

Community Action Partnership of North Alabama, Inc.



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Community Action Partnership of North Alabama, Inc.  
Board of Directors Meeting  
May 29, 2014  
Central Office  
Decatur, Alabama

### Board Meeting Minutes

The Community Action Partnership of North Alabama, Inc. Board of Directors meeting was called to order at 8:39 a.m. by Darris Frost, Board Chair and Private Sector representative.

Board members in attendance: Barbara Sittason, Leigh Frances, Darris Frost, Matt Holmes, Jerry Jacob, Heath Meherg, Carolyn Orr, Sheryl Marsh, Earlene Johnson, Paul Lott

Board members absent: Cleo McDaniel, Christine Garner, Cassandra Lee, Lorrie Lee, Pat Gilbert, Allen Stover, Jennifer Taylor, Bruce Gordon

Advisors present: Bruce Jones, Kyle Buchanan

Advisors absent: Dawn Owens, David Mathews

Staff in attendance: Allison Speegle, Fred Harvey, Cindy Anderson, Nathan Curry, Deb Purcell, Michele Edwards, Tamisha Sales, Lorrie Mauro, Candy Ayers, Kim Dodd, Michael Tubbs, Richard Lyons, Wendi Busing, Dwayne Blackmon, Alicia Higginbotham, Edie Dugger, Jody Carnes, Karen Jared, Deborah Cottingham, Angela Warren

Board Attorney: Bingham Edwards

#### 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 welcomed those in attendance.

### Introduction of Staff and Guests

Michael Tubbs, CEO, introduced all staff, board members and advisors.

### Roll Call to Establish Quorum

Allison Speegle called roll and quorum was established with 10 of 18 members present.

### Recite Mission of the Agency

Mission was recited by all.

### Approve April 3, 2014 Minutes

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. Carolyn Orr motioned. Sheryl Marsh seconded. Heath Meherg abstained from voting as he was not present at the April 3<sup>rd</sup> meeting. Motion approved.

### Financial Committee Report

Darris Frost stated the committee meets once a month to review the agency financials. He also stated that one program manager reports out on their respective program at each meeting.

Paul Lott, committee member, stated the committee has met twice since the last board meeting. Committee reviews all financials and discusses activities that could possibly impact the finances of the agency. The committee meets with a member of the Leadership Team at each meeting to gain a better understanding of how each program operates including processes and procedures. Richard Lyons presented at the April meeting and Deb Purcell discussed the accounts payable process during the May meeting along with meeting with the auditors.

Paul Lott stated that committee members received the March and April financials for review. Members were informed the dashboard report was changed to reflect comparing current month and year to prior year and month. It was noted the In-Kind had not been keyed on the Statement of Revenues – Public/Non-Public. Paul Lott stated the committee conducted an

in-depth review of the March and April financials and feel they represent the financial statement of the agency. Darris Frost stated that these meetings are open to anyone that would like to attend. Darris opened the floor for any questions/discussion on the financials as presented. There being no further discussion Darris asked for a motion to approve the financial report as presented. Leigh Frances motioned. Matt Holmes seconded. Motion approved.

#### Audit Approval

Fred Harvey stated the agency fiscal year is January – December. The agency has experienced major growth during the last year and as a result more audit testing was required.

Emily Reishman with Wear, Howell, Strickland, Quinn and Law, LLC, gave an overview of the audit and stated the purpose of the audit is to give an audit opinion that is in accordance with accounting principles and it was stated this audit will reflect an unqualified opinion.

Pages 24-25, Columns 1,3,4,6 are audited by Wear, Howell, Strickland, Quinn & Law, LLC. The other columns are audited by other firms who submit financial statements to the agency, and they are then reviewed and consolidated into the audit report.

Audit did not identify any deficiencies or material weaknesses. The agency manages the finances well and follows the established policies and procedures. The agency is over a 20 million dollar agency and the audit was a success.

Darris Frost stated that when he looks at an audit the first thing he looks for is to see if it is qualified or an unqualified audit and he is pleased to see this is an unqualified audit. The floor was opened for any questions/discussion. Bingham Edwards asked if the agency is required to pay income taxes of which Emily Reishman replied the agency does not pay taxes but is required to book depreciation according to GAP requirements. Fred Harvey explained depreciation is booked once a year. Paul Lott asked when the 990 form would be complete. Fred Harvey stated this is due by the end of October at the latest.

There being no further questions/discussion Darris Frost asked for a motion to approve the audit as presented. Jerry Jacob motioned. Leigh Frances seconded. Motion approved.

### Results Report

Michael Tubbs stated the agency is a results driven agency. As a NeighborWorks affiliate it has allowed the agency to purchase homes for rehab and re-sell. Our purpose of doing this is to take income eligible renters and make homeownership possible. The first house the agency purchased was on Blueberry Lane in Decatur. This house was purchased by one of our Head Start employees, Jackie Lansdell. Jackie is a foster parent and this is the first home that she has been able to purchase. Jackie had planned to attend the meeting today but one of her children was sick. A video was shown of Jackie at her house and what it has meant to her to be able to become a homeowner for the first time. Darris Frost stated that after watching the video that it reminds him of why we (the agency) do what we do. Michael Tubbs shared that Jackie expressed her appreciation for all the agency has done for her and regrets not being able to be in attendance.

