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Community Action Partnership of North Alabama, Inc.
Board of Directors Meeting
October 25, 2018
Central Office

The Community Action Partnership of North Alabama, Inc. Board of Directors met for a regular scheduled meeting on Thursday, October 25th. David Mathews, Chair opened the meeting at 8:33 a.m. and welcomed those in attendance. He also acknowledged this being Tim Thrasher's first board meeting at the new CEO.

Board Members Present: Keunna Swopes, Dawn Owens, Jennifer Taylor, Joe Holmes, David Mathews, Pat Gilbert, Debra Gardner, Dana Pigg, Joey Martin, Tim Littrell

Board Members Absent: Bruce Jones, Leigh Frances, Jackie Peek, Benita Owens, Terri Womack, Dusty Baker, Tommy Praytor

Board Members Electronically: Heather Smith

Advisors Present: Sheryl Marsh

Advisors Absent: Matt Holmes, Marcie Hill, Pat Busing, Tricia Culpepper, Barbara Sittason, Paul Lott, Corey Williams, Rise Simmons, Bruce Gordon, Allen Stover

Advisors Electronically: Stephanie Pitts

Legal Counsel to Board: Jonathan Watson

Staff Present: Allison Speegle, Lorrie Mauro, Aron Boldog, Nathan Curry, Dave Truitt, Kimmie Tice, Tamisha Sales, Alice Careaga, Alicia Higginbotham, Laurie Lincoln-Swaim, Jaimie Naylor, Deb Purcell, Holly Hicks, Michele Edwards, Venessa Leffers, Candy Ayers, Cindy Anderson, Deborah Cottingham, Kim Dodd, Angela Ingram, Tim Thrasher

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.

Introductions of Staff/Guests

Tim Thrasher thanked everyone for their attendance at today's meeting. As introductions were made he asked that each one briefly express why they were on the board and why it is that you do what you do.

Joey Martin shared that he is retired from the Cullman Co. Commission and expressed an interest in serving the community.

Jennifer Taylor shared that she works for Congressman Aderholt and that this agency receives federal funding and she enjoys serving on the board.

Pat Gilbert shared that she was chosen by a municipality in Cullman County and that she was hooked from the first meeting.

Tim Littrell shared that Paul Lott explained briefly what the agency does and after that he was interested in serving and thought he could contribute.

David Mathews shared that he supports the mission of the Partnership and enjoys being involved.

Joe Holmes shared that he enjoys the working relationship between the agency and Decatur Utilities and really enjoys getting to understand the mission and impact on individual's lives beyond utility assistance.

Dana Pigg shared that she is an appointee of the Mayor of Decatur and that she had worked for a non-profit previously and shares a love for that and that this is her favorite part of the job.

Debra Gardner shared that she is an appointee of the County Commission and she has been with the county over 26 years and has had a long history with this agency in regard to transportation and seniors.

Sheryl Marsh shared that she likes what the agency does to combat poverty and help children and families and that the staff and board do an outstanding job.

Keunna Swopes shared that 2 of her 4 children attend Head Start and that she enjoys learning what the Partnership does beyond Head Start.

Dawn Owens shared that she has served on the board for several years and is very passionate about helping people get out of poverty.

Heather Smith shared that she was on the audit team for the agency many years ago and that she fell in love with the mission of the agency.

Stephanie Pitts shared that she is part of the East Decatur Community Association which is under the umbrella of the agency.

Tim Thrasher then introduced the staff that were in attendance and thanked them for being at today's meeting.

Acknowledge Dusty Baker –Cullman Co. Public Sector Appointee of the Mayors Association

Tim Thrasher stated that Dusty Baker is the new representative of the Cullman County Mayor's Association replacing him on the board. Dusty is the Executive Director for the Commission on Aging and does an outstanding job and we are excited about having him on the Board of Directors.

Roll Call to Establish Quorum

Allison Speegle conducted roll call and quorum was established.

