

Florida Association for Community Action (FACA), Inc.

FACA Quarterly Board of Directors Meeting minutes

Thursday, March 8, 2018

Osceola Council on Aging, 700 Generation Point, Kissimmee, FL 34744

11:00 a.m.

I. The meeting was called to order by Board Chair Berneitha McNair at 11:06 a.m.

II. Roll call for members present:

ALPI – PaHoua Lee-Yang

Brevard County CAA – Carl Herriott

Broward County CAA – Efram Crenshaw

Capital Area CAA – Tim Center

Central Florida CAA – Charles Harris

Community Action Program Committee – Doug Brown

Florida Weatherization Network – Derrick Blue (via telephone)

Hillsborough County BOCC – Sharon Gordon

Manatee County CAA – Barbara Patten

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 Rodriquez

Pinellas Opportunity Council – Carolyn King

Seminole County BOCC Community Assistance – Olivette Carter

St. Lucie County BOCC Dept. of Human Services – Renee Scott

18 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 Doug Brown to approve the agenda. Second by Warren Hougland. Motion approved unanimously.

IV. **December 2017 Minutes Approval.** Motion by Doug Brown to approve the December 2017 minutes. Second by Tim Center. Motion approved unanimously.

V. **January 2018 Special Call Meeting Minutes Approval.** Motion by Michael Georgini to approve the January 2018 Special Call Meeting Minutes. Second by Warren Hougland. Motion approved unanimously.

VI. **Department of Economic Opportunity Update.** CSBG and LIHEAP Manager Jerry Durbin provided the DEO update on behalf of Bureau Chief Debbie Smiley:

1. The RFP for a statewide Client Data Tracking System will be coming out soon.
2. A replacement for Egrants is in the works and there will be several agencies asked to beta test the new system when it is ready.
3. State CSBB Plan is in final reviews.

4. Durbin finished his presentation by mentioning the Organizational Standards cure date is March 9th, and gave an update on Module 1 reporting and the ISIS survey. Brown asked if DEO will allow FACA to vet the new Client Data Tracking System prior to roll out and Durbin stated he would check. McNair asked if DEO will allow FACA to also vet the State Plan and he agreed that it would be possible.

VII. **Approved 2018 Budget.** Treasurer King discussed the previously approved 2018 budget and answered general questions.

VIII. **Financial Statements.** Treasurer King presented the financial statements that were included in the Board meeting packet. She stated the statements were based on a July 2017 – January 2018 time frame as reflected in the General Ledger report and Profit and Loss statement. King concluded her presentation by stating the Finance committee will look at establishing professional standards to monitor and measure progress towards meeting financial goals. **Motion by Lucia Davis Raiford to approved the financial statements as presented. Second by Barbara Patten. Motion approved unanimously.**

IX. **Committee Reports** (During their presentations, committees were asked to include their meeting schedule, how they plan to support FACA and establish goals and priorities)

Executive. No Report.

Conference Planning. Committee Chair Harris informed the Board that as of March 8th, there are 91 registrations and 116 hotel rooms reserved. He continued by stating that the committee was considering extending the early bird registration rate to March 21st as more sessions/workshops are finalized. Brown asked that the committee create measurable documents that can be used to assess and measure the effectiveness of the conference planning and look at opportunities to make decisions based on a capacity of 200 or more attendees. Georgini asked that for future conferences, the committee consider 2 and half days instead of longer conference dates and consider inviting politicians and other policy makers to attend and present at conferences. **Motion by Doug Brown to accept the conference planning report second by Warren Houglund. Motion approved unanimously.**

Finance. Committee Chair King stated the committee plans to begin meeting monthly with the goal of reviewing and revising FACA's Financial Policies and Procedures Manual and consider creating a list of financial standards for FACA. **Motion by Michael Georgini to accept the finance committee report, second by Tim Center. Motion approved unanimously.**

Legislative. Committee Chair Center stated the committee had established a meeting schedule and added Lavonne Williams to the committee. He continued by stating the committee is considering a name change to reflect all of the work and responsibilities they have. Center continued by stating the committee discussed several ideas that would result in building positive relationships with politicians while maintaining a clear difference between advocacy and lobbying. Center shared a video from a recent Florida Chamber of Commerce meeting discussing economic opportunity for low income residents. The video included remarks from FACA ED Faith Pullen and Center was a panel member. Center concluded his presentation by stating the committee will be creating a comprehensive plan to present to the FACA Board. **Motion by Barbara Patten to accept the legislative committee report, second by Carolyn King. Motion approved unanimously.**

Membership. Committee Chair Herriott stated the committee established a quarterly meeting schedule and discussed developing incentives to increase membership, consider a sliding dues scale for smaller funded organizations and consider providing agencies an opportunity to pay dues in two year increments. The ultimate goal of the committee is to have 100 percent of eligible agencies become FACA members. **Motion by Carolyn King to accept the membership committee report, second by Doug Brown. Motion approved unanimously.**

Nominations. No Report.

Strategic Planning. No Report.

Training and Development. Committee Chair Natalie Diaz Rodriguez stated the committee will meet monthly and will be discussing sending a training survey to FACA member organizations and will also look at holding regional trainings. The committee will use a ROMA cycle model in their development of training opportunities. **Motion by PaHoua Lee-Yang to accept the training and development committee report, second by Carolyn King. Motion approved unanimously.**

X. **New Business**

- a. **Appointment of Parliamentarian.** Board Chair McNair stated the FACA bylaws allows her to submit a recommendation to the Board of Directors to fill an Officer position and her recommendation to fill the Parliamentarian position is Board member Tim Center. **Motion by Barbara Patten to nominate Tim Center to fill the officer position of Parliamentarian. Second by Lucia Davis-Raiford. Motion approved unanimously.**
- b. **FACA Board Meeting Schedule.** The Board discussed possible meeting dates and decided to stay with a quarterly meeting schedule. Although there was discussion on having two meetings in person and two meetings via teleconference, the Board decided that in person meetings are more productive. The Board decided the next meeting of the Board will be June 2018, to be hosted by Barbara Patten of Manatee County Community Action Agency. The exact date for the meeting will be determined at a later date. The rest of the 2018 meetings will be September in Miami and the December meeting will be in Tallahassee.

XI. **Executive Directors Report.** FACA Executive Director Pullen referred the Board to her report that was included in the Board packet and gave a brief report and answered questions.

XII. **Adjournment. Motion by Carolyn King to adjourn the meeting, second by Barbara Patten. Motion approved unanimously. Meeting adjourned at 1:23 p.m.**