

**MANATEE COMMUNITY ACTION AGENCY, INC.
BOARD OF DIRECTORS MEETING
MARCH 26, 2009**

Present: Willie Brown Linda Cinque
Paul Erickson Alison Hewitt
Richard Judd Jean Moreland
Delores Moreno Tim Polk
Rita Smith

Absent: Lorie Ayers Esther Castillo
Tamara Cornwell Jim Delgado
Patty Galdamez Daniel Gaure

Staff: Barbara Patten Meredith Gromko
Carol Hunt Amy Palmer
Kathy Patreka

Guest: Sarah Meaker, Meaker & Associates

The meeting was called to order by Board Chair, Tim Polk. A moment of silence was observed. A quorum was present. Barbara Patten introduced Ms. Meaker.

Approval of Minutes: Mr. Polk called for a motion to accept the minutes from the Board annual meeting on February 26, 2009 as mailed. Linda Cinque made the motion. Jean Moreland seconded. Motion carried.

Old Business: None.

New Business: 5.c. Strategic Planning. Ms. Patten gave an overview of the need for developing an agency-wide strategic plan with long-range goals. As the agency is undergoing reorganization, Ms. Patten suggested that now would be a good time to accomplish this. With that explanation, Ms. Meaker addressed the Board with information about Meaker & Associates and distributed materials. Dimensions of the plan would include an assessment of the agency; identifying gaps between management and staff; and direction of the agency using the Baldrige concept. The process would take an estimated 18 months to accomplish.

Ms. Meaker was thanked for her attendance and information. Ms. Meaker excused herself from the meeting.

5.a. Bylaws Amendment. The Board was asked to approve an amendment to the Bylaws which states: "A Board of Director shall be elected by the Board to

serve as a voting member on the Head Start Policy Council.” Ms. Cinque made the motion which included that the Head Start Bylaws would be amended as well to correspond with this statement. Alison Hewitt seconded. The motion carried.

5.b. Finance Committee Report: Amy Palmer, Finance Director, reviewed the reports ending February 28, 2009. Not included in these reports were Manatee County contracts, VPK, and ELC numbers. These programs will be addressed when final numbers are received. Mr. Polk asked for a motion to accept the report. Willie Brown made the motion. Paul Erickson seconded. The motion carried.

Agency Reports: Executive Director: Ms. Patten asked the Board for feedback with regard to strategic planning and Meaker & Associates. Ms. Meaker was well received, however, the Board would like two other presenters before making a financial commitment. A typical fee to developing a strategic plan is \$20,000. Ms. Patten will invite other planners to future Board meetings.

Ms. Patten reported that Board training with Mable Jones of The Jones Connection was productive. Ms. Jones is with Head Start this week to do additional staff training.

Resource Connection for Kids will close its doors on March 27, 2009 at noon. The staff affected by the ELC contract will leave Monday, March 30th. Moving day for ELC and MCAA will take place March 30th, 31st, April 1, 2nd, and 3rd. During this time Healthy Families is being monitored.

Ms. Patten reported on the Children’s Advisory Board meeting she attended the prior week. Paul Sharff of ELC told the advisory board that ELC wanted to divert the Healthy Families and CATCH programs to ELC. At the following week’s Children’s Advisory Board meeting it was presented to the advisory board but that board declined to make a motion.

Ms. Patten attended Legislative Day in Tallahassee sponsored by FACA (Florida Association of Community Action). She met with local representatives’ aides while there.

The Weatherization program will realize significant increases due to the federal stimulus package. Approximately ten year’s ago Sarasota government relinquished their contract with the state. Manatee Opportunity Council, Inc. then picked up Sarasota’s portion. However, in view of the recent increases Sarasota government has contacted state contract managers in order to divert weatherization funds back to them. The state is not receptive to that change. Ms. Patten and Susan Schoenherr, Weatherization Director, will meet with Sarasota County representatives next week.

Renegotiations of the CBA (Collective Bargaining Agreement) with SEIU (Service Employees International Union) Local #8 members will begin in April. Jim Delgado and Tim Polk will provide Board presence at the negotiating table. Ann Hensler, MCAA attorney with Holland & Knight, will lead.

Head Start Director: Kathy Patreka reported that there are three classrooms at Manatee Elementary School are available for Morton Clark children with a fourth room to be used as office space. The classroom furniture will be moved March 27th so that the Department of Children and Families Licensing can inspect.

The Head Start Self-assessment is underway. Materials concerning this process were mailed to the Board in their packet. Ms. Patreka welcomed Board members who would like to be involved.

Resource Connection for Kids: Mr. Polk remarked on the luncheon held in RC4K's honor from child-care providers who have worked many years with Carol Hunt and staff. Ms. Hunt said that RC4K would close their doors at noon on Friday, March 27th. A "thank you" for RC4K staff will be held after. Staff will provide fiscal services to ELC until April 10th.

Ms. Hunt is submitting a three-year grant proposal to Early Reading First, which is administered by Nova University.

Due to the reorganization of MCAA, Ms. Patten announced staff changes. Dian McKinney, Director of Family Support Services will transfer to Head Start. Carol Hunt will become the Director of family services as well as other children programs. The new name of this division will be Resource Connection for Families.

Human Resource Committee Report: Alison Hewitt reported for the committee. MCAA employees affected by the transition have been absorbed and transferred to programs within MCAA. Eight MCAA staff was interviewed by ELC. To date, four have been hired. The remaining four staff members have been laid off from MCAA.

An alternative to the vacant position of Human Resource Director has been discussed. A Human Resource Manager will be able to provide complete HR services. Those duties will be combined with existing Payroll/Benefits position held by current staff.

Ms. Patten suggested a retreat for staff to re-energize. A day at Day Spring may be planned for early June.

Ms. Patten received the resignation of Sherry Berry, private representative from Tropicana Products which was accepted with regret.

Adjournment: Having no further business to come before the Board, the meeting adjourned at 1:25pm.

Paul Erickson, Secretary

Date