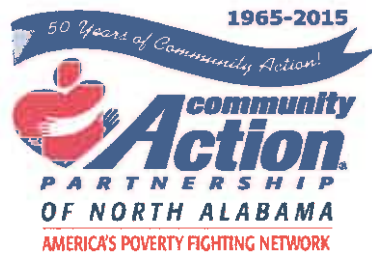


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Community Action Partnership of North Alabama, Inc.  
Board of Directors Meeting  
October 29, 2015  
Central Office  
Decatur, Alabama

Paul Lott, Board Chair, called the meeting to order at 8:41 a.m. and welcomed those in attendance.

Board Members in Attendance: Bruce Jones, Jackie Peek, Dawn Owens, Tim Thrasher, Darris Frost, David Mathews, Pat Gilbert, Allen Stover, Jennifer Taylor, Paul Lott

Board Members Electronic Communication: Gail Phillips, Bruce Gordon

Board Members Absent: Leigh Frances, Cassandra Lee, Heath Meherg, Kyle Buchanan, Sheryl Marsh, Earlene Johnson

Advisors Present: Joe Holmes, Pat Busing, Tricia Culpepper, Barbara Sittason

Advisors Electronic Communication: Marcie Hill, Heather Smith, Stephanie Pitts

Advisors Absent: June Palmer, Matt Holmes

Board Attorney: Bingham Edwards

Staff Present: Laurie Lincoln-Swaim, Alicia Higginbotham, Lorrie Mauro, Sue Stancil, Doug Woods, Allison Speegle, Fred Harvey, Nathan Curry, Holly Hicks, Tamisha Sales, Cindy Anderson, Candy Ayers, Kim Dodd, Deborah Cottingham, Michael Tubbs

Introduction of Staff and Guest

Michael Tubbs introduced those in attendance and those connecting electronically. Doug Woods was introduced as the new Rehab Specialist. Doug will be working with Angela Warren on CDBG houses.

**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.

### Acknowledge Gail Phillips as Policy Council Representative to the Board

Paul Lott welcomed Gail Phillips, who was connecting remotely to the meeting as the new Policy Council Representative to the Board.

### Roll Call to Establish Quorum

Allison Speegle called roll and quorum was established.

### Recite Mission of Agency

Pat Gilbert led all in attendance in the reciting of the mission statement.

### Approve August 27, 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 asked for a motion to approve the minutes as received. David Mathews motioned. Darris Frost seconded. Motion approved.

### Approve October 2, 2015 Minutes

The minutes were received in packet prior to the meeting. Paul Lott opened the floor for any questions/discussion. Allison Speegle stated that Marcie Hill did connect to the meeting electronically and incorrectly listed under the attendance. This being the only correction Paul Lott asked for a motion to approve the minutes with this one correction. Tim Thrasher motioned. David Mathews seconded. Motion approved.

### Financial Committee Report and Approval

David Mathews, committee member, stated this committee meets once a month and reviews the financial statements of the agency in depth. This committee has met twice since the last board meeting. Paul Lott stated that Allison forwards the financial packet of information to all board members after the financial meetings. David stated that it is the opinion of the committee that the financials represent the financial health of the agency. The floor was opened for questions/discussion. There being no questions Paul Lott asked for a motion to approve the financial report as presented. David Mathews motioned. Sheryl Marsh seconded. Pat Gilbert announced vote. Motion approved.

### Approve Madison/Limestone Early Head Start Grant

Fred Harvey reviewed the grant information that was received in packet. The cover page is a standard page for a federal grant. Fred stated this is the refunding application for one of the four Head Start grants, all of which have a different beginning and ending date. This particular refunding application must be submitted 90 days prior to the end of the grant cycle. The total budget is \$918,000. This grant is awarded on a 5 year grant cycle and we are currently in our second year and this grant application is for the third year of operation. Fred explained that the term refund application actually means an application for a continuation. The floor was opened for any additional questions/discussion. Paul Lott asked for a motion to approve the

Madison/Limestone Early Head Start Grant as presented. Darris Frost motioned. David Mathews motioned. Motion approved.

#### Approve State General Fund Resolution

A copy of the proposed resolution was received in packet. Fred Harvey stated that State funds can be used to support the operation of the agency as long as it meets the required guidelines. The agency is requesting approximately \$10,000. This money will be used to support the housing program. The floor was opened for questions/discussion. Paul Lott asked for a motion to approve the State General Fund Resolution as presented. Allen Stover motioned. Tim Thrasher seconded. Motion approved.

