

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

Board Member's Present

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

Ms. Carol Ann Houpe  
Ms. Deborah Howell  
Mr. David Post  
Ms. Diane Rollins  
Ms. Essie Ruffin  
Ms. Sandie Wimmer

\*Attended via conference call

Board Members Absent

Ms. Suzette Davis  
Ms. Eleanor Qadirah

Mr. Carlos Watson

Staff Present

Rocky Cabagnot, Executive Director  
Tonya Crawford, Administration & Planning Director  
Dione Adkins-Tate, Family Services Director  
Tanya Branch, Contract CFO  
Ruth Watkins, Finance Manager

Talya Davis, Interim HR Director  
Tabitha McAllister, Head Start Director  
Carolyn Hayes, Center Operations  
Manger  
Sharon Hall, Recording Secretary

Call To Order

Dr. White-Cook, Board Chairperson, called the meeting of the Salisbury-Rowan Community Action Agency, Inc. to order at 5:45pm. Dr. White-Cook opened the meeting with a moment of silence.

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. Wimmer seconded the motion. The vote was unanimous.

Approval of the Minutes for September 21, 2017

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

Approval of the Organization-wide Risk Management Assessment Package

Rocky Cabagnot reviewed the quotes by various vendors for the renewal of the Risk Management packages for General Liability and Worker's Comp insurance. Dr. White-Cook called for a motion to approve Selective Insurance for the General Liability Insurance. Mr. David Post made a motion to approve Selective Insurance as the Agency's General Liability Insurance company. Ms. Wimmer seconded the motion. The vote was unanimous. Dr. White-Cook called for a motion to approve Key Risk without dividends for the worker's comp insurance. Ms. Wimmer made a motion to approve Key Risk without dividends for the worker's comp insurance. Ms. Corpening seconded the motion. Ten (10) Board Members voted to approve Key Risk without dividends for the worker's comp insurance and three (3) voted against Key Risk without dividends for the worker's comp insurance.

Approval of the Bylaws

Each Board Member received a copy of the Agency's Bylaws. Dr. White-Cook reviewed the bylaws with the Board Members. Dr. White-Cook called for a motion to approve the Agency's Bylaws. Mr. Currie made a motion to approve the Agency's Bylaws. Ms. Houpe seconded the motion. The vote was unanimous. The OEO Standard 5.4 states that the Agency documents that each governing board member has received a copy of the bylaws within the past two (2) years.

Approval of the Draft Community Assessment

Rocky Cabagnet mailed the draft of the Community Assessment to the Board Members for their review on October 5, 2017. Dr. White-Cook called for a motion to approve the draft of the Community Assessment. Ms. Wimmer made a motion to approve the draft of the Community Assessment. Ms. Cherry seconded the motion. The vote was unanimous. The OEO Standard 3.1 states that the Agency must conduct a Community Assessment and issue a report within the past three (3) years.

Approval of the Executive Director Succession Plan

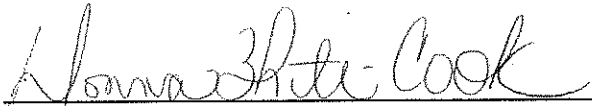
Dr. White-Cook reviewed the Executive Director's Succession Plan. Dr. White-Cook called for a motion to approve the Executive Director's Succession Plan. Ms. Howell made a motion to approve the Executive Director's Succession Plan. Ms. Corry seconded the motion. The vote was unanimous. Approval of Executive Succession Plan satisfies OEO Standard 4.5 – The organization has a written succession plan in place for the CEO/ED, approved by the governing board, which contains procedures for covering an emergency/unplanned, short-term absence of 3 months or less, as well as outlines the process for filling a permanent vacancy.

Approval of Procurement Policy to Satisfy OEO Standard 8.11

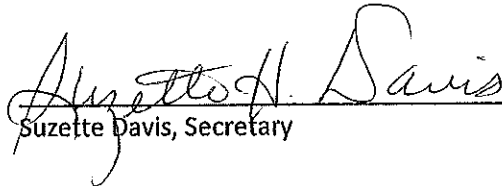
The Procurement Policy was not presented to the Board Members at this time.

