



Community Action Partnership of North Alabama, Inc.

1909 CENTRAL PKWY, SW
DECATUR, AL 35601
www.capna.org
Phone: 256-355-7843
Fax: 256-355-7953
mail@capna.org

Community Action Partnership of North Alabama, Inc.
Board of Directors Meeting
March 22, 2011 5:30 P.M.
Central Office
Decatur, Alabama

Board Meeting Minutes

The Community Action Partnership of North Alabama, Inc. Board of Directors meeting was called to order at 5:35 p.m. by Jim Turner, Board Chair and Private Sector representative.

Board members in attendance: Alicia Ford, Matt Homes, Christine Garner, Carolyn Orr, Pat Gilbert, Darris Frost, Jim Turner, Annette Creest, Shelly Waters, Todd Russell, George Spear.

Board members absent: Cleo McDaniel, Amy Speegle, Mike Bates, Kim Hood, Kenneth Kilgo, Ray Alexander, Bruce Gordon.

Advisors present: Daniel Tidwell, Lorrie Lee

Advisors absent: Debbie Twilley, Johnny Turner, Murphy Brown, Nancy Train.

Staff in attendance: Allison Speegle, Kim Dodd, Michael Tubbs, Fred Harvey, Deb Purcell, Lorrie Mauro, Sue Stancil, Jack Green, Richard Lyons

Board Attorney: Bingham Edwards, Attorney at Law

Guests in Attendance: Terry Mount, Development Services, Inc.

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.

Roll Call

Allison Speegle called roll and quorum was established with 10 of 18 members present.

Introduction of Staff and Guests

Michael Tubbs, CEO, introduced board members, advisors, staff and guests in attendance.

Reciting of the Mission

The mission statement of the Partnership was recited by all.

Board Chair Comments

Jim Turner expressed appreciation to those in attendance. Funding cuts are a major concern for the agency and he thanked Mike for keeping the board informed of the agency's challenges.

Executive Director's Report

Michael Tubbs showed a power point slide that reflected CSBG comparison to major revenue resources. CSBG has been in place for over 30 years and Community Action Agencies are the only recipients of these funds. Money is moved to the state then dispersed by formula. CSBG can be used to support other grants. The majority of CSBG funds the agency receives are used to support the three county team offices, however, we cannot use other grant dollars to fund CSBG. 1.9% of the pie chart affected the whole agency. In February, CSBG was cutoff. Congress extended through April 8th. As a result, the agency acted by meeting with the Financial Committee, email was sent to all board members, press releases were sent to the three county newspapers, seven staff were put on temporary lay-off status, and one full-time staff person was reduced to 20 hours per week. Since then, five employees have been re-engaged for six weeks. We believe CSBG is a good formula and process. The agency is stable and all other programs are functional. We have a job to do and we are going to do it.

The web link created by Jason Jenkins showing the footprint of all the counties the agency is operational in, the Head Start locations and apartment complexes was viewed. The floor was opened for questions/discussions. Question was asked about status of NARCOG workers at each county office. NARCOG workers are still in place however, we are not utilizing the same number as before. Question was asked if offices have to close and all money is not spent for services how will the clients be served. Mike stated at this point we have no plans to close the county offices completely, it will be a scaled back operation but we will continue to serve clients. Jim applauded staff on making difficult decision that needed to be made to take care of the agency.

Acceptance of January 25, 2011 Minutes

Jim Turner stated that each member should have received a copy of the January 25, 2011 minutes. The floor was opened for questions/discussion. General consensus of the meeting shall be recorded that the minutes of the January 25, 2011 stand approved.

Financial Committee Report

Darris Frost, committee member, stated the committee met on February 17th. The committee meets on a monthly basis and receives the same reports that board members receive in packet. The committee meetings allow more time for review of financial statements. All questions are answered thoroughly. The floor was opened for questions/discussion on financials as received.

