**Members in Attendance:** **CACAA Staff:**

Roger Newsome, Chair (via phone) Tim Center

Charlean Lanier, Vice Chair (via phone) Nina Self

Allen Stucks, Treasurer Laurie Leiner

Cynthia Valencic

Keith Dean

Diane Haggerty

Susan Lawrence

The meeting was called to order by the Chair at 5:30 p.m. and a quorum was established.

***Agenda***

After review, Mr. Stucks made the motion to accept the agenda. Mr. Newsome seconded the motion. It was approved.

***Action***

* *Minutes*

After review, Ms. Lanier made the motion to accept the minutes of December 16, 2014. Mr. Stucks seconded the motion. It was approved.

* *Liheap Quarterly Report*

The report will be provided at the full board meeting next week, January 27, 2015.

* *Payroll imprest account closure*

Mr. Dean explained what the imprest account was used for in past years and explained why there is no need of it now. It was the old way of covering payroll and now we use Paychex to do payroll. The full board must approve all openings and closings of bank accounts. There will be a $144 per year savings by closing the account. Mr. Stucks made the motion to approve the closing of the imprest account and Ms. Lanier seconded the motion.

***Information***

* *New Board members*

Calhoun County Board of County Commissioners appointed Ms. Debra Peterson to the Board of Directors. She will be seated at the full board meeting January 27, 2015.

* *New Executive Committee members*

The election from the Board of Directors for the Executive Committee empty seats will be held at the next full board meeting January 27, 2015. The Secretary and Member at Large positions are available. Ms. Pamela Olivia Manuel has expressed an interest in serving as Secretary through an email sent to Mr. Center. The membership was requested to consider serving or nominating someone they thought would be a good choice. There was only one response.

* *CSBG Information Survey*

This survey is a report of the clients that we assisted during the 2013-14 contract year. It includes all the clients we see through CSBG, Emergency Services, Family Self Sufficiency, Weatherization and Head Start. This also includes a report on the number of volunteer hours provided to the agency and the number of training hours provided to staff.

* *ACF-IM-HS-14-07 Uniform administrative requirements; cost principles and audit requirements for Head Start*

Ms. Leiner explained why the document should be reviewed by the Executive Committee and will be presented to the full Board of Directors to oversee the expenditures of Head Start and make sure the auditors incorporate these principles to make sure they were followed.

***Fiscal***

Mr. Dean referred to the fiscal report and gave details. He provided answers to any questions raised by the Executive Committee. He explained that he doesn’t have the September 30, 2014 year closeout ready because $30-40,000 worth of invoices were received last week on that budget. Staff is working hard to have it ready for the board meeting next week. He shared that the agency is on track for making ‘match’ which is required by Head Start. He talked about the restricted contributions for Getting Ahead… He reported that Communications had hit a benchmark but expected it to come back down. Mr. Stucks feels the format presented isn’t understandable. He said it’s not clear enough. The Budget Committee (Mr. Newsome, Mr. Stucks, Mr. Dean, and Mr. Center) will meet before the January 27, 2015 board meeting.

***Family Services***

Ms. Valencic gave the report on the Getting Ahead… program. The current classes should wrap up around March 4 and the staff is planning the transition ceremonies. The entire board will receive invitations to join the graduates and community partners and funders. As the next part of the program will look for mentors, the board would have the opportunity to see the results of the program and would be good ambassadors. The Department of Corrections would like to explore getting the Getting Ahead… program for the prisoners preparing to leave. Mr. Stucks would like to get the word out and offer it to the community before committing to Corrections. Mr. Center explained his plans for Getting Ahead… He said the Corrections will be providing the monies and staff will go to them. The new phase of the program, not Circles, will be called Prosperity Partners

Ms. Valencic and Ms. Lawrence explained Weatherization monitoring and that the team was only given a one month notice. Files are in the remote storage facility. They are diligently working on making this a successful monitoring visit. Ms. Lawrence, Ms. Valencic, and Mr. Mutch are working on it together.

***Head Start***

Head Start needs to be fully staffed and it’s a challenge. At the beginning of the school year, two mentors were assigned to help the teachers rise to the expectations. Because of the staff shortage, the mentors have both ended up working as teacher assistants. The mentors need to be allowed to work with the staff as intended, not serve as teacher assistants. Interviewing is taking place and hopefully replacements for the vacancies will be found and the mentors can begin doing the job as planned.

