

**HENDERSON COUNTY  
BOARD OF COMMISSIONERS**

**MEETING DATE:** February 20, 2008

**SUBJECT:** WCCA Community Services Block Grant Application

**ATTACHMENTS:** **FY 2008-2009 Application for Funding**

**SUMMARY OF REQUEST:**

Attached is the Western Carolina Community Action (WCCA) FY 2008-2009 Application for Funding for the Community Services Block Grant Program. WCCA is requesting that the Board endorse the funding application and authorize the Chairman to sign all associated forms.

This is a continuing grant that supports WCCA's outreach to low-income residents as well as self-sufficiency, homeownership, and senior adult programs. This grant application represents year 2 of a 3-year cycle. No County funds are required to fund these programs.

**BOARD ACTION REQUESTED:**

Staff recommends that the Board of Commissioners endorses WCCA's FY2008-2009 Application for Funding and authorize the Chairman to execute the required documents.

**Suggested Motion:**

*I move that the Board endorse this application and authorize the Chairman to execute the required documents.*

January 29, 2008

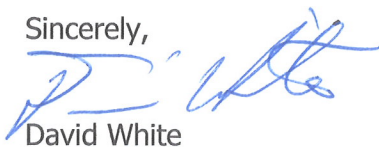
Selena Coffey, Assistant County Manager  
100 North King Street  
Hendersonville, NC 28792

Dear Selena:

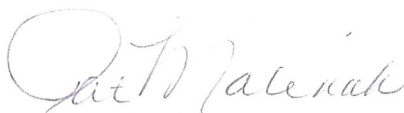
Enclosed please find an original copy of our **Community Services Block Grant** application which was approved by the WCCA Board of Directors on January 10, 2008. The application requires review by the Board of County Commissioners with signature of Chair and date on *page eleven*. Historically, it has been listed on the Consent Agenda because funds are assigned by formula, however, from time to time over the years, the Board has requested it go on the regular agenda with a WCCA staff person available for questions. This is a continuing grant that supports WCCA's outreach to low-income residents as well as self-sufficiency, homeownership, and senior adult programs. This grant application represents year 2 of a 3-year cycle.

Please call Pat Malinak at 693-1711 x 124 if you decide to put it on the regular agenda, otherwise, when it is complete, call or email and she will pick it up in person. The application is due in Raleigh on **March 3, 2008**.

Sincerely,



David White  
Executive Director



Pat Malinak, Program Director  
Community Services Department  
[pmalinak@wcca.net](mailto:pmalinak@wcca.net)

**N.C. DEPARTMENT OF HEALTH AND HUMAN SERVICES  
OFFICE OF ECONOMIC OPPORTUNITY**

**Community Services Block Grant Program**

**FY 2008-2009 Application for Funding  
(July 1, 2008 – June 30, 2009)**

**Agency Name:**

**Western Carolina Community Action**

**Office of Economic Opportunity**

**N. C. Department of Health and Human Services  
2013 Mail Service Center  
Raleigh, North Carolina 27699-2013**

**Voice (919) 715-5850**

**Fax (919) 715-5855**

**E-Mail: [Zack.Hamlett@ncmail.net](mailto:Zack.Hamlett@ncmail.net)**

**Website: <http://www.ncdhhs.gov/oeo/>**

**N.C. Department of Health and Human Services  
Office of Economic Opportunity**

**FY 2008-09 COMMUNITY SERVICES BLOCK GRANT PROGRAM  
APPLICATION FOR FUNDING**

One-Year Submission	<b>X</b>
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(Please check one)

Amendment	
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<b>SECTION I. IDENTIFICATION</b>	
Agency Name:	<b>Western Carolina Community Action</b>
Mailing Address:	<b>PO Box 685, Hendersonville, NC 28793-0685</b>
Administrative Office Address:	<b>220 King Creek Blvd, Hendersonville NC 28792</b>
Telephone Number:	<b>828-693-1711</b>
E-Mail Address:	<b>david@wcca.net or pmalinak@wcca.net</b>
Executive Director:	<b>David White</b>
Date Submitted:	<b>March 3, 2008</b>

