

Community Action Partnership of North Alabama, Inc.  
Board of Directors Meeting  
December 6, 2012  
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 Carolyn Orr, Board Chair and Community Sector representative.

Board members in attendance: Leigh Frances, Cleo McDaniel, Matt Holmes, Carolyn Orr, Pat Gilbert, Darris Frost, Jim Turner, Jenny Clark, Shelly Waters, Paul Lott, Bruce Gordon

Board members absent: Christine Garner, Lorrie Lee, Mike Bates, Kim Hood, Allen Stover, Jennifer Taylor

Advisors present: Bruce Jones, Barbara Sittason

Advisors absent: Johnny Turner, Annette Creest, Cassandra Lee

Staff in attendance: Allison Speegle, Fred Harvey, Jennifer Carroll, Jack Green, Lorrie Mauro, Alicia Higginbotham, Richard Lyons, Tamisha Sales, Cindy Anderson, Angela Warren, Michael Tubbs

Board Attorney: Bingham Edwards

Guests Present: Sheryl Marsh

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

Carolyn Orr opened the meeting and thanked those in attendance.

#### Introduction of Staff, Guests

Michael Tubbs, CEO, introduced all staff and board members.

#### Roll Call to Establish Quorum

Allison Speegle called roll and quorum was established.

#### Acknowledgement of Cullman County Mayor's Association

Michael Tubbs acknowledged the appointment of Jennifer Butler-Taylor as the new appointee of the Mayor's Association in Cullman. Since the Mayor's Association holds this seat, it does not require Board approval.

#### Reciting of the Mission

Mission was recited by all.

#### Approval of October 10, 2012 Minutes

Carolyn Orr opened the floor for questions/discussion on the minutes as received. There being no questions/corrections she asked for a motion to approve minutes as received. Leigh Frances motioned. Paul Lott seconded. Motion approved.

#### Financial Committee Report

Financial reports were received by members prior to the meeting. Fred Harvey, CFO, gave a brief overview of the financials for month ending 10/31/12. New grants will be added to reports as they are received. The financial reports for month ending 11/12 will be sent to board members after the Financial Committee meets and approves them in December. The floor was opened for questions/discussion on financials. Carolyn Orr asked for a motion to approve the financial statements as received and presented. Matt Holmes motioned. Cleo McDaniel seconded. Motion approved.

### Dinsmore Property Update

Fred Harvey stated this property has been in negotiations for over a year to purchase of 46 apartment properties (1,500 units) for 1.47 million dollars. Financing was secured through NeighborWorks Capital. Bingham Edwards has been involved in process. Financials have been reviewed by an outside firm and all apartment complexes are cash flowing. Carolyn Orr opened the floor was questions/discussion. After discussing, Carolyn Orr asked for a motion to continue negotiations. Bruce Gordon motioned. Paul Lott seconded. Motion approved.

### Approval of National Industry Standards Code of Ethics and Conduct for Housing Counseling

This information was received by members prior to meeting. Jack Green gave a brief explanation of document. It is a best practice for housing counseling. The floor was opened for questions/discussion. Carolyn Orr asked for a motion to approve National Industry Standards Code of Ethics and Conduct for Housing Counseling. Matt Holmes motioned. Pat Gilbert seconded. Motion approved.

### Head Start Approvals

#### Approval of Head Start Eligibility Verification Form

Form was received by members prior to meeting. Jennifer Carroll stated the Head Start Act requires Board of Directors approve the Head Start Selection Criteria. A community assessment is conducted on a 3-year cycle and updated yearly. Based on the information from the community assessment a selection criteria is developed. Head Start Policy Council is also involved in this process. Jennifer reviewed the changes. The floor was opened for questions/discussion. Carolyn Orr asked for a motion to approve the Head Start Eligibility Verification Form as presented. Jim Turner motioned. Matt Holmes seconded. Motion approved.

#### Head Start Annual Report Draft

Jennifer Carroll informed the Board of Directors that a draft for program year 2011-12 had been completed. Information obtained from the Program Information Report (PIR) is used to build the annual report. Some of the things covered in the report are: medical, dental and disability enrollment; transitions; number of staff that have obtained teaching degrees. A final report will be completed in January 2013. The floor was opened for questions/discussion. No action required.

