

Community Action Partnership of North Alabama, Inc.



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Community Action Partnership of North Alabama, Inc.
Board of Directors Meeting
January 23, 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 8:34 a.m. by Darris Frost, Board Chair and Private Sector representative.

Board members in attendance: Leigh Frances, Matt Holmes, Christine Garner, Cassandra Lee, Lorri Lee, Pat Gilbert, Darris Frost, Jim Turner, Jenny Clark, Mike Bates, Sheryl Marsh, Allen Stover, Jennifer Taylor, Bruce Gordon

Board members absent: Cleo McDaniel, Kim Hood, Paul Lott

Advisors present: Bruce Jones

Advisors absent: Johnny Turner, Annette Creest, Carolyn Orr

Staff in attendance: Allison Speegle, Fred Harvey, Kim Dodd, Nathan Curry, Richard Lyons, Jack Green, Tamisha Sales, Cindy Moses, Cindy Anderson, Karen Jared, Rebecca Land, Kristie Hamby, Jody Carnes, Lorrie Mauro, Alicia Higginbotham, Marcia Castleberry, Michael Tubbs

Board Attorney: Bingham Edwards

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 he appreciates the opportunity to serve as Board Chair and looks forward to a good 2013.

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.

Reciting of the Mission

Mission was recited by all.

Approval of December 6, 2012 Minutes

December 6, 2012 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. Matt Holmes motioned. Jim Turner seconded. Motion approved.

Financial Committee Report

Financial reports were received by members prior to the meeting. Darris Frost, committee member, stated the committee met on January 16th. Quorum was not established so there was no action of the committee however the financials were reviewed in depth. Darris stated the agency is a large complicated organization and that Fred Harvey, CFO does an excellent job managing the financials. Board was informed that the committee has asked that a back-up plan be put in place in the event something happens to Fred. Fred Harvey, CFO, gave a brief overview of the financials. The agency fiscal year is January through December. Federal grants are the largest revenue. The Consolidated Balance Sheet reflects \$834,119 Cash on Hand. The Current YTD Net Income is \$349, 633. The Statement of Revenues – Public/Non-Public was reviewed. The goal is to increase the non-public support. It is a requirement of the Head Start Grant that the Board of Directors review the Head Start financial reports. The Statement of Revenues and Expenditures for Head Start, Pre-K and USDA was reviewed. The last report reviewed was the Credit Card Expenditures. The floor was opened for questions/discussion on financials. Darris Frost asked for a motion to approve the financial statements as received and presented. Pat Gilbert motioned. Leigh Frances 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. The Financial Committee reviewed a revised agreement which upon signature of Mr. Dinsmore the agency would start receiving all cash flow from the apartment complexes. At that point, it would be brought before the Board of Directors for final approval. Fred Harvey asked the Board of Directors to give permission to continue negotiations with Mr. Dinsmore. Darris Frost opened the floor for questions/discussion. Darris Frost asked for a motion to continue negotiations. Bruce Gordon motioned. Matt Holmes seconded. Motion approved.

Head Start Updates Approvals

Health Train the Trainer Initiative

Rebecca Land, Head Start Content Team Leader, stated she was informing the Board of Directors that Head Start was going to apply to the National Center on Health to be one of 50 Head Start programs including Early, for the UCLA Care Institute Train the Trainer program. The intent is to increase school readiness, attendance and strengthen the managerial capacity of the agency to provide more effective health education and prevention programs to children and families. Includes a stipend, books, training materials and \$5.00 per parent that receives training. Goal is to train 100 parents in a one year period. The floor was opened for questions/discussion. This is for information purposes only and does not require approval.

Medicaid Application Assistance Grant

Rebecca Land, Head Start Content Team Leader, stated that she was asking approval from the Board of Directors to apply for the Medicaid Assistance Grant which is due February 21st. Grant award will range from \$250,000 to one million dollars. It will allow the Family Service Managers to work additional days to focus on assistance with application and renewal of Medicaid. Grant will be written to include the possibility of hiring a coordinator. As the Family Service Managers recruit and assist eligible families with Medicaid applications, it will also allow them to inform these same families about Head Start services. The floor was opened for questions/discussions. Darris Frost asked for a motion to approve grant submission. Allen Stover motioned. Leigh Frances seconded. Motion approved.

