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Community Action Partnership of North Alabama, Inc.
Board of Directors Meeting
August 23, 2018
Central Office

David Mathews, Board Chair opened the meeting at 8:35 a.m. and welcomed those in attendance.

Board Members in Attendance: Keunna Swopes, Jackie Peek, Benita Owens, Dawn Owens, Jennifer Taylor, Joe Holmes, David Mathews, Pat Gilbert, Heather Smith, Terri Womack, Debra Gardner, Dana Pigg, Tim Thrasher, Joey Martin

Board Members Absent: Bruce Jones, Leigh Frances, Tim Littrell, Tommy Praytor

Advisors Present: Stephanie Pitts (skype), Marcie Hill (skype), Pat Busing, Paul Lott, Corey Williams, Sheryl Marsh

Advisors Absent: Matt Holmes, Tricia Culpepper, Barbara Sittason, Rise Simmons, Bruce Gordon, Allen Stover

Legal Counsel to the Board: Jonathan Watson

Staff Present: Allison Speegle, Michele Edwards, Magen Claborn, Fred Harvey, Nathan Curry, Tamisha Sales, Deb Purcell, Venessa Leffers, Karen Jared, Holly Hicks, Alice Careaga, Jaimie Naylor, Laurie Lincoln-Swaim, Cindy Anderson, Alicia Higginbotham, Dwayne Blackmon, Deborah Cottingham, Kim Dodd, Jennifer Carroll, Angela Ingram, Michael Tubbs

Introduction of Staff/Guests

Michael Tubbs recognized Dwayne Blackmon, External Property Manager for the tremendous amount of time he has spent this summer looking for Head Start sites. One particular site is the former Childcare Network building on the Beltline in Decatur which we have closed on the building and renovations will take place soon. The purchase of this building was made possible through some endowment funds. Mike presented Dwayne with the Eagle Award for exemplary work in getting this done. Dwayne thanked everyone and shared there were a lot of people that helped with this effort and he wanted to thank them also.

Our Mission

The Community Action Partnership of North Alabama, a results-driven, non-profit business is committed to reducing or eliminating the causes and consequences of poverty for families and communities.

Michael Tubbs introduced all those in attendance and acknowledged Jaimie Naylor who is new to the Partnership working with Laurie Lincoln-Swaim in the Compliance Planning & Results area.

Roll Call to Establish Quorum

Allison Speegle conducted roll call and quorum was established.

Recite Mission of Agency

David Mathews led all in reciting the mission of the agency.

Approve June 28, 2018 and August 16, 2018 Minutes

The minutes were sent electronically to all members and advisors prior to the meeting. David Mathews opened the floor for any questions and/or corrections. There being no corrections he asked for a motion to approve the June 28, 2018 and August 16, 2018 minutes as received. Pat Gilbert motioned. Benita Owens seconded. Motion approved.

Authorizing Resolution for Alexander Terrace I

A copy of the resolution was sent electronically to all members and advisors prior to the meeting. Venessa Leffers presented the authorizing resolution stating that the resolution is for a 5 year extension for ensuring home loan. Alexander Terrace I which is located in Moulton has 24 units. AHFA has given approval to extend the loan. The loan was signed and executed in July. David Mathews stated that this is routine with home loans. The floor was opened for questions and/or discussion. David Mathews asked for a motion to approve the authorizing resolution for Alexander Terrace I as presented. Joe Holmes motioned. Tim Thrasher seconded. Motion approved.

Financial Committee Report

The July financial reports were sent electronically to all members and advisors prior to the meeting. Lorrie Mauro, CFO stated the Financial Committee met on August 16th and reviewed the reports in depth. Lorrie presented the following report:

Financial Information Dashboard – Reports reflects ratios of current year compared to previous year. The second page of the report reflects trend lines of current year plus six previous years.

Balance Sheet – Consolidating Financial Position – The Current YTD Net Income is \$714,452.

Statement of Revenues and Expenditures Summary/Detail – The information listed on pages 9-11 is the detail information of the categories listed on page 8.

