

Salisbury-Rowan Community Action Agency, Inc.  
1300 West Bank Street, Salisbury, NC 28144  
Board of Director's Meeting Minutes  
January 19, 2017

Board Members Present

Dr. Donna White-Cook, Chair  
Ms. Mary Lowe, Vice Chair  
Ms. Suzette Davis, Secretary  
Mr. Carlos Watson, Parliamentarian  
Ms. Veronica Cherry  
Mr. Nathan Currie  
Mr. Wendell Fant

Ms. Carol Ann Houpe  
Ms. Eleanor Qadirah  
Mr. David Post  
Ms. Diane Rollins  
Ms. Essie Ruffin  
Ms. Sandie Wimmer

Board Members Absent

Mr. Jack Duncan  
Ms. Tammy Corpening

Ms. Clara Corry  
Ms. Deborah Howell

Staff Members Present

William Kennedy, Interim Executive Director  
Tonya Crawford, Administration & Planning Director  
Dione Adkins-Tate, Family Service Director-  
WIOA/NEXGEN Director  
Sharon Hall, Recording Secretary

Kim Hardy, Human Resources Director  
Brenda Allen, Interim Finance Director  
Tabitha McAllister, Interim Head Start  
Director

Call To Order

Ms. Mary Lowe called the meeting of the Board of Directors of Salisbury-Rowan Community Action Agency, Inc. to order at 6:02 pm and opened with a moment of silence.

Ms. Davis read the agency's Mission Statement, Vision Statement and the Guiding Principles.

Approval of the Agenda

Ms. Lowe called for a motion to accept the agenda as printed. Mr. Currie made a motion to accept the agenda as printed. The vote was unanimous.

Approval of the Minutes for October 22, 2016

The Board approved the minutes as written with the amended item that Ms. Sandie Wimmer was in attendance for the October meeting.

Approval of the Minutes for December 7, 2016

The Board approved the minutes as written.

#### Approval of Head Start/Early Head Start Governance, Leadership CAP

Tabitha McAllister reviewed the Leadership, Governance and Management Systems – Corrective Action Plan. Ms. Lowe called for a motion to approve the Head Start/Early Head Start Leadership, Governance and Management Systems Corrective Action Plan. Ms. Wimmer made the motion to approve the Head Start/Early Head Start Leadership, Governance and Management Systems Correction Action Plan. The vote was unanimous.

#### Approval of Head Start/Early Head Start In-Kind Policy & Procedures

Tabitha reviewed the revisions to the Head Start/Early Head Start In-Kind Policy & Procedures. Ms. Lowe called for a motion to approve the Head Start/Early Head Start In-Kind Policy & Procedures. Ms. Houpe made a motion to approve the Head Start/Early Head Start In-Kind Policy & Procedures. The vote was unanimous.

Ms. Lowe turned the Board of Directors meeting over to Dr. Donna White-Cook upon her arrival at 6:15 pm.

#### Approval of Conflict of Interest Policy for Board of Directors

Dr. White-Cook called for a motion to approve the Conflict of Interest Policy for the Board of Directors. Ms. Lowe made a motion to approve the Conflict of Interest Policy for the Board of Directors. The vote was unanimous.

#### Approval of Orientation for New Board of Directors Members

Ms. Davis read the procedures for orientation for new Board of Directors Members. Dr. White-Cook called for a motion to approve the procedures for Orientation for New Board of Directors Members. Mr. Currie made a motion to approve the procedures for Orientation for New Board of Directors Members. The vote was unanimous.

#### Approval of the CSBG Corrective Action Plan

Dione Adkins-Tate reviewed the CSBG Corrective Action Plan. Dr. White-Cook called for a motion to approve the CSBG Corrective Action Plan. Mr. Watson made a motion to approve the CSBG Corrective Acton Plan. The vote was unanimous.

#### Approval of the CSBG Grant Application

Dione Adkins-Tate reviewed the CSBG Grant Application for 2017-2018. Dr. White-Cook called for a motion to approve the CSBG Grant Application for 2017-2018. Ms. Davis made a motion to approve the CSBG Grant Application. The vote was unanimous.

It was announced that following Joann Diggs retirement, Dione Adkins-Tate is the Director of WIOA/NEXGEN program and the Director of Family Services.

