

Community Action Partnership of North Alabama, Inc.
Board of Directors Meeting
March 29, 2012 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 5:35 p.m. by Carolyn Orr, Board Chair and Community Sector representative.

Board members in attendance: Leigh Frances, Cleo McDaniel, Matt Holmes, Lorrie Lee, Pat Gilbert, Darris Frost, Mike Bates, Kim Hood, Shelly Waters, George Spear, Paul Lott, Carolyn Orr

Board members absent: Christine Garner, Jim Turner, Annette Creest, Allen Stover, Kenneth Kilgo, Bruce Gordon

Advisors present: None

Advisors absent: Johnny Turner, Daniel Tidwell, Todd Russell

Staff in attendance: Allison Speegle, Michael Tubbs, Fred Harvey, Richard Lyons, Lorrie Mauro, Jack Green, Angela Warren, Kristie Hamby, Jennifer Carroll

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.

Board Chair Comments

Carolyn Orr opened the meeting and welcomed those in attendance.

Introduction of Staff, Guests

Michael Tubbs, CEO, introduced all staff and guests.

Roll Call to Establish Quorum

Allison Speegle called roll and quorum was established.

Reciting of the Mission

The mission statement of the Partnership was recited by all.

Approval of January 26, 2012 Minutes

Carolyn Orr opened the floor for questions/discussion on the November 17, 2011 minutes as received. There being no questions/corrections she asked for a motion to approve minutes as received. George Spear motioned. Leigh Frances seconded. Motion approved.

Financial Committee Report

Financial reports were received prior to the meeting for review. George Spear stated the financial committee met on March 21st and reviewed the financial statements in depth and also met with the Federal Representative of the Head Start Review Team. It was noted the Statement of Activities Expenditures report reflects \$708,220.94 net income for the year. The Statement of Activities Budget will almost double in July at the start up of the Head Start grant. The Disaster Recovery Grant was awarded in the amount of \$2.4 million. Should be receiving developer's fees from Harbor Pointe II in the near future. The Head Start budget was reviewed and approved by the committee. The auditors started on-site this week. The floor was opened for questions on the financials as received and report as presented. Carolyn Orr asked for a motion to approve the financial statements as received and committee report. Darris Frost motioned. Shelly Waters seconded. Motion approved.

Approval of Proposed Head Start Budget 2012-2013

Fred Harvey stated members received a copy of the proposed budget prior to the meeting for review. This proposed budget has also been approved by the Head Start Policy Council. Since that information was received he was contacted and informed of the exact amount to be submitted by 3/31. A revised budget was distributed. The proposed budget begins 7/1/2012. Fred reviewed the proposed budget and explained each column. The Policy Council will approve the revised proposed budget which includes COLA and

expansion classroom funding. The COLA will be .72% of the total budget (\$93,000) which will be used for staff increases in increments. Staff with a BS degree will get a 2% increase, staff with an AA will get 1.5% increase and the remaining staff will get .72%. Carolyn Orr opened the floor for questions/discussion on the proposed Head Start budget. Carolyn asked for a motion to approve the revised Proposed Head Start Budget for 2012-2013 as presented. Leigh Frances motioned. Pat Gilbert seconded. Motion approved.

Business Development Committee Report

A copy of the Exclusive License Agreement for Recycletronics (ReWorx) was received prior to the meeting for review. Paul Lott reported that the Business Development Committee met on March 12th to discuss the Recycletronics (ReWorx) license agreement. Paul stated the business plan and financials were discussed at the January board meeting and it was approved to move forward with the process, pending review by Bingham Edwards, Legal Counsel to the Board. The license agreement has now been reviewed. The license agreement will give us the control of a designated area, which was listed in the contract. The agreement will be through 3/15/2019. The agreement can then be renewed for additional 10 years with mutual consent. All federal, state and local regulations will be adhered to. The floor was opened for questions/discussion. Bingham Edwards stated the non-compete agreement referred to has not been received; it will be reviewed prior to signing. Carolyn Orr opened the floor for questions/discussion. Carolyn asked for a motion to pursue contract and license based upon Bingham's review and approval of non-compete agreement. Discussion followed. Amended motion is to approve Executive Committee to meet and review non-compete agreement based upon a credit check and final contract being reviewed by Bingham Edwards. Paul Lott motioned. George Spear seconded. Motion approved.

Housing Committee Report

Matt Holmes stated the committee met on February 28th. Committee meets on a quarterly basis. The November 17, 2011 minutes were approved. Financial summaries on the apartment complexes were reviewed. Construction has been completed on Harbor Pointe II. The agency is currently in the talking stages with an individual in Decatur who owns 43 apartment complexes throughout Alabama and is interested in selling them. Financial statements are currently being reviewed. Housing committee is not prepared to make a recommendation on this purchase yet.

