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

Roger Newsome, Chair Tim Center

Charlean Lanier, Vice Chair Nina Self

Allen Stucks, Treasurer Laurie Leiner

Bishop Willie Green Cynthia Valencic

Chanise Brown Keith Dean

Pamela Olivia Manuel Diane Haggerty

Clarice Powell (via phone) Susan Lawrence

Carol Barfield (via phone)

Kara Palmer

Dan Stengle (via phone)

Cheryl Thompson

**Absent:**

Pam Ridley

Eugene Hall

Kim Bodine

Sheree Keeler

The meeting was called to order by the Chair at 6:00 p.m. and a quorum was established.

***Agenda***

The agenda was reviewed and Mr. Stucks made the **motion** to approve the agenda. Ms. Lanier seconded the motion. It was approved unanimously.

***Action***

*Minutes*

The minutes from the September 23, 2014, meeting were reviewed and approved. The **motion** to approve was made by Mr. Stucks and seconded by Ms. Lanier. The minutes were unanimously approved.

*FSS Policy language additions/revisions*

Ms. Valencic explained the process has been in place for several years, but it had not been specifically put into written form. This will address it. It states that someone who, in good standing, has left the Family Self Sufficiency program because of a documented, extended illness or has moved out of the area and has now moved back – those people will be considered to re-enroll back into the program without penalty. For those who have completed the program or failed to complete the program, there is no re-enrollment permitted. There is a waiting list of eager clients who want to enter the program. Mr. Stucks made the **motion** to approve. It was seconded by Ms. Lanier. The motion passed unanimously.

*New Board members* Chairman Newsome welcomed the new board members Kara Palmer of Career Source – Leon County and Dan Stengle, Attorney at Law, to the Board of Directors. The board, including call-in members and staff, introduced themselves to the new members. There was a **motion** to accept and install them to the Board of Directors. The motion was made by Mr. Stucks and seconded by Ms. Lanier. It carried unanimously.

*Board Terms*

Bishop Green was re-elected to the Board for his second term by the NAACP-Gadsden County. He will continue to represent the Low-Income Sector for that county. There was a formal **motion** to accept Bishop Green’s re-election by Mr. Stucks. Ms. Lanier seconded the motion and

Ms. Cheryl Thompson of Capital City Bank was introduced. She is interested in serving on the Board of Directors and is visiting to see if the Agency will be a good fit to her interests. Ms. Thompson said that as an ‘empty-nester’ she is looking for a way to give back to the community. She had applied on Leader Board and connected with Mr. Center. They met and he gave her information about the agency and invited her to attend the board meeting. She is impressed with the agency and would like to serve on the board. Ms. Lanier made the **motion** to add Ms. Thompson as the Wakulla County third member. Ms. Brown seconded the motion. It passed unanimously and she was welcomed to the board.

Mr. Newsome made the announcement that there are two vacancies on the Executive Committee: the Secretary position was held by Mr. Hall, who is unable to continue serving as he now has County Commission meetings on the third Tuesday of the month; and the Member at Large position vacated by Ms. McBride’s resignation. He asked the board members to be thinking about extending their service or thinking about who on the board would be a good recommendation. The election will be held at the January 27, 2015 meeting.

*Information*

Mr. Center asked the board members to turn to the Information portion and see the cover and ad for the Tallahassee Community Chorus at Ruby Diamond Auditorium last Sunday. Six staff volunteered to greet concert attendees and man the agency information table. The agency was recognized at the beginning of the concert.

Mr. Center directed them to look at the ALICE report. The facts of the ‘below the poverty line poor’ and the ‘working poor’ are clearly presented and confirm what we’ve been seeing. 45% of the population can’t afford to live. 65% of those in poverty work at some point during the year. It has the same goal of helping people getting ahead. Mr. Stucks asked how the agency can parlay the report to expand its efforts. Mr. Center said that, hopefully, the United Way Income Council, which is tasked to come up with solutions and has $100,000 earmarked, will send some of it the agency’s way. He’s hoping to build a case to expand the *Getting Ahead* program to help more people. He is a member of the Council and has shared the *Getting Ahead* program. This is the big picture of what he’s trying to do.

