

Community Action Partnership of North Alabama, Inc.
Board of Directors Meeting
November 18, 2020

Benita Owens called the meeting to order at 8:38 a.m. and welcomed everyone to the last meeting of the year. David Ware gave the invocation. Benita Owens referred everyone to the mission statement and stated that we are all here for a cause.

Members Present: Jami Jones, Benita Owens, Brent Breedlove, Sandy Adams, Joey Martin

Members Electronically: Sherry Pentecost, David Ware, Teresa Presto, Jennifer Taylor, Joe Holmes, Lori Eastman, Heather Smith, Allen Stover, Brad Henderson

Members Absent: Charles Owens, Brittany Ingram, Dusty Baker, Tim Littrell

Advisors Present: Paul Lott

Advisors Electronically: David Mathews, Stephanie Pitts, Marcie Hill, Cissy Pearson

Advisors Absent: Pat Gilbert, Bruce Gordon, Trae Norrell, Keunna Swopes, Mayra Del Valle

Legal Counsel to the Board: Jonathan Watson

Roll Call to Establish Quorum

Allison Speegle conducted roll call and quorum was established.

Approve October 22, 2020 Minutes

The October 22, 2020 minutes were sent electronically to all members and advisors prior to the meeting. Benita Owens opened the floor for any corrections. Benita Owens asked for a motion to approve the October 22, 2020 minutes as received. Joey Martin motioned. Sandy Adams seconded. There being no further questions the motion was approved with a roll call vote.

Executive Director's Report

A copy of the Executive Director's Report was sent electronically to all members and advisors prior to the meeting. Tim Thrasher thanked everyone for their attendance at the board meetings this year and shared this was a month of gratitude, Tim thanked Allison for her efforts. The following highlights were noted:

- Laurie Lincoln-Swaim is retiring from full-time employment December 1st. She will be returning in January 2021 part-time working two days per week. Communication and Compliance will be merged together. Jordan Searcy, Laurie Lincoln-Swaim and Josh Garretson will be under Holly Hicks supervision. Tim acknowledged Laurie's work history during her tenure at the agency and presented her with a gift of appreciation.
- Josh Garretson and Jordan Searcy are going through the ROMA (Results, Oriented, and Management & Accountability) process. Laurie Lincoln-Swaim is a certified Master ROMA trainer.
- Revisions to the recording studio are being planned.
- Aron Boldog has accepted a job with Gary Hall, a for-profit developer in Alabama. Tim shared that he and Alicia are currently in discussions with Aron to see if there is a possibility that something can be worked out that Aron would remain at the agency. Tim shared that the housing development department is strong and Aron is a valuable asset to the agency.
- Tim express his gratitude to the Board and Advisors and shared that a quorum had been achieved at every meeting this year and appreciates the board being present, engaged and involved. He thanked Jonathan Watson for his legal representation to the Board.
- Tim thanked the Leadership Team and shared that during this pandemic they have been creative, innovative and have looked outside the box. They have done an excellent job in working with the parents, children, seniors, clients and partners. The Support Teams of the Leadership Team have also stepped up and done what was needed to assist with the services provided.
- 102 affordable housing units have been added to the housing portfolio this year. Our South Carolina project, The Village at DuPont Landing is 100% leased. Bridge Creek in Cullman is on target to be completed in January 2021. Aron Boldog and his team are to be commended for their outstanding job.
- Continuing to provide contactless services for General Services. Dropbox has been installed for individuals to drop off necessary paperwork. Online methods and technology have also been improved.
- Fee for service was implemented at Vivian C. Turner Center this year to help meet and provide the continuity of care needed to ready children for school.
- Partnering with Calhoun Community College by providing childcare to students who are attending evening classes for better opportunities and developing self-sufficiency for 16 single mothers.

-Head Start teaching staff are doing an outstanding job in the classrooms. Classroom reduction to 15 children per classroom has resulted in higher quality services. It was noted that currently due to the pandemic there is a maximum of 10 children in the classrooms and others are remote.

-Glory Way in Florence is progressing. Facility will have 9 classrooms. Tim thanked Kim Dodd and her team for all their work

-Acquired the Central Office and renovated the Tanner Head Start facility during this pandemic.

-Tim referenced the two new murals in Conference Room A. Laura Walker of Cullman painted the murals which represents the timeline of the agency.

