

MANATEE COMMUNITY ACTION AGENCY, INC.

**BOARD OF DIRECTORS' ANNUAL MEETING
FEBRUARY 26, 2009
NOON**

Present:	Willie Brown	Esther Castillo
	Linda Cinque	Jim Delgado
	Paul Erickson	Daniel Gaure
	Alison Hewitt	Richard Judd
	Jean Moreland	Tim Polk
	Rita Smith	
Absent:	Lorie Ayers	Sherry Berry
	Tamara Cornwell	Patty Galdamez
	Delores Moreno	
Staff:	Barbara Patten	Casey Buchta
	Meredith Gromko	Carol Hunt
	Dian McKinney	Amy Palmer
	Kathy Patreka	

Board Chair, Tim Polk, called the Annual Meeting of the Board of Directors to order at noon. A quorum was present. A moment of silence was observed.

Approval of Minutes: Mr. Polk called for a motion to approve minutes from the January 22, 2009 meeting as submitted. Linda Cinque made the motion. Paul Erickson seconded. Motion carried.

Old Business: **Head Start Community Representatives;** Kathy Patreka submitted three candidates to serve as Community Representatives to the Head Start/Early Head Start Policy Council. Ms. Patreka named Pamela Parmenter from the Early Learning Coalition of Manatee County, Inc.; Pat Johnson from Whole Child Manatee; and Pamela Wiggins-Wright, Head Start parent. Carol Hunt gave the child-care background for Ms. Parmenter and Ms. Johnson. Ms. Patreka did so for Ms. Wiggins-Wright. A discussion followed. Mr. Polk called for motion to accept Ms. Wiggins-Wright as a Community Representative to the Policy Council. Rita Smith made the motion. Richard Judd seconded. Motion carried. Mr. Polk asked for a motion to accept Ms. Johnson as a Community Representative to the Policy Council. Ms. Smith made a motion. Ms. Cinque seconded. Motion carried. Mr. Polk asked for a motion to accept Ms. Parmenter as a Community Representative to the Policy Council. The Board declined to make a motion citing conflict of interest.

New Business: Reduction in Force; Barbara Patten, Executive Director, addressed the need to reduce the labor force at MCAA as a result of the Early Learning Coalition decision to administer their remaining contracts. This represents a \$16,000,000 loss to MCAA and an \$86,000 loss in administrative costs. Ms. Patten said that the federally mandated indirect cost rate will be reviewed in MCAA current contracts and those administrative costs could be recouped. The reduction is agency-wide effecting 30 employees in all programs. To date, 20 employees have accepted transfers within the agency and 10 employees will be laid off. Three of the 10 employees have been offered and accepted positions at ELC. Changes at MCAA will include Resource Connection for Kids absorbed into the Family Support Services section. Carol Hunt will be the Program Director. Dian McKinney moves to Assistant Director for Health & Family Services within the Head Start program. A Research & Grants Specialist position has been developed and a candidate hired from within MCAA. Mr. Polk thanked staff for their approach in dealing with a difficult situation. Ms. Cinque said that the Board would like to show their appreciation to staff at an upcoming Board meeting.

Nominating Committee: Ms. Cinque, reporting for the committee, recommended Tim Polk as Chair; Rita Smith as Vice Chair; Paul Erickson as Secretary; Dick Judd as Treasurer. Ms. Cinque asked for a motion from the floor to accept the committee's recommendations. Alison Hewitt made the motion; Jean Moreland seconded. The motion carried.

The Nominating Committee also recommended that the number of Board members remain at 15 and opted not to grow the Board to 18 as previously suggested. Mr. Polk asked for a motion to accept the recommendation. Mr. Judd made the motion; Ms. Hewitt seconded. Motion carried.

The last recommendation of the committee was to name Jean Moreland to serve as a voting member of the HS/EHS Policy Council representing the Board's interests on the council. Ms. Cinque made the motion; Mr. Judd seconded and motion was carried. Both MCAA and Policy Council Bylaws will be changed to reflect this. (See MCAA Bylaws, attached)

Finance Committee: Finance Director Amy Palmer reviewed the Fiscal Report, ending January 2009. All pertinent ELC original files will be given to ELC following their signed receipt.

The current building leases were reviewed by the committee. They will be modified to reflect the loss of revenue from ELC contracts, per the current leases. Ms. Palmer and Ms. Patten met with Beverly Associates, managers of the building, and have renegotiated space for MCAA. Mr. Judd made a motion to give Ms. Palmer the authority to continue lease negotiations, with our attorney's review. However, if significant changes are required, the leases will be brought

back to the Board. Willie Brown seconded. The motion carried. Mr. Judd also thanked Ms. Palmer for her skills in negotiating the new leases.

Bylaws Amendment: The current Bylaws state the Board will meet on the “fourth” Thursday of the month, however, to give the Finance Department more time to prepare financial reports, it is suggested changing the Bylaws to read the “last” Thursday of the month giving additional time in those months where there are five Thursdays. Mr. Polk asked for a motion. Ms. Hewitt made the motion and Ms. Moreland seconded. The motion carried and will reflect the change. (See attached copy)

Approval of New Board Member: The Nominating Committee suggested Jim Delgado, an attorney with Kallins, Little & Delgado, to serve on the Board which will fulfill new Head Start requirements. Mr. Delgado agreed to serve. Mr. Polk asked for a motion to accept Mr. Delgado as a Board of Director. Ms. Hewitt made the motion; Mr. Judd seconded. Motion carried and Mr. Polk welcomed Mr. Delgado to the Board.

Approval of Continuing Service Letters: Letters have been received to continue the service of Lori Ayers, public representative from Hardee County; Linda Cinque, public representative from Manatee County Commissioner Carol Whitmore; Paul Erickson, public representative from DeSoto County; and Tim Polk, public representative from the City of Bradenton. Mr. Polk asked for a motion to accept the continuum of service letters for the directors. Ms. Moreland made the motion. Mr. Brown seconded. The motion carried.

Agency Reports: Ms. Patten reported that the Weatherization program was monitored by the state and received an outstanding review. The Collective Bargaining Agreement with SEIU will begin renegotiations soon. Mable Jones of The Jones Connection will be training the Policy Council on February 27, 2009 and the Board of Directors on February 28, 2009. The training is required by Head Start and Ms. Patten encouraged all Board members to attend. The federal stimulus package numbers are expected at \$1billion to CSBG, \$5billion to Weatherization, \$1.1billion to Early Head Start and \$1billion to Head Start. Florida’s share is uncertain at this time.

Kathy Patreka reported that Head Start is fully enrolled. Plans are underway to accommodate Early Head Start infants at HS sites for the next school year. Four classrooms will be available at Manatee Elementary School to house Morton Clark children displaced from portable classrooms. When the Rogers Magnet school opens next school year, it is expected that all PAL classrooms will be transferred to the new school and at a much lower cost to HS. The school will be built environmentally “green”.

Carol Hunt reported that her division is submitting applications for county and United Way funding for current programs and for new grants.

Adjournment: With no further business to come before the Board, the meeting adjourned by motion from Mr. Brown and seconded by Mr. Erickson at 1:20pm.

Following the business portion of the meeting, a luncheon was provided, thank you gifts were distributed to Board members and to former Board of Director Tanya Lukowiak for her past service and contribution to the Board.

Paul Erickson, Secretary

Date