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Community Action Partnership of North Alabama, Inc.
Board of Directors Meeting
February 28, 2019

Joe Holmes opened the meeting at 8:30 and welcomed those in attendance.

Members Present: Keunna Swopes, Pat Busing, Jackie Peek, Benita Owens, Dawn Owens, Jennifer Taylor, Joe Holmes, David Mathews, Pat Gilbert, Dana Pigg, Dusty Baker, Joey Martin, Tim Littrell, Tommy Praytor

Members Electronically: Heather Smith

Members Absent: Leigh Frances, Terri Womack

Advisors Present: Paul Lott, Sheryl Marsh, Allen Stover

Advisors Absent: Matt Holmes, Stephanie Pitts, Marcie Hill, Bruce Jones, Tricia Culpepper, Barbara Sittason, Bruce Gordon

Legal Counsel to Board: Jonathan Watson

Guest: Sandra Adams

Staff Present: Cindy Anderson, Kim Dodd, Deborah Cottingham, Jalmie Naylor, Tamisha Sales, Magen Claborn, Candy Ayers, Alicia Higginbotham, Nathan Curry Angela Ingram, Lorrie Mauro, Laurie Lincoln-Swaim, Dwayne Blackmon, Allison Speegle, Tim Thrasher

Swearing In New Officers for 2019

Judge Shelly Waters conducted the swearing in ceremony for the following 2019 Officers:

Joe Holmes – Chair

Tim Littrell – Vice Chair

Benita Owens – Secretary

Staff Recognition

Tim Thrasher, CEO presented Lonnie Ball, Chris Ingram, Patrick Turner, Michael Pontes each a plaque for completing 6,600 work orders within 12 months. Michael Nelson, was unable to attend today's meeting. Dwayne Blackmon and Bruce Walker were also presented a plaque for creating their own device to transport the TV's for each Head Start

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.

location. Tim thanked each Individual for going above and beyond in serving the staff and agency.

David Mathews was recognized with a plaque and card for serving as Board Chair for the past two years. Tim stated that Bruce Jones was unable to attend today's meeting and shared that Bruce has served as Vice Chair and we will get him his plaque and card.

Roll Call to Establish Quorum

Allison Speegle conducted roll call and a quorum was established.

Acknowledge Pat Busing as Community Sector Representative replacing Bruce Jones and Resignation of Debra Gardner

Tim Thrasher explained that Bruce Jones is in process of obtaining his Counseling Degree which has made it more difficult for him to attend recent meetings. Tim went on to explain that he and Allison talked with Bruce and he was in agreement to step into an Advisors role. As a result a Community Election was held on February 8th at Harbor Pointe Apartments In Decatur and Pat Busing, who has been serving as an Advisor was elected to serve in the Morgan County Community Sector replacing Bruce Jones.

Debra Gardner who was an appointee of the Morgan County Commission submitted her letter of resignation due to a recent employment change.

Approve December 13, 2018 Minutes

Tab 1 in notebook. The minutes were sent electronically to all members and advisors prior to the meeting. Joe Holmes opened the floor for any questions and/or corrections. There being no corrections he asked for a motion to approve the December 13, 2018 minutes as received. Pat Busing motioned. David Mathews seconded. There being no further discussion roll call vote was taken and motion approved.

Executive Directors Report

Tab 2 in notebook. The Executive Directors report was sent electronically to all members and advisors prior to the meeting. Tim Thrasher, CEO highlighted the following:

Tim shared that he participated in the Polar Bear plunge on January 1st for the first time. Proceeds from the T-Shirt sells benefits our Meals on Wheels program.

Kim Dodd and Tim were notified by Dr. Jimmy Shaw, Lauderdale County Schools Superintendent that we would need to relocate the 13 classrooms and staff at Handy Head Start by July 1st. Conversations have taken place with Florence City Schools, Office of Head Start and Gina Ross who is the Early Childhood Director for the State and the decision has been made to pursue other venues within the county to serve the 200 children in our program. There is no risk of losing this grant. Tim and Kim have met with staff and parents to make them aware.

Last year we received approval from the Office of Senior Services that we would be funded for a specific dollar amount and as a result we implemented a staff structure that would take this program to a higher level. We have recently been notified that the prior approval would no longer be acceptable. Tim and Tamisha are scheduled to meet with Patti Smith next Tuesday to discuss concerns and next steps.

Real Estate construction cost continue to create challenges for The Village at Rock Springs as a result of design and soil compaction issues. Dave Truitt is working on this.

Board Members and Advisors are encouraged to attend NeighborWorks Training Institutes. The next training will be August 19-23 in New Orleans. Please let Allison know if you are interested in attending or would like information.

Tim encouraged all to read the Executive Directors Report and please contact him with any questions or concerns.

