



MINUTES - MEETING OF THE BOARD OF DIRECTORS

Thursday, March 24, 2022

3:30 -5:00pm

Location:

United Way of Marion County
1401 NE 2nd St., Ocala, FL 34470
(Conference Room)

Board Members Present: Scot Quintel (Chair), Avery Vinson (Secretary), David Wilson (Treasurer), Gwendolyn Dawson, Marlon Gayle, Cheryl Martin, Rev. Earnestine Butler (Zoom), and Marihelen Wheeler.

Board Members Absent: Alishia McDonald, Kim Baxley (Traveling/Excused), Pastor Lance Hayes (Excused)

Staff Present: Caroline W. Ruff-Looney (CEO), Stephanie Seawright (COO), Tiffany Peterson (Director, HR), Carressa Hutchinson (Director, Family Services), Tiffany McKenzie (Director, Compliance & Reporting), Sharon Lautkin (EA, Recorder).

1. **CALL TO ORDER** (Establish Quorum) Scot Quintel, Board Chair, called the meeting to order at **3:44PM**. Roll call was taken, and a quorum was established.
2. **INVOCATION** – Dr. Gwendolyn Dawson
3. **PLEDGE OF ALLEGIANCE** – Led by All
4. **WELCOME & INTRODUCTION OF NEW BOARD MEMBERS** – Scot Quintel, Chair

A. Statement of Notice

The **March 24, 2022** 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” – Recited by 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 we are dedicated to helping people help themselves and each other.

5. APPROVAL of CONSENT AGENDA

A motion was made by Cheryl Martin to approve the Consent Agenda as presented and seconded by Dr. Gwendolyn Dawson. Motion was approved and carried.

6. ACTION ITEMS:

A. Presentation of the 2021 Financial Audit (Mike Webber, WIPFLI)

Mr. Webber has worked with CFCAA for a few years now. He is very familiar with our processes, and has made great recommendations for us in the past years. The 2021 was not different. Everything went smoothly. The audit was clean with no findings. Commissioner Wheeler congratulated Mrs. Looney and the staff, stating she is proud to be on this Board of Directors. Dr. Dawson also stated how impressed she was by the presentation and the wonderful audit. Speaks volumes to how well the agency is running. A motion was made by Marihelen Wheeler to approve the 2021 Financial Audit as presented to the Board. It was properly seconded by Avery Vinson, Secretary. Motion passed and carried.

B. Nominating & Personnel Committee Minutes – 2/23/22

- i. **Approve vetting of Dr. Gwendolyn Dawson, Ocala Housing Authority, Marion County Community/Low Income Sector:** The Nominating and Personnel Committee brought forth the motion to nominate Dr. Dawson as a new member to the CFCAA Board of Directors, and it was properly seconded by Marihelen Wheeler. Motion was unanimously passed.

- ii. **Approve vetting of Pastor Lance Hayes, The Potter's House, for Levy County Community/Low Income Sector:** The Nominating and Personnel Committee brought forth the motion to nominate Pastor Hayes as a new member to the CFCAA Board of Directors, and it was properly seconded by Marlon Gayle. Motion was unanimously passed.
- iii. **Approve the Amendment to the Mutual America 403(b) Plan (Addition of Auto-Escalation):** Tiffany Peterson, HR Director, reminded the Board that this amendment was a formality that was already agreed upon, it just needed final approval. The Nominating & Personnel committee made the motion to approve, and it was seconded by Dr. Dawson. Motion passed and carried.
- iv. **Approve the addition of Personal/Wellness Day to the Employee Leave Policy:** Tiffany Peterson, HR Director, had previously presented the addition of one personal day and one wellness day per employee that would begin at the start of the 2022-23 fiscal year. The Nominating & Personnel Committee made the motion to approve, and it was properly seconded by Marihelen Wheeler. Motion passed and carried

C. Finance & Audit Committee Minutes – 2/17/22 & 3/17/22

- i. **Approval of the January 2022 Financial Statements:** David Wilson, Treasurer, presented the Finance & Audit Committee's findings on this month's financials to be accurate and made the motion to approve. It was seconded by Avery Vinson, Secretary. Motion passed.
- ii. **Approval of the February 2022 Financial Statements:** David Wilson, Treasurer, presented the Finance & Audit Committee's findings on this month's financials to be accurate and made the motion to approve. It was seconded by Dr. Dawson. Motion passed.

7. DISCUSSION ITEMS:

- A. **Spotlight on Customer Experience:** The Board was encouraged to read over the thank you notes from various customers. They speak to how we are impacting the community, and in some cases we are considered the only life line.
- B. **Updated Board Committees List:** List distributed to the Board with addition of the two new board members.
- C. **Annual Signing of the Conflict of Interest Agreement:** All Board Members were asked to sign the form in order to keep the audit files up-to-date.

8. REPORTING:

A. CEO Report - *Caroline W. Ruff-Looney*

- i. Mrs. Looney gave a brief update on her review of the agency's Strategic Plan. A more detailed report will be given at the May 26, 2022 Board Meeting, following the Governance Training that is being facilitated by Connect for More. Mrs. Looney mentioned how good our LIHEAP numbers are doing, as can be seen in the report on Page 83, as well as, being on target with our CSBG report to the DEO reflecting our goals being met for Organizational Standards. She presented the Board with statistics on how our social media presence is doing with the public, especially how many people are utilizing our website. The agency has a volunteer Diversity Equity and Inclusion Committee who have been busy organizing various events (ie. CFCAA Booth at the MLK Parade and Women in History Month Bingo Games (with prizes). More activities planned for the next two months include an employee appreciation event and mental health awareness month. She is in the process of reaching out to Truist Bank in order to re-negotiate our \$7,000/month lease. Our lease expires on June 31, 2022.
- ii. **Additional detailed information is provided in the reports below: (pages 82-87)**
 - CSBG
 - LIHEAP
 - Compliance & Reporting
 - Weatherization and Affordable Housing

B. Board Chair Report – *Scot Quintel*

Mr. Quintel discussed the devastating tornado that hit the City of Ocala and has displaced 100-120 households. The United Way of Marion County, along with Central Florida Community Action are working together as partners to help with the emergency response needs for temporary housing. DEO has agreed to give \$100,000 toward this effort, which needs to be used by June 2022. CFCAA is already working with 26 families to assist with generators and hotel fees.

9. ADJOURNMENT – Board Chair Quintel ended the meeting at 4:52pm.

NEXT BOARD MEETING:

- **Governance Training / Board Meeting Date:** Thursday, May 26, 2022
Time: 9:00am – 3:00pm
Location: Community Foundation of NCF, 3919 W. Newberry Road, Suite 3 (Behind Florida Citizens Bank)

These minutes were approved at the **May 26, 2022** Board Governance Meeting.

Secretary 

Date 05/26/22

