



**Community Action Partnership of North Alabama, Inc.**

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Community Action Partnership of North Alabama, Inc.  
Board of Directors Meeting  
August 10, 2010 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 Todd Russell, Board Chair and Private Sector representative. Mr. Russell welcomed those in attendance.

Introduction of Staff/Guests

Michael Tubbs introduced staff and board members.

Board members in attendance: Cleo McDaniel, Christine Garner, Carolyn Orr, Pat Gilbert, Darris Frost, Jim Turner, George Simms, Shelly Waters, Todd Russell

Board members absent: Regina Anderton, Matt Holmes, Debbie Twilly, Annette Creest, Mike Bates, Kenneth Kilgo, George Spear, Ray Alexander, Alma Whitlow

Advisors present: Nancy Train, Daniel Tidwell

Advisors absent: Peggy Towns, James Fields, Randall Shedd, Murphy Brown

Staff in attendance: Michael Tubbs, Jack Green, Alicia Higginbotham, Fred Harvey, Deb Purcell, Lorrie Mauro, Richard Lyons, Allison Speegle

Board Attorney: Bingham Edwards

Guests in Attendance: Win Yerby, Development Services, Inc.

***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

Todd Russell welcomed those in attendance.

#### Acknowledgement of New Board Member

Kenneth Kilgo was unable to attend meeting.

#### Roll Call

Allison Speegle called roll and quorum was not established.

#### Reciting of the Mission

The mission statement of the Partnership was recited by all.

#### Acceptance of June 8, 2010 Minutes

Todd Russell stated that each member should have received a copy of the June 8, 2010 minutes. The floor was opened for questions/discussion. There being no questions the June 8, 2010 minutes will be approved at the next board meeting, pending quorum.

#### Financial Committee Report

Committee member Darris Frost stated that each member should have received a copy of the June financial statements. The Financial Committee met earlier in the day to review the July statements. The audit should be ready for board approval at the next board meeting. Darris opened the floor for questions/discussion regarding the June financial statements. Todd Russell stated that the Financial Committee reviews each report in depth. Fred Harvey stated the current total expenditures for the agency is currently at \$16,530,921.82. Expectations are this will surpass 25 million by the end of December. The June financial statements will be approved at the next board meeting, pending quorum.

#### Housing Committee Report

Committee member Jim Turner reported the committee met on July 29<sup>th</sup>. The semi-annual financials for the General Partnership housing complexes were reviewed. Three of the building units for Anne Place in Mobile are complete. Two additional units are expected to be complete in August. The second phase of Harbor Point II is in the pre construction stage. The floor was opened for questions/discussion. No action was required on this item.

#### Head Start Program Director Update

Alicia Higginbotham, HR Director, stated the applications are in the process of being screened. Board will be kept informed and engaged regarding next steps.

### CBBG Workplan Discussion

Michael Tubbs stated ADECA requires the agency to submit a workplan by September 3<sup>rd</sup>. The plan is to include how the agency is going to ensure the scope, target and objectives for the next two years. Jack Green stated ADECA is required to appear before the Legislative Oversight Committee and give a combined statewide CSBG update and that our agency workplan needs to target the community needs that fits within our mission statement. The CSBG Workplan will be approved at next meeting, pending quorum.

### Agency Updates

Michael Tubbs gave the following updates:

- The Decatur City Early Head Start classroom is now operational in the former Decatur Heritage Christian Academy site. Some of the modulars have been renovated for storage.
- Approximately 1/5 of the classrooms in the Northeast have been replaced.
- Opened six new Early Head Start classrooms in May. Locations are Decatur, Scottsboro, Cullman, Ft. Payne, Sheffield and Albertville (which is currently being operated as a home based center until a location can be obtained).
- Energy Program recently had a monitoring review and the results were good. Program is on target and stable.
- LIHEAP Program grant cycle runs through September. All funds will be utilized.
- Launched three new business units with the stimulus money. These positions were temporary based on receiving additional funding to sustain jobs. The Family Development Credentialing and Employment Services units are both doing well. The Youth Development Program did not furnish the results that were targeted. As a result; this business unit has been reduced from 3 staff to 1 staff. Tamisha Eggleston was retained. She was relocated from the Cullman Office to the Central Office.
- Contracting with JoAnn Plucker for grant writing services and as a result several grants have been submitted.
- Margaret Wiley retired from the FGP/SCP last week. The agency audit revealed programmatic failure in regard to file maintenance in this program. Jessica Geer and Linda Matthews are working to correct missing documentation in files. Federal reviewers will be on site next week to conduct a program review. Todd Russell stated that Michael

has kept him informed of the issues in this program. Todd stated he appreciates the staff and all the work they do.

