

Capital Area Community Action Agency

Draft Executive Committee Meeting Minutes February 17, 2015

Members in Attendance:

Roger Newsome, Chair
Charlean Lanier, Vice Chair
Allen Stucks, Treasurer
Pamela Olivia Manuel, Secretary
Chanise Brown, Member at Large (via phone)

CACAA Staff:

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

The meeting was called to order by the Chair at 5:40 p.m. and a quorum was established.

Agenda

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

Action

- *Seating Ms. Manuel on Executive Committee*

The Chairman welcomed Ms. Manuel (to her seat as Secretary) and Ms. Brown (to her seat as Member at Large) on the Executive Committee following the January 27, 2015 election by the full Board of Directors. Mr. Stucks made the **motion** and Ms. Lanier seconded it. It passed unanimously.

- *Minutes*

After review, Mr. Stucks made the **motion** to accept the minutes of January 20, 2015. Ms. Lanier seconded the motion. It was unanimously approved.

- *CSBG Focus Report*

This is a quarterly report that catalogs all activity within the agency. The Department of Economic Opportunity (DEO) is able to see the spending per person served and can determine if the Agency is on target. For example, if 25% of the people we help in a year were served already with 25% of the funds granted, then the report would show that the Agency is on target. Mr. Center and Ms. Valencic explained the requirements and the goals. Mr. Stucks made the **motion** and Ms. Lanier seconded it. The vote was unanimous approval.



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- *Certificate of Corporate Resolution*

Mr. Center shared the background on the requirements of the annual certification of the corporate resolution that says that Mr. Center can act on behalf of the Agency. This accompanies the annual LIHEAP grant to DEO. The current contract expires in March but we just received the new contract four days ago. The full Board of Directors meeting is at the end of March so the Executive Committee is acting on behalf of the Board in approving the ability to renew the contract. After discussion, Ms. Lanier made the **motion** to approve the Certificate of Corporate Resolution. Mr. Stucks seconded the motion and it passed unanimously.

Chairman's Report

The agenda was changed to move the Chairman's Report here as Mr. Newsome must leave for a family emergency. Mr. Newsome reported that the members of the Executive Committee are working on the contract renewal for the Executive Director, Mr. Center. Their goal is to have it to the Board in the March 24, 2015 meeting; signed in April. Mr. Center will be consulted on the contract and then it will go to the Board. The job description will correlate with the performance evaluation. Mr. Newsome, Mr. Stucks, and Ms. Lanier will be reviewing it. He added that he is very happy with Mr. Center's work and wants to seal the deal with the contract.

Mr. Newsome spoke about the upcoming PIGFEST and added that he is amazed at the juggling act that all staff needs to do to make this a big success. The Board is expected to contribute time on the committees and to do their part on the only fundraiser for the Agency. He asked them to be thinking about how they would like to participate.

Mr. Newsome completed his report and left the meeting. Ms. Lanier, Vice Chair, chaired the remainder of the meeting.

Program Updates

- *Family Support Services*

Mr. Center gave the report that encompassed LIHEAP, Weatherization, and Getting Ahead. He recalled the last Board of Directors meeting when Ms. Peterson was welcomed to the Board. She shared the story that she was a graduate of Getting Ahead and now she was an appointee to the Board of Directors and was Mr. Center's boss. He announced the changed dates for the upcoming Getting Ahead transition luncheons (see new dates in Board packet FSS report).

Mr. Center shared that the staff is actively recruiting for the next class and orientation will be held the last week in March. That's when prospects will be introduced to the program and learn what's expected of them. He shared that although Melissa Watson is great, the program needs to expand and others must be trained to do what Ms.

Watson does. The classes will be shared with the case managers. After that, staff is envisioning that the case managers can then lead the classes.

He talked about the March Madness that staff did last year to spend down the monies and avoid giving it back. This year, he reported, the Agency is right on track to run out of monies at the end of March when the contract runs out. The new contract should kick in sometime in May. In the meantime, there are a few extra dollars to serve crisis.

In the Weatherization department (WAP) the monies are good for 12 months and at the end if the Agency hasn't spent them, they'll extend to enable us to spend it out and the cycle continues. Staff is trying to get back to spending it down in the 12 months. Also, if staff doesn't spend the maximum amount on each home, only doing what is necessary, there will be more ability to serve more homes. Mr. Mutch and Mr. Hamlet manage the contracts and the contractors do the actual work. They visit the homes to inspect both before and after the work is completed. Bids for the contractors are opened once a year. Bids are opened and eight contractors were selected. The jobs are rotated in order so that no one contractor gets more work than another.