Updated Mission Statement

Laurie Lincoln-Swaim stated that we have been revising and refreshing our mission statement due to Organizational Standards. She referred all to Tab 9, Page 14 in the notebook to review the proposed mission statement. She stated that in order for the mission statement to meet the Organizational Standards it must contain the following four basic elements: the population the organization is serving, the overarching outcome the agency is trying to achieve, the overarching services the agency is providing to achieve the outcome and who the organization is working with to achieve these outcomes. Laurie stated further that our current mission statement only contained two of the four elements and the new proposed mission statement contains all four along with the tag line of "One Agency, Many Programs". The floor was opened for questions. Tim Thrasher stated that revised mission statement was a product of approximately 40 staff members of all levels and some board members attending our Strategic Planning meetings. Laurie stated the mission statement needs to be broad enough that all programs of the agency fit under this umbrella. There being no further questions David Mathews asked for a motion to approve the new mission statement as presented. Debra Gardner motioned. Joey Martin seconded. Motion approved with roll call vote.

Approve August 23, 2018 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. There being no corrections he asked for a motion to approve the August 23, 2018 minutes as received. Pat Gilbert motioned. Jennifer Taylor seconded. Motion approved with roll call vote.

Executive Directors Report

The Executive Directors report was sent electronically to all members and advisors prior to the meeting. Tim Thrasher stated the report was located under Tab 2 in the notebook. He explained that the first part of the report is his expectations and shows that he has been drinking out of a firehose for the first month. He stated that Community Action didn't stop with the retirement of Mike and that the agency has continued to be busy. Tim shared that it is his goal to meet with all the board members and advisors that he can during the month of November in an effort to get to know each person better and get an understanding of what is going on in your communities. Some of the items highlighted from the report were:

-Tim stated that he has traveled to Ft. Payne to visit the Head Start facility and also Hixon Pond which is one of our new housing development properties.

-Spoke at the all staff In-Service training and also at a Decatur City Head Start workshop.

-Attended the Community Action Association Conference and was installed as a board member.

Children's Services Updates – (Kim Dodd)

-Jennifer Simpson who works at the Sylvania Head Start was named Teacher of the Year by the Alabama Head Start Association. She will be honored at the Alabama Head Start Association Conference at the end of this month. Chris Hubbard, Grandparent from Moulton was selected as the runner-up for "Beating the Odds" by the Alabama Head Start Association and will be recognized at the Fall Conference at the end of the month.

-The Vivian C. Turner's endowment allowed the agency to purchase the building on Clarkview Street in Decatur. Plans are to renovate the building for 4 head start classrooms and office space. An architect has completed drawings and Dwayne Blackmon, Property Manager, is securing a contractor to complete the renovations.

-The PAT/Home Visitation program was awarded \$490,000 to serve 140 families in DeKalb, Marshall, Colbert, Franklin, Marion, Winston and Lamar counties for the 2018-19 school year.

Community Services – (Cindy Anderson)

-Received \$870,963 in cooling funds which runs from June – October. As of October 19th \$870,217 had been spent. As a result of the excessive heat this summer the cooling season was extended through October and we received an additional \$10,000 to assist clients.

-Meals on Wheels and More is providing an average of 300 nutritional meals each weekday to homebound individuals in Decatur and Hartselle.

Housing – (Dave Truitt)

-Dave Truitt has received his Home Builders license.

-Currently have two LIHTC Awards for this year, Bridge Creek and DuPont Landing. Construction is scheduled to begin in the spring. Rock Springs project is in the pre-development stage. Hixon Pond project is nearing completion and should be leasing next month.

-The agency has properties in North and South Carolina also and as a result of the recent hurricanes NeighborWorks America gave us \$50,000 unrestricted dollars to use as needed. Some of this money was used to cover a shortfall for Rock Springs as a result of increase in construction cost.

Housing Counseling – (Candy Ayers)

-We have been asked to partner with TVA and local utility companies to deliver TVA's Home Energy Workshops which will help individuals learn simple ways to save energy and money. All who attend one of these workshops will receive a kit worth \$30.00 that contains basic weatherization items. Workshops will begin in November. Our goal is to schedule a lunch and learn at our central office for one of these workshops and board members/advisors will be invited to attend.

