

Community Action Partnership of North Alabama, Inc.



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
June 5, 2013
Central Office
Decatur, Alabama

Board Meeting Minutes

The Community Action Partnership of North Alabama, Inc. Board of Directors meeting was called to order at 8:34 a.m. by Darris Frost, Board Chair and Private Sector representative.

Board members in attendance: Cleo McDaniel, Cassandra Lee, Lorrie Lee, Pat Gilbert, Darris Frost, Jim Turner, Mike Bates, Sheryl Marsh, Allen Stover, Jennifer Taylor, Earlene Johnson, Paul Lott

Board members absent: Leigh Frances, Matt Holmes, Christine Garner, Jenny Clark, Kim Hood, Bruce Gordon

Advisors present: Carolyn Orr, Dawn Owens

Advisors absent: Barbara Sittason, Bruce Jones, Johnny Turner, Annette Creest

Staff in attendance: Allison Speegle, Fred Harvey, Cindy Anderson, Sharalee Little, Michele Edwards, Christopher Foote, Christopher Hubbard, Jelicia Patterson, Lorrie Mauro, Edie Dugger, Kim Dodd, Deb Purcell, Karon Grubbs, Cindy Moses, Tamisha Sales, Richard Lyons, Angela Warren, Michael Tubbs

Board Attorney: Bingham Edwards

Guest Present: Joseph Wynn, Emily Reischman, Steven Strickland

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.

Board Chair Comments

Darris Frost opened the meeting and thanked those in attendance. Darris commented there is a full agenda and everyone's time is valuable but feel free to ask any questions at any time during the meeting.

Introduction of Staff and Guests

Michael Tubbs, CEO, introduced all staff and board members/advisors. Dawn Owens was introduced as a new advisor representing The Link in Cullman County.

Removal of Board Member / Fill Vacancy

Mike Bates, Cullman County Private Sector, announced that he has accepted another position and will be leaving the Red Cross. He stated that he has enjoyed his time on the board and he has observed first-hand the good work the agency does. He expects the July meeting to be his last board meeting.

Darris Frost stated that Kim Hood, Lawrence County Private Sector, representing the Chamber of Commerce, has resigned from her position at the Chamber. Attempts to contact Kim by telephone and mail to inquire about her continued interest in serving on the board went unanswered. Bingham Edwards, Legal Counsel to the Board, read the membership removal section of the Bylaw's and stated that 3 or more absences from board meetings is automatic removal. The floor was opened for questions/discussion. Darris Frost asked for a motion to replace Kim Hood as a board member. Allen Stover motioned. Sheryl Marsh seconded. Motion approved.

Roll Call to Establish Quorum

Allison Speegle called roll and quorum was established.

Reciting of the Mission

Mission was recited by all.

Approval of April 3, 2013 Minutes

April 3, 2013 minutes were received by members prior to the meeting. Darris Frost opened the floor for questions/discussion on the minutes as received. There being no questions/corrections he asked for a motion to approve minutes as received. Paul Lott motioned. Jennifer Taylor seconded. Motion approved.

Audit Presentation / Approval

Darris Frost stated the auditors had met with the Financial Committee and received a detailed presentation of the audit. Michael Tubbs introduced the auditing team and stated that Fred Harvey, CFO, is the liaison to the auditing team. Paul Lott stated that the Financial Committee met on different occasions with the auditors. Time was spent discussing the scope of the audit. At the May financial meeting 98% of the audit was complete. Financial Committee was given the opportunity to meet privately with the auditors to discuss any issues/concerns. Fred Harvey stated that last year started the process of impairment (writing off) the apartment complex in South Carolina. The agency never put any money into the apartments as General Partner. Once you go into a liquidation, you must estimate how much is needed to get rid of the business. Audit reflects a book loss for writing off this project; but no cash loss to the agency. Property has been bulldozed and deeded to the limited partner.

Steve Strickland stated that pages 44-45 show the federal funds that were audited this year. The two major programs that were audited this year were Head Start and the Disaster Case Management Programs. Pages 24-27 show the detailed schedule of everything that was audited. Pages 26-27 show the revenue of what came in. Page 47 is the results of the audit; an unqualified opinion.

Darris Frost stated that he deals with banking and numbers everyday but that Community Action is the most complicated business he works with.

Fred Harvey stated there are some things in the finance department that can be improved, streamlined for more accountability.

The floor was opened for questions/discussion. Darris Frost asked for a motion to approve audit as presented. Pat Gilbert motioned. Paul Lott seconded. Motion approved.

Financial Committee Report / Approval

Darris Frost stated that Financial Committee has met twice since the last board meeting. Paul Lott stated the committee meets on a monthly basis and at the last meeting the committee reviewed the March/April financials. Spent approximately 1 ½ hours reviewing the statements. It is the opinion of the committee that the financials are in good shape.

A Senior Manager with NeighborWorks met with the committee in April for additional training on how to maximize current revenue from our housing portfolio. Fred Harvey and Lorrie Mauro provided additional financial training on understanding the responsibility of board and financial integrity after the regular scheduled May meeting. The floor was opened for questions/discussion. Darris Frost asked for a motion to approve the March and April financials. Mike Bates motioned. Jim Turner seconded. Motion approved.

