

Community Action Partnership of North Alabama, Inc.
Board of Directors Meeting
April 3, 2013
Central Office
Decatur, Alabama

Board Meeting Minutes

The Community Action Partnership of North Alabama, Inc. Board of Directors meeting was called to order at 8:30 a.m. by Darris Frost, Board Chair and Private Sector representative.

Board members in attendance: Leigh Frances, Cleo McDaniel, Lorrie Lee, Pat Gilbert, Darris Frost, Jim Turner, Jenny Clark, Sheryl Marsh, Allen Stover, Jennifer Taylor, Earlene Johnson, Paul Lott

Board members absent: Matt Holmes, Christine Garner, Cassandra Lee, Mike Bates, Kim Hood, Bruce Gordon

Advisors present: Carolyn Orr

Advisors absent: Johnny Turner, Annette Creest, Bruce Jones

Staff in attendance: Allison Speegle, Nathan Curry, Deb Purcell, Lorrie Mauro, Kim Dodd, Deborah Cottingham, Cindy Moses, Karon Grubbs, Tamisha Sales, Alicia Higginbotham, Richard Lyons, Angela Warren, Michael Tubbs

Board Attorney: Bingham Edwards

Guest Present: Tryon McLaney, ADECA

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.

Board Chair Comments

Darris Frost opened the meeting and thanked those in attendance. Darris commented that this is the largest agency he has been a part of and that he wants meetings to be informative and important and encouraged members to ask any questions they may have.

Introduction of Staff, Guests

Michael Tubbs, CEO, introduced all staff and board members. Earlene Johnson was recognized as an appointee of the Cullman County Commission. She has served previously on the Board of Directors from 2005-06. As an appointee of the Commission there is no approval of the board required. Dawn Owens with The Link in Cullman County has agreed to serve as an Advisor. She will attend the next scheduled meeting.

Tryon McClaney, ADECA monitor was recognized. Tryon worked previously with Workforce Development. He stated that he was pleased to be visiting the agency and welcomes open lines of communication and encouraged members to contact him with questions at any time.

Roll Call to Establish Quorum

Allison Speegle called roll and quorum was established.

Reciting of the Mission

Mission was recited by all.

Approval of January 23, 2013 Minutes

January 23, 2013 minutes were received by members prior to the meeting. Darris Frost opened the floor for questions/discussion on the minutes as received. There being no questions/corrections he asked for a motion to approve minutes. Pat Gilbert motioned. Jim Turner seconded. Motion approved.

Housing Committee Report

Jim Turner, committee member, stated the committee met on February 13th. Quorum was established. The Dinsmore property deal has been withdrawn. Mr. Dinsmore made decisions that were not in the best interest of the agency. Jim commended Fred Harvey for the amount of time and effort put into this project and also for keeping the agency's best interest at heart. Lorrie Mauro will soon be Asset Management Certified. There are a couple of

apartment complexes that have vacancy issues and these are being addressed. Hanover Ridge in South Carolina which has been very complicated for years will be bulldozed and agency will deed property back to Wells Fargo. Development Services, Inc. completed an AHFA application for Hackleburg/Phil Campbell for 2013. The Village at Blackwell Farms which is a 48 unit complex is complete and currently in the process of being leased. Agency is partnering with the City of Decatur to build affordable houses in the Seville subdivision.

Michael Tubbs stated that the housing unit is fast growing and is the largest portfolio of the company. As stated by Jim, the agency, in partnership with DSI, has submitted two applications to AHFA for mutli-family housing in Hackleburg (16 units) and an apartment complex in Phil Campbell (24 units). There have were 37 total applications submitted to AHFA. These projects were discussed at length during the housing committee meeting. We believe these projects will get funded especially with the additional CDBG funding for multi-family housing. This is the first time that the agency has put down money to hold property. If awarded, construction would start in the late fall. The Housing Committee endorsed and approved these two applications. It was not a requirement that the board meet and approve the submission of these two applications but we would like the board to ratify the action of those two applications approved by the Housing Committee. Darris Frost asked for a motion to ratify submission of the two applications approved by the Housing Committee. Allen Stover motioned. Pat Gilbert seconded. Motion approved.

Michael Tubbs stated that in October the agency submitted a funding request through NeighborWorks. Agency received announcement award of \$98,312.00. The core funding was \$70,000. Of that \$10,000 was for Green Initiative and the additional was for our work in rural development and excellence in board governance. Carolyn Orr's work with NeighborWorks was significant. Agency has also made a request for \$300,000 in real estate line of business. Board will be kept informed of status of this request.

