

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

**ZOOM MEETING**

July 16, 2020  
3:30 – 5:00pm

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

**Members Absent:** Kim Baxley (excused)

**Staff Present:** Charles Harris (CEO), Amy Dorn (CFO), Carressa Hutchinson (Director, Family Services), Stephanie Seawright (Director, Affordable Housing & WAP), Tiffany McKenzie (Director, Community Development), Sharon Lautkin (Recorder)

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 Rev. Earnestine Butler
3. **PLEDGE OF ALLEGIANCE** – Led by Board member Marihelen Wheeler
4. **WELCOME (Board Members, Staff and Guests)** Board Chair, Scot Quintel

A. Statement of Notice

The **July 16, 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 Marihelen Wheeler. Motion was approved. Motion carried.

6. **ACTION ITEMS:**

A. **Finance and Audit Committee**

1. **Approval of May 2020 Financial Statement**

Amy Dorn, CFO, discussed the Summary Page of the May 2020 financial statements and provided highlights. Motion to approve was made by the Finance & Audit Committee. It was seconded by Kelly Scott. The motion was unanimously passed and carried.

2. **Approval of CSBG Modification #4**

Charles Harris, CEO, presented the CSBG modification and reminded the Board about DEO three-year budget process. CSBG funding was last reported at **\$2,899,289.46** and with CARES Act CSBG funding in the amount of **\$884,268**, the CSBG budget increases to **\$3,783,557.46**. Motion to approve was made by the Finance & Audit Committee. It was seconded by Marihelen Wheeler. The motion was unanimously passed and carried.

3. **Approval of LIHEAP Mod #8**

Charles Harris presented the LIHEAP modification to the Board. LIHEAP funding was last reported at **\$1,912,131.00** and with the CARES ACT LIHEAP funding of **\$2,064,825.00**, LIHEAP budget which

increases to **\$13,976,956.00**. Motion to approve was made by the Finance & Audit Committee. It was seconded by Secretary Williams. The motion was unanimously passed and carried.

#### 4. Approval of the FY19-20 Budget Amendment #1

Charles Harris discussed the increase to the budget based on the added CARES Act funds. Amy Dorn added that the additional funds would show up on the June Financial Statements. Motion to approve was made by the Finance & Audit Committee. It was seconded by Kelly Scott. The motion was unanimously passed and carried.

### B. Executive Committee

#### 1. Approval of the proposed 2020 Reorganization Plan

Harris presented the Plan to reorganize the administrative functions within the Agency that was shared and approved by the Nominating and Personnel committee and Executive committee, adding new positions/roles. Motion to approve the Plan was made by the Executive Committee. It was seconded by Rev. Earnestine Butler. The motion was unanimously passed and carried.

#### 2. Approval of Certificate of Corporate Resolution – Line of Credit

Harris explained the annual Corporate Resolution for the Line of Credit with Ameris bank expired in June and it is time for renewal. This item was initially presented to the executive committee prior to full Board review. A motion to approve was made by the Executive Committee, and seconded by Marihelen Wheeler. The motion was unanimously passed and carried.

### C. Development Committee

#### 1. Approval of 2020 Investment Sponsorship levels.

On behalf of the Development Committee, Harris and Tiffany McKenzie discussed the investment levels for the Annual Meeting and Partner of the year event approved by the Development committee. Motion to approve the recommended motion was made by the Development Committee. It was seconded by Marihelen Wheeler. The motion was unanimously passed and carried.

#### 2. Approval of 2020 Partner of the Year recipients.

On behalf of the Development Committee Mr. Harris discussed the Partner of the year recipients approved by the Development Committee. The recipients are *Alachua County – Pastor Christopher Stokes, Levy County – United Way of North Central Florida, and Marion County – Bennie Munnerlyn, Ocala Housing Authority*. Motion to approve the recommended nominations was made by the Development Committee. It was seconded by Secretary Williams. The motion was unanimously passed and carried.

### D. Family Services

Carressa Hutchinson, Director of Family Services, presented a detailed report of all the data, findings and outcomes related to the 2020 Community Needs Assessment, CARES Act Needs Assessment and the CARES Act CAP Plan.

- **Approval of 2020 Community Needs Assessment** – Motion to approve made by Treasurer Gayle, and seconded by Secretary Williams. The motion was unanimously passed and carried.
- **Approval of CARES Act Needs Assessment** – Motion to approve made by Treasurer Gayle, and seconded by Rev. Butler. The motion was unanimously passed and carried.
- **Approval of CARES Act CAP Plan** – Motion to approve made by Marihelen Wheeler, and seconded by Treasurer Gayle. The motion was unanimously passed and carried.

## 7. DISCUSSION ITEMS:

A. **CARES Act Budget Forms & Summary** – CFO Amy Dorn discussed the CARES Act Budget forms and Summary.

B. **October 29, 2020 -- Annual Meeting / Partner of the Year Update** (previously reviewed during meeting)

## CLIENT SUCCESS STORY – *Financial Literacy Program – Community Development*

## 8. REVIEW

### A. Program Reports:

- I. CSBG
- II. LIHEAP

- III. Community Development
- IV. Weatherization and Affordable Housing Initiatives
- B. CEO Report – Charles Harris (presented at meeting)
- C. Board Chair Report – Scot Quintel

**NEXT BOARD MEETING:**

- **September 24, 2020, 3:30-5:00pm (via Zoom) – Election of Officers**

**UPCOMING TRAINING OPPORTUNITIES:**

- CAP National Conference (Virtual) – August 26-28 –
  - Revisions to Strategic Plan – TBA
  - Board Governance Training – November 2020
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**8. ADJOURNMENT**

Motion to adjourn meeting was made by Ms. Williams and seconded by Marlon Gayle. Board Meeting adjourned at 4:57PM

These minutes were approved at the **September 24, 2020** Board Meeting.

Secretary

Eddie Jean Williams  
Eddie Jean Williams

Date

September 24, 2020