#### Department Reports

- Human Resources – Kim Hardy
  - The fair Labor Standards Act has been delayed
  - Job descriptions are being reviewed
  - Policy and Procedure Manual is being reviewed
  - Open positions have been posted
  - Accepting RFP for broker services for employee benefits
  - Wellness – in the monthly newsletter

- A salary reduction of 10% has been approved by the Policy Council and Board of Directors for Head Start/Early Head Start Staff and Administrative Staff effective January 9, 2017
- Family Services – WIOA/NEXGEN – Dione Adkins-Tate
  - Reports were reviewed with the Board of Directors
  - The Block Grant was reviewed
  - The Community Services Block Grant (CSBGIS) agency wide community impact was reported to and reviewed by the Board of Directors
- Head Start/Early Head Start – Tabitha McAllister
  - Reports were reviewed
  - Class observations will begin in February
  - Appleseed Program will be in all centers by January 20, 2017
  - Asked for everyone’s help in recruitment
  - At the present, Head Start is fully enrolled
  - Low attendance in December due to holidays, sickness and buses not running due to lack of fuel (the WEX fuel card account has not been paid) and lack of drivers. The agency’s pay rate is low, \$9.00/hr when the Rowan-Salisbury School System is \$13.00/hr. Human Resources has been requested to examine the pay rate to make it compatible.
  - Policy Council met December 6<sup>th</sup> for their monthly meeting and for Governance training
  - NCHSA individual membership – all were asked to join

Ms. Lowe thanked Tabitha McAllister for stepping up and stepping in as the Interim Head Start/Early Head Start Director.

- Administration and Planning – Tonya Crawford
  - Our media sites are kept up-to-date
  - She has been working with the Fundraising Committee for receiving agency donations
  - Success stories are on our media sites
  - Looking at grants to expand funds
  - Scholarship information is on the agency’s media sites
  - Looking at agency-wide ways to save money
  - Looking at vendors for matching funds
  - Grant writers
- Finance – Brenda Allen
  - Reports are not ready
  - Finance Department is still working with an auditor
  - Finance Director and Account Manager positions are still in the hiring process

Correspondence

None

Committee Reports

- Executive
- Finance
- Governance/Nominating
- Program Planning and Evaluation

- Personnel
- Fundraising – Ms. Lowe – will meet in the next 2 weeks
- Facilities
- By-Laws – Mr. Watson – will be reviewing the Board By-Laws

Unfinished Business

None

New Business

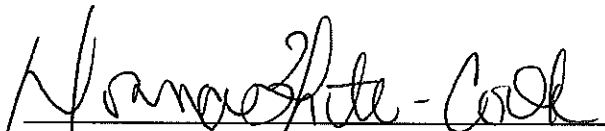
Mr. Watson recommended that “Public Comments” be added to the agenda.

Closed Session

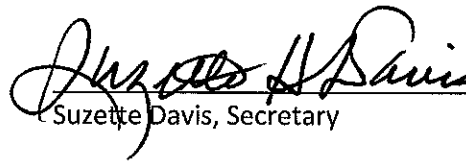
None

Adjournment

Dr. White-Cook called for a motion to adjourn the meeting. Ms. Lowe made a motion to adjourn the meeting. The vote was unanimous. The meeting was adjourned at 7:40 pm.



Dr. Donna White-Cook, Board Chair



Suzette Davis, Secretary



Sharon Hall, Recording Secretary

Salisbury-Rowan Community Action Agency, Inc.  
1300 West Bank Street, Salisbury, NC 28144  
Board of Director's Meeting Minutes  
February 16, 2017

Board Members Present

Dr. Donna White-Cook, Chair  
Ms. Mary Lowe, Vice Chair\*  
Ms. Tammy Corpening, Treasurer  
Ms. Veronica Cherry  
Ms. Clara Corry  
Mr. Nathan Currie\*

Ms. Deborah Howell  
Mr. David Post  
Ms. Eleanor Qadirah  
Ms. Diane Rollins  
Ms. Essie Ruffin  
Ms. Sandie Wimmer

\*Attended via conference call

Board Members Absent

Ms. Suzette Davis  
Mr. Wendell Fant

Ms. Carol Ann Houpe  
Mr. Carlos Watson

Staff Members Present

William Kennedy, Interim Executive Director  
Tonya Crawford, Administration & Planning Director  
Dione Adkins-Tate, Family Service Director-  
WIOA/NEXGEN Director  
Tanya Branch, Finance Consultant  
Melanie Cook, Health Services Coordinator

Talya Davis, Interim HR Director  
Brenda Allen, Interim Finance Director  
Tabitha McAllister, Interim Head Start  
Director  
Sharon Hall, Recording Secretary

Call To Order

Ms. Mary Lowe called the meeting of the Board of Directors of Salisbury-Rowan Community Action Agency, Inc. to order at 6:00 pm and opened with a moment of silence.

Ms. Corpening read the agency's Mission and Vision Statements.

Approval of the Agenda

Ms. Lowe called for any changes to the agenda. Being no changes, the agenda was approved.

Approval of the Minutes for January 19, 2017

Ms. Lowe called for any corrections to the minutes for January 19, 2017. Being no corrections, the minutes were approved.

Approval of the Conflict of Interest for the Staff

Ms. Lowe called for a motion to approve the Conflict of Interest for the staff. Ms. Corpening made a motion to approve the Conflict of Interest for the staff. The vote was unanimous.

