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Community Action Partnership of North Alabama
Board of Directors Meeting
August 24 2017
Central Office

David Mathews, Board Chair opened the meeting at 8:33 a.m. and welcomed those in attendance.

Board Members in Attendance: Rise Simmons, Bruce Jones, Leigh Frances, Benita Owens, Tim Thrasher, Joe Holmes, David Mathews, Pat Gilbert, Heather Smith, Sheryl Marsh, Allen Stover, Tim Littrell

Board Members Absent: Jackie Peek, Dawn Owens, Jennifer Taylor, Earlene Johnson, Tommy Praytor

Advisors Present: Pat Busing, Barbara Sittason

Advisors Electronically: Marcie Hill, Stephanie Pitts

Advisors Absent: Matt Holmes, Corey Williams, Paul Lott, Tricia Culpepper

Legal Counsel to the Board: Bingham Edwards

Guest Present: Colette Pozzo, Daphne Jackson, Debra Rains, Adele

Staff Present: Allison Speegle, Angela Ingram, Alicia Higginbotham, Candy Ayers, Jennifer Carroll, Deborah Cottingham, Dave Truitt, Kim Dodd, Venessa Leffers, Michele Andrews, Tamisha Sales, Cindy Anderson, Laurie Lincoln-Swaim, Holly Hicks, Nathan Curry, Michael Tubbs

Staff Electronically: Fred Harvey

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.

Introduction of Staff & Guests

Michael Tubbs, CEO introduced staff and guests and gave a special welcome to the following: Daphne Jackson an Alabama A&M Intern attending as a guest of Bruce Jones; Debra Rains with Commission on Aging attending as a guest of Sheryl Marsh; Adele, granddaughter of Leigh Frances, and Colette Pozzo with NeighborWorks America.

Roll Call to Establish Quorum

Allison Speegle conducted roll call and a quorum was established with 12 of 18 board members present.

Reciting of the Mission

David Mathews led all in reciting of the mission statement.

Approve Minutes of June 22, 2017

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 David Mathews asked for a motion to approve the June 22, 2017 minutes as received. Allen Stover motioned. Bruce Jones seconded. Motion approved

IRS 990 Review

The IRS 990 was sent electronically to all members and advisors prior to the meeting. Lorrie Mauro, CFO stated this is a public document that requires Board of Directors approval and will be posted on the agency website once approved. Fred Harvey stated this is a standard IRS form that must be filed by all non-profits each year. Document was prepared by the CPA firm of Wear, Howell, Strickland, Quinn & Law LLC. There are no major differences from the prior years. David Mathews opened the floor for questions followed by a motion to approve the IRS 990 as received and presented. Heather Smith motioned. Benita Owens seconded. Motion approved.

Financial Report

The July financial reports were sent electronically to all members and advisors prior to the meeting. Lorrie Mauro, CFO gave a brief overview of the following reports: Financial Dashboard, Balance Sheet – Consolidating Financial Position, Statement of Revenues & Expenditures – Summary/Detail, Statement of Revenues – Public/Non-Public, Statement of Activities – Combining Schedule of Activities w/Budget, Statement of Revenues & Expenditures – 12 County Head Start, Early Head Start Madison/Limestone, Head Start Madison/Limestone, Head Start Lauderdale Co., State Pre-K, Home Visiting Grant, Early Head Start DHR, USDA, Credit Card Expenditures, General Ledger Transactions. Lorrie reminded all that the Financial Committee meets once a month to review the monthly financials in depth. Highlights of the reports included but were not limited to the following:

There are no major changes on the *Financial Dashboard*.

Balance Sheet – Consolidated reflects the parent company, consolidated and entities the agency has ownership in. The Current YTD Net Income is \$491,793.

Statement of Revenues & Expenditures Summary & Detail is the agency's fiscal year statement of revenue and expenditures.

Statement of Revenues – Public/Non-Public reflects revenues as compared to previous year. Lorrie stated the goal is to have more of the non-public revenue which would provide the agency the opportunity to do some other things.

Combining Schedule of Activities with Budget report lists each grant of the agency. The bottom line of each heading reflects how the grant ended the month. Lorrie reminded all this report is for the month ending not the year end.

