



Community Action Partnership of North Alabama, Inc.

1909 CENTRAL PKWY, SW  
DECATUR, AL 35601  
www.capna.org  
Phone: 256-355-7843  
Fax: 256-355-7953  
mail@capna.org

Community Action Partnership of North Alabama, Inc.  
Board of Directors Meeting  
October 6, 2011 5:30 P.M.  
Central Office  
Decatur, Alabama

### Board Meeting Minutes

The Community Action Partnership of North Alabama, Inc. Board of Directors meeting was called to order at 5:43 p.m. by Jim Turner, Board Chair and Private Sector representative.

Board members in attendance: Cleo McDaniel, Lorrie Lee, Pat Gilbert, Darris Frost, Jim Turner, Shelly Waters, Todd Russell, George Spear, Paul Lott, Bruce Gordon

Board members absent: Leigh Frances, Matt Holmes, Christine Garner, Carolyn Orr, Annette Creest, Mike Bates, Kim Hood

Advisors present: None

Advisors absent: Debbie Twilley, Johnny Turner, Daniel Tidwell.

Staff in attendance: Allison Speegle, Fred Harvey, Alicia Higginbotham, Lorrie Mauro, Angela Warren, Teresa Hullett, Richard Lyons, Michael Tubbs

Board Attorney: Bingham Edwards

Guests in Attendance: Irvin Strickland, Steven Strickland

### *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.*

### Board Chair Comments

Jim Turner welcomed those in attendance. Appreciates the dedication to being at this meeting since it was postponed from September due to lack of quorum.

### Introduction of Staff, New Member(s), Guests

Michael Tubbs, CEO, introduced all staff and guests. Welcomed Irvin Strickland and Steve Strickland of the auditing firm. Also welcomed was Lorrie Lee, as in accordance with the by-laws was chosen by community election to fill seat vacated by Amy Speegle. Leigh Frances was elected by the Head Start Policy Council to serve as Policy Council representative to the Board. Mayor Ray Alexander, Lawrence County, has been unable to attend meetings due to scheduling conflicts and appointed Paul Lott to serve as a board member representing the Mayor of Moulton.

### Roll Call

Allison Speegle called roll and quorum was established.

### Reciting of the Mission

The mission statement of the Partnership was recited by all.

### Executive Director's Report

Jim Turner stated that Michael Tubbs, CEO, had submitted an Executive Director's Report on updates/highlights of the agency for information purposes. The floor was opened for questions/discussion on report.

### Seating of New Members

Leigh Frances, Lorrie Lee and Paul Lott were all elected in accordance with the By-Laws. Jim Turner asked for the board to approve seating these members. General consensus of the meeting is these members stand approved as presented.

### Acceptance of June 23, 2011 Minutes

Jim Turner opened the floor for questions/discussion on the June 23, 2011 minutes. General consensus of the meeting shall be recorded that the minutes of June 23, 2011 stand approved.

### Audit Update

Jim Turner reported that the agency was notified, which in turn, notified all board members, that the auditing firm had made a mistake and that the audit was required to be changed from an un-qualified audit to a qualified audit. This is a result of one of the housing developments that an audit was not completed on. Irvin Strickland stated that in reporting on the Partnership's audit at the June 23<sup>rd</sup> board meeting it was stated that the financial statements of SCB of South Carolina were not audited and that the assets and income were sufficient. However, there was an exception and he stated that he inadvertently stated it was an unqualified opinion, which was also the wording in the audit. He stated it is unqualified except for SCB of South Carolina. As a result, page 47 was re-issued as qualified and the audit report was re-printed. He wrote a letter of explanation, which was sent with a copy of the corrected page 47 was sent to all board members. He reported the agency is in good shape but as long as it has assets that are not audited it will be noted in the audit. Fred Harvey stated that monthly financial reports are now being received on this property. In order to get an audit completed the agency will sign a limited representation letter. The 15 year tax period for this housing development project will end 12/31 of this year and the agency will hopefully be out of this deal.

The floor was opened for questions/discussion on audit.

### Financial Committee Report

George Spear, Committee Member, reported that the committee met on September 15<sup>th</sup>. The LIHEAP program received additional funds. The Meals on Wheels program received a \$100,000.00 estate gift. George reviewed the Statement of Revenues – Public/ Non-Public and explained that public support funds are any revenues that are received from federal, state or local governments. Non-Public support brings to question how we will as the board and the agency adapt in the future in regard to funding. Currently there are 44 different funds of the agency. Board members were asked to contact Fred Harvey anytime they had a question.

The 3 county offices will remain operational at least thru 12/31. It will dependent upon funding past that date.

Fred Harvey, CFO, stated that the agency has relied on public tax dollars and that can be detrimental as federal cuts take place. The agency is currently looking at other sources of revenue.

### Housing Committee Report

Jim Turner, Committee Member, reported that the committee met on August 29<sup>th</sup>. Financial statements were reviewed. The new housing development at The Village at Blackwell Farms, which was brought before the board in June has been approved. Harbor Pointe II will be completed and leased up by the end of October. The Federal Home Loan Grant for a project in Pell City was not approved. The Hanover Ridge property located in South Carolina will be leveled by the city at the end of the year. Leases are not being renewed. Agency is purchasing a foreclosed HUD property located on Blueberry Lane in Decatur at a cost of \$24,000.00. Board was informed that Christine Garner resigned from the Housing Committee due to additional job responsibilities but will continue to serve on the Board of Directors. Bruce Gordon, who has a real estate background, attended the housing committee meeting and has agreed to serve on this committee, replacing Christine.