Adjournment


Dr. White-Cook called for a motion to adjourn the meeting. Ms. Howell made a motion to adjourn the meeting. Ms. Corry seconded the motion. The vote was unanimous. The meeting was adjourned at 6:30pm.



Dr. Donna White-Cook, Board Chairperson



Suzette Davis, Secretary



Sharon Hall, Recording Secretary

# November 2017

The Board of Directors did not have a regular meeting. The annual Board Meeting was held November 17, 2017

**December 2017**

**The Board of  
Directors did  
not meet**

Salisbury-Rowan Community Action Agency, Inc.  
1300 West Bank Street, Salisbury, NC 28144  
Board of Director's Meeting Minutes  
January 25, 2018

Board Member's Present

Dr. Donna White-Cook, Board Chairperson  
Ms. Mary Lowe, Vice Chair  
Ms. Carol Ann Houpe, Treasurer  
Ms. Suzette Davis, Secretary  
Ms. Veronica Cherry  
Ms. Clara Corry  
Mr. Wendell Fant\*

Mayor Al Heggins\*  
Ms. Deborah Howell  
Mayor Barbara Mallett  
Ms. Eleanor Qadirah\*  
Ms. Diane Rollins  
Ms. Essie Ruffin  
Ms. Sandie Wimmer\*

\*Attended via conference call

Board Members Absent

Mr. Nathan Currie

Mr. Carlos Watson

Staff Present

Rocky Cabagnet, Executive Director  
Tonya Crawford, Administration & Planning Director  
Dione Adkins-Tate, Family Services Director  
Stephanie Durham, Education Manager  
Carolyn Hayes, Center Operations Manager

Talya Davis, Interim HR Director  
Tabitha McAllister, Head Start Director  
Tanya Branch, Contract CFO  
Ruth Watkins, Finance Manager  
Sharon Hall, Recording Secretary

Call To Order

Dr. White-Cook, Board Chairperson, called the meeting of the Salisbury-Rowan Community Action Agency, Inc. to order at 6:07pm. Ms. Clara Corry opened with prayer.

Dr. White-Cook welcomed Mayor of East Spencer, Barbara Mallett and Mayor of the City of Salisbury, Al Heggins, to the Board of Directors. Mayor Mallett was appointed by the Town of East Spencer to complete Tammy Corpening's term and Mayor Heggins was appointed to complete David Post's term by the City of Salisbury.

The Board Members read together the Agency's Mission and Vision.

Rocky Cabagnet, Executive Director, installed the new officers for the Board of Directors for 2018.

- Donna White-Cook – Board Chairperson
- Mary Lowe – Vice Chairperson
- Carol Ann Houpe – Treasurer
- Suzette Davis – Secretary

#### Approval of the Agenda

Dr. White-Cook called for a motion to approve the agenda as printed. Deborah Howell made a motion to approve the agenda as printed with the amended item that the date be changed to January 25, 2018. Mary Lowe seconded the motion. The vote was unanimous.

#### Approval of the Minutes for October 19, 2017

Dr. White-Cook called for a motion to approve the minutes as printed. Mary Lowe made the motion to accept the minutes as printed. Carol Ann Houpe seconded the motion. The vote was unanimous.

#### Approval of the Community Service Block Grant Application for 2018-2019

Dione Adkins-Tate reviewed the contents of the Community Service Block Grant (CSBG) Application for 2018-2019 with the Board of Directors. Dr. White-Cook called for a motion to approve the Agency submitting the Community Service Block Grant Application "as is" for 2018-19. Mary Lowe made a motion to approve the CSBG Grant for 2018-2019 "as is". Veronica Cherry seconded the motion. The vote was unanimous in favor.

