

Community Action Partnership of North Alabama, Inc.
Board of Directors Meeting
December 12, 2019
Central Office

Joe Holmes opened the meeting at 8:39 a.m. and welcomed everyone in attendance.

Board Members Present: Pat Busing, Jackie Peek, Jennifer Taylor, Joe Holmes, Brent Breedlove, Pat Gilbert, Charles Owens, Sandy Adams, Dana Pigg, Dusty Baker, Joey Martin, Mayra Del Valle, Tim Littrell

Board Members Electronically: Heather Smith

Board Members Absent: David Ware, Benita Owens, Tommy Praytor

Advisors Present: David Mathews, Bruce Jones, Sheryl Marsh, Trae Norrell, Keunna Swopes

Advisors Absent: Matt Holmes, Stephanie Pitts, Marcie Hill, Tricia Culpepper, Barbara Sittason, Paul Lott, Bruce Gordon, Sherry Pentecost, Cissy Pearson, Allen Stover, Dawn Owens.

Legal Counsel to the Board: Jonathan Watson

Staff Present: Aron Boldog, Tim Thrasher, Lorrie Mauro, Monica Bates, Nathan Curry, Candy Ayers, Venessa Leffers, Alicia Higginbotham, Jennifer Carroll, Kim Dodd, Cindy Anderson, Chantal Collier, Jordan Jones, Jessica Young, Holly Hicks, Allison Speegle

Guest Present: Michele Jenkins-Utomi, Nick Willis, Jennifer Self, Kim Danley all from PNC Bank

Check Presentation from PNC Bank

Tim Thrasher introduced the guests from PNC Bank and shared that Board Member Dana Pigg approached us about a potential partnership with PNC Bank they wanted us to do in this area and as a result they are here today to present us with a check for \$23,000. This money will be used for such things as financial capabilities and education, Block Party for East Decatur, purchase of books to be used for classes taught by Candy Ayers.

Nick Willis who represents the Birmingham Office shared that he is proud to be here and that serving communities is part of PNC's focus and looks forward to this new partnership.

Kim Danley introduced herself and shared that she will be the local representative and will be personally involved. A meeting with Candy has been scheduled for January. Two areas of focus for PNC are pre-school development and financial education. Kim shared that she is excited to be involved with the partnership.

Roll Call to Establish Quorum

Allison Speegle conducted roll call and a quorum was established.

Executive Directors Report

Tim Thrasher thanked the board for their involvement in 2019 and shared that he was excited about the direction for 2020. He highlighted the following from the report:

He and Kim recently attended a meeting that focused on the growth and expansion expected in North Alabama as a result of Toyota Mazda, FBI and the Space program and how the agency can position itself to meet the childcare needs. They met with decision-makers for Mazda-Toyota along with an onsite supplier to discuss childcare for their employees. Toyota is committed to making this a fringe benefit for their employees. Tim stated that the agency is positioned as well as anyone in the state to make that happen. We will be looking at corporate/foundation sponsorship as well as federal and state assistance.

Plans are to submit applications to rehab Harbor Square in Decatur and a new construction in Ft. Payne. Preliminary scores are good.

We were not awarded the project we submitted in Georgia. Missed the award by 2 points. Will be working with a consultant to assist us with how we can double our housing portfolio in a 5 year period.

The Meals on Wheels kitchen is providing meals to the Vivian C. Turner Center. The new housing development in Ft. Payne will be a multi-family project and there is already a senior development and a Head Start center nearby so we are looking at ways to have more of a consolidated approach to our services.

Jessica Young is the new Volunteer Service Coordinator for the Senior Companion Program. She will be supervising volunteers doing in home care.

Senior Program In-Service was the first week of December. Clients send in letters for nominations. Oneda Peace was chosen as the Volunteer of the Year. The Hartselle Enquirer featured an article on the Foster Grandparent program.

Alicia Higginbotham, Human Resources Director does an outstanding job. There was a question asked at the Financial Committee meeting about the number of lawsuits the agency has and Tim informed the board that our risk is low and that Alicia minimizes our risk with the job she does.

