

Community Action Partnership of North Alabama, Inc.  
Board of Directors Meeting  
October 24, 2019  
Central Office

Joe Holmes opened the meeting at 8:31 a.m. and welcomed those in attendance.

Board Members Present: Mayra Del Valle, Pat Busing, Benita Owens, Jennifer Taylor, Joe Holmes, Brent Breedlove, Pat Gilbert, Charles Owens, Sandy Adams, Joey Martin, Tim Littrell

Board Members Absent: Jackie Peek, David Ware, Heather Smith, Dana Pigg, Dusty Baker, Tommy Praytor

Board Members Electronically: None

Advisors Present: Paul Lott, Allen Stover, Trae Norrell, Sherry Pentecost

Advisors Absent: Matt Holmes, David Mathews, , Marcie Hill, Bruce Jones, Tricia Culpepper, Barbara Sittason, Bruce Gordon, Sheryl Marsh, Cissy Pearson, Keunna Swopes, Dawn Owens

Advisors Electronically: Stephanie Pitts

Legal Counsel to the Board: Jonathan Watson

Staff Present: Allison Speegle, Jennifer Morgan, Laurie Lincoln-Swaim, Aron Boldog, Tim Thrasher, Lorrie Mauro, Alicia Higginbotham, Deborah Cottingham, Jennifer Carroll, Kim Dodd, Cindy Anderson, Nathan Curry

Introduce Mayra Del Valle as new Head Start Policy Council Representative to the Board of Directors

Tim Thrasher introduced and welcomed Mayra Del Valle. Mayra was the selection as the Policy Council Representative to the Board. Keunna Swopes held this seat previously and she will now serve as an Advisor to the Board.

### Roll Call to Establish Quorum

Allison Speegle conducted roll call and quorum was established.

### Approve August 22, 2019 Minutes

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 August 22, 2019 minutes as received. Benita Owens. Joey Martin seconded. There being no further questions motion approved.

### Executive Directors Report

The Executive Directors report was sent electronically to all members and advisors prior to the meeting. Tim Thrasher stated that it had been a busy two months since the last meeting and gave a brief overview of the report highlighting the following:

- Office of Head Start approved the full request of \$2.2 million to purchase and renovate the Florence property. Currently waiting on rezoning and post renovation appraisal. Plan is to close on purchase around the 15<sup>th</sup> of November.
- The Village at Bridge Creek in Cullman received environmental approval and construction has begun.
- Construction has begun on The Village at Dupont Landing in Aiken, South Carolina.
- Dave Truitt has taken a job at NASA and Aron Boldog has replaced Dave as the Director of the Housing program.
- The Senior Companion Program received a two year grant from NeighborWorks for a part-time Volunteer Station Coordinator.
- Agency is now a part of the Rental Real Estate Cohort through NeighborWorks which will provide us with the opportunity to bring in a consultant to assist us with a plan to double our portfolio within the next 5-7 years. .
- The National Community Action Partnership (NCAP) in Washington had a job vacancy for a Communications position and have been unable to fill it. We talked with Denise Harlow, Executive Director and proposed a pilot for Holly Hicks to assist with this temporarily. Holly will be working approximately 20 hours a week for NCAP in an effort to bridge the gap in communications between the local, regional and national Community Action Agencies. NCAP will pay for Holly's time. We hired Josh Garretson temporarily to assist Holly with things at the Central Office.
- Tim and Laurie Lincoln-Swaim will be participating in the Human Capacity and Community Transformation Initiative meeting in Atlanta. The efforts will be directed towards embracing community involvement in East Decatur.
- The Vivian Conatser Turner center located on Clarkview Street in Decatur is open and an Open House was held in September and was very well attended. Paul Lott asked what caused the playground fire to which Tim responded that it was caused by some of the children that live in the apartments adjacent to the center. The children have been identified and a report was filed with the Decatur Police Department.