Weatherization – (Angela Ingram)

- Low Income Weatherization Assistance Program (LIWAP) was awarded 26 projects (7-Morgan, 6-Cullman, 3-Lawrence, 3-Marion, 2-Winston, 5-Walker).
- The Department of Energy Program (DOE) was awarded 19 projects.
- Five Home Forward Grant applications (\$5,000 each) through Alabama Power were approved August 6th. Will also apply for 5 additional grants.
- Wrote for a \$15,000 grant with a 25% match through ADECA Energy Division Grant/Energy Efficient Retrofits of Local Governments and Non-Profit Organizations to replace the heating/cooling unit at Decatur City Early Head Start.
- The last rehab job for CDBG was completed on October 9th so this program will be closed out.

Communications and Marketing – (Holly Hicks)

- Head Start classroom videos for "Day in the Life" training are currently in progress.
- Working on completing Housing Business Unit flyer.
- Presented at the National Community Action Conference in Denver with Laurie Lincoln-Swaim.

Compliance Planning & Results – (Laurie Lincoln-Swaim)

- Organizational Standards are 100% complete.
- Currently working on Community Needs Resource Assessment Return on Investment and Consulting Feasibility study.

Human Resources – (Alicia Higginbotham)

- Leadership Team has been working on Progression Succession Plan for their positions.
- Working on revisions to the Human Resources Policies & Procedures.

Senior Services – (Tamisha Sales)

- This program has been struggling recently because the volunteers are paid a stipend of \$2.65. We have recently hired Jordan Jones and Kimberly Tice as full-time employees for these programs. Trained 4 new volunteers in October with an additional 6 to be trained in November.
- Tim stated that he and Tamisha recently met with a NARCOG representative for possible partnership opportunities.

Technology – (Nathan Curry)

- Nathan has been working on getting the Interactive Panels (smart-board like capabilities) ready for the Children's Services classrooms in the 12 county grant.
- Also working on a new sign in procedure/process for the Central Office. Staff, visitors, clients will sign in electronically. The system will then send a text, skype or email to the staff that the individual has requested to see. This will allow our receptionist to focus time and attention on providing high quality customer service to our clients.
- Working on linking our ID badges to the payroll system to allow clocking in /out.

Financial Committee Report

A copy of the September financials were sent to members and advisors electronically prior to the meeting. Lorrie Mauro, CFO, reported that the Finance Committee met last week. Lorrie referred all to Tab 3 in the notebook as she presented the following overview of the reports:

Financial Information Dashboard

Reflects what goes on in the agency and compares the amount of revenue for current year to previous year.

Balance Sheet – Consolidating Financial Position

The Current Year to Date Net Income is \$222,367.

Statement of Revenues and Expenditures – Summary/Detail

Current Year Actual of Total Expenditures is \$28,770,227.34. Pages 9-11 are the detailed information of the information on page 8.

Statement of Revenues – Public/Non-Public

Current Year to Date In-kind Donations is \$4,362,463.00.

Statement of Activities – Expenditures – Combining Schedule of Activities w/Budget

Report reflects all the grants of the agency.

Lorrie stated that it is a Head Start requirement that the Board of Directors review the Head Start grant financials. The following reports were reviewed:

Statement of Revenues and Expenditures – Head Start

Should be at 17% of the program year and is at 15.77%.

Statement of Revenues and Expenditures – EHS Madison/Limestone

Should be at 58% of the total grant and currently at 40.45% actual revenue and 38.27% actual expense.

Statement of Revenues and Expenditures – Madison/Limestone PHS

Should be at 58% of the total budget and currently at 42.66% actual revenue and 42.66% actual expense.

Statement of Revenues and Expenditures – Lauderdale County

Should be at 58% of the total budget and currently at 46.96% actual revenue and 46.96% actual expense.

Statement of Revenues and Expenditures – Pre-K

Should be at 100% of the total budget and currently at 100% of the actual revenue and 76.88% actual expense.

