

1909 Central Parkway SW
Decatur, AL 35601
Phone 256.355.7843
Fax 256.355.7953
www.capna.org



Community Action Partnership of North Alabama Inc.
Board of Directors Meeting
December 15, 2016
Central Office

Paul Lott, Board chair, opened the meeting at 8:38 a.m. and welcomed those in attendance.

Board Members Present: Bruce Jones, Jackie Peek, Dawn Owens, Tim Thrasher, David Mathews, Pat Gilbert, Heather Smith, Sheryl Marsh, Allen Stover, Earlene Johnson, Paul Lott

Board Members Electronically: None

Board Members Absent: Rise Simmons, Leigh Frances, Cassandra Lee, Joe Holmes, Bruce Gordon, Jennifer Taylor, Tommy Praytor

Advisors Present: Matt Holmes, Pat Busing, Barbara Sittason

Advisors Electronically: Stephanie Pitts

Advisors Absent: Shelly Waters, Marcie Hill, June Palmer, Tricia Culpepper, Jonathan Watson

Legal Counsel to the Board: Bingham Edwards

Staff Present: Michael Tubbs, Allison Speegle, Fred Harvey, Kim Dodd, Deborah Cottingham, Monica Bates, Marcia Castleberry, Alicia Higginbotham, Laurie Lincoln-Swaim, Richard Lyons, Lorrie Mauro, Venessa Leffers, Doug Woods, Tamisha Sales, Nathan Curry

Introduction of Staff and Guests

Michael Tubbs, CEO, introduced all in attendance and acknowledged this being Paul Lott's last board meeting as Chair.

Roll Call to Establish Quorum

Allison Speegle conducted roll call and a quorum was established with 11 of 18 members present.

Our Mission

The Community Action Partnership of North Alabama, a results-driven, non-profit business is committed to reducing or eliminating the causes and consequences of poverty for families and communities.

Recite Mission of Agency

Heather Smith led all in reciting the mission statement.

Approve October 27, 2016 Minutes

Minutes were received in packet prior to the meeting. Paul Lott stated that Bruce Jones' name was omitted from those serving on Nomination Committee. The floor was opened for additional corrections. There being no further corrections Paul Lott asked for a motion to approve the minutes with one correction noted. Heather Smith motioned. Tim Thrasher seconded. Motion approved.

Approve FY2017 Projected Budget

Projected budget was received in packet prior to the meeting. Fred Harvey gave a review of the proposed budget and stated it is a CSBG requirement the governing board review and approve a projected budget. The projected budget does compare to the prior year and is lower due to the City of Montgomery work in that the agency is not expected to do as much work this year in Montgomery as compared to last year. Fred stated the numbers presented are known numbers and should be close to accurate. The current Early Head Start DHR contract expires in February 2017 and a new contract is expected but has not been received. Once the contract has been received it will be added. The floor was opened for questions/discussion. Paul Lott stated this is the best estimate and just know things will change during the year. Paul Lott asked for a motion to approve the FY 2017 Projected Budget as presented. Allen Stover motioned. David Mathews seconded. Motion approved.

Financial Committee Report and Approval

The October and November financial statements were received in packet prior to the meeting. Paul Lott stated the Financial Committee has met twice since the last board meeting to review the financial statements. Committee spends approximately one hour reviewing reports. The agency wide budget was reviewed and discussed at the December 13th meeting and recommend was to ask board for approval. Paul stated that later in today's meeting he will be asking for a member/advisor to serve on the Financial Committee to replace him and said that this is a great opportunity to learn all the programs of the agency. Paul stated that it is the committee's opinion the October and November financials fairly represent the financial position of the Agency.

Fred Harvey, CFO, gave a detailed review of the November financial statements.

Financial Dashboard – This report provides a quick snapshot of where the agency stands on major areas. Page 2 of this report is a graph that compares the current year to the prior 6 years of specific ratios.