- Tim is participating in the Rural Initiative with FAHE and NeighborWorks to address the causes and consequences of poverty both in the Appalachian Region and nationally.
- November 1<sup>st</sup> is the one-day off-site meeting of the board members, advisors and Leadership Team. This meeting will be at the Courtyard by Marriott on the Beltline. Discussion will be around the vision of the board and providing training on agency programs.
- We will close on the 6th house at Seville this month. There are 10 homes completed, one is a pre-sale and 3 are specks. Candy Ayers is doing an outstanding job with these homes.
- The Meals on Wheels kitchen is providing meals to the Vivian C. Turner Center.
- Tim stated that the agency is busy with a lot of things going on and asked all to read the report in full. The floor was opened for questions. Paul Lott asked about the gap in funding for some of the housing projects, particularly Dupont Landing and Rock Springs and stated that he did not recall having this significant amount of gap in the past to which Aron Boldog responded that the gap is mainly due to construction cost. He explained that applications are submitted approximately 1½ years prior to the start of construction and costs are submitted based on the current price however price increases can occur during that timeframe so that is what causes the gap in funding. Aron estimated that there is approximately a 10% increase. Pat Busing asked if we know there is going to be an increase in the cost was it feasible to build that cost into the application to which Aron stated that if we inflate the numbers with AHFA the application would be subject to not being approved. He stated that we have applied for an Affordable Housing Grant through the Federal Home Loan Bank of Atlanta to cover the gap for The Village at Dupont Landing. The grant award announcements will be in November. We have also applied and been awarded \$400,000 from Housing Trust Fund monies to make up the \$500,000 gap in funding for The Village at Rock Springs, however we will not receive the money until the project is completed. The remaining \$100,000 will be covered from developer fees.

Jennifer Taylor asked about the census information listed on Page 6 of the report and what is being done in Cullman County. Laurie Lincoln-Swaim stated that we have not done as much in Cullman County and asked Jennifer if she would be willing to connect her to the appropriate people to which Jennifer said she would be glad to. Jennifer shared that the census is important and stated that we lose \$1,600 for every person not counted along with the possibility of losing 1-2 congressional seats. Charles Owens stated that he is working on this in Hillsboro and it is important for any town. Laurie stated that we are one of the states on alert.

#### Nomination Committee Selection – 3 Members

Joe Holmes asked for three volunteers to serve on the Nomination Committee. This committee will meet in November and will present a slate of officers to serve in 2020. Allison will coordinate the meeting. Sherry Pentecost, Pat Busing and Tim Littrell volunteered.

### National Community Action Partnership Conference Update

Pat Busing shared that as a board member he was invited to attend the NCAP Conference with other staff from the agency. He stated this is the first conference he has attended and there were approximately 1,500 people in attendance and shared that it was a great way to connect to other agencies. He attended sessions that were focused on fundraising and learned that one major issue agencies are facing is that grant dollars are getting tighter and also the competition for money from agencies such as United Way. Pat shared that he thinks this is something we need to look at and have a game plan to raise funds to benefit the agency and community. He said it was a very good meeting and would highly recommend others attending conferences if their schedule permits. Paul Lott stated that the fund raising aspect was something we have not done in the past and he was opposed to it and Pat clarified that he was not directing it at board members contributing their own money but more in the way of using their contacts to raise funds for the agency. Pat said he thinks there are a lot of people that still do not know what this agency does and that it is part of our job as board members to promote the agency. Discussion followed. Tim Thrasher stated that in today's world grant funding is limited and restricted and we need unrestricted monies to be able to utilize as needed. Sherry Pentecost asked if there has been a true strategic look to see if this was a need to which Tim stated that this is a step in our strategic planning process.

### Harbor Square Apartments Resolution

The resolution was sent electronically to all members and advisors prior to the meeting. Aron Boldog stated these apartments are located in Decatur and it is our intention to submit an application for acquisition rehab. The resolution being presented is to approve a loan from ServisFirst Bank in the amount of \$457,000 to pay down the 30% HOME Loan on the property so it will be eligible for rehab/acquisition in the 2020 tax credit application timeframe. The original Home Loan was in the amount of \$1,366,000. Joe Holmes stated that basically it is a \$1.5 million dollar obligation and we will now have two loans on this property which will allow us to rehab the property. Aron explained that these were forgivable loans in the past however that is no longer the case so we are asking for a 15 year extension. Lorrie Mauro stated the \$1.3 million is actually a soft loan and the \$457,000 is the hard loan which will require a monthly mortgage. Aron stated that this will bring equity into the agency with the developer fees. Joe Holmes asked for a motion to approve the Harbor Square Apartments Resolution as presented. Tim Littrell motioned. Jennifer Taylor seconded. There being no further questions motion approved.