Statement of Revenues and Expenditures First Teacher/Home Visitors

Should be at 100% of the total grant and currently at 100% actual revenue and 94.60% actual expense.

Statement of Revenues and Expenditures – DHR CCP

Should be at 100% of the total budget and currently at 86.05% actual revenue and 95.07 actual expense.

Statement of Revenues and Expenditures – USDA

Should be at 100% of the program year and currently at 88.29%.

Expenditure Journal – Credit Card Expenditures

Report was reviewed.

Posted General Ledger Transactions

The first report reflects payments made during the month. The second report which starts on page 58 reflects any vendor that received more than one payment during the month.

The floor was opened for questions. David Mathews asked for a motion to approve the Financial Committee report as presented. Joe Holmes motioned. Joey Martin seconded. Motion approved. (Board Member Heather Smith exited meeting by skype so roll call vote was not necessary going forward).

Elect Financial Committee Member to Replace Tim Thrasher

David Mathews stated the Finance Committee meets on a monthly basis to review the financial reports in detail. This is a 5 member committee and consists of Bruce Jones, Pat Busing, Joe Holmes and himself. There is currently one vacancy which was previously held by Tim Thrasher. The floor was opened for a volunteer to serve on this committee. There being no volunteers this item was tabled. David Mathews stated that he would contact individuals for interest. Allison Speegle asked Legal Counsel if the Board could vote to allow David Mathews as Chair to contact someone to fill the vacancy so that person could attend the next scheduled meeting. Jonathan Watson clarified that Article 7 in the Bylaws states that the Chair can appoint someone to serve on the committee subject to approval of the board at next scheduled meeting.

Elect Housing Committee Member to Replace Matt Holmes

David Mathews stated the Housing Committee has been meeting as needed and the current members are Paul Lott, Bruce Gordon, Allen Stover, Matt Holmes and himself. However, due to job constraints Matt Holmes has asked to be replaced. The floor was opened for volunteers. Dana Pigg volunteered. There being no further volunteers David Mathews asked for a motion to approve Dana Pigg to replace Matt Holmes on the Housing Committee. Pat Gilbert motioned. Joey Martin seconded. Motion approved.

Re-submission–Madison/Limestone Early Head Start Grant

Lorrie Mauro, CFO, stated that this grant is due December 1st and needs approval to re-submit. She went on to explain that this is a standard procedure and that she was not able to provide any information due to the timeframe discrepancy on the Head Start website. The floor was opened for questions. David Mathews asked for a motion to approve the re-submission-Madison/Limestone Early Head Start Grant. Pat Gilbert motioned. Jennifer Taylor seconded. Motion approved.

Re-Submission-Madison/Limestone Pre-School Grant

Information was sent electronically to all members/advisors prior to the meeting. Lorrie Mauro, CFO referred all to Tab 4 in the notebook. Total estimated funding is \$4,648,168. Lorrie reviewed the Budget Summary and Categories. The floor was opened for questions. David Mathews asked for a motion to approve the Re-Submission-Madison/Limestone Pre-School Grant. Dawn Owens motioned. Jennifer Taylor seconded. Motion approved.

Re-Submission-Lauderdale Co. Early Head Start & Pre-School Grant

Information was sent electronically to all members and advisors prior to the meeting. Lorrie Mauro, CFO referred all to Tab 4 in the notebook. The total estimated funding is \$4,007,479. Lorrie reviewed the Budget Summary and Categories. The floor was opened for questions. David Mathews asked for a motion to approve the Re-Submission-Lauderdale Co. Early Head Start & Pre-School Grant. Debra Gardner motioned. Pat Gilbert seconded. Motion approved.

