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Community Action Partnership of North Alabama, Inc.
Board of Directors Meeting
October 26, 2017
Central Office

David Mathews opened the meeting at 8:32 a.m. and welcomed those in attendance.

Board Members in Attendance: Kristy Kelly, Leigh Frances, Jackie Peek, Benita Owens, Dawn Owens, Tim Thrasher, Joe Holmes, David Mathews, Pat Gilbert, Allen Stover, Jennifer Taylor, Tim Littrell

Board Members Electronically: Heather Smith, Paul Lott

Board Members Absent: Bruce Jones, Bruce Gordon, Sheryl Marsh, Earlene Johnson, Tommy Praytor

Advisors Present: Matt Holmes, Pat Busing, Jonathan Watson

Advisors Electronically: None

Advisors Absent: Marcie Hill, Corey Williams, Rise Simmons, Tricia Culpepper, Barbara Sittason

Legal Counsel to the Board: Bingham Edwards

Staff Present: Nathan Curry, Dave Truitt, Aron Boldog, Fred Harvey, Karen Jared, Venessa Leffers, Cindy Anderson, Laurie Lincoln-Swaim, Candy Ayers, Deborah Cottingham, Alicia Higginbotham, Angela Ingram, Allison Speegle, Michael Tubbs

Introduction of Staff and Guests

Michael Tubbs introduced staff and guests. Heather Smith and Paul Lott joined via skype. Mike welcomed Kristy Kelly as the new Head Start Policy Council representative to the Board of Directors. Joe Holmes and Benita Owens serve as Board of Director's representative to the Policy Council. Bingham Edwards, Legal Counsel to the agency, has chosen to retire at the end of 2017. We will recognize his 40 years of service to the agency at the first meeting of 2018.

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.

Mike shared that a select number of attendees at the meeting today were testing the use of IPADS which has the board documents loaded onto them for today's meeting.

Mike introduced Aaron Boldog as a new employee of the agency. Aron will be working with Dave Truitt in the Housing Business Unit.

Roll Call to Establish Quorum

Allison Speegle conducted roll call and established quorum.

Recite Mission of the Agency

David Mathews led all in reciting the mission of the agency.

Approve August 24, 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. There being no corrections David Mathews asked for a motion to approve the minutes as received. Tim Littrell motioned. Leigh Frances seconded. Motion approved unanimously with roll call vote.

September Financial Reports

The September financial reports were sent electronically to all members and advisors prior to the meeting. Lorrie Mauro, CFO stated the Financial Committee met last week to review the reports. She then gave a brief review of the following:

Financial Information Dashboard – The current YTD Average Days Cash on Hand is 10.0 as compared to 8.2 in 2016. This is a result of the construction work currently being done in Montgomery.

Balance Sheet – Consolidating Financial Position – This report reflects the parent company and the subsidiaries. The Total Current YTD Net Income is \$455,449.

Statement of Revenues and Expenditures – The first page is a summary page and the remaining pages of the report reflects the details of page one. Lorrie noted the percentage of budget used column is not a true reflection for this particular report due to the varying grant cycles.

Statement of Revenues – Public/Non Public – Lorrie stated the goal is to increase the non-public support.

Statement of Activities – Combining Schedule of Activities w/Budget - The Ending Net Assets balance reflects how each grant ended for the month of September. Joe Holmes asked for an example of non-public sources to which Lorrie stated in-kind which consists of space and volunteers.

Statement of Revenues and Expenditures Head Start 12 County – This grant started in July and should be at 24% of the program year. The total revenue is currently at 16.23%.

Statement of Revenues and Expenditures Early Head Start – Madison/Limestone – Should be at 66% of the program year and is currently at 47.69%

Statement of Revenues and Expenditures Madison/Limestone – Should be at 57% of the program year and is currently at 37%.

Statement of Revenue and Expenditures Lauderdale County – Should be at 100% of the program year and is currently at 89%. Lorrie stated she will have 3 months to close out this grant which ended 9/30. She also stated the Lauderdale County and Madison County grants are being extended.

Statement of Revenues and Expenditures Pre-K – Should be at 100% of the program year and is currently at 103%.

Statement of Revenues and Expenditures Home Visiting Grant (PAT) – Should be at 100% of the program year.

Statement of Revenues and Expenditures Early Head Start DHR – Should be at 88% of the program year

Statement of Revenues and Expenditures USDA – Should be at 100% of the program year. The total revenue is currently at 88.80%. Lorrie stated she is in the process of closing out this grant.

Expenditure Journal - Credit Card Expenditures – Report reflects two months of Wal-Mart expenditures. Wright Express are fuel purchases for the agency vehicles.

