

Community Action Partnership of North Alabama, Inc.
Financial Committee Meeting
December 9, 2020

Benita Owens opened the meeting at 8:35 a.m. and thanked everyone for participating in today's meeting.

Members Present: None

Members Electronically: Benita Owens, Joe Holmes, Brent Breedlove

Members Absent: Tim Littrell, Dusty Baker

Staff Present Electronically: Allison Speegle, Lorrie Mauro, Tim Thrasher, Holly Hicks

Roll Call to Establish Quorum

Allison Speegle conducted roll call and a quorum was established.

Approval of November 10, 2020 Minutes

The November 10, 2020 minutes were sent electronically to all members prior to the meeting. Benita Owens opened the floor for any corrections. There being no corrections Benita Owens asked for a motion to approve the November 10, 2020 minutes as received. Joe Holmes motioned. Brent Breedlove seconded. Motion approved with voice vote.

Approval of November 20, 2020 Minutes

The November 20, 2020 minutes were sent electronically to all members prior to the meeting. Benita Owens opened the floor for any corrections. There being no corrections Benita Owens asked for a motion to approve the November 20, 2020 minutes as received. Brent Breedlove motioned. Joe Holmes seconded. Motion approved with voice vote.

Financial Reports

The financial reports were sent electronically to all members prior to the meeting. Lorrie Mauro, CFO reviewed the following reports:

Financial Information Dashboard

The ratio page was reviewed. A large payment was made for Glory Way in Florence from the NeighborWorks Capital loan approved by this committee. Lorrie stated that

approval for the Head Start Carryover Funds was received yesterday and that an adjustment will be made from the Head Start to the NeighborWorks Capital fund.

There is a steady growth of expenses and compared to last year the Averages Expenses Per Day are currently \$142,062.04 as compared to \$139,286.00 for the prior year. Page 2 of the report was reviewed. It was noted that the Average Expenses per Day have increased from \$121,465 in 2015 to \$142,062 in 2020. The Average Days Cash on Hand Cash was 21.5 in 2017 to 14 in 2020. This is a result of different grant cycles and/or housing developments. Overall the expenses for the past 5 years has been steady.

Balance Sheet-Consolidating Financial Position

The Current YTD Net Income is \$220,925. The Total Net Assets for the agency is \$14,013,689 with Total Liabilities and Net Assets currently at \$21,822,004.

Statement of Revenues and Expenditures – Summary/Detail

The Current Year Actual Net Revenue is \$220,925.25. This particular budget provides an overall summary of the agency's fiscal year. Pages 10-12 reflect the detail of the summary page.

Statement of Revenues – Public/Non-Public

The Current YTD Actual Inkind is \$2,411,179.22 compared to \$3,042,243.78 for the prior year. Due to the pandemic and classrooms closing early a request for an Inkind Waiver will be submitted this month.

Statement of Activities – Expenditures – Combining Schedule of Activities w/Budget Report reflects the 27 grants of the agency. Lorrie explained that the Net Revenue over Expenditures reflects what occurred during the month and where we are overall with a particular grant. The Actual Total Net Revenues over Expenditures \$220,925.25.

Infographic and Statement of Revenues and Expenditures – Head Start 12 County Should be at 75% of the total budget and is currently at 58.75% actual revenue and 58.75% actual expense with 28.82% Inkind. Lorrie stated that it is allowable to move funds to certain categories for those items that are over 75%.

Infographic and Statement of Revenues and Expenditures – EHS Madison/Limestone Should be at 75% of the total budget and is currently at 51.40% actual revenue and 51.41% actual expense with 0.00% Inkind.

Infographic and Statement of Revenues and Expenditures – HS Madison/Limestone Should be at 75% of the total budget and is currently at 53.52% actual revenue and 53.52% actual expense with 34.24% Inkind. The total budget is \$4,028,937.00 with \$2,397,223.11 drawn down. Received COVID funds of \$313,734.00 with 35.09% currently drawn down.

Infographic and Statement of Revenues and Expenditures – HS Lauderdale County
Should be at 75% of the total budget and is currently at 56.81% actual revenue and 56.90% actual expense with 14.42% Inkind.

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

This grant just started over and should be at 16% of the total budget and is currently at 25.89% actual revenue and 8.18% actual expense. This particular grant does not require Inkind so it will always be 0.00%.