Duration Grant Submission – Lauderdale Co. Pre-School

Information was sent electronically to all members/advisors prior to the meeting. Kim Dodd, Director of Children's Services referred all to Tab 5 in the notebook. Kim stated the next three agenda items are duration grants for approval however they must be approved separately. She stated they are all the same except for the name. She stated that we will have the opportunity to extend children's days by 10 additional days. This funding is not available for Early Head Start Expansion or Child Care Partnerships. The Lauderdale Co. submission will impact one classroom at Handy. The floor was opened for questions. David Mathews asked for a motion to approve the Duration Grant Submission – Lauderdale Co. Pre-School. Pat Gilbert Motioned. Jennifer Taylor seconded. Motion approved.

Duration Grant Submission – Madison/Limestone Pre-School

Information was sent electronically to all members/advisors prior to the meeting. Kim Dodd, Director of Children's Services referred all to Tab 5 in the notebook. She stated this is the same as above and that this will impact one classroom at Williams Elementary. The floor was opened for questions. David Mathews asked for a motion to approve the Duration Grant Submission – Madison/Limestone Pre-School. Joe Holmes motioned. Dana Pigg seconded. Motion approved.

Duration Grant Submission- 12 County Pre-School

Information was sent electronically to all members/advisors prior to the meeting. Kim Dodd, Director of Children's Services referred all to Tab 5 in the notebook. She stated this is the same as above and this will impact one classroom at Sheffield. The floor was opened for questions. David Mathews asked for a motion to approve the Duration Grant Submission – 12 County Pre-School. Dawn Owens motioned. Keunna Swopes seconded. Motion approved.

Update on 12 County Grant Funding

Kim Dodd stated that she had received a question from Jennifer Taylor regarding the status of the reduction of funding for the 12 County Head Start Grant. Kim stated that we have not found out a lot since the board last met except that it will be looked at again in January. She went on to say that basically they have divided our first of years of funding by an equal 12 month and awarded us for 11 months since we did not receive notice of grant until August. June and July are the months with the least amount of expenses due to staff being off and classrooms being closed. Kim said that she does not think the Regional Office will allow us to close early but we will continue to keep the board informed as information is received.

Human Resources Policy 2.19 Pre- Employment/Background Check Executive Order

A copy of the Executive Order was sent electronically to all members and advisors prior to the meeting. Alicia Higginbotham, Human Resources Director, referred all to Tab 6 in the notebook. Alicia explained that pre-employment background checks for the Foster Grandparent/Senior Companion Programs are through Mentor Alabama with the results marked either "yes" or "no" for employment. She said the problem we have been running into is that if someone has anything that has occurred in the past, even if it was 15 years ago that the background check comes back marked "no" for employment. Alicia stated that we added "volunteers" to our policy and use the same system for background checks as we do for other programs of the agency. Alicia stated for example: if background check is done and the person is denied, we will now be able to view the reason(s) of the events that occurred. Alicia said that it could be a 30 year old offense/arrest and that based on the type and time passed since the occurrence that we may consider the individual employable and that we do give some grace when reviewing these reports. However, no one is allowed to be employed if the offense includes anything against a child, elderly or disabled person. Alicia reviewed the highlighted areas of the policy and stated that basically it is adding "volunteers". She stated that we are currently in the process of reviewing the Human Resources P&P but felt this needed to be changed due to recruiting volunteers. The floor was opened for questions. David Mathews asked for a motion to approve the Human Resources Policy 2.19 Pre-Employment/Background Check Executive Order. Debra Gardner motioned. Pat Gilbert seconded. Motion approved.

Elect 3 Member Nomination Committee to Nominate Officers to Serve 2019

David Mathews stated that we need 3 individuals to serve with him on the Nomination Committee to present a proposed slate of 2019 Officers for vote at the December 13th Board meeting. This committee must meet 30 days prior to the annual meeting in December. Jennifer Taylor, Sheryl Marsh and Debra Gardner volunteered. David Mathews asked for a motion to approve these individuals to serve on the Nomination Committee. Dawn Owens motioned. Joey Martin seconded. Motion approved.

