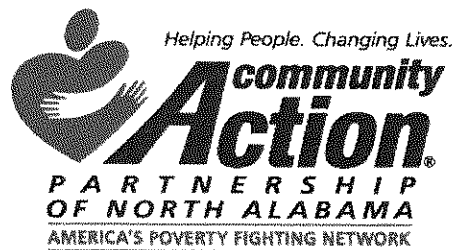


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Community Action Partnership of North Alabama, Inc.
Board of Directors Meeting
April 28, 2016
Central Office

Paul Lott, Board Chair, called the meeting to order at 8: 35 a.m. and welcomed those in attendance.

Board Members Present: Bruce Jones, Leigh Frances, Tim Thrasher, David Mathews, Bruce Gordon, Allen Stover, Jennifer Taylor, Paul Lott, Tommy Praytor

Board Members Absent: Gail Phillips, Jackie Peek, Cassandra Lee, Dawn Owens, Shelly Waters, Sheryl Marsh, Earlene Johnson

Board Members Electronic Communication: Pat Gilbert, Heather Smith

Advisors Present: Marcie Hill, June Palmer, Jonathan Watson

Advisors Absent: Matt Holmes, Joe Holmes, Pat Busing, Tricia Culpepper, Barbara Sittason

Advisors Electronic Communication: Stephanie Pitts

Board Attorney: Bingham Edwards

Staff Present: Alicia Higginbotham, Rebecca Bibb, Candy Ayers, Cindy Anderson, Venessa Leffers, Lorrie Mauro, Deb Purcell, Tamisha Sales, Jennifer Carroll, Marcia Castleberry, Holly Hicks, Laurie Lincoln-Swaim, Nathan Curry, Michael Tubbs, Allison Speegle, Fred Harvey

Introduction of Staff and Guests

Michael Tubbs, CEO, introduced all those in attendance and welcomed those connecting electronically. Tommy Praytor was welcomed as the board appointee of the Lawrence County Commission.

Roll Call to Establish Quorum

Allison Speegle called roll and a quorum was established with 11 of 18 board 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

Tommy Praytor led all in the reciting of the mission statement.

Approve February 18, 2016 Minutes

Minutes were received in board packet prior to the meeting. Paul opened the floor for any questions and/or corrections. Allison Speegle stated that Bingham Edwards had contacted her by telephone with the following corrections: (1) Add Bingham Edwards to attendance (2) Under Legal Liability Training, line 3, bullet point 2, change litigate to mitigate (3) Line 4 should read: have "limited" protection with the Bylaws . . . (4) Line 5 should read: risks include but are not limited to, officers "and board members" are...

Paul Lott asked for motion to approve the February 18, 2016 minutes with the above corrections. Allen Stover motioned. David Mathews seconded. Motion approved with roll call vote.

Financial Committee Report and Approval

The February and March financial statements were received in board packet prior to the meeting. David Mathews stated the financial committee met on March 24th and April 21st. A quorum was established for both meetings. Tim Thrasher and Pat Busing were welcomed as new members to this committee. The financial statements were reviewed in depth. The agency audit is currently in progress and the committee met with the auditors during the April 21st meeting. Twenty percent of all expenditures must be audited. This year Head Start and Foster Grandparent/Senior Companion programs will be audited. Some of the things the auditors will be looking at are approval of transactions, bid process procedures and eligibility factors. One of the new auditing changes in place is modified or unmodified as the new term replacing qualified or unqualified audit opinion. The audit must be submitted to NeighborWorks by June 30th and the plan is to present the draft audit for approval at the June Board of Directors meeting.

At the end of March the budget was at \$36.8 million dollars. All of the individual Head Start grants were reviewed. It was noted on the USDA grant that USDA only reimburses up to a certain dollar amount, not actual expenses. In the Parents as Teachers Grant which is at 50% of the program year, any net revenue left over at the end of the year will go back to the State since we are the sub-recipient of this grant. In the Early Head Start DHR grant the agency is providing more days and services than last year so we do not anticipate a surplus at the end of this grant. The credit card expenditures were reviewed along with the general ledger reports. Committee was informed there is one EEOC claim pending.

Fred Harvey will be conducting financial training on Monday, May 9th at 8:30 a.m. This training will focus on the financial statements that are included in the board packet and is open to any member/advisor that would like to attend.

David Mathews stated it is the committee's recommendation the financial statements represent the health of the agency. Fred Harvey stated that in the packet there are two months of financials (100+ pages) and asked that anytime a board member and/or advisor has a question about anything on these reports to please contact him. Paul Lott emphasized the upcoming financial training and encouraged all who could to attend. Allison Speegle stated that a link will be provided for those that would like to connect electronically.