Mr. Center is about to write a press release and write an editorial for the Tallahassee Democrat and others in our region promoting our ability to help people in crisis.He directed the members to his executive summary in section 7 of the packet.

In addition, the board was asked to sign the Head Start In-Kind form. Going forward, these should be signed at each meeting for ‘Match’ purposes.

***Administration/Program Updates***

Mr. Center announced that both Ms. Self and Mr. Dean will be leaving the meeting early, so their reports will go first.

***Fiscal***

Mr. Dean reported that the figures and summary shown in the Fiscal section were the figures given to the Executive Committee at the October meeting. At this point, close out has not been completely finished due to last invoicing from vendors for purchases made before the September 30 end of fiscal year. He said that there is cause for celebration as Head Start has reached its non-federal share of ‘Match’ and fiscal is anticipating a surplus this year. He is not anticipating having to give back any substantial amount of monies due to surplus this year. If we don’t spend it we must give it back. This didn’t happen. He anticipates having the close out figures by December.

***Human Relations***

Ms. Self announced the results of the Open Enrollment which was just completed. The insurance chosen was Capital Health Services HMO which was lower in cost than Florida Blue, our current provider. The insurance was changed from Florida Blue PPO as their costs rose this year by a 25% increase. The employees are happy to go back to CHP. 77% have participated and are now covered. The others are covered elsewhere. The supplemental insurance was changed from Allstate to Colonial. Now employees all pay the same rate across the board. The employer pays 85% and the employee pays 15%. It was a very smooth transition with no complaints.

*Mr. Center gave the overview for the following programs.*

***Family Support Services***

Mr. Center gave a brief overview of FSS programs. He also explained the agency’s response to clients’ difficulties with the phone service. The new phone system has a separate crisis line for those calling for appointments. This will free up lines for the agency to be able to do business during the appointment hour. This transition will be completed on November 25 with a switch from Comcast to ElectroNet for the Leon County offices.

***Head Start***

Mr. Center attended Donuts to Dads today at the Head Start center. They are doing Donuts to Dads at all Head Start centers. They invite the dads, uncles, grandfathers, brothers into the center for donuts and coffee – to get them interested in becoming a great influence in our kids’ lives. At today’s event, they had 6 men signed up.

He explained that the Royal Head Start center is doing work on new flooring and ceiling work. The building was dilapidated and needed the work done immediately. The children have been temporarily moved into the adjacent building on the property for two weeks.

***Executive Director’s Report***

Mr. Center shared his plans for a new website which will be interactive – with applications and other documents like policy manual, employee insurance forms, and will continue to feature board page access. This version will have a language application for transition from English to another language with the click of a button. He is looking to launch the new website by the end of January.

Mr. Center shared that he has met with Bill McCully - Charles A Frueauff Foundation. The Foundation has funded Elder Care with $50,000 and Hospice with $25,000. Mr. Center is hopeful that $7,000 will be awarded towards starting a ‘Circles’ program. ‘Circles’ is a high cost to implement. It is offered in 17 states and now includes Franklin County. The Agency will begin implementing our own version using $7,000 for this. Having folks transition out of ‘Getting Ahead’ and go right into ‘Circles’ will be wonderful. It is the next piece that needs to happen.

Mr. Center asked if the Board members had seen the Stanford report, a 2-pager. He will send the piece out tomorrow to the members. It’s a short but informative read.

***Chairman’s Report***

Mr. Newsome reported that he’s confident watching Mr. Center and staff guide the agency and looking ahead, getting recognition into the community. He feels the agency is getting better every day.

Mr. Newsome shared that the agency offices will be closed during the week of Christmas, giving all staff Admin holiday with pay. It is traditionally slow over the holidays. The staff is appreciative.

Ms. Lanier made the **motion** to adjourn the meeting. Mr. Stucks seconded the motion. The vote was unanimous to adjourn. The meeting was adjourned at 7:37 p.m.

**Board members stayed to receive Program Governance training given by Ms. Leiner.**



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Roger Newsome, Acting Secretary Date: November 18, 2014