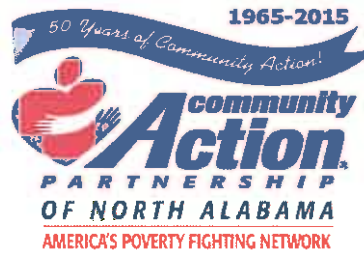


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Community Action Partnership of North Alabama, Inc.  
Board of Directors Meeting  
August 27, 2015  
Central Office  
Decatur, Alabama

Paul Lott, Board Chair, called the meeting to order at 8:32 a.m. and welcomed those in attendance and shared that he appreciates the work of the Board.

Board Members in Attendance: Bruce Jones, Leigh Frances, Jackie Peek, Dawn Owens, Tim Thrasher, David Mathews, Kyle Buchanan, Sheryl Marsh, Allen Stover, Paul Lott

Electronic Communication: Marcie Hill, Pat Gilbert, Cassandra Lee

Board Members Absent: Barbara Sittason, Darris Frost, Heath Meherg, Jennifer Taylor, Earlene Johnson

Advisors Present: Matt Holmes, June Palmer, Pat Busing, Stephanie Pitts, Tricia Culpepper, Marcie Hill

Advisors Absent: Joe Holmes, Heather Smith

Board Attorney: Bingham Edwards

Staff Present: Allison Speegle, Fred Harvey, Nathan Curry, Sue Stancil, Candy Ayers, Tamisha Sales, Holly Hicks, Venessa Leffers, Michele Edwards, Sharalee Little, Richard Lyons, Mari Juarez, Deborah Cottingham, Ginny Tharp, Michael Tubbs

Guest Present: Kelly Chasteen, ADECA

Introduction of Staff and Guest

Michael Tubbs introduced those in attendance and those connecting electronically. Vanessa Leffers, Resource Specialist – Asset Management was introduced. Vanessa began her employment with the agency on August 10<sup>h</sup>. Kelly Chasteen, with ADECA was also introduced. Kelly was in the process of conducting an on-site review of the Energy Assistance Program.

**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.

#### Tim Thrasher – Cullman County Community Representative Acknowledgment

Paul Lott stated a community election was held at Sara's Ridge in Cullman on August 17<sup>th</sup>. Tim Thrasher was elected through a democratic process. Members were reminded that once he is elected of the community he is then a board member. Paul Lott asked for a motion to acknowledge Tim Thrasher as a member. Kyle Buchanan motioned. David Mathews second. Pat Gilbert announced vote. Motion approved.

#### Roll Call to Establish Quorum

Allison Speegle called roll and quorum was established.

#### Recite Mission of Agency

David Mathews lead all in attendance in the reciting of the mission statement.

#### Approve June 25, 2015 Minutes

The minutes were received in packet prior to the meeting. Paul Lott opened the floor for any questions/discussion. There being no corrections Paul Lott asked for a motion to approve the minutes as received. David Mathews motioned. Allen Stover seconded. Pat Gilbert announced vote. Motion approved.

#### Financial Committee Report and Approval

Matt Holmes, committee member, stated this committee meets once a month and reviews the financial statements of the agency in depth. There was some review and discussion on some ratios in regard to cash on hand that had a low percentage at which Fred Harvey, CFO, explained this was due to the timing of an insurance payment during the month. Matt informed the board that Fred monitors all line items and brings to the committee any concerns. The Head Start program budgets were also reviewed in depth. Overall it is the opinion of the committee that the reports represent the financial position of the agency. Paul Lott stated that Allison forwards the financial packet of information to all board members after the financial meetings. The floor was opened for questions/discussion. There being no questions Paul Lott asked for a motion to approve the financial report as presented. David Mathews motioned. Sheryl Marsh seconded. Pat Gilbert announced vote. Motion approved.