Ms. Lowe turned the Board of Director's Meeting over to Dr. Donna White-Cook upon her arrival at 6:07 pm.

Approval of the Prevention of Shaken Baby Syndrome Policy

Melanie Cook reviewed the Policy. Dr. White-Cook called for a motion to approve the Prevention of Shaken Baby Syndrome Policy. Ms. Corpening made the motion to approve the Prevention of Shaken Baby Syndrome Policy. The vote was unanimous.

### Approval of Wage and Salary Administration Revision

Talya Davis reviewed the Wage and Salary Administration Revision. Dr. White-Cook called for a motion to approve the Wage and Salary Administration Revision. Mr. Post made a motion to approve the Wage and Salary Administration Revision. The vote was unanimous.

### Department Reports

- CSBG/WIOA – Dione Adkins-Tate reviewed The Organizational Standards review and comments for unmet standards. Ms. Adkins-Tate thanks Mr. Post for doing the taxes free for the Agency's customers.
- Head Start/Early Head Start – Tabitha McAllister reviewed her reports.
- Administration and Planning – Tonya Crawford stated that the financial reports will be on the Agency's website.
- Finance – Tanya Branch reviewed the reports and the budget. Mr. Post stated that he was looking for an intern to help in the finance department. Dr. White-Cook called for a motion to approve the proposed budget. Ms. Corpening made a motion to approve the proposed budget. The vote was unanimous.
- Human Resources – Wage and Salary Administration Revision

### Correspondence

None

### Potential Summary Cost Savings

Mr. Kennedy reviewed the potential summary cost savings. Mr. Kennedy stated there were other areas that are being reviewed and will give an update at the next Board meeting.

### Committee Reports

- Executive Committee – closed session – no report
- Finance Committee – Ms. Corpening stated that she will meet with Tanya so the committee can meet
- Governance/Nominating Committee – Ms. Ruffin read the resignation from the Board of Directors letter from Jack Duncan. Dr. White-Cook called for a motion to accept Mr. Duncan's resignation from the Board of Directors. Ms. Corpening made the motion to accept Mr. Duncan's resignation from the Board of Directors. The vote was unanimous.  
Ms. Ruffin also stated that Clara Corry has completed one term on the Board of Directors is eligible for reappointment. Ms. Ruffin moved to reappoint Clara Corry to the Board. The vote was unanimous.
- Program Planning and Evaluation Committee
- Personnel Committee – no report
- Fundraising Committee – Ms. Lowe stated that the committee was unable to meet. Ms. Cherry stated that fundraisers were being considered.
- Facilities Committee – no report
- By-Laws Committee – no report

### Unfinished Business

None

### New Business

None

### Closed Session

Dr. White-Cook called for a motion to go into closed session. Ms. Corpening made a motion to go into closed session. The vote was unanimous. The Board went into closed session at 7:15 pm.

### Open Session

Dr. White-Cook called for a motion to approve Talya Davis as the Interim Human Resource Director with a 90-day evaluation. Ms. Wimmer made the motion to approve Talya Davis as the Interim Human Resources Director with a 90-day evaluation. Ms. Veronica Cherry seconded the motion. The vote was unanimous.

Dr. White-Cook called for a motion to approve Tabitha McAllister as the Head Start/Early Head Start Director with a 90-day evaluation. Mr. Post made the motion to approve Tabitha McAllister as the Head Start/Early Head Start Director with a 90-day evaluation. Ms. Clara Corry seconded the motion. The vote was unanimous.

The Personnel Committee will meet to review and interview candidates for the Executive Director position.

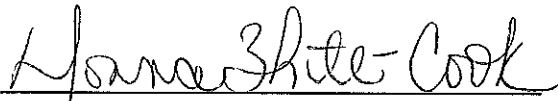
Dr. White-Cook called for a motion to re-instate the 10% wage reduction to affected Head Start/Early Head Start employees and the affected Administrative employees and pay retroactive salaries from January 9, 2017. Ms. Howell made the motion to approve to re-instate the 10% wage reduction to the affected Head Start/Early Head Start employees and the affected Administrative employees and pay retroactive salaries from January 9, 2017. Ms. Sandie Wimmer seconded the motion. The vote was unanimous.

Dr. White-Cook called for a motion to send a request to Head Start Region IV to reduce salaries 10% to Head Start/Early Head Start employees and selective Administrative Pool by February 28, 2017. Ms. Howell made a motion send a request to Head Start Region IV to reduce salaries 10% to Head Start/Early Head Start Full-Time Employees and selective Administrative Pool by February 28, 2017. Ms. Sandie Wimmer seconded the motion. The vote was unanimous.