Statement of Revenues and Expenditures – DHR Expansion Grant

This grant is a “sister” grant to the First Teacher grant. Last year this particular grant was an 18 month grant and it is now a 12 month grant. This grant has just been received so therefore there is no budget.

Statement of Revenues and Expenditures – Medicaid Matching Funds Expansion Program

Lorrie stated the only difference in this grant and the previous two grants is basically the counties that are served. The budgets will be reflected on next month’s report.

Infographic and Statement of Revenues and Expenditures – DHR CCP

Should be at 42% of the total budget and is currently at 44.10% actual revenue and 46.10% actual expense. This grant does not require Inkind.

Statement of Revenues and Expenditures – USDA

This grant started on 10/1. Should be at 16% of the total budget and is currently at 3.99% actual revenue and 3.99% actual expense.

Expenditure Journal – Credit Card Expenditures

The following charges were incurred during the month of November:

American Express total charges of \$16,664.37 that included numerous on-line registration and training.

Home Depot total charges of \$2,923.33.

Office Depot total charges of \$147.11.

Wal-Mart total charges of \$8,916.72.

Wex Bank total charges of \$2,486.26.

Total credit card charges for the month of November was \$31,137.79.

Posted General Ledger Transactions

First report reflects expenditures for the month from the largest to the smallest. It was noted that the Bob Morrow Construction transaction in the amount of \$188,289.91 was approved by this committee. PEEHIP is the largest expenditure. All transactions marked

with an "A" is a utility assistance direct payment. Report also includes Christmas Club checks for employees that participate in this benefit.

The second report is grouped by anyone who received more than one payment during the month. Total expenses for the month are \$1,911,452.64.

Benita Owens thanked Lorrie Mauro for her presentation of the financial statements and asked for a motion to approve the financial reports as presented. Joe Holmes motioned. Brent Breedlove seconded. Motion approved with voice vote.

Other Business

The floor was opened for questions. Benita Owens asked about grant that was awarded by the State to which Lorrie stated that she received the email for the CARES money and that it will allow for up to \$1,000 awards for new clients seeking utility assistance. Money should be released around the first of 2021. Benita asked if this would be communicated to the public to which Tim Thrasher stated that we will communicate this early. Joe Holmes asked Holly Hicks to coordinate the announcement with him and Benita due to Decatur Utilities and Joe Wheeler Electric Co-Op will be inundated with telephone calls. .

Tim Thrasher shared that one of the new negotiations for the stimulus is that they extend the CARES money. Agency is also receiving calls for rent and mortgage assistance to which Candy and Amber are conducting these requests by telephone or online. The CARES funds will be restricted however Tim stated that the stimulus and CARES funds will both support the needs for rental and mortgage assistance.

Benita asked about the status of the office staff to which Tim responded that Head Start classrooms are back in session with some children attending remotely. There have been some positive COVID cases which has affected people coming into the office. Extra cleaning procedures have been put in place and other deep cleaning procedures are being evaluated.

Benita asked about process for services to which Tim responded that we are currently closed to the public. A drop box has been installed at the front of the building for applications to be dropped off for processing. Senior Services are being conducted remotely. Contact in the Central Office is being limited. However, we are allowing the Chamber of Commerce Edge Leadership Class to meet once a month in Conference Room A.

Tim Thrasher stated that in reviewing the financial statements the accounts receivables are high as a result of Glory Way and that an adjustment will be made. Closed on Rock Springs and development fees should be received in December. Application submission has been made to NeighborWorks for Round 1 funds. The Village at Bridge Creek in

Cullman should be completed by no later than February 2021 pending no delays. Parkwood Rehab in Pell City is targeted for completion the first part of 2021.

Tim Thrasher shared that he has been visiting the Head Start classrooms and is excited about what we are doing for children and families. He stated this has been a challenging year and as a Lead Team the decision was made that all employees would receive an incentive on their paycheck for the end of the year. The WOW (Wellness in our Workplace) program has been very effective and well received by staff.

Tim Thrasher informed the committee that Aron Boldog will be staying on with the agency. Fred Bennett has offered him a plan where he can be involved in ownership with projects not associated with the agency. This will allow Aron to have an interest in non-CAPNA projects through The Bennett Group. Tim shared that this was discussed with attorneys to ensure everything was above board and allowable.

Benita Owens thanked everyone for all they do and asked if there was any further business to come before this committee. There being no further business the meeting adjourned at 9:15 a.m. Minutes submitted by Allison Speegle, Recording Secretary to the Board of Directors.

Benita Owens, Board Chair