<b>SECTION II. CERTIFICATION</b>
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This application for Community Services Block Grant Program funding contains the following documents which have been reviewed and approved by the grantee Board of Directors or duly appointed Board committee:

- Certification of Eligibility Documents
- Certification of Board Powers and Composition
- Agency Strategy for Eliminating Poverty
- One-Year Work Program and Budget

January 10, 2008  
 \_\_\_\_\_  
 Date of Board or Committee Approval

Madeline Royes  
 \_\_\_\_\_  
 Typed Name of Board Chairperson

*Madeline Royes* - 1-10-08  
 \_\_\_\_\_  
 Signature of Board Chairperson Date

CERTIFICATIONS AND ASSURANCES

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SECTION I. CERTIFICATION OF ELIGIBILITY DOCUMENTS

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The following documents, which are available for public review, are current and meet federal and state guidelines and the requirements set forth in the NORTH CAROLINA ADMINISTRATIVE CODE, Title 10A, Chapter 97:

	YES	NO
1. Articles of Incorporation	<u>X</u>	_____
2. Bylaws which contain (1) a democratic selection process for low-income sector members; (2) a procedure for receiving petitions for adequate board representation; and (3) the specific number of members required to constitute the full board of directors.	X	_____
3. Annual Audit or Schedule of Grantee Receipts and Expenditure Report and Certification and Sworn Statement	X	_____
4. Fidelity Bond	<u>X</u>	_____
5. Job descriptions and names of key management staff	<u>X</u>	_____
6. Agency Personnel Policies and Procedures Manual which contains policies on equal opportunity and non-discrimination, Drug Free Workplace, Americans with Disabilities Act, Pro-Children Act, Conflict of Interest, and prohibition against political activities consistent with the assurances and certifications in Sections IV and V of this application.	X	_____
7. Agency Financial Policies and Procedures Manual	<u>X</u>	_____

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**SECTION II. CERTIFICATION OF BOARD POWERS AND COMPOSITION**


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The Board of Directors has, at a minimum, the power to:  
(If no, explain below.)

	YES	NO
1. Appoint Executive Director	<u>  X  </u>	<u>      </u>
2. Determine personnel, organization, fiscal and program policies	<u>  X  </u>	<u>      </u>
3. Determine overall program plans and priorities	<u>  X  </u>	<u>      </u>
4. Make final approval of all programs, proposals and budgets	<u>  X  </u>	<u>      </u>
5. Enforce compliance with all grant conditions	<u>  X  </u>	<u>      </u>
6. Ensure the extent and quality of participation of the poor in the planning and evaluation of programs	<u>  X  </u>	<u>      </u>
7. Are any of the above powers subject to concurrence, veto, or modification by any other local official or authority, other than by delegation by the governing board? (If yes, explain below.)	<u>      </u>	<u>  X  </u>
8. Are any of the above powers delegated? (If yes, explain below.)	<u>  X  </u>	<u>      </u>

Program plans, priorities, program approvals, proposals and budgets may be delegated to the Executive Director except where direct Board action is specifically named or the Board requests direct input.

BOARD MEMBERSHIP

Total number of Board of Directors seats per bylaws: 21

Total number of seats reserved for: Poor 7 Public 7 Private 7

Representatives of the Poor Name	Address	Community Group or Area Represented	Term Expires (Month/Year)
Mary Helen Baptist	22 Peace Drive #226, Brevard 28712	Rosenwald	3/2012
Teri DuBois	14 East Sugar Maple Drive, Hendersonville 28739	Section 8	1/2013
Stella Ferguson	130 Beverly Avenue, Hendersonville 28792	Barker Heights	3/2012
Jackie Whitmire	1178 Whitmire Road, Brevard 28712	Rosman	10/2009
Martha Lively	2022 Glenheath Drive, Hendersonville 28791	Head Start Policy Council	10/2013

Open

Open

This is to certify that the members named above were democratically elected in accordance with the requirements of our bylaws and documentation is on file to verify same. A Tripartite Board Member Profile Form is attached or has been previously submitted for each member of the Board of Directors.