CBDO Board of Directors

Carolyn Orr stated that the agency is partnering with the City of Decatur to develop Seville property in Decatur. The board will be a 5 member board with the city selecting 2 members, the Partnership selecting 2 members and then 1 member agreed upon by both parties. Cleo McDaniel has agreed to serve. Alfonzo Robinson has been suggested and a meeting will be scheduled to discuss interest. Murphy Brown is the agreed upon recommend from both the Partnership and City. The floor was opened for questions/discussion. Carolyn Orr asked for a motion to give Michael Tubbs and/or Richard Lyons permission to approve changes to the Board of Directors in the event one of the individuals contacted are unable to serve. Matt Holmes motioned. George Spear seconded. Motion approved.

CBDO Articles of Incorporation and ByLaws

Carolyn Orr stated a copy of the CBDO Articles of Incorporation and ByLaws was received prior to the meeting for review. Information was submitted for information purposes only and to keep the Board of Directors informed. Bingham Edwards, Legal Counsel to the Board, has reviewed and approved. The floor was opened for questions/discussion. There is no approval required for the CBDO Articles of Incorporation and ByLaws.

Head Start Approvals –

Relocation of Head Start Classroom

Jennifer Carroll, Head Start ERSEA Content Team Leader, discussed enrollment standards. It has been determined that enrollment has been an issue at Union Grove in Marshall County and Spring Garden in Cherokee County. Policy Council has approved closing these two classrooms and distributing those allotted slots to classrooms with a waitlist. Jennifer stated the preference is to have 20 children per classroom. Spring Garden enrollment has dropped to 14 and there is no waitlist. Recruiting efforts have been made. Union Grove classroom was combined with Grassy Head Start which was closed previously. Jennifer stated that one problem with this classroom is that is not on a school campus and there is competition from Pre-K programs. It was noted that when classrooms are closed the returning children are given an option of attending another center. The proposed changes would take effect for the 2012-13 program year. Carolyn Orr opened the floor for questions/discussion. Carolyn Orr asked for a motion to approve the proposed relocation of Head Start classrooms. Pat Gilbert motioned. Leigh Frances seconded. Motion approved.

Approval of Program Improvement Plan

A copy of the Program Improvement Plan was received prior to the meeting for review. Jennifer Carroll gave a brief overview of information in the Program Improvement Plan. Board was informed that each year Head Start conducts a Self Assessment that includes fiscal, human resources, program governance and communication to ensure that best practices are being followed according to daycare licensing and performance standards. The floor was opened for questions/discussion on the Program Improvement Plan as presented. Carolyn Orr asked for a motion to approve the Program Improvement Plan. Leigh Frances motioned. George Spear seconded. Motion approved.

Nomination to Serve on Foster Grandparent/Senior Companion Program Advisory Council

Carolyn Orr stated that this program engages persons 55 years of age. The Foster Grandparent program provides children with identified needs to achieve improved physical, mental, emotional and social development. The Senior Companion program provides supportive services to adults with physical, emotional or mental health limitations especially older persons in an effort to continue independent living. The Advisory Council meets on a quarterly basis during lunch. Carolyn Orr opened the floor for a volunteer to serve on the Advisory Council. Leigh Frances volunteered. There being no further volunteers Carolyn Orr asked for a motion to approve Leigh Frances to serve on the Advisory Council. Darris Frost motioned. Matt Holmes seconded. Motion approved.

Strategic Plan Update

Michael Tubbs stated that the Leadership Team is scheduled to meet next Thursday to gauge where we are on the plan. Some areas have been met or exceeded and some areas have not. After this meeting a status report will be sent to all board members.

Other Business

Carolyn Orr asked all board members that have not returned their commitment letter to please return it to Allison Speegle as soon as possible.

June 22nd will be a day of training for all board members. This is a part of the Strategic Plan. Carolyn asked that each board member mark their calendar and plan to be in attendance. Board members will be trained on all programs of the agency.

On April 3rd representatives from NeighborWorks will be at the visiting the office and touring facilities locally and in the Hackleburg area. The agency will be hosting a breakfast at 8:00 a.m. on April 3rd and all board members are invited to attend. RSVP to Allison Speegle.

Carolyn Orr stated that members received the Executive Directors Report in the packet of information prior to the meeting and opened the floor for any questions or comments about the report.

The floor was opened for any additional business and/or discussion. There being no further discussion the meeting was adjourned at 6:36 p.m.

Minutes submitted by Allison Speegle



Carolyn Orr, Board Chair



Reviewed by Michael Tubbs



Darris Frost, Board Secretary