

Community Action Partnership of North Alabama, Inc.
Board of Directors Meeting
January 28, 2021
Central Office

Benita Owens opened the meeting at 8:39 a.m. and welcomed everyone to the first meeting of the year. Benita explained that the microphones were not working and asked everyone to speak up when talking. David Ware gave the innovation. Benita reminded everyone of the mission statement and stated that we are all here for a cause.

Board Members Present: David Ware, Benita Owens, Joe Holmes, Brent Breedlove, Allen Stover, Joey Martin

Board Members Electronically: Brittany Ingram, Teresa Presto, Jennifer Taylor, Heather Smith, Sandy Adams, Brad Henderson

Board Members Absent: Jami Jones, Sherry Pentecost, Lori Eastman, Charles Owens, Dusty Baker, Tim Littrell

Advisors Present: Trae Norrell, Pat Busing

Advisors Electronically: Pat Gilbert, David Mathews, Marcie Hill, Paul Lott, Cissy Pearson, Keunna Swopes

Advisors Absent: Stephanie Pitts, Bruce Gordon, Mayra Del Valle

Legal Counsel to the Board: Jonathan Watson

Roll Call to Establish Quorum

Allison Speegle conducted roll call and a quorum was established with 12 of 18 members present.

Introduction of Pat Busing, Advisor to the Board

Tim Thrasher stated that Pat Busing has served on the Board previously but had to resign due to a work commitment. Pat has since had a change in jobs and contacted us to see if he could return as an Advisor. Pat has previously served on the Financial Committee and briefly as Board Chair. Tim shared that we are pleased to have him back as an Advisor.

Introduction of James Ross, NeighborWorks

Tim Thrasher introduced James Ross with NeighborWorks America. James shared that he has been with NeighborWorks for 16 years and is now serving as the Relationship Manager for our agency. This position was previously held by Colette Pozzo who has moved to a different position within the NeighborWorks Division. James stated that he is excited for the opportunity to work with our agency and that he is familiar with the organization from year's past. COVID has not allowed him to travel to our agency however Tim has shared the good work of the agency through emails and pictures. Based on what his knowledge of the agency and what he has seen he is pleased that the agency seems to have a good strong Board. He thanked Benita and the Board for the opportunity to connect to today's meeting and introduce himself.

James informed the Board that our agency will have an OAD (Organizational Assessment Division) review the first week of March. A review process is completed every 3 years and this year due to the COVID this will be held virtually. There will be a review team which has already submitted a list of requested documents that are due on Friday (1/29). Angela Davis will be the Lead Reviewer. At that point James shared that they verify all the information that has been submitted over the past 3 years. Board minutes, financials, audit, strategic and operations plans, CEO evaluations along with any other requested documents will be reviewed. Once the review is complete the agency will be given a health rating based on the findings. Currently the agency is rated "Exemplary" which is the highest rating that can be achieved. The higher the rating, the more resources that are available to the organization. The agency has been awarded "Round 1" funds which should be available soon. In regard to the Board, Angela will schedule interviews, individually and group to gain information on how the organization is performing, what could be done differently and what your overall consensus is of your role on the Board. James encouraged everyone to be familiar with the staff and responsibilities, finances, what the agency does, partners and what the main issues/objective/accomplishments are of the agency. These interviews will take place in February. James shared that it is perfectly fine to say that Tim and his team are doing a great job and brag about the agency but that is was okay to also say that COVID may have set the agency back on some things.

James shared that his role overall is to foster his relationship with Tim and Benita Owens and do whatever he can to help accomplish the goals of the agency and provide any resources or monies available. James thanked everyone for their time and opened the floor for any questions. Tim Thrasher asked James to share about the board training to which James responded that NeighborWorks holds a virtual Board Co-hort which allows members across the network to come together for peer-to-peer engagement. Some topics covered are: NeighborWorks 101, Roles and Responsibilities, Fund Raising and How to Work Differently with COVID. These meetings are at no cost to the agency and are held every 3rd Thursday of the month virtually. He will forward a schedule to Tim and Allison.