1. Approve Morgan County Commission Funding Request for Meals on Wheels

2. Approve City of Decatur Funding Request for Meals on Wheels

3. Approve Morgan County Commission Funding Request for Foster Grandparent/Senior Companion Program

4. Approve City of Decatur Funding Request for Foster Grandparent/Senior Companion Program

Jim Turner referred to the four resolutions that were received in board packet. Michael Tubbs stated that the Meals on Wheels and Foster Grandparent/Senior Companion Program receive funding from the City of Decatur and Morgan County. A resolution signed by the Board Chair is required with the funding request. The funding request was due before the Board of Directors was scheduled to meet. The commission for both entities was contacted and informed of the board schedule and gave permission for budget to be submitted with the understanding that the resolutions would be presented at the next scheduled board meeting for approval. The floor was opened for questions/discussion on resolutions. General consensus is the four resolutions stand approved as presented.

1. Approve Agreement with the City of Decatur

2. Approve Agreement with the City of Montgomery

Jim Turner stated there were two Memoranda of Understandings in the board packet, one to partner with the City of Decatur to redevelop the former Stonegate property for single family housing and the other is to partner with the City of Montgomery for housing development. The floor was opened for questions/discussion on both agreements. General consensus is to approve the agreement (Memorandum of Understanding) for both the City of Decatur and the City of Montgomery.

Approve Executive Committee to review/approve Strategic Plan and NeighborWorks Organization Underwriting Plan for submission

Jim Turner stated there has been a selected group of staff that has been working for months on developing a strategic plan for the agency. There is no history of the agency having a strategic plan in the past. Carolyn Orr has served on this team. Both the Strategic Plan and the Organization Underwriting Plan, which are still in draft form, are required by NeighborWorks. These documents are due to the NeighborWorks office by no later than 10/21. Both require board approval. The agency would like to ask the board to give the executive committee permission to review/approve both of these documents for submission by due date. Both documents will then be brought before the full board at the next scheduled meeting. The floor was opened for questions/discussion. General consensus was to approve Executive Committee to approve both Strategic Plan and Organization Underwriting for submission to NeighborWorks by 10/21.

Elect Board Member to Serve on Head Start Policy Council

Jim Turner stated that it is a requirement of Head Start that we show shared governance between the Policy Council and the Board of Directors. Carolyn Orr has served in this role for the past 3 years and her term, based on the Head Start Policy Council Bylaws is up. Policy Council meetings are not under the Open Meetings Act so members are allowed to teleconference in. Meetings are at the Central Office at 10:00 a.m. and the council meets on a monthly basis. The floor was opened for questions/discussion. Jim Turner opened the floor for nominations. There being no nominations and/or volunteers, members were asked to contact Allison if they were interested in serving.

Nomination Committee Selection – Officers for 2012

Jim Turner stated this is a 3-member committee and that according to the Bylaws this committee should meet at least 30 days prior to the annual meeting to present a proposed slate of officers for 2012 to be voted on at the November 17<sup>th</sup> meeting. It was noted that the Bylaws allow for officer succession but also does not preclude nominations from the floor. The floor was opened for nominations/volunteers to serve on the Nomination Committee. There being no nominations and/or volunteers, members were asked to contact Allison if they were interested.

Other Business

Jim Turner stated that it is a requirement of Head Start that there be shared governance between the Policy Council and Board of Directors. Included in the board packet was the Monthly Head Start Governance Program Information report for June, July and August. The report details the funded

enrollment. It also includes current enrollment, average daily attendance, reasons for absences, number of children on the wait list, number diagnosed with disabilities and reason for withdrawals. Also included was a Pre-K Performance and Growth Report for Program Year 2010-11. The floor was opened for questions/discussion. The current legal issue regarding immigration was discussed. It was noted the recent law that was signed has had an impact on attendance. Kim Dodd, Head Start Director, is working with the Regional Office on how to address this issue.

Jim Turner asked board members to complete the Board of Directors Information sheet they received and submit to Allison. This information is needed to ensure we have the correct contact information for each board member.

Jim Turner stated that Michael Tubbs, Carolyn Orr and Allison Speegle recently attended Board Source Training in Atlanta. Board Source provides board updates, resources, training etc. On the last day of training they offered a one-day special if agencies would enroll one board member at the cost of \$99.00 then they would enroll all additional board members at no additional cost. All members should start receiving board source information via email within the next couple of weeks.

Jim Turner stated that tonight's meeting was originally scheduled for September. The floor was opened for questions/discussion on whether to keep the next scheduled board meeting, which is the annual meeting, on November 17<sup>th</sup> or move it to the first/second week of December. Decision was keep the meeting on November 17<sup>th</sup> as scheduled.

There being no further business the meeting adjourned at 6:55 p.m.

Minutes submitted by Allison Speegle

  
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Jim Turner, Board Chair

  
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Reviewed by Michael Tubbs

  
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George Spear, Board Secretary