  
 Chairperson, Board of Directors

Public Elected Officials Name	Address	Title of Elected Office	Term Expires (Month/Year)
Karen Canman	252 Fox Cross Drive, Brevard 28712	Transylvania County	8/2008
Mike Earle	1913 Asheville Hwy, Hendersonville 28791	City of Hendersonville	3/2012
Kelly Johnson	640 North Main Street, Hendersonville 28792	City of Hendersonville	11/2016
Rodney Locks	121 South Rice Street, Brevard 28712	City of Brevard	7/2016
Lynn Marks	511 E Crooked Creek Lane, Hendersonville 28739	Henderson County	9/2008
Madeline Royes	424 S. Walnut Tree Street, Hendersonville 28739	Henderson County	4/2009
Fred Tinsley	104 Blackberry Lane, Brevard 28712	Transylvania County	8/2009
Representatives of Private Organizations	Address	Organization Represented	Term Expires
Rosie Blackwell	177 Holly Springs Drive, Horse Shoe 28742	Henderson Co. Health Dept.	6/2012
Jimmie Cantrell	7111 Willow Road, Hendersonville 28739	Etowah Lions Club	8/2011
Nancy Glowacki	117 Woodbridge Drive, Hendersonville 28739	League of Women Voters (H.Co.)	10/2013
Susan Grider	500 Hillview Extension, Brevard 28712	The Family Place of T. County	10/2008
Steve Kirkland	PO Box 487, Hendersonville 28793-0487	United Way of Henderson County	10/2013
Gary Knock	502 Windsor Forest Court, Fletcher 28732	Habitat for Humanity of H County	10/2012
Mike Williams	203 Second Avenue East, Hendersonville 28792	American Red Cross	10/2013

This is to certify that documentation is on file to confirm the selection of members named above as representatives of their respective private organizations. A Tripartite Board Member Profile Form is attached or has been previously submitted for each member of the Board of Directors.

  
 Chairperson, Board of Directors



## OFFICERS OF THE BOARD OF DIRECTORS

Name		Office
Madeline Royes	Target	Chair
Mike Earle	Public	Vice-Chair
Fred Tinsley	Public	Secretary
Jackie Whitmire	Target	Treasurer

## STANDING COMMITTEES OF THE BOARD (Use asterisk to denote committee chairperson.)

Note: All committees of the board must fairly reflect the composition of the board.

Committee	Member's Name	Sector Represented
Executive Committee	see above	
Finance and Audit Committee	Jackie Whitmire, Treasurer	Target
	* Susan Grider, Chair	Private
	Lynn Marks	Public
Personnel Committee	Mary Helen Baptist	Target
	Stella Ferguson	Target
	* Fred Tinsley, Chair	Public
Governmental Relations Committee	Karen Canman	Public
	Teri DuBois	Target
	Nancy Glowacki	Private
	* Rodney Locks, Chair	Public
By-Law	Gary Knock	Private
	Martha Lively	Target
	* Madeline Royes, Chair	Public

*Currently unassigned:*

*Private: Rosie Blackwell, Jimmy Cantrell, Steve Kirkland, Mike Williams;*

*Public: Kelly Johnson*

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**SECTION III. ASSURANCES**


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The undersigned, Chairperson of the Board of Directors of **Western Carolina Community Action**, hereby assures and certifies that:

