

Capital Area Community Action Agency, Inc.
Executive Board Meeting
February 16, 2016

MINUTES

Members in Attendance:

Charlean Lanier, Chair
Cheryl Thompson, Vice Chair
Brandon Wienke, Treasurer
Pamela Manuel, Member at Large
Harold Ross, Secretary (via phone)

CACAA Staff:

Tim Center
Diane Haggerty
Stephanie Sgouros

The meeting was called to order by the Chair at 5:34 p.m. and a quorum was established.

Ms. Lanier called for review and approval of the agenda. Ms. Thompson moved for approval and Mr. Wienke seconded the motion. It was unanimously approved.

The next item was the consent agenda which included the Executive Committee minutes from the January 19, 2016 meeting. Mr. Wienke moved and Ms. Thompson seconded the approval of the minutes. The motion was unanimously approved.

Action Items

- A. Corporate Resolution – Authorized Bank Signatures – Ms. Sgouros explained that since new officers have been elected to the Executive Committee and others have left the it is now necessary to have signators that reflect those changes. Mr. Center explained the check approvals process and said that both he and Ms. Self have authority to sign for up to \$1,500. Any amount above that requires a co-signature by an Executive Committee board member. Mr. Wienke made the motion to sign the corporate resolution. It was seconded by Ms. Thompson. The motion carried with a unanimous vote.
- B. Mayoral Appointment of Kara Palmer – Public Sector Mayor Gillum has appointed Kara Palmer to the Board in the Public Sector. She will be moved from the Private Sector to the Public Sector. Ms. Thomspon moved and Mr. Wienke seconded the motion to accept the mayoral appointment. It was unanimously accepted.
- C. Fiscal Report - Ms. Sgouros presented the fiscal report in detail referring to the attached budget and revenue and expense sheets. She reported that the report covers the three-month period ending December 31, 2015. The Agency was expected to be a quarter of the way through the annual budget expenses. The actual little amount is now 28%. The agency is at 32% of federally required match. She noted Workers Comp was over the annual budget item for the year. There was an increase in travel and professional supplies. Ms. Sgouros went through the fiscal portion of the packet line by line. Ms. Manuel moved and Ms. Thompson seconded the motion to approve the Fiscal Report. It was unanimously approved.

Program Reports

Mr. Center provided the following updates on Agency programs:

Family Services: Mr. Center explained that the Getting Ahead and the Staying Ahead programs have new staff in Wakulla and Jefferson counties. Ms. Lanier spoke about the difficulty in attracting folks to the program(s). Mr. Center discussed the ongoing issue of getting referrals. He's hoping that the graduates will attract their friends and peer groups into the program. He suggested that the Program Committee can work with this. It's time for the committees to be filled from the board. The Vice Chair can help the Chair to fill committee positions by reaching out to board members. Ms. Manuel spoke about the Getting Ahead class participants and how they can be recruiters for the program. She suggested banners that might say "I don't want another job...I want a better life...Getting Ahead". She said we should speak to the heart of the people we want to recruit.

Mr. Center shared the dates for the upcoming transition ceremonies: Leon County – March 8; Gadsden County – March 11; Jefferson County – March 21. The board should invite their contacts: elected officials; potential sponsors/funders; again we'll invite Wells Fargo and Florida Blue (previous sponsors). The agency will also apply for the CHSP grant for the Getting Ahead program. Head Start has been recipients of the CHSP grant for several years for its Incredible Years and male engagement programs.

Weatherization: The agency has been granted permission to begin working on mobile homes. Mr. Center informed the committee that a lawsuit was filed against agency due to work done by a contractor on a home that was weatherized. The list of grievances blamed the contractor for multiple claims. Mr. Center was in a mediation session last week with the attorney for the plaintiff, attorneys for the agency's insurance company and the contractor. He gave a summary of the meeting and reported that it is possible that it will go to trial in Gadsden County next year. Mr. Center shared that the Weatherization Mod was received for an additional three months, but with no additional monies to service homes in those three months.

Mr. Center directed the committee's attention to the report on the number of emergency clients served. With the new organizational standards, the agency needs to report to the Board and to DEO.

