

Community Action Partnership of North Alabama, Inc.
Board of Directors Meeting
March 25, 2021

Benita Owens, Board Chair opened the meeting at 8:40 a.m. and welcomed those in attendance. Thanked everyone for joining. Please stay weather alert today. Allen Stover led the invocation. Benita read the mission statement.

Members Present: Jami Jones, Benita Owens, David Ware, Joe Holmes, Sandy Adams, Allen Stover

Members Electronically: Brittany Ingram, Sherry Pentecost, Teresa Presto, Jennifer Taylor, Brent Breedlove, Joey Martin

Members Absent: Lori Eastman, Charles Owens, Tim Littrell, Brad Henderson

Advisors Present: Pat Gilbert, Pat Busing

Advisors Electronically: David Mathews, Paul Lott, Cissy Pearson, Trae Norrell, Keunna Swopes, Heather Smith

Advisors Absent: Stephanie Pitts, Marcie Hill, Bruce Gordon, Mayra De Valle

Legal Counsel to Board: Jonathan Watson

Roll Call to Establish Quorum

Allison Speegle conducted roll call and a quorum was established.

Approve January 28, 2021 Minutes

A copy of the January 28, 2021 minutes were sent electronically to all members and advisors prior to the meeting. Benita Owens opened the floor for any corrections. David Ware made a motion to approve the minutes. Jennifer Taylor seconded. At this point in the meeting Jonathan Watson noted the highlighted change on page 8. Allison Speegle noted a change in verbiage was made from "Request to Approve COVID Carryover Funds for PHS Madison/Limestone" to the verbiage of "no cost extension for 12 County Grants and M/L EHS. The additional verbiage is a requirement of the Office of Head Start and does not change the intent of what was approved. Jonathan Watson stated it was a clarification but not a subsequent change. Benita Owens asked both

David Ware and Jennifer Taylor to withdraw the motion and second. Benita Owens asked for a motion to approve the minutes with noted change. David Ware motioned. Jennifer Taylor seconded. There being no further questions motion was approved with roll call vote.

Approve By-Law Revisions

A copy of the proposed By-Law changes were sent electronically to all members and advisors on March 22nd. Tim Thrasher stated the changes were sent out to meet the 48 hour requirement as stated in the current By-Laws. The following overview was presented: Board Member Terms proposed change is to allow for re-appointment to an additional 5 year term, with Board approval. After serving two 5 year terms a member may not serve again for a period of one year. Conflict of Interest proposed change is to allow family members of employees to serve on the Board and any vote that is a conflict with the family member then the board member would need to recuse themselves from the vote. Tim provided the example of David Mathews who works at Bank Independent which has in the past provided financing for some of the housing deals so therefore during the vote David Mathews would abstain from the vote. Terms of Office proposed change is to allow officers to serve two consecutive terms in the same position. Jonathan Watson stated the other proposed changes were required by ADECA which includes a statement that alternates cannot be used and also remove any reference to the Open Meetings Act. The floor was opened for questions. Benita Owens asked if the agency has a nepotism clause/policy to which Lorrie Mauro stated we do and that a family member cannot be directly supervised by a family member. Benita Owens asked for a motion to approve the By-Law Revisions as received. Allen Stover motioned. Joe Holmes seconded. There being no further questions the motion was approved with roll call vote.

Approve Human Resources Policies & Procedures Conflict of Interest 2.13

A copy of the proposed change was sent electronically to all members and advisors prior to the meeting. Tim Thrasher stated this is the corresponding policy to align with the previously approved By-Law change. The only change on the policy is to remove "or their immediate family members" under #4. The floor was opened for questions. Benita Owens asked for a motion to approve the revision to Human Resources Policies & Procedures Conflict of Interest 2.13 as received. Allen Stover motioned. David Ware seconded. There being no further questions motion was approved with roll call vote.

