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Community Action Partnership of North Alabama  
Board of Directors Meeting  
December 14, 2017  
Central Office

Board Chair David Mathews opened the meeting at 8:40 a.m. and welcomed those in attendance. He thanked all for their support and for the time given to the Partnership.

Board Members in Attendance: Bruce Jones, Leigh Frances, Jackie Peek, Benita Owens, Tim Thrasher, Joe Holmes, David Mathews, Sheryl Marsh, Jennifer Taylor, Tommy Praytor

Board Members Electronically: Dawn Owens, Bruce Gordon

Board Members Absent: Kristy Kelly, Pat Gilbert, Heather Smith, Allen Stover, Earlene Johnson, Tim Littrell

Advisors Present: Corey Williams, Paul Lott, Pat Busing, Rise Simmons, Barbara Sittason

Advisors Absent: Matt Holmes, Marcie Hill, Stephanie Pitts, Tricia Culpepper

Introduction of Staff/Guests

Michael Tubbs introduced all present. The following were recognized: ADECA monitors Jimmy Lester, Wendy Littles and Jennifer Young who are in the process of conducting a CSBG (Community Services Block Grant) review. Paul Lott who was involved in a car accident in July, Debra Gardner who is the selection of the Morgan County Commission replacing Sheryl Marsh who will move to an Advisor, Jonathan Watson who is replacing Bingham Edwards who is retiring.

At this point in the meeting Michael Tubbs publicly commended Laurie Lincoln-Swaim who received certification as a National Master ROMA trainer. She is only one of a few people that has achieved this certification. Mike said that Laurie cares about the agency and chose to obtain this certification willingly.

Karen Jared was publicly commended for her role in Chair of the United Way Campaign. With Karen's leadership the agency reached the highest level of giving (\$37,000) at the agency so far. Karen has a full time role in Children's Services and took this role on as extra work.

**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.

### Roll Call to Establish Quorum

Allison Speegle called roll and quorum was established.

### Recite Mission of Agency

David Mathews led all in reciting the mission statement.

### Approve October 26, 2017 Minutes

The minutes were sent electronically to all members and advisors prior to the meeting. David Mathews opened the floor for any questions and/or corrections. Allison stated that she had Paul Lott listed as a Board member in attendance and will make a correction and list him as an Advisor in attendance. There being no further corrections David Mathews asked for a motion to approve the October 26, 2017 minutes with noted correction. Joe Holmes motioned. Leigh Frances seconded. Motion approved with roll call vote.

### Approve Jonathan Watson as Legal Counsel to Board replacing Bingham Edwards

Michael Tubbs stated that Jonathan Watson has been serving as an Advisor and has filled in for Bingham Edwards when he was not available. Bingham Edwards has chosen to retire at the end of December and could not be present today so we have shared with Bingham that we will honor his years of service to the agency at the first meeting of 2018. Mike said that it is not required by the funders to have legal counsel at the board meetings but it is a Head Start regulation. Jonathan will serve as legal counsel to the board and will be a non-voting member. He will serve in the capacity of counsel on business but in these meetings he is your resource.

Jonathan shared that he has been involved with Community Action for 4 years and has attended CAPLAW conferences. He said that what has impressed him the most is the passion and how dedicated the agency is and expressed an interest in being involved. He said he is excited about this opportunity and hopes the board will consider him for this.

David Mathews opened the floor for questions and/or discussion. He then asked for a motion to approve Jonathan Watson as Legal Counsel to Board replacing Bingham Edwards. Leigh Frances motioned. Tim Thrasher seconded. Motion approved with roll call vote.

### Financial Reports

Financial snapshots were sent electronically to all members and advisors prior to the meeting. Lorrie Mauro, CFO shared we are trying a different format with the financials. The Financial Committee met Tuesday and reviewed the financials in detail and made the decision to provide an overview of the financials to help you understand what we do each month with the Finance Committee. An overview of revenue, services provided, locations, risks and challenges along with the financial documents to go along with the summary sheets will be provided. The dashboard provides you key indicators and

comparison between the current year and last year. There are also ratio charts that take the same key indicators and puts it on trend lines. Lorrie gave a brief overview of the financial report contents. She did note the grants do not follow the agency's fiscal year.