#### Review Form 990

Paul Lott stated the Financial Committee reviewed the Form 990 during the July meeting. At that point the committee asked for clarification on a couple of things which was resolved at the August meeting. Paul further stated that one of the things the board is required to do according to the Organizational Standards is to review the Form 990 which was sent electronically to all board members/advisors. Fred Harvey stated the Form 990 is a tax return for non-profits. The agency contracts with Wear, Howell, Strickland, Quinn and Law, LLC to complete the Form 990 after the audit is complete.

Fred Harvey informed the board that due to the fact all of the information necessary to complete the Form 990 had not been received that he had filed for an extension on submission. The floor was opened for questions/discussion. Paul Lott asked if the agency's Form 990 would be listed on Guide Star and Fred stated yes. This item was for review only and does not require an action of the board.

#### Health Fair Results Update

Ginny Tharp, Head Start Content Team Leader - Health, distributed a handout detailing the health fair results. Dental Care Partner, Sarrell Dental, provided dental screens and Kids Care offered tours of their pediatric critical care transport vehicle at multiple sites. The Partnership staff were at the health fairs and interacted with the children during the screens. Other partners who assisted were: Alabama Forestry Commission, Alabama A&M Extension Service, Department of Public Health, Mobile Medical Unit, Focus First and the Masons were at every event. Each parent received a CD that included their child's fingerprints, picture and voice identification. Calhoun Community College nursing students also assisted with the screens. One of the goals of the health fair is to identify children that may need an intervention. Ginny had handouts available that was distributed at the health fairs for anyone that was interested. Paul Lott opened the floor for any questions/discussion. This item was for review only and does not require an action of the board.

#### Head Start Monitoring Report Results

Michael Tubbs stated two significant monitoring visits were held this year. The latest review focused on Facilities and ERSEA. There were a few minor facility issues noted during the review process which have already been corrected. Mr. Tubbs stated that with 162 plus classrooms to only have a few minor issues to correct says a lot about our staff. It was noted a copy of the monitoring results was received in packet of information. Paul Lott opened the floor for any questions/discussion. Paul stated the facility issues were things such as cover not on a light switch. Fred Harvey stated that facilities is under his supervision. He stated there were two teams that went out and cross checked to ensure nothing had been missed. He then referred to page 3 of the report that listed specific locations where there were issues and stated that some of these issues occurred after the facilities team made the inspection. Page 4 references a 7 ft. long crack in the ceiling. Fred stated this particular site is a modular and the crack was a hairline crack. The compliant areas, listed some concerns, but not anything that had to be corrected. Paul Lott stated the scope of the report stated they visited 225 settings which is referenced on page 3 of report. The playgrounds and classrooms were viewed as two separate setting. This item was for review only and does not require an action of the board.

### Housing Committee Report

Allen Stover, committee member, stated the committee met on August 18<sup>th</sup>. The focus of the meeting was on the Montgomery projects with the City of Montgomery. Currently there are 3 projects in Montgomery: Lanier Place II which is 18 units; Amanda Loop which is 13 units and Opportunity Gardens which is 7 single family units. The City of Montgomery contacted the agency to do these projects. Paul Lott stated that he has made site visits to all 3 of these properties. The committee approved to the agency to move forward with all 3 of these projects. Paul Lott stated there were 3 resolutions, one for each project, included in the board packet for approval. These are standard documents that give the agency authority to move forward with these projects and ratify the action of the Housing Committee. The floor was opened for questions/discussion.

Paul Lott asked for a motion to approve the resolution for Amanda Loop. Leigh Frances motioned. Tim Thrasher seconded. Pat Gilbert had technical difficulty with connection and abstained from the vote. Motion approved.

Paul Lott asked for a motion to approve the resolution for Opportunity Gardens. Dawn Owens motioned. David Mathews seconded. Pat Gilbert had technical difficulty with connection and abstained from the vote. Motion approved.

Paul Lott asked for a motion to approve the resolution for Lanier Place II. Tim Thrasher motioned. Leigh Frances seconded. Pat Gilbert had technical difficulty with connection and abstained from vote. Motion approved.