### Nomination Committee Report

A proposed slate of officers for 2013 was received by members prior to meeting. Shelly Waters, Committee Chair, stated the committee met on November 1<sup>st</sup>. It is the committee's recommendation that the following slate of officers be presented to serve for 2013: Darris Frost, Chair; Matt Holmes, Vice Chair; Paul Lott Secretary. The floor was opened for any additional nominations. There being none Carolyn Orr asked for a motion to approve the 2013 Slate of Officers as presented. Pat Gilbert motioned. Bruce Gordon seconded. Motion approved.

### Approval of Proposed Calendar for 2013

A proposed calendar was received by members prior to the meeting. All meetings will begin at 8:30 a.m. The floor was opened for questions/discussions. Carolyn Orr asked for a motion to approved calendar for 2013. Paul Lott motioned. Leigh Frances seconded. Motion approved.

### Updated Board Roster

Carolyn Orr stated that members received an updated board roster prior to the meeting. Members were asked to review. Any changes should be submitted to Allison.

### Executive Directors Report

Members received a copy of the Executive Directors Report for review. Michael Tubbs gave a brief review of the report. Board members and the community are invited to attend an Open House at Decatur City Head Start today. There is an effort from a group in Decatur to add additional Pre-K classrooms. Murphy Brown, former board member, along with Morgan County Minority Development Association, is on the committee that is leading this effort. The floor was opened for questions/discussion.

### Recognition of Outgoing Board Chair and Board Member Shelly Waters

Michael Tubbs acknowledged Shelly Waters for five years of service. Today is her last meeting due to term limits.

Carolyn Orr was also recognized for five years of service and as serving as an Officer.

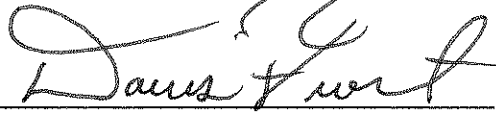
Other Business

Monthly Head Start Shared Governance Program Information Report

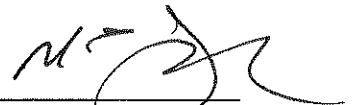
Members received a copy of the Program Information Report for October 2012. Any questions should be directed to Jennifer Carroll.

The floor was opened for any additional business and/or discussion. There being no further discussion the meeting was adjourned at 9:22 a.m.

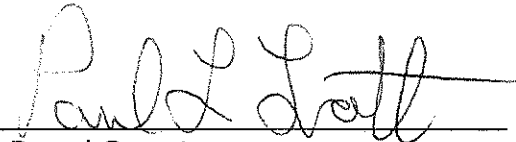
Minutes submitted by Allison Speegle



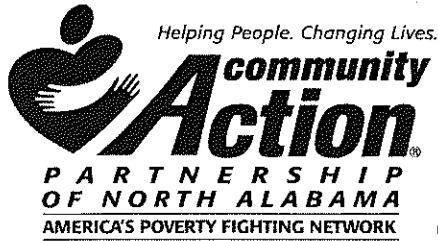
Board Chair



Reviewed by Michael Tubbs



Board Secretary



Community Action Partnership of North Alabama, Inc.  
 Board of Directors Meeting  
 December 6, 2012  
**Sign In Sheet**

Leigh Frances	Community Sector/Morgan	<i>Leigh Frances</i>
Cleo McDaniel	Community Sector/Morgan	<i>Cleo McDaniel</i>
Matt Holmes	Community Sector/Morgan	<i>Matt Holmes</i>
Christine Garner	Community Sector/Lawrence	
Carolyn Orr	Community Sector/Lawrence	<i>Carolyn Orr</i>
Lorrie Lee	Community Sector/Cullman	
Pat Gilbert	Community Sector/Cullman	<i>Pat Gilbert</i>
Darris Frost	Private Sector/Morgan	<i>Darris Frost</i>
Jim Turner	Private Sector/Morgan	<i>Jim Turner</i>
Jenny Clark	Private Sector/Cullman	<i>Jenny Clark</i>
Mike Bates	Private Sector/Cullman	
Kim Hood	Private Sector/Lawrence	
Shelly Slate Waters	Public Sector/Morgan	<i>S Waters</i>
Allen Stover	Public Sector/Morgan	
Jennifer Taylor	Public Sector/Cullman	
Vacant	Public Sector/Cullman	

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

**Staff/Guest Present**

<i>Ashley Marsy</i>	<i>Cindy Anderson</i>
<i>Kim Gray</i>	<i>Angela Warner</i>
<i>Julie My</i>	<i>MF</i>
<i>Jennifer Carroll</i>	
<i>John Gray</i>	
<i>Ron Mason</i>	
<i>Alicia Higginbotham</i>	
<i>Richard Lopez</i>	
<i>OS</i>	