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Community Action Partnership of North Alabama, Inc.
Board of Directors Meeting
April 23, 2015
Central Office
Decatur, Alabama

Paul Lott called the meeting to order at 8:44 a.m. and thanked those in attendance and the time devoted to the Partnership.

Board Members in Attendance: Barbara Sittason, Leigh Frances, Jackie Peek, Darris Frost, David Mathews, Pat Gilbert, Jennifer Taylor, Earlene Johnson, Paul Lott

Electronic Communication: Kyle Buchanan, Allen Stover, Bruce Gordon

Board Members Absent: Bruce Jones, Cassandra Lee, Dawn Owens, Heath Meherg, Sheryl Marsh

Advisors Present: Matt Holmes, Joe Holmes, Marcie Hill, Heather Smith, Pat Busing, Stephanie Pitts

Advisors Absent: None

Guest Present: Tricia Culpepper

Board Attorney: Bingham Edwards

Staff Present: Fred Harvey, Alicia Higginbotham, Nathan Curry, Wendi Busing, Tamisha Sales, Candy Ayers, Sue Stancil, Richard Lyons, Barbara Williams, Laurie Lincoln, Edie Dugger, Charla Hill, Marsha Hill, Tracie Hodges, Robin Fuller, Doris Harris, Wendy Gold, Ashley Mitchell, Mari Juarez, Cindy Anderson, Allison Speegle, Michael Tubbs

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 and Guest

Michael Tubbs introduced Rhoda Talley, ADECA, who connected remotely from Montgomery to conduct board training. Mr. Tubbs stated this is the first time to utilize the linked in system provision to allow board members to connect electronically to board meeting. Rhoda Talley thanked the board for the opportunity to provide training electronically. Also present at ADECA location was Maureen Neighbors, Doris Felder and Tryon McClaney. Jim Byard, ADECA Director also brought greetings to the Board.

Rhoda Talley, ADECA – Training

A copy of the Alabama Annual Agency Organizational Standards Assessment was received in packet prior to meeting. Rhoda Talley stated there is a big push for accountability from the National level. In 2012 there were 58 standards developed for local entities of Community Action Agencies. Ms. Talley presented a power point on the standards focusing on Category 4: Organizational Leadership, Category 5: Board Governance and Category 7: Human Resource Management. These 3 categories directly involve the Board of Directors. Also reviewed was the IM 138 that outlines the organizational standards. It is a requirement that an assessment be completed on an annual basis with all standards being met. After the completion of the training by Ms. Talley the floor was opened for questions and/or discussion. She did inform the Board that from reading the minutes of meetings from the past two years this agency has been working towards and implementing steps to meet all the standards. Michael Tubbs stated that he appreciates the time Rhoda has given to conduct board training today. He further stated the agency is working towards success to be compliance with all 58 standards noting some changes will be implemented to ensure compliance and that the Partnership would like to be a model for other agencies. Paul Lott, Board Chair, asked all members to read and be familiar with the Organizational Assessment document.

There being further questions/discussion, Rhoda Talley remained connected for the remainder of the meeting.

Introduction of Staff and Guests

Michael Tubbs introduced staff and guest. Doris Harris who has worked in the Cullman office for many years and is retiring was acknowledged and presented with a gift from the agency.

Roll Call to Establish Quorum

Allison Speegle called roll and quorum was established.

Recite Mission of Agency

Mission statement was recited by all present.

Approve March 19, 2015 Minutes

The minutes were received in packet prior to the meeting. Paul Lott opened the floor for any questions/discussion. There being no corrections Paul Lott asked for a motion to approve minutes as received. Darris Frost motioned. David Mathews seconded. Motion approved.

Financial Committee Report and Approve Report Submission

Matt Holmes, Financial Committee member, stated the March financial reports were in packet received. The committee met on April 16th. Alicia Higginbotham, HR Director, gave a presentation on Human Resources processes. Highlights included: detailed hiring process, interview process always includes an HR staff person to ensure process is not compromised, on-boarding process including ABI/FBI background, progression/succession plan. There are over 300 training videos/webinars available for staff. Discussed the biggest challenge in the future is quality of education for Head Start classrooms in that the agency wants the absolute best. The auditors were also in attendance to provide an audit update. The committee also met independently with the auditors. Audit process is going well and as of the meeting there were a few minor things to clear but nothing that is reportable. A final of the draft audit will be presented at the June board meeting. Fred Harvey then gave an in depth review of the financial statements including the Head Start budgets. There were two guests that attended the financial committee meeting, Don Smith from Cullman County, guest of Paul Lott and an intern from Alabama A&M that attended with Bruce Jones. Matt Holmes stated it is the opinion of the committee the reports represent the financial position of the agency. The floor was opened for questions/discussion. Paul Lott asked for a motion to approve the Financial Committee Report as presented. Pat Gilbert motioned. Leigh Frances seconded. Motion approved.

Review of Approved Agency Wide Budget FY 2015

A copy of the budget was in packet received. The Board of Directors approved an agency wide budget at the March 19, 2015 meeting. Fred Harvey stated the enclosed budget includes a comparison of FY 2015 to 2014. This is for information purposes only and requires no further approval.