Head Start Program Information Report

Kim Dodd, Head Start Director, stated the Head Start Program Information report is a monthly report that includes such things as current enrollment, average daily attendance, number of children with diagnosed disabilities, number of children on waitlist, number of meals served and in-kind. There are currently three sites that do not have a significant waitlist. These sites are being evaluated to see if data supports location or if center should be relocated. The average daily attendance should be at or above 85%. If it falls below this percentage the reasons are listed. It was noted there is an attendance policy in place and followed. There are two areas in the Early Head Start programs that have over 100 children on the waitlist. One possibility that is currently being looked at is to move one of the classrooms with a low waitlist to one of the areas that has a greater need. Board will be kept informed. Floor was opened for questions/discussion. This report is for information purposes only. No action required.

Review Board Performance Expectations -2012

This information was received by members prior to meeting. Darris Frost stated the Executive Committee met on January 3rd to review the Board's performance over the last year. Report was reviewed. Overall the Board is healthy. Michael Tubbs stated that it is good governance practice that the board evaluates itself. Is the board self-aware and in compliance with CSBG (Community Services Block Grant)? This report will be submitted to NeighborWorks and additional funders that require it. Floor was opened for questions/discussion. This report is for information purposes only. No action required.

Approval to Submit Head Start Refunding Application

Kim Dodd, Head Start Director, stated that she was asking for the Board to approve submission of the 2013-2013 Head Start Refunding Application. It is a mandate the Board of Directors approve submission of application. The application must be submitted by March 31st and the next Board of Directors meeting is April 3rd. This will be on the Head Start Policy Council agenda for approval at the March 23rd meeting. Floor was opened for questions/discussion. Kim Dodd asked for a motion to approve submitting the Head Start Refunding Application by March 31st. Darris Frost motioned. Leigh Frances seconded. Motion passed.

Executive Director's Report

Michael Tubbs reviewed the Executive Director's Report which was presented to each member. Highlights are:

- The average utility award is \$350.00 through Energy Services
- Department of Energy Weatherization is static; no funding at this time. Waiting on additional funds.
- Disaster Case Management staff is still assisting families in ten counties.
- Foster Grandparent/Senior Companion Program completed year above projections.
- Meals on Wheels is stable. Decatur Daily will run articles about the program during the month of February.
- Village at Blackwell Farm is completed and leasing at present time. Grand opening date has not been set.
- Groundbreaking for Seville subdivision in Decatur was cancelled previously due to weather and has not been rescheduled.

Michael Tubbs asked members to review remaining report and to contact him with any questions.

Other Business

Darris Frost opened the floor for any additional business. There being no additional business to discuss Darris thanked everyone for attending.

Meeting was adjourned at 9:27 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

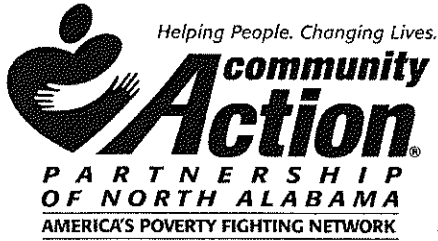
- Approval of January 23, 2013 Minutes
- Housing Committee Report
 - Ratification of AHFA Applications
- Financial Committee Report
 - Approval of Financial Reports
- Head Start
 - Sequestration Plan for 2013-2014 Program Year
 - Program Information Report
- 2012 Conflict of Interest
- Approval to Submit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

- Other Business

Adjourn

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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>Tracy McLaney</i>		<i>Angela Warren</i>
TRAYON McLANEY		ADECA
<i>Stacy</i>		
<i>Debi Purcell</i>		
<i>Jon Mann</i>		
<i>Kim H. Dodd - DCS</i>		
<i>Deborah Cottingham</i>		
<i>Cindy Moses</i>		
<i>Karon Brubaker</i>		

Tamisha Sales

Aligia Higginbotham
Richard Johnson
ME