

Community Action Partnership of North Alabama, Inc.
Board of Directors Meeting
August 20, 2020

Benita Owens opened the meeting at 8:45 a.m. and welcomed those in attendance. Paul Lott offered the invocation. Benita asked everyone to review the mission statement and stated that it is a cause and reason to be here.

Members Present: Joey Martin, Jami Jones, Allen Stover, Brent Breedlove

Members Electronically: Sherry Pentecost, David Ware, Teresa Presto, Jennifer Taylor, Joe Holmes, Lori Eastman, Heather Smith, Sandy Adams, Dusty Baker

Members Absent: Mayra Del Valle, Charles Owens, Tim Littrell

Advisors Present: Paul Lott, Trae Norrell, Pat Gilbert

Advisors Electronically: David Mathews, Stephanie Pitts

Advisors Absent: Marcie Hill, Bruce Gordon, Cissy Pearson, Keunna Swopes, Dawn Owens

Legal Counsel to the Board: Jonathan Watson

Roll Call to Establish Quorum

Allison Speegle conducted roll call and quorum was established.

Approve June 25, 2020 Minutes

The minutes were sent electronically to all members and advisors prior to the meeting. Benita Owens opened the floor for any questions and/or corrections. There being none Benita asked for a motion to approve the June 25, 2020 minutes as received. Joey Martin motioned. Brent Breedlove seconded. There being no further questions motion approved with roll call vote.

Approve July 17, 2020 Minutes

The minutes were sent electronically to all members and advisors prior to the meeting. Benita Owens opened the floor for any questions and/or corrections. There being none Benita asked for a motion to approve the July 17, 2020 minutes as received. Allen

Stover motioned. Joey Martin seconded. There being no further questions motion approved with roll call vote.

Executive Directors Report

A copy of the Executive Directors Report was sent electronically to all members and advisors prior to the meeting. Tim Thrasher gave a brief overview of the report and highlighted the following:

- Complimented Nathan Curry and his team for distributing approximately 180 laptops to the Head Start centers in 6 days.
- Renovated 4 classrooms and installed new playground at Tanner for the upcoming school year.
- Continuing merger discussion with Marion /Winston. Fred Harvey is also involved in these discussions.
- Implemented fee for service at Vivian C. Turner Center in Decatur using CARES Act monies.
- Sees a need for Senior Services and the need there will be for these individuals to serve children in need.
- Wellness in the Workplace continues to keep people connected during this time with nutrition, self-care and fitness tips.
- Early Head Start expansion planning is in process. Received approval to lower the number of children in the classrooms to 15.
- The Inventory Management System has been updated.
- New Paycom, payroll, HR onboarding is in process of being placed in service. This new process will eliminate a lot of paperwork.
- The central office purchase is complete.
- Plans are in place for a mural on the back wall of Conference Room A highlighting the history of the agency.
- Rental assistance which must be COVID related is being provided by Candy Ayers.
- Looking at partnering with Walker County to do training and consulting services.
- 19 Weatherization jobs were released this week for bid.
- Processed over 3,400 utility assistance applications since re-opening.
- Continue Meals on Wheels & More delivery one day a week with non-perishable items.
- Reduced the employee cost of health insurance premiums for Head Start.
- Thanked Jonathan Watson for his work on bylaws. There was limited guidance for the pandemic.
- All Staff In Service will be conducted virtually this year for safety reasons.
- 10 houses have been completed in Seville Subdivision in Decatur. All are under contract or been sold with 3 in the pipeline.
- Awarded 2 tax credit deals in Alabama for 2020. Plans are to apply for 3 next year with the possibility of partnering with Fred Bennet on a project. Rehab will take place at Harbor Square in Decatur new construction will take place at Hixon Pond 2 in Ft. Payne.

- The Village at DuPont Landing in South Carolina is completed. Closing is scheduled for September.
- Open House is scheduled for September 24th for the Village at Rock Springs in Moody, Alabama.
- Plan to start construction on August 24th at Glory Way in Florence.
- Building Bridges, Breaking Bias meeting was held with community leaders to discuss racial tensions. Larry Little facilitated the meeting. Some members of the Leadership Team were involved. Some of the attendees were Rep. Terri Collins, Benita Owens, Mayor Tab Bowling, Bruce Jones, Jami Jones and others. We are looking at hosting another meeting to discuss equity and fairness and what changes need to be made. Rep. Terri Collins will be attending to see what system changes she can advocate for in Montgomery.

Tim encouraged everyone to read through the report in its entirety and to contact him with any questions.

Financial Report – July

A copy of the financial reports were sent electronically to all members and advisors prior to the meeting. Lorrie Mauro and Benita Owens emphasized the financials had been reviewed thoroughly by the Financial Committee on August 13th. Lorrie Mauro presented the following:

Financial Information Dashboard – Reviewed the ratios compared to prior year. It was noted the Average Days Cash in Accounts Receivables is currently at 12.73 compared to 8.60 the prior year as a result of additional projects the agency has taken on. Page 2 of this report reflects the trending analysis of the current year compared to the previous five years.