### Lucas Ferry Road, Tanner Resolution

The resolution was sent electronically to all members and advisors prior to the meeting. Tim Thrasher stated that we currently rent a modular unit for \$600.00 per month at the Tanner Head Start location. The Boys and Girls Club building which is located adjacent to our current location is for sale with an asking price of between \$180,000-\$190,000 and would require very little renovation. Our goal is to provide a safe environment for children and families and that purchasing this building will provide an opportunity to get out of the modular building and give us a building in Limestone County to expand the program. Joe Holmes asked if an appraisal or market analysis will be done to which Tim responded it would. The resolution is asking the Board of Directors to give the agency authority to purchase the property, not to exceed \$180,000, which consist of approximately five acres located at 13525 Lucas Ferry Road, Tanner. Paul Lott asked if we purchase this property would it be billed to Head Start to which Kim Dodd responded that we would like to try and apply for DECCO foundation money which is specifically for childhood learning to pay for this. Tim Thrasher stated that we also have the option of filing a 1303 with the Office of Head Start to assist with purchase and renovations. Kim stated that she has been looking at this property for several years to purchase. Sherry Pentecost suggested reaching out to United Way of Limestone County and also Steelcase for furniture needs. Joe Holmes asked for a motion to approve the Lucas Ferry Road, Tanner Resolution as presented. Charles Owens motioned. Pat Busing seconded. There being no further questions motion approved.

### 2020 General Fund Resolution/Budget

The resolution and budget were sent electronically to all members and advisors prior to the meeting. Lorrie Mauro gave a brief overview of the resolution and budget which requires approval from the board on a yearly basis. She stated the monies will be used to support the Housing Counseling Business Unit. Joe Holmes read the resolution and asked for a motion to approve the 2020 General Fund Resolution/Budget as presented. Brent Breedlove motioned. Joey Martin seconded. There being no further questions motion approved.

### Financial Committee Report

The September financials were sent electronically to all members and advisors prior to the meeting. Lorrie Mauro stated the reports are for the month of September and were reviewed in depth by the Financial Committee on October 17<sup>th</sup>. She stated that two key items were the \$180,000 we received from NeighborWorks to assist with various initiatives including asset management software. We also received \$300,000 in developer fees which half will go back to the partners.

Financial Information Dashboard – The current year ratio is 3.64 compared to 2.25 for the prior year. Revenue to Expense is currently at 105.00 as compared to 100.80 for the prior year.

Balance Sheet – Consolidating Financial Position – The Current YTD Net Income is \$1,411,202.

Statement of Revenues and Expenditures Summary/Detail – The Current Year Actual Total Revenues are \$28,309,603.19. The Current Year Actual Total Expenditures are \$26,898,401.20 with Net Revenues of \$1,411,201.99.

Statement of Activities – Expenditures – Combining Schedule of Activities w/Budget – This report reflects all of the funding streams and the Ending Net Assets reflects where each grant stands.

Statement of Revenues – Public/Non-Public – The Current YTD Actual revenues are \$26,735,307.31. In-Kind donations are \$2,309,018.02.

Statement of Revenues and Expenditures Head Start 12 County Grant – This grant serves 1,212 children. Should be at 73% of the total budget and is currently at 66.45% actual revenue and 66.45% actual expense.

Statement of Revenues and Expenditures – Early Head Start Madison/Limestone – Should be at 58% of the total budget and is currently at 35.42% actual revenue and 35.35% actual expense.

Statement of Revenues and Expenditures Lauderdale County – This grant serves 212 children and has a budget of \$3,276,624.00. Should be at 58% of the total budget and is currently at 45.56% actual revenue and 45.59% actual expense.

Statement of Revenues and Expenditures – Head Start Madison/Limestone – Should be at 58% of the total budget and is currently at 47.52% actual revenue and 46.97% actual expense.

Statement of Revenues and Expenditures Pre-K – Should be at 100% of the total budget and is currently at 100% actual revenue and 79.78% actual expense.