- (1) Funds made available through this grant or allotment will be used:
  - (A) To support activities that are designed to assist low-income families and individuals, including families and individuals receiving assistance under part A of title IV of the Social Security Act (42 U.S.C. 601 et seq.), homeless families and individuals, migrant or seasonal farmworkers, and elderly low-income individuals and families to enable the families and individuals to:
    - (i) remove obstacles and solve problems that block the achievement of self-sufficiency (including self-sufficiency for families and individuals who are attempting to transition off a State program carried out under part A of title IV of the Social Security Act);
    - (ii) secure and retain meaningful employment;
    - (iii) attain an adequate education, with particular attention toward improving literacy skills of the low-income families in the communities involved, which may include carrying out family literacy initiatives;
    - (iv) make better use of available income;
    - (v) obtain and maintain adequate housing and a suitable living environment;
    - (vi) obtain emergency assistance through loans, grants, or other means to meet immediate and urgent family and individual needs; and
    - (vii) achieve greater participation in the affairs of the communities involved, including the development of public and private grassroots partnerships with local law enforcement agencies, local housing authorities, private foundations, and other public and private partners to document best practices based on successful grassroots intervention in urban areas, to develop methodologies for widespread replication; and strengthen and improve relationships with local law enforcement agencies, which may include participation in activities such as neighborhood or community policing efforts;
2. The Board of Directors is selected by the agency and is constituted so as to assure that:
  - (A) The Board of Directors is composed of at least 15 members and no more than 51;
  - (B) Board membership is as follows:
    - (i) one-third are elected public officials, currently holding office, or their representatives, except that if the number of elected officials reasonably available and willing to serve is less than one-third of the membership of the Board, membership on the Board of appointive public officials may be counted in meeting the one-third requirements;
    - (ii) at least one-third of the members are persons chosen in accordance with democratic selection procedures to assure that they are representative of the poor in the area served;
    - (iii) the remainder of the members are officials or members of business, industry, labor, religious, welfare, education, or other major groups and interests in the community.
3. No funds will be expended in a manner involving the use of program funds, the provisions of services, or the employment or assignment of personnel in a manner supporting or resulting in the identification of such programs with any partisan or nonpartisan political activity or any political activity associated with a candidate, or contending faction or group, in an election for public or party office; any activity to provide voter or prospective voters with transportation to the polls or similar assistance with any such election, or any voter registration activity.
4. The agency will provide for coordination with emergency energy crisis intervention programs.
5. The agency has established fiscal controls and fund accounting procedures in accordance with cost and accounting standards of the Office of Management and Budget (OMB Circular A-110 and A-122). In addition, the agency provides for and will submit an audit of its expenditures of OEO funds or a Schedule of Grantee Receipts and Expenditures Report and Certification and Sworn Statement.
6. The agency will permit and cooperate with federal and state investigations undertaken pursuant to Section 678D of the Act and state statutes.

7. No person shall, on the grounds of race, color, national origin, or sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity funded in whole or in part with funds made available under the Community Services Block Grant. Any prohibition against discrimination on the basis of age under the Age Discrimination Act of 1975 or with respect to an otherwise qualified handicapped individual as provided in Section 504 of the Rehabilitation Act of 1973 shall also apply to any such program or activity.
8. **CERTIFICATION REGARDING LOBBYING.** It will ensure that no Federal appropriated funds have been paid or will be paid by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, continuation, renewal, amendment, or modification of any Federal contract, grant, loan or cooperative agreement.

If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

The undersigned shall require that the language of this certification be included in the award document for sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a pre-requisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 for each such failure.

9. **PRO-CHILDREN ACT OF 1994.** It will comply with Public Law 103-227, Part C - Environmental Tobacco Smoke. This Act requires that smoking not be permitted in any portion of any indoor facility owned or leased or contracted by an entity and used routinely or regularly for the provision of health, day care, education, or library services to children under the age of 18, if the services are funded by Federal programs either directly or through State or local governments. Federal programs include grants, cooperative agreements, loans or loan guarantees, and contracts. The law does not apply to children's services provided in private residences, facilities funded solely by Medicare or Medicaid funds, and portions of facilities used for inpatient drug and alcohol treatment.

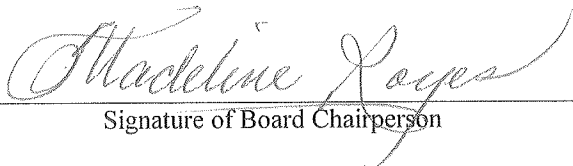
It agrees that the above language will be included in any subawards which contain provisions for children's services and that all subgrantees shall certify compliance accordingly. Failure to comply with the provisions of this law may result in the imposition of a civil monetary penalty of up to \$1,000 per day.