### Head Start – School Readiness – Child Outcomes/Class Summary

The Development and Learning Gains Report and CLASS Summary report were received in packet to review prior to the meeting. Edie Dugger gave a brief overview of both reports. The Development and Learning Gains report reflects results from classroom for children which in turn allows the teachers to use the information to meet the needs of the children. The checkpoint season is 8-10 weeks. The report is reflective of 4 year olds and the goal is to show a 30% gain in all areas. The CLASS summary report is reflective of what is going on in the classrooms from the teacher's perspective. Based on the comparison of 2013 National Level Scores our end of the year scores have exceeded the average.

The floor was opened for questions/discussion. Bruce Jones asked how meals are received in the classroom. Kim Dodd stated there are 2 Head Start locations that prepare their own food. The sites in Decatur are served by Decatur City School. Bruce stated that his organization provides free breakfast and lunch during the summer and that he will provide Kim with the location sites where children can receive this service during the summer.

#### Head Start – EHS Update

Kim Dodd stated that agency will operate the Early Head Start grant for Huntsville to serve 56 children. The agency will partner with Premiere Childcare for 4 classrooms with 8 children in each. Twenty-four children will be home-based in which they will receive 90 minutes of home visitation per week. Home-based is a Head Start program option and there is less overhead to operate this program. This is for information purposes only, no approval required.

#### Head Start – Pre-K Update

Kim Dodd stated the agency applied for 5 Pre-K grants and was awarded 4. These centers will be located at Sheffield, Piney Chapel, Madison City and West Morgan. Classrooms are targeted to open in August. This is for information purposes only, no approval required.

#### Approve Submission of 2015 State General Fund Projected Annual/Actual Quarterly Report

Projected report and approval letter were received in packet to review prior to the meeting. Fred Harvey stated this is money that is appropriated to all Community Action Agencies. While several state agencies received cuts from the State General Fund our agency actually received an increase from \$7,000 to \$10,000. This money is used to support the salaries of the housing counseling staff. The effective date is October 1<sup>st</sup> and money is received on a quarterly basis. The floor was opened for questions/discussion. Darris Frost asked for a motion to approve the submission of the 2015 State General Fund Projected Annual/Actual Quarterly Report as presented. Carolyn Orr motioned. Heath Meherg seconded. Motion approved.

#### Upcoming Board Training

Michael Tubbs stated the agency has purchased a set of DVD's for training. Board excellence is a necessity for us. Each DVD is approximately 30-45 minutes. We have received permission from the vendor to allow board members to link electronically to the training. Edie Dugger explained this is a web-based training and that each board member will receive an email link that will allow them to log in and set up a user password/profile. A 3-minute segment of one video was shown. Michael Tubbs stated the power point frames of the training will be printed and mailed to each board member as a reference. We are asking that each board member complete 2 video training sessions by the end of the year. Members were asked to contact Edie

Dugger or Allison Speegle if they have questions or have a problem with accessing videos.

#### Executive Directors Report

Michael Tubbs gave a brief overview of the Executive Directors report.

- Since this time last year the agency has added approximately 600 plus Head Start children

- Received the Lauderdale County grant permanently

- Seen the return of sequestration money which will add back 14 additional classrooms.

- Agency submitted an AHFA application to build 27 single family homes in Sheffield. Should receive grant announcement any day.

Darris Frost encouraged board members to review the entire report and ask any questions they may have.

#### Other Business

Michael Tubbs stated that ADECA has given some allowance for teleconference at meetings. As a result this will require an amendment to our bylaws. He asked for 2 board members to volunteer to work with him and Allison to re-write the bylaws to include this language. The proposed revisions will be presented to the board for approval as well as ADECA.

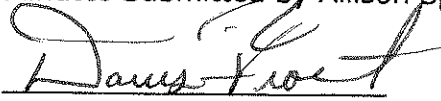
Carolyn Orr and Sheryl Marsh volunteered to assist with this effort. Darris Frost asked for a motion to accept these two individuals to work on the revision of the bylaws. Jerry Jacob motioned. Matt Holmes seconded. Motion approved.

Michael Tubbs informed the board that we have received information from Lorrie Lee that she will probably not be able to continue to serve in her board role. Darris Frost asked the board to send any recommendations to Mike or Allison. He also charged Mike and Allison to move forward with filling this slot. This is a Cullman County Community Sector slot which will require a community election.

Allison Speegle reported that she will be sending out an updated vendors list and Conflict of Interest form for all board members to review and update. This is an ADECA requirement.

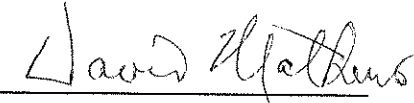
The floor was opened for any additional business. Darris Frost thanked everyone for their attendance. There being no further business the meeting adjourned at 10:04 a.m.

Minutes Submitted by Allison Speegle.



Board Chair

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Reviewed by: Michael Tubbs



Board Secretary