



Community Action Partnership of North Alabama, Inc.

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Community Action Partnership of North Alabama, Inc.
Board of Directors Meeting
June 8, 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 5:32 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, Matt Holmes, Christine Garner, Carolyn Orr, Pat Gilbert, Darris Frost, Jim Turner, Annette Creest, Mike Bates, Todd Russell, George Spear

Board members absent: Regina Anderton, Debbie Twilly, George Simms, Kenneth Kilgo, Ray Alexander, Alma Whitlow, Shelly Waters

Advisors present: Nancy Train

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

Staff in attendance: Richard Lyons, Lorrie Mauro, Angela Warren, Jack Green, Ron Ford, Margaret Wiley, Deb Purcell, Laurie Lincoln, Joseph Hipps, Mike Jared, Karen Jared, Alicia Higginbotham, Sue Stancil, Allison Speegle, Fred Harvey, Michael Tubbs

Board Attorney: Bingham Edwards

Guests in Attendance: Terry Mount, 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

There is an open slot on the Housing Committee to replace Max Townson. Jim Turner and Christine Garner currently serve on this committee. Position needs to be filled by a board member. Nominations and vote will be held at end of meeting to fill vacancy.

Acknowledgement of New Board Member

The Cullman County Mayor's Association met on March 23rd and appointed Kenneth Kilgo to replace Max Townson. This slot is held by the Mayor's Association so it does not require a vote of the board. Kenneth was unable to attend this meeting and will be sworn in at the next scheduled meeting.

Roll Call

Allison Speegle called roll and quorum was established.

Reciting of the Mission

Michael Tubbs stated the Leadership Team had been working recently to redefine who we are as an agency. As a result the Mission statement has been revised. The new mission statement was recited by all.

Acceptance of Minutes

Todd Russell stated that all members received a copy of the January 26, 2010 and March 16, 2010 board minutes. It was noted that at the March board meeting the only business brought before the board for approval was financial. Therefore, both January and March minutes need to be approved. The floor was opened for questions/discussion/corrections. Board Chair asked for a motion to approve the January 26, 2010 and March 16, 2010 minutes as presented. Carolyn Orr motioned. Cleo McDaniel seconded. Motion carried unanimously.

Financial Committee Report

Committee member Jim Turner stated each member should have received financial statements through April 30th. The books for the month of May have not been closed. The Financial Committee met on May 13th. The Consolidated Schedule of Financial position as of 4/30/2010 has a General Operating Cash Balance of \$47, 297. The current YTD Net Income is \$240,818. The agency is receiving new grants and spending money appropriately for new areas of service. The Head Start Financial statements were reviewed. This budget will close out 6/30 and is on target to spend all necessary money. These reports were reviewed and

discussed in length. The next Financial Committee is scheduled for June 22nd.

Fred Harvey, CFO, stated the annual audit of the agency is in progress. The auditors met with the Financial Committee at the May 13th meeting. The audit has been very in depth. All stimulus grants are required to be audited. Plans are to have a draft of the audit at the next Board of Directors meeting.

A Conflict of Interest Statement and a list of vendors were distributed to those in attendance. In accordance with Section 1.5 of the Financial Policies and Procedures manual, on an annual basis, all members of the Board of Directors, CEO, Leadership Team, and employees with purchasing and/or hiring responsibilities or authority shall inform in writing, the CEO, CFO and the chair of the Financial/Audit Committee of all reportable conflicts. Conflict of Interest Statements are to be returned at the next board meeting.

The floor was opened for questions/discussion. Board Chair asked for a motion to approve the financial statements as presented. George Spear motioned. Mike Bates seconded. Motion passed unanimously.

Housing Committee Report

Committee member Jim Turner reported that a replacement needs to be named for Max Townson. The Housing Committee meets on a quarterly basis with Richard Lyons and Michael Tubbs. Committee met on April 29th and reviewed the Asset Management Property Performance Report and financial reports for quarter ending March 2010. Application to build an additional 48 units at Harbor Pointe II, located in Decatur has been submitted. A CHDO (Community Housing Development Organization) application for Montgomery City has been completed for submission at their request.

Terry Mount with Development Services, Inc. stated that Harbor Pointe II has been selected by AHFA for funding. These units will be for seniors 55 years of age and up. This will be a \$6 million dollar project. The first mortgage will be between \$480,000-\$500,000.00. Approximately one and half million will be Home Loan. Target date to start project is 2nd quarter of next year. There will be some units that will be handicapped and sensory impaired to meet building code requirements.

Michael Tubbs stated that it is a requirement of Neighbor Works that the Housing Committee have significant involvement in all development projects.

Richard Lyons stated that he has visited all apartment complexes the agency has affiliation with except for one. He also has a portfolio with information on each site. Mike asked that this be made available at the next board meeting for review.