Elect Member and/or Advisors to Serve on Financial Committee replacing Dusty Baker

Benita Owens opened the floor for a volunteers to serve on the Financial Committee replacing Dusty Baker who resigned due to his family relocating to Florida. Pat Busing volunteered. There being no further volunteers Benita Owens asked for a motion to approve Pat Busing to serve on the Financial Committee replacing Dusty Baker. David Ware motioned. Allen Stover motioned. There being no further questions motion was 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:

- Rental Assistance has been provided to 222 customers thanks to the partnership with the City of Decatur, United Way, TVA, Decatur Utilities and COVID funds
- Utility assistance has been provided to over 200 first time recipients through the CARES Act funding.
- Agency has went through two virtual reviews from the Office of Head Start and NeighborWorks during the past two months. There were no findings for the FA2 Head Start review and the results of the NeighborWorks review have not been received.
- NeighborWorks has requested us to apply for \$55,000 in supplemental grants for Real Estate growth and expansion.
- Allen Stover is in discussions with the City of Decatur to allocate more funds for rental assistance.
- The Marion/Winston Community Action Agency board has met and signed a letter of intent for the merger with our agency.
- Holly Hicks and Josh Garretson are developing a Social Enterprise to promote high quality media communications and storytelling for non-profits, real estate developers and for profit entities which will produce unrestricted revenue for the agency.
- Agency will submit five LITECH applications for 2021 which will include 3 in Alabama, 1 in Aiken, South Carolina and 1 in Valdosta, Georgia. We are also looking at some potential property in Lawrence County that is adjacent to Alexander Terrace 1, which we own.
- Enhancing our Childcare fee-for-service model by leveraging \$200,000 of public funding sources (CSBG and CMA funds) over the next two years to increase our non-public funding sources through corporate employee childcare partnerships.
- Received an additional 24 Head Start Childcare Partnership slots.
- Preliminary we have been awarded an Early Head Start classroom with Alabama funds.
- Head Start classrooms are operating with 15 children per classroom. Remote learning is being conducted only if requested.

Tim asked everyone to review the report in detail and contact him with any questions. Shared that many individuals are receiving the COVID vaccine and is grateful that numbers are declining. Tim expressed his appreciation to the Board and the guidance they provide.

Financial Reports – February

A copy of the financial reports were sent electronically to all members and advisors prior to the meeting. Lorrie Mauro stated that the Financial Committee met last Thursday (2/18) and reviewed the financial reports in detail. This report is for the month ending 2/28/2021. The following was highlighted:

Financial Information Dashboards

The dashboard page along with the trending graph were reviewed. The Current Ratio is 2.26 as compared to 3.73 for the prior year. Pat Busing asked about the drop in this ratio to which Lorrie responded that it is due to timing and that the agency had also purchased the Central Office building and the Tanner Head Start building with our own funds. As we receive additional funds this number will increase. Tim Thrasher stated that the trend lines reflect things to be in line overall.

Balance Sheet – Consolidating Financial Position

The Current YTD Net Income is (\$34,812) and the difference is being we received \$285,000 in NeighborWorks funds. We are anticipating receiving more development funds.

Statement of Revenues and Expenditures – Summary/Detail

The detail page is the breakdown of the summary page. Report reflects the activities for the month.

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

Report includes the activities Statement of activities for the month. There are some additions due to COVID. This is an additional 616,000 and 712,000. These are two new funds.

Statement of Revenues and Expenditures – Head Start 12 County

Should be at 100% of the total budget and is currently at 81.27% actual revenue and 81.27% actual expense. This grant ended 2/28 and there is a three month window to receive invoices to obligate funds.

Statement of Revenues and Expenditures – EHS Madison/Limestone Madison/Limestone

Should be at 100% of the total budget and is currently at 74.74% actual revenue and 74.74 actual expense.

Statement of Revenues and Expenditures – Head Start Madison/Limestone

Should be at 100% of the total budget and is currently at 77.55% actual revenue and 77.55% actual expense. Lorrie stated that starting in March the 12 County Grant, Madison/Limestone Head Start and Early Head Start grants will be consolidated into one grant and will be called the 14 County Grant. Joe Holmes asked what contributed to not being able to draw down all funds to which Lorrie stated it was due to COVID funds received.