There being no further questions Benita Owens thanked James for his time and connecting to the meeting.

Approve November 18, 2020 Minutes

A copy of the November 18, 2020 minutes were sent electronically to all members and advisors prior to the meeting. Benita Owens opened the floor for any corrections. There being no corrections Benita asked for a motion to approve the November 18, 2020 minutes as received. Brent Breedlove motioned. Allen Stover seconded. There being no further questions the motion was approved with a roll call vote.

Executive Committee Report – 2020 Evaluation/CEO Evaluation

A copy of the 2020 Board Evaluation and CEO Self- Evaluation were sent electronically to all members and advisors prior to the meeting. Benita Owens stated the Executive Committee met on January 22nd. Committee members are: Benita Owens, Joe Holmes and Brent Breedlove. Tim Thrasher reviewed the Board Evaluation form and highlighted the following:

Board Activity:

Question 6 – Board members receive meeting agenda and supporting materials in time for adequate review of information – Tim and Allison stated that internally timeframes have been implemented with the Lead Team for due dates in an effort to get the information sent out in a more timely manner.

Question 16 – The Board is actively engaged in the board development processes – This goes back to more involvement in training such as board and financial training. Tim acknowledged we have several new board members and this is a complex agency with complicated financials so internally we are looking at providing additional training/resources.

Mission and Purpose –

Question 3 - The Board evaluates the organization's performance on a regular basis by comparing the stated mission to actual operational achievements – This is an area that we can continually work on. Benita does an excellent job in reviewing the mission statement at each meeting.

The floor was opened for questions on the board evaluation. Jonathan Watson asked in reference to question 6 if the committee established a timeframe for submitting documents to which Tim responded the committee did not but also acknowledged that at certain times things may come up at the last minute that require board approval therefore specific information may not possibly be sent out until the day before. Laurie stated that we can add these into the strategic plan also. Tim shared that Jonathan Watson, Paul Lott and Benita participated in the Head Start review earlier in the week and did an excellent job but that we need to ensure all members are this comfortable. Jonathan Watson stated this was his first time to participate in a review process and there might be a disconnect between him and the Board and suggested that a basic

presentation of Head Start 101 that includes how the program works/functions might be helpful. He stated this agency operates at a high level and coming out of the review that was his takeaway to which Tim Thrasher agreed.

Benita Owens stated the CEO Evaluation was conducted at the same time. The job description was reviewed along with the Self-Evaluation that Tim Thrasher completed. Benita stated that overall Tim rated his performance as a 4 (Exceeds Expectations) and the committee agreed. She stated that Tim is leading the agency and his team well. The salary history was also reviewed and based on guidance from Lorrie Mauro, CFO it was the committee's recommendation to give Tim a 3% increase once the Indirect Cost rate has been received and this will be retro to March 1st. Tim will also receive a 2% COLA once those funds are received for a total of a 5% increase overall.

The floor was opened for any questions on the CEO Evaluation. Jonathan Watson stated that it is important for the Board to ask what things the Executive Committee determined, if any that need to be improved by Tim as the CEO. Benita responded by stating the committee itself did not identify any specific items. Tim Thrasher stated that in his Self-Evaluation that he listed Challenges, Opportunities, Long Term Goals, and Items in Progress to which he is either working on or plans to focus on. Tim stated that he also covers the majority of these items in the Executive Director's Report. Benita stated that the challenges as well as the opportunities were discussed during the meeting. There being no further questions Benita Owens asked for a motion to approve the Executive Committee Report including the 2020 Board Evaluation and CEO Evaluation. Joe Holmes motioned. David Ware seconded. There being no further questions the motion was approved with a 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 thanked the Executive Committee and Board for their support and shared the Executive Directors report is a team effort from him and the Lead Team members. He stated that the agency seems to have turned the corner on some cultural things in the agency. Highlights from the report were as follows:

- The Head Start review went very well and it was evident that Kim Dodd and her team have lead very well during 2020 and through the ramifications of COVID.
- Formed a REDI (Rach, Equity, Diversity and Inclusion) task force internally. A survey has been sent out to employees to gain feedback for ways to improve. Diversity is not just about race but how we think overall. It enhances our performance and allows us to disagree but then come together to improve the overall health of our organization.
- We have held Building Bridges community listening sessions at two schools in Decatur to provide a platform and voice for participants to express their thoughts on communities, needs as it relates to equity, inclusion, diversity, race and community transformation. Our focus is to work to enhance and improve the systems that affect those who are underserved.