Executive Committee Report – 2018 Board of Directors Evaluation and CEO Evaluation

Tab 3 in notebook. A copy of this information was sent electronically to all members and advisors prior to the meeting. Joe Holmes stated the Executive Committee met on February 8th to review and complete the Board Evaluation and CEO Evaluation. Joe stated the board evaluation is a benchmark and score of the board's performance. The completed board evaluation was reviewed and Joe shared that we would like to see the board more engaged in discussion around significant issues and also improve on evaluating the organization's performance on a regular basis by comparing the mission to the achievements. Joe stated that overall there were high scores for board performance and appreciates everyone's dedication.

Joe stated the committee also completed the CEO evaluation. Tim Thrasher completed a self-evaluation in which he gave a great re-cap of the things he has or is putting into place. Tim gave his performance an overall rating of "3" which Joe stated the committee felt he exceeded in his performance based on feedback from staff. It was decision of the Executive Committee to give Tim a salary increase.

The floor was opened for questions and/or discussion. There being no further discussion Joe Holmes asked for a motion to approve the Executive Committee Report – 2018 Board of Directors Evaluation and CEO Evaluation as presented. David Mathews motioned. Benita Owens seconded. There being no further discussion roll call vote was taken and motion approved. Joe, on behalf of the board, thanked Tim for the way he has come in and moved some things forward.

Volunteers to Serve on By-Law Revision Committee

Joe Holmes stated that it is time to review and make any necessary changes to the By-Laws. If you are interested in assisting in this process to please contact Allison Speegle.

Financial Committee Report

Tab 4 in notebook. A copy of the January financial reports were sent electronically to all members and advisors prior to the meeting. Lorrie Mauro, CFO stated the Financial Committee met on February 14th to review the financial reports in depth. The following review was presented:

Financial Information Dashboard – The first page reflects the ratio indicators. The second page is a trending analysis and provides an idea of where we are currently compared to prior five years.

Balance Sheet – Consolidating Financial Position – The Current YTD Net Income is \$355,737.

Statement of Revenues and Expenditures – This report reflects the agency's fiscal year which is January-December. Pages 9-11 are the detail of Page 8 and shows where we spend our money and where revenue comes from.

Statement of Revenues – Public/Non-Public – The Current YTD Actual Total Revenues is \$2,916,192.11. Public Support Funds are any revenues that are received from federal, state or local governments.

Statement of Activities – Expenditures - Combining Schedule of Activities w/Budget - Reflects each grant of the agency and the activity that occurred during the month. Paul Lott asked the status of Community Development listed on Page 21 to which Lorrie stated that this contains all the construction and basically anything related to housing. Lorrie stated that CDBG has been closed out and that she created a receivable for the \$150,000 deficit. There are still some receivables to bill out. Lorrie commended Angela Ingram for the excellent job she did in getting this grant closed out.

Statement of Revenues and Expenditures Head Start 12 County – This is the largest Head Start grant. The grant cycle is August-July. Should be at 55% of the program year. Lorrie reminded those in attendance that this is the grant that we received for 11 months and that we are writing a supplemental grant to cover the last month. Kim Dodd shared that the 11 months was due to the re-competition and the grant started at the point it was awarded.

Statement of Revenues and Expenditures Early Head Start Madison/Limestone – Should be at 92% of grant cycle and is currently at 66.31% revenue and 66.40% expense. Lorrie stated that Kim's group is working hard on closing out this grant.

Statement of Revenues and Expenditures Madison/Limestone – Should be at 92% of the program year and is currently at 81.76% revenue and 81.76% expense.

Statement of Revenues and Expenditures Lauderdale County – Should be at 92% of the program year and is currently at 82.52% revenue and 82.52% expense.

Statement of Revenues and Expenditures USDA – Should be at 33% of the revenue and 28.66% expense.

Statement of Revenues and Expenditures First Teacher Home Visiting Grant – Should be at 33% of the program year and is currently at 28.94% revenue and 28.94% expense.

Statement of Revenues and Expenditures Pre-K – Should be at 33% of the program year and is currently at 71.76% revenue and 30.15% expense.

Statement of Revenues and Expenditures Early Head Start DHR – Should be at 44% of the program year and is currently at 39.66% revenue and 35.98% expense.

Expenditure Journal – Credit Card Expenditures – Agency has the following cards: American Express, Office Depot, Home Depot, Wal-Mart and Web Bank which is fuel purchases for agency vehicles.

Posted General Ledger Transactions – The first report is sorted by the dollar amount. The second report is sorted by any vendor who received more than one payment during the month.

Lorrie stated that the Financial Committee is open to anyone that would like to attend. Joe Holmes opened the floor for any questions and stated the Financial Committee goes into a lot more detail during the monthly meetings. Joe Holmes asked for a motion to approve the Financial Committee report as presented. Benita Owens motioned. David Mathews second. There being no further discussion roll call vote was taken and motion approved.