Ms. Lanier asked about the replacement search for Ms. Valencic who will be retiring October 1, 2016. Mr. Center shared that her strong points are data reporting to the required agencies and processing invoices to funders, not management. Hiring someone to do data processing for both Family Services and for Head Start and someone to do fiscal processing for both Family Services and for Head Start would be a smarter solution. There would be more specialized swim lanes and more reorganization than replacing Ms. Valencic, per se. This would be implemented in the summertime. Mr. Center has spoken to Ms. Valencic about becoming a contracted part-time employee. Ms. Thompson asked if he'd spoken to Mr. Krizner about this and suggested that he do so.

Mr. Center announced that Mr. Phil DeVol, author of the Getting Ahead program, will be coming to train on Getting Ahead March 29-30. We will offer the training opportunity to all community action agencies all over the state. The fee will be \$225 for the training with lunch and will be held at the Capital City Country Club. Mr. Center explained that the cost to train 10 staff is \$5,000. By charging for the training, the agency can cover the cost of the program. Mr. DeVol will train on the first day and Ms. Watson will train on the second day on how to execute on what they learned from Mr. DeVol's training. Ms. Manuel would like to attend this training.

Head Start: Mr. Center and Ms. Self have been meeting regularly with program managers and education coordinators. The plan is to fully staff the centers so that would free up the education coordinators to implement training the staff.

The teachers would receive training during the in-service training on March 21.

It will take about six months to fully implement these plans.

VPK evaluates students in Kindergarten and we receive a report from the Department of Education. Students who graduated from Bainbridge into Kindergarten received a score of 100%; South City, 95%; Bond, 100%; Murat, 91%, and one more for 100%.

Early Learning Coalition did teaching assessments of our Head Start program. We received good marks in the classrooms being set up for learning and for relationships with parents. We were found wanting in regard to classroom curriculum. ELC said that every program evaluated had this concern but added that after training, they will see an improvement. In the Fall, Mr. Center intends to have two-three days of training on curriculum during pre-service.

Mr. Center attended Region IV Head Start Association Conference and included his report in the packet. Ms. Jackson attended this conference and reported that there is a company that will look at everything that Head Start will look at during its monitoring next year. Before the end of March, we'll contact this company and pay the fee for this service. The agency will be in a good place for the monitoring next year by readying ourselves based on their assessment.

Mr. Center reported that \$270,000 will be spent on Royal Head Start. The monies for this were initially from Head Start, and the Agency has opted to use the Line of Credit at Hancock Bank for the remainder. One building is done and the other is still being worked on. It should be ready by the first week of March and the children and teacher will be able to be back in the building. Mr. Wienke asked how long will it take to break even on the cost. Mr. Center said that the plan is to run a summer day-care in the building to earn money. He said with those monies, the money saved on Ms. Leiner's salary and benefits money, and paying rent back to ourselves on the building plus the maintenance budget for next year – the plan is to have it paid off in 18 months.

It's re-enrollment time and teachers must remind them to re-enroll their children in VPK as that is flexible money that can go to paying off the debt.

Regarding filling Kathryn's position, there haven't been any responses to the ad so far.

Ms. Thompson asked about the Head Start food budget. Mr. Center said that by Friday all new kitchen equipment will be ordered (\$12,000) which includes the containers to transport the food. Before the end of the school year, the agency will recoup these costs and cut in half the deficit on the food budget. The goal on food is to have it up and running by March 1 which will mean no more Leon County Schools food expenses.

Chief Executive Officer Report

Mr. Center provided a written copy of the Executive Directors Report for February 2016. Highlights included:

- Fundraising this year will be a luncheon. Ms. Ridley said that she would help in the planning and implementation of this fundraiser. Mr. Thompson will probably come back and participate. The will be mission-focused and donations will be encouraged.
- Mr. Center spotlighted upcoming training events and encouraged board attendance. Ms. Lanier shared that the CAPLAW training was very informative and recommended the board to try to attend.

The meeting was adjourned at 7:01 p.m.

Minutes recorded by:
Nina Self
Chief Operating Officer

Harold Ross, Secretary

Date: 3/15/16