

Community Action Partnership of North Alabama, Inc.
Board of Directors Meeting
July 26, 2012
Central Office
Decatur, Alabama

Board Meeting Minutes

The Community Action Partnership of North Alabama, Inc. Board of Directors meeting was called to order at 5:31 p.m. by Carolyn Orr, Board Chair and Community Sector representative.

Board members in attendance: Leigh Frances, Cleo McDaniel, Matt Holmes, Carolyn Orr, Pat Gilbert, Darris Frost, Shelly Waters, Allen Stover, George Spear, Paul Lott

Board members absent: Christine Garner, Lorrie Lee, Jim Turner, Annette Creest, Mike Bates, Kim Hood

Advisors present: Bruce Jones, Jennifer Butler-Taylor

Advisors absent: Todd Russell, Johnny Turner

Staff in attendance: Allison Speegle, Fred Harvey, Michael Tubbs
Jennifer Carroll

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.

Board Chair Comments

Carolyn Orr opened the meeting and thanked those in attendance.

Introduction of Staff, Guests

Michael Tubbs, CEO, introduced all staff and guests. Jennifer Butler-Taylor with Congressman Robert Aderholt's office and Bruce Jones with Decatur Youth Services were recognized as new Advisors to the Board.

Roll Call to Establish Quorum

Allison Speegle called roll and quorum was established.

Reciting of the Mission

Mission was recited by all.

Approval of May 24, 2012 Minutes

Carolyn Orr opened the floor for questions/discussion on the May 24, 2012 minutes as received. There being no questions/corrections she asked for a motion to approve minutes as received. George Spear motioned. Leigh Frances seconded. Motion approved.

Financial Committee Report

Financial reports were received prior to the meeting for review. George Spear stated the committee met on July 19th. The total current YTD Net Income is \$633,450 and the total of all the subsidiaries together is \$761,936. Total Liabilities and Net Assets is \$34,000,557. The Financial Ratio Report reflects the assets to liabilities. Total budget for the Statement of Revenue and Expenditures – Summary is \$24,753,574.95. It was noted that the Non-Public Support Funds only has a 1% increase from 2011 to 2012. Public Support Funds are any revenues that are received from federal, state or local government. The Statement of Activities – Budget shows each separate fund. It is a requirement that the Head Start budget reports are reviewed by the Board of Directors. Reports reviewed included those for Head Start, Pre-K and USDA. The last report reviewed was the Credit Card expenditures. The floor was opened for questions on the financials as received and presented. Darris Frost, committee member, stated that the financial statements are complicated but are always timely. Carolyn Orr asked for a motion to approve the financial statements as received and presented. Shelly Waters motioned. Allen Stover seconded. Motion approved.

Dinsmore Property Approval

Fred Harvey informed the Board that they agency has been in discussions with Mr. William Dinsmore to purchase 1500 apartment units (46 properties). Mr. Dinsmore would like to sell the property and retire. Asking price is 1.4 million. A Letter of Intent has been drawn up. Bingham Edwards has reviewed the letter. The Limited Partner has to approve a change in the General Partner. The goal is for the agency to buy the General Partner interest. The Limited Partner owns 99.9% and the General Partner owns .1%. The management is the responsibility of the General Partner and the Limited Partner wants to get the tax credits. There are currently 12 properties that the Limited Partner is ready to exit out of. The agency would like approval to buy the limited partner interest in these 12 properties for \$93,000.00. Bingham Edwards stated that this fits within the mission of the Partnership. A contract to buy out the Limited Partner will be drawn up and sent to Bingham Edwards for review if the Board approves request. The agency is currently working with Mr. Dinsmore on the Asset Management side of the business, which he is paying the agency for. He wants to ensure the property manage is doing what they are supposed to be doing. The floor was opened for questions/discussion on proposal. Carolyn Orr asked for a motion to approve the purchase of the Limited Partner interest in 12 properties for \$93,000.00. Allen Stover motioned. George Spear seconded. Motion approved.

Head Start Approvals

Approval of Program Information Report

The May 2012 report was received in packet. Michael Tubbs stated the funded enrollment is 1,899 children. Thirteen classrooms were relocated during the summer months. Jennifer Carroll reviewed the report. Overall average daily attendance is at 81%. The Family Services Managers have been contacting families to see why the children have not been attending. The number of children with diagnosed disabilities is 190. The floor was opened for questions/discussion. Carolyn Orr asked for a motion to approve the Program Information Report as received and presented. Darris Frost motioned. Shelly Waters seconded. Motion approved.

Approval of Program Improvement Plan

A copy of the Overview of Findings from the Department of Health and Human Services was received by all members. Michael Tubbs stated that in March of this year the Head Start program had a triennial review. The program/agency is always open to learning and finding better ways to implement things. Some of the findings were discussed during the week the team was on site and these were corrected. However, those must still be listed in the report. As a result of the findings a Program Improvement Plan must be submitted. The report submitted will be a desk-top audit; they will not make another on-site visit. Jennifer Carroll reviewed the findings and corrective action steps. It was noted that there are over 2,500 performance standards to follow and the agency had 5 findings out of 2,500. The agency has 120 days to correct the non-compliance findings. Three of the five have already been corrected. The floor was opened for questions/discussion on report. Carolyn Orr asked for a motion to approve the Overview of Findings report as received and presented. Shelly Waters motioned. George Spear seconded. Motion approved.

