

**MANATEE COMMUNITY ACTION AGENCY, INC.
BOARD OF DIRECTORS MEETING
JANUARY 22, 2009**

Present:	Lorie Ayers Willie Brown Paul Erickson Richard Judd Delores Moreno Rita Smith	Sherry Berry Linda Cinque Alison Hewitt Jean Moreland Tim Polk
Absent:	Esther Castillo Patty Galdamez	Tamara Cornwell Daniel Gaure
Staff:	Barbara Patten Carol Hunt Dian McKinney Kathy Patreka	Casey Buchta Meredith Gromko Amy Palmer
Guests:	Larry Robbins, Brown & Brown of Florida, Inc. Mike Dowie, Wood Special Risk Broker, LLC	

Board Chair, Tim Polk, called the meeting to order at 12:09pm. A quorum was present. Mr. Polk welcomed the Board and wished all a Happy New Year. A moment of silence was observed.

Approval of Minutes: Mr. Polk called for a motion to accept the minutes from the November 20, 2008 meeting. Rita Smith made a motion to accept. Willie Brown seconded. Motion carried. Mr. Polk called for a motion to accept the minutes from the Executive Committee meeting of December 15, 2008. Barbara Patten explained the need for the meeting as follows: the LIHEAP (Low-Income Home Energy Assistance Program) contract is out of cycle. Due to the influx of funds and the increased demand for assistance from low-income families, this required immediate approval. In order to receive the new contract, which has tripled previous funded amounts, the Executive Committee met via conference call. Budgetary information had been emailed to the committee prior to the call. After a short discussion, the committee approved the LIHEAP contract. Ms. Patten reminded the Board that when and if the minutes from that meeting are approved, the Board is sanctioning their approval of the LIHEAP contract as well. Alison Hewitt made a motion to accept the minutes from the Executive Committee conference call. Sherry Berry seconded. The motion carried.

Old Business: The approval of Head Start Community Representatives was tabled until the Policy Council meets next week. Shared Governance training is scheduled all day on Saturday, February 28, 2009 with Mable Jones of The Jones Connection. Ms. Jones will be working with Head Start teachers on February 26th and 27th and shared Board/HS Policy Council training on the 28th.

New Business: **New Board Member.** Ms. Patten told the Board that Tanya Lukowiak is no longer the Mayor's representative from the City of Palmetto. New Mayor Shirley Groover Bryant has named Tamara Cornwell as the public rep from Palmetto government. Ms. Lukowiak will be invited to attend the annual meeting next month and her contribution to the agency will be recognized.

Special Presentation. Amy Palmer introduced Larry Robbins and Mike Dowie. Mr. Robbins explained his association with MCAA's insurance and the benefit of addressing risk management with the Board. Mr. Dowie distributed information and reviewed it with the Board. At the conclusion of the presentation, Mr. Robbins and Mr. Dowie excused themselves from the meeting with thanks from Mr. Polk.

Finance Report. November 2008 and December 2008 reports had been distributed, however, only the December report was reviewed. Ms. Palmer reviewed each grant/contract as of December 31, 2008. While some invoices and billing have not been received, this report may be adjusted later. Ms. Palmer will have a complete year-end report in March or April 2009 for the Board's review. Noted was that the Family Celebration of Lights netted \$8,000 in unrestricted funds.

Ms. Patten reviewed the Weatherization contract for approval by the Board. Mr. Polk asked for a motion to accept the contract. Linda Cinque made the motion. Mr. Brown seconded. Motion carried.

Mr. Polk also asked for a motion to accept **Tamara Cornwell** as a new Board member. Alison Hewitt made a motion. Mr. Brown seconded. The motion carried. Ms. Cornwell will be invited to attend the February meeting.

Formation of Nominating Committee. Ms. Patten addressed the re-authorization requirements for Head Start. They will require that the grantee board sits an attorney, a financial representative, and a member with an early childhood educational background. Richard Judd satisfies the finance requirement. Ms. Patten then asked the Board to consider whether they would prefer to grow the Board by three to eighteen members or replace outgoing members with the two remaining slots. To balance the Board, which is mandated by the Florida Department of Community Affairs, if the Board would grow, one member must be from a low-income area, one from the private sector and one from the public sector. Ms. Berry noted that due to her increased work requirements, she may need to resign her private seat on the Board and wanted

the Board to be aware of that. A discussion followed. Mr. Polk asked for volunteers to sit on a Nominating Committee to review the Board membership and to also name a slate of officers for 2009-2010. Volunteering were Rita Smith, Ms. Cinque and Delores (BiBi) Moreno. When asked, Mr. Polk, as Board Chair, Paul Erickson, as Secretary and Ms. Smith, as Treasurer, agreed to continue to serve. There is one vacancy on the Executive Committee that is the Vice Chair. Ms. Smith suggested Mr. Judd as Treasurer and she would move to Vice Chair. The Nominating Committee will meet and bring the slate to the Board at the annual meeting in February.

Annual Board of Directors Meeting. As mandated in the Bylaws, the annual meeting of the Board will take place on February 26, 2009. A noon meeting will be held.

Agency Reports: **Executive Director Report.** Ms. Patten reported that a federal stimulus package for \$350 billion is expected with funds dedicated to CSBG (Community Services Block Grant), Weatherization, and Head Start.

Ms. Patten and Mr. Polk attended a FACA (Florida Association for Community Action) executive training in December and will attend the second part later this week.

In the Board training with Mable Jones, the agency Strategic Plan will be developed and a Mission Statement derived from that. MCAA will apply for FEMA (Federal Emergency Management Agency) funds through the United Way of Manatee County, Inc. While there are no administrative funds attached to this grant, it is used for leverage with the HUD (Housing & Urban Development) grant.

Conversations have continued with Lynette Edwards of the Manatee County School Board Administration regarding availability of classrooms in Manatee and Wakeland elementary schools to house Morton Clark and PAL Head Start children.

Ms. Patten announced the resignation of Human Resource Director Jose Prieto. An ad has been published and many resumes have been received.

The Leadership Team is reviewing the Personnel Policies & Procedures manual and recommendations for changes will be brought to the Board at later meetings.

Ms. Patten, Mr. Polk, and Carol Hunt will be meeting with the Early Learning Coalition Executive Director, Paul Sharff, on January 23, 2009.

Other program reports were included in the Board packet sent on January 15, 2009.

Mr. Polk commented that this is a new year with a new administration in Washington DC and new opportunities and collaborations are hoped for. He thanked Ms. Patten for her contributions to the agency and thanked the Board for their dedication and service this past year.

Ms. Berry mentioned that because of the depressed economy, the United Way has indicated that there may be a shortfall in contributions this year. Ms. Berry sits on the United Way board.

Ms. Cinque said that John Chappie, newly elected county commissioner, visited MCAA and was impressed. Ms. Cinque suggested inviting other commissioners to visit as well. She said that the annual meeting may be a good time to extend an invitation.

Ms. Smith noted that she was in attendance at the November 20, 2008 Board meeting and wanted that correction made.

Ms. Hunt thanked the Board for their involvement in a successful Family Celebration of Lights.

Adjournment: With no further business to come before the Board, the meeting adjourned at 1:30pm.

Paul Erickson, Secretary

Date