

Community Action Partnership of North Alabama, Inc.
Board of Directors Meeting
September 25, 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 8:45 a.m. by Darris Frost, Board Chair and Private Sector representative.

Board members in attendance: Leigh Frances, Cleo McDaniel, Christine Garner, Cassandra Lee, Lorrie Lee, Pat Gilbert, Darris Frost, Jim Turner, Sheryl Marsh, Allen Stover, Earlene Johnson, Paul Lott, Bruce Gordon

Board members absent: Matt Holmes, Jenny Clark, Jennifer Taylor

Advisors present: Carolyn Orr, Bruce Jones

Advisors absent: Barbara Sittason,

Staff in attendance: Allison Speegle, Fred Harvey, Nathan Curry, Wendi Busing, Tamisha Sales, Laurie Lincoln, Cindy Anderson, Kim Dodd, Mike Shafer, Michael Tubbs

Board Attorney: Bingham Edwards

Guest Present: David Mathews

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. Darris commented everyone's time is valuable but feel free to ask any questions at any time during the meeting.

Introduction of Staff and Guests

Michael Tubbs, CEO, introduced all staff and board members/advisors. Mike stated that he and Allison have met with Sammie Danford, United Way in Cullman County and Kyle Buchanan, CEO Lawrence Medical Center, for interest in filling the two vacancies that we currently have on the board. Both had conflicts and were unable to attend the meeting today.

Acknowledge David Mathews as Advisor to Board

Michael Tubbs introduced David Mathews, President of Bank Independent. David expressed an interest in serving on the board as an Advisor and/or board member. Mike stated the Advisor role is the gate many board members started out as. Darris Frost welcomed David to the meeting and thanked him for his interest in this board. Darris Frost asked for a motion to accept David Mathews as an Advisor to the Board. Allen Stover motioned. Bruce Gordon seconded. Motion approved.

Roll Call to Establish Quorum

Allison Speegle called roll and quorum was established.

Reciting of the Mission

Mission was recited by all.

Approval of July 31, 2013 Minutes

July 31, 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. Jim Turner motioned. Leigh Frances seconded. Motion approved.

Financial Committee Report / Approval

Paul Lott stated the financial committee has met twice since the last board meeting. Financial information was received prior to the meeting. He stated the committee spends approximately 1 to 1 ½ hours reviewing and discussing the financials in depth. Two new reports have been added which lists every expenditure during the month by amount and list of those

individuals/vendors that received more than one payment during the month. Paul stated the cash in the bank at the end of August was a little lower than previously and the main reason for this is due to the amount of time that ADECA takes for reimbursement. Fred Harvey stated that with federal grant, cash is drawn down as needed. Federal dollars for which we are the sub-grantee is a reimbursement type basis. He also stated the State is enforcing the Cash Accountability Act and this is one of the things causing a delay in reimbursement. The State is in the process of changing over to an electronic system as opposed to mailing checks which is in place currently. He also stated the State Department of Revenue does not process any reimbursement August – September due to closing out books. The floor was opened for questions/discussion. Darris Frost asked for a motion to approve the July and August financials as received and committee report as presented. Bruce Gordon motioned. Allen Stover seconded. Motion approved.

Introduction of Lucinda Brown

There was a change in the agenda at this point in the meeting. Michael Tubbs introduced Lucinda Brown, Principal with Sustainability Consulting Services. The agency wrote for and was awarded a Green Initiative Grant through NeighborWorks. Lucinda Brown will be here for a 2-day visit to do an assessment on where the agency is currently, will look at a roadmap of where we want to go, what is our vision and then will work submit a report to us on next steps.

August Program Information Report

Kim Dodd stated report was in information received prior to the meeting and gave a brief overview of the report. Head Start is currently funded for 1,978 children. Overall Average Daily Attendance is 91%. Michael Tubbs stated the Huntsville/Madison/Limestone grant award added an additional 24 classrooms. There have been some facility challenges. Classrooms are open with the exception of one, which has mold and is being renovated. The 18 children accepted for that center have been placed at other centers.

