa 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 3:31pm. Roll call was taken, and a quorum was established.
2. **INVOCATION** – Given by Rev. Earnestine Butler
3. **PLEDGE OF ALLEGIANCE** – Led by Charles Harris
4. **WELCOME (Board Members, Staff and Guests)** Scot Quintel, Chair

### A. Statement of Notice

The **July 15, 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*” – Read 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:

A motion was made by Marlon Gayle (Treasurer) to approve the Consent Agenda as presented, and seconded by Commissioner Marihelen Wheeler. Motion was approved. Motion carried.

## 6. ACTION ITEMS:

### A. Finance & Audit Committee Meetings – (6/24/21)

- i. **Approval of the May 2021 Financial Statements (6-14):** 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.

## 7. Discussion Items

- ### A. Development Committee
- An update was provided by Charles Harris (CEO). The committee had a meeting prior to the Board Meeting; however, they did not meet quorum. The decision was made to select the following Partners of the Year (POY): (1) Lazarus Restoration Ministries, Alachua County; (2) City of Williston, Levy County; (3) Marion County Housing Finance Authority, Marion County. A motion was made by David Wilson to accept all three POY designees. It was seconded by Ms. Eddie Jean Williams. Motion was unanimous and carried. In addition, GRU has agreed to sponsor our luncheon with a \$2,500 donation.

- B. LIHWAP Update – **The Low-Income Household Water Assistance Program** is a federally funded program that helps income-qualified families with their water bill. The DEO will be granting our agency 2.8M, which will be divided up into two distributions of 1.4M. Once this 2-year grant is signed by September 30, 2021, the agency can begin helping clients in Alachua, Marion, and Levy counties with their overdue water bills. This program will work similar to the LIHEAP program but only for the water portion of the bill.

## 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 –

- i. Mr. Harris informed the Board about a situation happening in Alachua County with an apartment complex in SW Gainesville. The complex was bought, and the new owner is evicting everyone. This consists of 80 families. With the help of COC Grant funding and CSBG funds, the agency can help many of the families by providing deposits for new apartments and help with rent.
- ii. Wise CAP consultants will be arriving August 5-6 to evaluate our current administrative functions and job descriptions to make sure we are aligned in the most effective way to be successful in our business. Also, they will be looking at our LIHEAP Delivery System to see if there are ways of streamlining the process to run more efficiently.
- iii. Mr. Harris will be taking his annual vacation the week of July 19-31, but will be available to the Board should they need to reach him.
- iv. Reminder that the National CAP Conference is September 1-3 in Boston, MA. Attendees are: Charles Harris, Stephanie Seawright, Tiffany Peterson, Kannika Torres.

- C. Board Chair Report – Chairman Quintel informed the Board that the **CEO Search Committee** has been formed and consists of Scot Quintel, Marlon Gayle, David Wilson, Stephanie Seawright, Michael Georgini, and Tiffany Peterson (advisor). Their first meeting will be July 21 to discuss the job description, salary structure, timeline.

ADJOURNMENT – The meeting ended at 4:17pm.

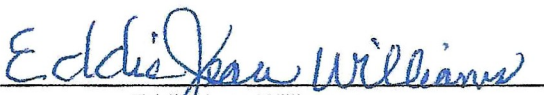
### NEXT BOARD MEETING:

- September 23, 2021 – Via Zoom

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These minutes were approved at the September 23, 2021 Board Meeting.

Secretary

  
Eddie Jean Williams

Date

