



MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS

Thursday, November 17, 2021

9:00 – 10:00AM via Zoom

Board Members Present: Scot Quintel (Chair), Eddie Jean Williams (Secretary), Marlon Gayle (Treasurer), Rev. Earnestine Butler, Marihelen Wheeler, and David Wilson

Board Members Excused: Cheryl Martin (Vice Chair) and Kim Baxley

Board Members Absent: Avery Vinson and Alishia McDonald

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

1. **CALL TO ORDER** (Establish Quorum) Scot Quintel, Board Chair, called the meeting to order at **9:05AM**. Roll call was taken, and a quorum was established.
2. **INVOCATION** – Given by Rev. Earnestine Butler
3. **PLEDGE OF ALLEGIANCE** – Led by Scott Quintel
4. **WELCOME (Board Members, Staff and Guests)** Scot Quintel, Chair

A. Statement of Notice

The **November 17, 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" – Lead by Charles Harris, CEO

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 Marihelen Wheeler to approve the Consent Agenda as presented, and seconded by EJ Williams. Motion was approved and carried.

6. ACTION ITEMS:

A. Nominating & Personnel Committee Minutes – 11/10/21

- i. **Election of Officers for 2021-2022** -- An update was provided by Charles Harris (CEO). This would not normally be an election year; however, there were empty seats to fill due to officers retiring or resigning from their positions. A ballot was sent to all Board Members. Voting results determined the following:

- **Secretary** – Avery Vinson
- **Treasurer** – David Wilson
- **Vice Chair** – Vacant

Chair, Scot Quintel, stated a decision regarding filling the Vice Chair position would be decided at the next Board Meeting in January 2022.

- ii. **Approval of Job Description for New Sr. LIHEAP Specialist** – Mr. Harris and Tiffany Peterson, HR Director, informed the Board of the reasons behind the need for this new position. This new position will be promoting a current, in-house, LIHEAP Specialist. The Nominating & Personnel Committee has made the motion to approve this new job description as presented, and it was seconded by Marihelen Wheeler. The motion was unanimously approved and carried.
- iii. **Approval of Updated Salary Schedule** – Tiffany Peterson informed the Board that the only change to this Salary Schedule was the addition of the new Sr. LIHEAP Specialist. The Nominating & Personnel Committee has made the motion to approve this update to the Salary Schedule, and it was seconded by David Wilson, Treasurer. The motion was unanimously approved and carried.
- iv. **Approval of Update Organization Chart**– Mr. Harris informed the Board that the only change to the Organizational Chart was the addition of the new Sr. LIHEAP Specialist. The Nominating & Personnel Committee has made the motion to approve this update to the Salary Schedule, and it was seconded by David Wilson, Treasurer. The motion was unanimously approved and carried.

B. Finance & Audit Committee Minutes – 9/30/21

- i. **Approval of the August 2021 Financial Statements** – The Finance & Audit Committee presented the month-end August 2021 Financial Statements to the Board. The Board had no questions. The Committee made the motion to have the August 2021 financial statements approved, and it was seconded by Marihelen Wheeler.
- ii. **September 2021 & Year-end Financials** – Mr. Harris informed the Board that these financials statements would not be available for review until the January 27, 2022 meeting.

7. DISCUSSION ITEMS:

- A. **Annual Meeting/Partner of the Year Follow-up** – Mr. Harris reviewed all the financials with the Board pertaining to Sponsorships, Expenses versus Income.
- B. **Customer Satisfaction Survey** – Carressa Hutchinson, Director of Family Services, provided the Board with a brief overview of the results coming out of the Survey. The Board had no questions, and were pleased with how our customer service feedback remained positive in light of the change in work environment due to COVID.

8. REVIEW

- A. **Program Reports** -- Board Chair Quintel reminded the Board to read these reports at their leisure.
- B. **CEO Discussion** – Mr. Harris thanked the Board and Staff for working with him over these last years. He considers it an honor to not only have served as the CEO, but also on the Board for over 25 years in total. He plans to take at least one year off, but hopes to provide his expertise to the Board at some time in the near future.
- C. **Board Chair Report** – Chairman Quintel once again thanked Mr. Harris & Ms. Williams for their years of service and dedication to the agency and to the Board.
- D. **ADJOURNMENT** – The meeting ended at **9:57AM**.

NEXT BOARD MEETING:

- **January 27, 2022 @ CFCAA Gainesville Office**

These minutes were approved at the January 27, 2022 Board Meeting.

Secretary


Avery Vinson

Date

01/27/22