The Huntsville/Madison/Limestone Early Head Start grant which will include some home based services is currently being completed and is due October 21st. It was explained that the Early Head Start also focuses on pregnant moms and assisting them with pre-natal services and nutrition. Bruce Gordon stated we need to find a way to break the cycle of single mothers having children and the need for more education. Discussion followed and as a follow up to this conversation Stephanie Johnson will be asked to attend the next board meeting and give a brief overview/explanation of the role staff play with the pregnant moms and families.

Darris Frost shared he attended the Head Start Pre-Service training at the Garden Inn and was impressed with the staff and leadership. Kim Dodd stated they recognized a Teacher of the Year. She also stated they are conducting a Teacher's Leadership Academy for 20 staff. Staff had to submit an essay and a select group of staff scored those submissions.

The floor was opened for questions/discussion on information presented.

Approve CSBG Workplan

Michael Tubbs stated that CSBG (Community Services Block Grant) only goes to Community Action Agencies. Our core area of the agency is Morgan, Lawrence, Cullman counties. It is a unique funding stream that gives us the opportunity to partner in the community. The workplan is to show what we intend to do with the CSBG money the agency receives. Cindy Anderson stated that we look at the needs assessment to determine area(s) of focus. The budget is currently \$493,000 of which 48% is spent on staffing. It also allows for support of other programs. 36% is used for direct services. During the past year we have partnered with local colleges, Decatur Youth Services, Community Free Clinic and Good Samaritan. Cindy stated that the workplan can be revised during the year if necessary. Fred Harvey stated funding for CSBG went from \$524,000 last year to \$493,000 this year. The CSBG Programmatic Budget was reviewed. Cindy stated that quarterly reports and outcomes must be submitted to the State. Darris Frost stated the challenge to the board and agency is to be good stewards of the funds and to exceed the outcomes that are expected. The floor was opened for questions/discussion. Darris Frost asked for a motion to approve the submission of the CSBG Workplan. Bruce Gordon motioned. Leigh Frances seconded. Motion approved.

Selection of Nomination Committee to Present Slate of Officers to Serve for 2014

Darris Frost stated the proposed slate of officers will be presented at the December 4th annual meeting. Committee must meet 30 days prior to the December meeting. Meeting must be coordinated through Allison. Need a minimum of 3 people to serve on this committee. Nominations made by the nomination committee do not preclude nominations from the floor. The floor was opened for interest in serving on this committee. Bruce Gordon, Jim Turner and Carolyn Orr volunteered. Bruce Gordon will Chair committee. Anyone interested in serving in an Officer role should contact one of these committee members or Allison. Darris Frost asked for a motion to approve the selection of the Nomination Committee. Allen Stover motioned. Lorrie Lee seconded. Motion approved.

Update CHDO Forms

Darris Frost explained that each member had a CHDO (Community Housing Development Organization) form at the tabletop. Each person needs to complete form. This allows the agency to submit housing deals. Application to be a CHDO must be resubmitted on a yearly basis and must include an original signature from all members at each submission. Leave forms on table and Allison will collect them.

Executive Directors Report

Darris Frost stated that the Executive Directors report was at the tabletop for each member. Michael Tubbs gave a brief overview of the report.

Upcoming Calendar Events

October 12th - Bingham Edwards had offered to host an event at his house for Leadership Team/Board Members and Advisors. Details to follow.

October 23rd at 8:30 a.m. – Financial Committee meeting

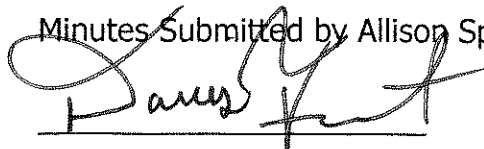
December 4th at 8:30 a.m. – Board of Directors meeting

December 12th & 13th – 2 day off-site Strategic Visioning meeting. Will include Leadership Team and selected staff. Laurie Durnell with Grove Consultants will be facilitator. Location is to be determined. Need to have board participation. Information will be sent to all board members/advisors when it is completed. Please let Allison know if you are interested in attending.

Other Business

Darris Frost opened the floor was any additional business, questions, discussion. There being no further business the meeting adjourned at 9:56 a.m.

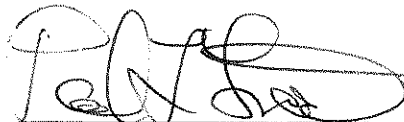
Minutes Submitted by Allison Speegle.



Board Chair



Reviewed by: Michael Tubbs



Board Secretary