Statement of Revenues – Public/Non-Public – Report reflects current YTD Actual with Prior Year Actual revenue versus public/non-public and details where the revenue comes from.

Statement of Activities – Expenditures- Combining Schedule of Activities w/Budget - Report reflects what happens within each grant of the agency. Paul Lott asked about the 33 days cash on hand to which Lorrie responded it was as a result of a large development fee and timing of grant cycle. Fred stated that half of the developer fee received in July will be disbursed in August.

Statement of Revenues and Expenditures 12 County Grant – Infographic and report were reviewed. Should be at 100% of the total budget and is at 94.14% actual revenue and 94.14% actual expense. Lorrie stated that she has 90 days to close out this grant at the end of the grant cycle.

Statement of Revenues and Expenditures Madison/Limestone EHS – Infographic and report were reviewed. Should be at 42% of the total grant and is at 22.15% actual revenue and 29.84% actual expense.

Statement of Revenues and Expenditures Madison/Limestone Head Start – Infographic and report were reviewed. Should be at 42% of the total budget and is at 30.19% actual revenue and 30.19% actual expense.

Statement of Revenues and Expenditures Lauderdale County – Infographic and report were reviewed. Should be at 42% of the total budget and is at 32.66% of actual revenue and 32.70% actual expense.

Statement of Revenues and Expenditures Pre-K – Infographic and report were reviewed. Should be at 83% of the total budget and is at 100% of actual revenue and 71.81% actual expense. Lorrie reminded those in attendance that this particular grant is pre-funded.

Statement of Revenues and Expenditures First Teacher – Home Visiting Grant – Infographic and report were reviewed. Should be at 83% of the total grant and is at 100% actual revenue and 76.10% actual expense.

Statement of Revenues and Expenditures DHR CCP Grant – Infographic and report were reviewed. Should be at 83% of the total budget and is at 78.53% actual revenue and 78.11% actual expense.

Statement of Revenues and Expenditures USDA – Report was reviewed. Should be at 83% of the budget year and is currently 79.24%.

Expenditures Journal Credit Card Expenditures – Report was reviewed.

Posted General Ledger Transactions – Report was reviewed. The first report is sorted by dollar amount. The second report is sorted by any vendor who received more than one payment during the month. Any vendor marked with an "A" is a direct service payment for client.

The floor was opened for any questions or discussion on the financial report as presented. David Mathews asked for a motion to accept the financial report as presented. Joey Martin motioned. Terri Womack seconded. Motion approved.

IRS 990

A copy of the IRS 990 was sent electronically to all members and advisors prior to the meeting. Lorrie Mauro stated the IRS 990 was presented and approved to the Financial Committee. This information comes straight from the audit and is prepared by our auditing firm. The floor was opened for questions and discussion. David Mathews asked for a motion to accept the IRS 990 as approved by the Financial Committee. Dawn Owens motioned. Jennifer Taylor seconded. Motion approved.

Self-Assessment / Program Goals

A copy of the self-assessment and programs goals were sent electronically to all members and advisors prior to the meeting. Jennifer Carroll presented an overview of the information which included the Average Daily Attendance, Types of Family Service Events, ERSEA (Enrollment, Recruitment, Selection, Eligibility & Attendance), CLASS Summary, EHS & Preschool TPITOS (The Pyramid Infant-toddler Observation Scale). The Self-Assessment process and Program Goals Data Summary. The Self-Assessment is mandated must be completed on an annual basis and involves the collection of information from a variety of sources to determine if the systems and services implemented are working effectively. The results serve as a driving force to determine the needs for program improvement and are used to develop program goals, desired outcomes and action plans within the program. Jennifer stated that overall the results were positive however there were a few identified areas that needed improvement. Jennifer opened floor for questions. There were no areas of concern in the self-assessment.