Posted General Ledger Transactions - The first report is sorted by dollar amount. PEEHIP is the largest expenditure. The second report is any vendor that received more than one payment during the month.

The floor was opened for any additional questions. David Mathews asked for a motion to approve the financials as received and report as presented. Jackie Peek motioned. Jennifer Taylor. Motion approved unanimously with roll call vote.

2018 General Fund Approval

The 2018 General Fund resolution and projected budget were sent electronically to all board members and advisors prior to the meeting. Lorrie Mauro stated this is a requirement and acknowledgement that utilization of these funds is consistent with the Community Services Block grant. Lorrie stated a portion of these funds are used to support the Housing Counseling Business Unit. Michael Tubbs stated there are 21 Community Action Agencies in Alabama and this allows us to be in the State General Fund budget. With that we have representation in Montgomery that appeals to the legislature on behalf of the agencies. The chart in the notebook under Tab 3 lists all the agencies. We currently receive \$9,504.00. These funds are distributed on a quarterly basis for which we must furnish reports before they will release funds. The amount of funds received is prorated based on population and geographic area. Use of funds is reported to ADECA. The floor was opened for questions. David Mathews asked for a motion to approve the 2018 General Fund documents as received and presented. Leigh Frances motioned. Joe Holmes seconded. Motion approved unanimously with roll call vote.

Financial Policies and Procedures Update

At this point in the meeting Lorrie Mauro asked to provide an update on the Financial Policies and Procedures manual. Lorrie stated there are currently no changes to the manual. The Fiscal staff have reviewed the manual and there are currently no changes. Lorrie does expects some revisions in 2018.

Revised CAN Policy

A copy of the CAN Policy was sent electronically to all board members and advisors prior to the meeting. Michael Tubbs stated that Tab 4 & 5 are connected. He stated that we were required to furnish the Office of Head Start a response to the deficiency report from the East Acres classroom in Decatur. The classroom is restored and new teachers have been put in place. He stated we now know that anytime we make a report to DHR that we must also notify the Office of Head Start. This step was not done in the East Acres incident which resulted in a deficiency. One of the steps taken and submitted in the response was a change in the CAN (Child Abuse & Neglect) policy which now reflects notification of the Regional Office. We have documentation that 422 people have been trained on the new policy. Corrective action plans were submitted and a desktop review was conducted by DANYA and one change was child abuse and neglect policy. Staff have the freedom to report any suspected abuse however they must then immediately notify the Head Start Director who in turn will contact the Office of Head Start. Mike stated that had we not responded to the deficiency report the agency would have lost this grant. The floor was opened for questions. Jennifer Butler-Taylor asked for clarification that basically #6 bullet point was added to which Mike responded yes. Deborah Cottingham, Executive Assistant to the Director of Children's Services stated the 3 day reporting period was also added. David Mathews asked for a motion to approve the revised CAN (Child Abuse and Neglect) policy as received and presented. Benita Owens motioned. Jackie Peek seconded. Motion approved unanimously with roll call vote. Joe Holmes expressed his appreciation to the staff in responding to this issue.

DANYA Deficiency Report Review

A copy of the letter from the Office of Head Start was sent electronically to all board members and advisors prior to the meeting. Michael Tubbs stated as discussed above that a correction action plan was submitted and approved and the deficiency report was closed.

Lauderdale County HS/EHS Extension Application Madison/Limestone EHS Extension Application

A copy of the extension grants was sent electronically to all board members/advisors prior to the meeting. Lorrie Mauro, CFO stated the Lauderdale County HS/EHS grant will be extended five months. The total estimated funding is \$1,468,758. The Madison/Limestone EHS grant will be extended for one month. The total estimated funding is \$78,609. This will put the grants on the same grant cycle. The floor was opened for questions. David Mathews asked for a motion to approve the Lauderdale

County HS/EHS Extension Application as received and presented. Dawn Owens motioned. Tim Littrell seconded. Motion approved with roll call vote. David Mathews asked for a motion to approve the Madison/Limestone EHS Extension Application as received and presented. Dawn Owens motioned. Jennifer Butler-Taylor seconded. Motion approved unanimously with roll call vote.

