

Salisbury-Rowan Community Action Agency, Inc.
1300 West Bank Street, Salisbury, NC 28144
Board of Director's Meeting Minutes
October 22, 2016

Board Members Present

Dr. Donna White-Cook, Chair
Ms. Tammy Corpening, Treasurer
Ms. Suzette Davis, Secretary
Ms. Veronica Cherry
Ms. Clara Corry

Mr. Nathan Currie
Ms. Deborah Howell
Ms. Eleanor Qadirah
Ms. Diane Rollins
Ms. Essie Ruffin

Board Members Absent

Mr. David Post
Mr. Jack Duncan
Ms. Mary Lowe
Ms. Carol Ann Houpe

Ms. Sandie Wimmer
Mr. Wendell Fant
Mr. Carlos Watson

Staff Members Present

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

Call To Order

Dr. White-Cook called the meeting of the Board of Directors of Salisbury-Rowan Community Action Agency, Inc. to order at 1:00 pm and opened with prayer.

Information stated at the Board Retreat/Meeting:

- Minutes from the September Board Meeting were approved.
- The 401K Plan was approved.
- The CSBG Organizational Standards & Schedule was distributed to the Board by Dione Adkins-Tate
- An additional item was added to the meeting agenda. William Kennedy gave the financial state of the agency.
- Essie Ruffin introduced the new board member, Jack Duncan. Dr. White-Cook suggested recruiting board members as advisory members.
- Joann Diggs gave a report on the WIOA/NEXGEN program.
- Essie Ruffin stated that the Fundraising Committee did not select recipients for the scholarships.
- It was announced that CSBG will receive \$400,000.00 in reimbursements.
- Head Start budgets will be monitored and balanced at each center.
- The Conflict of Interest was approved by the board.

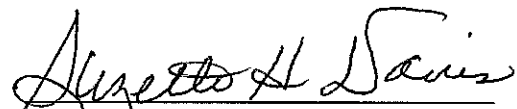
- William Kennedy stated that if future financial issues occur, the agency will consider furloughs of one (1) hour or more from staff members.
- It was requested that all budgets be submitted by October 31, 2016.
- Essie Ruffin made a motion to approve board officers for the 2016-2017 years. They are as follows:
 - Donna White-Cook – Board Chair
 - Mary Lowe – Vice Chair
 - Suzette Davis – Secretary
 - Tammy Corpening – Treasurer
 - Carlos Watson – Parliamentarian

The vote was unanimous.

Being no further business, the meeting was adjourned at 2:00 pm.



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 - **No Official Business Held for November**

Salisbury-Rowan Community Action Agency, Inc.
1300 West Bank Street, Salisbury, NC 28144
Board of Director's Meeting Minutes
December 7, 2016

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. 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. David Post
Mr. Jack Duncan
Ms. Veronica Cherry

Ms. Sandie Wimmer
Mr. Wendell Fant

Staff Members Present

William Kennedy, Interim Executive Director
Tonya Crawford, Administration & Planning Director
Dione Adkins-Tate, Family Services Director
Teresa Watson, Weatherization Director
Brenda Allen, Interim Finance Director

Kim Rogers, HR Director
Lesha Herbin, Head Start Director
Joann Diggs, WIOA/NEXGEN Director
Sharon Hall, Recording Secretary

Call To Order

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

Approval of the Agenda

Dr. White-Cook called for a motion to accept the agenda with the amended item "Closed Session". Ms. Corpening made the motion to accept the agenda with the amended item "Closed Session". The vote was unanimous.

Auditor's Fiscal Update and Recommendations/Hiring Considerations and Recommendations/Possible Budget Cuts

Angie Goodwin, auditor from Romeo & Wiggins, stated the following

- The agency has a \$1 million deficit
- The agency has to take immediate action
- The agency has a severe cash flow shortage
- The agency cannot co-mingle funds

Angie made the following suggestions:

- Budget cuts
- Talk to foundations
- Community involvement
- Salaries and benefits
- Supplies/materials
- Job layoffs

Angie stated the agency has to show grantors the agency's plan of action so funds will not be cut.