The Program Improvement Plans 2017-2018 were reviewed. Jennifer stated that the program summary shows how each goal is met. The target of Program Goal #1 which is to ensure high quality learning environments is to improve CLASS gains to 5% above the national gains. The target of Program Goal #2 which is increase child participation in program through attendance is to demonstrate school readiness by improved child attendance from 83% to 85% over the next 5 years. (2019). Jennifer stated that our program was above the 85% mandated attendance. The target of Program Goal #3 which is engage parents in their child's learning is to have 10% of program's enrolled families will engage in their child's learning through parent meetings, parent involvement activities, and family partnership process. Jennifer stated that we exceeded this goal. The target of Goal #4 support overall wellness of children by providing health and nutrition education and have 10% of enrolled families participate in health and nutrition education initiatives and we excelled in this area. The Program Improvement Plan is a step by step actions taken to increase the program goals. The floor was opened for questions. David Mathews asked for a motion to approve the Self-Assessment/Program Goals as presented. Pat Gilbert motioned. Heather Smith seconded. Motion approved.

Temporary Home Based Option – Marshall County

Kim Dodd acknowledged Jennifer Carroll for the work she does and stated she does a fabulous job. Kim shared that we had a couple of classrooms in Marshall County that were in mobile units and that we had been looking for new locations for some time and we are in process of signing a lease. As a result she has received permission from the Regional Office to serve children in the home while waiting on center to open. We are currently serving 32 children but can have as many as 45. Staff go into the home and do activities with the children and parents. Kim stated this information is for awareness only to keep the board informed. Joe Holmes asked about the length of time this will be in place and Dwayne Blackmon stated that we are looking at mid-October. Mike Tubbs stated that will allow the children to meet the number of required days.

Elect Board Member to Serve on Policy Council

Kim Dodd stated that as part of shared governance that a board member serves on the Head Start Policy Council and vice versa. She stated that Joe Holmes served this past year and Benita Owens was the alternate. Individuals are elected for a one year term. The floor was opened for volunteers/nominations. Joe Holmes volunteered to serve as well as Benita Owens as the alternate. There being no further volunteers David Mathews asked for a motion to approve Joe Holmes to serve as the Board Representative to the Policy Council with Benita Owens serving as Alternate. Terri Womack motioned. Heather Smith seconded. Motion approved.

12 County Head Start Grant Update

Kim Dodd stated that we have officially received our Notification of Award letter. She did share that what we applied for and what we received were a little different so she and Lorrie Mauro are working on dollar amounts. The 12 county grant will serve 1,925 children which is 100 less than before. There are 140 families served through the First Teacher Program. Five modular buildings were consolidated into three and the classroom size was reduced to 17. The modular buildings that were removed were at Tharptown and Kilpatrick. The floor was opened for questions. This was for information purposes only and no approval is necessary.

FY19 General Fund Approval

A copy of the letter and budget were sent electronically to all members and advisors prior to the meeting. Lorrie Mauro stated these are funds that come from the State General Fund and utilization of these funds is consistent with the Community Services Block Grant. The projected total amount is \$14,332.00. The floor was opened for questions. David Mathews asked for a motion to approve the FY19 General Fund budget. Joey Martin motioned. Debra Gardner seconded. Motion approved.

Customer Satisfaction Survey

A copy of the Customer Satisfaction Survey Results was sent electronically to all members and advisors prior to the meeting. Laurie Lincoln-Swaim presented a brief overview of the information. She noted that some responses reflected clients did not want the automated scheduling appointment system. Laurie informed those in attendance that we need to prove that there is no favoritism and the automated system allows for this. Laurie shared that in reference to providing rental assistance that we do not have the funds for this currently. Mike Tubbs asked if we gather surveys from others than LIHEAP to which Laurie responded that Head Start, Meals on Wheels & More and Foster Grandparent/Senior Companion are conducted annually. Laurie stated that LIHEAP and Housing Counseling are the most consistent of seeing clients on a daily basis. Weatherization annual Customer Satisfaction surveys are emerging.

Programmatic Performance & Strategic Plan Update

Laurie Lincoln-Swaim shared that we have just completed the Community Needs Resource Assessment in order to be compliant with Organizational Standard 9.3. The agency has contracted with Shawn Howell, consultant, to assist with our strategic planning process. He will be on site September 10-12th to meet with each business unit to complete a SWOT analysis and with the Strategic Planning group to complete an agency SWOT. He will then meet with all attendees on September 24-26th to complete the Strategic Priorities and Outcomes for the Strategic Planning framework. Laurie stressed the importance of board involvement and asked any board member or advisor that would like to attend to please let Allison know.

