

1909 Central Parkway SW
Decatur, AL 35601
Phone 256.355.7843
Fax 256.355.7953
www.capna.org



Community Action Partnership of North Alabama, Inc.
Board of Directors Meeting
July 29, 2021

Benita Owens opened the meeting at 8:45 a.m. and welcomed those in attendance. Allen Stover gave the innovation. Benita reminded everyone that we are here for a purpose and cause.

Members Present: David Ware, Benita Owens, Joe Holmes, Allen Stover, Pat Gilbert, Joey Martin

Members Electronically: Jami Jones, Sherry Pentecost, Teresa Presto, Brent Breedlove, Brad Henderson

Members Absent: Brittany Ingram, Jennifer Taylor, Lori Eastman, Trae Norrell, Charles Owens, Sandy Adams, Tim Littrell

Advisors Present: Pat Busing

Advisors Electronically: David Mathews, Paul Lott

Advisors Absent: Stephanie Pitts, Marcie Hill, Bruce Gordon, Cissy Pearson, Heather Smith

Legal Counsel to the Board: Jonathan Watson (Electronically)

Roll Call to Establish Quorum

Allison Speegle conducted roll call a quorum was established.

Approve June 24, 2021 Minutes

A copy of the June 24, 2021 minutes was sent electronically to all members and advisors prior to the meeting. The floor was opened for any corrections. There being no corrections Benita Owens asked for a motion to approve the June 24, 2021 minutes as received. Joey Martin motioned. Pat Gilbert seconded. There being no further questions motion was approved with roll call vote.

Revised Board of Directors Meeting Calendar

A copy of the Revised Board of Directors Meeting Calendar was sent electronically to all members and advisors prior to the meeting. Tim Thrasher stated that the Head Start grant is due December 1st and after reviewing the calendar and with the timing of the Financial Committee meetings, Head Start Policy Council meetings, Thanksgiving holidays and other

Our Mission

Community Action Partnership of North Alabama is a results-driven, non-profit business committed to reducing or eliminating the causes and consequences of poverty for families and communities in need through comprehensive services and strategic partnerships.

agency meetings we are asking approval to revise the calendar and move the December 2, 2021 meeting to October 28, 2021. The floor was opened for questions. Benita Owens asked for a motion to approve the Revised Board of Directors Meeting Calendar as presented. Joe Holmes motioned. David Ware seconded. There being no further questions motion was approved with 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 stated this summer has been good and the agency has done a lot of exciting things. The following highlights were noted:

- Both material and labor cost associated with Hixon Pond II have escalated. Aron Boldog and his team have done an outstanding job searching for cost saving measures.
- The Marion/Winston Community Action Agency merger is tentatively scheduled to become effective October 1st. Their Board will vote on the merger at their next scheduled board meeting. Tim thanked Jonathan Watson, Cindy Anderson, Mari Juarez, Alicia Higginbotham and the Merger Committee members of the board for their support in moving this forward.
- Quality childcare continues to be a great need within the state. We have been approached by the State Department about a potential partnership for 15 Pre-K classrooms this fall.
- Looking at new kitchen facilities for Tanner Head Start through a partnership with Dekko Foundation.
- Relocating two classrooms from MLK Elementary in Huntsville to Harvest in Madison County. --
- Holly Hicks, Josh Garretson and Tim will be presenting on Social Enterprise as an Organization Revenue Source at the August National Conference in Boston. Pat Busing and Benita Owens will also be attending this conference.
- CAPNA has joined the University of Alabama as a sub-grantee to provide wellness care modeling to childcare agencies staff across the state.
- We were not awarded the Daughette Rehab project in Gadsden. The company that received the award proposed to close by end of the year and was able to secure the project.
- Fred Bennett has contacted agency and shared that OCAP, a Community Action Agency, has made the decision to get out of the housing development and would like to talk to us about taking these properties. There is a total of 3 properties located in Troy, Evergreen and Dothan with a total of 128 units.
- NeighborWorks Week will be in October. More information to follow.
- Senior Companion and Foster Grandparent Services will resume. Foster Grandparents will return this fall to Decatur City schools.
- Hot meals are being provided to Meals on Wheels clients two days per week. Shontez Wynn, Kitchen Manager, had an accident but is on site coordinating meals.
- REDI team is sending out information internally on a regular basis to provide different perspectives and cultures that help us to treat each other with dignity and respect.
- Energy Bus Training for Head Start staff is scheduled for August 3-5 at various locations.
- Looking at an Off-Site meeting for Board Members/Advisors and Lead Team in November.
- In-Service for all staff will be September 23rd. Leadership Academy is also in this timeframe.
- Ribbon cutting/open house for The Village at Bridge Creek in Cullman will be August 19th.
- Ribbon cutting/open house for Lauderdale Early Learning Center will be August 27th.