Balance Sheet – Consolidating Financial Position – Report reflects all the entities of the agency. The Current YTD Net Income is \$650,576.

Statement of Revenues and Expenditures Summary/Detail – The Current Year Actual revenues are \$22,025,084.02. The Current Year Actual expenditures are \$21,374,508.47. Net Revenues are \$650,575.55.

Statement of Revenues Public/Non-Public – Report compares the public versus the non-public support for current year to prior year. Report figures are similar to last year based on the figures received from Head Start. Lorrie noted the in-kind will be lower this year due to COVID.

Statement of Activities – Expenditures – Combining Schedule of Activities w/Budget – Report reflects all the grants of the agency with actuals and budget. The Ending Net Assets at the bottom of each page reflects how each grant ended the month.

Statement of Revenues and Expenditures Head Start 12 County – Should be at 42% of the total budget and is currently at 31.60% actual revenue and 28.78% actual expense with in-kind at 16.16%.

Statement of Revenues and Expenditures Early Head Start Madison/Limestone – Should be at 42% of the total budget and is currently at 26.47% actual revenue and 21.83% actual expense with in-kind at 0.00%.

Statement of Revenues and Expenditures Head Start Madison/Limestone – Should be at 42% of the total budget and is currently at 25.86% actual revenue and 25.64% actual expense with in-kind at 24.62%.

Statement of Revenues and Expenditures Head Start Lauderdale County – Should be at 42% of the total budget and is currently at 30.00% actual revenue and 25.82% actual expense with in-kind at 8.24%.

Lorrie stated that we also operate the following: State Pre-K, First Teacher Home Visiting Grant, DHR Expansion Program, Medicaid Matching Funds Expansion Program, Early Head Start DHR CCP Grant and USDA Grant.

Expenditure Journal – Credit Card Expenditures – Report reflects charges to the following: Home Depot, Walmart and Wex Bank. American Express charges are not reflected on this report due to timing of billing cycle. Total expenditures for the month of July were \$18,238.40.

Posted General Ledger Transactions - First report is sorted by the dollar amount. The second report reflects any vendor who received two or more payments during the month of July.

The floor was opened for any questions on the financial reports. Benita Owens asked for a motion to approve the financial report as presented. Allen Stover motioned. Joey Martin seconded. There being no further questions the motion approved with roll call vote.

Early Head Start Expansion Grant Application for Limestone/Madison County & 12 County Grants

A summary of the request was sent electronically to all members and advisors prior to the meeting. Kim Dodd, Head Start Director presented an overview of the request which was asking for approval to write an expansion grant for additional Early Head Start classrooms which would add 42-47 slots for birth – 3 year olds. Proposed sites include Tanner, Vivian C. Turner, Sheffield, Garden City and Russellville. Application request will be approximately \$19,000-\$20,000 per child for an estimated \$800,000-\$900,000 total. Will also include start-up monies for classroom material with the exception of Vivian C. Turner plus new playgrounds where needed. Kim stated that she estimates the total cost to be around one million dollars and has received Head Start Policy Council approval. The floor was opened for questions. Benita Owens asked for a motion to approve submission of the Early Head Start Expansion Grant application for Limestone/Madison County and 12 County Grants as presented. David Ware motioned. Joey Martin seconded. There being no further questions motion approved with roll call vote.

Head Start & Early Head Start Request for Supplemental Funds for HVAC and Maintenance Needs for 12 County Grant & Limestone/Madison Grant

A summary of the request was sent electronically to all members and advisors prior to the meeting. Lorrie Mauro, CFO stated the request is to write for supplement funds for HVAC, roofing, paving costs which are over and above the normal building maintenance line items. Request is for the following: 12 County Grant \$141,712.00; Limestone/Madison Grant \$33,132.00; Madison/Limestone Early Head Start \$11,044.00 for a total request of \$185,888.00. The floor was opened for questions. Jonathan Watson, Legal Counsel to the Board asked if subsequent approval from the Board would be required after this approval to which Lorrie stated that this request is all that is necessary. Jonathan then asked if there were any obligations for the funds to which Lorrie stated that the funds must be spend within the grant year specified for the needs stated. Kim Dodd also stated that she would ask for a waiver for needed in-kind related to the supplemental funds as received. Benita Owens asked for a motion to approve submission for the Head Start and Early Head Start request for supplement funds for HVAC and maintenance needs for the 12 County Grant and Limestone/Madison as presented. Joey Martin motioned. Allen Stover seconded. There being no further questions motion approved with roll call vote.

Elect Board Member and/or Advisor to Serve on Head Start Policy Council

Allison Speegle opened the floor for a volunteer and/or nomination for a Board Member or Advisor to serve on the Head Start Policy Council as part of the shared governance. Paul Lott volunteered. The floor was opened for any additional volunteers/nominations. There being none Benita Owens asked for a motion to have an election to approve Paul Lott to serve the as the Board of Directors Representative on the Head Start Policy County. Benita Owens volunteered to serve as the Alternate. Brent Breedlove motioned. Jami Jones seconded. There being no further questions motion approved with roll call vote. Benita Owens appointed Paul Lott to this committee based on the vote.