- Have addressed concerns of our staff as a result of COVID-19 through our Wellness in the Workplace (WOW) initiative.
- During the month of December Tim visited all the Head Start classrooms with the exception of 4 which will be made during the month of January. He shared that it was an excellent tour and that one of the things he believes in is caring for the people and treating others with dignity and respect and this Goodwill tour was good for staff to see we care and support them. Tim stated that he wants to focus on the health of the organization, especially in light of COVID's effects.
- Focusing on valuing our staff through additional days of vacation, pay, job security and benefits.
- Tim has been accepted into the Achieving Excellence Program which is a sponsorship between NeighborWorks and the Kennedy School of Governance at Harvard University. The program is designed to provide peer support, instruction and coaching in addressing an organizational challenge. Tim submitted to address our challenge related to our dependence on public funds and the restrictions that are a part of receiving such. This program consists of 50 leaders from across the U.S. that will work together on organizational challenges that have been submitted and Tim's goal is to come away with a plan to improve and diversify our agency's funding resources by adding more unrestricted non-public funding streams to build capacity, better serve the community needs and leverage other resources due to the strengthening of our balance sheet.
- As we move into the Biden Presidency and due to the climate of COVID-19 recovery additional funds will be available to assist families with rental and utility assistance. As an agency we need to be excellent stewards of this money.
- Looking at training for our Board members and Advisors through video, team meetings or in person as it relates to fiscal, governance and real estate development. We also have funds set aside for conference trainings when it is safe to do so. Paul Lott, Pat Busing and Jonathan Watson have attended national training in the past.
- Energy Bus training and Leadership Academy training will be held during the fall as part of our continuing effort to offer staff training opportunities. Training opportunities to all staff will be both virtually and in person.
- We have four interns that are assisting with trauma informed care. Due to the isolation of individuals and their needs through working remotely, care continues to build resilience with our staff.
- Our goal is to double our housing portfolio within the next 5-7 years. A meeting is scheduled tomorrow to work on a business plan. The goal is to reach 3,500-4,000 affordable rental units by 2026.
- Childcare and Early Learning has been identified as a major need going forward as the majority of families today require multiple earners to provide for their household. We have expanded our childcare partnership footprint with 24 additional slots and have an open application for additional Early Head Start classrooms which will be awarded this spring.
- We continue to partner with Calhoun and other to provide childcare opportunities which affords job training for single mothers.

- Meeting is scheduled to continue discussions on possible merger with Winston/Marion Counties Community Action Agency.
- Glory Way project in Florence is progressing ahead of schedule. This location will have nine Head Start classrooms with a kitchen. Bob Morrow Construction is doing an excellent job.
- Village at Bridge Creek will be leased up by March 1st.
- Village at Dupont Landing is closed out and 100% leased up.
- Parkwood rehab project is targeted to be completed in March.
- Amanda Loop construction has begun. We have purchased 4 of the 6 properties and working on acquiring 2 additional properties which will give us more control over the security of the neighborhood.
- Submitted an RFP for Freedom Village project in Montgomery.
- The due date for applications for next year's tax credits have been moved to April.

Financial Report

A copy of the financial reports were sent electronically to all members and advisors prior to the meeting. Lorrie Mauro, CFO presented the following report:

Financial reports for end of December 2020

Financial Information Dashboard

The Current Ratio is at 2.31 as compared to 3.90 for the prior year. There are no major changes for this report. 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 Total Current YTD Net Income is \$47,581. This amount is down due to the purchase of the Tanner Head Start building (there is no federal interest in this building) and the Central Office building.