Head Start West Morgan Deficiency Update

Michael Tubbs asked permission to amend the agenda at this point in the meeting. He reminded those present that last year the West Morgan classroom received a deficiency during the review process. A deficiency report automatically puts the program on the re-compete cycle for the 12 County Head Start grant. He stated that we submit a grant to retain our program but this also means other agencies can submit a grant to operate the 12 county program. Mike stated that a strong grant is currently being compiled and that we believe strongly we will continue to manage this grant. The grant deadline is in December. Mike stated that we would like the Board to give the agency permission to submit the application for the 12 County Head Start grant. The floor was opened for questions. David Mathews asked for a motion to approve the 12 County Head Start application submission. Tim Littrell motioned. Leigh Frances seconded. Motion approved unanimously with roll call vote.

2017 Risk Assessment

Laurie Lincoln-Swaim, Compliance, Planning & Results Specialist stated the Risk Assessment is a 133 page report and is accessible on the cloud. She stated the Leadership Team recently completed the document and a dashboard of the results will be presented at the December board meeting. Laurie stated this is an Organizational Standards requirement. The floor was opened for questions. This is reported for information purposes only and requires no approval.

Strategic Plan 4 Update

A copy of the SP4 was sent electronically to all board members and advisors prior to the meeting. Laurie Lincoln-Swaim gave a brief overview and stated that our current plan is based on the 2014 Community Needs Assessment and that we will have to build a new one. She stated that it is a requirement the board review this document on an annual basis. Some of the highlights reviewed were: Governance (G-4) set a goal of all new board members would have a mentor. Laurie stated that while this was a good goal but that it has not worked out and that Allison has been filling this role. Governance (G-12) regarding a training module presented at each board meeting was partially met with only 3 of 6 meetings meeting this requirement. Michael Tubbs asked Laurie if she thought these items will re-occur in the next plan to which Laurie replied that the next Strategic Plan could have some of the current elements but that it will more than likely look different as we work to link the Community Action, Head Start and NeighborWorks plans together. She stated that the Leadership Team will have an off-site meeting in the near future and plans are to take this document and re-shape based on new guidelines.

Partnership (P-7) Laurie stated the Hispanic coalition is evaluated annually. She stated that Cindy Anderson, Mari Juarez and Michael Tubbs have their finger in this bowl and that is in progress and that we continue to work these avenues to make sure they know the services we offer and continue to work these avenues to make sure they know what we offer.

Laurie stated that we have made some advances with a possible partnership with TVA and local utilities (P-8). She also stated that Mike has had some discussions with TVA.

Under the Human Capital section (HC-8) Laurie stated that considerable growth has been made in this area. Dwayne Blackmon, Property Manager now sends out monthly tips to all employees.

Under Fiscal (F-2) Laurie stated that we have written for some funds that will make us less dependent on federal funds and will continue to explore different avenues.

Under Results (R-1) Laurie stated that due to the changes with ROMA and requirements to validate high quality services that this particular objective will be on-going. She also stated that the Customer Satisfaction survey (R-5) is in place with the exception of Weatherization and CDBG.

Floor was opened for questions. This is for information purposes only and requires no approval.

FY 2017 Organizational Standards Update

An update was sent electronically to all board members and advisors prior to the meeting. Laurie Lincoln-Swaim gave an overview of this information and stated the agency is 91% compliant on the 58 Organizational Standards which must be met. Additional information has been requested for five of the standards. Laurie stated the agency is scheduled to have an on-site review December 13-15. Laurie did inform those present that the Neighborhood Christian Center, a new partner that was added to the CAP plan which was submitted and approved by the Board, has not been able to provide the necessary eligibility documentation. As a results the 2018 CAP plan numbers have been adjusted and we will re-visit to see if the guidelines are being met going forward and if not a determination of continued partnership will be made.

The floor was opened for questions. This is for information purposes only and does not require an approval.

Cullman Tax Credit Board Resolution

A copy of the resolution was sent electronically to all board members and advisors prior to the meeting. Michael Tubbs shared that we will have a grand opening December 5th in Millbrook, Alabama at 11:00 a.m. for our most recent project. Mike stated that since the last time we met we had four possible deals but have since received notice we did not get approved for the Georgia project. The other three potential deals are still in the pipeline.

Dave Truitt, Housing Development Lead said the first proposal will be located in Cullman, Alabama at the NE corner of Highway 157 and Eva Road. He stated the project has been approved by the Housing Committee and he thinks it will score well on the application. Project will be for a 56 unit complex for seniors. It will primarily be single story with a couple of buildings being two story. The design will be similar to Sara's Ridge in Cullman. Mike stated the other projects are in Millbrook, Ft. Payne and Moody. He said the Housing Committee has asked if we could build something in our service area. Dawn Owens asked if there was guideline on the housing needs in Cullman to which Dave stated that a market study had been conducted. Mike stated that based on the waitlist at Sara's Ridge and request from local officials that this should be a high demand property. Dawn shared there is also a strong need for affordable housing for younger couples. Mike stated that we do build some multi-family projects and will see what can be done in the future. Dave gave a brief review of the resolution and explained this application will be submitted to AHFA and that it is a very competitive process. The floor was opened the floor for questions. David Mathews asked for a motion to approve the application submission and enter into any third party agreement. Joe Holmes motioned. Leigh Frances seconded. Motion approved unanimously with roll call vote.