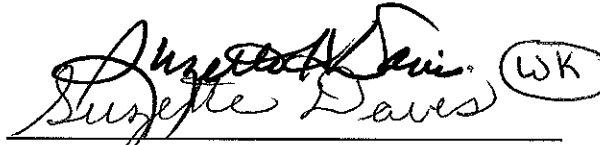
The Board discussed partnering with I-Care of Statesville for the Weatherization Program through June 30, 2017. Ms. Corry made a motion to partner with I-Care of Statesville for the Weatherization Program through June 30, 2017. Ms. Tammy Corpening seconded the motion. The vote was unanimous.

Ms. Wimmer made a motion to terminate the WAP employees. Ms. Deborah Howell seconded the motion. The vote was unanimous.

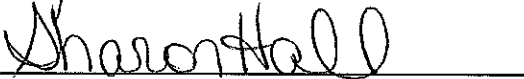
The meeting was adjourned at 9:35 pm.



Dr. White-Cook, Board Chair



Suzette Davis, Secretary



Sharon Hall, Recording Secretary

Salisbury-Rowan Community Action Agency, Inc.  
1300 West Bank Street, Salisbury, NC 28144  
Board of Director's Meeting Minutes  
March 23, 2017

Board Members Present

Dr. Donna White-Cook, Board Chair  
Ms. Suzette Davis, Secretary\*  
Ms. Tammy Corpening, Treasurer  
Ms. Veronica Cherry  
Ms. Clara Corry  
Mr. Wendell Fant\*

Ms. Carol Ann Houpe  
Ms. Deborah Howell  
Ms. Eleanor Qadirah  
Ms. Diane Rollins  
Ms. Essie Ruffin

\*Attended via conference call

Board Members Absent

Ms. Mary Lowe  
Mr. Nathan Currie  
Mr. David Post

Ms. Sandie Wimmer  
Mr. Carlos Watson

Staff Members Present

William Kennedy, Interim Executive Director  
Dione Adkins-Tate, Family Service Director-  
WIOA/NEXGEN Director  
Tanya Branch, Contract CFO

Talya Davis, Interim HR Director  
Tabitha McAllister, Interim Head Start  
Director  
Sharon Hall, Recording Secretary

Call To Order

Dr. White-Cook, Board Chair, called the meeting of the Board of Directors of Salisbury-Rowan Community Action Agency, Inc. to order at 6:05 pm and Ms. Corry opened with prayer.

Approval of the Agenda

Dr. White-Cook called for a motion to approve the agenda as printed. Ms. Corry made a motion to approve the agenda as printed. Ms. Qadirah seconded the motion. The vote was unanimous.

Approval of the Minutes

Dr. White-Cook called for a motion to approve the minutes as printed. Ms. Corry made a motion to approve the minutes as printed. Ms. Corpening seconded the motion. The vote was unanimous.

Approval of 2014-2015 Audit

Angie Goodwin, Romeo Wiggins and Company, reviewed the audit for 2014-2015. Ms. Goodwin stated that this was the preliminary audit. Dr. White-Cook called for a motion to approve the preliminary audit for 2014-2015. Ms. Houpe made a motion to approve the preliminary audit for 2014-2015. Ms. Corry seconded the motion. The vote was unanimous. Ms. Houpe made a motion for the final audit for 2014-2015 be presented and approved by the Executive Committee. Ms. Ruffin seconded the motion. The vote was unanimous.

Approval of Policy & Procedures 18.1: Leave of Absence

Talya Davis reviewed the change in the Policy & Procedures 18.1: Leave of Absence policy. Dr. White-Cook called for a motion to approve the change in the Policy & Procedures 18.1: Leave of Absence. Ms. Houpe made a motion to approve the change in the Policy & Procedures 18.1: Leave of Absence. Ms. Ruffin seconded the motion. The vote was unanimous.



#### Approval of Policy & Procedures 32.1: Termination of Employment

Talya reviewed the change in the Policy & Procedures 32.1: Termination of Employment policy. Dr. White-Cook called for a motion to approve the change in the Policy & Procedures 32.1: Termination of Employment policy. Ms. Corpening made the motion to approve the change in the Policy & Procedures 32.1: Termination of Employment policy. Ms. Davis seconded the motion. The vote was unanimous.

#### Approval of Policy & Procedures 33.1: Personal Appearance of Employees

Talya reviewed the change in the Policy & Procedures 33.1: Personal Appearance of Employees policy. Dr. White-Cook called for a motion to approve the change in the Policy & Procedures 33.1: Personal Appearance of Employees. Ms. Corry made the motion to approve the change in the Policy & Procedures 33.1: Personal Appearance of Employees. Ms. Cherry seconded the motion. The vote was unanimous.

#### Approval to Purchase Lawn Equipment for Landscaping

Dr. White-Cook called for a motion that the purchase of lawn equipment for landscaping go before the Facilities Committee to review the bids and present to the Executive Committee their recommendation for approval. Ms. Davis made the motion that the purchase of lawn equipment for landscaping go before the Facilities Committee to review the bids and present to the Executive Committee their recommendation for approval.