Statement of Revenues and Expenditures –Summary/Detail

The Current Year Actual Net Revenues is \$47,581.27. Lorrie stated some of the amounts will change when the grants are closed out and necessary adjustments made. Pages 10-12 reflect the detail of the summary page. The % Budget Used column does not provide a true reflection due to grants crossing over multiple years.

Statement of Revenues – Public/Non-Public

In-kind has been booked. The Current YTD Actual In-kind donations are \$3,460,095.71 as compared to \$4,897,207.12 for the prior year. It was noted the donations are down due to the lack of volunteer support as a result of COVID which impacts the match for the grants. Lorrie stated that we will be asking for approval to submit In-kind waivers later on the agenda.

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

Report reflects each grant of the agency. The Ending Net Assets figure also includes equity from the prior year. The Total Net Revenues over Expenditures is \$47,581.27.

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

Should be at 84% of the total budget and is currently at 75.33% actual revenue and 68.09% actual expense with 28.82% In-kind. Operational funds must be obligated by 2/28. COVID funds can be carried over.

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

Should be at 84% of the total budget and is currently at 69.82% actual revenue and 57.35% actual expense with 0.00% In-kind.

Infographic and Statement of Revenues and Expenditures –Madison/Limestone

There is a deficit of (\$302,571.04) for Local Match/In-kind mainly due to lack of volunteers as a result of COVID which also effects the Indirect Cost budget. As a result some funds cannot be drawn down and Lorrie stated that she is currently in negotiations to use \$145,000 of the COVID funds since this had a direct impact on classrooms being forced to close early. Lorrie stated that next year the previous three grants should be consolidated into one grant.

Infographic and Statement of Revenues and Expenditures Lauderdale County

Should be at 84% of the total budget and is currently at 67.88% actual revenue and 59.77% actual expense and 20.61% In-kind.

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

Should be at 25% of the total budget and is currently at 23.34% actual revenue and 23.34% actual expense. This grant does not require In-kind.

Statement of Revenues and Expenditures – DHR Expansion Grant

Should be at 25% of the program year. Lorrie stated there is currently not a budget for this grant.

Statement of Revenues and Expenditures Medicaid Matching Funds Expansion Grant

Should be eat 25% of the program year. Lorrie stated there is currently not a budget for this grant.

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

Should be at 50% of the total budget and is currently at 56.35% actual revenue and 54.51% actual expense with 0.00% In-kind.

Statement of Revenues and Expenditures – USDA

Should be at 25% of the program year and is currently at 6.88% actual revenue and 6.89% actual expense.

Expenditure Journal – Credit Card Expenditures

Charges for the month of December are as follows: American Express \$9,536.57, Home Depot \$444.62, Office Depot \$47.98, Walmart \$5,064.05, Wex Bank \$1,533.66. Total charges for the month of December were \$16,626.88.

Posted General Ledger Transactions

The first report is sorted by dollar amount. Total transaction for the month of December were \$2,030,089.10. The second report is any person/vendor who received more than one payment during the month.

The floor was opened for questions. Joe Holmes asked about the status of the COVID funds to which Lorrie responded that we have received the funds for Head Start and CSBG. The Head Start COVID funds were originally for a 2 year timeframe but had to be accounted for in the one year grant so the balance will be carried forward to the next year. In regard to the CSBG COVID funds we have been notified that first time applicants who qualify for LIHEAP assistance are eligible to receive a \$1,000 award. There have been approximately 20-25 applicants qualified so far. Tim Thrasher stated that it is our understanding that the State will receive approximately \$340 million in funds for utility and rental assistance. The primary agency to distribute rental funds will be AHFA. AHFA will provide a portal which will allow landlords to access for rent up to 12 months. We are still waiting on the guidelines for this process.

Benita Owens asked for a motion to approve the financial report as presented. David Ware motioned. Joey Martin seconded. There being no further questions motion was approved with roll call vote.