#### Approve Submission of the CSBG Work Plan

Cindy Anderson apologized for information not being in packet and further stated that if the board is not comfortable voting on this today then we can email the entire document and approve at the next board meeting. Cindy informed the Board that the money can be used to support what we do within our agency such as staff salaries or direct services and we also look at partners in the community that we share common missions. She further stated that this year the agency sent out a Request for Partnership and received nine proposals. Some of those that responded were: Wallace State, Decatur Youth Services and Good Samaritan. It was also noted that this year there will be \$5,000 set aside for first time down payment assistance for homeowners. The agency will also implement a Self-Sufficiency program which will involve 12 families from our 3 county area and we will work with them holistically. We will also have 3 staff members that will obtain their Self-Sufficiency Certification. Michael Tubbs stated these families have multiple needs and the goal is to wrap services around the families. He further stated we are approaching a new world but feels sure this is the right thing to do. Cindy Anderson shared information about the site visit to an agency in North Carolina that we are going to model our self-sufficiency program after. There will be \$800.00 allocated for each family initially. This money can be used for such things as clothing, childcare, obtain GED, bus pass or gasoline for vehicles. Cindy stated that we currently have families we are working with that we think will be motivated to do this. The floor was opened for additional questions/discussion. Paul Lott asked for a motion to approve the submission of the CSBG Work Plan as presented. Allen Stover motioned. Darris Frost seconded. Motion approved.

#### Approve Strategic Plan

Michael Tubbs stated a copy of the Strategic Plan was received in packet. The title is "Good to Great – Becoming an Agency of Excellence". He stated this was submitted with input from many in the room. There are 9 different areas of focus that charts our course for moving forward. This is a visionary plan. Mr. Tubbs also stated there is a companion document that goes with this that is more of a tactical on how we can complete the goals. Updates will be given at the board meetings. The strategic plan is a roadmap for the future and Michael Tubbs stated we are a good agency but we want

to become an extraordinary agency. Paul Lott stated there was a 2-day off site meeting in January and that the strategic plan was the main topic. The agency needs to know where we are going. These are broad goals, not detailed. Paul also stated this Strategic Plan is an expectation of the organizational standards. The floor was opened for questions/discussion. Paul Lott asked for a motion to approve the Strategic Plan. Jennifer Taylor motioned. Dawn Owens seconded. Motion approved.

#### Approve Resolution Authorizing CEO to have signing Authority for Agency

Bingham Edwards stated the Board is the arm of the corporation that carries out the function of the corporation. The corporation acts through this Board. He stated that many times it is strategically impossible to get all members to sign documents. He further stated this is a generic focusing of power of the Board to one person. Once approved, the CEO has the authority to act on your behalf and in the name of the corporation. This will not supersede the contracts that require Board Chair signatures. The last resolution of this kind was approved approximately 8 years ago. The floor was opened for questions/discussion. Paul Lott asked for a motion to approve the resolution authorizing CEO to have signing authority for the agency. Allen Stover motioned. Tim Thrasher seconded. Motion approved.

#### Organizational Standards Update

Laurie Lincoln-Swaim stated that there is a committee that has been working with the Strategic Planning Committee and other groups of the organization. Laurie reported we are on target regarding data to upload into the system. There will also be a container with documents available. The organizational standards provides us with standards that will help us to be more robust. Updates will also be provided at board meetings. Michael Tubbs stated that one major area was an agency wide risk assessment. The leadership team of the agency met two weeks ago and completed this assessment. The floor was opened for questions/discussion. This is for information purposes only.

#### NeighborWorks Organization Underwriting Submission Update

Paul Lott stated there was a called meeting of the Housing Committee and this was the only item that could be on the agenda. The NeighborWorks OU was submitted on time. The floor was opened for questions/discussion. This is for information purposes only.

#### Results Report

Weatherization – Laurie Lincoln-Swaim stated the weatherization report is in the packet and a colored copy was at tabletop. The handout was reviewed. This program is funded through the Department of Energy. The Low Income Weatherization Assistance Program is funded through the Department of Health and Human Services. The goal is to help insulate homes and reduce the burden of utility cost. Eligibility for the LIWAP program is 125% of poverty and DOE is 200% of poverty. Angela Warren is the Program Director. A video was shown of Michael Kirby who received weatherization services.

Customer Satisfaction Survey – Laurie reported that have been 130 surveys completed. Laurie reviewed the results which were included in packet. The floor was opened for questions/discussion. This is for information purposes only.

#### Elect Nomination Committee

Paul Lott stated this is something we do on an annual basis. The purpose of this committee is a recommend a slate of officers to serve for 2016. The proposed slate of officers will be presented at the December board meeting. The floor was opened for volunteers to serve on this committee. Darris Frost, Barbara Sittason and Paul Lott volunteered. There being no further nominations/volunteers Paul Lott asked for a motion to approve this three member committee. David Mathews motioned. Allen Stover seconded. Motion approved.

#### Executive Director's Report

A copy of the Executive Director's Report was included in packet. Michael Tubbs highlighted the following from the report:

- Next board meeting is December 17<sup>th</sup>
- Held a groundbreaking at Seville in Decatur
- Company has produced an Annual Report which Holly Hicks crafted. Link has been sent to board members/advisors.