Candy Ayers is doing good work with our Seville Subdivision. We are currently having some issues with the workmanship on the most recent completed home in regard to the concrete driveway being uneven/level. There is an individual that wants the home and is paying with cash but the closing is on hold until the issue can be resolved to the buyer's satisfaction.

There are several housing projects on-going. Parkwood Apartments in Pell City for rehab has been awarded. Construction on Dupont Landing in South Carolina is progressing well. Bridge Creek is currently under construction.

Children Services are currently going through CLASS monitoring.

Tim asked that everyone read the report in full. He also invited any member/advisor to join him in Polar Bear Plunge on New Year's Day at the Tennessee River. Proceeds from t-shirt sales will be given to support the Meals on Wheels program.

Approve October 24, 2019 Minutes

The minutes were sent electronically to all members and advisors prior to the meeting. Joe Holmes opened the floor for any questions and/or corrections. There being none he asked for a motion to approve the October 24, 2019 minutes as received. Dusty Baker motioned. Charles Owens seconded. There being no further questions motion approved with roll call vote.

Nomination Committee Report to Approve Slate of Officers to Serve 2020

The minutes were sent electronically to all members and advisors prior to the meeting. Joe Holmes stated the committee met on November 22nd. The committee presents the following nominations: Chair – Pat Busing, Vice Chair – Tim Littrell, Secretary – Benita Owens. The floor was then opened for nominations for Chair, Vice Chair and Secretary. There being no further nomination Joe Holmes asked for a motion to approve the slate of officers presented by the Nomination Committee. Jennifer Taylor motioned. Joey Martin seconded. There being no further discussion motion approved with roll call vote.

Approve Board Meeting Calendar for 2020

The proposed calendar was sent electronically to all members and advisors prior to the meeting. Joe Holmes reviewed the calendar and stated the only exception is there will be a meeting in October and November and not one in December due to the time of grant submissions. The floor was opened for questions and/or discussion. Joe Holmes asked for a motion to approve the Board Meeting Calendar for 2020 as presented. Joey

Martin motioned. Brent Breedlove seconded. There being no further discussion motion approved with roll call vote.

Approve Applying for Hixon Pond II New Construction 2020

A copy of the resolution was sent electronically to all members and advisors prior to the meeting. Aron Boldog, Director of Real Estate Development, presented the resolution and stated the Housing Committee of the board met on December 4th and approved moving forward with this project. This will be a 56 unit senior development in Ft. Payne and will be beside the Village at Hixon Pond I phase project. Aron stated that we have had an option on this land for some time and the market study completed reflects the need for senior development in this area. There is the potential of approximately \$1.4 million dollars of developer fees which will be split with The Bennett Group who is the development consultant for this project. The resolution is approving the application submission to AHFA for this project. Applications are due in February 2020 and awards will be made during the summer months. The floor was opened for questions. Joe Holmes asked for a motion to approve applying for Hixon Pond II New Construction 2020 as presented. Brent Breedlove motioned. Pat Busing seconded. There being no further questions motion approved with roll call vote.

Approve Applying for Harbor Square as Acquisition Rehab 2020

A copy of the resolution was sent electronically to all members and advisor prior to the meeting. Aron Boldog, Director of Real Estate Development, presented the resolution and stated this acquisition rehab is located in Decatur and is a 54 unit senior complex. At the October board meeting the board approved to refinance the HOME loan which made this project eligible for tax credits. This project will have new amenities such as cabinets, flooring, dry wall, etc. Tenants will be required to move from their unit during the rehab process. Our property team for this location is very well versed in the relocation act and have had a lot of experience with that so we are comfortable that things will go smoothly. If additional units are vacant then these units will be used for relocation, if not then hotel accommodations may be arranged. The floor was opened for questions. Joe Holmes asked for a motion to approve applying for Harbor Square as acquisition rehab in 2020. Brent Breedlove motioned. Joey Martin seconded. There being no further questions motion approved with roll call vote.