Refunding Application for Head Start (Original 12 counties)

A copy of the Refunding Application (electronic version) was in packet received. Fred Harvey reviewed the Application for Federal Assistance SF-424 which includes a budget narrative. This particular grant, completed on line, must be submitted 90 days prior to the end of the grant cycle, which was no later than 3/31. Due to the timing of the board meeting this application was submitted electronically on 3/31/2015 with a notation pending board approval.

Michael Tubbs reminded the Board the agency has 4 Head Start grants and all have a different grant cycle. Fred Harvey stated it will remain level funding until Congress makes any changes. If changes occur a revision will be submitted for Board approval. The floor was opened for questions/discussion. Paul Lott asked for a motion to approve the Refunding Application for Head Start (Original 12 counties). Darris Frost motioned. Pat Gilbert seconded. Motion approved.

Approve Wage Compensation Guide

A copy of the Wage Compensation Guide was received in packet. Alicia Higginbotham, HR Director, gave an overview of the guide. Part of the process included all employees reviewing their job descriptions for any updates. An internal equity analysis was completed by an internal committee. The agency contracted with WIPFLI to complete wage guide which included market data for comparisons. As a result of the guide some salary adjustments have been made as a result of certain jobs being placed on a different grade level. It was noted the salary scale has been presented to the Leadership Team and Executive Committee. The floor was opened for questions/discussion. Paul Lott asked if there was any staff below the minimum. Alicia Higginbotham stated the Head Start Classroom Partners are and stated the adjustment will be implemented 7/1 at the start of the Head Start program year. Michael Tubbs stated this could be adjusted annually based on market data from the company. Fred Harvey stated federal regulations require a current wage study on file. Michael Tubbs stated WIPFLI gathers national data of similar jobs, organizations in similar size including staff and budget and wage scale is reflective of the company's depth and that the agency is a very large business and a significantly large Community Action Agency. Alicia Higginbotham stated that WIPFLI emphasized the amount of staff we use to get the amount of work completed we do. We do more with less. With there being no further questions Paul Lott asked for a motion to approve the Wage Compensation Guide as presented. David Mathews motioned. Darris Frost seconded. Motion approved.

Results Report

Michael Tubbs stated webinars are a way to do real-time training. All Head Start classrooms are equipped with computers, along with all remote locations (Cullman and Moulton). Edie Dugger, Training and Professional Development, gave an overview of how webinar training is a benefit to the company. Edie stated the majority of training occurs within the Head Start program. Due to the large footprint the agency looks for quality business solutions to provide quality services to our areas with customer and staff satisfaction. This process was started in 2012 and Edie stated she begin to monitor the results in 2013. Currently there are 616 employees engaged in web based training. Feedback from the pre-service in 2014, a one-day off site meeting was staff did not feel they needed to be pulled from classrooms. This was when we went to totally web based pre service training. This past year staff were given a week long training thru web based. Pre service travel compared from 2013 to 2014 was a 50% savings. Employee satisfaction was a rating of 4 or higher (80% increase in

satisfaction). Agency is looking at going from Good to Great by being progressive, consistent, real-time and accountable.

Eddie logged into the system to give a demonstration. After staff complete training they are given a certificate which are then downloaded from the system. Supervisors can access training to see where staff are on training completion.

Michael Tubbs stated compliance issues are black and white and this is one way we have come up with complete training. Eddie stated with geography it allows staff to feel supported until a staff can make an on-site visit. System is available to all programs. There is a total of 663 employees that have access to the system which comes to \$12.00 per year for them to have access to unlimited resources. Eddie pulled up the WIPFLI board training that had been sent to board members/advisors and reviewed at the request of Paul Lott. Board members/advisors were also reminded that upon initial access to the system they are then able to access all training videos available. It was noted the system is password protected. Michael Tubbs stated the agency purchased the training videos from WIPFLI at the cost of approximately \$3,000.00. Training is one of the Organization Standards. We will not meet the standard if the Board does not help us comply with this. Eddie distributed QR code that will give instructions on how to log into the system and access information.

Executive Director's Report

Executive Director's report was available at the tabletop. Michael Tubbs mentioned key events and dates. Any board member/advisor interested in participating in trainings was asked to contact Allison. The following highlights:

June 8th will be a public event highlighting NeighborWorks Week Block Makeover in Decatur. Staff along with volunteers and sponsors will complete housing rehab, painting, landscaping on 7th Street in Decatur.

Average age of employees at the Partnership is 40.

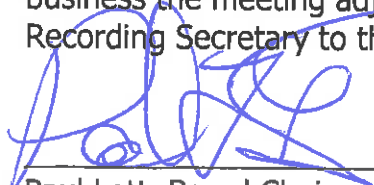
Completing LIHEAP season, approximately \$1.3 million dollars moved through agency to assist vulnerable families.

Currently have 23 State Pre-K grants and have applied for additional grants.

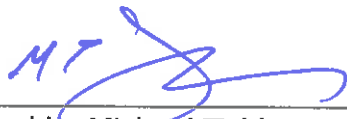
Board Members/Advisors were asked to review the Executive Director's Report and contact Michael Tubbs with any questions.

Other Business

Paul Lott opened the floor for any questions or business. There being no further business the meeting adjourned at 10:01 a.m. Minutes submitted by Allison Speegle, Recording Secretary to the Board.



Paul Lott, Board Chair



Reviewed by Michael Tubbs, CEO

Bruce Jones, Secretary