Approve Use of Current Supplemental Grant Funds to Purchase Playground Equipment – Hayden Head Start

Kim Dodd stated that we need to purchase some playground equipment for Hayden Head Start but that we must receive approval from the Board to make the purchases. The floor was opened for questions. Joe Holmes asked for a motion to approve the use of current supplemental grant funds to purchase playground equipment for Hayden Head Start. Joey Martin motioned. Jennifer Taylor seconded. There being no further discussion roll call vote was taken and motion approved.

Approve to Write for Supplemental Grant of \$650,000 for 12 County Grant Shortage Due to Being Funded for 11 Months

Kim Dodd stated that we were delayed in receiving the 12 County grant which required us to get an extension. She shared that instead of the grant starting July 1st that the Office of Head Start is moving to a May 1st date for program year 2019-20. As a result Kim stated that we are going to write for a supplemental grant to cover the shortfall. Tim Thrasher stated that if this change doesn't take place in 2020 then the grant cycle will be May-April. Jennifer Taylor asked for clarification on what time period was the supplemental request for to which Lorrie Mauro responded that it was for the July. Kim Dodd stated that we are funded in quarters and that we had lost almost one quarter due to the timing of when we received funding. She stated that our year is not equally spent because we do not spend as much during the summer months. The floor was opened for any additional questions. Joe Holmes asked for a motion to approve to write for a supplemental grant of \$650,000 for the 12 County grant shortage due to being funded for 11 months. Dawn Owens motioned. Jennifer Taylor seconded. There being no further discussion roll call vote was taken and motion approved.

Approve Submission of the 12 County Grant for 2019-2020

Kim Dodd stated this grant has to be submitted 90 days prior to the start of the grant and requires Board of Director approval. She stated that the Office of Head Start informs us of the grant amount we will receive. The floor was opened for questions. Joe Holmes asked for a motion to approve the submission of the 12 County Grant for 2019-2020. David Mathews motioned. Dusty Baker seconded. There being no further questions roll call vote was taken and motion approved.

Submission of Organizational Underwriting to NeighborWorks

Tab 5 In notebook. A copy of the Operating Plan and Operating Budget were sent electronically to all members and advisors prior to the meeting. Tim Thrasher stated this is a yearly requirement of NeighborWorks. He stated that last year we received an on-site review and this year it will be submitted electronically. A brief review of the operating plan and operating budget for the Housing Business Unit were given. The Board approved Strategic Plan along with a pipeline of projects for the Real Estate Line of Business will also be submitted. Tim shared that NeighborWorks is a good partner to this agency. The floor was opened for questions. Joe Holmes asked for a motion to approve the submission of the Organizational Underwriting requirements to NeighborWorks. David Mathews motioned. Benita Owens seconded. There being no further questions motion was approved with roll call vote.

Strategic Plan Action Plans

Tab 6 in notebook. A copy of the plans were sent electronically to all members and advisors prior to the meeting. Laurie Lincoln-Swalm stated that the Strategic Plan will be on the agency website today. She went on to explain that the plans are a tactical document that we can work on and show movement on obtaining outcomes. Laurie reviewed the information and stated that as action plans are developed that many complement each other so for clarity they have been color coded. Laurie walked through one example of how the form was set up. The "Strategic Priority" is in bold and the "Needs" statement, which is either family, agency or community, links back to the bullet. There is an "Outcome" which then follows. The services and/or strategies which has a Team Leader assigned reflects performance. This is a work in progress and updates will be given.

Customer Satisfaction Results Report

Tab 7 in notebook. Survey results were sent electronically to all members and advisors prior to the meeting. Laurie gave a brief overview of the LIHEAP/Housing Counseling survey results and shared that we continue to have more repeat customers than new clients, we have a great screening process and the majority are pleased with our processes but wish we had additional funds and appointments. Appointments are booked on a first-come first-serve basis and typically appointments are filled within a two hour timeframe of phone lines being opened. The floor was opened for questions. This item requires no action.

Other Business

Joe Holmes asked Sheryl Marsh to introduce Sandra Adams. Sandra Adams works with the Morgan County Commission on Aging and is the new appointee of the Morgan County Commission replacing Debra Gardner.

Tim Thrasher shared that NeighborWorks Week will be June 3-7 and invited all members and advisors to take part in this event. He also shared that we are planning to have a "Lunch and Learn" during the last of March that will be focused around Real Estate Development. We will send a notice to all members and advisors for interest in attending.

Paul Lott asked Lorrie Mauro to review the Statement of Revenues and Expenditures – Agency Wide Budget being submitted for the NeighborWorks Organizational Underwriting located behind Tab 5. Paul stated that under Community Development Line of Business the total revenues and expenditures are different. Lorrie stated that was the budget from last year and that she would correct before submitting.

Joe Holmes opened the floor for any additional business. There being no further business Joe asked for a motion to adjourn meeting. David Mathews motioned. Benita Owens seconded. There being no further discussion the meeting adjourned at 9:32 a.m. Minutes submitted by Allison Speegle, Recording Secretary to the Board.

Joe Holmes, Chair

Benita Owens, Secretary

Tim Thrasher, CEO