Statement of Revenues and Expenditures – Head Start Lauderdale County

This will be a stand-alone grant. Should be at 100% of the total budget and is currently at 74.35% actual revenue and 74.44% actual expense.

Lorrie stated that she did not review the In-kind because all grants will be short but an In-kind waiver has been previously approved. Tim Thrasher stated that with the consolidation of the grants it will be easier to meet the In-kind match. Lorrie asked that due to the severe weather threat that was occurring that everyone review the First

Teacher – Home Visiting Grant, DHR Expansion Program, Medicaid Matching Funds Expansion Program, DHR CCP Grant and USDA Grant.

Expenditure Journal – Credit Card Expenditures

The Walmart bill was keyed in January so it is not reflected on this report. Report reflects charges to the following: American Express, Home Depot and Wex Bank. The total charges for the month of February were \$21,218.31.

The floor was opened for questions. Jonathan Watson asked a member of the Financial Committee to speak to these reports. Joe Holmes, committee member stated that the reports are reviewed in depth and the committee did not see anything alarming. Lorrie stated that most months it is “business as usual” and that she cannot draw down more funds than needed. Once payroll is run funds are typically drawn down on Thursday of that week. Managing grant funds has very rigid guidelines. Joe Holmes suggested including the committee minutes with the financial reports to which Allison responded that she sends out the Financial Committee information to all Board members and advisors after the Financial Committee meeting. Minutes are also posted on the agency website. Allen Stover asked if the Housing or Financial Committee takes a vote to approve something does the Board also have to approve it. Laurie Lincoln-Swaim stated that it is an Organizational Standard that the Financial Committee meet and do an in-depth review of the statements and that it is also a requirement that we show in the minutes that the Board has a cursory look at the same reports. Allen re-stated his question and asked if a committee presents a recommendation does it require a motion according to Robert’s Rules of Order to which Jonathan Watson, Legal Counsel to the Board, stated that it is his thoughts that it is better to have a motion and second but agrees that it is probably not incorrect that it is not required to have a motion. There being no further questions Benita Owens asked for a motion to approve the Financial Report as presented. Joe Holmes motioned. Sandy Adams seconded. There being no further questions motion was approved with roll call vote.

Approve Agency Wide Budget

A copy of the budget was sent electronically to all members and advisors prior to the meeting. Lorrie Mauro reviewed the budget and stated this is a requirement of CSBG Organizational Standards. Lorrie stated that it is the current budgets rolled into a fiscal year and asked all to keep in mind this budget will change as grants change and more funding is received. This budget does include the COVID funds. Tim Thrasher stated that the American Rescue Act will influence this budget in the future. The floor was opened for questions. Benita Owens asked for a motion to approve the Agency Wide Budget as presented. Allen Stover motioned. David Ware seconded. There being no further questions motion was approved with roll call vote.

Approve New Construction Application Submission & Resolution – Magnolia Apartments in Aiken, South Carolina

A fact sheet and resolution were sent electronically to all members and advisors prior to the meeting. Tim Thrasher reviewed the information and resolution and stated this is a new construction application for South Carolina. South Carolina has implemented a state tax credit which will make the property cash flow better. This proposal is for a 60 unit new construction senior project in Aiken, South Carolina in conjunction with AEP