#### Approval of Updates to Financial Manual and Policies

Tanya Branch reviewed the updates for the Financial Manual and Policies. Dr. White-Cook called for a motion to approve the updates to the Financial Manual and Policies. Ms. Corry made a motion to approve the updates to the Financial Manual and Policies. Ms. Howell seconded the motion. The vote was unanimous.

#### Approval of January 2017 Financials

Tanya reviewed the January 2017 Financials. Dr. White-Cook called for a motion to approve the January 2017 Financials. Ms. Corpening made a motion to approve the January 2017 Financials. Ms. Cherry seconded the motion. The vote was unanimous.

Mr. Kennedy asked for approval to remove Brenda Allen and add Tanya Branch to the Bank Accounts and Credit Card Accounts. Dr. White-Cook called for a motion to remove Brenda Allen and add Tanya Branch to the Bank Accounts and Credit Card Accounts. Ms. Corpening made a motion to remove Brenda Allen and add Tanya Branch to the Bank Accounts and Credit Card Accounts. Ms. Howell seconded the motion. The vote was unanimous.

#### Department Reports

- Head Start: Tabitha McAllister reviewed the Head Start reports. Tabitha also stated that 14 applicants have been hired for the Head Start Centers.
- CSBG/WIOA: Dione Adkins-Tate reviewed the CSBG/WIOA reports. Dione reviewed the corrective plans for the WIOA Program.
- Human Resources: Talya Davis stated that interviews for the Executive Director position will be April 3<sup>rd</sup> and 4<sup>th</sup>. Dr. White-Cook requested that Policy Council Members be asked to attend the interviews.

#### Committee Reports

- Executive Committee: no report
- Finance Committee: Tammy Corpening – The Finance Committee met March 21, 2017
- Governance/Nominating Committee: no report
- Program Planning and Evaluation Committee: no report
- Personnel Committee: no report
- Fundraising Committee: Ms. Cherry stated that there will be a Fish Fry on May 25, 2017 at Inland Pointe, \$10.00 a plate, each board member will be asked to sell tickets, money will be due May 8, the money will go to the Scholarship Fund
- Facilities Committee: no report
- By-Laws Committee: no report

Unfinished Business

None

New Business


None

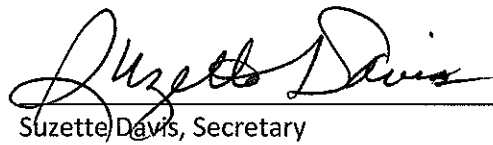
Closed Session


None

Adjournment

Dr. White-Cook called for a motion to adjourn the meeting. Ms. Corpening made a motion to adjourn the meeting. The vote was unanimous. The meeting was adjourned at 7:55 pm.

  
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Dr. Donna White-Cook, Board Chair

  
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Suzette Davis, Secretary

  
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Sharon Hall, Recording Secretary

Salisbury-Rowan Community Action Agency, Inc.  
1300 West Bank Street, Salisbury, NC 28144  
Board of Director's Meeting Minutes  
April 20, 2017

Board Members Present

Dr. Donna White-Cook, Chair  
Ms. Mary Lowe, Vice Chair  
Ms. Tammy Corpening, Treasurer  
Ms. Suzette Davis, Secretary  
Mr. Carlos Watson, Parliamentarian\*  
Ms. Veronica Cherry  
Ms. Clara Corry

Mr. Wendell Fant  
Ms. Carol Ann Houpe\*  
Ms. Eleanor Qadirah\*  
Ms. Diane Rollins  
Ms. Essie Ruffin  
Ms. Sandie Wimmer\*

\*Attended via conference call

Board Members Absent

Mr. Nathan Currie  
Ms. Deborah Howell

Mr. David Post

Staff Members Present

William Kennedy, Interim Executive Director  
Tonya Crawford, Administration & Planning Director  
Dione Adkins-Tate, Family Service Director-  
WIOA/NEXGEN Director

Talya Davis, Interim HR Director  
Tanya Branch, Finance Consultant  
Tabitha McAllister, Head Start Director  
Sharon Hall, Recording Secretary

Call To Order

Dr. Donna White-Cook, Board Chair, called the meeting of the Board of Directors of Salisbury-Rowan Community Action Agency, Inc. to order at 6:00 pm and Ms. Suzette Davis read "Spiritual Gifts". The Mission and Vision Statements were read as a group.

Approval of the Agenda

Dr. White-Cook called for a motion to approve the agenda as printed. Ms. Davis made the motion to approve the agenda as printed. Ms. Lowe seconded the motion. The vote was unanimous.