For clarification purposes due to the technical issues experienced, Bingham Edwards, Legal Counsel to the Board, reminded those in attendance that once a quorum is established in the State of Alabama and someone leaves the meeting, the quorum is still established on the record and that is why we were able to continue with the vote.

Allen Stover stated all three of the projects in Montgomery have the same contractor and property manager and that the continuity of these projects should be smooth. Other updates were as follows:

Seville in Decatur is a project in conjunction with the City. The CBDO Board is hopeful to have a house started within the next 2-3 weeks.

Weatherization Program has on-going assessments being completed.

Agency received a grant from NeighborWorks to assist with the 50<sup>th</sup> Anniversary event. NeighborWorks Week project in East Decatur went very well and was the biggest project the agency has done in Decatur which resulted in a major impact on the community.

The Village at Oliver Place in Phil Campbell currently has 13 of 24 units leased.

The Housing Counseling staff have exceeded the Organizational Underwriting goals that were projected for FY-15. Allen stated the staff do a wonderful job and the City works with them on a daily basis.

Bonner Street project in Phil Campbell has sewer installed. There is concern the units projected to be built (9) will not appraise for the full value.

Paul Lott stated this is the first time the agency has worked with a CBDO (Community Based Development Organization). Allen Stover stated rehab work can be done through the Block Grant program but one regulation is that the City cannot build new housing with the funds but can sub grant to the CBDO to build homes. There is only one other CBDO in the state which is located in Auburn. The CBDO is made up of residents of the community who own a business or are a representative of the area and 51% of the members must be made up of this criteria. The Seville project was started several years ago and was held up due to HUD issues. The City received the property through multi-family division of HUD.

Paul Lott opened the floor for questions/discussion. Paul Lott asked for a motion to approve the Housing Committee report as presented. Bruce Jones motioned. David Mathews seconded. Pat Gilbert announced vote. Motion approved.

#### Results Report

Michael Tubbs stated that at each board meeting we try to bring programmatic results of the agency. Laurie Lincoln-Swaim is attending a conference and could not be in attendance today. Sue Stancil stated we are a comprehensive housing counseling agency and are HUD certified. Candy Ayers is full-time and Sue informed the board she will retire at the end of 2015. The agency is approved through HUD to serve Morgan, Cullman and Lawrence counties. The total housing budget for 2015 was \$105,000 and a total of 120 clients were served, 58 of which were pre-purchase clients. Served 24 clients for financial for counseling. Worked with 31 clients that were able to resolve their delinquency issues and bring them current with their mortgage. Assisted 7 clients that were able to remain in their rental homes. Also conduct homebuyer education workshops on the second Tuesday of each month. Working with potential homeowners to increase their credit score.

Candy Ayers stated the family goals are to provide comprehensive counseling which improves their housing conditions. The community goal is to assist and educate homeowners/renters to become better and emphasize the upkeep of their home. The agency goal is to increase the capacity of our partners.

Two video clips were shown with the results of two homeowners this year, Mari Juarez and Ambra Johnson, both employees of the agency.

Michael Tubbs stated the results report is for the Board's benefit to understand what the agency does.

### 50<sup>th</sup> Anniversary Highlights

Michael Tubbs stated the 50<sup>th</sup> Anniversary of the agency was celebrated last Thursday and thanked those that were able to attend. Jim Byard, ADECA, brought remarks on behalf of the Governor. Congressman Robert Aderholt brought greetings through a video message. Governor Robert Bentley signed a proclamation for the event. A plaque acknowledging this event was placed in the foyer entrance of the building. A brief video of the event was shown.

### Pat Busing, Advisor – Disclosure

Michael Tubbs stated that a Benefits Team, made up of several employees, starting discussing additional benefits to offer to the employees. After meeting with agents from All State and Alfa/Aflac the team made the decision to go with Alfa/Aflac. Pat Busing, Advisor to the Board, is the Alfa Representative. This will be a choice by the employees, it is not a required participation and the agency will not pay any portion of these benefits. For full transparency it was the recommendation of the Benefits Team to disclose this to the Board. Paul Lott opened the floor for questions/discussion.