The Renaissance Community Center is hoping to create a pre-school for homeless children. It would be a Head Start for Homeless Children. The staff is working through what that relationship would look like. This would involve the State of Florida, the Department of Education, and Leon County.

The funding opportunity announcements have just been made. North Florida Head Start will bid out Madison, Calhoun, Wakulla and Liberty counties. Ms. Leiner says the existing grant can be tweaked to apply for the other three counties where we aren’t already. The agency Head Start will compete for those dollars. If the agency gets the bid, then the Head Start budget would be the majority of the budget. It’s now 47%. If it goes over 50% of budget, the agency must have the approval of HHS for any hires. Mr. Stucks wants a copy of the Head Start annual report. Ms. Leiner will track down the last annual report.

An effort is underway to engage male influence in the Head Start program. The first meeting of Dads & Dudes will be at the agency office on Thursday.

Mr. Stucks asked if the Head Start slots are now full and if Head Start has an active wait list for slots that open up. He also asked Ms. Leiner to send him the Head Start criteria.

Part of the CHSP grant requirements is Parental Engagement (parenting classes). Those classes are starting tonight.

School Readiness baseline shows the different ways our kids are assessed. Ms. Leiner explained the charts that are in the report.

In March, Head Start celebrates its 50th anniversary. Ms. Leiner and staff are making plans to celebrate the occasion.

***Human Resources***

Ms. Self sent an email to the Executive Committee regarding the EEOC complaint. The employee was promoted from Teacher Assistant to Teacher. After her termination, she sought protections legally. The agency’s legal team responded to the allegation. We hope to see a resolution from the Commission that will review it. She may then file a Civil Complaint.

A Gadsden County employee was dismissed. She will probably seek legal redress as well. She was written up five times and the bylaws say that three write-ups and you are gone, so she was let go. She also directed a staff person to throw a Weatherization application into the trash.

Ms. Valencic is meeting with a potential hire for this position tomorrow.

***Executive Directors Report***

Mr. Center shared that he will meet with new board member, Ms. Debra Peterson, tomorrow for her board orientation.

He shared that the e-rates program is beginning to send back monies collected that we paid through the federal government. Initially, the agency is slated to receive $14,000 back.

Mr. Center reported that Executive Team meetings will now meeting on Tuesday afternoons.

He announced that the Wakulla agency office moved to the One-Stop Community Center in Centerville.

The CareerSource Job Fair will be held this week at the Civic Center. The Agency will be there hoping to fill the open positions.

Mr. Center will take a poll of Board members to find the best time(s) for the 4-hour ROMA training that is required.

He announced that he is working with Alan Williams for a bill (Poverty Commission). He mentioned other programs such as Pittman has a school lunch program.

Mr. Center gave a report on the training that he and Chairman Newsome attended in California. He networked with a lot of Florida folks and received updates on Head Start. He spent time with the National Director of Head Start. He shared that CSBG has new governance standards.

***Chairman’s Report***

Mr. Newsome asked that the Executive Committee receive more communication prior to the meeting. He would like to see weekly summaries so the Executive Committee would be more in tune with what’s happening. They would like to be more proactive. He mentioned that the Executive Committee reports were not posted. Mr. Center explained the problems with the current website and why the agency has recruited a new website to be built. Mr. Newsome said that using the regular telephone in the conference room is problematic as it is difficult to hear and be heard. He would like a PolyCom phone used for all future Executive Committee meetings.

He reported that he likes what everyone is doing but reiterated that he would like weekly reports from the Executive Director and fiscal report guides. He would like information getting to the Executive Committee ahead of time. He would like increased communications to the board on a weekly basis. Information needs to be shared.

He thinks the Executive Director is doing a good job and has full confidence in him.

Mr. Center made the announcement that the Budget/Finance Committee will meet on Monday at 4:30 pm to everyone’s agreed schedules.

The meeting was adjourned at 7:12 pm.

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Pamela Olivia Manuel, Secretary Date: February 17, 2015

Recorded by: Diane Haggerty