The floor was opened for any questions and/or discussion on the financial report as presented. Paul Lott asked for a motion to approve the financial committee report. Tim Thrasher motioned. Leigh Frances seconded. Motion approved with roll call vote.

Approve Head Start (12 County) Grant

Copy of grant was received in the board packet prior to meeting. Fred Harvey stated the Head Start grant cycle is July 1 – June 30th. The form is a standard federal form that must be submitted 90 days prior to the end of the program year. The grant application has been submitted but also requires Board of Director approval/involvement. Page 3 of the application reflects the estimated level funding total of \$16,819,956. The Head Start grant is an 80/20 matching program and 99.9% of our share is donated services and space. Fred stated there is some discussion of a cost of living adjustment but has not received notification. If COLA is approved a modification to the budget will have to be made. The floor was opened for questions and/or discussion. Paul Lott asked for a motion to approve the Head Start (12 County) grant as presented. Jennifer Taylor motioned. David Mathews seconded. Motion approved with roll call vote.

Discuss and Approve 12 County Reduction Request

Michael Tubbs stated that some time ago the Leadership of the Head Start program was given information from the Regional Office about our allocation per child being low compared to other programs. Direction was to consider reducing the number of children served. Currently the average number of children per classroom is 20. We are seeing a shift due to Pre-K. Legislation just approved an additional 2,800 Pre-K slots. The Head Start program is becoming a 3-year old classroom. We are recommending all classrooms that have 20 children to be reduced to 17. We are experiencing erosion from teachers who are taking jobs with the school system. We cannot compete with salaries. We must be able to compete with state Pre-K in order to keep stability in the classroom. This has been an issue in all 15 counties. You need not only quality but stability in the classroom. We believe we have put together a proposal that reduces the number of children. The first one looked at was the 12 county Head Start grant. The planning we are doing today will deliver results in August. Recommend is to look

across the 12 county grant and look for reductions. This is more than a 10% reduction so must have Regional Office approval. The only way to do this is to close classrooms. Several Head Start Leadership member have been meeting to discuss this. Policy Council has been informed we are putting in a proposal to reduce. We talked to supervisors yesterday and discussed which classrooms would be closed. We went through this with sequestration. We are hoping all affected staff will move to another job in August. We use data and facts that are available to this program to make proposed reductions. Effort has been made to work with Superintendents for space. If we do not make these changes the Regional Office has said we are operating a poor program. A proposal is just that. The proposal would go the Regional Office and they would forward to Office of Head Start in Washington. They may approve all of the request, partial request or none of the request.

Jennifer Carroll, Quality Assurance and Compliance Officer stated that she is attending in proxy for Kim Dodd, Director of Children's Services. The reasons for determining the sites are waitlist issues and eligible children. Jennifer stated that Head Start was founded to serve low income families and in some communities we are serving more over income children because the low income children are not there. Even if we meet enrollment the average daily attendance may not be consistent. Some parents want more of the Mother's Day Out program. We looked at the overall health and safety of the buildings and community buy-in. School systems are applying for their own Pre-K and we are having to move out of some of the school buildings. When we talk about a proposal we are looking at a maximum number and it is not to say all will be closed. Some of the upcoming issues the money would need to be used for is to increase salaries of degreed staff to meet Pre-K standard of pay so we do not lose staff. Also based on new performance standards we are expected to raise the amount of time children participate in the program. This will increase an additional 10 days. Jennifer stated we can apply for supplemental grants but they will only cover 40% of expenses. Paul Lott asked for the number of slot reduction. Jennifer stated that they are looking at a maximum reduction of 604 children in 22 classrooms. With the projected reduction the program would serve more 3 year old children and therefore classrooms would be reduced to 17 children per classroom. Michael Tubbs stated that projected list of closures was not included in the packet of information received by the board because the affected staff have not been informed but supervisors have been. Mr. Tubbs stressed that this information must remain confidential until Monday. He also reinforced that certain classrooms are marked, not closed and the proposal may not be accepted. Staff will draw unemployment during the summer and their insurance will be paid. He asked that we have respect for our employees and stated that he would send the list to Paul Lott on Monday. At this point in the meeting Jennifer Carroll reviewed the list of marked classrooms as follows: Section, Bridgeport, North Sand Mountain, Rosalie in Jackson County; Boaz (2 classrooms), Guntersville, Asbury, Grant in Marshall County; Russellville in Franklin County; Bear Creek, Hamilton, Winfield in Marion

County; Cedar Bluff (2 classrooms), Centre in Cherokee County; Baileyton (2 classrooms), Cold Springs, Welti, Harmony in Cullman County; Sparkman in Morgan County.