Approve Agency Wide Budget and Financial Reports

A copy of the agency wide budget was sent electronically to all members and advisors prior to the meeting. Lorrie Mauro, CFO stated that it is a requirement of CSBG (Community Services Block Grant) that we present, and the board vote on an agency wide budget yearly. She stated that she took last year's budget and increased it by 3%. She did state that if we receive more grants during the year then this budget will change. The floor was opened for questions. Joe Holmes asked for a motion to approve the agency wide budget as presented. Pat Gilbert motioned. Joey Martin seconded. There being no further questions motion approved with roll call vote.

Financials Reports

The November financials were sent electronically to all members and advisors prior to the meeting. Lorrie Mauro, CFO stated the Financial Committee met on Tuesday and went over the reports in detail. The following reports were reviewed:

Financial Information Dashboard – The ratios listed at the bottom right hand side of the report compares the current year to the prior year. The second page is a trending report that provides an overview of current year to previous five years.

Balance Sheet – Consolidating Financial Position – Report reflects all the entities the agency has control of. The Current YTD Net Income is \$1,633,748. Lorrie stated the main thing that has impacted this is we received a check \$360,000 from AHP funds for property that was sold in South Carolina. We had a loan from the agency to the agency that was funded for 20 years. This was sold and we were paid back. Lorrie stated that we have approximately two million dollars on the books for these type loans.

Statement of Revenues and Expenditures – Summary/Detail – The Current Year Actual Total Revenues are \$36,711,939.25 and the Total Expenditures are \$35,078,190.91. Pages 10-12 reflect the detail of page 9.

Statement of Revenues – Public/Non-Public – The current YTD In-kind donations are at 9% as compared to 19% the previous year.

Statement of Activities – Expenditures – Combining Schedule of Activities w/Budget – Report highlights all the grant of the agency along with the statement of activities for the grants. The Net Revenue over Expenditures is currently \$1,633,748.34.

Statement of Revenues and Expenditures – Head Start – 12 County – This grant is currently on a 19 month grant cycle. This grant goes through February 2020 which at that point it will be a 12 month grant cycle. Should be at 84% of the total budget and is currently at 78.73% actual revenue and 78.73% actual expense.

Statement of Revenues and Expenditures – Early Head Start Madison/Limestone Should be at 75% of the total budget and is currently at 64.19% actual revenue and 64.19% actual expense.

Statement of Revenues and Expenditures – Head Start Madison/Limestone Should be at 75% of the total budget and is currently at 62.54% actual revenue and 62.54% actual expense.

Statement of Revenues and Expenditures – Lauderdale County - Lorrie stated that she included an extra \$2.2 million dollars for the building that was purchased. The total budget reflects \$5,493,701.00. Some of this money will be carried over since this budget ends in February. Should be at 75% of the total budget and is currently at 54.34% actual revenue and 54.34% actual expense.

Statement of Revenues and Expenditures – Pre- K – Total budget for this grant is \$588,907.00. Should be at 16% of the total budget and is currently at 35.87% actual revenue and 18.62% actual expense.

Statement of Revenues and Expenditures First Teacher Home Visiting Grant - Should be at 16% of the total budget and is currently at 25.89% actual revenue and 14.86% actual expense.

Statement of Revenues and Expenditures – DHR Expansion Program – Should be at 66% of the program year and is currently at 42.84% actual revenue and 42.84% actual expense.

Statement of Revenues and Expenditures – Medicaid Matching Expansion Program – Should be at 66% of the program year and is currently at 50.93% actual revenue and 41.22% actual expense.

Statement of Revenues and Expenditures DHR CCP – Total budget for this grant is \$1,609,000.00. Should be at 41% of the total budget and is currently at 28.67% actual revenue and 32.90% actual expense.

Statement of Revenues and Expenditures USDA – This is money we receive for the children's meals. Should be at 16% of the total budget and is currently at 18.81% of the total revenue and 13.32% actual expense.