-Lorrie Mauro and her team have done an excellent job. Agency received a clean audit this year which is a reflection of Lorrie and the good work her team is doing.

-Agency received additional CARES Act monies as a result of COVID-19.

-Opportunities to expand Head Start and Early Head Start are available.

-Our wage study has been completed and we are in the process of planning to compensate staff in accordance with the current market. We have been able to reduce the amount staff pay for their health premiums during this pandemic. Tim shared that people are our greatest asset and that we will continually strive to value their efforts.

-Candy Ayers has done an excellent job with Housing Counseling. New builder for Seville is Corum Builders from Hartselle. She is working with individuals that are qualified home buyers. On target to build four additional homes.

-Thanked Nathan Curry and his staff for keeping us cyber safe. Nathan shares a lot of articles with staff.

-Holly Hicks obtained her CCAP certification.

-Candy Ayers obtained Financial Counseling certification.

-The agency's United Way Campaign was very successful. Total was close to the level it was last year even during the pandemic.

-The Marion/Winston County Community Action Agency Board of Directors is meeting today regarding a possible merger.

-Building Bridges/Breaking Bias meeting was recently held at Frances Nugester Elementary School. Nathan Curry and others from the agency are on this committee along with Rep. Terri Collins and other individuals in the community. Looking at ways to improve the communities and bring people together.

-Tim shared that he had looked at our board composition and that it is reflective and compatible with the population we serve.

Tim thanked all the Board Members, Advisors, Leadership Team and Staff for all their hard work. He encouraged everyone to read the Executive Director's report in its entirety

Paul Lott asked why the change in builders at Seville to which Tim stated that Hyde Homes stated that it was no longer economically feasible for them to build the homes any longer.

This report is for information purposes only and does not require approval.

Nomination Committee Report & Selection of Officers to Serve in 2021

A copy of the Nomination Committee Report was sent electronically to all members and advisors prior to the meeting. Jennifer Taylor, committee member stated that she along with Jami Jones and Joe Holmes along with Allison Speegle met on November 4th. After reviewing the current board roster the committee's recommendation for Officers for 2021 are as follows: Benita Owens, Chair, Joe Holmes, Vice Chair and Brent Breedlove, Secretary. Benita Owens opened the floor for any additional nominations. There being no further recommendations or volunteers Jennifer Taylor asked for a motion to approve the proposed slate of officers as presented. Joey Martin motioned. David Ware seconded. There being no further questions the motion was approved with a roll call vote.

Approve Proposed 2021 Board Meeting Calendar

A copy of the proposed calendar was sent electronically to all members and advisors prior to the meeting. The floor was opened for questions. Benita Owens asked for a motion to approve the 2021 Board meeting calendar as received. Brent Breedlove motioned. Joey Martin seconded. There being no further questions the motion was approved with a roll call vote.

Financials – October

A copy of the October financial statements were sent electronically to all members and advisors prior to the meeting.

Lorrie Mauro, CFO stated that the Financial Committee meets on a monthly basis and reviews the financial reports in detail. The following reports were highlighted:

Financial Information Dashboards

The Current Ratio is at 2.23 as compared to 3.39 for the prior year. The Average Days Cash in Accounts Receivable is currently at 17.17 compared to 9.84 for the prior year. The second page of the report is the trending chart which reflects the majority of the ratio indicators for the current YTD compared to the previous five years.

Balance Sheet – Consolidating Financial Position

The current YTD Net Income is \$141,863.

Statement of Revenues and Expenditures – Summary/Detail

The Current Year Actual Net Revenues is \$141,863.15. The detail pages of this report reflect the breakdown of the revenue of expenditures from the summary page.

Statement of Revenues – Public/Non-Public

The current YTD Actual In-kind donations are \$2,411,179.22 compared to \$2, 966, 666, 02 in the prior year. Classrooms closing early due to COVID-19 has impacted In-kind. A waiver has been applied for.

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

Report reflect each grant that is administered. The Ending Net Assets figure includes equity from the prior year also. The Net Revenue over Expenditures Actual Total is \$141,863.15.

