

Capital Area Community Action Agency

Board of Directors
DRAFT Meeting Minutes
Tuesday, January 27, 2015, 6:00 pm
Ghazvini Center for Healthcare Education
1528 Surgeons Drive, Tallahassee, FL 32308
Conference Call – Dial In – (705) 475-4700, participant code 275857#

Members in Attendance:

Roger Newsome, Chair
Charlean Lanier, Vice Chair
Allen Stucks, Treasurer
Bishop Willie Green
Chanise Brown
Pamela Olivia Manuel
Cheryl Thompson
Pam Ridley
Carol Barfield (via phone)
Kara Palmer
Dan Stengle
Eugene Hall
Sheree Keeler (via phone)
Kim Bodine (via phone)

CACAA Staff:

Tim Center
Nina Self
Laurie Leiner
Cynthia Valencic
Keith Dean
Diane Haggerty
Susan Lawrence
Angela Mills

Guest:

Brandon Wienke

Absent:

Clarice Powell

Call to Order

The meeting was called to order by the Chair at 6:00 p.m. and a quorum was established. Mr. Newsome, the Board chairman, welcomed the attendees and was happy with the great turnout. He was pleased to see more new faces. Mr. Newsome introduced Dan Stengle, who shared his background in government service and charitable causes with the Board. He will be the attorney on the Board.

Agenda

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



United Way of the Big Bend

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Consent Agenda

Minutes

The minutes from the November 18, 2014, meeting and;

Payroll Imprest account closure were reviewed and approved.

Mr. Green made the **motion** to approve the consent agenda and the motion was seconded by Ms. Lanier. The minutes and closure of the payroll imprest account were unanimously approved.

Action

Board approval of new Board Member

The Board was to welcome Ms. Debra Peterson at this point, but her arrival is delayed. We will table this until she arrives.

Board election

The election was held for two positions on the Executive Committee.

The Secretary position had one Board member interested, Pamela Manuel

The Member-at-Large position had two Board members interested: Cheryl Thompson and Chanise Brown. The vote was determined by written ballots. Chanise Brown was the winner of the position. Mr. Green made the **motion** to approve the new Executive Committee members and Mr. Stucks seconded the motion. The vote was unanimous.

End of year 2014 Budget Closeout

Mr. Dean gave a review of the 2014 closeout materials under Tab 3. He spoke about the variances and answered questions. Mr. Hall asked about the in-kind, a remarkable achievement from the Head Start staff in tracking the volunteer hours. Mr. Green asked about Special Events and the net amount earned after expenses. After discussion, Mr. Hall made the **motion** to approve the 2014 budget closeout. Ms. Lanier seconded the motion and it passed unanimously.

Program Updates

Family Services

Mr. Center gave a concise report of Ms. Valencic's programs, referring to the written reports in the packets under Tab 4. He reported that LIHEAP was closing out in March and that staff is on track with the expenditures. He shared that Department of Economic Opportunity monitoring is taking place this week with Weatherization and Fiscal team providing the key components.

Ms. Valencic shared that LIHEAP will be closed out in March. The staff is on track on the expenditures. She spoke about the DEO monitoring on the Weatherization program. They will look to see that homes were weatherized in the proper manner and that the money was spent in the right way taking care of people.

Mr. Center shared that the Getting Ahead... program graduates are getting ready to transition into the Family Self Sufficiency program. Mr. Center shared that this is the fourth wave of classes in five counties and explained that not all Getting Ahead... participants will go into Family Self Sufficiency. They become income independent, for instance, if they start jobs. The

next big thing is Prosperity Partners. It's a Circles designed program that will match mentors with graduates of the Getting Ahead program in monthly dinners. Then those graduates will become mentors to the next tier of graduates. New Board member Cheryl Thompson has expressed interest in serving as a mentor.

Head Start

The report continued through the Head Start report. Mr. Center asked Charlean Lanier and Chanise Brown to give the Policy Council update. Ms. Brown spoke about the Policy Council meetings. Ms. Lanier reported that this is her second year of being the Board representative to the Policy Council. She announced that Head Start is celebrating its 50th year in America. They are looking for Head Start success stories.