Request to Approve COVID Carryover Funds for Lauderdale County Grant

Lorrie Mauro stated that when the COVID funds were received that Kim Dodd and her team generated a "wish list" which included but was not limited to things such as PPE equipment, trainings and sanitizing items. These are funds that would not be spent in one year therefore we must submit a request along with a budget to the Office of Head Start to carryover these funds. The floor was opened for questions. Jonathan Watson asked Lorrie to explain why this was necessary to which she stated it is a requirement that the Board approve any carryover funds request.

Benita Owens asked for a motion for approve the submission of COVID carryover funds for Lauderdale County Grant. Joe Holmes motioned. Jennifer Taylor seconded. There being no further questions the motion was approved with a roll call vote.

Request to Approve COVID Carryover Funds for PHS Madison/Limestone & 12 County Grants

Lorrie Mauro stated this is the same situation as above. The floor was opened for questions. Benita Owens asked for a motion to approve the submission of COVID Carryover Funds for PHS Madison/Limestone & 12 County Grants. Joey Martin motioned. Brent Breedlove seconded. There being no further questions motion was approved with roll call vote.

Request to Approve the Purchase of Early Head Start Playground Equipment – Moulton

Lorrie Mauro stated that any purchase over \$5,000 must have Board approval. Allison Speegle stated the requested amount is \$37,518.39. The floor was opened for questions. Benita Owens asked for a motion to approve the purchase of Early Head Start playground equipment for Moulton in the amount of \$37,518.39. Joe Holmes

motioned. David Ware seconded. There being no further questions motion was approved with roll call vote.

Request to Approve the Purchase of Early Head Start Playground Equipment – Lauderdale Early Learning Center

Lorrie Mauro stated this the same situation as above. Any purchase over \$5,000 must have Board approval. Allison Speegle stated the requested amount is \$15,375.12. The floor was opened for questions. Benita Owens asked for a motion to approve the purchase of Early Head Start playground equipment for the Lauderdale Early Learning Center. Joey Martin motioned. Brent Breedlove seconded. There being no further questions the motion was approved with roll call vote.

Request to Approve Submitting In-Kind Waiver – Lauderdale County Grant

Lorrie Mauro explained that normally if a program does not meet the In-Kind requirement then funds cannot be drawn down. However due to COVID and classrooms being forced to close early which resulted in a lack of volunteers therefore we are requesting to submit an In-Kind Waiver for Lauderdale County. The floor was opened for questions. Benita Owens asked for a motion to approve submitting an In-Kind Waiver for the Lauderdale County Grant. Joe Holmes motioned. Joey Martin seconded. There being no further questions the motion was approved with roll call vote.

Request to Approve Submitting In-Kind Waiver – Early Head Start & Head Start 12 County Grant

Lorrie Mauro stated the reason for this request is the same as the previous request. This is being requested due to COVID and classrooms being forced to close early which resulted in a lack of volunteers therefore approval to submit an In-Kind waiver is requested. The floor was opened for questions. Benita Owens asked for a motion to approve submitting an In-Kind Waiver for the Early Head Start & Head Start 12 County Grant. David Ware motioned. Joey Martin seconded. There being no further questions the motion was approved with roll call vote.

Request to Approve Submitting In-Kind Waiver – Head Start Limestone/Madison County Grant

Lorrie Mauro stated she is requesting approval to submit an In-Kind Waiver due to COVID and classrooms being forced to close early which resulted in a lack of volunteers. The floor was opened for questions. Benita Owens asked for a motion to approve submitting an In-Kind Waiver for the Head Start Limestone/Madison County Grant. David Ware motioned. Joey Martin seconded. There being no further questions motion was approved with roll call vote.

Request to Approve Submitting In-Kind Waiver – Early Head Start Limestone/Madison County Grant

Lorrie Mauro stated she is requesting approval to submit an In-Kind Waiver due to COVID and classrooms being forced to close early which resulted in a lack of volunteers. The floor was opened for questions. Benita Owens asked for a motion to approve submitting an In-Kind Waiver for the Early Head Start Limestone/Madison County Grant. Brent Breedlove motioned. Joey Martin seconded. There being no further questions the motion was approved with roll call vote.