Balance Sheet – Consolidating Financial Position – This is a combined balance sheet. The first column is the parent company, Community Action Partnership of North Alabama, Inc. The operating cash on hand is \$1.8 million dollars. Total assets combined are \$53 million dollars.

Summary of Revenue and Expenditures – The first page is a summary page of all the individual line items and the following pages are the individual line items of page one. Fred stated that some of the line items are over budget on the percentages as a result of grants that overlap the agency’s fiscal year which is January – December. Money from the housing business will be listed under “other” however the majority of the money received goes into the subsidiary Southern Community Builders. Fred estimated that approximately \$60,000-\$70,000 per year is received per year in cash flow.

Statement of Revenues – Public/Non-Public – This report compares the non-public support to public support. Public support funds are any revenues that are received from federal, state or local governments. In-kind donations are down slightly from the prior year. Some of this is due to classroom closures which means fewer volunteers and donated space, however funding is the same, therefore the same amount of in-kind is required. It was noted the date on this report reflects 10/31/16 and should be 11/30/2016.

Statement of Activities – Expenditures – Combining Schedule of Activities w/Budget – The report reflects the expenditures and budget for each fund of the organization. The ending net assets reflects where each fund stands. A statement of activities report is a snapshot of actual revenue compared to what was budgeted for a specific timeframe.

Statement of Revenues and Expenditures – Head Start – This report is for the 12 county grant which operates 7/1 -6/30. Budget should be at 42% of the program year.

Statement of Revenues and Expenditures – Early Head Start – Madison/Limestone – This grant operates February – January and should be at 75% of the program year.

Statement of Revenues and Expenditures –

Statement of Revenues and Expenditures – Lauderdale County – This grant operates October – September and should be at 16% of the program year. There is a new location at UAH that was not in the original budget. This would offset the local match and reduce the salaries. The Lauderdale County in-kind has not been booked but is stable. All these classrooms are donated space.

Statement of Revenues and Expenditures – Pre-K – This grant should be 8% of the program year.

Statement of Revenues and Expenditures – PAT – This is a home based for Early Head Start. This grant operates October – September and should be at 16% of the program year.

Statement of Revenues and Expenditures – DHR – EHS – This grant operates October – September and should be at 40% of the program year.

Statement of Revenues and Expenditures – USDA – This grant should be at 16% of the program year. This grant provides meals for the children in the classrooms.

Expenditure Journal – Credit Card Expenditures – This report is an agency wide report. The agency has one American Express card. All other cards are store issued. Wright Express are fuel expenses for agency vehicles.

Posted General Ledger Transactions – This report reflects accounts payable transactions for the month of November. Account payables are processed weekly. The first report is sorted by the dollar amount. Any vendor that has an “A” is direct assistance to the utility company. The second report reflects any vendor who received more than one payment during the month. It was noted the majority of the Alabama Power payments are for housing in Montgomery where the house has been rented and the tenant then picks up the payment. We do not pay deposits.

The floor was opened for questions on the financial reports as presented. Paul Lott asked for a motion to approve the financial report as presented. Allen Stover motioned. Bruce Jones seconded. Motion approved.

Approve Financial Committee Member Selection

Paul Lott stated this is a 5 member committee and that he will be stepping down since his term of service has ended. The By-Laws state the three officers serve on this committee. Members are currently: David Mathews, Bruce Jones, Tim Thrasher and Pat Busing. Paul stated serving on this committee is an excellent opportunity to learn about the company and see how the finances are related to every program, understand the accounting system and where the money goes. This committee meets on a monthly basis at 8:30 a.m. The floor was opened for volunteer(s). Heather Smith stated that she would consider serving but would make a decision at a later date. There being no further volunteers Paul Lott tabled this item.

Review of Camp McDowell

Kim Dodd, Director of Children Services, stated the agency has entered into an agreement to do a pre-school classroom (13 slots) on the Camp McDowell property in Winston County. They will use their staff and we will monitor the classrooms. Kim stated this is for information purposes only and no approval is required.