Statement of Revenues and Expenditures First Teacher-Home Visiting Grant – Should be at 100% of the total budget and is currently at 100.51% actual revenue and 94.47% actual expense.

Statement of Revenues and Expenditures – DHR Expansion Grant – Should be at 52% of the total budget and is currently at 29.09% actual revenue and 29.09% actual expense.

Statement of Revenues and Expenditures – Medicaid Matching Funds Expansion Program – Should be at 52% of the total budget and is currently at 25.93% actual revenue and 25.93% actual expense.

Statement of Revenues and Expenditures - DHR CCP Grant – This is a partnership grant and it should be at 24% of the total budget and is currently at 16.89% actual revenue and 17.61% actual expense.

Statement of Revenues and Expenditures USDA – Should be at 100% of the total budget and is currently at 94.15% actual revenue and 94.16% actual expense.

Expenditure Journal Credit Card Expenditures – Report includes expenditures for American Express, Home Depot, Walmart, Office Depot, Wex Bank. The total amount of expenditures for the month was \$25,746.25.

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

Joe Holmes asked for a motion to approve the financial report as presented. Benita Owens motioned. Pat Busing seconded. There being no further questions the motion approved.

#### Head Start Limestone/Madison County Grant Submission

Kim Dodd stated the grants are due December 1<sup>st</sup> but are still in the process of being prepared. Kim stated that she is asking the Board of Directors to give approval for the Financial Committee to review and give final approval to submit the grants at the November financial meeting. Kim stated there are five goals for the submission of the four grants which are as follows:

- Either remove Home Based option from the Lauderdale and Madison/Limestone grants completely or change these 24 slots into a center based option for Early Head Start.
- Reduce the Pre-School classroom size from 17 to 15 children to two teaching staff mainly due to classrooms being majority 3 year olds.
- Increase Pre-School Teacher Assistants \$2.00 per hour.
- Increase pay for substitutes, Food Service Workers and Custodians to be competitive with the school systems.
- Change the Early Head Start Teacher Assistants to Teacher status and pay them based on their education per Head Start Performance Standards.

Kim said this will also be presented to the Head Start Policy Council for approval. Sherry Pentecost shared that the staff at the Vivian C. Turner center are fantastic.

Joe Holmes asked Jonathan Watson, Legal Counsel to the Board, if this was permissible to which Jonathan stated that the Board of Directors can delegate this to the Financial Committee. He stated that Robert's Rules of Order requires the Board to give specific instructions to the committee on approval and that the committee would give notice to the entire board for any one that would like to attend. Joe Holmes stated the Financial Committee meeting is scheduled for November 21<sup>st</sup> at 8:30 a.m. Joe asked for a motion that the Financial Committee be given authority on behalf of the Board of Directors to approve the submission of the Head Start Limestone/Madison County Grant. Jennifer Taylor motioned. Joey Martin seconded. There being no further questions motion approved. Joe said that meeting November 21<sup>st</sup>.

#### Head Start/Early Head Start 12 County Grant Submission

Kim Dodd stated that she is requesting the same approval for this grant as the previous grant. Joe Holmes asked for a motion that the Financial Committee be given authority on behalf of the Board of Directors to approve the submission of the Head Start/Early Head Start 12 County Grant. Joey Martin motioned. Brent Breedlove seconded. There being no further questions motion approved.

#### Early Head Start/Head Start Lauderdale County Grant Submission

Kim Dodd stated that she is requesting the same approval for this grant as the previous two grants. Joe Holmes asked for a motion that the Financial Committee be given authority on behalf of the Board of Directors to approve the submission of the Early Head Start/Head Start Lauderdale County Grant. Jennifer Taylor motioned. Joey Martin seconded. There being no further questions motion approved.

#### Early Head Start Limestone/Madison County Grant Submission

Kim Dodd stated that she is requesting the same approval for this grant as the previous three grants. Joe Holmes asked for a motion that the Financial Committee be given authority on behalf of the Board of Directors to approve the submission of the Early Head Start Limestone/Madison County Grants. Brent Breedlove motioned. Mayra Del Valle seconded. There being no further questions motion approved.