Kim Rogers, HR Director, read ways the Leadership Team has for cutting expenses:

- Forensic audit and file claim with insurance company
- Consolidate jobs
- Check for posting errors
- Administration cost cuts
- Sell any assets
- Contracts that are not necessary
Example: Modern Impressions
Brenda to get list of vendors and amounts they are paid
- Trainings are part of the budget in the programs but administration does not have money for trainings in budget – stop administration training – example: Board Travel
- No longer serve food at meetings
- No longer match the 401K contributions
- If we have a cardboard dumpster, the trash collector would not have to come as often
- Annual contributions from the board members
- Look at insurance cost – Kim is looking for a new broker for next year – checking with other agencies on their insurance cost – savings in insurance premiums could save up to \$120,000.00 per year – premiums went up because of the affordable care act
- Fundraisers
- Mileage – do conference call meetings or go-to live meetings, email or mail items to centers instead of them coming here to pick up
- Foundations – ask for money
- WalMart vs. Staples to save
- Cut back thermostats at night and on weekends
- Re-evaluate jobs at end of funding year
- Job consolidation – Leshia has already done this with head start staff (buses running double routes, staff doing double jobs, when custodian leaves the job is contracted out)
- Daycare – this was something that was done in the past but stopped in 2012 (this operated separately from Head Start)

Approval of In Kind Policy and Procedures

Dr. White-Cook stated that this will be reviewed and voted on at a later date.

Closed Session

Dr. White-Cook called for 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 7:00 pm.

Open Session

Mr. Watson made a motion to approve salary reductions as discussed. The vote was unanimous.

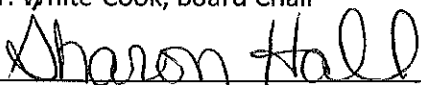
The meeting adjourned at 10:00 pm.



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
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 6th 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

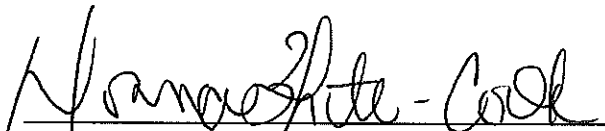
Mr. Watson recommended that “Public Comments” be added to the agenda.

Closed Session

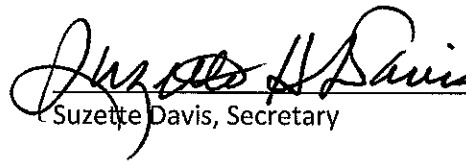
None

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.

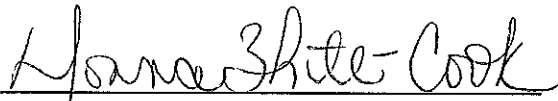
Dr. White-Cook called for a motion to re-instate the 10% wage reduction to affected Head Start/Early Head Start employees and the affected Administrative employees and pay retroactive salaries from January 9, 2017. Ms. Howell made the motion to approve to re-instate the 10% wage reduction to the affected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

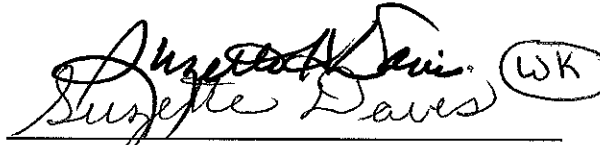
The Board discussed partnering with I-Care of Statesville for the Weatherization Program through June 30, 2017. Ms. Corry made a motion to partner with I-Care of Statesville for the Weatherization Program through June 30, 2017. Ms. Tammy Corpening seconded the motion. The vote was unanimous.

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

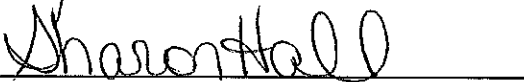
The meeting was adjourned at 9:35 pm.



Dr. White-Cook, Board Chair



Suzette Davis, Secretary



Sharon Hall, Recording Secretary