Other Business

Richard Lyons made available the notebooks containing the housing development properties.

Ground breaking for Harbor Point II is targeted for the first quarter of 2011.

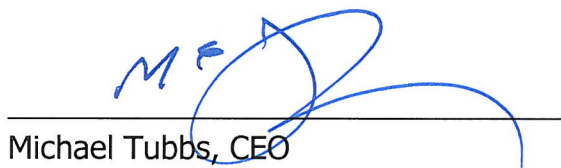
Board Chair proposed to move the September 21<sup>st</sup> board meeting to September 16<sup>th</sup>. Floor was opened for questions/discussion. Members were asked to give feedback to Allison Speegle on date change. She will confirm date change with members.

There being no other business the meeting adjourned at 6:15 p.m.

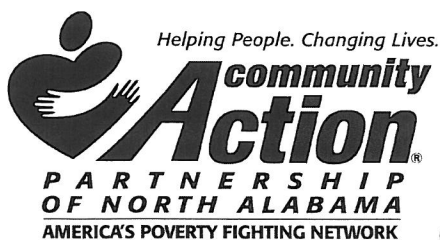
Minutes submitted by Allison Speegle



Todd Russell, Chair



Michael Tubbs, CEO

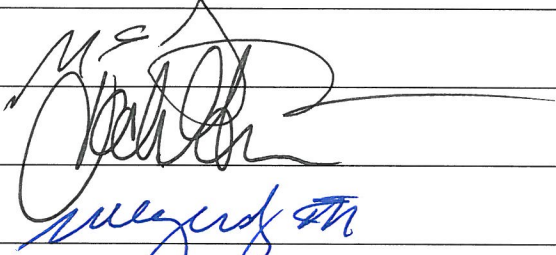
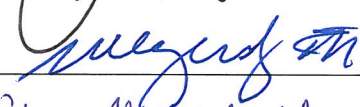
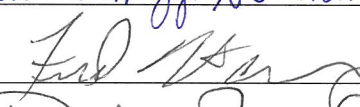


Community Action Partnership of North Alabama, Inc.  
Board of Directors Meeting  
~~August 10~~ August 10, 2010  
**Sign In Sheet**

Regina Anderton	Community Sector/Morgan	
Cleo McDaniel	Community Sector/Morgan	Cleo McDaniel
Matt Holmes	Community Sector/Morgan	
Christine Garner	Community Sector/Lawrence	Christine Garner
Carolyn Orr	Community Sector/Lawrence	CMO
Debbie Twilly	Community Sector/Cullman	
Pat Gilbert	Community Sector/Cullman	Pat Gilbert
Darris Frost	Private Sector/Morgan	Darris Frost
Jim Turner	Private Sector/Morgan	Jim Turner
Annette Creest	Private Sector/Cullman	
Mike Bates	Private Sector/Cullman	
George Simms	Private Sector/Lawrence	George Simms
Shelly Slate Waters	Public Sector/Morgan	Shelly Slate Waters
Todd Russell	Public Sector/Morgan	Todd Russell
Kenneth Kilgo	Public Sector/Cullman	
George Spear	Public Sector/Cullman	

Ray Alexander	Public Sector/ Lawrence	
Alma Whitlow	Public Sector/ Lawrence	
Peggy Towns	Advisor to the Board	
James Fields	Advisor to the Board	
Daniel Tidwell	Advisor to the Board	Daniel Tidwell
Nancy Train	Advisor to the Board	Nancy Train
Randall Shedd	Advisor to the Board	
Bingham Edwards	Attorney at Law, Legal Counsel to the Board	Bingham D. Edwards

### Staff/Guest Present

		
		
Alicia Higginbotham - Human Resources		
		
Debo Purcell		