Foster Grandparent/Senior companion Program Resolution

Allison Speegle reported that the Foster Grandparent Program was submitting a resolution to the City of Decatur requesting \$16,500.00 in funds and a resolution to the Morgan County Commission requesting \$15,000.00 in funds. The floor was opened for questions/discussion. Carolyn Orr asked for a motion to approve the City of Decatur and the Morgan County Commission resolutions requesting funds for the Foster Grandparent/Senior Companion Program. George Spear motioned. Leigh Frances seconded. Motion approved.

Annual Report Update

Michael Tubbs stated that the agency has contracted with a third party to create an Annual Report. A draft should be completed within the next couple of weeks. Board will be kept updated on status and provided a copy when complete. The floor was opened for questions/discussion. No action required.

Approve Revised Governance Manual

Members received a draft copy of revisions to the Board Governance Manual. Carolyn Orr stated that we would not seek approval of the proposed changes at this meeting. Members were asked to review the proposed changes and this will be on the September 27th agenda for approval. No action required.

Other Business

Huntsville/Madison/Limestone Head Start Grant

Members received a summary of the Huntsville/Madison/Limestone Head Start Grant details in packet prior to meeting for review. Michael Tubbs stated that the Office of Head Start can re-compete Head Start programs if necessary. The HML program had multiple findings and the program has now been put out for re-competition. As a good grantee the agency has decided to write for the grant. The agency has secured a consultant to assist with submitting a grant proposal. Grant would serve 504 children in 28 classrooms. The floor was opened for questions/discussion. Carolyn Orr asked for a motion to move forward with submitting a proposal for the Huntsville/Madison/Limestone Head Start Program. George Spear motioned. Matt Holmes seconded. Motion approved.

Executive Directors Report

Members received a copy of the Executive Directors Report for review. Michael Tubbs gave a brief review of the report. The floor was opened for questions/discussion. No action required.

July 30-31st Strategic Planning Meeting – Westin in Huntsville

Carolyn Orr reported the agency will have a 2-day off site meeting on July 30-31st to update the Strategic Plan. She encouraged board members to attend. Anyone interested should contact Allison Speegle.

Board of Directors Meeting – September 27, 2012

The next scheduled Board of Directors meeting is Thursday, September 27th.

Cullman County Appointment

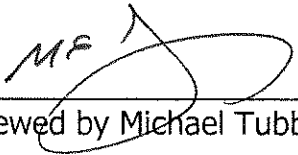
Michael Tubbs informed board members there is currently a board vacancy with the resignation of Kenneth Kilgo, representing the Cullman County Mayor's Association. The association appointed Kenneth Nail to replace Kenneth Kilgo and we were informed today that Kenneth Nail will not be able to serve. The Mayor's Association will be contacted for another appointment.

The floor was opened for any additional business and/or discussion. There being no further discussion the meeting was adjourned at 6:38 p.m.

Minutes submitted by Allison Speegle



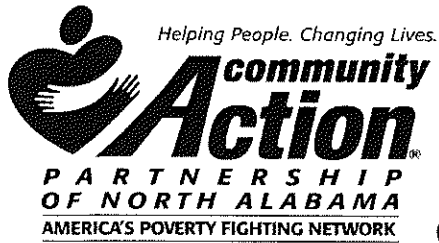
Carolyn Orr, Board Chair



Reviewed by Michael Tubbs



Darris Frost, Board Secretary



Community Action Partnership of North Alabama, Inc.
 Board of Directors Meeting
 July 26, 2012, 2012
Sign In Sheet

Leigh Frances	Community Sector/Morgan	<i>Leigh Frances</i>
Cleo McDaniel	Community Sector/Morgan	<i>Cleo McDaniel</i>
Matt Holmes	Community Sector/Morgan	<i>Matt Holmes</i>
Christine Garner	Community Sector/Lawrence	
Carolyn Orr	Community Sector/Lawrence	<i>Carolyn Orr</i>
Lorrie Lee	Community Sector/Cullman	
Pat Gilbert	Community Sector/Cullman	<i>Pat Gilbert</i>
Darris Frost	Private Sector/Morgan	<i>Darris Frost</i>
Jim Turner	Private Sector/Morgan	
Annette Creest	Private Sector/Cullman	
Mike Bates	Private Sector/Cullman	
Kim Hood	Private Sector/Lawrence	
Shelly Slate Waters	Public Sector/Morgan	<i>Shelly Slate Waters</i>
Allen Stover	Public Sector/Morgan	<i>Allen Stover</i>
Kenneth Nail	Public Sector/Cullman	
George Spear	Public Sector/Cullman	<i>George Spear</i>