Hixon Pond Borrowing Resolution

A copy of the resolution was sent electronically to all members and advisors prior to the meeting. Dave Truitt said this resolution is required by Regions Bank as the lender and gave a brief overview. This family project in Ft. Payne was approved in 2016 has just now received authorization to proceed and we need to close on the financing with Regions and immediately begin construction. The resolution is approving Construction Loan, Bridge Loan, Second Mortgage Loan, Third Mortgage Loan, Permanent Mortgage Loan and Final Mortgage. The floor was opened for questions. David Mathews asked for a motion to approve the Hixon Pond Borrowing Resolution as presented. Tim Thrasher motioned. Benita Owens seconded. Motion approved unanimously with roll call vote.

Bingham Edwards, Legal Counsel to the Board reminded all present that once a quorum is established for the meeting it is established for the entire meeting in the State of Alabama no matter if some members leave the meeting early.

Results Report

A copy of the results reports and video were sent electronically to all members and advisors prior to the meeting. Michael Tubbs stated that in our mission statement we talk about being a results driven non-profit business. Laurie Lincoln-Swaim shared that the first results report this month highlights the Decatur Youth Services. She gave an overview of the report. Students aged 13-15 worked at the agency during the summer assisting staff with 14 of the students being from single family homes. Some of the highlights noted were: meaningful employment and training experiences for six weeks, mentoring with business professionals to learn job skills and office etiquette, a safe and professional environment during the business day for at risk youth. CSBG compliance requirements were met as a result of directly investing in the lives of income eligible families.

The second results report highlights The Link of Cullman County Pure Joy Program. Laurie Lincoln-Swaim reviewed the report and the video was shown. Laurie shared that she spoke with the 2 ladies outside of the video and they shared that having setbacks is not unique for them. Dawn Owens, Executive Director of The Link thanked the agency for the participation and partnership.

Laurie said the impact is incredible. Mike said that we met Dawn several years ago. She started as an advisor but there is no conflict because she did not solicit us. Bruce Jones is a board member and is with DYS but does not directly benefit with the donation. He said that we would like to have an impact in Lawrence County and find a way to be more involved. We want to make an impact in all 3 counties and the more bridges you as members can help us build will make the greater impact. Mike said that we move money to the partners in place of duplicating partners.

Laurie shared that we do have a new partnership with the Extension Center which will offer various classes during a week long summer camp and we will provide the funds. The Town Creek area has been targeted and if successful we would like to replicate throughout the county. This will be in this fiscal year that started October 1st.

Executive Director's Report

A copy of the Executive Director's report was sent electronically to all members and advisors prior to the meeting. Michael Tubbs said the report defines the work going on at the agency. Some of the highlights he mentioned were:

December 14th – End of year board meeting.

November 16th and December 12th – Financial Committee meetings. Anyone is welcome to attend these meetings.

October 30th – Weatherization Day. We have chosen the home of Mrs. Stewart in NW Decatur to weatherize. Mrs. Stewart also works in our Foster Grandparent program. We will also be doing some light yard work. Angela Ingram has coordinated this event.

Mayor Tab Bowling and City Councilman Paige Bibbee will be in attendance at the afternoon special program.

November 2nd – All staff meeting at Ingalls Harbor. David Mathews will bring greetings. Any board member or advisor is welcome to attend. This will also be the one day we hold our United Way Campaign.

December 5th - Open house at Mill Creek in Millbrook, AL. Mike said this will be his last formal grand opening for an event like this.

Jonathan Watson celebrated the birth of a new child. Pat Gilbert lost her husband and Tim Thrasher lost his dad since the last time we met. Mike said that our board members and advisors are important to us and we express our sympathy to both Pat and Tim.

Other Business

David Mathews stated the CEO search team met last week and are reviewing the job description and future needs and goals of the agency. The team is getting mobilized and moving forward. This team will meet again in December and the board will be kept updated.

The floor was opened for any additional business. David thanked all for attending and understands their time is valuable. There being no further business the meeting adjourned at 10:05. Minutes submitted by Allison Speegle, Recording Secretary to the Board.

David Mathews, Chair

Tim Thrasher, Secretary

Review by Michael Tubbs, CEO