



## The Florida Association for Community Action (FACA), Inc.

### Executive Director's Summary Report

FACA Board of Directors Meeting Monday, September 17, 2018

#### I. First Quarter Updates

##### a. Department of Economic Opportunity Updates

###### i. FACA/DEO Agreement

1. Revised quote completed
2. Contract will run 2019 - 2023
3. Completed Sole Provider letter at request of DEO contracts Department (attached)
4. Updated FACA vendor registration with My Florida Market Place (MFMP) in preparation to receive funding
5. Agreement is moving forward through approval process currently awaiting Julie Dennis signature on Conflict of Interest

###### ii. SHIP-WAP-Utility Company Project

1. FACA is working with DEO and FWIN on a project to leverage SHIP and Weatherization opportunities with the Utility companies to maximize funding and repairs
2. Co-presented at the Florida Utility Caucus session during the 31<sup>st</sup> Annual Affordable Housing Conference with Derrick Blue and Michael Roberson
3. FACA will serve as the Administrator and Coordinator for the pilot with activities that include state and regional meeting, data collection, reporting, etc.
4. Pilot is currently in progress

##### b. Conference 2019 Update

- i. Dates: May 14 - 17, 2019
- ii. Venue: Grand Hyatt Tampa Bay
- iii. Theme: TBD

##### c. RPIC

- i. Attended face-to-face RPIC meeting with Jerry Durbin
  1. Jointly working on impact statements for state and region
  2. Reporting structure for Associations is anticipated to be revised and focus on outcomes
- ii. Attended the State Association Director's Caucus during the CA annual conference and received updates on new interim OCS Director Carter, funding, etc.
- iii. Completed RPIC Region IV-A Quarterly Report
- iv. Completed the Training Survey which will be used for the 2018 - 2019 RPIC Training and Technical Assistance Plan
- v. Working with Barbara Mooney and other RPIC Association Directors to recruit ROMA Implementers from Florida



The Florida Association for Community Action (FACA), Inc.

Executive Director's Summary Report

FACA Board of Directors Meeting Monday, September 17, 2018

- vi. Serving as RPIC Region IV representative working with Jarle Crocker from Community Action Partnership on training project for State Associations and State Office
- d. Funding
  - i. Successfully applied for and received the Wells Fargo Grant for \$10,000; anticipated disbursement in November or December
  - ii. Completed reimbursement for CSBG and Weatherization conference funding via Northeast Florida Community Action Agency for approximate total of \$45,000
- e. Accounting
  - i. Successfully completed 1<sup>st</sup> quarter budget which was approved by the Board
  - ii. Plans to move forward with full annual budget creation pending DEO agreement finalization
  - iii. Interviewed and selected auditing firm;
    - 1. audit and full reports to be complete by October
    - 2. Auditing fiscal year 2017 -2018
- f. Network Support
  - i. Coordinated with Tisha Womack, DEO Chief, Bureau of Financial Management to host Network call to address agency fiscal and reimbursement issues
  - ii. Updates to FACA.org website including help tab with all agency contact and new Board Portal
  - iii. Launched new FACA Facebook page
  - iv. Executive Director calls – Provide updates and follow up with Department of Economic Opportunity
- g. Insurance
  - i. Currently working with Traveler's Insurance on Audit for Workers Compensation policy
- h. Training
  - i. Met with Training Committee and completed Annual Training Plan
  - ii. Offered two case management trainings in August, Jacksonville and Riviera Beach
  - iii. Working with DEO to secure NASCSP to provide training on annual report
  - iv. Plans to provide a "Public Agency Round Table" facilitated by Palm Beach
- i. SEACAA
  - i. SEACAA Conference 9/18/18 – 9/21/18 – Poverty Symposium on Tuesday 9/18/18



## The Florida Association for Community Action (FACA), Inc.

### Executive Director's Summary Report

FACA Board of Directors Meeting Monday, September 17, 2018

1. FACA supporting as host state with conference booklet ad and donation for silent auction
- ii. Currently serve and SEACAA Board Secretary
- iii. SEACAA in the process of launching online leadership training institute
- j. Office Transition
  - i. Office still plans to acquire:
    1. new computers – existing units **over 10 years old**
    2. scanner
    3. file cabinets
  - ii. Continue daily tasks:
    1. Emails
    2. Customer referrals to various agencies
    3. Phone calls
    4. Correspondence
    5. Coordinating office appointments for various services i.e. technology, branding, insurance measurements, etc.
    6. Mail
    7. Bank deposits
    8. Purchasing office supplies
  - iii. Continue to recruit and manage volunteer staff to assist with volume of clerical duties (part time as schedules permit)

### **II. Second Quarter Goals**

- a. Continue implementation of Training Plan
- b. Launch RFP for 39<sup>th</sup> Annual Training Conference presenters
- c. Board Committee support as necessary
- d. Conduct onsite visits to state Community Action Agencies
- e. Continue to work to develop statewide private partnerships
- f. Complete RPIC fourth quarter reports
- g. Continue review, purge and creation of current digital records of paper documents
- h. Recruit and hire staff
- i. RPIC activities
- j. Update website content and improve social media presence

### **III. Travel**

- a. 7/16/18 – /17/18 – RPIC – Atlanta, GA
- b. 8/14/18 – 8/15/18 – SEACAA Board Meeting – Savannah, GA
- c. 8/27/18 – Affordable Housing Conference – Orlando, FL



The Florida Association for Community Action (FACA), Inc.

Executive Director's Summary Report

FACA Board of Directors Meeting Monday, September 17, 2018

- d. 8/28/18 – 8/31/18 - Community Action Partnership Conference – Denver, CO
- e. 9/18/18 – 9/21/18 - SEACAA Conference – Orlando, FL

**IV. Miscellaneous/Other Activities**

- a. IT Server updates and migration to SharePoint/Office 365 (in progress)