### Executive Director's Report

A copy of the Executive Director's Report is available at the tabletop. Michael Tubbs asked members to review the upcoming calendar of events. Allison forwards information to all members/advisors regarding upcoming training/conferences. Anyone with interest in attending should contact Allison.

The next Board of Directors meeting is October 29<sup>th</sup>.

### Other Business

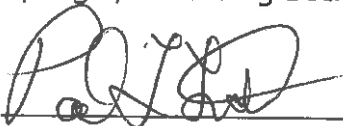
Paul Lott stated that June Palmer, who has attended the last two meetings, would like to become an Advisor to the Board and thanked June her for interest in serving. Paul Lott asked for a motion to accept June Palmer as an Advisor. Allen Stover motioned. Tim Thrasher seconded. Pat Gilbert voice voted. Motion approved

Paul Lott stated that in the March board meeting Rhoda Talley with ADECA conducted training on Memorandum 138 regarding the Organizational Standards. One of the standards is around the annual audit and the selection process. One additional requirement is any findings from the audit becomes the Board's responsibility to ensure these issues have been resolved. The audit that was approved did not have findings but did reflect a few minor exceptions which have been discussed with Fred Harvey, CFO. Paul Lott asked for a motion to close the 2014 Annual Audit. Allen Stover motioned. David Mathews seconded. Pat Gilbert announced vote. Motion approved.

Paul Lott stated the Board of Directors elects a representative each year to serve on the Head Start Policy Council and vice versa. The Head Start Policy Council meets 8 times a year. The floor was opened for nominations to self-elect to serve on the Policy Council. There being no volunteers Allen Stover made a motion that Paul Lott serve as Board representative to the Policy Council. David Mathews seconded. Pat Gilbert announced vote. Motion approved.

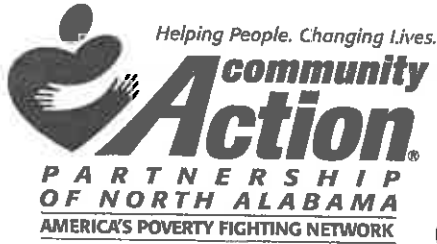
Paul Lott stated that he has been encouraging Board Members to spend time with the staff. He stated that he recently spent the day at the Meals on Wheels kitchen. Staff appreciate it and it also lets the staff know the Board is interested in what they are doing. Paul encouraged each member/advisor to consider doing this and assured them it will prove to be the best training you can have with the agency. Paul stated that he sent an email to all members/advisors about his experience.

The floor was opened for any additional questions/business. There being no further business the meeting was adjourned at 9:59 a.m. Minutes submitted by Allison Speegle, Recording Secretary to the Board

  
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Paul Lott, Board Chair

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Reviewed by Michael Tubbs, CEO



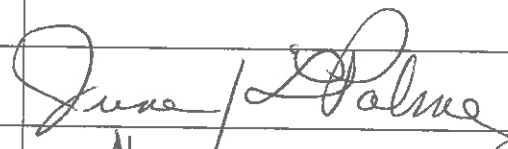
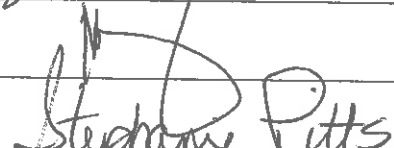
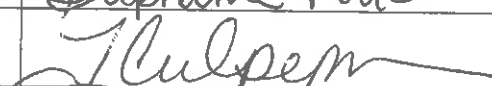