Lorrie reviewed each Head Start Grant. Board was reminded that due to a deficiency we will have to re-compete for the 12 county grant. It was noted the DHR Child Care Partnership report does not have a total budget listed. Joe Holmes asked for clarification on the budget not being finalized. Jennifer Carroll stated that they are currently working with the State to open two more classrooms which were moved from Madison County to Morgan County. She said this is still in the negotiating stage and once this has been finalized it will be added to the budget.

Michael Tubbs stated that what Lorrie has provided is a summary and that Allison has sent the detailed reports electronically. The goal is to make the financial reporting easier to understand but ultimately this is a decision of the Board. Mike said we are piloting this and would like feedback on the infographics. Paul Lott asked if this would meet the Head Start requirement of reviewing the financials and credit card statements. Mike said that we would follow up with the funders to make sure this is sufficient. Jennifer Carroll stated that when the Shared Governance report is emailed to the board that it contains the credit card statement. We are trying to make the meetings more effective but do not want to leave anything out and will ask for clarification. The floor was opened for any additional questions. David Mathews asked for a motion to approve the financial reports as presented. Sheryl Marsh motioned. Benita Owens seconded. Motion approved with roll call vote.

#### Agency Wide Budget FY 2018

A copy of the proposed budget was sent electronically to all members and advisors prior to the meeting. Lorrie Mauro, CFO gave a brief highlight of the report. The floor was opened for questions. David Mathews asked for a motion to approve the Agency Wide Budget FY 2018. Tim Thrasher motioned. Benita Owens seconded. Motion approved by roll call vote.

#### Madison/Limestone Head Start Grant

A copy of the grant application was sent electronically to all members and advisors prior to the meeting. Lorrie Mauro, CFO gave a brief overview of the grant which begins March 2018. This is an annual refunding grant of 4.5 million dollars. The floor was opened for questions. Jonathan Watson asked for clarification that the Board is approving only the submission of this grant to which Michael Tubbs stated yes. There being no further questions David Mathews asked for a motion to approve the submission of the Madison/Limestone Head Start Grant. Leigh Frances motioned. Bruce Jones seconded. Motion approved with roll call vote.

### ERSEA Training

Michael Tubbs stated that Tracy Clemons is in the Head Start program and has responsibility for the gate that the kids come through. Tracey is an excellent leader in the organization. Tracey explained that ERSEA stands for Eligibility, Recruitment, Selection, and Enrollment & Assessment. This process governs how the program selects and enrolls children and provides opportunity for families to be served. Tracy shared that each family that applies for services goes through an In-take Application process which is usually conducted in person. There is an option for families to complete a telephone interview under certain circumstances. During this interview process the required documentation is collected and checked for accuracy and all files are maintained at the Central Office. If a family does not have all the required information there is a third party verification process that the family gives permission for us to contact the necessary agency to verify eligibility. Interviews are conducted in private settings. If deemed necessary families are encouraged to seek referrals. There are policies in place for staff, families or participants who attempt to provide false information. Once a family is found to have submitted false information that particular application is abandoned and the family is no longer eligible for services.

The floor was opened for questions. David Mathews stated training was for information purposes only and there is no approved required.

### Eligibility Policies & Selection Criteria PY 18-19

A copy of the Eligibility Policies & Selection Criteria was sent electronically to all members and advisors prior to the meeting. Tracy Clemons gave a review of the information and stated there are no changes within the program as far as processes. This information was approved at the November 16th Head Start Policy Council meeting. In reviewing the Eligibility Verification form Tracy stated the changes were highlighted in yellow. One major change is number of points received for parent(s) in rehab/treatment or recovering from drug addiction and incarcerated or parent(s) in mental health rehab/treatment. These two changes are a result of the recent opioid addiction. The floor was opened for questions. David Mathews asked for a motion to approve the Eligibility Policies & Selection Criteria PY 18-19 as present. Sheryl Marsh motioned. Tim Thrasher seconded. Motion approved with roll call vote.

### Self-Assessment Process, PIR, Program Goals

A copy of the Self-Assessment, PIR and Program Goals was sent electronically to all members and advisors prior to the meeting. Jennifer Carroll gave a review of the information and stated that it is a mandate of the Office of Head Start to annually assess if the systems and services implemented are working effectively. The results of the Self-Assessment serve as a driving force in determining what program improvements are needed and a program improvement plan is then implemented. The program data summary reflects that we met or exceeded all program goals.