The floor was opened for questions. Benita Owens asked if there were any issues in hiring people to which Tim Thrasher responded that we have not had any difficulty and that this time of year we always have some that have decided to retire or have taken a job with a school system. He stated that during the pandemic we reduced the turnover rate to around 12% largely due to our training and our compensation which commensurate with the school system along with the retirement plan and health benefits.

Financial Reports

A copy of the June financials was sent electronically to all members and advisors prior to the meeting.

Pat Busing, Financial Committee member, stated that Lorrie Mauro and her team have done a wonderful job managing the budgets and expenses of the agency. He stated the committee looks at budgets, income statements, ratios, Head Start grants and credit card expenditures Aron Boldog provided an update on building projects and cash flow of properties which continue to maintain a positive cash flow. Pat encouraged anyone on the board to sit on a committee. He stated that he joined the Board approximately 6 years ago and did not understand all the organization does and serving on the Financial Committee provides a good insight of what is going on.

Lorrie Mauro, CFO, stated the Financial Committee reviewed the reports in detail and provide the following highlights:

Statement of Revenues and Expenditures Head Start 14 County Grant

Total budget for this grant is \$25,264,593.00. This amount will change if additional supplementals grants or COLAs are received. Should be at 33% of total budget and is currently at 25.30% actual revenue and 25.24% actual expense with 10.91% In-kind. Lorrie noted that we did receive In-kind waiver for this year however it is still being tracked.

Statement of Revenues and Expenditures Lauderdale County

Total budget for this grant is \$3,209,455.00. Should be at 33% of the total budget and is currently at 29.59% actual revenue and 29.59% actual expense with 6.31% In-kind.

Statement of Revenues and Expenditures CRRSA – COVID 19 Grant

This is a new grant that has a two-year grant cycle but Lorrie stated that she inputs a one-year budget. Expended 14.14% revenue and 14.15% expense. Benita Owens asked if this included all the COVID monies we have received to which Lorrie stated that the grants that ended last year have been expended.

Expenditure Journal – Credit Card Expenditure

The following expenditures were noted for the month: American Express - \$4,552.23, Capital One (formerly Wal-Mart) - \$12,084.13, Home Depot - \$205.87, Office Depot - \$149.87, Wex Bank - \$3,467.81. Total charges for the month of June were \$20,459.91

Posted General Ledger Transactions

First report reflects any person/vendor that was paid during the month. The second report reflects any person/vendor that received more than one payment during the month.

The floor was opened for questions. Lorrie Mauro stated that at any point anyone had a question to please contact her. Benita Owens asked for a motion to approve the financial reports as presented. Allen Stover motioned. Joey Martin seconded. There being no further questions motion approved with roll call vote.