Approval of the Minutes

Dr. White-Cook called for a motion to approve the minutes as printed. Ms. Corry made the motion to approve the minutes as printed. Ms. Ruffin seconded the motion. The vote was unanimous.

Approval of the Financials (Agency wide) for February 2017

Tanya Branch reviewed the Financials for February 2017. Dr. White-Cook called for a motion to approve the Financials for February 2017. Ms. Lowe made a motion to approve the Financials for February 2017. Ms. Ruffin seconded the motion. The vote was unanimous.

Approval of the WIOA RFP and Budget for 2017-2018 Fiscal Year

Dione Adkins-Tate reviewed the WIOA RFP and Budget for the 2017-2018 Fiscal Year. Dr. White-Cook called for a motion to approve the WIOA RFP and Budget for the 2017-2018 Fiscal Year. Ms. Lowe made the motion to approve the WIOA RFP and Budget for the 2017-2018 Fiscal Year. Ms. Davis seconded the motion. The vote was unanimous.

Department Reports

- CSBG/WIOA – Dione Adkins-Tate congratulated Mr. Issiah Bailey and Ms. Jessica Jones for completing the GED program. Dione also stated that the quarterly report for CSBG has been submitted.
- Head Start – Tabitha McAllister reviewed the monthly report

- Administration and Planning – Tonya Crawford stated that before the annual report can be posted on the web site, the 2015-2016 Audit must be completed

#### Correspondence

Mr. Kennedy reviewed a letter from the Administration for Children & Families (ACF) dated April 6, 2017. The letter states that the Administration for Children and Families, Office of Grants Management has decided that Salisbury-Rowan Community Action Agency will be placed in a "Payment Restrictions/Cash Review Status" until further notice. Mr. Kennedy stated that the Agency has to submit payroll and invoices to ACF for approval before paying.

Ms. Suzette Davis read the letter from the Administration for Children & Families (ACF) dated March 31, 2017. The letter states the hiring of Tabitha McAllister, as the Head Start/Early Head Start Director is approved.

#### Committee Reports

- Executive Committee – no report
- Finance Committee – Tammy Corpening: the committee will be meeting on May 9th
- Governance/Nominating Committee – no report
- Program Planning and Evaluation Committee – Suzette Davis: the committee will meet May 18 to discuss the Board Retreat
- Personnel Committee – no report
- Fundraising Committee – Mary Lowe: the committee will meet to review the scholarship applications, tickets and money for the Fish Fry Fundraiser are due May 8
- Facilities Committee – no report
- By-Laws Committee – no report

#### Unfinished Business

None

#### New Business

Dr. White-Cook stated that the North Carolina Community Action Association Board Summit is May 12, 2017 in Concord, NC. Dr. White-Cook called for a motion to approve Suzette Davis, Nathan Currie, Diane Rollins and Essie Ruffin to attend the Board Summit. Ms. Davis made the motion to allow the board members to attend the Board Summit. Ms. Lowe seconded. The vote was unanimous.

Mr. Rocky Cabagnot, Executive Director finalist, was introduced to the Board Members.

#### Closed Session

The Board Members went into closed session at 7:40 pm.

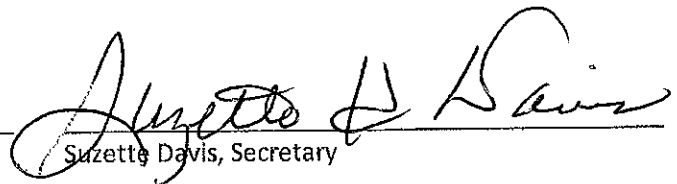
#### Open Session

Dr. White-Cook called for a motion to recommend Rocky Cabagnot as the finalist for Executive Director to the Policy Council for approval. Ms. Corpening made a motion to recommend Rocky Cabagnot as the finalist for Executive Director to the Policy Council for approval. Ms. Lowe seconded the motion. The vote was unanimous.

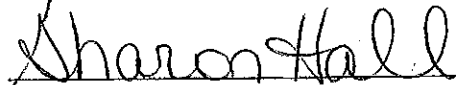
The meeting was adjourned at 8:00 pm.



Dr. Donna White-Cook, Board Chair



Suzette Davis, Secretary



Sharon Hall, Recording Secretary

Salisbury-Rowan Community Action Agency, Inc.  
1300 West Bank Street, Salisbury, NC 28144  
Board of Director's Meeting Minutes  
May 18, 2017

Board Members Present

Dr. Donna White-Cook, Chair  
Ms. Mary Lowe, Vice Chair  
Mr. Nathan Currie  
Ms. Carol Ann Houpe\*  
Ms. Deborah Howell

