

**MANATEE COMMUNITY ACTION AGENCY, INC.  
BOARD OF DIRECTORS' MEETING  
AUGUST 27, 2009  
NOON**

<b>Present:</b>	Willie Brown Linda Cinque Alison Hewitt Jean Moreland Rita Smith	Esther Castillo Jim Delgado Richard Judd Tim Polk Peggy Waters
<b>Absent:</b>	Daniel Gaure	Delores Moreno
<b>Staff:</b>	Barbara Patten Meredith Gromko Mary Hughes Kathy Patreka	Casey Buchta Carol Hunt Amy Palmer Susan Schoenherr

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

Approval of Minutes: Mr. Polk asked for a motion to approve the minutes from the last Board meeting of June 25, 2009. Peggy Waters made a motion; Dick Judd seconded. Motion carried.

Old Business: Barbara Patten reported on the progress of the Strategic Plan. A Vision has been developed. Ms. Meaker is continuing to work with the Strategic Planning Committee as well as the Leadership Team to develop Critical Goals and Mission Statement. The completed Strategic Plan is expected to be presented to the Board at the October 29<sup>th</sup> meeting.

New Business: a. Ms. Patten explained about the FISH Video which encourages a positive attitude in the workplace. The 17-minute video will be shown after adjournment of the meeting.

b. Amy Palmer reviewed all the programs from the July 2009 fiscal report. Separate reports for ARRA (American Recovery & Reinvestment Act) funds will be given to the Board as available. Mr. Polk asked for a motion to accept the July 2009 Fiscal Report. Alison Hewitt made the motion. Rita Smith seconded. Motion carried. B.1. Ms. Palmer explained the rationale for opening a \$250,000 line of credit with the MCAA current banking institution, M & I. After discussion, Mr. Polk asked for a motion to accept the recommendation. Mr. Judd made the motion. Ms. Smith seconded. Motion carried.

c. Ms. Patten presented a working draft of the new CSBG (Community Services Block Grant) ARRA contract. This is a one-time, one-year contract to create and/or to sustain employment in the SDA (Service Delivery Area) of Manatee, Hardee and DeSoto counties. This employment factor will focus on “green” jobs. Partnering with other agencies, community engagement, and direct support will be emphasized. Carol Hunt, Director of Resource Connection for Families, distributed MCAA plans for development and implementation (see attached). At the conclusion of the presentation, the Board discussed the plan and expressed support. Ms. Patten said she was proud to submit this to the Department of Community Affairs on behalf of MCAA. Mr. Polk asked for a motion to approve the contract. Ms. Hewitt made the motion. Linda Cinque seconded. Motion carried.

d. Ms. Patten reviewed the renegotiated contract between SEIU (Service Employees International Union) and MCAA-Head Start/Early Head Start. She highlighted the changes from the previous contract. Union representatives have ratified the contract. After discussion, Mr. Polk asked for a motion to approve the Collective Bargaining Contract. Ms. Waters made the motion. Jim Delgado seconded. Motion carried.

e. Ms. Patten presented the LIHEAP (Low-Income Home Energy Assistance Program) contract modification which adds \$95,667 to the current contract for client services. Mr. Polk asked for a motion to approve. Willie Brown made the motion. Ms. Smith seconded. Motion carried.

f. Ms. Patten presented the CSBG contract to the Board for renewal and outlined its use for administration support and family self-sufficiency in Hardee DeSoto and Manatee counties. Mr. Polk asked for a motion to approve the contract. Ms. Hewitt made the motion. Mr. Brown seconded. Motion carried.

g. Ms. Patten outlined the purposes to alter the Resource Connection for Families division’s working hours to a four-day, ten-hour-day work week. It was agreed that extended business hours may benefit working families whose responsibilities keep them from using MCAA services. This will be a pilot program beginning October 1 and re-evaluated in six months. Mr. Polk asked for a motion. Mr. Delgado made the motion. Mr. Brown seconded. Motion carried.

Agency Reports: Ms. Patten told the Board that Ann Hensler, Holland & Knight attorney assigned to MCAA, has resigned H&K. Erin Webb will now represent MCAA at Ms. Hensler’s billing rate and will not charge for travel from Orlando. Ms. Patten also reported that a Management-Labor committee will be formed to assist with labor relations within MCAA. A SEIU representative will also attend. Meredith Gromko reported on three vacancies on the Board. Two public representatives (Hardee County Board of County Commissioners and the

City of Palmetto) and one private representative with an early childhood background are required for a full-Board membership.

Kathy Patreka, Director of Head Start/Early Head Start, reviewed activities for staff which included in-service training. Ms. Patreka has also submitted a grant for improvement funds which can be used for a new modular (at Morton Clark), new playgrounds and in tuition assistance. Ms. Patreka also presented a service agreement between MCAA and Community Haven to accommodate Head Start children with disabilities as well as those without. Mr. Polk asked for a motion to approve the agreement. Ms. Cinque made the motion. Jean Moreland seconded. Motion carried.

Adjournment: Mr. Polk thanked Ms. Patten, Ms. Patreka and Ms. Hunt for their continued support, vision and accomplishments on behalf of MCAA. He then asked for a motion to adjourn until **September 24, 2009**. Mr. Delgado made the motion. Mr. Judd seconded. Motion carried.

Following the adjournment, Board and staff viewed the FISH video.

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Secretary

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Date