Infographic and Statement of Revenues and Expenditures – Head Start 12 County

Should be at 67% of the total budget and is currently at 52.05% actual revenue and 52.05% actual expense with 28.82% In-Kind. New line item for COVID has been added. Lorrie stated this must be accounted for separate from the operating grant. Jonathan Watson asked the source of the COVID revenue to which Lorrie responded it is the CARES Act monies. Tim Thrasher stated this is through the Office of Head Start. Lorrie stated that she submitted a spending plan for this last week.

Infographic and Statement of Revenues and Expenditures – Early Head Start Madison/Limestone

Should be at 67% of the total budget and is currently at 44.33% actual revenue and 44.33% actual expense with 0.00% In-kind.

Infographic and Statement of Revenues and Expenditures Head Start Madison/Limestone

Should be at 67% of the total budget and is currently at 46.86% actual revenue and 46.86% actual expense with 34.24% In-Kind.

Infographic and Statement of Revenues and Expenditures Lauderdale County

Should be at 67% of the total budget and is currently at 49.88% actual revenue and 49.89% actual expense with 14.42% In-Kind.

Statement of Revenues and Expenditures for First Teacher – Home Visiting Grant

Should be at 8% of the total budget.

Statement of Revenues and Expenditures DHR – Expansion Program

Should be at 8% of the total budget.

Statement of Revenues and Expenditures – Medicaid Matching Funds Expansion Program

Should be at 8% of the total budget.

Infographic and Statement of Revenues and Expenditures Early Head Start DHR CCP Grant

Should be at 34% of the total budget and is currently at 26.97% actual revenue and 38.17% actual expense. This particular grant does not have an In-Kind requirement.

Statement of Revenues and Expenditures - USDA

Should be at 8% of the total budget.

Expenditures Journal – Credit Card Expenditures

Breakdown of charges for the month are as follows: American Express \$1,722.76, Home Depot \$502.12, Wal-Mart \$7,554.99, Wex Bank \$2,511.67. Total charges for the

Posted General Ledger Transactions

The first report is sorted by dollar amount. Total transactions for the month are \$1,560,217.94. The second report is any person that received more than one payment during the month. It was noted this report is agency wide transactions.

The floor was opened for questions. Benita Owens asked about the fuel cost of \$1,600 to which Lorrie that is was probably for repairs but that she would verify this and let her know.

Benita Owens asked for a motion to approve the financial report as presented. Brent Breedlove motioned. Sandy Adams seconded. There being no further questions the motion was approved with a roll call vote.

Approve Application for Head Start/Early Head Start Grant for Communities in the State of Alabama

Lorrie Mauro stated this is the time of year for the renewals of the Head Start grants. She stated that she asking for approval to submit an application for Head Start/Early Head Start grant for communities in the State of Alabama for new classrooms. The floor was opened for questions. Benita Owens asked for a motion to approve the submission of the application for Head Start/Early Head Start Grant for Communities in the State of Alabama. Jami Jones motioned. Brent Breedlove seconded. There being no further questions the motion was approved with a roll call vote

Approve the Purchase of Playground Equipment for Lauderdale County - \$41,445.52

Lorrie Mauro stated that Board approval is required for any expenditure of \$5,000.00 or greater. Lorrie stated that she is asking for approval to purchase playground equipment for the new Head Start building in Lauderdale County in the amount of \$41,445.52. The floor was opened for questions. Benita Owens asked for a motion to approve the purchase of playground equipment for the new Lauderdale County location in the amount of \$41,445.52. Brent Breedlove motioned. Joey Martin seconded. There being no further questions the motion was approved with a roll call vote.

Approve the Purchase of Playground Equipment for Harmony Head Start - \$29,267.95

Lorrie Mauro stated that she is asking for approval to purchase playground equipment for Harmony Head Start in the amount of \$29,267.95. The floor was opened for questions. Benita Owens asked for a motion to approve the purchase of playground equipment for Harmony Head Start in the amount of \$29,267.95. Brent Breedlove motioned. Joey Martin seconded. There being no further questions the motion was approved with a roll call vote.

Approve Grant Application Submission for Early Head Start & Head Start Lauderdale County Grant

Lorrie Mauro stated that she is asking for approval to submit the grant application for the Early Head Start and Head Start Lauderdale County grant. Lorrie stated this is a standard procedure. The floor was opened for questions. Benita Owens asked for a motion to approve the grant application submission for Early Head Start and Head Start Lauderdale County grant. Brent Breedlove motioned. Jennifer Taylor seconded. There being no further questions the motion was approved with a roll call vote.