CSBG CAP & CARES Funding Request to Write and Submit Plans

A copy of the budgets were sent electronically to all members and advisors prior to the meeting. Lorrie Mauro, CFO reviewed each budget and stated that she was requesting for approval to apply for CSBG (Community Services Block Grant) operational budget and CARES funding.

The total Administrative and Programmatic request for CARES funding is \$775,602.00. The CARES ACT funding is a two year commitment. The total Administrative and Programmatic request for CSBG is \$573,547.00. Some examples of what the funds will be used for is to continue our partnership with Decatur Youth Services, The Link and making home repairs. Tim Thrasher stated that the eligibility for those served by CARES funding has been increased to 200% of the poverty level.

The floor was opened for questions. Jonathan Watson, Legal Counsel to the Board asked Lorrie Mauro to state exactly what she was asking the Board to approve to which Lorrie stated that she asking for the Board to approve the General Services Team to submit the CSBG Workplan including writing for the CARES funding. Lorrie stated what she presented is the proposed budgets. Laurie Lincoln-Swaim stated that it is a requirement of ADECA that the CSBG Work Plan speaks directly to the top six needs of the Community Needs Assessment or CSBG money cannot be used. The Work Plan is in progress and in the categories of health, medical and minor home repairs it will detail the responsible individual and information of service(s) to be provided. She stated that the numbers will increase, especially due to COVID. The CARES funding request is for \$50,000 for the Self-Sufficiency Program to provide stabilization for rent/mortgage in our three core counties of Morgan, Cullman and Lawrence. Laurie stated that the plan will be made available to the Board when completed. She stated that we are asking to write the plan and submit it based on the proposed budgets presented. Benita Owens asked for a motion to write and submit the CSBG CAP and CARES Funding Request as presented. Allen Stover motioned. Joey Martin seconded. There being no further questions the motion approved with roll call vote.

Meals on Wheels & More Customer Satisfaction Survey Results

A copy of the Customer Satisfaction Survey results were sent electronically to all members and advisors prior to the meeting. Laurie Lincoln-Swaim, Compliance Planning & Results Director gave a brief overview of the report. Jordan Searcy, Laurie's assistant has made contact with the clients to gain as much input for the survey. The top question asked was in reference to COVID. The outcome for Meals on Wheels & More is that clients are able to maintain or increase independent living and based on responses to the survey this outcome is being met. The floor was opened for questions. This is for information purposes only and does not require Board approval.

Community Needs & Resource Assessment 2020 Update

A copy of the Community Survey Results was sent electronically to all members and advisors prior to the meeting. Laurie Lincoln-Swaim, Compliance Planning & Results Director gave a brief overview of the information and reviewed the top six needs which are: utility cost, healthcare/RX, childcare, food/hunger, housing/home repair and youth education. Organizational Standards requires that Board Members and/or Advisors have the opportunity to participate in the Community Needs Assessment process and provide guidance. Laurie asked for 3-4 to volunteer to participate in the focus group meetings to strategize the outreach process in an effort to reach as many people as possible in each county. Meetings will be held on TEAMS. If interested individuals were asked to contact her, Allison Speegle or Benita Owens. Volunteers need to be in place by this time next week. Could use 3-4 board members/advisors to help strategize outreach process so we can reach people in each county. Laurie stated that one goal is to talk with health groups and other non-profits for interest in us completing a Community Needs Assessment for fee. The surveys are being completed through Survey Monkey due to COVID and so many places not being open to the public. Floor

was opened for questions. This was for information purposes only and does not require Board approval.

Census 2020 Response Update

A copy of the Census Response Results were sent electronically to all members and advisors prior to the meeting. Laurie Lincoln-Swaim, Compliance Planning & Results provided a brief overview of the information as of August 11, 2020. Laurie thanked Holly Hicks, Director of Communications and Marketing for the great job she has done with providing this information on social media. The top six Alabama counties with highest response rate are: Madison, Morgan, Lauderdale, Colbert, Blount and Marshall. The deadline to submit the census data is September 30th. Laurie discussed the Alabama Citrus Bowl challenge provided to the bottom 32 counties that would provide an opportunity to receive funding for their schools. She further stated that Lamar, Winston, DeKalb and Cherokee counties are the only ones eligible in our service area to compete for this particular funding.

Other Business

Tim Thrasher shared that Jordan Jones, Senior Companion Director has taken a job with the Department of Mental Health. Melissa Talent will be filling this role going forward. We wish Jordan all the best in her new position.

Benita Owens opened the floor for any additional business to come before the Board of Directors. There being no further business Benita thanked everyone for their attendance at today's meeting. Meeting adjourned at 10:12 a.m. Minutes submitted by Allison Speegle, Recording Secretary to the Board of Directors.

Benita Owens, Board Chair

Brent Breedlove, Secretary

Tim Thrasher, CEO