Head Start Budget Approval

Fred Harvey stated a copy of the proposed budget was included in packet, but a copy was also distributed to those in attendance. Report reflects 09/10 Actual, 10/11 Budget and 11/12 Proposed Budget. The Agency is required to submit new funding application 90 days (3/31) prior to end of the funding year. Since we do not know what funding we will receive the budget is prepared based on the current funding. It was noted there is a proposed increase in the salaries line item of 0.3% due to education requirements classroom staff are required to obtain. Staff submits information as to degree completion dates for budgeting purposes. The Consultant/Contract Labor line item changed as a result of decision to no

longer contract with a daycare to provide Head Start services. Building repairs/maintenance line item was increased. Changes have been made to the telephone systems at all location for savings. Family literacy line item was moved to Parent Activity. Fuel cost should decrease as result of purchasing five new cargo vehicles to transport meals replacing the older 15 passenger vans, which have been sold. The budget is balanced; however, revisions will be made as we know more about funding. Policy Council has approved proposed budget. The floor was opened for questions/discussion. Darris Frost stated it was the financial committee's recommendation to approve the proposed Head Start Budget as presented. General consensus of the meeting shall be recorded that the Proposed Head Start Budget stand approved.

Audit Update

Fred Harvey stated the auditing firms of Wear, Howell, Strickland, Quinn and Law, LLC plan to begin agency audit the week of April 16th. Goal is to have a draft audit presented at the May board meeting.

Housing Committee Report

Jim Turner, committee member, reported the housing committee met on February 22nd. Committee meets on a quarterly basis to review reports for each apartment complex. Approved SCB (Southern Community Builders) management to submit an application to AHFA for the construction of a 48 unit complex in Jasper, AL called "The Village at Blackwell Farm". Approved SCB to contact and meet with tax credit investors and banks to seek funding for Jasper project. Authorized SCB to contact developer for interest to rehab existing low income units in North Carolina and South Carolina. Discussed the formation of creating a CBDO (Community Based Development Organization) to potentially partner with the City of Decatur in the development of houses for low to moderate income residents which matches the mission of the agency.

Jim referred members to the resolution for The Village at Blackwell Farms they received in packet. Resolution is allowing the Board of Directors Housing Committee to act on their behalf of the board to move forward and allow SCB to file the application with the AHFA for reservation of low income housing tax credits as it relates to the construction and development of the Village at Blackwell Farms.

The floor was opened for questions/discussion. General consensus of the meeting shall be recorded that the Resolution for the Village at Blackwell Farms stand approved.

Head Start Report/Approvals

Kim Dodd, Head Start Director, stated that each member received the January Program Information Report and the Early Head Start/Head Start Strategic Plan in packet. The floor was opened for questions/discussion on these reports.

The Self Assessment 2010-2011 was reviewed. The Self Assessment is completed on an annual basis. Members from the Policy Council, parents and staff assess the program by reviewing files to ensure the program is following mandates. Results are reviewed and a strategic plan, based on a program improvement plan is created. The plan includes short and long term goals. A copy of the Self Assessment is available for review. Contact Kim Dodd.

Kim stated that all three of these reports are for information purposes only. The floor was opened for questions/discussion on reports presented. Kim was asked to clarify the selection process for the acceptance of children. At which point, Kim explained the process in regard to the point system in place. Pre-K selection is done on a lottery basis due to the specifications in the grant. She stated that she would welcome and encourage anyone that is interested in attending the selection process to contact her for those date(s).

Other Business

Jim Turner opened the floor for any additional questions/discussion.

Lori Lee stated that working with her church outreach she sees firsthand the struggle of funding cuts and has hope we will be able to keep the county offices open.

Shelly Waters, District Judge, stated that the city is looking at starting a juvenile drug court and that she is going to be looking for partnerships.

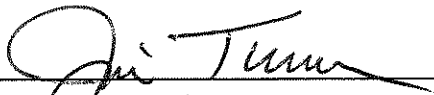
Mike reported the Policy Council approved the decision to move the Leighton Head Start classroom to Hazelwood. The Leighton Head Start center is an older facility and will be costly to upgrade and maintain the building.

Daniel Tidwell, District Aide for Congressman Aderholt, stated that he is hearing the continuing resolution will be in place for a while.

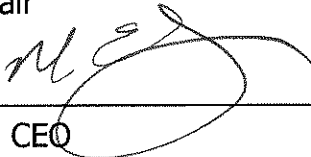
The next scheduled Board of Directors meeting will be March 22, 2011.

There being no further business the meeting adjourned at 6:40 p.m.

Minutes submitted by Allison Speegle



Jim Turner, Chair



Michael Tubbs, CEO