Members were asked to review report in full.

#### Other Business

Paul Lott stated there was a Head Start Shared Governance report in the packet of information for review. Kim Dodd, Director of Children's Services stated there would be a review the week of November 30<sup>th</sup> on comprehensive services and school readiness. There will also be a governance review at some point.

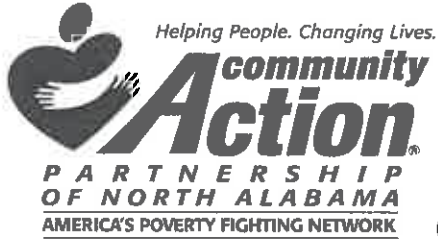
Paul Lott stated that Gail Phillips was elected as the Policy Council Representative to the Board. Paul stated that once the Policy Council elects a representative they are automatically on the Board and stated that it is a best practice to pass a resolution welcoming them to the Board of Directors versus a motion to acknowledge. Allen Stover motioned. Tim Thrasher seconded. Motion approved.

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

  
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Paul Lott, Board Chair

  
\_\_\_\_\_  
Reviewed by Michael Tubbs, CEO

  
\_\_\_\_\_  
Bruce Jones, Secretary



Community Action Partnership of North Alabama, Inc.  
 Board of Directors Meeting  
 October 29, 2015  
**Sign In Sheet**

Gail Phillips	Community Sector/Morgan	Electronically
Bruce Jones	Community Sector/Morgan	Bw Jones
Leigh Frances	Community Sector/Morgan	
Jackie Peek	Community Sector/Lawrence	Jackie Peek
Cassandra Lee	Community Sector/Lawrence	
Dawn Owens	Community Sector/Cullman	Dawn Owens
Tim Thrasher	Community Sector/Cullman	Tim Thrasher
Darris Frost	Private Sector/Morgan	Darris Frost
David Mathews	Private Sector/Morgan	David Mathews
Pat Gilbert	Private Sector/Cullman	Pat Gilbert
Heath Meherg	Private Sector/Cullman	
Kyle Buchanan	Private Sector/Lawrence	
Sheryl Marsh	Public Sector/Morgan	
Allen Stover	Public Sector/Morgan	Allen Stover
Jennifer Taylor	Public Sector/Cullman	Jennifer Taylor
Earlene Johnson	Public Sector/Cullman	

Paul Lott	Public Sector/ Lawrence	<i>Paul Lott</i>
Bruce Gordon	Public Sector/ Lawrence	Electronically
Matt Holmes	Advisor to the Board	
Joe Holmes	Advisor to the Board	<i>JA</i>
Marcie Hill	Advisor to the Board	Electronically
Heather Smith	Advisor to the Board	Electronically
June Palmer	Advisor to the Board	
Pat Busing	Advisor to the Board	<i>Pat Busing</i>
Stephanie Pitts	Advisor to the Board	Electronically
Tricia Culpepper	Advisor to the Board	<i>Tricia Culpepper</i>
Barbara Sittason	Advisor to the Board	<i>Barbara Sittason</i>
Bingham Edwards	Attorney at Law, Legal Counsel to the Board	<i>Bingham D. Edwards</i>

**Staff/Guest Present**

<i>Laurie Linschmeider</i>	<i>Linschmeider</i>
<i>Alicia Higginbotham</i>	<i>Alicia Higginbotham</i>
<i>Don Mc</i>	<i>Don Mc</i>
<i>Don Stanc</i>	<i>Don Stanc</i>
<i>Don Woods</i>	<i>Kim H. Dodd</i>
<i>Don Woods</i>	<i>Deborah Cottingham</i>
<i>Don Woods</i>	<i>Don Woods</i>
<i>Don Woods</i>	<i>Don Woods</i>





Board of Directors Electronic Certification Participation

I hereby certify that I, Heather Smith, did participate by electronic communication, at the October 29, 2015 Board of Directors meeting.

Heather Smith

Signature of Board Member / Advisor

Board of Directors Electronic Certification Participation

I hereby certify that I, Bruce Gordon, did participate by electronic communication, at the October 29, 2015 Board of Directors meeting.

*Bruce Gordon*

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Signature of Board Member / Advisor

Board of Directors Electronic Certification Participation

I hereby certify that I, Stephanie Pitts, did participate by electronic communication, at the October 29, 2015 Board of Directors meeting.

A handwritten signature in blue ink, appearing to read "Stephanie Pitts", is written over a horizontal line.

Signature of Board Member / Advisor

Board of Directors Electronic Certification Participation

I hereby certify that I, Marcie Hill, did participate by electronic communication, at the October 29, 2015 Board of Directors meeting.

Marcie Hill

Signature of Board Member / Advisor