

Florida Association for Community Action (FACA), Inc.

FACA Quarterly Board of Directors Meeting minutes

Friday, June 15, 2018

Manatee Community Action Agency

6428 Parkland Dr., Sarasota, FL 34243

9:30 am - noon

I. The meeting was called to order by Board Chair Berneitha McNair at 9:06 a.m.

II. Roll call for members present:

ALPI – PaHoua Lee-Yang

Broward County CAA – Efram Crenshaw

Central Florida CAA – Charles Harris

Community Action Program Committee – Doug Brown

Florida Weatherization Network – Derrick Blue (via telephone)

Hillsborough County BOCC – Sharon Gordon

Lake Community Action Agency – James Lowe

Manatee County CAA – Barbara Patten (Now known as Step Up Suncoast)

Miami-Dade CAA – Lucia Davis-Raiford

Mid Florida Community Services – Michael Georgini

Northeast Florida CAA – Berneitha McNair

Orange County CAA – Lavonne Williams on behalf of Lonnie Bell

Osceola County Council of Aging – Warren Hougland

Palm Beach County CAA – Natalie Diaz Rodriguez

Pinellas Opportunity Council – Carolyn King

Seminole County BOCC Community Assistance – Olivette Carter

16 of the 21 Board members were present, and it was determined that quorum was met.

DEO representative Jerry Durbin participated via telephone.

- III. **Agenda Presentation and Approval.** Motion by Carolyn King to approve the agenda. Second by Barbara Patten. Motion approved unanimously.
- IV. **December 2017 Minutes Approval.** Motion by Michael Georgini to approve the March 2018 minutes with noted corrections. Second by Warren Hougland. Motion approved unanimously.
- V. **Department of Economic Opportunity Update.** CSBG and LIHEAP Manager Jerry Durbin provided the DEO update on behalf of Bureau Chief Debbie Smiley:
1. Problems with SERA have all been worked out and no agency should be having problems utilizing the system.
 2. DEO assignment of grant managers to agencies has been finalized and all agencies will have one grant manager for CSBG, LIHEAP and WAP.
 3. Client Data Tracking System RFPs still being finalized.
 4. DEO Department of Energy WAP monitoring was recently completed.
Numerous questions were asked of Gerry regarding SERA: Georgini asked if DEO will reimburse agencies for the interest accrued on their line of credits due to DEO inability to reimburse agencies

in a timely manner, per DEO contract with agencies? Durbin apologized on behalf of DEO and stated he does not have an answer. Other questions were asked regarding the long pending status of reimbursements, what "payment submitted" means, layers of approval for reimbursements and is SERA functional statewide. Brown asked if there can be better communications from DEO in assisting agencies to get payments approved quicker. Patten had questions about Duke Energy new contract with agencies that require payment in 30 days instead of the normal 45-day window. Durbin asked Patten to send the contract to Rick Campbell for review. Durbin concluded by stating he was unaware that there are still numerous problems with SERA and would provide an update to the network by Wednesday, June 20, 2018.

VI. **Executive Directors Report.** Pullen discussed the written report she submitted prior to the Board meeting that includes updates on: (1) Office Transition (2) Transition to new accounting firm (3) 2018 Conference overview and assessment, (4) Funding (5) Network support (6) Insurance (7) Partnerships (8) RPIC and (9) Trainings. Pullen provided an extensive review of the 2018 conference that included the process, timelines and highlights. Chair McNair gave a brief review of the negotiations with DEO regarding FACA budget. **Motion by Michael Georgini to accept the Executive Directors Report. Second by Carolyn King. Motion approved unanimously.**

VII. **Financial Statements. a. February 2018. B. March 2018 c. April 2018. (Finance Committee report included)** Treasurer King discussed the February, March and April 2018 financial statements that were included in the Board meeting packet. She mentioned that the transition to the new accounting firm was still in process. The committee presented the following recommendations/observations: (1) Request monthly meetings with FACA ED (2) The Finance committee be provided a copy of all FACA contracts (3) Request information on who are the authorized signers and users on all FACA financial accounts (4) Request a copy of the FPPM be forwarded to the committee (5) Confirmation of which credit card balances are being paid in priority and (6) How is the ED time and leave request documented and approved. ED Pullen and Board Chair thanked the committee for their report and indicated that will follow up on the committee requests. **Motion by Barbara Patten to approve the finance committee report, second by Michael Georgini. Motion approved unanimously.**

