

Community Action Partnership of North Alabama, Inc.  
Board of Directors Meeting  
May 24 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 5:35 p.m. by Carolyn Orr, Board Chair and Community Sector representative.

Board members in attendance: Leigh Frances, Cleo McDaniel, Matt Holmes, Carolyn Orr, Pat Gilbert, Jim Turner, Mike Bates, Shelly Waters, Allen Stover, Paul Lott

Board members absent: Christine Garner, Lorrie Lee, Darris Frost, Annette Creest, Kim Hood, George Spear, Bruce Gordon

Advisors present: None

Advisors absent: Johnny Turner, Daniel Tidwell, Todd Russell

Staff in attendance: Allison Speegle, Michael Tubbs, Fred Harvey, Nathan Curry, Karen Bogue, Jack Green, Deborah Cottingham, Angela Warren

Board Attorney: Bingham Edwards

Guests Present: Irvin Strickland, Steve 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

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.

### Approval of March 29, 2012 Minutes

Carolyn Orr opened the floor for questions/discussion on the March 29, 2012 minutes as received. There being no questions/corrections she asked for a motion to approve minutes as received. Allen Stover motioned. Shelly Waters seconded. Motion approved.

### Financial Committee Report

Financial reports were received prior to the meeting for review. Fred Harvey reported that the Financial Committee met on May 17th. The Current YTD Net Income is \$786,135. The Financial Management Ratios report compares 2011 to Current YTD. The Statement of Revenues and Expenditures will increase in July, which is the start of the Head Start Grant. The Statement of Revenues – Public/Non-Public defines the percentage received. It was noted that public support funds are any revenues that are received from federal, state or local government. The Statement of Activities – Budget reflects each program grant. The Head Start financial statements were reviewed. It was noted that the agency receives funds from the State to operate the Pre-K program and that USDA is reimbursement for the children's meals. The Credit Card Expenditure report was reviewed. 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 presented. Pat Gilbert motioned. Leigh Frances seconded. Motion approved.

### Reciting of the Mission

The mission was recited by all.

### Approval of Audit

A copy of the audit was received by all members prior to the meeting. Irvin Strickland of Wear, Howell, Strickland, Quinn and Law, LLC thanked the agency for the opportunity to do the audit. Steven Strickland gave a brief overview of the audit. The audit reflects an unqualified opinion. The GAP and government auditing standards were followed, which is more in depth than standard auditing practices. The floor was opened for questions/discussion on the audit as received and presented. Carolyn Orr asked for a motion to approve the audit as presented. Allen Stover motioned. Matt Holmes seconded. Motion approved.

### Housing Committee Report

Matt Holmes stated the committee met on May 23, 2012. Mike Shafer made a presentation to seek approval to purchase land development in Hackleburg that would include Senior Housing, mixed use, grocery store and vacant lots for parking and building houses. Purchase of this land would commit the agency to potential debt. A thorough discussion took place and the committee made the decision to not approve the proposed land purchase but left the door open to help the community in other ways.

Mr. Dinsmore, local business owner, who the agency has been in discussion with to purchase 45 apartment complexes, has also presented the agency with the option to bundle the sale of the apartment complexes with the purchase of land he owns. The original option presented had the sale of the apartment complexes separate from the land. It was the decision of the committee to not approve the purchase of the land with the apartment complexes at the current time but left the door open for further negotiations.

It is anticipated that the agreement with the City of Montgomery, CHDO, will be ready to execute before the end of the month.

Contract to move forward with the CBDO of Decatur has been drawn up, signed and ready to execute pending City Council approval.

Work is continuing on the Seville Subdivision in Decatur. Currently in the process of completing HUD and ADEM concerns.

Construction on "The Village at Blackwell Farms" started late February.