Approve Criteria for Enrollment, Recruitment and Selection Program Year 17-18

Approve Eligibility Verification Program Year 17-18

A copy of the Acceptance Process for Infant/Toddlers and Preschool and Eligibility Verification were received in packet prior to the meeting. Cindy Holmes stated that each year they meet with a committee made up of members of the Policy Council and review the current process and then the Policy Council votes on whether to make any changes to the eligibility verification form. Cindy stated the Policy Council is not allowed to make any changes on the first page. She stated that "other factors" and "age" are basically the only sections reviewed each year. The Policy Council did not make any recommendations to change the form this year. Cindy stated the only change made was the program year.

The criteria for selection describes to staff how decisions are made on who is selected into the program and is based upon the neediest of the needy. There were no changes made to the Infant/Toddlers process. Income points are broken down according to the poverty guidelines.

Cindy stated there was one change made to the Preschool Acceptance Process. The change was made to the "Priority Two" where all 4 year olds were first, however, due to so many Pre-K programs the demographics are changing. With that being the case Cindy stated we will no longer overlook the 3 year olds. We will now prioritize 3 and 4 year old income eligible children which will change our demographics. Kim Dodd stated the Policy Council has reviewed and approved changes.

The floor was opened for questions/discussion. Paul Lott asked for a motion to approve the Eligibility Verification form and Criteria for Enrollment, Recruitment and Selection for Year 17-18, Allen Stover motioned. Tim Thrasher seconded. Motion approved.

Final Rule Update

A copy of the Final Rule on Head Start Eligibility handout was received in packet prior to meeting. Cindy Holmes gave a brief review of the handout. She stated the final rule provides clear instructions on how to determine eligibility for applying families. It also describes the type of documents required to prove eligibility. It requires programs to maintain those documents. It requires programs to train staff on eligibility requirements and also requires programs to take action against staff who intentionally enroll ineligible families. Cindy stated there were 3 changes to the 7 provisions. There is an allowance for a telephone interview for the intake application process. Staff must send an email to the Team Leader if a telephone interview is conducted. Staff are now permitted to call DHR to obtain verification document(s) with parents' permission. The third change is program policies and procedures spotlighting the consequences of committing fraud must be in place. The floor was opened for questions. No approval is required.

CLASS Report PY1617

A copy of the CLASS report was received in packet prior to the meeting. Edie Dugger gave a brief review of the report. The CLASS instrument is divided into the following 3 domains: Emotional Support, Classroom Organization and Instructional Support and it is an observation instrument that assesses the quality of teacher-child interactions. The scale is rated 1 to 7 with a 7 being the highest possible score. Edie stated that we are striving to increase scores but overall nationally the instructional support is where most are still struggling and emphasized the importance of children attending and establishing routines. She stated that we are working towards increasing quality in the classrooms. Dawn Owens asked if any outside sources would be taken into account such as the school offering mentoring programs. Edie shared that Head Start is comprehensive and as a team we are communicating with leaders to see if there are any environmental factors that may be affecting the children. Edie stated that it is not just about what the teacher is doing but also about how the child is interacting and relating this to the family. The floor was opened for questions. No approval is required.

Child Outcomes Report PY 16-17

A copy of the report was received in packet prior to the meeting. Jody Carnes gave a brief review of report. She stated this is a baseline report and some children have never experienced school or interactions with adults other than their parents. This is more of an objective report and parents receive an individualized report. Jody stated that we focus on where we would like our children to be and see their potential. She stated that if children do not feel secure and have trust they will not grow academically. Paul Lott asked about widely held expectation scores and Jody stated this is based on children's expected growth levels. Jody stated that some of our children have special needs. Paul Lott asked about the language scores being a little low. Edie Dugger stated that it could possibly be to English language learners and this is something that will be looked at when data is complete. She stated that the end of October was the first checkpoint and there will be another at the end of April. She stated that we are seeing results in the classrooms from the reductions. The floor was opened for questions. No approval is required.

