



MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS

Thursday, September 23, 2021

3:30 – 5:00pm via Zoom

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

Members Absent: Cheryl Martin (Vice Chair), Eddie Jean Williams (Secretary)

Staff Present: Charles Harris (CEO), Stephanie Seawright (COO), Kannika Torres (CFO), Carressa Hutchinson (Director, Family Services), Tiffany Peterson (Director, HR), Sharon Lautkin (Recorder)

1. **CALL TO ORDER** (Establish Quorum) Scot Quintel, Board Chair, called the meeting to order at 3:32pm. 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 *September 23, 2021* meeting of the CFCOA 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 David Wilson to approve the Consent Agenda as presented, and seconded by Marlon Gayle (Treasurer). Motion was approved and carried.

6. ACTION ITEMS:

A. Annual Reappointment of Public Sector Representatives

Charles Harris, CEO, reminded the Board that under the CSBG Organizational Standards, we are required to have a representative from each county reappointed every year by their governing bodies. Marion County has sent an official letter for reappointing **Cheryl Martin**, Levy County has put it on their next board agenda to approve the reappointment of **Marlon Gayle**, and we are still awaiting confirmation from the Board of County Commissioners on **Marihelen Wheeler’s** reappointment. It was recommended that all three representatives be approved pending receipt of official letters from their respective County Commissions Board. A motion was made by David Wilson to approve the recommendation pending receipt of official letters. It was seconded by Rev. Earnestine Butler. The motion was unanimously passed and carried.

B. CSBG CAP Plan

Carressa Hutchinson briefly reviewed the Plan, which is required by DEO under our Organizational Standards. It is a comprehensive community assessment that looks at the three counties we serve, and how we are doing in four major areas: Transportation, Education, Housing, & Food/Nutrition. At this time, the only item needing attention was an update to our mission and vision statements, which was completed at the January 2021 Strategic Planning Meeting. A few additional items listed were strategies that are addressed in the updated Strategic Plan. A motion to approve the CAP Plan, as presented, was made by Marlon Gayle and seconded by David Wilson. The motion was passed and carried.

C. Finance & Audit Committee Meetings – (8/26/21)

i. Approval of the June 2021 Financial Statements

Kannika Torres, CFO, provided the Board a thorough explanation of the month-end financial statements for June 2021. There were no questions. A motion to approve the financials was presented was made by the F&A Committee and seconded by Kim Baxley. Motion was passed and carried.

ii. Approval of the July 2021 Financial Statements

Kannika Torres, CFO, provided the Board a thorough explanation of the month-end financial statements for July 2021. There were no questions. A motion to approve the financials was presented was made by the F&A Committee and seconded by Kim Baxley. Motion was passed and carried.

D. Preliminary Budget 2021-2022

Kannika Torres, CFO, provided the Board a thorough explanation of the Preliminary 2021-2022 Budget. Charles Harris reminded the Board that training money is available to the board members for Governance Training. There were no questions by the board. A motion to approve the preliminary budget as presented was made by Marlon Gayle and seconded by Kim Baxley. Motion was passed and carried.

7. DISCUSSION ITEMS:

A. Wise CAP Consultants Report

August 5-6, 2021 consults came in to evaluate our LIHEAP processes, as well as our administrative structure. A list of questions from the consultants reviewed briefly, with the red words representing the WISE Cap questions and the black words was the response from our agency. We are in the process of determining if any changes need to be made in the level of productivity associated with our LIHEAP program. Additional comments about staff changes was recommended; however, it was determined we should not to make any changes at this point until after the new CEO has come on-board.

B. Annual Meeting – Update

CEO Harris reviewed the details on how the plans for the meeting are progressing. The meeting will be held in-person at the Gainesville United Methodist Church. Masks and temperature checks will be required. CEO Harris revealed the names of the three recipients from our three counties. He also mentioned there would be two additional awards being presented. One to Ms. Eddie Jean Williams, as Board Member of the Year; and one for the Employee of the Year (name announced at the meeting). He reviewed how we are looking on sponsorships. Board Chair Quintel requested that the sponsorship levels be sent to all board members again as a reminder, including information on the Souvenir Booklet.

C. Board Governance Training – November 17, 2021: Focus on Fiscal & Fundraising

Wise CAP was requested to come and present at our training. We are in the process of negotiating the details with them. The Governance Training will be held at the Community Foundation of NCF, and it will be focusing on the fiscal and fundraising aspects that pertain to board members.

8. REVIEW

A. Program Reports: (As reported in the Board Packet)

- i. CSBG (27)
- ii. LIHEAP (28)
- iii. Community Development (29-31)
- iv. Weatherization and Affordable Housing (32-33)

B. CEO Discussion –

Mr. Harris stated that, regarding our Strategic Plan, any future plans and opportunities that were included in the Wise CAP report will be tabled until after the new CEO comes on-board. The status of the LIHWAP (Water Program) is still pending. DEO has not sent out the contribution amounts or contracts with details on how the program is to be administered. It is expected that the DEO will allow the agencies to administer the program as they do LIHEAP. Election of officers will be conducted at the November 17 Board of Governance Training. Since we moved to two-year terms, this will only be for the open positions from now through the end of 2022. The open positions are: *Vice Chair, Secretary, & Treasurer*. Committee assignments will be created after the elections have concluded.

C. Board Chair Report – Chairman Quintel informed the Board that he was a guest of DUKE Energy for their Neighborhood Assistance Fund. All the various administrators of the Fund were invited, including CFCAA. Kannika Torres, CFO, represented CFCAA at the event, we were recognized as a partner by DUKE ENERGY. The CEO search has been extended through the end of September. Due to information about the position being delayed, nationally, this allowed for additional candidates to apply. The Search Committee will be reviewing all the possible candidates. Interviews will be conducted in October in hopes of having a significant update to the Board at the November 17 Board Meeting. Reminder that our Annual Meeting is coming on October 28, 2021.

ADJOURNMENT – The meeting ended at **4:30pm**.

NEXT BOARD MEETING:

- October 28, 2021 – Annual Meeting & Partner of the Year Awards (at Gainesville UMC)
- November 17, 2021 – Board Governance Training (Community Foundation of NCF)

These minutes were approved at the November 17, 2021 Board Meeting.

Secretary Eddie Jean Williams
Eddie Jean Williams

Date Nov. 17, 2021