12 County Head Start grant is the largest grant. New grant cycle started 7/1.

EHS Madison/Limestone is currently at 33.14% of the program year. Lorrie stated that once the in-kind has been keyed it will be around 50% of the program year.

Madison/Limestone should be at 41% of the program year and is currently at 24.05%. Lorrie stated there is in-kind still to be keyed.

Lauderdale Co. grant runs from 10/1-9/30. Should be at 82% of the program year and is currently at 75.50%.

Pre-K grant runs from 10/1-9/30. Should be at 82% of the program year and is currently at 103.96%. Lorrie stated she still has some adjustments to make.

Home Visiting Grant should be at 82% of the program year and is currently at 100.13%.

EHS DHR grant operates 3/1-2/28. This particular grant is the one we partner with vendors to provide the services.

USDA grant should be at 82% of the program year and is currently at 80.86%.

Credit Card expenditures is an agency wide report. The small dollar amounts are costs that are allocated to various programs.

General Ledger Reports includes two reports, the first is any vendor who received a payment during the month. The second report is any vendor who received more than one payment during the month.

The floor was opened for questions. David Mathews asked for a motion to approve the financials as received and presented. Allen Stover motioned. Tim Thrasher seconded. Motion approved.

CFO Signature Authorization from Fred Harvey to Lorrie Mauro

Lorrie Mauro, CFO stated that Regions Bank requires authorization/approval from the Board of Directors to change signature cards from Fred Harvey, former CFO to her as the current CFO. David Mathews asked for a motion to approve this change. Heather Smith motioned. Joe Holmes seconded. Motion approved.

2016-17 Self-Assessment

The Self-Assessment report was sent electronically to all members and advisors prior to the meeting. Kim Dodd, Director of Children's Services, gave a brief overview of the report. The process involves the collection of information to determine if systems and services that have been implemented are working effectively. The results of the Self-Assessment serves as a driving force in determining the needs for program improvement and action plans. Kim stated the results identified a few areas that need improvement but overall the report was positive. The floor was opened for questions. No approval required.

2016-17 Program Improvement Plan

The 2016-17 Program Improvement Plan was sent electronically to all members and advisors prior to the meeting. Kim Dodd, Director of Children's Services gave a brief review of this report and stated that it is a companion document to the Self-Assessment which outlines the monitoring planning process for areas of improvement reflected in the Self-Assessment. Floor was opened for questions. No approval required.

2017-18 Head Start Policy Council By-Laws

The 2017-18 Head Start Policy Council By-Laws were sent electronically to all members and advisors prior to the meeting. Kim Dodd, Director of Children's Services stated there were no changes to the By-Laws but Board of Director approval was required due to new members serving on the Policy Council. The floor was opened for questions. David Mathews asked for a motion to approve the 2017-18 Head Start Policy Council By-Laws. Leigh Frances motioned. Tim Thrasher seconded. Motion approved.

CLASS Report PY1617

A copy of the Head Start CLASS Report was sent electronically to all members and advisors prior to the meeting. Kim Dodd, Director of Children's Services gave a brief overview of report and shared that CLASS stands for Classroom Assessment Scoring System and is an instrument that is used to assess the quality of teacher and child interactions in the classroom. The assessment includes three domains of Emotional Support, Classroom Organization and Instructional Support for which strategies are put in place to increase scores, which is a goal each time this process is completed. Kim also shared that in an effort to assist with this that there are now coaches that will assist staff on strategies. Floor was opened for questions. No approval required.

First Teacher Grant – Lamar County

Kim Dodd, Director of Children's Services stated the First Teacher Grant is a home visiting program grant through the State of Alabama and has received a third request to serve 10 families in Lamar County which would require hiring one staff person to go into the homes and work with the children and parents. Kim shared that she has met with the appropriate staff and the decision was to move forward with this pending appropriate approvals. Michael Tubbs stated that we currently serve several counties and the funder came to us as a result of the success of our program and asked if we

could add this county to our footprint. This would be for one year starting October 1st and the State will provide \$30,000 assistance which will cover the cost of a staff person. The floor was opened for questions. David Mathews asked for a motion to approve the First Teacher Grant for Lamar County. Pat Gilbert motioned. Leigh Frances seconded. Motion approved.