The Program Goals for PY 17-18 have not changed. The goals cover high quality environment, engaging parents in children's learning and supporting overall wellness. It is a Head Start requirement to complete a PIR yearly. In August results must be reported to the Federal government on what services were provided. Jennifer stated there are 6 PIR reports in the packet (one for each grant) for the number of services provided that includes numbers from enrollment statistics and demographics of families and family services. This information is used to plan for the upcoming year, make decisions on services to children and strengthen services already being provided.

Paul Lott asked about the self-assessment results in regard to reorganization to which Jennifer responded by saying this is evidenced by staff retention from increases in salary, implementing coaches for staff support and seeing more growth due to strategies put in place. Jennifer explained that we are seeing a reduction in staff turnover which allows scores to increase because of the stability. She stated this is especially noticeable in the TPOTS and Tippy Toes assessments.

The floor was opened for questions. David Mathews stated this is for information purposes only and no approval is required.

#### Harbor Square & Park Hill Apartments Resolution

A copy of the resolution was sent electronically to all members and advisors prior to the meeting. Lorrie Mauro reviewed the resolution and stated that AHFA requires Board of Director approval to extend the home loan for these two project that are coming out of the compliance period. She stated that we have filed for an extension and this is committing to an amended and restated promissory note for Harbor Square (which is located in Decatur) in the amount of \$1,509,786.52 and an amended and restated promissory note for Park Hill (which is located in Pell City) in the amount of \$1,193,681.88 for the next 5 years which will provide us time to decide what we will do going forward. David Mathews stated that this is typical in the tax credit world. Jonathan Watson, Legal Counsel to the Board, re-inforced to all those in attendance that this resolution involves a significant amount of money and if there is anyone that does not understand the resolution or has questions to please ask them now. David Mathews stated this is renewing a loan and eliminating the partner of 20 years. Lorrie Mauro stated this is a ½ percent interest loan and to pay off the entire loan the property will not be able to perform positively. She stated that sometimes it is better to re-syndicate. The floor was opened for questions. David Mathews asked for a motion to approve the Harbor Square and Park Hill Apartments Resolution as presented. Benita Owens motioned. Bruce Jones seconded. Motion approved with roll call vote.

#### Resolution for Sell of 5<sup>th</sup> Avenue Decatur Property

A copy of the resolution was sent electronically to all members and advisors prior to the meeting. Michael Tubbs reviewed the resolution and shared that at one point we were interested in using NeighborWorks capital to buy homes for rent. We have purchased some houses for rehab and sold them but we kept two of them for rental property. He

stated that they have become more of a burden to manage and we have offered to sell the house to the current renters for \$55,000. Mount Vernon Baptist Church has agreed to buy the house located at 1103 5<sup>th</sup> Avenue SW Decatur. They are requiring a Board of Directors resolution to sell this property. The floor was opened for questions. David Mathews asked for a motion to approve the Resolution for Sell of the 5<sup>th</sup> Avenue Property. Tim Thrasher motioned. Joe Holmes seconded. Motion approved with roll call vote.

Michael informed those in attendance that we still have one more house on 6<sup>th</sup> Avenue SW Decatur that we currently rent to the Dream Center and that we will probably sell this house also in the near future. He stated rental housing does not fit our portfolio.

#### Selection of Nomination Committee to Elect Officers for 2018

David Mathews stated that he needs a minimum of 3 volunteers to serve on the Nomination Committee. The Bylaws allow for current officers to be elected to serve a second term, however, the floor will also be opened for nominations. Allison will coordinate the meeting date and time. The floor was opened for volunteers to serve on this committee. Corey Williams, David Mathews, Joe Holmes, Leigh Frances and Pat Busing volunteered. David Mathews asked for a motion to approve the Nomination Committee. Jennifer Taylor motioned. Benita Owens seconded. Motion approved. Jonathan Watson stated a roll call vote was not necessary since board member Dawn Owens was no longer able to skype.

#### Approve 2018 Board Meeting Dates

The proposed 2018 calendar was sent electronically to members and advisors prior to the meeting. David Mathews reviewed the dates and opened the floor for discussion. David Mathews asked for a motion to approve the 2018 Board Meeting dates as received. Joe Holmes motioned. Jennifer Taylor seconded. Motion approved.

#### Acknowledge Board Replacements

Acknowledge Joey Martin – Representing Cullman County Commission Effective 2018  
Acknowledge Dana Pigg – Representing Mayor of Decatur Effective 2018  
Acknowledge Debra Gardner – Representing Morgan County Commission Effective 2018  
Michael Tubbs stated that Joey Martin is replacing Earlene Johnson, Dana Pigg is replacing Allen Stover and Debra Gardner is replacing Sheryl Marsh. Allen Stover and Sheryl Marsh will both remain as advisors.

