

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

ZOOM Video-Call

*September 24, 2020
3:30 – 5:00pm*

Members Present: Scot Quintel (Chair), Chery Martin (Vice Chair), Marlon Gayle (Treasurer), EJ Williams (Secretary), Marihelen Wheeler, Kim Baxley, Kelly Scott, and Alishia McDonald.

Members Absent: Rev. Earnestine Butler

Guests Present: Faith Pullen, Executive Director, FACA

Staff Present: Charles Harris (CEO), Amy Dorn, Carressa Hutchinson, Tiffany Peterson, Stephanie Seawright, and Teresa Salinas.

1. **CALL TO ORDER** (Establish Quorum) Scot Quintel, Board Chair, called the meeting to order at 3:33pm. Roll call was taken, and a quorum was established.
2. **INVOCATION** – Given by Charles Harris, CEO.
3. **PLEDGE OF ALLEGIANCE** – Led by Scot Quintel, Chair.
4. **WELCOME (Board Members, Staff and Guests)** Scot Quintel, Chair
 - A. **Introduction of Faith Pullen, Executive Director, FACA** (Intro given by Charles Harris) – Ms. Pullen gave an overview about the Florida Association for Community Action.
 - B. **Statement of Notice** – Given by Scot Quintel, Board Chair.

The *September 24, 2020* 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.**

C. 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.

D. Recital of "The Promise of Community Action" – All (Led by Charles Harris)

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 Marlon Gayle (Treasurer) to approve the agenda, and seconded by Cheryl Martin (Vice Chair). Motion was approved. Motion carried.

6. ACTION ITEMS:

E. Annual Reappointment of Public Sector Representatives

Letters of approval were presented for Marihelen Wheeler (Alachua), Marlon Gayle (Levy), and Cheryl Martin (Marion). Commissioner Wheeler made the motion to approve the reappointments, seconded by Ms. Williams (Secretary). Motion was unanimously approved. Motion carried.

F. Officer Elections

CEO Harris stated that no nominations were received prior to the deadline. Therefore, the slate of 2020-2022 officers will not change and will consist of Scot Quintel as Board Chair, Cheryl Martin as Vice-Chair, Eddie Jean Williams as Secretary, and Marlon Gayle as Treasurer. Marihelen Wheeler motioned to approve the 2020-2022 officer slate and keep the current officers in place. Motion was seconded by Kelly Scott. Motion unanimously approved. Motion carried.

- G. **Finance & Audit Committee (CFO, Amy Dorn, Reviewed all Financial Statements with the Board)**
- i. **Approval of June 2020 Financial Statement** – The Finance & Accounting Committee motioned to approve the June 2020 financials, seconded by Ms. Williams (Secretary). Motion approved. Motion Carried.
 - ii. **Approval of July 2020 Financial Statement** – The Finance & Accounting Committee motioned to approve the July 2020 financials, seconded by Kelly Scott. Motion approved. Motion Carried.
 - iii. **Approval of August 2020 Financial Statement** – The Finance & Accounting Committee motioned to approve the August 2020 financials, seconded by Marihelen Wheeler. Motion approved. Motion Carried.
 - iv. **Approval of the 2020-2021 Agency Preliminary Budget** – The Finance & Accounting Committee motioned to approve the preliminary budget, seconded by Ms. Williams (Secretary). Motion approved. Motion Carried.
 - v. **Approval of LIHEAP Modification #9** -- The Finance & Accounting Committee motioned to approve the LIHEAP Mod #9, seconded by Marihelen Wheeler. Motion approved. Motion Carried.
- H. **Approval of the 2021 CAP Plan** – Carressa Hutchinson, Director of Family Services, reviewed the Plan with the Board. Marlon Gayle (Treasurer) motioned to approve the 2021 CAP Plan, seconded by Alishia McDonald. Motion was unanimously approved. Motion carried.

7. DISCUSSION ITEMS:

- I. **Presentation of Agency Outcomes and Program Strategies** – Teresa Salinas, reporting coordinator, presented to the Board a review of the 2020 highlights/outcomes for the following programs & services: RISE, ALICE, Community Partnerships, C.A.R.E.S., CSBG, new CFCAA website, Transition to Shah, Online Application System, Remote Tele-work Model, and the COVID Office Closure.
- J. **Risk Management (Org. Standard 4.6)** -- Stephanie Seawright, Chief Operations Officer, explained as part of the agency's Organizational Standards review. The agency is provided with a list of significant areas to be addressed. The categories of importance are: Governance Risk, Facilities & Building Security, HR/Employment Practices, Transportation, Technology & Privacy, Special Events, Crisis Management & Business Contingency Plan, Fundraising & Resource Development. The last Risk Management Assessment was done in 2018.

8. CLIENT SUCCESS STORY – RISE Program (Client Letter Included in Packet)

9. REVIEW -- Program Reports: (Presented but no action required)

- I. CSBG
- II. LIHEAP
- III. Community Development
- IV. Weatherization and Affordable Housing Initiatives
- V. CEO Report – Charles Harris
- VI. Board Chair Report – Scot Quintel

NEXT BOARD MEETING:

- Annual Meeting & POY – October 29, 2020
- Regular Board Meeting January 28, 2021 via ZOOM

UPCOMING TRAINING OPPORTUNITIES:

- November 5, 2020 – Strategic Planning

ADJOURNMENT -- Meeting adjourned at 4:49

These minutes were approved at the January 28, 2021 Board Meeting.

Secretary Eddie Jean Williams
Eddie Jean Williams

Date January 28, 2021