Board Member to Serve on Policy Council

Kim Dodd, Director of Children's Services stated this position is appointed each year and acts as a liaison to the Board of Directors. Michael Tubbs stated this past year that Dawn Owens served in this role with Joe Holmes serving as the alternate. The first meeting will be September 26th. Meetings are held once a month during the school year and generally last 2-3 hours with all meetings being held at the Central Office and the By-Laws do allow for skype/calling in. The floor was opened for volunteers. Joe Holmes volunteered. Benita Owens will be alternate. David Mathews asked for a motion to approve Joe Holmes as the Board Member to serve on Policy Council and Benita Owens as the Alternate. Allen Stover motioned. Tim Littrell seconded. Motion approved.

CSBG Workplan

Work Plan documents were sent electronically to all members and advisors prior to the meeting for review. Cindy Anderson, Director of Community Services stated the Work Plan is a yearly requirement from ADECA. The Community Services Block Grant is a federal anti-poverty grant that funds the operations of local Community Action agencies. These funds are administered through the Alabama Department of Economic & Community Affairs (ADECA). Cindy stated that the Partnership will receive \$548,758 in CSBG funds this year. The Work Plan must include how these funds will be used and documentation for those receiving services are below 125% of the federal poverty guidelines. Cindy stated this funding is unique to Community Action Agencies and that we have the flexibility to use these funds for direct services, rent, staff salaries or to partner with other organizations in the community that serve a similar population. Partnering allows us to lower our cost and serve more clients and provide family and community outcomes to fight the causes and consequences of poverty. Cindy stated that part of this process includes review of the Community Assessment each year to determine our greatest needs. This is the second year we will utilize a portion of the CSBG funds to support Meals on Wheels & More and the Foster Grandparent/Senior Companion Programs. We will also invest \$44,000 into the following partnerships: (1) Decatur Youth Services by engaging 30 youth in employment for 6 weeks during the summer (2) Community Free Clinic & Good Samaritan Health Clinic (Cullman) - \$10,000 each to provide healthcare services for 20 employed, uninsured individuals who are at risk of losing their job due to medical conditions (3) The Link (Cullman) & Neighborhood Christian Center - \$5,000 each to provide self-sufficiency services under the supervision of a coach as participants move from government assistance to independence (4) Lawrence County Home Extension - \$2,000 for a 4H Camp for young people to learn hands-on learning and life skills and leadership. Cindy stated that CSBG also allows us

to have intake workers in all 3 counties to compliment LIHEAP. Pat Gilbert asked about the status of outreach for the winter LIHEAP season. Cindy said that is our intention to do outreach but we have not received our notification from Montgomery. The floor was opened for questions. David Mathews asked for a motion to approve the CSBG Work Plan as presented. Pat Gilbert motioned. Tim Thrasher second. Motion approved with roll call vote.

CEO Transition

David Mathews stated that Mike will retire on 10/1/18 and stated that we are currently in the process of building a search team which will include but not be limited to the Executive Committee of the Board. The Leadership Team of the agency will also have some type of involvement. He stated the process will be open and transparent. Alicia Higginbotham, HR Director stated that we are in the preliminary stages and are reviewing the current job description. Allison will send job description to board/advisors for review and input. Mike stated that if there are things that need to be added or changed in the job description that now is the time to do that. An update will be given at the October 26th board meeting.

NeighborWorks PROMPT Review Process

Michael Tubbs introduced Colette Pozzo and stated that NeighborWorks is divided into Regions and that Colette Pozzo is from the Atlanta office. As one of 240 NeighborWorks affiliates we are subject to a program review every 3 years and our review is scheduled for September 13-15.