and Bennett Group. AEP has ties to the land owner. This proposal has been brought before the Housing Committee and approved. Tim stated based on preliminary work done this project is anticipated to score well. Chris Reinhart shared that we just finished DuPont Landing in Aiken, South Carolina and the City was very pleased with our work. Allen Stover stated the Housing Committee was unanimous in its consent to move forward. Pat Busing asked if we are competing with others to which Tim Thrasher stated there are other applications but not for this specific property. Award notification should be received in July/August. Jami Jones asked how the areas are chosen to which Tim Thrasher stated that AEP is an Atlanta firm which does for profit development and they have over 200 projects in Georgia. This is a great partnership and AEP absorbs the majority of the upfront cost. The property has to meet the quality assurance plan for that particular state. Chris Reinhart stated that Aiken has a specific area they are trying to develop and this property falls within that area. The floor was opened for questions. Jonathan Watson asked Tim Thrasher to explain briefly why we are in Aiken, SC and the benefit to which Tim stated there is a cap on funding per agency in Alabama, we maximize that, we have a scoring sheet and the advantage of being in South Carolina is that it provides affordable housing, it could possible provide \$300,000 in potential developer fees which will help us build capacity. It will also cash flow at approximately \$30,000 per year which is approximately twice as much as normal due to state tax credit. Benita Owens asked if DuPont Landing is at full capacity to which Chris Reinhart responded it is full with a waitlist. Pat Busing asked if we are developing relationships in Aiken would this be an area that we would possibly expand other services such as Weatherization to which Tim Thrasher stated there are other Community Action Agency's and NeighborWorks agency's in that area. Jonathan Watson stated from a legal perspective he would not recommend providing other services, that it would require forming a new entity in South Carolina. Benita Owens asked for a motion to approve the new construction application submission and resolution for Magnolia Apartments in Aiken, South Carolina. Jennifer Taylor motioned. Jami Jones seconded. There being no further questions motion was approved with roll call vote.

Approve New Construction Application Submission & Resolution – Valdosta, Georgia

A fact sheet and resolution were sent electronically to all members and advisors prior to the meeting. Tim Thrasher reviewed the information and resolution and stated we had just received the paperwork on this project this week. AEP has a deadline of May 1st. This was discussed with the Housing Committee also. Board was reminded that two years ago we applied for a project in Georgia but lost by one point. We will be utilizing NeighborWorks monies this year to receive additional points. Georgia also has a state tax. This will be a 60 unit senior project with a development cost of \$11.5 million with potential development fees of \$1,450,000. AEP will do the pre-development, they are the contractor and property manager and partner for the first 15 years and then we will have the right to purchase. We will not have to provide any upfront cost. We are the only one in this deal which is why the developer fees potential is higher than the previous one. Risk is minimal and the Housing Committee has done due diligence. The floor was opened for questions. Jonathan Watson asked if anyone on the Housing Committee had any concerns to which David Matthews, committee member stated we have a good partner and thinks it is a good project. Allen Stover asked why AEP needs us as a partner to which Tim Thrasher stated they get quality points for utilizing us and

depending on the State QAP requirements they solicit non-profits to partner with. Benita Owens asked for a motion to approve the new construction application submission and resolution for Valdosta, Georgia. Allen Stover motioned. David Ware seconded. There being no further questions motion approved with roll call vote.

Approve 1.22% COLA for 14 County Grant

Lorrie Mauro stated this 1.22 COLA is for 14 county grant which is a new grant. This COLA has been budgeted. The floor was opened for questions. Benita Owens asked for a motion to approve 1.22% COLA for 14 County Grant. Joe Holmes motioned. Allen Stover seconded. There being no further questions motion approved with roll call vote.

Approve 1.22% COLA for Lauderdale County Grant

Lorrie Mauro stated this 1.22% COLA is for the Lauderdale County grant and has been budgeted. The floor was opened for questions. Benita Owens asked for a motion to approve 1.22% COLA for Lauderdale County Grant. Allen Stover motioned. David Ware seconded. There being no further questions motion approved with roll call vote.

Approve Purchase of Playground Equipment – Garden City Head Start

Lorrie Mauro stated that any purchase over \$5,000 requires board approval. This request is replacing existing equipment. The cost of the playground equipment is \$27,153.05. Lorrie stated she will move funds from the Supplies line item to the Equipment line item. The floor was opened for questions. Jonathan Watson asked how the cost was determined to which Lorrie stated quotes were received. Benita Owens asked for a motion to approve the purchase of playground equipment for Garden City Head Start in the amount of \$27,153.05. Joe Holmes motioned. Allen Stover seconded. There being no further questions motion approved with roll call vote.

