

**REGULAR MEETING MINUTES
TAMPA-HILLSBOROUGH ACTION PLAN, INC.
MONDAY, FEBRUARY 29, 2016**

**BOARD OF DIRECTORS
TAMPA, FLORIDA**

Members Present: Dr. Samuel L. Wright, Sr., President/Chairman; Joseph Bethune, Vice President; Lionel Shipman, Treasurer; Livorno Williams, Secretary; Tanya Johnson-Gilchrist

Members Absent: John Francois; Norman Harris, Esquire

Staff: Jeannette Bradley, Chief Executive Officer; LaKendria Robinson, Special Assistant to the CEO; Derrick Blue, Executive Director Coastal Bay Properties; Charles Young Jr., Chief Financial Officer (Consultant); Lisa Washington, MAI Care Coordinator

Guests: Charles Young, Sr. (Young & Sons Tax and Accounting)

TIME AND PLACE OF MEETING: The regular meeting was held on **February 29, 2016**, at 6:30 p.m., at 5508 N. 50th Street, Tampa, FL 33610.

CALL TO ORDER: Dr. Samuel Wright called the meeting to order at 6:36 p.m. and stated a quorum had been established. Mr. Blue led the invocation. LaKendria Robinson, Special Assistant to the CEO, served as recording secretary.

APPROVAL OF AGENDA: Dr. Wright asked if there are any additions to the agenda. There were none. Mr. Bethune moved to approve the agenda as disseminated. Mr. Williams seconded the motion and it was unanimously carried.

APPROVAL OF MINUTES: Mr. Bethune moved to approve the minutes from January 28, 2016. Mrs. Johnson-Gilchrist seconded the motion and it was unanimously carried.

BOARD CHAIRMAN'S REPORT:

CONSENT AGENDA: Dr. Wright stated that the board will move to a consent agenda in order to be more time efficient during the board meetings. He asked the board members to review the enclosed document that discussed in detail the consent agenda and provide feedback. He also stated that only vetted issues would be included on the consent agenda that they board is ready to vote on. If there is any topic on the consent agenda that requires discussion it will be removed from the consent agenda and discussed in the board meeting. Such items include the meeting minutes, CEO board report, committee reports, routine correspondence, etc.

***Norman Harris, Esquire arrived at 6:45 p.m. ***

CEO CARE POLICY:

JOB VACANCIES: Derrick Blue is looking for a Construction Administrative Assistant. Steve Marshall is looking for a 5508 Support Specialist. Both positions are looking to be filled immediately.

Mr. Young briefly described the interview process, which includes an initial interview with the hiring manager and a shared services staff member, a second interview with senior management, a background check and reference check. Afterwards, an offer is made and the candidate has 2 days to respond to the offer.

Dr. Wright asked Mrs. Robinson to email Mrs. Johnson-Gilchrist the new hire policy in order to prevent any potential hiring issues.

COMPANY WEBSITE: Ms. Bradley introduced the updated website to the board members. She indicated that Mrs. Robinson would review the website for edits and report back to Ms. Bradley. The final website will be available for the board to review during the March Meeting.

NEIGHBORWORKS TRAINING: Ms. Bradley will be traveling to Los Angeles, California to attend a NeighborWorks Training in May 2016. She is also attending various trainings through the Nonprofit Leadership Center and invited the board to join her. She will be sending emails prior to the training date to those that are interested in attending.

UNITED NEGRO COLLEGE FUND LUNCHEON: Dr. Wright thanked Ms. Bradley and the staff for attending the United Negro College Fund Luncheon on Friday, February 19, 2016 at the Tampa Marriott Westshore. He asked board members to make sure they are present during community events if they RSVP to ensure that THAP is represented in the community.

MINORITY AIDS INITIATIVE: Ms. Bradley asked that Lisa Washington, MAI Care Coordinator, to share a story with the board that impacted her during her conversation with Lisa.

Ms. Washington shared a story surrounding relationship building with a terminally ill MAI client.

*** Ms. Washington left at 7:22 p.m. ***

CEO RESUME: Dr. Wright stated that Ms. Bradley's resume was included in the board packet. He asked that the board review it and provide feedback on particular trainings that Ms. Bradley may need.

BOARD PACKET: Ms. Bradley asked that Mrs. Robinson poll the board on how they would like to receive their board packets prior to the meeting. The options are either electronic or printed.

TREASURER'S REPORT:

THAP, INC.: Mr. Young discussed that for the month of January, the organization engulfed itself in the audit, so no internal organizational financials were produced. Instead the financials that are included in the board packet are from the audit. The biggest win for the organization from the auditor's report is deferred revenue from the R.E.S.T.O.R.E program (\$600K).

Medical services (Dr. Babu) decreased, grants funding increased, rental income increased, membership dues were separated and accounted for in the audit financials, and program

services (Dr. Babu) decreased. The organization lost \$221K, due to investments for the year in comparison to \$1 million the previous year.

CHIEF EXECUTIVE OFFICER REPORT:

THAP, INC.:

CEO REPORT & WINS/LOSS REPORT: Ms. Bradley discussed the board report that was included in the board packet, including fund development, grants schedule, \$800K loan from Wells Fargo, community outreach, staff training, etc.

Extending the probationary period for the 5508 Manager position for Ms. Bradley to get more comfortable with Mr. Marshall in that role. The probationary period will be extended for an additional 3 months, making his probationary period a total of 6 months.

Mr. Bob McDonough will be visiting THAP on March 7th. He is the right hand man for economic development for the Mayor. The “ask” is for the City of Tampa to help purchase the two additional parcels of land on East Hillsborough Ave.

STATE OF FLORIDA BLACK LEGISLATORS CONFERENCE: no report

GRANTS SCHEDULE: no report

FISCAL CONSULTANT CONTRACT: Mrs. Johnson-Gilchrist moved to approve the Young and Sons contract. Mr. Bethune seconded and it was unanimously carried.

COASTAL BAY PROPERTIES, INC.:

SECURITY COMPANY ENGAGEMENT: Secured Metro Patrol Services as security, which will begin on March 1, 2016. They will patrol (armed) the property from 6:00 p.m. – 2 a.m., 7 days per week.

WEATHERIZATION ASSISTANCE PROGRAM: Modification was signed to extend the current Weatherization contract until June 30th. 83 of 117 homes complete to date. THAP will ask for additional funding to complete the remaining projects.

SYNERGY HEALTH CENTERS, INC.:

COMMITTEE REPORTS:

FINANCE & AUDIT COMMITTEE:

INVESTMENT:

BYLAWS COMMITTEE: Dr. Wright stated that he will meet with Attorney Harris and Mrs. Johnson-Gilchrist to update the organization’s Bylaws.

GOVERNANCE & NOMINATING COMMITTEE: *no report at this time*

FUNDRAISING: *no report at this time*

NEW BUSINESS:

ADJOURNMENT OF MEETING: Mrs. Johnson-Gilchrist moved that the regular meeting be adjourned for an executive session at 8:09 pm. Mrs. Robinson was asked to leave; Mr. Blue was asked to stay. Mr. Bethune seconded the motion and it was unanimously carried.

_____ / Date _____

LaKendria Robinson, Serving as Recording Secretary

