

Community Action Partnership of North Alabama, Inc.
Board of Directors Meeting
December 4, 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 8:33 a.m. by Darris Frost, Board Chair and Private Sector representative.

Board members in attendance: Misty Wilson, Cleo McDaniel, Matt Holmes, Christine Garner, Cassandra Lee, Pat Gilbert, Darris Frost, Jim Turner, Sheryl Marsh, Jennifer Taylor, Earlene Johnson, Paul Lott, Bruce Gordon

Board members absent: Lorrie Lee, Jenny Clark, Allen Stover

Advisors present: Barbara Sittason, Dawn Owens, Leigh Frances, David Matthews, Kyle Buchanan, Carolyn Orr

Advisors absent: Bruce Jones

Guest Present: Heath Meherg

Staff in attendance: Allison Speegle, Fred Harvey, Nathan Curry, Laurie Lincoln, Stephanie Johnson, Michael Shafer, Lorrie Mauro, Tamisha Sales, Kristie Hamby, Richard Lyons, Deborah Cottingham, Kim Dodd, Alicia Higginbotham, 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 thanked those in attendance.

Introduction of Staff and Guests

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

Roll Call to Establish Quorum

Allison Speegle called roll and quorum was established.

Approve Heath Meherg, Private Sector, Cullman County

Michael Tubbs introduced Heath Meherg, Attorney for the City of Cullman. Heath came as a recommend from Sammie Danford, United Way, who was unable to commit to serving. Darris Frost welcomed Heath to the meeting and thanked him for his interest in serving on this board. Darris Frost asked for a motion to approve Heath Meherg as a member representing the Private Sector of Cullman County. Bruce Gordon motioned. Sheryl Marsh seconded. Motion approved.

Accept Kyle Buchanan, Lawrence County Medical Center as an Advisor to the Board

Michael Tubbs introduced Kyle Buchanan and stated that he and Allison had met with Kyle earlier about a board position but due to his job demands Kyle asked to serve as an Advisor. Darris Frost welcomed Kyle to the meeting and thanked him for his interest in serving as an Advisor. Darris Frost made a motion to accept Kyle Buchanan as an Advisor to the Board. Bruce Gordon seconded. Motion approved.

Lawrence County Private Sector Discussion

Michael Tubbs stated that this seat had remained vacant for the majority of 2013 and has been a challenge in filling. This seat was previously held by Kim Hood. As previously stated we discussed this with Kyle Buchanan who preferred to serve as an Advisor. We have looked at people willing, able and capable of serving.Carolynn Orr has previously served in the Community Sector representing Oakville Community. The ByLaws allow for her to serve a 5 year term in the Private Sector also. Bingham Edwards, Legal Counsel to the Board, did review ByLaws and acknowledged this was allowed. Darris stated we have had a hard time filling this position and need representation. The floor was opened for questions/discussion. Darris Frost asked for a motion to accept Carolyn Orr as Lawrence County Private Sector. Bruce Gordon motioned. Jim Turner seconded. Motion approved.

Reciting of the Mission

Mission was recited by all.

Approval of September 25, 2013 Minutes

September 25, 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. Pat Gilbert motioned. Sheryl Marsh seconded. Motion approved. Heath Meherg abstained from voting since he was not a board member during September.

Update on Services Provided to Pregnant Moms in Early Head Start

Michael Tubbs stated there are a significant number of children enrolled in the Early Head Start program. Stephanie Johnson, Content Team Leader, stated the objective is to give priority to pregnant moms first, encourage pre-natal visits. Pregnant moms are provided with a schedule of services, educational book, and information on family planning and setting goals. In regard to the solution for the problem as it relates to poverty Stephanie stated that it goes back to education and everyone has a part to bring awareness to individuals. It is also a requirement of the Office of Head Start that the fathers also become involved. Staff are required to have four activities with fathers per year (2 before Christmas and 2 after Christmas). Cassandra Lee stated that perception is a big issue with DHR and that having words of encouragement is extremely important. She further commended the staff for bringing a level of understanding of starting where an individual is and not where they have been. The floor was opened for any further questions/discussion.

Approve Proposed Selection Criteria 2014

Proposed Head Start Selection Criteria 2014 was received by members prior to the meeting. Kim Dodd, Director of Children's Services, stated this grid is the process used to select children into the program. The shaded blocks on the form are the proposed changes. Kim briefly reviewed proposed changes. It was also noted Policy Council has approved this Proposed Selection Criteria 2014. The floor was opened for questions/discussion. Darris Frost asked for a motion to approve Proposed Selection Criteria 2014 as presented. Sheryl Marsh motioned. Cleo McDaniel seconded. Motion approved.

Approve Refunding Application for Huntsville/Madison/Limestone Head Start
Refunding Application was received by members prior to the meeting. Fred Harvey stated the Application for Federal Assistance is for grant period 3/1/14-2/28/15. Fred gave a brief overview of application. Total Estimated Funding is \$4,062,660. The Policy Council has reviewed and approved refunding application. The floor was opened for questions/discussion. Darris Frost asked for a motion to approve Refunding Application for Huntsville/Madison/Limestone Head Start. Matt Holmes motioned. Bruce Gordon seconded. Motion approved.

Financial Committee Report and Approve Report Submission

September and October Financials were received by members prior to the meeting. Paul Lott stated the committee had met twice since the last board meeting and reviewed financials in depth. It was noted the Dashboard report has been reformatted. He also stated that he had attended Board Source training with Michael Tubbs and Allison Speegle and went to a session on Dashboards but that it was his opinion the one that Fred was currently using was much easier to read than some of the ones presented. The agency is in good financial shape and it is the committee's recommendation the financials be approved as received. The floor was opened for questions/discussion. Darris Frost asked for a motion to approve financials as received and presented. Matt Holmes motioned. Pat Gilbert seconded. Motion approved.