Mr. David Post  
Ms. Eleanor Qadirah\*  
Ms. Diane Rollins  
Ms. Essie Ruffin

\*Attended via conference call

Board Members Absent

Mr. Wendell Fant  
Ms. Veronica Cherry  
Ms. Tammy Corpening  
Ms. Suzette Davis

Mr. Carlos Watson  
Ms. Sandie Wimmer  
Ms. Clara Corry

Staff Members Present

Talya Davis, Interim HR Director  
Tonya Crawford, Administration & Planning Director  
Dione Adkins-Tate, Family Service Director-  
WIOA/NEXGEN Director

Tabitha McAllister, head Start Director  
Sharon Hall, Recording Secretary

Call To Order

Dr. Donna White-Cook, Board Chair, called the meeting of the Board of Directors of Salisbury-Rowan Community Action Agency, Inc. to order at 6:05 pm and Ms. Lowe opened the meeting with a moment of silence and prayer. The Mission and Vision Statements were read as a group.

Approval of the Agenda

Dr. White-Cook called for a motion to approve the agenda as printed. Mr. Currie made a motion to accept the agenda as printed. Ms. Lowe seconded the motion. The vote was unanimous.

Approval of the Minutes

Dr. White-Cook called for a motion to approve the minutes as printed. Ms. Lowe made a motion to accept the minutes as printed. Ms. Ruffin seconded the motion. The vote was unanimous.

Approval of the Agency's Financials for March 2017

Dr. White-Cook called for a motion to approve the Financials for March 2017. Ms. Lowe made a motion to approve the Financials for March 2017. Mr. Post seconded the motion. The vote was unanimous.

Approval of Bus Use By Cypress House

Dr. White-Cook called for a motion to approve the bus use by Cypress House with the approval by the Head Start Director, Tabitha McAllister and the Transportation Specialist, Linda Black. Ms. Lowe made a motion to approve the bus use by Cypress House with the approval by the Head Start Director, Tabitha McAllister and the Transportation Specialist, Linda Black. Ms. Howell seconded the motion. The vote was unanimous.

Department Reports

- Human Resources: Talya reviewed the following:
  - a. information presented to the benefits committee from CBIZ
  - b. information from the benefit planning meeting

- c. CBIZ broker for the insurance benefits will be at Staff Development Week
- d. Fidelity will only grant one (1) loan per employee from the 401K Retirement Plan, criteria from banks is being considered to help with resources
- e. the option is being considered for 10 month employees to have their pay be spread out over 12 months
- CSBG/WIOA: Dione stated the following:
  - a. that there were nine (9) graduates this year from the NEXGEN program
  - b. staff attended the North Carolina Community Action Association conference this month
  - c. it was stated at the conference that the Agency Bylaws need to be reviewed every two (2) years by the Board's attorney and an attorney not with the Agency
- Administration and Planning: Tonya stated that the community assessment was in process
- Head Start/Early Head Start: Tabitha stated the following:
  - a. health screens will start in July
  - b. a new device "Spot" will be used to help with the screenings, this will make the screenings faster and more accurate data
  - c. an AC unit in Albemarle had to be replaced in May
  - d. the last day for students is June 9 and the last day for staff is June 16 for this school year

Correspondence

None

Committee Reports

- Executive Committee: Dr. White-Cook stated that the 2014-2015 Audit has been released. The 2015-2016 Audit should be released in July 2017
- Finance Committee
- Governance/Nominating Committee
- Program Planning and Evaluation Committee
- Personnel Committee: Deborah Howell asked for Board Members to return their assessment for Mr. Kennedy
- Fundraising Committee: Mary Lowe reminded the Board of the Fish Fry being held on May 25
- Facilities Committee
- By-Laws Committee: Dr. White-Cook stated that Mr. Watson was reviewing the Agency By-Laws

Unfinished Business

None

New Business

Mr. Nathan Currie reviewed a handout from the North Carolina Community Action Association Board Summit that was attended in May.

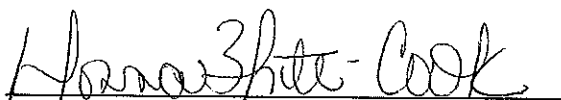
Dr. Donna White-Cook stated that Ruth Watkins has been hired as the Accounting Manager for the Agency.

Closed Session

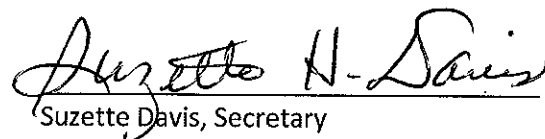
None

Adjournment

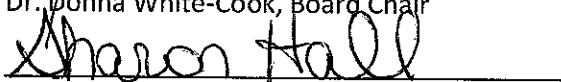
Dr. White-Cook called for a motion to adjourn the meeting. Ms. Lowe made the motion to adjourn the meeting. Ms. Ruffin seconded the motion. The vote was unanimous. The meeting was adjourned at 7:00 pm.