#### Program Information Reports

Program Information Reports were sent electronically to all members and advisors prior to the meeting. Jennifer Carroll stated the Program Information Report (PIR) is due annually on August 31<sup>st</sup> and provides comprehensive data on the services, staff, children and families served by Head Start and Early Head Start programs. The PIR is broken down into three sections: Program Information, Program Staff and Qualifications and Child and Family Services. The PIR is used for program planning, programmatic decision making and strengthening services. There are six PIR's completed each year, three for Early Head Start and three for Head Start.

Jennifer reviewed the Head Start Program Information Report Trends which is a snapshot of each content area.

The Program Information Reports for each grant were reviewed. Jennifer noted that Program Numbers with 000 indicates Head Start grants and 200 indicates Early Head Start.

Tim Thrasher stated this data is being used for grant decisions that Kim Dodd discussed earlier. Jennifer shared that staff use this data in serving families. Paul Lott asked about the over-income listed for Grant Number 04CH010521 to which Jennifer responded there is a middle income category of 100-130% and with that we can have 10% over-income. She reminded everyone that because we cover 15 counties and have individual waitlist for classrooms sometimes a particular center may have a waitlist

and we also have selection criteria and we pick up disability children first and then we go to income eligible, middle income and over-income categories. The disability children are the neediest even though their family's income might not be the neediest. Kim Dodd stated that if there is a trend that we have over-income children in certain areas then we may move that location. She also reminded everyone that Pre K is based on lottery, not income.

#### CSBG Work Plan 2020 Submission

A copy of the work plan expenditures was sent electronically to all members and advisors prior to the meeting. Cindy Anderson stated the work plan must be submitted each year to ADECA. The plan must include how we will use the funds we receive from ADECA. This year we will receive approximately \$500,000. We must be able to document that individuals are under 120% of the poverty guidelines. The guidelines lists the categories we can support. She stated that 90% of our total budget is used to prop up the work we do and 10% is used to partner in the community. This is the third year to support Meals on Wheels. This program will receive \$40,000. There will be \$25,000 designated for the Safety First Program. Cindy shared that Angela Ingram is able to use these dollars to assist weatherization homeowners with things that are not covered by her regulations. We partner with Decatur Youth Services by supporting 30 children during the summer work program. We also support the Community Free Clinic in Decatur and Good Samaritan in Cullman. Cindy explained that we currently partner with The Link in Cullman however due to a lack of participation we may look at doing something different. Needs and communities change and that we must take all that into consideration. Paul Lott asked about the number of children for the summer youth program to which Cindy stated that we would like to have five in Lawrence County. The program runs for 6 weeks and the youth can only serve in non-profit organizations. Discussion followed. Sherry Pentecost and Charles Owens both shared that they believe they can find youth to work and will follow up with Cindy. Joe Holmes asked for a motion to approve the CSBG Work Plan 2020 Submission. Charles Owens motioned. Benita Owens seconded. There being no further questions motion approved.

#### Organizational Standards Update

The Organizational Standards Update Chart was sent electronically to all members and advisors prior to the meeting. Laurie Lincoln-Swaim reviewed the chart and stated that we have met all 58 required standards. Only 5 of 20 agencies in Alabama hit the deadline. Laurie thanked the Board of Directors and Advisors for their submission of required documents.

#### Customer Satisfaction Survey Results – LIHEAP/Housing Counseling

Survey results were sent electronically to all members and advisors prior to the meeting. Laurie Lincoln-Swaim reviewed the information and stated that the cooling season for LIHEAP is winding down so there will be a break at the next board meeting until funds are received for the winter. She did point out that we do have a lot of repeat clients and reviewed the comments noting that one individual specifically asked

about placing a bench out from for clients to use while waiting on public transportation and Laurie stated this may be something we look into.

Other Business

Joe opened floor for any additional business. Tim Thrasher shared that Mike Tubbs recently had open heart surgery which went well and he is at home recovering. Joe shared that Heather Smith's son got bit by a snake and is in Huntsville Hospital recovering and improving.

There being no further business the meeting adjourned at 10:12 a.m. Minutes submitted by Allison Speegle, Recording Secretary to the Board of Directors.

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Joe Holmes, Board Chair

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Benita Owens, Secretary

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Tim Thrasher, CEO