

MANATEE COMMUNITY ACTION AGENCY, INC.
BOARD OF DIRECTORS' MEETING
MAY 28, 2009
NOON

Present:	Willie Brown Linda Cinque Alison Hewitt Jean Moreland Tim Polk	Esther Castillo Jim Delgado Richard Judd Delores Moreno Rita Smith
Absent:	Lorie Ayers Paul Erickson Daniel Gaure	Tamara Cornwell Patty Galdamez
Staff:	Barbara Patten Meredith Gromko Carol Hunt Kathy Patreka	Casey Buchta Mary Hughes Amy Palmer Susan Schoenherr
Guests:	Ann Hensler, Attorney, Holland & Knight Jesse Toca and members of his church City of Bradenton Police Officer Joann Zeck, Court Stenographer	

Tim Polk, Board Chair, called the meeting to order at 12:05pm. A quorum was established. A moment of silence was observed. Mr. Polk introduced Mr. Toca and acknowledged the members of Mr. Toca's church.

Approval of Minutes: Mr. Polk asked for a motion to accept the minutes from the March 26, 2009 and April 30, 2009 meetings of the Board. Willie Brown made the motion. Linda Cinque seconded. Motion carried.

Old Business: Ms. Patten welcomed the Board to the new Board meeting room (Room 306) on the third floor. She said the move from the first floor to the third went well but changes continue to be made and permanent relocation of some program staff is expected in the next few weeks.

New Business: **Finance.** Amy Palmer, Finance Director, reviewed the April 30, 2009 fiscal report. She said that with the relocation from the first floor MCAA is realizing a savings of over \$13,000 per month. Ms. Palmer then reviewed each program. Richard Judd, Finance Committee Chair, concurred with Ms. Palmer's report. Mr. Polk called for a motion to accept the Finance Report. Mr. Judd made the motion. Mr. Brown seconded. Motion carried.

Personnel. Mr. Polk addressed the Board with regard to Ms. Patten's service as Executive Director of MCAA. Mr. Polk, speaking for himself, told the Board that he has had extremely positive feedback from the community about Ms. Patten's direction of MCAA and that he was favorably impressed as well. He said if grades were given he would award Ms. Patten an A++. Ms. Patten thanked him for his remarks and then reviewed the goals set for her by the Board when hired in August 2008. All were attained or surpassed. The Annual Report will be revealed at the same time as the 2008 independent audit in June. At the conclusion of Ms. Patten's report, the Board and staff applauded Ms. Patten.

Corporate Resolution. In order for Ms. Patten to attend a program/contract training mandated by the Early Learning Coalition of Manatee County, the ELC has also mandated that only those with contract signing authority attend the training. Ms. Patten required approval from the Board to do so. Mr. Polk asked the Board for a motion. Ms. Cinque made the motion. Jean Moreland seconded. The motion carried.

New Board Member. A letter has been received from Paul Erickson, long-time Board representative from DeSoto County, stating that he will be replaced by Margaret "Peggy" Waters, Social Services Manager in DeSoto County. A letter directing his replacement has also been received from the DeSoto County Commissioners reiterating Ms. Waters as his replacement. Mr. Polk asked for a motion to accept Ms. Waters as representative from DeSoto County. Ms. Hewitt made the motion. Rita Smith seconded. The motion carried.

Removal of Board Members. The Board consulted the Board absentee roster and Bylaws (Article XII) which mandate that Board representatives who are absent for three consecutive meetings may be removed by majority vote of the Board. Tamara Cornwell, City of Palmetto public representative, and private representative Patty Galdamez met that criterion. Mr. Polk asked for a motion. Ms. Smith made the motion. After a discussion, Ms. Smith amended her motion to include Hardee County representative Lorie Ayers who has also been absent for three consecutive Board meetings. Ms. Hewitt seconded. The motion carried.

Ms. Patten reminded the Board that when replacing the private sector member, Head Start Performance Standards mandate that in 2010 the grantee board, MCAA, must sit an early childhood educator.

Agency Reports: Executive Director: Ms. Patten reported that notification has been received that the COLA (cost of living allowance) percentage has been released at 3.06%. The agency is able to provide this increase to all employees. A one-time 1.08% increase through the ARRA (American Recovery & Reinvestment Act) will be offered to Head Start/Early Head Start employees and meted out separately from regular pay.

Ms. Patten said that in researching other strategic planners it was found that only Sarah Meaker of Meaker & Associates was certified in the Pathways to Excellence portion (as directed by the Department of Community Affairs) in developing an agency Strategic Plan as well as being a local contractor. It was Ms. Patten's recommendation that the Board forego other bids in favor of Meaker & Associates. Mr. Polk asked for a motion from the Board to accept Ms. Patten's recommendation and accept Meaker & Associates to develop the MCAA Strategic Plan. Mr. Judd made that motion. Mr. Brown seconded. Motion carried.

Ms. Patten said the agency would have an all-staff retreat at DaySpring in Parrish on June 5th. Big Eyes International by Daisy Saunders will be the facilitator to strengthen team building and communication skills for staff.

Head Start Director: Kathy Patreka said that Head Start/Early Head Start was continuing their annual self-assessment and expected to be complete by the last day of school, June 4th. Transition ceremonies and end-of-year celebrations are in progress at HS sites.

Resource Connection for Families Director: Carol Hunt reported that she had attended a conference regarding the ARRA funds for family services. \$667,000 has been allocated and 30% of that is to develop job stability for clients.

Weatherization Director: Susan Schoenherr reported that four homes were completed during April and May. Her program is awaiting their portion of ARRA funds. Contractor bids are still being accepted. Contractors must be licensed, insured, and must include their rate for charges applied to air infiltration prevention. Ms. Cinque suggested having a positive article written about MCAA and the weatherization program.

Human Resource Manager: Mary Hughes reported that the agency has been able to remain with the current UnitedHealthcare insurance company for employees and the agency has added vision benefits as well.

Public Comments: Jesse Toca addressed the Board with his concerns. Mr. Polk added that he hoped Mr. Toca would restrict his emails and phone call requests to staff but without badgering them. Mr. Polk reminded Mr. Toca that the Board should not receive his many requests for information. Mr. Toca suggested that MCAA Board meetings be posted on our website (www.manateecaa.org).

Adjournment: Mr. Polk asked for a motion to adjourn the business portion of the meeting at 1:10pm. Mr. Brown made the motion. Ms. Smith seconded. Motion carried. The Board went into closed Executive Session with Ann Hensler, Holland & Knight, which was recorded by Court Reporter Joann Zeck.

Secretary

Date