Expenditure Journal Credit Card Expenditures – Report includes charges for the American Express, Home Depot, Walmart and Wex Bank. Total expenditures for the month were \$38,040.29.

Posted General Ledger Transactions – First report is any vendor who received payment during the month. The second report is any vendor who received more than one payment during the month.

The floor was opened for questions and/or discussions. Joe Holmes asked for a motion to approve the Financial Reports as presented. Charles Owens motioned. Brent Breedlove seconded. There being no further questions the motion approved with roll call vote.

ERSEA Training & Approve 2020-21 Selection Criteria & Policies

A copy of the information was sent electronically to all members and advisors prior to the meeting. Monica Bates gave the following overview of the information. ERSEA stands for Eligibility, Recruitment, Selection, Enrollment, Attendance and it governs how children are selected into the program. Each family goes through an intake process and must provide all required documents. The majority of the application process is conducted face to face, but there is an option for phone interview if necessary. The intake process is done in a private setting so as to protect confidentiality. Monica emphasized that any action of fraud is taken very seriously.

Monica reviewed the application process and policies and stated there were no changes to the process or policies. The only change required is the date reflecting 20-21 program year.

Monica reviewed the proposed changes to the Head Start Eligibility Verification form which were highlighted in yellow. Under "Other Factors" a timeframe of within the last 2 years was added for a crisis weather related event such as tornado, hurricane, flood or fire. The points received for a 3-year old is now 95 and the 4-year old receives 45. This change was made due to the increase of Pre-K classrooms which serves 4- year olds and has resulted in our program now serving more 3-year olds.

The Head Start Policy Council has received and approved these changes. If approved by the Board of Directors the changes will be implemented for 20-21 program year.

The floor was opened for questions. Joe Holmes asked for a motion to approve the ERSEA Training and 2020-21 Selection Criteria and Policies as presented. Pat Busing motioned. Charles Owens seconded. There being no further questions the motion was approved with roll call vote.

Joe Holmes asked Kim Dodd to provide an update on the Florence property. Kim stated that we have closed on the Glory Way property. Aron Boldog is currently working with several architects for cost and timeframes. Once the drawings are complete then interested contractors can submit a bid and then a selection will be made. Aron Boldog stated that if we receive plans by February then construction could possibly start towards the end of March or first of April.

Joe Holmes reminded all that at the October board meeting the Finance Committee was given the authority to review and approve the submission of the Head Start grants and he informed the board these grants were approved and submitted by the due date.

Strategic Plan Update

A copy of the Strategic Plan update was sent electronically to all members and advisors prior to the meeting. Tim Thrasher stated the Strategic Plan is completed every three year and the current one goes through 2021. He reviewed the update and stated the categories are color coded and include action plans and time frames. Laurie Lincoln-Swaim, who is out of town today, has been providing updates at the board meetings. A new Community Needs Assessment will be required this upcoming year which will result in a new Strategic Plan. Tim provided the following highlights from the report:

1. Agency childcare center hours are conducive with the schedules of low income workers. Tim stated that childcare is an issue across North Alabama and this applies across the board from young children to latch-key children.
2. Agency decreases financial risks due to funding diversification. Tim stated that we are still working on this. We are hoping to meet with community leaders to see if we can obtain sponsorships for Glory Way in Florence.
3. Organization increases coordination of services among programs. We are currently looking at the possibility of a new data system that could link data from all our data systems within the agency such as FacsPro, Child Plus Volgisitics and Counselor Max.
4. Formalized succession plans for all leadership positions. Succession Plans, which are also a requirement of ADECA, are in place. Tim shared that 74 individuals were recognized at the agency in-service training for years of service so we are continually looking at succession plans.
5. Agency has a fully functional and engaged Board and Advisory Councils. Tim stated that we have board representation on the Meals on Wheels and Policy Council and vice

versa which creates a healthy atmosphere for our Board and creates transparency for all activities.