Approve Grant Application Submission for Head Start & Early Head Start 12 County Grant

Lorrie Mauro stated she is asking for approval to submit the grant application for the Head Start and Early Head Start 12 County grant. The floor was opened for questions. Benita Owens asked for a motion to approve the grant application submission for the Head Start and Early Head Start 12 County grant. David Ware motioned. Jennifer Taylor seconded. There being no further questions the motion was approved with a roll call vote.

Approve Grant Application Submission for Early Head Start Limestone & Madison County Grant

Lorrie Mauro stated she is asking for approval to submit the grant application for Early Head Start Limestone and Madison County grant. The floor was opened for questions. Benita Owens asked for a motion to approve the grant application submission for the Early Head Start Limestone and Madison County Grant. David Ware motioned. Brent Breedlove seconded. There being no further questions the motion was approved with a roll call vote.

Approve Grant Application Submission for Head Start Limestone & Madison County Grant

Lorrie Mauro stated she is asking for approval to submit the grant application for Head Start Limestone and Madison County. The floor was opened for questions. Benita Owens asked for a motion to approve the grant application submission for the Head Start Limestone and Madison County. David Ware motioned. Joey Martin seconded. There being no further questions the motion was approved with a roll call vote.

Approve the Consolidation of the 12 County Grant, Madison/Limestone Early Head Start and Head Start Grants Submission

Lorrie Mauro stated she is asking for approval to submit the grant application to consolidate the 12 County Grant, Madison/Limestone Early Head Start and Head Start grants. The floor was opened for questions. Benita Owens asked for a motion to approve the grant application submission for the consolidation of the 12 County Grant, Madison/Limestone Early Head Start and Head Start grants. Joey Martin motioned. Brent Breedlove seconded. There being no further questions the motion was approved with a roll call vote.

Introduction of ROMA & CCAP Candidates

Tim Thrasher stated that Josh Garretson and Jordan Searcy are the two new ROMA (Results, Oriented, and Management & Accountability) candidates. Tim shared this is something that is needed for the agency. Holly Hicks and Cindy Anderson are both certified implementers.

Ashley Beasley, Rebecca Bibb, Laurie Lincoln-Swaim and Tim Thrasher have applied for the CCAP (Certified Community Action Professional). This is sponsored by the National Community Action Partnership. The Alabama State Association is paying for the cost of the application process. Both the ROMA and CCAP programs require extensive work and testing. Tim shared that he is excited to have these individuals go through this process. Benita Owens congratulated all of the candidates and wished them well on this process and testing.

2018 Strategic Plan Annual Update

A copy of the updates were sent electronically to all members and advisors prior to the meeting. Laurie Lincoln-Swaim presented a brief overview of the 4 strategic goals and stated the Strategic Plan is not required to be updated until 2022. She shared that even with the obstacles of COVID that the goals have been met at 100%.

Highlights from Strategic Priority 1 (The Organization is compliant and has established an accountability framework to deliver services with a high level of efficiency and effectiveness) were as follows:

Paul Lott stated that he and Myra Del-Valle need to be reversed on Strategic Priority 1 under the organization needs to have fully functional engaged advisory councils. Laurie will make the change.

Laurie stated it is a requirement to prove unduplicated count of clients which is generated from an Excel spreadsheet. An Excel users group was designed in 2018 but with additional advanced Excel training it was determined this group was not needed. SharePoint training was postponed due to COVID. Tim Thrasher recommended in September 2019 adding that we would engage the State for a new system or individualized implementation for each agency. Laurie stated the current systems used is FACs Pro and that we would like to advocate for a system that would do more and not duplicate clients which is an issue with the current system.

Engaged Advisory Boards have continued to be engaged even during the pandemic and this goal is 100% met.

Formalized Succession Plans have been completed. Laurie referenced the last bullet that states determine the process and timeline for implementation of succession plans in the event of need and explained the agency has processes in place if something happened to one of the members of the Leadership Team and/or the CEO.

Highlights of Strategic Priority 2 (Individuals and families with low incomes are stable and achieve economic security) were as follows:

This particular priority is one of the National goals.

It was noted that the Financial Capabilities/Budgeting workshops which are designed to be conducted in person have been impacted by COVID-19.