Mike stated that he and Allison are scheduled to meet with the Cullman County Mayors Association on 12/20 to discuss an appointment to replace Jennifer Taylor who has also completed her 5 year term in the Cullman County Public Sector.

David Mathews asked for a motion to acknowledge Joey Martin, Dana Pigg and Debra Gardner as board members in the Public Sector. Tommy Praytor motioned. Jackie Peek seconded. Motion approved.

### Approve Terri Womack to Replace Bruce Gordon

Although not listed on the agenda Mike stated that Bruce Gordon has asked to move from board member to advisor due to his work schedule. Bruce recommended Terri Womack to step into the Lawrence County Private Sector role. Terri is a realtor and is willing to serve if the board so chooses. The floor was opened for discussion. David Mathews asked for a motion to approve Bruce Gordon from board member to advisor and accepting Terri Womack as his replacement. Tommy Praytor motioned. Jackie Peek seconded. Motion approved.

### Results Report – Community Needs Assessment

A copy of the Community Needs Assessment Summary was sent electronically to all members/advisors prior to the meeting. Laurie Lincoln-Swaim stated the survey results were completed and at the last board meeting we asked for representation to assist with focus groups to help define the causes and conditions behind the top 6 needs. A final report will be presented at the February 2018 meeting. Laurie gave a brief review of the summary information. There were 6 focus group meetings, 2 in each of our core counties. One meeting was geared towards clients, especially Head Start and the second meeting was for providers, partners and community. Other focus groups will be scheduled in other counties we provide services for. The top 8 needs are broken down in report. Going forward after the formal report is presented, we will schedule a strategic planning offsite which will involve board members/advisors. The floor was opened for questions. David Mathews asked for motion to accept the Community Needs Assessment Summary as presented. Bruce Jones motioned. Tim Thrasher seconded. Motion approved.

### Risk Assessment Dashboard

A copy of the information was sent electronically to all members/advisors prior to the meeting. Laurie Lincoln-Swaim stated this is a 144 page document and in reflection the decision was made to provide a dashboard of topics and sub-topics. She gave a review of the dashboard and referenced the items in yellow which are "in progress". It was noted that some things may require a policy change. The floor was opened for questions. David Mathews asked for a motion to accept the Risk Assessment Dashboard to be compliant with Organizational Standards. Benita Owens motioned. Sheryl Marsh seconded. Motion approved.

### Executive Director's Report

A copy of the Executive Director's report was sent electronically to all members/advisors prior to the meeting. Michael Tubbs stated the report represents the work of all departments and stated there is great work being done by good leaders.

Some calendar highlights were:

-Immediately following this meeting will be an Executive Committee/Search Team meeting.

-Next board meeting is February 22, 2018.

-Grand opening last week at The Village at Mill creek in Millbrook, Alabama. This is our most recent development and has 56 units.

-There are two additional housing projects in progress located in Ft. Payne and Moody, Alabama.

-Submitting tax credit application for Cullman project located near Eva Road and Highway 157. Board has already given approval to move forward on this project. The agency is the largest developer of affordable housing in the state of Alabama. Elected officials and residents tell us we need more of these.

-Continue to push information through social media. Mike stated that he did an interview with local TV station this week regarding money for energy assistance. All appointments for Lawrence County were filled within one hour of the phone lines opening. All December appointments are booked in all three counties.

-CHDO application which is required to be renewed on a yearly basis was submitted AHFA this week.

Floor was opened for questions. No approval is necessary.

#### Acknowledge Outgoing Board Members

Michael Tubbs presented Jennifer Taylor and Sheryl Marsh with a gift acknowledging their 5 years of service to the Board of Directors.

Sheryl Marsh shared that it has been rewarding to serve on this board and looks forward to continuing as an Advisor. Jennifer Taylor said that it is nice to see an agency that utilizes federal funds effectively and has enjoyed serving.

#### Other Business

Joe Holmes shared that he would like to thank the employees of the agency for the outstanding UW campaign. David Mathews said that it speaks well of this organization and staff.

The floor was opened for any additional business. David thanked all for attending. There being no further business the meeting adjourned at 10:12 a.m. Minutes submitted by Allison Speegle, Recording Secretary to the Board.

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David Mathews, Chair

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Tim Thrasher, Secretary

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Reviewed by Michael Tubbs, CEO