Customer Satisfaction Survey Results

A copy of the results was sent electronically to all members and advisors prior to the meeting. Laurie Lincoln-Swaim, Compliance Planning & Results, referred all to Tab 7 in the notebook and reviewed the results. Laurie stated that on the Children's Services survey that the results indicated that the program provides results and prepares children for Kindergarten. Of the 1,042 survey responses 355 praised the program, 138 provided suggestions for changes or improvement and 549 provided no response. Laurie stated that she has met with Kim Dodd and Stephanie Johnson to go over the results. Currently monthly calendars are sent home with students that include daily activities for the parents and children to do together that are developmentally appropriate. Parents circle the activities the complete with their children along with the amount of time spent on the activity. At the end of the month the calendars are collected and this information is reviewed and counted as in-kind. This provides parents learning strategies on a day to day basis with their children. Teachers make 2 home visits during the school year which allows the teachers to see the home environment and decide if additional supplies are needed. Two parent conferences are held during the school year. There was some feedback to provide schedules and times to include afterschool care options as the public school system. Laurie shared that we have explored extending hours in Decatur City based on the Community Needs Assessment but no decision has been made.

Laurie shared that the ratings were high for the LIHEAP and Housing surveys. Feedback received was clients would like for us to continue to provide assistance more than twice a year.

The floor was opened for questions on the Customer Satisfaction Surveys. No action required.

FY2018 Organization Standards Update

A copy of the Organizational Standards Report was sent electronically to all members and advisors prior to the meeting. Laurie Lincoln-Swaim, Compliance Planning & Results referred all to Tab 8 in the notebook. Laurie reviewed the information and stated the agency is 100% compliant in all 58 standards. The floor was opened for questions. No action required.

Results Report – Strategic Plan Report Draft

A draft copy was sent electronically to all members and advisors prior to the meeting. Laurie Lincoln Swaim, Compliance Planning & Results referred all to Tab 9 in the notebook as she presented an overview of the information. Dana Pigg was recognized for her attendance at the Strategic Planning meetings all three days which kept the agency compliant with Organizational Standards. Laurie also recognized Joe Holmes, Paul Lott, Keunna Swopes, Dawn Owens and Joey Martin for their attendance. Master ROMA Trainer Shawn Howell was the consultant who assisted with this process. Laurie referenced Page 12 which explains the processes, procedures, results and timeline of how this process evolved. Part of the process in Phase 1 was to conduct a SWOT (Strengths, Weaknesses, Opportunities, and Threats) analysis within each business unit and agency which is reflected on pages 15-20.

Pages 21-23 reflects information from the Community Needs Resources Assessment from CNRA assessment. The top 6 needs of childcare, food, healthcare, housing, jobs and utilities are highlighted with the causes and conditions and poverty data that reinforces the needs were systematic and true. Information from the CNRA and SWOT were worked through a strategic planning process and four priorities emerged which is reflected on pages 26-27. The first priority is that the agency is compliant and has established an accountability framework to deliver quality services with a high level of efficiency and effectiveness. The second priority is that individuals and families with low incomes are stable and achieve economic security. The third priority is that people with low incomes are engaged and active in building opportunities in communities. The fourth priority is that communities where people with low incomes live are healthy and offer economic opportunity.

Laurie also reviewed and explained the Theory of Change on Page 28. The top portion reflects the agency foundation with the people and corporate values.

The Strategic Planning Survey Results October 2018 was reviewed and Laurie stated that the results reflect that the majority of participants felt the process was successful and appreciative that they were given the opportunity to add value. Laurie stated that action plans will be developed for each outcome that will include a dashboard. The final plan with dashboards will be presented at the December 13th Board of Directors meeting.

The floor was opened for questions. David Mathews asked for a motion to accept the Results Report – Strategic Plan Report Draft as presented. Dawn Owens motioned. Pat Gilbert seconded. Motion approved.

Other Business

David Mathews presented Tim Thrasher with two framed photos that were featured in the Decatur Daily as the new CEO of the agency.

The floor was opened for any additional business. There being no further business the meeting was adjourned at 10:09 a.m. Minutes submitted by Allison Speegle, Recording Secretary to the Board.

David Mathews, Chair

Bruce Jones, Secretary

Tim Thrasher, CEO