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

Roger Newsome, Chair Tim Center

Charlean Lanier, Vice Chair Nina Self

Allen Stucks, Treasurer Laurie Leiner

Cynthia Valencic

Keith Dean

Diane Haggerty

The meeting was called to order by the Chair at 5:30 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. Board member comments will be placed on the end of the agenda under New Business.

***Action***

*Minutes*

The minutes from the November 18, 2014,meeting were reviewed. Mr. Stucks made the **motion** to approve and Ms. Lanier seconded the motion. The **motion** was approved unanimously.

*FSS Policy language additions/revisions*

Mr. Center shared the elements of the programs noting there were no substantial changes. He noted that the *Getting Ahead* program will wrap up in February with the ending dates staggered for the counties. New classes will begin in March/April. The *Self Sufficiency* program will also have graduation/transition ceremonies. Ms. Valencic’s written report noting the participants’ progress is in the packet. Ms. Valencic shared that most of the *Family Self Sufficiency* clients have been through *Getting Ahead* and a few have not. These clients will have a total of two years in the programs (six months in Getting Ahead and 18 months in FSS). The next step will be going into a *Circles*-like program with mentorships for *Getting Ahead* completers. Mr. Center explained the *Circles* program and the next steps. Mr. Center wants to find another facilitator to handle the program. Another element will be monthly meetings with the *Getting Ahead* graduates who will have two mentors each, assigned by county. He will begin to recruit community members to get involved with what the program is doing. Ms. Lanier suggested that any mentors should be from the same county as the client to maintain a relationship. Mr. Center added that we’re at the tipping point to get the community engaged.

Mr. Center spoke about the United Way of the Big Bend’s new plan to advance goals (ALICE) with $100,000 infusion of cash. Hopefully, the agency will be chosen to help administer the program and get funding.

Mr. Stucks had several questions about how the programs are run. Discussion followed. Mr. Center shared that he has already raised $19,000 towards *Getting Ahead* and a *Circles* program. These funds were donated by Florida Blue, the Frueauff Foundation, and Wells Fargo.

Mr. Stucks expressed concern about the client appeals process and certain board members advocating for individuals outside of the meetings. Mr. Center gave details about the appeals case Mr. Stucks was referring to and provided the proposed resolution.

Ms. Lanier had questions about the plan for the new Wakulla address and how one person was going to take calls, schedule appointments, do case manager follow-up, *Getting Ahead*, etc. She also wanted to know if a plan was in effect regarding how the receptionist at the new location One Call Center would manage Agency walk-ins and calls. The details were explained to her by both Ms. Valencic and Mr. Center.

Weatherization programs now have more regulations imposed by the federal government. For instance, it now requires one staff person to do the pre-inspection and another to do post-inspection of a home. There is also new certification that is required. At present, there is a 40% pass rate on the testing for the new certification – it is difficult. Our Weatherization department continues to set appointments and do the work. Mr. Mutch is working towards his new certification.

The agency will have a visible presence at the Star Metro “We’ve Got You Covered” event at the Steele Plaza on December 18. Information about our programs will be given out to bus riders and names collected for later contact, if desired.

Mr. Stucks asked for an explanation about how the client system works from the time they call until the file is closed. Mr. Center discussed the steps and said that at the end of the day, we process utilities and provide emergency services day in and day out. Mr. Center explained that it is an effective process.

*Head Start*

The Head Start grant application was completed in November. The Agency will be notified of the results in May or June at the earliest. Ms. Leiner announced that the Policy Council has great attendance and parental involvement this year. She feels this is due to Ms. McCrary’s efforts. The Policy Council meetings are now held in the larger meeting space of Bethel AME Church. Mr. Stucks recommended this and facilitated the approval with the church. Mr. Stucks said the fee is reduced from what they usually charge. Mr. Center reminded Ms. Lanier to count the difference in the reduced rate as Match (the difference between the rent and the church’s usual $1,000 charge).

Ms. Lanier shared that *Donuts for Dads* had a good turnout. Teachers and staff are doing good work. The flu season is here so attendance is down. They are having difficulty keeping a full enrollment of 378 in the centers but are trying to keep it filled. She spoke enthusiastically about the Head Start conference in New Orleans. They took parents with them representing Policy Council.

It’s been hard to have the two teacher/mentors come out to the centers to observe and mentor because Head Start still doesn’t have a full staff. They are currently staffing with substitutes and floaters to keep two to a classroom. The problem is that we are requiring a 4-year degree but can’t pay as much as a school district when recruiting. The Agency is trying to get to 100% college degree staffing before the national Head Start requires it. This also is per our bylaws. Students graduating from college would only get paid $14.50 per hour and we would lose them to higher paying jobs elsewhere.