#### Approval of the Head Start Self-Assessment

Tabitha McAllister reviewed the contents of the Head Start Self-Assessment. Orientation for the Head Start Self-Assessment is January 30, 2018. Board Members were encouraged to attend. Dr. White-Cook called for a motion to approve the Head Start Self-Assessment. Suzette Davis made a motion to approve the Head Start Self-Assessment. Clara Corry seconded the motion. The vote was unanimous.

#### Executive Director's Report

Rocky Cabagnot reviewed his Executive Director's report with the Board Members.

#### Department Reports

- Finance – Tanya Branch stated the auditors are currently working on the 2017-2018 audit. A draft will be available by Mid-May and approval by Board can occur in early June 2018.
- Human Resources – Talya Davis stated that there will be a Job Fair in March. Job Fairs will be held once a month with Head Start
- Administration and Planning – Tonya Crawford stated that 2 burial plots have been donated to the Agency worth \$1,500.00. We can sell the plots or donate them to participants
- Family Services – Dione Adkins-Tate reported on the customer service surveys

#### Correspondence

None

#### Committee Reports

- Executive Committee – none
- Finance Committee – Carol Ann Houpe: The Finance Committee met January 16, 2018, the proposed agency wide budget for 2017-2018 needs approval. Carol Ann Houpe made a recommendation to approve the Proposed Agency-Wide Budget for 2017-2018 with amendments. Deborah Howell seconded the motion. The vote was unanimous in favor of adoption.
- Governance/Nominating Committee - none
- Program Planning and Evaluation - none

- Personnel Committee - none
- Fundraising Committee - none
- Facilities Committee - none
- Bylaws Committee – none

Unfinished Business

None

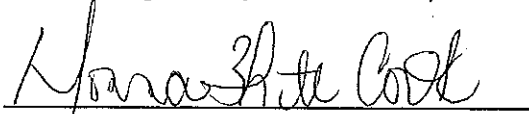
New Business

None

Closed Session

Dr. White-Cook called for a motion to go into closed session. Clara Corry made a motion to go into closed session. Mary Lowe seconded the motion. The vote was unanimous. The Board Members went into closed session at 7:55pm. No action was taken.

The meeting was adjourned at 8:45pm.



Dr. White-Cook, Chairperson



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 15, 2018

Board Members Present

Dr. Donna White-Cook, Board Chairperson  
Ms. Mary Lowe, Vice Chair  
Ms. Carol Ann Houpe, Treasurer  
Ms. Veronica Cherry  
Ms. Clara Corry  
Mr. Nathan Curry\*

Ms. Deborah Howell  
Mayor Barbara Mallett  
Ms. Diane Rollins  
Ms. Essie Ruffin  
Ms. Sandie Wimmer\*

\*Attended via conference call

Board Members Absent

Ms. Suzette Davis  
Mr. Wendell Fant  
Mayor Al Heggins

Ms. Eleanor Qadirah  
Mr. Carlos Watson

Staff Present

Rocky Cabagnot, Executive Director  
Tonya Crawford, Administration & Planning Director  
Dione Adkins-Tate, Family Services Director  
Ruth Watkins, Finance Manager

Talya Davis, HR Director  
Tabitha McAllister, Head Start Director  
Tanya Branch, Contract CFO  
Sharon Hall, Recording Secretary

Call To Order

Dr. White-Cook, Board Chairperson, called the meeting of the Salisbury-Rowan Community Action Agency, Inc. to order at 6:00pm and opened with a moment of silence.

Approval of the Agenda

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

Approval of the Minutes for January 25, 2018

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

Approval of the Conflict of Interest for Board Members

Dr. White-Cook called for a motion to approve the Conflict of Interest for Board Members. Mary Lowe made a motion to approve the Conflict of Interest for Board Members. Essie Ruffin seconded the motion. The vote was unanimous.