Approve Purchase of Playground Equipment – Blountsville Head Start

Lorrie Mauro stated this request is purchase playground equipment for Blountsville Head Start in the amount of \$29,780.01. This will be replacing an existing playground. The floor was opened for questions. Jonathan Watson asked if there had been any committees to review this to which Lorrie stated this does not require any bid requirements. Jonathan Watson asked of the Board members going forward “would it be beneficial for the quotes to be provided in the future?” David Ware stated he would like to see what is being purchased to ensure we are getting a comparable equipment. Lorrie Mauro stated that US Communities does not require a bid process because they are on an approved vendor list. Tim Thrasher stated most of the time these are not comparable equipment. Allen Stover stated basically it is an approved state vendor list which has already been vetted to which Lorrie stated it was. Pat Busing stated it would be good to see how many kids would be affected by the equipment being purchased but also doesn’t want this process to be overburdened. Decision was made to provide bid process information along with number of children affected. Benita Owens asked for a motion to approve the purchase of playground equipment for Blountsville Head Start in the amount of \$29,780.01. David Ware motioned. Joey Martin seconded. There being no further questions motion approved with roll call vote.

Approve Purchase of ZONO Machines for: Ft. Payne, Crossville, Albertville, Arab, Garden City, Russellville, Moulton

Lorrie Mauro stated that there is enough COVID funds to purchase the ZONO machines for these centers. The ZONO machines sanitize the classroom and toys and have a have ultraviolet light that sanitizes the toys. All these machines will be in the 14 county grant. These are being purchased from a sole source vendor of Atlanta. The cost of the ZONO machines are as follows:

Ft. Payne – Double Door ZONO at a cost of \$26,200.00
Crossville – Double Door ZONO at a cost of \$23,300.00
Albertville – Double Door ZONO at a cost of \$26,200.00
Arab – Single Door ZONO at a cost of \$23,300.00
Garden City – Single Door ZONO at a cost of \$23,300.00
Russellville – Single Door ZONO at a cost of \$23,300.00
Moulton – Single Door ZONO at a cost of \$23,300.00

The floor was opened for questions. Jonathan Watson asked if there have been any issues with the previously purchased machines to which Tim Thrasher stated there have not been. David Ware ask about the warranty to which Lorrie Mauro stated she would need to check on this. Benita Owens asked for a motion to approve the purchase of ZONO machines for Ft. Payne, Crossville, Albertville, Arab, Garden City, Russellville and Moulton in the amounts listed above. Joe Holmes motioned. Allen Stover seconded. There being no further questions motion approved with roll call vote.

Approve Non-Federal Match (In-Kind) Waiver for the COLA Percentage for 14 County Grant

Lorrie Mauro stated the COLA requires a 20% In-kind match and that she is asking for a waiver for the In-kind that is a match for the COLA funds. The floor was opened for questions. Jonathan Watson asked Lorrie to clarify exactly what is being requested to which Lorrie responded that every Head Start grant requires a 20% match, either by volunteers or space and under normal circumstances if we cannot provide the match then funds cannot be drawn down, so due to COVID and classrooms being closed we are asking permission to submit an In-kind waiver. Jonathan Watson asked if we are entitled to a waiver due to the pandemic to which Tim Thrasher stated this is a waiver only on the COLA funds. Benita Owens asked for a motion to approve submission of the Non-Federal match (In-kind) waiver for the COLA percentage for the 14 County Grant. Allen Stover motioned. Joe Holmes seconded. There being no further questions motion approved with roll call vote

Approve Non-Federal Match (In-Kind) Waiver for the COLA Percentage for Lauderdale County Grant

Lorrie Mauro stated this is the same requested as stated above with the exception it is for the Lauderdale County Grant. The floor was opened for questions. Benita Owens asked for a motion to approve submission of the Non-Federal match (In-kind) waiver for the COLA percentage for the Lauderdale County Grant. David Ware motioned. Allen Stover seconded. There being no further questions motion approved with roll call vote.

