

August 4, 2017

Ms. Sabrina Robertson
Administrative Assistant/Project Specialist
Nassau County Manager's Office
96135 Nassau Place, Suite 1
Yulee, FL 32097

Re: Public Sector Board Member

Dear Ms. Robertson:

The Northeast Florida Community Action Agency, Inc. (NFCAA) serves more than 18,000 low-income individuals annually and is looking to establish a partnership with the Nassau County Manager's Office and the Nassau Board of County Commissioners to assist us in better serving disadvantaged individuals.

The federal Community Services Block Grant (CSBG) requires that local community action agencies designate board of directors slots for elected officials in each of the seven counties located in our service area. Therefore, NFCAA is requesting that as the representative for the Nassau County Manager, you consider serving on the Agency's Board of Directors. However, if you cannot serve, we ask that you appoint another individual who lives in Nassau County to represent you. The Agency would appreciate your timely response to this request.

The mission of NFCAA is to assist low-income people to become self-sufficient, to revitalize communities and to stabilize families by the vast array of services that we provide. Your appointee must be community minded and familiar with how non-profit boards and agencies function.

Our board meets at 4:00 p.m. on the last Thursday of each month. Usually, each member is assigned to one of the board's standing committees.

Enclosed is a copy of the biographical sketch form to be completed by your nominee. If you decide to join our distinguished board, please return the completed biographical sketch form and you or your representative's resume as soon as possible.

Should you require additional information or clarification, please do not hesitate to contact me.

Sincerely,



Berneitha K. McNair
Executive Director

BKM/mw