2021-2022 Trauma-Informed Resilience-Oriented & Equitable Approaches Community of Practice

A copy of the application process and our agency profile questions and answers were sent electronically to all members and advisors prior to the meeting. Leslie Lemmon and Rebecca Land presented a brief overview and stated they would like approval to submit an application for the TIROE. Applications deadline is August 2nd. Rebecca Land stated this particular training is a one-time cost of approximately \$15,000 which includes a membership fee and does require board approval. have had two different things to do certification for trauma informed agency. This training will increase awareness of the impact of trauma, implement best practices for our organization, create a safe environment that avoid re-traumatization and promote resilience. The floor was opened for questions. Jonathan Watson asked if the application attached which is a draft is what will be submitted to which Leslie responded that it is what will be submitted. Benita Owens asked where the funds will come from to which Lorrie Mauro stated it will be paid from non-federal. Rebecca Land stated these services will be provided agency wide, not just Children Services. Tim Thrasher stated that the direction the agency started was with the Wellness in the Workplace program which has benefitted staff and that Rebecca and Leslie have taken this to a new level with trauma care. He stated this application will actually make the agency more resilient and equitable as an organization and take us to a different level as an agency. Rebecca Land stated there are currently 14 staff certified for mental health endorsement. Rebecca has her trauma certification and Leslie along with two others have their professional certificate in trauma and resiliency. Rebecca Land and Tim Thrasher will be presenting at the National Community Action Partnership Conference in Boston on Supporting a Program-Wide Culture of Mental Health and Well-Being. Benita Owens asked for a motion to approve the 2021-2022 Trauma-Informed Resilience-Oriented & Equitable Approaches Community of Practice application. Pat Gilbert motioned. Joey Martin seconded. There being no further questions motion approved with roll call vote.

Approval to Submit a Change in Scope Application to Move Head Start Funds to Early Head Start Funds Based on Need

Lorrie Mauro stated she is asking approval for the Head start/Early Head Start Program's request to submit a change in scope application to move Early Head Start funds to Head Start funds based on need in the amount of \$35,000 for the Lauderdale County Grant (#04CH010849) and to move Head Start funds to Early Head Start funds based on need in the amount of \$250,000 for the 14 County grant (#04CH010521). The floor was opened for questions. Benita Owens asked for a motion to approve to submit a Change in Scope application to move Head Start funds to Early Head Start funds based on need. Allen Stover motioned. Joey Martin seconded. There being no further questions motion approved with roll call vote.

Community Needs Assessment/Organizational Standards Updates

A copy of the Organizational Standards Report and the 2020/2021 Community Action Partnership's Community Needs & Resource Assessment results were sent electronically to all members and advisors prior to the meeting including a video link of Laurie Lincoln-Swaim providing an explanation of information. The video link was played during the meeting. CSBG funding year ends 9/30 and the 2021 Organizational Standards will need to be completed by that deadline. There are 58 standards of which we currently have 45 approved. Ten have not been submitted but progress is being made on items needed. Additional information has been requested on three standards. With the recent approved By-Law changes it requires a new form signed by each member. Standard 8.10 requires board meeting minutes along with the video link for the meeting presentation. Standard 2.2 speaks to the Community Needs Resource Assessment. Key informant interviews are still in progress and additional information is required. Currently 13 have been held. Laurie is working with Jeff Fleming with the Marion/Winston Counties Community Action Agency to secure opportunities for meetings in that area. Jennifer Taylor is providing assistance in Cullman County. Focus groups are opportunities for clients, educators, business owners, faith community to provide insight into the causes and conditions behind the top 6 needs along with possible recommendations. Key informant interviews are opportunities for partners and service providers to provide insight into the causes and conditions behind the top 6 needs along with sharing possible recommendations. The top 6 needs are currently: Utility Cost, Healthcare/RX, Food/Hunger Prevention, Housing/Home Repair, Childcare and Jobs/Job Training.

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

Other Business

The floor was opened for any additional business. Benita Owens thanked each for joining today's meeting and encouraged everyone to stay safe. There being no further information the meeting adjourned at 9:41 a.m. Minutes submitted by Allison Speegle, Recording Secretary to the Board of Directors.


Benita Owens, Chair


Brent Breedlove, Secretary


Tim Thrasher, CEO