Colette Pozzo shared that she was delighted to be at the agency and she had the opportunity to visit one of the Head Start centers. She stated that part of her responsibility is to share the review process with the Board of Directors. There is a separate division of NeighborWorks called the Organizational Assessment Division that is designed for reviewers to come in and review the work we do. Colette stated that she is not involved in the review process but that she is the Relationship Manager to the Partnership. The reviewers are currently in the document review process. The agency has provided numerous documents that are reviewed prior to the on-site review. A PowerPoint outlining the PROMPT review process was delivered by Colette. She stated the review process is something they commit to Congress to do in an effort to promote the mission, learn and enhance what the agency does and take a deep look at the management systems. PROMPT stands for Production/Program Services, Resource and Financial Management, Organizational Management & Board Governance, Management, Planning, Technical Operating and Compliance Systems. The (PRO) Resource & Financial, Organization Management & Board Governance and Staffing are the areas of most concern for organizations and where most of the time is spent in assessing. There are 6 categories evaluated and each category receives a score of exceed, meet or fail.

The criteria for the final rating given to organizations are: Exemplary, Strong, Satisfactory and Vulnerable. Currently the Partnership is rated as a strong organization. Colette stated that it is difficult to know where the organization will fall in the deep dive of the review process but that the organization is healthy. Once the review is completed the reviewers will write a report and submit it to the Regional Office. The Partnership will receive a copy of the draft report for which there will be a comment period for the agency to respond. The comment period also provides the opportunity to look at the recommendations and make suggestions. A final report will be issued after the comment period. Colette stated that as the Relationship Manager that she will advise the agency on things to do once she receives report. She did recommend the report be presented to the Executive Committee or the full board before the final report.

Colette stated that coming forward in the next year has the potential to be a great time for this agency. It brings excitement and apprehension with Mike's planned retirement and change can create questions for the Board and staff. She stated that NeighborWorks is here to assist and has awarded some money to the agency to assist with this transition. Colette commended Mike on the work he has done in running the agency and building the Senior Management team and said the growth of the organization under his tenure has been significant. She stated that Mike provides guidance to NeighborWorks and is known in the Southern Region and his peers.

Frank Sepulveda and Marshall Tyndall are the assigned reviewers. Colette informed anyone that is contacted by these individuals to talk from your area of expertise and discuss attending the board meetings and involvement. The floor was opened for questions. David Mathews thanked Colette for her presentation and overview of the process.

Results Report

Laurie Lincoln-Swaim, Compliance, Planning & Results Specialist stated that given the length of the agenda and planned meeting the results video along with the Community Needs & Resource Assessment update were sent electronically to all members and advisors prior to the meeting.

Laurie gave a brief review of the Community Needs & Resource Assessment. Going forward she asked for 1-2 board members/advisors from each of the 3 counties to volunteer to work alongside agency staff to with developing questions for the upcoming focus group for the CNRA. Laurie stated that we must show there was board involvement in order to meet the Organizational Standards and the CAP plan that Cindy Anderson discussed previously was built around the Community Needs Assessment. Laurie reviewed the timeline on the handout and asked for volunteers. Rise Simmons (Cullman County) Allen Stover (Morgan County) and Benita Owens (Lawrence County) volunteered.

Executive Director's Report

The Executive Director's report was sent electronically to all members and advisors prior to the meeting. Michael Tubbs highlighted the following:

- 10/26 is the next Board of Directors meeting. Mike shared that he is trying to send out more information in between board meetings.
- National Community Action Partnership Conference will be next week and staff will be presenting a workshop.
- The Financial Committee meetings are once a month and are open to anyone that would like to attend.

All members/advisors were asked to review the Executive Director's report in full if they had not already, that it provides a brief snapshot of what is happening in each program of the agency.

Other Business

David Mathews opened the floor for any additional business.

Michael Tubbs acknowledged Rise Simmons for her service to the Board of Directors. Rise served as the Head Start Policy Representative to the Board. The Head Start Policy Council will elect another member to serve as the representative so this will be her last meeting as a board member. Mike presented Rise with a card and thanked her for her service.

Joe Holmes thanked the agency for their support of United Way and the example the agency sets. He also thanked Cindy Anderson for her service in working on the campaign this year.

There being no further business David thanked everyone for their attendance at the meeting today and adjourned the meeting at 10:03 a.m. Minutes submitted by Allison Speegle, Recording Secretary to the Board.

David Mathews, Board Chair

Tim Thrasher, Secretary

Reviewed by Michael Tubbs, CEO