Paul Lott stated this is not unique to this agency and this is a nationwide effort. He further stated this is not a result of any scores, but it is what Head Start in Washington wants. Jennifer stated that we are a successful program but we cannot continue to produce the results we do with the cap of not being able to lower classrooms number so teachers are not overwhelmed by behavior issues the program is currently experiencing. She further stated that we cannot make room in the budget for the needed support staff. Paul Lott stated that HHS tells us how much money we will receive and if we do not do something they will tell us the number of kids we can serve and that we know our situation better than they do so it is better for us to take the action.

Leigh Frances asked about the classrooms in Jackson County, both of which are very low income and would those children be picked up in the school system. Jennifer stated that if we do not have a center that is close that referrals to local childcare program would be made. Leigh Frances expressed concern that those programs do not have the resources available to assist children with behavioral issues. Jennifer stated that Pre K does have resources. Jennifer Butler-Taylor asked how many of the closures are applying for Pre K to which Jennifer stated Marshall and Jackson counties with the possibility of Winfield. She also stated that Cherokee County and Cullman County are both applying for Pre K. Michael Tubbs stated there will be parent meetings with all the affected parents. Leigh Frances discussed the concern over the drive distance for those in Bridgeport and Section and how the parents struggle currently. Jennifer Butler-Taylor asked about the children in Asbury and Jennifer stated there is a Pre K in that area. For those in Section a referral for other services would be made. Jennifer Butler-Taylor stated there seems to be rural areas targeted and asked if the parents were not bringing the children on a daily basis. Jennifer stated that each one is different. She stated that Cold Springs for example is becoming more of a retirement area and a lot of the children in this area are over income. Welti has two Pre K programs at the school where we are and Harmony also has a Pre K classroom. Tim Thrasher asked if this would eliminate our services in the affected areas. Jennifer stated we will still have services in our 12 county area and stated we are also applying for additional Early Head Start classrooms. Tim Thrasher asked if these applications are being coordinated with the school system to which Jennifer replied the Early Head Start children are not eligible for the school system. She further stated the community assessment is showing a decrease in the number of children to serve which is usually the case with those classrooms with a lower waitlist.

Paul Lott asked for a motion to approve reducing 604 slots, close 22 classrooms and extend the school year by 10 days and keep the budget the same. Bruce Jones asked if we are sure most of the children will be absorbed in some other way. Jennifer stated

yes. Paul Lott said there may be a few children left. Leigh Frances stated this is not what our mission statement says. Paul stressed this is information coming from the Regional Office and it is about quality and results not numbers. Leigh Frances said we have the best program by far and had two children come through this program and she did not want to see kids who need this program be lost. She further stated that some school systems are not the best and if they happen to get a teacher that is not the best around and the child has a learning disability and the teacher does not have the time to work with them that we have lost a child over nothing. Paul Lott stated that HHS is going to force us to do this and they are giving us the opportunity to work this out instead of them telling us. Leigh Frances stated it is the neediest of the needy. Michael Tubbs said that we have to be straight up about this and it is hard and when we shared it with supervisors yesterday they were emotional. He further stated we either do it now or it will get done without our input. If the proposal comes back different it will be brought back before the board. The proposal is drastic but we have been told to ask big and it might not be 22 classrooms. We are not holding the board accountable, we are asking for approval to move forward with a plan. Jennifer Butler-Taylor asked how long this plan had been worked on. Michael Tubbs stated the decision on the data issues emerged within the last four weeks. He then stated the proposal must be submitted before the new grant starts July 1st. Nothing happens this summer if the proposal from the board is not accepted. Michael Tubbs stated we will furnish additional information as we know it. Paul Lott re-stated that if we do not come in with something they will do it for us. Bingham Edwards asked if there was a chance of increase in funding. Jennifer stated not on Pre-School, that money will be geared towards Early Head Start. Tim Thrasher asked if this was going to be a gradual process and Paul stated this was being thought of back in the fall. Michael Tubbs stated we received significant information in the fall and that we use the numbers as a source of pride that we are serving the number of children we have but that Washington is not impressed with our numbers. Leigh Frances asked if picking up Madison/Limestone hurt us and Michael Tubbs stated no, but these will have revisions as well. Jennifer stated that it puts an overall strain on the quality we provide and that we will have to look at cutting across all programs. Jonathan Watson asked if salary will be addressed in the proposal. Jennifer stated that yes it would and that another wage study will be conducted and hopefully bring salaries to the standard of Pre-K. Jennifer Butler-Taylor asked if this is a pro-active plan instead of reactive to which Jennifer responded yes that we would rather act now than have to put out fires in the fall.