Financial Committee Report

The February financial reports were received by members prior to the meeting, however, the January reports were not included in packet but will be sent out before the end of the day. Paul Lott, committee member, stated the committee met on March 20th. This committee has met twice since the last board meeting. Committee made the decision to inventory the merchandise for ReWorx. The first ReWorx shipment to Atlanta was supposed to have been in March but did not occur until April. Michael Tubbs

stated that ReWorx has a People, Planet, Purpose Mission. We have one employee, Chris Foote. Agency put together a 3-year business plan. Product is stored in warehouse next door. Effort is to create a revenue stream, have environmental impact and eventually employee people. Currently need to market company get more exposure. Darris Frost will be calling on businesses as part of this effort.

Paul Lott stated the Financial Committee will spend a day with Fred Harvey as part of training. The Financial Policies and Procedures Manual is in the process of being revised for updates. Agency has engaged letter with the auditing firm of Wear, Howell, Strickland, Quinn and Law, LLC. Auditing firm passed a peer review recently. Committee discussed sequestration impact on the Head Start program.

Darris Frost stated the financials are very complicated and Fred Harvey and Lorrie Mauro do an excellent job of answering questions. Darris Frost asked for a motion to approve financials as presented. Pat Gilbert motioned. Allen Stover seconded. Motion approved.

Head Start – Sequestration Plan for 2013-2014 Program Year

Kim Dodd stated that she has not received an official letter on funding cuts due to sequestration. The Head Start budget starts in July and budget has been submitted. Plan had to be submitted for a 5.1% cut. If additional reductions are needed may have to cut the number of school days. Currently writing for additional State of Alabama Pre-K funding which if awarded could help offset need for reductions.

There is still no response to the Huntsville/Madison/Limestone Grant that the agency applied for. Program was placed under re-competition. Grant currently serves 534 children and we wrote to serve 504 children. Expect to hear something about the award in April. Floor was opened for questions/discussions. This is for information purposes only, no approval needed.

Head Start Program Information Report

Kim Dodd reviewed report and stated this is a monthly report that is shared with the Head Start Policy Council and Board of Directors. Enrollment continues to be where it should be. Required to have 10% of children with disabilities. Currently there are 212 children with identified disabilities in the program. Floor was opened for questions/discussion. This is for information purposes only, no approval needed.

2012 Conflict of Interest

Darris Frost stated that it is a requirement of the auditors that each board member review the list of vendors and sign a conflict of interest statement. Michael Tubbs stated this is also a policy in the Financial Policies and Procedures manual. Each member was referred to the list of vendors that receive reimbursement from the company and policy statement that was distributed to them. Bingham Edwards gave a brief statement of what constitutes a conflict of interest. Signed forms are to be left on the table and Allison will collect after the meeting.

Approval to Submit Emergency Solution Grant

Michael Tubbs stated that ADECA gives the opportunity to apply for grants. The agency would like for the Board to approve submission for a \$400,000 grant for Morgan, Lawrence and Cullman counties that would allow for rent, mortgage, transitional housing assistance and homeless prevention. Floor was opened for questions/discussion. Darris Frost asked for a motion to submit Emergency Solution Grant. Allen Stover motioned. Leigh Frances seconded. Motion approved.

Upcoming Calendar Events

Darris Frost stated that there are many opportunities at the agency that need board involvement. He stated that he would like to have board members/advisors/executive committee attend various meetings and/or training events. Michael Tubbs reviewed the upcoming calendar of events included in board packet. April 23rd – Meals on Wheels Recognition Dinner; April 24th – Financial Committee Meeting; May 14-16 – Community Action Conference; May 22nd – Financial Committee Meeting; May 29th – Board of Directors meeting; June 3-7 – NeighborWorks Week; June 18-21 – CAPLAW Conference.

April 24th Harold Nassau with NeighborWorks will be conducting an onsite training for the Housing Committee regarding asset management. Training will last approximately 2 hours. All board members/advisors are welcome and encouraged to attend.

Agency is expected to have National people attend our NeighborWorks Week event. Plans are being finalized but will probably be a two day event that will end with a tour of Hackleburg/Phil Campbell storm recovery area.

Michael Tubbs stated that he recently attended an Executive Director's NeighborWork Conference in Washington where Congressman Robert Aderholt spoke about the importance of HOME Matters. Mike thanked Jennifer Taylor for her work in helping arrange this effort.

Michael Tubbs, Darris Frost and Allison Speegle will be attending the CAPLAW Conference that will be held in Boston in June.