### Approval of the Conflict of Interest for Agency Staff

Dr. White-Cook called for a motion to approve the Conflict of Interest for Agency Staff. Mary Lowe made a motion to approve the Conflict of Interest for Agency Staff. Carol Ann Houpe seconded the motion. The vote was unanimous.

Dr. White-Cook welcomed Mr. Tony Hillian and Ms. Donna Rankin from Head Start Policy Council.

### Executive Director's Report

Rocky Cabagnot reviewed his Executive Director's report with the Board Members.

### Department Reports

- Family Services – Dione Adkins-Tate reported on the customer service surveys, stated that the CSBG grant application for years 2018-2019 was submitted, stated that the conference was informative with changes from OEO (Office of Equal Opportunity)
- Head Start/Early Head Start – Tabitha McAllister reported that the health services is in process of being reviewed, health wellness team to provide training, applied for assistance from Focus First to conduct vision screenings for children, recruitment is starting for the Head Start 2018-2019 program year, self-assessment is in process
- Finance – Tanya Branch reported that auditors were at the Agency week of February 5, 2018, staff assessments are being conducted in the Finance Department
- Human Resources – Dr. Donna White-Cook stated that Talya Davis has been removed from interim status. Talya Davis is the Human Resource Director.

### Correspondence

None

### Committee Reports

- Executive Committee – Dr. White-Cook asked Board Members to sign up for Board Committees, asked for agenda items be submitted in advance of the monthly Board Meeting, stated that the Executive Committee will be meeting monthly, stated that the committees should have active meetings
- Finance Committee – Carol Ann Houpe stated that the Finance Committee did not meet in February due to meeting just three (3) weeks prior, Tanya Branch reviewed the November 2017 Agency Financials, Carol Ann Houpe made a recommendation to approve the Agency's Financials for November 2017, Mary Lowe seconded the motion, the vote was unanimous
- Governance/Nominating Committee - none
- Program Planning and Evaluation Committee - none
- Personnel Committee - none
- Fundraising Committee - none
- Facilities Committee - none
- Bylaws Committee - none

### Unfinished Business

None

### New Business

None

Closed Session

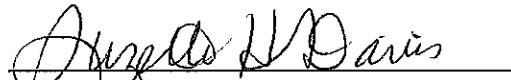
None

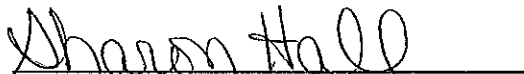
The Board Members read together the Agency's Mission and Vision.

Adjournment

Dr. White-Cook called for a motion to adjourn the meeting. Mary Lowe made a motion to adjourn the meeting. Clara Corry seconded the motion. The vote was unanimous. The meeting adjourned at 7:10pm.

  
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Dr. Donna White-Cook, Chairperson

  
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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  
March 15, 2018

Board Member's Present

Dr. Donna White-Cook, Board Chairperson  
Ms. Carol Ann Houpe, Treasurer  
Ms. Suzette Davis, Secretary\*  
Ms. Clara Corry  
Mr. Nathan Currie\*  
Mayor Al Heggins

Ms. Deborah Howell  
Mayor Barbara Mallett  
Ms. Eleanor Qadirah  
Ms. Essie Ruffin  
Ms. Sandie Wimmer\*

\*Attended via conference call

Board Members Absent

Ms. Veronica Cherry  
Mr. Wendell Fant  
Ms. Mary Lowe

Ms. Diane Rollins  
Mr. Carlos Watson

Staff Present

Rocky Cabagnot, Executive Director  
Tonya Crawford, Administration & Planning Director  
Dione Adkins-Tate, Family Services Director

Talya Davis, HR Director  
Tanya Branch, Contract CFO  
Sharon Hall, Recording Secretary

Call To Order

Dr. White-Cook, Board Chairperson, called the meeting of the Salisbury-Rowan Community Action Agency, Inc. to order at 6:10pm with a moment of silence.

Presentation of Appreciation to Tammy Corpening

Dr. White-Cook presented Tammy Corpening with a plaque in appreciation for her many years of service and dedication to the Board of Directors.