Paul Lott asked for a motion to close 22 classrooms, drop children from 20 to 17 per classroom, add 10 additional days to school year and raise teacher salaries to compete with Pre-K. Allen Stover motioned. Jennifer Butler-Taylor seconded. Leigh Frances abstained from vote. Motion approved with roll call vote.

Results of CLASS & Leadership/Governance/Management Systems Reviews

Copy of information was received in the board packet prior to meeting. Jennifer Carroll gave a brief review of the results from CLASS Observations. She stated that based on the median scores we are in the bottom 50% of the scores and will not know where we fall until all Head Start programs have been reviewed. Jennifer stated that the goal is to stabilize classrooms and continue to see an increase in scores.

In regard to the Governance review Jennifer stated we passed with flying colors. She thanked the Board of Directors and Policy Council and stated this review proves this Board knows what is going on. Paul Lott stated that he, Barbara Sittason and Bingham Edwards were interviewed by the review team member.

Approve United Way Funding Requests

Copies of the funding request for Meals on Wheels & More and Foster Grandparent/Senior Companion programs were received in the board packet prior to meeting. Cindy Anderson, Director of Community Services, stated that each year the agency is given the opportunity to submit a budget request to United Way for the Meals on Wheels & More and Foster Grandparent/Senior Companion programs. The budget request for the Meals on Wheels & More program is \$147,000. The current budget allocation is \$120,252. The budget request for the Foster Grandparent/Senior Companion program is \$25,000. The current budget allocation is \$22,300. The requests are for basic operating expenses. The floor was opened for questions. Allen Stover informed the Board that he serves on the United Way Allocation Committee. Legal Counsel to the Board Bingham Edwards asked that Allen abstain from the vote. Paul Lott asked for a motion to approve the United Way funding requests for Meals on Wheels & More and Foster Grandparent/Senior Companion programs as presented. David Mathews motioned. Tim Thrasher seconded. Motion approved with roll call vote.

Results Report

Laurie Lincoln-Swaim stated the results report was available at the tabletop and focused on ROMA Next Generation and Community Level Outcomes on East Decatur Community Impact Measure Target Area. Laurie stated that ROMA Next Generation is similar to the organizational standards. She stated that she recently attended the Annual In-Service Continuing Education Program for Nationally Certified ROMA trainers and the focus of the meeting was around ROMA Next Generation and feedback was provided that will be given to NASCAP (National Association for State Community Services Program) and OCS (Office of Community Services). She further stated the proposed changes will focus equally on individual/family outcomes and community level outcomes. The proposed framework for ROMA Net Generation is outlined in the Proposed National Theory of Change (www.nascsp.org). Laurie stated that the Partnership is on the right track to meet the challenges and changes proposed in the ROMA Next Generation.

Laurie shared this will be the third year partnering with various city and community partners to enhance a portion of East Decatur that has been blighted and in decline. The work we have done and are committed to do in the East Decatur community are examples of fulfilling proposed National Goals 2 and 3. Additionally the agency has completed rehab work on one home in East Decatur that is under contract to be purchased. Regions Bank has provided funding to assist with work on homes in East Decatur and a brief video was shown highlighting some of this work.

The NeighborWorks Week will be June 6-10. Our scope of work for this project will be on Olive Street SE and we are looking for community partners and board members/advisors to work alongside of us. Laurie asked that anyone interested in participating to contact Allison Speegle.

Laurie thanked those individuals that attended one of the two practice sessions for the two ROMA candidates she is mentoring. She also stated there will be two additional practice sessions available in June and she will get those dates to Allison to send to board members/advisors.

Paul Lott shared that Michael Tubbs has also been re-certified as a ROMA trainer.