Shared Governance Training Video

Michael Tubbs stated it is an expectation of every Community Action Agency with a Head Start program they receive training on shared governance. A 5 minute video highlighting the importance of communication, enrollment, attendance and performance metrics was shown. It was noted we have shared representation from the Board of Directors to Policy Council and vice versa. 51% of the Policy Council is made up of representation of parents/grandparent. Community representatives are also selected to serve on the Policy Council.

Michael Tubbs stated that we would like to start providing 3-5 minute videos on various topics during the board meetings. Paul Lott stated this is something we need to continue.

Nomination Committee Report – Approve Slate of Officers for 2017

A copy of the Nomination Committee minutes from November 15th were received in packet prior to meeting. Paul Lott stated the committee recommended the following: David Mathews, President; Bruce Jones, Vice Chair; Tim Thrasher, Secretary. The floor was opened for additional nominations. There being no further recommendations Allen Stover moved the nominations be closed and approve slate as presented. Sheryl Marsh seconded. Motion approved.

Approve Proposed Calendar for 2017

A copy of the proposed calendar was received in packet prior to meeting. Paul Lott reviewed dates and opened floor for discussion. Paul Lott asked for a motion to approve the calendar as presented. Heather Smith motioned. Pat Gilbert seconded. Motion approved.

Organizational Standards Update

Laurie Lincoln-Swaim stated we had several standards we were working on to close out and all of the data has been submitted. She stated that we anticipate being fully compliant by the close of business tomorrow.

Customer Satisfaction Survey

A copy of the survey results were included in packet prior to meeting. Laurie Lincoln-Swaim gave a brief overview of the report. She stated that question 7 references referrals and due to the lack of responses received we have now asked this survey be completed after the individual has received assistance. Laurie stated that last month there were "0" responses from Moulton and this is a result of appointments had been scheduled but had not taken place. The floor was opened for questions. No approval required.

Results Report

A copy of the Decatur H.O.M.E. Results Report was included in packet prior to meeting. Laurie Lincoln-Swaim gave a brief review of the report. This was followed by a video highlighting Katie Smith. Allen Stover shared that through this partnership with the City of Decatur that over 2,000 people have been assisted. The HOME program provides financial assistance to qualified low-income families for the purchase of a home with minimum money down. Allen stated this is an excellent program and one he is most proud of.

Executive Directors Report

A copy of the report was received in packet prior to meeting. Michael Tubbs gave a brief overview of the report. He stated that we have a new website. He stated the

LIHEAP season has begun and appointments are being taken in 3 offices and outreach is also taking place at the Senior Centers. We are moving forward with a 56 unit housing development in Moody. The central office will be closed Christmas Eve, Christmas Day and New Year's Day.

Officers for 2017 will be installed at the February 2017 meeting. Paul Lott will serve as ex officio and will continue to serve on the Housing Committee. Michael Tubbs stated the agency is stronger because of Paul's leadership.

Other Business:

Approve Human Resources Policies and Procedures Revisions Effective 1/1/2017 Pending Leadership Team and Attorney Review and Acceptance

Michael Tubbs stated that he along with Alicia Higginbotham and Allison Speegle have been working on revisions. This manual is reviewed and updated every two years. Michael Tubbs stated there have been a lot of changes in the HR world and we would like permission to have this go before the Leadership Team and HR Attorney Matt Miller. Paul Lott asked for a motion to delegate to the Executive Committee the revisions to the Human Resources Policies and Procedures. David Mathews motioned. Tim Thrasher seconded. Motion approved.

Paul Lott stated the Housing Committee met in November for updates. There were no approvals except for the minutes. He stated the majority of the project updates were included in the Executive Director's report.

Paul Lott stated there will be a board self-assessment that will be sent to board members/advisors to complete. Responses will be anonymous.

The floor was opened for any additional business. There being no further business the meeting adjourned at 10:21 a.m. Minutes submitted by Allison Speegle, Recording Secretary to the Board.

David Mathews, Chair

Tim Thrasher, Secretary

Reviewed by Michael Tubbs, CEO