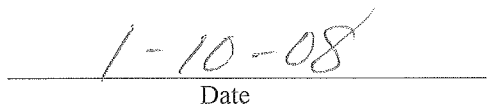
10. **DRUG FREE WORKPLACE.** It will provide drug free workplaces in accordance with the Drug Free Workplace Act of 1988 of (41 U.S.C. 701) by: (A) publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition; (B) establishing an ongoing drug free awareness program to inform employees about 1) the dangers of drug abuse in the workplace, 2) the grantee's policy of maintaining a drug free workplace, 3) any available drug counseling, rehabilitation, and employee assistance programs, and 4) the penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.; (C) making it a requirement that each employee to be engaged in the performance of grant be given a copy of the statement required by (A) above; (D) notifying employees in the statement required by (A) that, as a condition of employment under the grant the employee will 1) abide by the terms of the statement, and 2) notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction; (E) notifying the grantor in writing within 10 days after receiving notice under (D)2) from employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices.

Notice shall include the identification number(s) of each affected grant; (F) taking one of the following actions, within 30 calendar days of receiving notice under (D)2), with respect to any employee who is so convicted: 1) taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended or 2) requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by Federal, State, or local health, law enforcement, or other appropriate agency; (G) making a good faith effort to continue to maintain a drug free workplace through implementation of A,B,C,D,E, and F; (H) providing the street address, city, county, state and zip code for the site or sites where the performance of work in connection with the grant will take place. The period covered by the certification extends until all funds under the specific grant have been expended.

11. DEBARMENT. It and its principals (see 24 CFR 24.105(p) 1) are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions (see 24 CFR 24.110) by a Federal department or agency; 2) have not within a three-year period preceding this proposal been convicted of or had a civil judgement rendered against them for commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property; (3) are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in 2) above; and 4) have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default. Where the grantee is unable to certify to any of the statements in this certification, such grantee shall attach an explanation behind this page.

12. AMERICANS WITH DISABILITIES ACT of 1990 (ADA). It agrees to comply with the ADA, and with requirements contained in applicable Federal regulations, rule and guidelines. In accordance with the ADA we hereby agree to a policy of "nondiscrimination against persons with disabilities" in providing or contracting for the programs listed below. If we find that present services or facilities of those with whom we contract do discriminate against persons with disabilities, we promise to 1) first, to try to remedy the situation; 2) second, to contract with another provider that does not discriminate, or 3) third, if an alternative provider is not available or feasible, to find a comparable service for the disabled person. If the last course 3) is chosen, we shall take steps to ensure that no additional costs are incurred by the person with the disability and that the service is equally effective, affords equal opportunity and was fully integrated, not segregating the person with the disability such that they are in a more restrictive setting than disabled receiving the same service. Should any administrative or judicial forum hold the Department of Health and Human Services liable under any provision of the ADA, then we will be held responsible for reimbursing any damages incurred by the Department of Health and Human Services. We take full responsibility for compliance with all provisions of the ADA and for ensuring compliance with the ADA by any and all programs of services contracted by us.

  
Signature of Board Chairperson

  
Date

Madeline Royes  
Typed Name of Board Chairperson

Western Carolina Community Action  
Agency

SECTION IV. CERTIFICATIONS

**Public Hearing**

We herein certify that this grant application for fiscal year 2008-2009 funding was presented for review and comment at a public hearing held on January 10, 2008.

Madeline Royes  
Typed Name of Agency Board Chairperson

  
Signature of Agency Board Chairperson

1-10-08  
Date

**County Commissioners Review**

We herein certify that this application for FY 2008-2009 funding was presented to the Board of County Commissioners for review and comment on \_\_\_\_\_.

William L. Moyer  
Typed Name of Commissioners' Board Chairperson

\_\_\_\_\_  
Signature of Commissioners' Board Chairperson

\_\_\_\_\_  
Date

## PLANNING PROCESS NARRATIVE

### ROMA Goals 1, 3 and 5:

Low-Income People Become More Self-Sufficient  
 Low-income People Own A Stake in Their Community  
 Agencies increase their capacity to achieve results

#### 1. Explain in detail how each of the following were involved in the planning and development of this strategic plan.