Dr. Donna White-Cook, Board Chair



Suzette Davis, Secretary



Sharon Hall, Recording Secretary

Salisbury-Rowan Community Action Agency, Inc.  
1300 West Bank Street, Salisbury, NC 28144  
Board of Director's Meeting Minutes  
June 15, 2017

Board Members Present

Dr. Donna White-Cook, Chair  
Ms. Tammy Corpening, Treasurer  
Ms. Mary Lowe, Vice Chair  
Ms. Veronica Cherry  
Ms. Clara Corry  
Mr. Nathan Currie\*

Ms. Carol Ann Houpe  
Ms. Deborah Howell  
Ms. Eleanor Qadirah  
Ms. Diane Rollins  
Ms. Essie Ruffin

\*Attended via conference call

Board Members Absent

Mr. Wendell Fant  
Ms. Suzette Davis  
Ms. Sandie Wimmer

Mr. Carlos Watson  
Mr. David Post

Staff Members Present

Talya Davis, Interim HR Director  
Ruth Watkins, Account Manager  
Dione Adkins-Tate, Family Service Director-  
WIOA/NEXGEN Director

Tabitha McAllister, head Start Director  
Sharon Hall, Recording Secretary

Call To Order

Dr. Donna White-Cook, Board Chair, called the meeting of the Board of Directors of Salisbury-Rowan Community Action Agency, Inc. to order at 6:09 pm and opened the meeting with a moment of silence and prayer. The Mission and Vision Statements were read as a group.

Approval of the Agenda

Dr. White-Cook called for a motion to approve the agenda as printed. Ms. Corry made a motion to accept the agenda as printed. Ms. Ruffin seconded the motion. The vote was unanimous.

Approval of the Minutes

Dr. White-Cook called for a motion to approve the minutes as printed. Ms. Lowe made a motion to accept the minutes as printed. Ms. Cherry seconded the motion. The vote was unanimous.

Approval of the Agency's Financials for April 2017

Ruth Watkins reviewed the Agency's Financials for April 2017. Dr. White-Cook called for a motion to approve the Financials for April 2017. Ms. Lowe made a motion to approve the Financials for April 2017. Ms. Howell seconded the motion. The vote was unanimous.

Approval of COLA for Head Start

Ruth stated that a proposal for a COLA 1% increase for Head Start was being prepared and will be submitted to the Head Start Office by June 30, 2017. Dr. White-Cook called for a motion to approve the COLA 1% increase application. Ms. Lowe made the motion to approve the COLA 1% increase application. Ms. Qadirah seconded the motion. The vote was unanimous.

### Department Reports

- WIOA/CSBG – Dione Adkins-Tate reviewed her report. Dione stated that the WIOA program did not receive the 2017-2018 contract. Dione stated that four (4) employees will be laid off but there are two (2) positions open in the CSBG program that they can apply for. June 30, 2017 will be the last day for the WIOA program.
- Head Start/Early Head Start – Tabitha McAllister reviewed her reports. Tabitha stated that the Agency had a Training/Celebration today (June 15) to close out the school year. Tabitha thanked Linda Black for her help in planning the Training/Celebration. Head Start staff's last day is June 16. Tabitha stated August 22, 2017 will begin Staff Development Week.
- Human Resources – Talya Davis handed out the Employment Agreement that Rocky Cabagnot will be signing. Mr. Cabagnot's first day will be Wednesday, June 21, 2017.

### Correspondence

None

### Committee Reports

- Executive Committee – no report
- Finance Committee – no report
- Governance/Nominating Committee – no report
- Program Planning and Evaluation Committee – no report
- Personnel Committee – no report
- Fundraising Committee - Mary Lowe thanked everyone for their support for the Fish Fry Fundraiser that was in May
- Facilities Committee – no report
- By-Laws Committee: Dr. White-Cook stated that the Bylaws needed to be reviewed this year

### Unfinished Business

None

### New Business

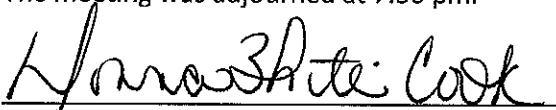
None

### Closed Session

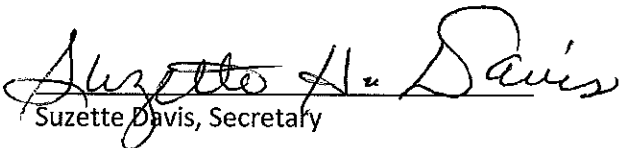
Dr. White-Cook called for a motion to go into closed session. Ms. Howell made a motion to go into closed session. Ms. Corpening seconded the motion. The vote was unanimous. The Board Members went into closed session at 6:50

### Adjournment

The meeting was adjourned at 7:50 pm.



Dr. Donna White-Cook, Board Chair



Suzette Davis, Secretary



Sharon Hall, Recording Secretary