Ms. Valencic shared that the CHSP grant process is underway with the deadline next Friday. The budget will go Stephanie and then staff will have four days to deliver the grant. It will be called Community Development instead of Emergency Services. The Agency will still do the utilities, but not rental assistance under this grant. The rental assistance the Agency does get comes from FEMA and is available for two or three months out of the year. We won't know the status of the grant award until a couple of months. Mr. Stucks asked that the Board be notified when the rental assistance is available and also when the funds are depleted.

Ms. Manuel shared that she had a good conversation with the Executive Director of Orange Avenue United Tenants Association (OAUTA) regarding a partnership of sorts. She said that the tenants are required to donate eight hours a month to the community. She feels that this is a good way to garner volunteers for various programs and PIGFEST. Mr. Center would like to help OAUTA as a whole and will be available for an appointment to discuss further. An idea would be to perhaps do an outreach one time a week there.

Ms. Lawrence will send Mr. Stucks a cheat sheet as to the criteria for assistance.

- *Head Start*

Ms. Brown and Ms. Lanier gave the Head Start Policy Council report and a presentation of what was learned at the Head Start conference recently attended in New Orleans. Ms. Lanier's monthly report is in the packet with the actual numbers. Ms. Leiner announced that the staffing of the Policy Council was due to the diligence of Haley

McCrary. Ms. McCrary had an opportunity to accept another job for more money. She will be working at the Renaissance Center with the homeless. She created the great newsletter and due to her efforts, attendance of parents to the meetings increased substantially. She will be missed, but she will be the Agency's contact at the Renaissance Center and will be working together in that capacity.

Darrell Jones is working on Dads & Dudes morning sessions with those guys who bring the children to the Head Start centers. The Pizza Night was not well attended. Bowling Night saw only a handful who attended. Participation has not been what was envisioned, yet.

Head Start is applying for United Way funding and are writing the grant. Ms. Leiner commended the Head Start office for the New Directors program and now has a mentor in the Kentucky. They have weekly calls with a group and also with the mentor. This is a great professional development opportunity.

Ms. Leiner referred to the ACF-IM-HS-15-01 (Real Property Reporting and Request Requirements from the US Department of HHS) sharing that HHS requires that the document be shared with the Board members. This deals with property that has federal interest in it. For instance, the school busses, vans have federal interest but are now fully depreciated. They have been asked to remove their federal interest in them so that they can be disposed.

The Leon County School Board and staff have been meeting and getting closer to an agreement regarding use of the closed Wesson School facilities. Mr. Center envisions a Southside Education Center, a community center and garden, workshops in a target-rich environment. He reported that they've had a good meeting with the superintendent and follow up is scheduled for two weeks hence with Dr. Wills. This is not an 'all or nothing' deal and there are lots of options. He thanked Mr. Stucks who spent time facilitating the meeting and making the Superintendent fully aware of what the Agency is doing on this.

- *FISCAL*

Mr. Dean reported that it is too soon for the January close out report and said that the Committee must wait an appropriate amount of time. There are a lot of grants due and he wants to be sure that they get turned in on time. He suggested going to quarterly reports instead of monthly reports. It would be a lot easier on the fiscal staff. The Executive Committee said that they felt comfortable with a quarterly report.

- *Executive Directors Report*

Mr. Center shared a copy of a letter about *Getting Ahead* that explains who and how it was developed. He talked about the *Circles* program, but it is pricy to enroll in that

program. He stated that he is working with legislators and policy makers. He would like to put together a lunch for legislators and leadership. It would need to be held in a large capacity building and he's very excited about it. There won't be space for every board member but envisions two or three chairs for the board, fifteen for legislators, and 5 others from the community.

Mr. Center said that United Way has \$100,000 in strategic initiative grant funds available. There is a focus on financial literacy (middle-school students) and ALICE that encompasses those who may be above the poverty line but are below the cost of living. Mr. Center chaired the committee. He plans to encourage United Way to work with the Agency on the *Getting Ahead / Staying Ahead* programs. He feels that we will probably get a small part of the grant monies (\$10,000) after the bid from the RFP. He talked about who in the state is also doing *Getting Ahead*, but we're the only Community Action Program. The FOCUS report is sharing the outcomes of the programs.

The meeting was adjourned at 6:55 pm.

Pamela Olivia Manuel, Secretary

Date: March 24, 2015

Recorded by: Diane Haggerty