**The Poor:** In the fall of 2006, as part of a new strategic planning effort, Board members and clients were surveyed to identify the strengths and weaknesses of WCCA's services, as well as to develop a priority list to identify the needs of our low income community. The Board of Directors, one third of whom represent the poor, were fully involved in the 'findings' phase, as were the Head Start Policy Council, which is made up of 51% parents of participating children whose household incomes are less than Federal Poverty Guidelines. In April of 2005, the Head Start Department conducted a community-wide needs survey. We are currently operating under the guidance of a five-year housing (PHA) plan which underwent local public review in April 2005.

**The Staff:** During a strategic planning process in 2007, each staff member was asked to complete a survey which was used to identify the strengths and weaknesses of the organization through [www.surveymonkey.com](http://www.surveymonkey.com). Currently, monthly senior staff meetings focus on the strategic activities, goals, and communications. Additionally, Community Services staff, in conjunction with Weatherization, Housing (HUD), Head Start, and other community-based non-profit service delivery staff, may revise or update needs or services on an ongoing basis between community surveys in the following ways:

- needs and observations presented by consumers plus review of monthly reports and data collection;
- review of all new community assessments about county residents, i.e. United Agenda for Children in 2007, county-wide resident survey coordinated by Designing Our Future in 2000, 2003 Partnership for Health, and Head Start in 2005.
- glean information from regular community meetings and activities, particularly the monthly Emergency Services Coalition and Latino Information Network, as well as public and private sector involvements, local government meetings and studies, and special presentations by university and economic development experts.

**The Board:** Strategic Planning workshops were attended by Board members in 2002 and 2007 to revise the mission statement and identify key initiatives. Additionally, the Board maintains an updated environmental scan of the low-income community through target members, government and other community organizations in which members are extensively involved. In response, the Board moved to build an affordable rental complex in Transylvania County and initiate public transportation in Henderson County in late 2000. (Groundbreaking took place in November 2004 on 40 units and they were dedicated in November 2007 with 90% occupancy.) A multi-faceted affordable housing initiative in Transylvania County is in planning stages. On January 11, 2001, the Board unanimously approved the addition of Individual Development Accounts (IDAs) to meet the barrier of affordable housing and provide an asset-building strategy to escape poverty. In May of 2001, the Board voted to add education, job training and small business ownership to the approved goals for IDAs to assist in bridging the gap from dependency to self-sufficiency. In 2002, the Board moved to add More at Four classrooms in targeted Head Start Centers, build a new Head Start and service center at the Village of Kings Creek (occupied December and November 2005, respectively). In early 2006, a Thousand Cranes was hired to facilitate a new Strategic Planning process, which was approved by the Board in April 2007.

### ROMA Goal 5

Agencies increase their capacity to achieve results

#### 2. Describe your agency's method for identifying poverty causes and list the identified causes.

See #1. In the process of delivering CSBG services since 1981 (originally in 1966), WCCA is exposed daily to county residents in greatest need through its portal. From this perspective the causes of poverty rest heavily upon:

1. low-wage employment and the lack of step-up positions and living wages, estimated at \$13.64/hour.
2. lack of job training and educational options to accommodate employed persons, work-study, or apprenticeship opportunities that generate income;

3. inadequate child care subsidies to bridge the gap between welfare and self-sufficiency
4. energy efficient affordable housing, both rental and owned
5. motivation and poor decision-making, including financial
6. rural transportation
7. changes in family composition/structure
8. inadequate budget, resource, and financial management skill
9. access to health and dental care; quality mental health care

#### **ROMA Goals 4 and 5**

Partnerships among supporters and providers of services to low-income people are achieved  
Agencies increase their capacity to achieve results

### **3. Describe the needs of low-income youth and your agency's efforts to promote increased community coordination and collaboration in meeting the needs of low-income youth.**

Many low-income youth have the same barriers and problems of adults. The public school system has several programs in place for youth—

- choice of four study tracks in high school
- a new alternative high school (Balfour) for those who cannot or do not choose to function in a regular classroom. (Balfour allows pregnant teens and teen parents opportunities to continue their education as well as a trades program for all teens. Child Care is provided by the WCCA Head Start program and transportation is provided by WCCA's Apple Country Transportation.)
- classes at Blue Ridge Community College are an option in all high schools for all students
- GED classes offered at sites around the county as well as an adult high school day program at BRCC, literacy and vocational classes at Blue Ridge Community College for those turned off to traditional high school environs
- A residential program is available at the Schenck Job Corp center with specific training-----welding, plumbing, automotive, culinary and nursing. A family atmosphere along with a food plan and recreation are included.