  
\_\_\_\_\_  
Bruce Jones, Secretary



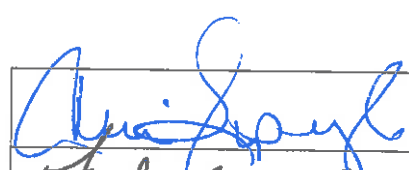



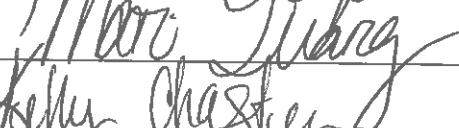
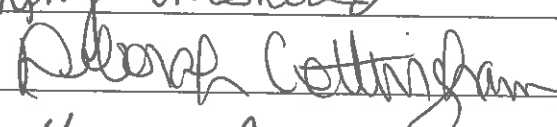

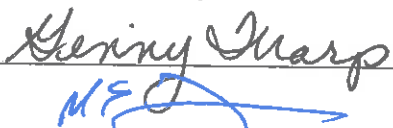


Community Action Partnership of North Alabama, Inc.  
 Board of Directors Meeting  
 August 27, 2015  
**Sign In Sheet**

Barbara Sittason	Community Sector/Morgan	
Bruce Jones	Community Sector/Morgan	Bruce Jones
Leigh Frances	Community Sector/Morgan	Leigh Frances
Jackie Peek	Community Sector/Lawrence	Jackie Peek
Cassandra Lee	Community Sector/Lawrence	
Dawn Owens	Community Sector/Cullman	Dawn Owens
Tim Thrasher	Community Sector/Cullman	Tim Thrasher
Darris Frost	Private Sector/Morgan	
David Mathews	Private Sector/Morgan	David Mathews
Pat Gilbert	Private Sector/Cullman	
Heath Meherg	Private Sector/Cullman	
Kyle Buchanan	Private Sector/Lawrence	Kyle Buchanan
Sheryl Marsh	Public Sector/Morgan	Sheryl Marsh
Allen Stover	Public Sector/Morgan	Allen Stover
Jennifer Taylor	Public Sector/Cullman	
Earlene Johnson	Public Sector/Cullman	



Paul Lott	Public Sector/ Lawrence	
Bruce Gordon	Public Sector/ Lawrence	
Matt Holmes	Advisor to the Board	
Joe Holmes	Advisor to the Board	
Marcie Hill	Advisor to the Board	
Heather Smith	Advisor to the Board	
June Thrasher Palmer	Advisor to the Board	
Pat Busing	Advisor to the Board	
Stephanie Pitts	Advisor to the Board	
Tricia Culpepper	Advisor to the Board	
Bingham Edwards	Attorney at Law, Legal Counsel to the Board	

**Staff/Guest Present**

	
	
One Dance	
Candy Ayers	
	
	
Venessa Jeffers	
Michelle Edwards	

Board of Directors Electronic Certification Participation

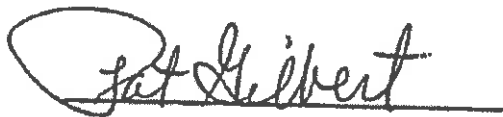
I hereby certify that I, Marcie Hill, did participate by electronic communication, at the August 27, 2015 Board of Directors meeting.

Marcie Hill

Signature of Board Member / Advisor

Board of Directors Electronic Certification Participation

I hereby certify that I, Pat Gilbert, did participate by electronic communication, at the August 27, 2015 Board of Directors meeting.

A handwritten signature in cursive script that reads "Pat Gilbert". The signature is written in black ink and is positioned above a horizontal line.

Signature of Board Member / Advisor

## Allison Speegle

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**From:** Cassandra Lee <cassandra.lee1959@gmail.com>  
**Sent:** Monday, September 21, 2015 9:03 AM  
**To:** Allison Speegle  
**Subject:** Board meeting 8/27/15

Hello Allison,

This email is to confirm my attendance at the board meeting on August 27, 2015.

Cassandra Lee

Board of Directors Electronic Certification Participation

I hereby certify that I, Heather Smith, did participate by electronic communication, at the August 27, 2015 Board of Directors meeting.

Heather Smith

Signature of Board Member / Advisor