Approve Application for COVID Funding – 14 County Grant

Lorrie Mauro stated this request is for the next wave of COVID funds and that at this time we do not know the amount of the funding. Funding is usually determined based on a calculation formula on the number of children nationwide. Tim Thrasher stated that there was one billion dollars of funds available nationwide. Lorrie Mauro stated that we do not know what the application process will involve but anticipate an assessment type with current COVID funds and projected needs. The floor was opened for questions. Jonathan Watson stated he does not see a problem approving funds as long as it does not cause any liability and since this seems to be a free grant dollars based on what has been presented then it should not be a problem. Lorrie Mauro stated that we will be required to create a spending plan to show how the funds are being spent. Benita Owens asked for a motion to approve the submission of the application for COVID funding for the 14 County Grant. Joe Holmes motioned. Allen Stover seconded. There being no further questions motion approved with roll call vote.

Approve Application for COVID Funding – Lauderdale County Grant

Lorrie Mauro stated this is the same request as stated above with the exception that it is for the Lauderdale County Grant. The floor was opened for questions. Benita Owens asked for a motion to approve the submission of the application for COVID funding for the Lauderdale County Grant. Allen Stover motioned. Joe Holmes seconded. There being no further questions motion approved with roll call vote.

Approve In-Kind Waiver Request for COVID Funding – 14 County Grant

Lorrie Mauro stated we are required to have a match which has been difficult due to COVID and was requesting permission to submit for a waiver. Benita Owens asked for a motion to approve the submission of the In-kind waiver request for COVID funding for the 14 County Grant. David Ware motioned. Allen Stover seconded. There being no further questions motion approved with roll call vote.

Approve In-Kind Waiver Request for COVID Funding – Lauderdale County Grant

Lorrie Mauro stated this is the same request as state above with the exception it is for the Lauderdale County Grant. The floor was opened for questions. Benita Owens asked for a motion to approve the submission of the In-kind waiver request for COVID funding for the Lauderdale County grant. David Ware motioned. Jennifer Taylor seconded. There being no further questions motion approved with roll call vote.

Winter Checkpoint Child Outcomes 2020-2021

A copy of the outcomes information was sent electronically to all members and advisors prior to the meeting. Katelyn Dodd, Assistant Education Manager, shared that she had previously shared about the school readiness plan and how child data is compiled and analyzed. The Child Outcomes report which is a collection of observations of the children and teacher check point is completed three times a year and compares the children from fall to winter. The data reflects the results for that particular time period, age group and category and the percentage of children who were below, meeting or exceeding expectations for their particular age group. There are different age groups observed. When a child is in Early Head Start they move as they change ages within

the same year. Katelyn referred to page 3 and explained that Early Head Start children they are not typically scored in literacy and math and that the 100% winter score for mathematics is an error due to a staff person scored a child that was not supposed to be scored. In the fall they may show up on one age in fall but another age group in the winter. Preschool children stay in the same age bracket for the entire year, no matter if their age changes during the year which causes less movement in the graph. Katelyn stated that overall there is growth in most areas however they are always look at center and child levels to see where scores are lower and what steps can be taken to improve. She stated that she and her staff are looking at ordering materials to implement for small groups. The outcomes for math and language for the preschool children are two indicators of what quality improvements need to be made which is reflected on pages 5-6. The floor was opened for questions. Benita Owens asked if these were all the children across the board to which Katelyn responded this is the total program wide child outcomes. These outcomes will also be reviewed again at the end of April or early May. Katelyn also shared that she is participating in a Child Literacy course through the Office of Head Start and the information will be used to train others on how to improve quality improvements. Joe Holmes asked when does the cycle start and what impact COVID had had on the children to which Katelyn stated that is it ongoing and that in regard to the COVID impact that we are doing fairly well and have had calls with Center Directors who have seen upward trends with remote students which would typically not show as many gains. Katelyn did stated some parents may not be submitting clear data on their children such as how well they draw and write which makes it more difficult to code where the children are which can lead to a Lack of data, which may cause a slight error. The Center Director complete a data analysis, areas of growth and needed improvement and compile a data report which is uploaded and then she and Ashley Beasley then review the data. Katelyn shared that Center Directors have local decision making trying and there is on-going communication and support with the Center Directors. After each checkpoint the data analysis is completed on each child and then a teacher/parent review is completed. There being no further questions Benita Owens thanked Katelyn for her presentation and review of data. This is for information purposes only, no approval required.