Nomination Committee Report

Nomination Committee minutes were received by members prior to the meeting. Bruce Gordon, Committee Chair, stated the committee met on October 23rd. The committee members were: Bruce Gordon, Carolyn Orr and Jim Turner. The board roster was reviewed along with board attendance. Based on the review of ByLaws, it is the committee's recommendation to present the following slate of officers for 2014: Darris Frost, Chair; Matt Holmes, Vice Chair and Paul Lott, Secretary. These are the same officers of 2013. Carolyn Orr stated that having served as the Board Chair that the opportunity for these individuals to serve two consecutive years as officers is a benefit to the Board. The floor was opened for any additional nominations. There being no further nominations the floor was opened for any questions/discussion. Bruce Gordon made a motion to approve the slate of officers as presented. Jim Turner seconded. Motion approved.

Housing Committee Report

Matt Holmes stated the committee met on October 23rd and November 20th. The following are highlights of these meetings:

- Asset Management reports are reviewed. Committee reviewed the resolution for The Village at Oliver Place and recommended bringing to the board for approval. Agency is partnering with Development Services on this project and will receive 50% of the developer fees.
- Candy Ayers and Sue Stancil will be offering first time homebuyer education classes on the 2nd Tuesday of each month here at the central office. Goal is to prepare people for homeownership.
- Lanier in Montgomery and Seville in Decatur are both on hold due to HUD issues.
- The Village at Blackwell Farms in Jasper is complete and leased up.
- Rehab house on Larkwood Drive in Decatur has been sold.
- Agency purchased a house on Hillside Drive in Decatur for rehab. Work will begin soon.
- The Committee made the decision that in order to protect the agency and also as a best practice that in the future the tax returns and financials (of the past 3 years) of any developer will be reviewed before partnership agreements are approved. Bruce Gordon stated the internal housing team is doing a good job and everything is pointing in the right direction. However, by adding this stipulation it will keep the agency from any potential problems in the future. The floor was opened for questions/discussion. Darris Frost asked for a motion to approve Housing Committee report as presented. Carolyn Orr motioned. Paul Lott seconded. Motion approved.

Approve Resolution for The Village at Oliver Place

Resolution for The Village at Oliver Place was received by members prior to the meeting. Michael Tubbs stated that during the first quarter of 2013 an application was submitted and approved. As stated previously in the Housing Committee report from Matt Holmes it is the committee's recommendation to approve this resolution. The floor was opened for questions/discussion. The following correction was noted: Page one, paragraph 3, line 3, delete co-general partner and replace with General Partner. Darris Frost stated the Housing Committee has a significant oversight role and asked for a motion to approve and ratify the decision of the Housing Committee with the one noted correction. Matt Holmes motioned. Pat Gilbert seconded. Motion approved.

Executive Directors Report

Members received a copy of the Executive Directors Report at the tabletop.

Michael Tubbs gave a brief overview of the report. Highlights are as follows:

- Agency has a total of 595 employees
- Agency is active in 26 counties total across all programs
- Average age of staff is 41
- Agency is now one of the largest non-profits in North Alabama
- Grant funding is approximately 28 million dollars
- All of North Alabama is now served by this agency

Results Report

Laurie Lincoln with Compliance, Planning & Results, gave the following results report. She stated the agency received a grant to assist victims of the 2011 tornados. One of the families assisted was the Pate family. This family lived in a mobile home and lost everything they had during the tornado. The husband sustained injuries. Their child, who was found unresponsive and was airlifted to Children's Hospital in Birmingham, and sustained some brain damage and paralysis on one side of his body. The family received FEMA money but made the decision to relocate to Decatur so the child could attend Somerville Road Elementary for his disabilities. Laurie assisted the family with finding rental property temporarily. The family then purchased a foreclosed home in Southeast Decatur that had major structural damage and the home starting sinking in after they moved in. Chanel 48 picked up the story and as a result with help from UMCOR, Habitat and Red Cross and Community Action the family is now living in a safe and stable home. The family stated: "they couldn't have gotten to a new normal without Community Action".

Approve Proposed Board Calendar for 2014

Proposed calendar was received by members prior to the meeting. The calendar was reviewed and the floor was opened for questions/discussion. Darris Frost asked for a motion to approve the proposed calendar as presented. Pat Gilbert motioned. Paul Lott seconded. Motion approved.

ByLaw Revisions

Darris Frost stated the bylaws are reviewed every two years to edit/update. Darris Frost asked for a motion to approve the Executive Committee to review the ByLaws for any necessary changes with any proposed changes then sent to Bingham Edwards for review. Bruce Gordon motioned. Misty Wilson seconded. Motion approved.

Upcoming Calendar Events

Off Site Strategic Visioning Meeting December 12-13

Handy Head Start Open House December 18th

Agency Wide In Service Meeting January 6th at VBCC

Next Board of Directors Meeting January 30, 2014

Other Business

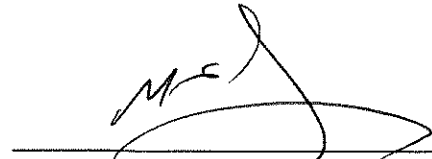
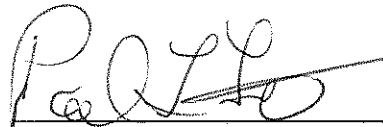
- Darris Frost thanked Jim Turner for his service to the Board. During his tenure Jim has served on every committee and as an Officer of the Board.
- All members were presented with a gift bag for their service during 2013.

The floor was opened for any additional business. There being no further business the meeting adjourned at 10:04 a.m.

Minutes Submitted by Allison Speegle.



Board Chair


Reviewed by: Michael Tubbs

Board Secretary