Approval of the Agenda

Dr. White-Cook called for a motion to approve the agenda as printed. Mayor Barbara Mallett made a motion to approve the agenda as printed. Essie Ruffin seconded the motion. The vote was unanimous.

Approval of the Amended Minutes for January 25, 2018

Dr. White-Cook called for a motion to approve the amended minutes as printed. Deborah Howell made a motion to approve the amended minutes as printed. Mayor Barbara Mallett seconded the motion. The vote was unanimous.

Approval of the Minutes for February 15, 2018

Dr. White-Cook called for a motion to approve the minutes as printed. Mayor Barbara Mallett made a motion to approve the minutes as printed. Essie Ruffin seconded the motion. The vote was unanimous.

### Approval of the Agency's Financials for January 2018

Tanya Branch reviewed the Agency's financials. Dr. White-Cook called for a motion to approve the Agency's financials for January 2018. Mayor Barbara Mallett made a motion to approve the Agency's financials for January 2018. Eleanor Qadirah seconded the motion. The vote was unanimous.

### Executive Director's Report

Rocky Cabagnet stated the following:

- The week of April 23, 2018 Head Start Governance Training will be held for Head Start Policy Council and the Agency's Board of Directors, date and time will be announced at a later date
- Re-competition update – the first requirement has been met
- Met with Robin Britt, former US Congressman and Executive Director of Guilford Child Development, and received some tips on how to better prepare SRCOA for re-competition
- Dione Adkins-Tate is one of eight in North Carolina to be a nationally certified ROMA implementer
- One of the Head Start Teachers brought a gun to work (no children were around), Policy Council immediately approved her termination from the Agency and the person is no longer with Agency
- Talya Davis, Human Resource Director, is resigning from the Agency and thanked her for her service at the Agency
- He has been elected as Vice Chair of the North Carolina Community Action Agency Association's Council of Executive Directors
- Reviewed the CSBG Board of Director's Resolution. Dr. White-Cook called for a motion to approve the CSBG Board of Director's Resolution. Mayor Al Heggins made a motion to approve the CSBG Board of Director's Resolution. Deborah Howell seconded the motion. The vote unanimous.

### Department Reports

- Finance – Tanya Branch stated that the auditors were at the Agency working on the 2017-2018 Audit
- Family Services – Dione Adkins-Tate reported on the customer service surveys, she is working with the City of Kannapolis to obtain housing for low income participants (this would be unrestricted funds), on April 12, 2018 there will be a Lunch and Learn to learn about your rights under the NC Fair Housing Act, the Agency received a progress report from OEO and the Agency is at Medium Risk (we were High Risk), the CSBG Block Grant for 2018-2019 was submitted in February, each of the Board Committees are to represent each of the Sectors
- Human Resources – Talya Davis thanked the Board of Directors for her time at the Agency
- Administration and Planning – Tonya Crawford stated that she has had two burial plots donated to the Agency by William Privett and suggested selling the plots worth \$8,000 - \$9,000 for revenue for the Agency, she is continuing to work on Extended Day Enrollment to boost Agency revenue

### Correspondence

None

Board of Directors Committees

Dr. White-Cook stated she is working on placing board members on committees.

Committee Reports

- Executive Committee - none
- Finance Committee - none
- Governance/Nominating Committee – none
- Program Planning and Evaluation Committee - none
- Personnel Committee – none
- Fundraising Committee - none
- Facilities Committee - none
- Bylaws Committee – none

Unfinished Business

None

New Business

None


Closed Session

Dr. White-Cook called for a motion to go into closed session. Clara Corry made a motion to go into closed session. Deborah Howell seconded the motion. The vote was unanimous. The Board Members went into closed session at 7:00pm. No action was taken.

The meeting was adjourned at 8:30pm.

  
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Dr. Donna White-Cook, Board Chairperson

  
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Suzette Davis, Secretary

  
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Sharon Hall, Recording Secretary