Currently there are rent funds available as a result of COVID-19. Due to so many things being conducted virtually the feedback surveys have been limited. Holly Hicks is working on creating the Customer Survey electronically which should increase the survey numbers.

We are currently on track with what we are doing in regard to individuals and families lacking affordable childcare options. Laurie stated that COVID-19 has caused us to be more flexible in this area.

Energy Efficient workshops were scheduled but have been impacted due to COVID-19. Laurie stated that we are still doing well all things considered.

Energy conservation results are at 0% for the utility bills are high because homes are not energy efficient due to the follow up cannot be completed until after 12 months from the date of the Weatherization work completion.

Increase in funding participation for the Community Free Clinic and Good Samaritan are on track.

Increase in funding participants for family personal barriers prevent job attainment or retention is at 100% completion. The Annual Report to the State and Board that is due in December is at 90% completion.

Highlights of Strategic Priority 3 (People with low incomes are engaged and active in building opportunities in communities) were as follows:

This particular priority is one of the national goals.

The only action item that was not completed was the NeighborWorks Week which is on hold due to COVID-19.

Strategic Priority 4 (Communities where people with low incomes live are healthy and offer economic opportunity) highlights were as follows:

This particular priority is one of the national goals.

COVID-19 has impacted community food providers lack variety and nutrition for families. The Meals on Wheels program has partnered with NARCOG and provided perishables/frozen foods to clients.

The advocacy initiative determination has been impacted by COVID-19 which has resulted in only 25% completion.

It was noted that for communities lack safe and affordable housing options for families that Housing Committee to determine number of 2021 LIHTC applications has been struck through. Housing Development department makes determination on how many applications are submitted due to current workload and opportunities.

Laurie clarified that the original plan was submitted in 2018 so that is the date that is reflected but that updates have been made from that date to present. She further explained that we must have an action plan for each item that we spend CSBG (Community Services Block Grant) dollars and show that we are meeting the need. With this update provided today it has allowed us to meet particular goals.

This is for information purposes and does not require approval.

2020 Community Needs Assessment Community Assessment Update

A copy of the update was sent electronically to all members and advisors prior to the meeting. Laurie Lincoln-Swaim provided a brief update. November results reflect 681 surveys have been completed. The target is 1,000. Jobs/Job Training has re-surfaced as one of the top six goals which Laurie stated needs to remain if we want to keep partnering with Decatur Youth Services, The Link and continue to serve our seniors. Currently there are 161 surveys completed for Morgan County; 78 for Cullman County and 46 for Lawrence County.

Laurie stated the Chamber of Commerce has put the survey on their website. She stressed the need for each county to participate as much as possible that each county needs to be represented. Surveys can be completed by telephone, computer/smart phone.

Laurie asked everyone to please continue to push the survey out in their respective county to help meet the goal of 1,000 surveys.

On a personal note, Laurie said it has been a pleasure to work at the agency and is excited about her new role. She thanked everyone for all the ways they have allowed her to sore and grow in this community. Benita thanked Laurie for her report and wished her well in her retirement and new role.

This is for information purposes and does not require approval.

Other Business

Floor was opened for any additional questions and/or business. Paul Lott asked if we had suffered on any evictions from the moratorium to which Lorrie Mauro responded that the agency had received some NeighborWorks supplemental funds so there had been no evictions.

Paul Lott asked if it would be possible to send out and/or post a link for information from other meetings of the agency such as Head Start Policy Council, Housing Committee, Financial Committee meetings. Holly Hicks stated that this information can be uploaded same as the board meetings.

Paul Lott asked if prior board links were still available to which Holly Hicks responded that the minutes are posted on the website but the link containing all the documents is not available. Tim Thrasher stated that anytime there is a question or prior information is needed to please email him.

Tim Thrasher read an email he received from a Head Start Teacher as a result of the visit he made to the classroom. Tim encouraged all to visit classrooms once COVID-19 is over.

Tim wished all a safe and healthy holiday season.

Benita Owens thanked everyone for their attendance at today's meeting. She shared that her prayer is everyone have a safe and healthy holiday season as well.

There being no further business the meeting adjourned at 10:17. Minutes submitted by Allison Speegle, Recording Secretary to the Board of Directors.

Benita Owens, Chair

Brent Breedlove, Secretary

Tim Thrasher, CEO