6. Agency has effective on-boarding and training processes. Tim stated that members of the Finance Department met with a vendor yesterday exploring the possibility of a new payroll system. He stated that we want to be an employer of choice, wellness for our employees and safety for our agency. We will invest some funds for this and it will be led by our Leadership Team.

7. Agency has an established formal internal and external communication plan. Tim stated that Holly Hicks does a great job with this. She has recently implemented a new website platform. Tim shared that we need the board's help in being our voice in the community and share what we do as an agency.

8. Agency has established a stream lined volunteer recruitment and placement process for qualified volunteers. We have currently added a Volunteer Station Coordinator on staff, we are working on corporate volunteer opportunities and we want to involve parents more.

9. Financial burdens do not prevent families from being stable and achieving economic security. Tim stated that Cindy Anderson does an excellent job. Eligible individuals receive LIHEAP services in the heating and cooling season. Candy Ayers conducts financial capabilities workshops. Tim stated that he has been in contact with Paul Carruthers with Regions Bank and he is excited to become a partner with the agency again.

10. Financial burdens do not prevent families from being stable and achieving economic security. Tim stated that Candy Ayers enrolls clients for Homebuyer Education Workshops and conducts one-on-one counseling.

11. Individuals and families obtain affordable childcare options for children birth to 4 years of age. Parents receive a listing of licensed childcare services available per county. Parents receive training where CMA workers and Childcare providers are present. Tim stated that approximately 30 million dollars goes into these programs.

12. Utility bills are lower because homes are energy efficient. Candy Ayers conducts workshops on energy knowledge and individuals receive an incentive if applicable. Angela Ingram does a great job in managing the Weatherization program which utilizes funds through the Department of Energy.

13. Healthcare costs are affordable for working families and individuals.

We continue to work on healthcare cost and are currently looking at partnerships. We provide funds to the Free Clinic and Good Samaritan. We would like to partner with agencies that can provide additional services. The Head Start program partners with dentists and physicians to provide health and dental screenings for Head Start children.

14. Family personal barriers do not prevent job attainment and/or retention. We continue to partner with The Link. We have MOU partnership agreements in place.

15. Low Income individuals and/or families obtain assistance for home repairs. Individuals apply for Weatherization Assistance. Assessments are completed on qualified applicant's home for energy health and safety through certified contractors.

16. People with low incomes are engaged in the implementation of strategies to address the conditions of poverty. We recruit individuals to serve on the board,

advisory committees, and children's policy council. We engage individuals to participate in NeighborWorks Week.

17. Community food providers increase variety and nutrition for families. We had attendance at the Hunger Summit, we solicit interest for individuals to serve on advocacy committees/groups.

18. Communities increase safe/affordable housing options for families. Plans are in progress to meet in March with a consultant who will help us navigate a plan to double the size of our affordable housing units over the next 5-7 years.

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

Other Business

Joe Holmes thanked staff, board members and advisors for a great off site meeting. It was very well attended and provided great information and overview of what is going on at the agency.

Tim Thrasher invited all board members and advisors to the central office Christmas luncheon tomorrow.

Tim Thrasher asked all to review the list of conferences on the Executive Director's Report and if there is an interest in attending a specific one to please let him or Allison know.

Tim Thrasher shared that at the last board meeting the board approved the purchase of the Boys and Girls Club building that is located in front of the Tanner Head Start Center. We are currently waiting on an appraisal for this property. We are also looking at possibly some foundation money to assist with the purchase and renovations.

Tim thanked all the board members and advisors for their input and emphasized what an important and vital part each person is. He thanked Joe Holmes for his service to the board and for serving as Board Chair.

Tim shared that Michael Tubbs is doing well since his surgery.

Joe Holmes opened the floor for any additional business. There being no further business Joe wished everyone a Merry Christmas and a Happy New Year. The meeting adjourned at 9:40 a.m. Minutes submitted by Allison Speegle, Recording Secretary to the Board.

Joe Holmes, Chair

Benita Owens, Secretary

Tim Thrasher, CEO