Mr. Center reported that Ms. Leiner is working with the Homeless Shelter to work with homeless children and is in talks about it currently. Leon County wants to work with Head Start at Wesson closed campus. South City Head Start is located there now. Mr. Center and Ms. Leiner would like to relocate the rest of the Head Start into Wesson's classrooms and would have a true cafeteria for the meals. It could become a community center to serve the south side of Tallahassee. It could offer computer training for adults, Pace Center for Girls, and community garden. The school board wants to hear more in meetings and will report back to the school's administration. Currently, at that location, VPK is being moved out. He asked if the board members know anyone in administration, and if so, to please talk to them. This would be a great opportunity to partner with other community agencies. Mr. Center and Ms. Leiner will be meeting with school administration soon and will let the board know the results of the meeting. Ms. Manuel said that Whole Child Leon meets there in the Media Center, Bloxton building. Ms. Ridley suggested Tallahassee Housing. Mr. Center was pleased with the feedback and excitement.

Ms. Mills reported on Head Start. She spoke about the child evaluations from the first quarter (in the packet) that is measured when they first come in, in the middle of the year, and when they leave at the end of the school year. Included in the board packets is the overview of the baseline report (when they first come into the Head Start centers). She explained that the children are learning with the supplemented curriculum and are all getting the same information at the same time. Now everyone is on an even playing field. Teachers are also assessed. Scores were down from last year. This may be attributed to several new teachers out of college and learning how to be great teachers. The children are also provided with conscious discipline which gives children skills to take through their lives. Parent training also takes place. Ms. Mills reported the feeling of the staff is that we are on the right track.

New Board members

Ms. Debra Peterson arrived at the location. Chairman Newsome welcomed the new board member Debra Peterson to the Board of Directors. The board, including call-in members and staff, introduced themselves to the new member. Ms. Peterson gave a brief summary of who she is. She moved here from Detroit. She has family here and introduced her daughter. Ms.

Peterson is thankful for the opportunity to learn by being on the board. She has just finished Getting Ahead and she said that it helped things on a higher level. She reported a pleasant orientation with Mr. Center. There was a **motion** to accept and install her to the Board of Directors. The motion was made by Ms. Lanier and seconded by Ms. Ridley. The motion carried unanimously.

Back to Agenda

Fiscal

Mr. Center introduced Keith Dean who will give the fiscal report for the first quarter 2015. He said that some contributions were not budgeted: i.e. Frueauff Foundation \$6,000 and the \$10,000 for the new website was not budgeted. The agency is investing in a new website, staff training, and a grant writer for the re-competition for the Head Start reapplication. Mr. Dean went through the report and answered questions. He invited the board to give him a call or a meeting with any questions regarding the fiscal reports.

Executive Director's Report

Mr. Center gave his report and noted the different letterhead. He said the website is coming along and should be ready in February. He reported that Pigfest will be June 6. He has spoken to Tobacco Road about having them do a Friday night concert. They have a loyal following of 200+ fans. He asked the board to help out in planning and work with us to make this a successful event. He said that everybody on the board is also on the fundraising committee on this event – the only fundraiser for the year.

Mr. Center spoke about the document in the packet regarding Affordable Housing. Revenue is collected with document stamps on sale of real estate. Those monies are used for affordable housing. The United Way of the Big Bend sent out this information and asked for input to go to the Senate whether those monies should continue to go to affordable housing.

Chairman's Report

Mr. Newsome reported that committees are important to the running of the agency's business. Time on a committee is necessary to fulfill goals. He explained what each committee is and a sign-up sheet was passed around to the board members. He said that by working together, the board will move the agency forward and help the community.

Ms. Lanier made the **motion** to adjourn the meeting. Ms. Thompson seconded the motion. The vote was unanimous to adjourn. The meeting was adjourned at 7:30 p.m.

Pamela Olivia Manuel, Secretary

Date: March 24, 2015

Recorded by: Diane Haggerty