Executive Director's Report

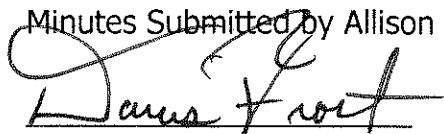
The Executive Director's report was distributed. Michael Tubbs gave a brief overview of report. Agency has gone live with an online system to apply/schedule appointment for energy assistance. Applicants will still have the option to call in and go through the telephone system to schedule an appointment also. Agency is working on updating/revising website. Head Start is the only program that a plan has been required to submit a sequestration plan for at this time. The old modulars located on the Decatur City Head Start property have been torn down and sections of the parking lot have been repaved. Currently looking at the calendar for a board training date in June. Bingham Edwards will help lead this effort.

Other Business

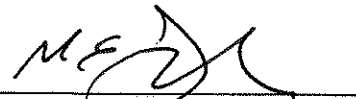
Tryon McLaney thanked the board members for their service to the Board. He said that members are engaged and proactive. He stated he was very impressed and commended board members for the way the meetings are run efficiently.

Darris Frost opened the floor was any additional business, questions, discussion. There being no further business the meeting adjourned at 9:35 a.m.

Minutes Submitted by Allison Speegle.



Board Chair



Reviewed by Michael Tubbs

Board Secretary

Board of Directors

April 3, 2013

8:30 A.M.

Decatur, Alabama

Central Office

Agenda

Welcome

- **Board Chair Comments**
- **Introduction of Staff and Guests**
- **Acknowledgement of Cullman County Commission Selection of Earlene Johnson, and Dawn Owens to Advisor**
- **Roll Call to Establish Quorum**
- **Reciting of the Mission**

Business

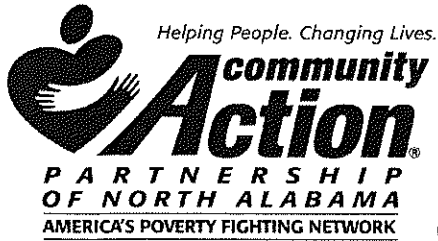
- **Approval of January 23, 2013 Minutes**
- **Housing Committee Report**
Ratification of AHFA Applications
- **Financial Committee Report**
Approval of Financial Reports
- **Head Start**
Sequestration Plan for 2013-2014 Program Year
Program Information Report
- **2012 Conflict of Interest**
- **Approval to Submit Emergency Solution Grant**
- **Upcoming Calendar Events**
- **Executive Director's Report**

- **Other Business**

Adjourn

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.



Community Action Partnership of North Alabama, Inc.
 Board of Directors Meeting
 April 3, 2013
Sign In Sheet

Leigh Frances	Community Sector/Morgan	Leigh Frances
Cleo McDaniel	Community Sector/Morgan	Cleo McDaniel
Matt Holmes	Community Sector/Morgan	
Christine Garner	Community Sector/Lawrence	
Cassandra Lee	Community Sector/Lawrence	
Lorrie Lee	Community Sector/Cullman	Lorrie Lee
Pat Gilbert	Community Sector/Cullman	Pat Gilbert
Darris Frost	Private Sector/Morgan	Darris Frost
Jim Turner	Private Sector/Morgan	Jim Turner
Jenny Clark	Private Sector/Cullman	Jenny Clark
Mike Bates	Private Sector/Cullman	
Kim Hood	Private Sector/Lawrence	
Sheryl Marsah	Public Sector/Morgan	Sheryl Marsah
Allen Stover	Public Sector/Morgan	Allen Stover
Jennifer Taylor	Public Sector/Cullman	J Taylor
Earlene Johnson	Public Sector/Cullman	Earlene Johnson

Paul Lott	Public Sector/ Lawrence	<i>Paul Lott</i>
Bruce Gordon	Public Sector/ Lawrence	
Barbara Sittason	Advisor to the Board	
Bruce Jones	Advisor to the Board	
Johnny Turner	Advisor to the Board	
Annette Creest	Advisor to the Board	
Carolyn Orr	Advisor to the Board	<i>Carolyn Brackin Orr</i>
Bingham Edwards	Attorney at Law, Legal Counsel to the Board	<i>Bingham D. Edwards</i>

Staff/Guest Present

<i>Alvin Lopez</i>		<i>Angela Warren</i>
TRYON McLANEY		ADECA
<i>Debby</i>		
<i>Deb Purcell</i>		
<i>Jon Mann</i>		
<i>Kim H. Dodd - DCS</i>		
<i>Deborah Cunningham</i>		
<i>Cindy Moses</i>		
<i>Karon Brubaker</i>		

Tamisha Sales
Alisa Higginbotham
Richard Syron
ME