Head Start CLASS Score Update

Edie Dugger stated the purpose of the CLASS Score is to assess the quality in the classroom and the tool allows for the teacher to facilitate learning in the classroom based on student interaction. An observer goes into the classroom for 4 cycles of 20 minutes each and then scores what they observed based on a scale. The Office of Head Start requires a score of 4 (minimum) for emotional support. Classroom Organization minimum score is 3. Instructional Support minimum score is 2. The relative threshold is a score average from all reviews taken place in 2012. The 2011-12 results were received in packet. Currently there are 12 certified observers on staff that have done internal observations. Kim Dodd stated there are 7 things that can put an agency on the re-competition list. CLASS Scores are in a category by themselves and are very important. Program is on top of this and improving each year. Edie Dugger stated that this data will help guide improvements for quality classrooms and pinpoint where the focus of need is for professional classroom development. Darris Frost stated to have outcomes that are above average is the goal. Floor was opened for questions/discussion. No approval required.

Sequestration Budget Cuts

Kim Dodd stated the program received a 5.27% budget cut, which results in a \$700,000 reduction. Decision was made to reduce enrollment and close 11 classrooms. Michael Tubbs stated there were a number of factors determining which classrooms were closed. Every Head Start program faced cuts. Chanel 48 ran a news article on the cuts on Monday. The plan is to try

and absorb the children on the waitlist in a nearby classroom. The following classrooms were closed: Skyline, Gregory, Douglas, Ratchford (1 classroom), Harmony (1 classroom), Cotaco, West Morgan, Winfield, Sheffield (1 classroom), Douglas, Baileyton (1 classroom), Plainview. Kim Dodd stated the program has written for 13 State Pre-K grants and have been notified that 12-13 have passed the first stage and will move to the second round of measuring classrooms. Michael Tubbs stated the Pre-K classrooms require the teacher to have a Bachelor's Degree. The floor was opened for questions/discussion. No approval required.

April Program Information Report

Kim Dodd stated report was in information received prior to the meeting. A brief overview of the report was given. Michael Tubbs stated there are two different ways to measure results, statistical data and the qualitative side. The program has verifiable and proven results. Kim Dodd stated the State is in process of trying to enter Head Start children in the I-NOW portal as the children in the school system in order to measure results. The floor was opened for questions/discussion.

Approve Resolutions for Foster/Grandparent/Senior Companion Program and Meals on Wheels & More

Tamisha Sales stated the agency is submitting a funding request to the City of Decatur and Morgan County Commission to continue senior services and at risk students in the schools. Resolutions are also being submitted to the City of Decatur and Morgan Commission for Meals on Wheels & More to meet the needs of homebound elderly and disabled clients. The floor was opened for questions/discussion. Darris Frost asked for a motion to approve both Foster Grandparent/Senior Companion and Meals on Wheels & More funding request. Paul Lott motioned. Cleo McDaniel seconded. Motion approved.

Approve Resolution for National Certification in NeighborWorks Full Cycle Lending

Michael Tubbs reviewed the resolution. It is a requirement of NeighborWorks to go towards the agency becoming a full cycle lending agency. Floor was opened for questions/discussion. Darris Frost asked for a motion to approve the resolution. Allen Stover motioned. Pat Gilbert seconded. Motion approved.

Program Reports

Cindy Anderson gave a brief powerpoint on the LIHEAP process, income guidelines, eligibility, new process for scheduling appointments. Agency has assisted 3,583 families December 2012 – May 2013. The agency has paid a total of \$1,314,562.48 to local utility/gas companies. The average award is \$336.00.

Approval to Execute Necessary Documents for AHFA Phil Campbell Project

Michael Tubbs stated that AHFA approved the application for Village at Oliver Place, a 24 unit multi-family development in Phil Campbell. Darris Frost asked for a motion for the agency to execute necessary documents to move this project forward. Sheryl Marsh motioned. Allen Stover seconded. Motion approved.

Executive Directors Report

Michael Tubbs stated report gives a brief update on each business unit. Agency was notified yesterday that AHFA approved application submitted for Phil Campbell to build 24 new apartments.

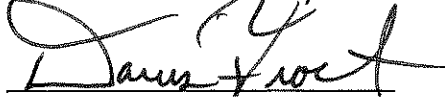
Upcoming Calendar Events

Michael Tubbs stated this is "NeighborWorks Week". The agency will hold a housing forum on Affordable Housing at the agency tomorrow. There will be National Level representatives attend. On Friday the agency will participate in two projects, one at Childcare Network where staff will complete a landscaping project and the other project will take place at the house the agency purchased on Larkwood. A team of employees will clean inside the house and complete yard work to get the house ready to sell.

The next Board meeting is scheduled for July 31st.

Darris Frost opened the floor was any additional business, questions, discussion. There being no further business the meeting adjourned at 9:43 a.m.

Minutes Submitted by Allison Speegle.



Board Chair


Reviewed by Michael Tubbs

Board Secretary