The floor was opened for questions/discussion. Carolyn Orr asked for a motion to approve the Housing Committee report as presented. Matt Holmes motioned. Shelly Waters seconded. Motion approved

#### Head Start Approvals

##### Approval of Relocation of Head Start Classrooms

Members were referred to the Head Start Classroom Relocation Summary report that was in the board packet. Michael Tubbs gave the following report. Gregory B classroom will be closed due to a mold mitigation issue that cannot be resolved. One classroom at Russellville will be moved to Hamilton. Stevenson classroom will move from one location to another. The Eva classroom will move into the elementary school. The Cullman Early Head Start classroom will be moved to Moulton. Harmony classroom will move in the elementary school. Relocation of classrooms is need based when population decreases/increases. The floor was opened for questions/discussion. Carolyn Orr asked for a motion to approve the relocation of the Head Start classrooms as presented. Shelly Waters motioned. Paul Lott seconded. Motion approved.

##### Approval of Head Start CLASS Response

Michael Tubbs stated that CLASS is a tool that assesses classroom quality, teacher child interactions and child outcomes. The Head Start program was evaluated in March for three categories. The results were in packet of information received. If a program falls below a certain threshold then the program will be required to recomplete for grant. Our program is at or above the threshold in all three areas. The floor was opened for questions/discussion. Carolyn Orr asked for a motion to approve the Head Start CLASS Response as received and presented. Pat Gilbert motioned. Cleo McDaniel seconded. Motion approved.

##### Approval of Program Information Report

The April 2012 report was received in packet. Enrollment must be at 85% or reasons must be documented. The Head Start program serves 10% disability children. The report was reviewed. The floor was opened for question s/discussion. Carolyn Orr asked for a motion to approve the Program Information Report as received and presented. Leigh Frances motioned. Matt Holmes seconded. Motion approved.

### ADECA Monitoring Update on CSBG

Members were informed that the letter the agency received after the monitoring visit stating there was some questionable cost has been cleared and the finding reversed. No action required.

### Annual Report Update

Agency is in process of having an annual report completed. Rough draft should be received within a week. Board will be kept updated on status and provided a copy when complete.

### Other Business

#### June 22<sup>nd</sup> Day of Board Training

As a result of the Strategic Plan there will be a day of Board training on June 22<sup>nd</sup>. Training will be start at 10:00 a.m. and will end no later than 4:30 p.m. Each Program Director will be presenting. There is an expectation from funders that the Board be more proactive and involved. All members were asked to mark their calendar and be in attendance.

#### NeighborWorks Week June 2-9 / Event June 7<sup>th</sup>

NeighborWorks has designated the week of June 2<sup>nd</sup> as "NeighborWorks Week". The agency will be hosting an event here at the central office on June 7<sup>th</sup>. Allison will send out information to all Board members regarding the event. Board members are encouraged to attend.

### CAPLAW

The CAPLAW (Community Action Program Legal Services, Inc.) conference will be June 5-7 in San Diego. Michael Tubbs, Carolyn Orr and Allison Speegle will be presenting a session on "Governance: Building a Board that Works".

### Executive Director's Report

Michael Tubbs Executive Director's Report was included in the packet. Report provides a summary of where we are as an agency. Floor was opened for questions/discussion on report. No action necessary.

### Seville Property

Pictures of the work being done at Seville property (former Stonegate property) in Decatur were included in packet. The agency is looking forward to partnering with the City of Decatur to build affordable housing.

Strategic Plan Update

For Board awareness a copy of the Strategic Plan indicating whether items were met, on-going or not achieved was included in the packet. The floor was opened for questions/discussion. No action necessary.

Board of Directors Meeting

The next scheduled Board of Directors meeting is July 26<sup>th</sup>.

The floor was opened for any additional business and/or discussion. There being no further discussion the meeting was adjourned at 6:33 p.m.

Minutes submitted by Allison Speegle

  
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Carolyn Orr, Board Chair

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Reviewed by Michael Tubbs

  
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Darris Frost, Board Secretary