VIII. **Committee Reports**

Executive. Chair McNair stated that the minutes from the last executive committee had not been submitted to her from the Board Secretary who apologized for his tardiness in submitting the minutes prior to the Board meeting. She continued with a verbal report. McNair outlined and discussed a discrepancy with the Omni Hotel for the 2017 conference and that the committee elected to follow up by submitting a written response to the discrepancy. She continued by stating as we move forward, she will be recommending that we have two signers on contracts and review the FPPM to include protection for FACA in contract disputes. **Motion by Lucia Davis-Raiford to accept the executive committee report. Second by Carolyn King. Motion approved unanimously.**

Conference Planning. Committee Chair Harris informed the Board that the conference planning met and discussed the challenges and opportunities in a review of the 2018 conference. The committee pledged to be more involved with 2019 conference planning and would work to make the executive directors lunch and business meeting more inclusive to the membership. The committee also recommended that the Board Vice- Chair be responsible for overseeing the annual business meeting. Harris continued by stating the committee would review the silent auction/raffle/basket sponsorships and that ED Pullen report finalized the review of the 2018 conference. Lastly, Harris entertained recommendations from the floor to look at shorten the length of the conference. **Motion by Doug Brown to accept the conference planning report, second by Lucia Davis -Raiford. Motion approved unanimously.**

Finance. Report included in agenda item VII re: Financial statements

Legislative. Committee member Georgini gave the report on behalf of committee Chair Tim Center who was absent. Georgini stated the committee briefly discussed looking at leveraging opportunities with utility companies to advocate on behalf of low income residents and also discussed the possibility of creating an advocate for FACA. **Motion by Doug Brown to accept the legislative committee report, second by James Lowe. Motion approved unanimously.**

Membership. Committee member Crenshaw gave the report on behalf of committee chair Carl Herriott who is hospitalized and asked the Board to remember him in their prayers. Crenshaw stated the committee is working on getting member invoices out soon and would be looking at researching a sliding scale for membership based on an agency's budget and also perhaps pro-rated fee schedule. He concluded his report by stating the committee is considering recruiting non-paid member organizations that are attending the upcoming SEACAA conference. **Motion by Michael Georgini to accept the membership committee report, second by Olivette Carter. Motion approved unanimously.**

Nominations. No Report.

Strategic Planning. No Report.

Training and Development. Committee Chair Natalie Diaz Rodriguez stated the committee met to discuss the lack of responses received for the training needs survey. ED Pullen stated it is important for members to reply to the survey and provide input since the RPIC grant requires documentation from members of training needs. Chair Rodriguez informed the Board that the survey will be extended until June 22nd and encourage the Board to respond to the survey and encourage their staffs to respond as well. She concluded by stating the committee is reviewing several delivery vehicles for the training that may include in- person training as well as virtual possibilities. **Motion by James Lowe to accept the training and development committee report, second by Carolyn King. Motion approved unanimously.**

IX. **Old Business**

- a. **FACA and DEO agreement.** Item previously discussed during the Board meeting.

X. **New Business.**

- a. **2018 - 2020 Newly Elected Officers.**

Chair - Berneitha McNair

Vice-Chair - Doug Brown

Secretary - Charles Harris

Treasurer - Carolyn King

Appointed: Parliamentarian - Tim Center

- b. **Executive Director Evaluation.** Board Chair McNair stated the ED evaluation process will begin in August with plans to finalize it by the September 21st Board meeting. She continued by stating that all member agencies in good standing will be allowed to participate in the evaluation and she referred the Board to a copy of the current performance evaluation included in their Board packet and ask if there are any suggestions for improvement, to contact her with the suggestions.
- c. **Omni Hotel.** Item previously discussed during the Board meeting.
- d. **September Board meeting - Suggested 9/21/18 at the end of SEACAA conference.** The Board agreed to meet on 9/21/2018 at the end of the SEACAA conference.

XI. Adjournment. Motion by Efram Crenshaw to adjourn the meeting, second by PaHoua Lee-Yang. Motion approved unanimously. Meeting adjourned at 12:23 p.m.