Request to Approve 2021-22 ERSEA Selection Criteria & Policies

A copy of the ERSEA Selection Criteria & Policies were sent electronically to all members and advisors prior to the meeting. Ambra Johnson gave a brief overview of the information. ERSEA stands for Eligibility, Recruitment, Selection, Enrollment, and Attendance.

Methods on collecting eligibility information: Each family that applies for services must go through an Intake Application process. Typically interviews are held in-person however due to COVID interviews are being conducted virtually. It was noted that face-to-face interviews are an option if the family prefers and is comfortable following CDC guidelines. All required information must be provided and verified which includes proof of income. In the event something a document cannot be provided then third party verification is completed. An example of this would be if a family is new to the area and are unable to locate their public assistance documentation.

Strategies for treating families with dignity and respect/possible issues of domestic violence, stigma and privacy: Interviews are conducted in a private setting to protect confidentiality. Staff resist the temptation to guide the conversation, this should be guided by the family. Additional resources are provided if needed. Family's decisions are respected.

Actions taken against staff, families or participants who attempt to provide false information: Agency has an Eligibility Fraud Policy in place. Staff must abide by the Standards of Conduct outlined in the Human Resources Policies & Procedures. Staff and/or families who commit fraud can be terminated and/or discharged from the program and are no longer eligible to receive services from the agency.

Head Start Eligibility Verification form changes:

Program year reflects 21-22.

#5 - Replaced Form 1040 with Income Tax Documentation. Replaced Reimbursement with Foster Care Documentation

25 Age Priority Points now includes two year olds who will be turning three during the program year.

The following policies were reviewed:

Eligibility Fraud – Administration Children’s Services, Eligibility ERSEA Preschool, Eligibility-EHS Infants/Toddlers, Enrollment Infant/Toddler.

The Head Start and Early Head Start eligibility policies are basically the same but pertain to different age groups. Preschool eligibility policy requires at least 90% of the children enrolled must be from low-income families, 10% of slots will be made available for children with a diagnosed disability.

A child enrolling must be three years of age before they sit in the classroom. The following verification must be submitted and verified: income, proof of birth and social security number through individual income tax form, W-2, pay stub, written statement from employer, third party verification, foster care stipend/statement, SSI statement, social security or any other proof of income.

The floor was opened for questions. Benita Owens asked for a motion to approve the 2021-22 ERSEA Selection Criteria and Policies. Brent Breedlove motioned. Joey Martin seconded. There being no further questions motion was approved with roll call vote.

School Readiness / CLASS Implementation

A copy of the School Readiness Plan 2020-2021 was sent electronically to all members and advisors prior to the meeting. Katelyn Dodd, Assistant Education Manager presented an overview of the information. Katelyn shared that the Head Start program had been going through a Federal review this week virtually and she is very confident that it went well. The School Readiness Plan/Goals are specific to our program and are used to prepare children/families for future education experiences. The Head Start program uses Creative Curriculum which promotes young children’s school readiness and the goals are: approaches to learning, social and emotional development, language and literacy, cognition, perceptual, motor and physical development and family development. These goals are aligned with Head Start learning goals as well as the Alabama Standards and local education providers. We currently work with 32 school systems. Classroom staff review the child level data for planning to meet individual developmental and instructional needs through lesson planning and individual child planning. Staff enter information daily on how children are progressing. Assessments are conducted three times per year. Information is submitted to the Center Director and then submitted to the Education Content. A base line check was completed in October and we will take that data and show outcomes on how the children have progressed.

The floor was opened for questions. Benita Owens asked if the School Readiness Plan is completed each year to which Katelyn responded there are School Readiness committees at the local level who review the plan and submit feedback to which changes are made as needed. The School Readiness Plan and data is shared with the Board of Directors, Policy Council, School Readiness Committees, LEA’s, Health Services Advisory Committee and/or Transition School Readiness Meetings.