A discussion followed about the VPK program and how to fund it. Lively College can be a source for CDA for teacher’s assistants. Head Start pays for the employees training.

Mr. Center shared that he will begin meeting with Leon County school board members about possibly several campuses relocating to the old Wesson School campus. Two or three other organizations want to also move there. We could co-locate there which will help the community thrive.

*Human Relations*

Ms. Self informed the Board that an EEOC complaint has been filed regarding a Head Start employee. This employee began working for us as a Teacher’s Assistant and was promoted to Teacher. Head Start management states that they had lots of problems with her and finally decided to let her go. She has filed an age discrimination complaint. However, 60% of the workforce is over 60 years old and one is 80 years old; they work in the same department as the complainant. Bill Krizner is advising on this. He said that although mediation was offered, he advises not to engage in mediation. Our answer to the complaint will show that there was cause. The termination took place in March. Her supervisor at the time was over 40 years old. The insurer was informed regarding the potential liability. Marie Mattox is the former employee’s attorney of record.

*Fiscal Department*

Mr. Dean said that there weren’t any new financial reports or end of year report to give to the committee. He explained that his staff was pulled off the financials because of the Head Start re-compete and other fiscal reports that were due which all took time. In reviewing things that have been done, he reported that the Agency paid off the line of credit, hired a grant writer (which wasn’t budgeted) and other things. He said the grant writer was hired for just the Head Start grant. He feels another two weeks should get financials completed for the end of year report. Mr. Dean apologized, but reiterated that he wants it right. There is $66,000 in reserves and he thinks there will be a surplus. He brought up the idea that he would like to move the $66,000 from the account currently getting .1% interest to one that he can get us into because he has a far larger pool. This move could earn .9% interest. He can parlay it for this group. The same amount can earn .9% if moved to a money market account. Ms. Lanier made the **motion** to approve and Mr. Stucks seconded the motion. The Executive Committee voted to make the recommendation to the full Board.

*New Business*

Ms. Lanier spoke about the phones, and dates for the actual move into the Wakulla County One Stop Community Center. Although the Agency doesn’t take walk-ins, the One Stop Center, does and that’s the reason for so many agencies to be under one roof. The idea is to go to one agency and then be able to get additional help from another agency while you’re there. If clients should call One Stop instead of our number, the receptionist will take the messages. Ms. Valencic said that normally they will not take walk-ins, but if they’re not busy, then they would. Ms. Lanier wanted to know about accountability regarding clients and time spent. Is the budget being followed, what about new Getting Ahead clients, etc. She asked who is following up on this. Ms. Lanier and Mr. Center spoke about Wakulla County services and the monthly allocation of funds which is based on 150% of poverty. Ms. Lanier asked when Mr. Sims is out of the office, who answers the phone? Workforce pays to provide on the job training and the trainee could help with calls, filing etc. Ms. Lanier said that she sent lots of people to Mr. Sims for the Getting Ahead program. These were folks who met the standard that she pulled from her Operation Santa names in October. None of them are in the class. Ms. Valencic said that they would be in the next class.

Ms. Lanier also spoke about Jefferson County and the extra set of hands that are needed there. She asked that mentors be chosen from their own county. She shared that she was paired with a Jefferson County Getting Ahead client and the client asked for money from her. She never contacted Ms. Lanier after she said that she couldn’t help the client with money. She feels that someone in the same county might have been able to help her more by steering her to more local community resources.

*Executive Directors Report*

Mr. Center thanked the committee and appreciates the comments. He commented that committee members are noted for the involvement in their community and are an extra set of eyes for the staff.

He announced that Calhoun County Commissioners have selected a new appointee for the seat vacated by Debra Abner Jones. Her name is Ms. Debra Peterson.

Mr. Center shared the DEO monitoring report with the committee. The report and proposed responses are in the packet and will be sent out to the entire Board of Directors. The monitoring findings and concerns were discussed. Ms. Lawrence, former DEO monitor, gave explanations.

*Chairman’s Report*

Mr. Newsome, Board Chairman, said the Executive Committee would like to give bonuses if the money is there. Mr. Stucks made the **motion** and Ms. Lanier seconded the motion. It will show in this year’s figures.

He spoke about a 2-year contract for the Executive Director. Mr. Newsome and Mr. Stucks are working together to complete it. Mr. Newsome will call Mr. Krizner after Ms. Self lets him know to expect the Chairman’s call. The proposed 2-year contract will be emailed to the board of directors members.

Ms. Lanier made the **motion** to adjourn. It was seconded by Mr. Stucks. The motion carried with a unanimous vote. The meeting was adjourned at 6:50 pm.

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Roger Newsome, Chairman, Acting Secretary Date: January 20, 2015

Recorded by: Diane Haggerty