Community Needs Assessment Update

A copy of the update information was sent electronically to all members and advisors prior to the meeting. Laurie Lincoln-Swaim presented an overview of the chart. She explained there were two surveys for the last Community Needs Assessment however it was discovered that some individuals completed both surveys so this year the decision was made to not have two separate surveys. There will be key informant interviews along with focus group sessions. Focus groups will include clients we serve and they will work through the causes and conditions behind the 6 conditions that emerged. The key informant interviews will include providers and partners who will work through the identified top 6 needs in the service area. Both of these meetings will be conducted through Zoom.

Laurie stated that we have learned what works and what is needed. The Community Needs Assessment is completed every 3 years, the Strategic Plan is completed after the Community Needs Assessment and has a 5 year window. The floor was opened for questions. There being none Benita Owens thanked Laurie for her presentation. This is for information purposes only, no approval required.

Other Business

Tim Thrasher asked for 3 board members to serve on a committee for the Marion/Winston merger to strategize on how to implement the merger. There will also be 3 members from their board also serving on this committee. Tim shared that he along with the current Executive Director and Jonathan Watson will also be involved. Meetings will either be on zoom or in person. Tim stated the agency does not have a lot of assets and the meetings will include how to reconstruct the board and be in compliance with ADECA. Once the merger takes place it will also require a revision to our current By-Laws. Joe Holmes, David Ware and Benita Owens volunteered to serve.

Tim Thrasher shared that Joe Holmes asked during the last Financial Committee meeting the status of Aron Boldog who had received a job offer from a for-profit developer. Tim explained that after talking with three attorneys that an agreement was generated that Aron had signed. The agreement is a protection for our agency and allows Aron to be involved with deals with The Bennett Group that CAPNA is not involved in. Aron has committed to be transparent and will not have a conflict with any work done with our agency. Tim shared that he and Aron had both signed the agreement and if any member or advisor would like to see it then to please contact him. The floor was opened for questions. Joe Holmes asked about the Aiken deal to which Tim stated Aron would have no ownership in this and that it will only be with deals that our agency is not involved in.

There will be an open house in August for Glory Way. There will be ribbon cutting in May.

Bridge Creek in Cullman will be completed in approximately 2 weeks.

Jami Jones asked if we could have a 3D tour of projects we have approved to which Tim stated that we can look at doing this. He also invited any board member or advisor to go on a site visit with him, Aron or Chris anytime.

Harbor Point construction will start at end of May.

Parkwood rehab will be completed at the end of May.

The two houses in Montgomery will be completed in May.

Tim Thrasher stated that we are looking at future building sites in Decatur. Seville subdivision is progressing and the cost of the homes are approximately \$142,000. Allen Stover stated that the cost of homes at Seville have increased due to the cost of supplies. Candy Ayers stated she thinks the cost of supplies will continue to increase.

Joe Homes asked if they think we will get to the point where low income individuals will not be able to afford the homes to which Candy stated so far this has not been a problem. Allen Stover stated that in the last Planning Commission it was stated there were only about 40 homes on the market city wide.

Pat Gilbert asked if the rental assistance is only for the city of Decatur to which Tim Thrasher stated there was \$363 million dollars allocated to the State of Alabama. The Governor allocated \$263 million to Alabama Housing Authority to set up a portal for distribution so people can apply state wide. Tim stated that the new Rescue Act will help with additional rental assistance also. Allen Stover stated that ADECA is allocating money to city and county municipalities also. Tim stated there is also a Rental Resilience Fund through Wells Fargo Foundation that we utilized for people on our properties for rental assistance.

Benita Owens opened the floor for any additional business. There being no further business the meeting adjourned at 10:37 a.m. Minutes submitted by Allison Speegle, Recording Secretary to the Board of Directors.

Benita Owens, Board Chair

Brent Breedlove, Secretary

Tim Thrasher, CEO