Community Needs Resource Assessment

Laurie Lincoln-Swaim stated that the Community Needs Resource Assessment was re-aligned to meet the Organizational Standards and it tells a story in a few words with more infographics. The main body of the report is about 89 pages and the rest is support data. Laurie thanked those that submitted recommendations and shared that the agency and community recommendations are complete. She stated that we are the first CAP agency to do it this way and that we want others to see that we can tailor fit our process to assist and benefit them. The floor was opened for any questions about the process.

Laurie also opened the floor for any questions or comments regarding the email that included two links regarding the CNRA Final Report and the Executive Summary that she sent out August 22nd. This information will also be posted on the agency website.

Mike Tubbs stated that we had relied on consultants in the past for assistance with this and that approximately a year ago he charged Laurie and others to rethink this process. With the use of consultants we incurred a lot of cost but we did not receive a quality product to guide us so we decided to bring this in-house and he stated that we have raised the standard for all Community Action agencies. He stated that we have had to encrypt this and thinks it will become marketable for the company. Mike stated that he

thinks this will put our agency in the spot light in the product itself. He shared that he knows of one agency that received a \$35,000 proposal from a consultant to do a CNRA and that we have a world class CNRA and the people that have worked on this need to be thanked and he believes it will drive the agency over the next 3 years. It was difficult to do but what we have is an exemplary product that reflects the talent and leadership we have at the agency. Mike stated that it is content rich and one of the best products he has seen the agency generate in his 13 years. There have been external people from the National level along with Master ROMA trainers review this and they have been blown away by our product. This report will enable the agency to have a sense of how to serve the agency and families. David Mathews asked for a motion to approve the Community Needs Resource Assessment as presented. Tim Thrasher motioned. Joe Holmes seconded. Motion approved.

Executive Directors Report

A copy of the Executive Directors Report was sent electronically to all members and advisors prior to the meeting. Michael Tubbs gave the following highlights of the report:

Block Party in East Decatur on August 25th

Dave Truitt, Aron Boldog, Candy Ayers and Sharalee Little are attending NTI this week in Kentucky.

Received notice of \$15,000 grant from NW this week for East Decatur.

National Community Action Partnership conference is next week. We will have representation from the agency including Tim Thrasher who committed to attending before being named successor.

September 21st will be a retirement event for Mike at the Central Office. All board members and advisors will be sent an invitation.

September 27th will be an all staff meeting at the Insanity Complex in Huntsville.

Next board meeting is October 25th.

Received notification last Thursday that we were awarded the Aiken, South Carolina project which gives us 2 tax credit deals in one year. The potential developer fees is around \$400,000. He stated that we have a small housing business unit that produces non-federal revenue for the agency which puts us in the top 10 of all Community Action agencies.

Hixon Pond in Ft. Payne should start leasing up in November. This is 20 year investment and should bring in approximately \$600,000 in development fees to the agency. An open house will be planned for this property.

There are currently two homes for sale in the Seville subdivision.

Other Business:

David Mathews stated that the Board approved a start date of September 4th for Tim Thrasher as the new CEO. Due to timing of some things and his attendance at the National Community Action Partnership conference David proposed that we amend the start date to August 27th. The floor was opened for discussion. There being no further discussion David Mathews asked for a motion to change the effective start date of Tim

Thrasher as the new CEO from September 4th to August 27th. Dawn Owens motioned. Joey Martin seconded. Motion approved.

David Mathews presented Michael Tubbs with a gift for his contribution and service to the agency and Board of Directors. David remarked that he has followed this agency and seen tremendous improvement. This agency has a great Leadership Team and staff and Mike has left his mark on the agency and Tim will carry the agency forward to a bright future.

The floor was opened for any additional business. There being no further business the meeting adjourned at 9:52 a.m. Minutes submitted by Allison Speegle, Recording Secretary to the Board.

David Mathews, Chair

Bruce Jones, Secretary

Tim Thrasher, CEO