Head Start Program Director Update

Michael Tubbs shared that the Head Start Director position had been posted in newspapers and website with Board Chair's approval. This is a key and highly placed job for the agency. The Head Start Liaison Committee will be involved in the interview process. The Policy Council has approved the job description. Copies of the job description are available.

Early Head Start Expansion

Six new classrooms were opened in May, with the Albertville location being a home based operation until a location is found for a center based operation. The other locations are: Decatur, Scottsboro, Cullman, Ft. Payne and Sheffield.

Decatur Heritage Christian Academy Update

The DHCA site has been purchased. Renovation of the education building to open 8 classrooms has begun. The field house has been renovated and now houses our new Early Head Start classroom. DHCA has requested and we have agreed to allow them to lease the gym and ball fields until their new location is complete or through an ending date of May 31, 2012.

Board Resolutions

Board Chair referred members to the board resolutions that had been distributed.

Budget Request of \$13,800 to Morgan County Commission for Meals on Wheels & More was reviewed. Floor was opened for questions/discussion. Board Chair asked for a motion to approve this request. Jim Turner motioned. Carolyn Orr seconded. Motion passed unanimously.

Budget Request of \$20,000 to City of Decatur for Meals on Wheels & More was reviewed. Floor was opened for questions/discussion. Board Chair asked for a motion to approve this request. Darris Frost motioned. Cleo McDaniel seconded. Motion passed unanimously.

Budget Request of \$15,000 to Morgan County Commission for Foster Grandparent / Senior Companion Program was reviewed. Floor was opened for questions/discussion. Board Chair asked for a motion to approve this request. George Spear motioned. Matt Holmes seconded. Motion passed unanimously.

Budget Request of \$14,301 to City of Decatur for Foster Grandparent / Senior Companion Program was reviewed. Floor was opened for questions/discussion. Board Chair asked for a motion to approve this request. Jim Turner motioned. Darris Frost seconded. Motion passed unanimously.

Agency Highlights

Mike Tubbs used an agency power point presentation of questions that allowed the members and staff to learn more about the agency.

Other updates were as follows:

- Contracted with Grant Writer/Planner
- Employed two new weatherization technicians
- Approximately 230 families are being served per week through the programs we offer
- Meals on Wheels & More program is recruiting drivers to deliver meals
- The 3 new business units (Family Development Credentialing, Youth Development and Employment Services) are ramped up and operating. All three of these programs are funded with stimulus money and grants must be obtained in order to sustain these programs.

Other Business

Board Chair asked for nominations/volunteer from the floor to serve on the Housing Committee. Matt Holmes volunteered. Jim Turner made a motion the nominations be closed. Mike Bates seconded. Motion passed unanimously. Board Chair asked for a motion to approve Matt Holmes to replace Max Townson on the Housing Committee. Jim Turner motioned. Carolyn Orr seconded. Motion passed unanimously.

Board Chair proposed to move the July 20th board meeting to August 10th. Floor was opened for questions/discussion. There being no opposition the next Board of Directors meeting will be August 10th @ 5:30 p.m.



Community Action Partnership of North Alabama, Inc.
Board of Directors Meeting
June 8, 2010
Sign In Sheet

Regina Anderton	Community Sector/Morgan	
Cleo McDaniel	Community Sector/Morgan	Cleo McDaniel
Matt Holmes	Community Sector/Morgan	Matt Holmes
Christine Garner	Community Sector/Lawrence	Christine Garner
Carolyn Orr	Community Sector/Lawrence	COO
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	Annette Creest
Mike Bates	Private Sector/Cullman	Mike Bates
George Simms	Private Sector/Lawrence	
Shelly Slate Waters	Public Sector/Morgan	
Todd Russell	Public Sector/Morgan	Todd Russell
Kenneth Kilgo	Public Sector/Cullman	
George Spear	Public Sector/Cullman	George Spear

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	
Nancy Train	Advisor to the Board	<i>Nancy Train</i>
Randall Shedd	Advisor to the Board	
Bingham Edwards	Attorney at Law, Legal Counsel to the Board	<i>Present; Did not sign.</i>

Staff/Guest Present

<i>Terry Mount</i>		<i>Joseph Hips</i>
<i>Stephen Lynn</i>		<i>Michelle Land</i>
<i>Doni Mann</i>		<i>Karen Gared</i>
<i>Angela Warner</i>		<i>Alina Higgimbotham</i>
<i>Pat Ann</i>		<i>Rae Stancil</i>
<i>Ron Ford</i>		<i>Van Dyke</i>
<i>Margaret Wiley</i>		<i>Fuller</i>
<i>Deb Purcell</i>		<i>no</i>
<i>Laurie Lincoln</i>		