Tim Thrasher stated that Ambra Johnson who presented earlier also presented during the review and she and the ERSEA team received rave reviews. Katelyn Dodd was also commended for doing an outstanding job.

A copy of the CLASS Implementation Plan was sent electronically to all members and advisors prior to the meeting. Katelyn Dodd stated this plan is new and the purpose is to achieve high quality teacher/child interactions in the classroom through professional development utilizing the CLASS tool. The CLASS Assessment scoring system is a research based tool that assesses the quality of teach child interactions which have been proven to impact child outcomes. CAPNA's goal for CLASS scores are: Emotional Support: 6.34, Classroom Organization: 6.06, and Instructional Support: 3.06. Katelyn explained that the Instruction Support is little low overall nationally due to that it is one of the hardest domains to implement. She stated that they are currently looking at improving our scores for teacher/child interactions. Classroom observations are completed however COVID has impacted this and ideas are being generated to complete a baseline. Kim Dodd stated the goal set by the Office of Head Start is as follows: Emotional Support: 5, Classroom Organization: 5 and Instructional Support: 2.3.

The floor was opened for questions. This information was presented as part of the shared governance. No approval is required.

Results Report – Meals on Wheels & Senior Companions

A copy of the Results Report was sent electronically to all members and advisors prior to the meeting. Laurie Lincoln-Swaim presented a brief overview of the information and stated that we are required through Organizational Standards to update the Board on any changes. The Meals on Wheels program receives CSBG (Community Services Block Grant) funds. The Senior Companion Program does not receive CSBG funds however these two programs intertwine. The Senior Companion Program was featured in the Cullman County Senior Magazine. The timeline reflects how these two programs have progressed with the onset of COVID. We currently have volunteers in each program that are re-engaging and helping volunteer in non-contact ways. As of November 11th the Meals on Wheels program began serving one hot meal per week while still providing non-perishable items. The Senior Companion Program has 14 service recipients re-engaged. As of November 2020 this program had one volunteer to pass away due to COVID. Discussions are being held with National groups to discuss strategies on how the programs will continue to grow due to COVID.

Laurie encouraged everyone to review the video highlighting Ms. Ruby, a Meals on Wheels recipient and Ms. Rosie, a Senior Companion volunteer that was included in the link that each one received for the board meeting materials.

The floor was opened for questions. Benita Owens thanked Laurie for her report. This is for informational purposes only. No approval required.

Community Needs Survey Update

A copy of the Community Survey Results as of January 2021 was sent electronically to all members and advisors prior to the meeting. Laurie Lincoln-Swaim presented a brief overview of the information. Laurie stated the goal was to receive 1,000 surveys but with the 692 received she felt it would provide a good sampling across our counties to move forward. The top 6 needs are: Utility Cost, Healthcare/RX, Food/Hunger Prevention, Housing/Home Repair, Childcare and Jobs/Job Training. During the month of February the goal is for the Team to conduct key interviews and focus group meetings. The focus groups are the general public and discuss what is going on in the community that might could have contributed to the top 6 needs. Meetings will be advertised and will be held by ZOOM due to COVID. Laurie stated that we have a few members/advisors that have agreed to participate in this process and encouraged anyone that would like to participate to contact her, Tim or Allison. Laurie stated that we must be able to document that we have board involvement in this process.

The floor was opened for questions. Benita Owens thanked Laurie for her presentation. This is for information purposes only. No approval required.

Other Business

Benita Owens shared that that two Board members had been affected by COVID. She asked that we keep these individuals in our thoughts.

The floor was opened for any additional business. There being no further business Benita thanked everyone for their participation in today's meeting and encouraged everyone to stay safe. There being no further business the meeting adjourned at 10:43 a.m. Minutes submitted by Allison Speegle, Recording Secretary to the Board of Directors.

Benita Owens, Chair

Brent Breedlove, Secretary

Tim Thrasher, CEO