Executive Directors Report

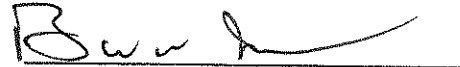
The Executive Directors report was available at the tabletop. Mike gave a brief overview of the report which included a lot of housing information. Other highlights of the report were:

- Meals on Wheels & More recognition dinner was last night (April 27th).
- Meals on Wheels & More program is recruiting individuals to serve on the Advisory Council which meets four times a year. If you have an interest please contact Cindy Anderson.
- Open House last Friday in Montgomery for the 17 new homes built at Lanier. Video of open house event was shown.
- Fred Harvey will be presenting financial training on May 9th.
- Paul Lott, Bruce Jones and Jonathan Watson will be attending CAPLAW Conference in June along with Allison Speegle and Michael Tubbs
- National Community Action Partnership Conference is August 30-September 2 in Austin, Texas. If you have an interest in attending please contact Allison Speegle.
- AHFA application submitted for The Village at Hixon Pond for a 56 units in Ft. Payne. Should receive notification of award acceptance in June. Paul Lott stated the Housing Committee of the Board met to approve the submission of the project.
- Spring Fling in East Decatur will be May 14th at Delano Park.

Paul Lott opened the floor for any additional business and/or questions. There being no further business the meeting adjourned at 10:11 a.m. Minutes submitted by Allison Speegle, Recording Secretary to the Board.



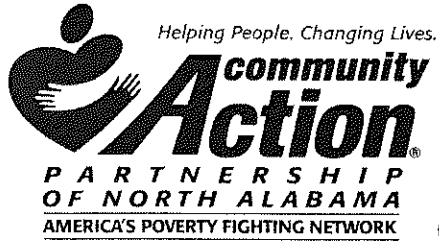
Paul Lott, Chair



Bruce Jones, Secretary



Reviewed by Michael Tubbs, CEO



Community Action Partnership of North Alabama, Inc.
 Board of Directors Meeting
 April 28, 2016
Sign In Sheet

Gail Phillips	Community Sector/Morgan	
Bruce Jones	Community Sector/Morgan	<i>Bruce Jones</i>
Leigh Frances	Community Sector/Morgan	<i>Leigh Frances</i>
Jackie Peek	Community Sector/Lawrence	
Cassandra Lee	Community Sector/Lawrence	
Dawn Owens	Community Sector/Cullman	
Tim Thrasher	Community Sector/Cullman	<i>Tim Thrasher</i>
Shelly Waters	Private Sector/Morgan	
David Mathews	Private Sector/Morgan	<i>David Mathews</i>
Pat Gilbert	Private Sector/Cullman	<i>Electronic</i>
Heather Smith	Private Sector/Cullman	<i>Electronic</i>
Bruce Gordon	Private Sector/Lawrence	<i>Bruce Gordon</i>
Sheryl Marsh	Public Sector/Morgan	
Allen Stover	Public Sector/Morgan	<i>Allen Stover</i>
Jennifer Taylor	Public Sector/Cullman	<i>J Taylor</i>
Earlene Johnson	Public Sector/Cullman	

Paul Lott	Public Sector/ Lawrence	<i>[Signature]</i>
Tommy Praytor	Public Sector/ Lawrence	<i>[Signature]</i>
Matt Holmes	Advisor to the Board	
Joe Holmes	Advisor to the Board	
Marcie Hill	Advisor to the Board	Marcie Hill
June Palmer	Advisor to the Board	June Palmer
Pat Busing	Advisor to the Board	
Stephanie Pitts	Advisor to the Board	Electronie
Tricia Culpepper	Advisor to the Board	
Barbara Sittason	Advisor to the Board	
Jonathan Watson	Advisor to the Board	John Watson
Bingham Edwards	Attorney at Law, Legal Counsel to the Board	Bingham D. Edwards

Staff/Guest Present

<i>Alicia Higginbotham</i>	<i>Jennifer Carroll</i>
<i>Rebecca Bibb</i>	<i>Marcia Castleberry</i>
<i>Candy Ayers</i>	<i>Holly</i>
<i>Cindy Anderson</i>	<i>[Signature]</i>
<i>Venessa Leffers</i>	<i>[Signature]</i>
<i>Joni Mann</i>	<i>[Signature]</i>
<i>Deb Purcell</i>	<i>[Signature]</i>
<i>[Signature]</i>	<i>[Signature]</i>

Board of Directors Electronic Certification Participation

I hereby certify that I, Pat Gilbert, did participate by electronic communication, at the April 28, 2016 Board of Directors meeting.

Pat Gilbert

Signature of Board Member / Advisor

Board of Directors Electronic Certification Participation

I hereby certify that I, Heather Smith, did participate by electronic communication, at the April 28, 2016 Board of Directors meeting.

Heather Smith

Signature of Board Member / Advisor

Board of Directors Electronic Certification Participation

I hereby certify that I, Stephanie Pitts, did participate by electronic communication, at the April 28, 2016, Board of Directors meeting.

Handwritten signature of Stephanie Pitts in cursive script.

Signature of Board Member / Advisor