WCCA has been directly involved with youth through Head Start, More At Four, and the IDA program where youth are included in financial workshops, and a United Way funded program to bring the Dime-A-Saurus money management program to first – third graders in Transylvania County.

### **4. Describe how your agency plans to make more effective use of, and to coordinate with, other programs (including State welfare reform efforts).**

WCCA staff works with the DSS in both counties assisting with two-way referrals, program information, intake, follow-ups and publication of available services. WCCA refers clients to the Low-Income Energy Assistance Program, Food Stamps, Medicaid, Crisis Intervention, and WorkFirst offered by DSS. DSS refers to WCCA for Housing, Head Start, Transportation, and Liquid Nutrition. Over the past four years, DSS cases are presenting greater challenges to the community with more mental health and addiction based issues so that referrals to WCCA's Self-Sufficiency program have diminished in favor of FaithLink family to family mentoring. Capacity, staff knowledge, structured environs, etc. severely limited the resources available for this population. We work with the domestic violence shelter's residents (Mainstay) in the transitional unit. We are also discussing an Independent Living partnership for 15 – 22 year old fostered young adults with DSS in Polk County as part of CSBG programming.

Since transferring emergency services to other community agencies from 2000-03, our efforts are now more focused on crisis prevention and bridging the gap between dependency and self-sufficiency.

In both counties, local funding sources have provided funds for us to offer supplemental opportunities for our low-income participants to stretch their income with Grow-Your-Own-Garden supplies, FLEX Fund, Manna Food Bank produce deliveries, and My Sister's Closet/Sharing House. At-risk senior adults are the focus of a Liquid Nutritional project in both counties as well as a home delivered (mobile) meals program, now in its fourth year of operation, and two congregate meal sites in Transylvania County. In keeping with Governor Hunt's

"Next Steps Initiative", Individual Development Accounts have been introduced in Henderson and Transylvania Counties to assist individuals and families trying to escape poverty. The first Assets for Independence Act grant was closed September 2006 with 4 homeowners, 1 business owner, and 5 educations. A second AFIA grant will close September 2008. To date there has been 1 business owner and 1 student. All graduates are not expected to visit "poverty" again.

WCCA staff maintains a regular presence at Community Care Management, Emergency Services Coalition, Hunger Coalition, Emergency Food and Shelter Program (EFSP) Board, FaithLink, and Affordable Housing Coalition in Henderson and Transylvania Counties. In Transylvania County, we are regularly present at United Way Board meetings, Home Care Advocacy Council, Committee on Aging, Child Protection Task Force, and Protective Services Review Team. In addition, our participation with the Non-Profit Roundtable, Alliance for Human Services, and FSS Coordinating Committee maintains our positive working relationships with all area non-profits and service providers. Networking with the business community is accomplished best with our attendance at Chamber Morning Updates, Chamber functions, Kiwanis, Seventh Avenue Business Association, VISION Henderson Leadership classes, and American Business Women's Association. Through the Human Relations Council and Latino Advocacy Coalition, we maintain our relationships with minorities. On a statewide basis, we are active in the North Carolina Community Action Partnership, the NC Asset-building Collaborative, Smart Start, Head Start, and NC Housing Counselors Association.

### ROMA Goals 1, 2, and 5

Low-Income People Become More Self-Sufficient

The conditions in which low-income people live are improved

Agencies increase their capacity to achieve results

#### 5. Provide a description of the service delivery system targeted to low-income individuals and how linkages will be developed to fill identified gaps in services, through the provision of information, referrals, case management, and follow-up consultations.

WCCA operates on a "single portal" model. Walk-ins are taken first-come-first-served or by appointment. For applicants who are non-ambulatory, due to poor health or lack of transportation, a home visit is offered. A close working relationship with other human service programs is maintained (see #4) which assures information and referral success. As unmet needs become apparent during initial interview, resources are identified and referrals made to local service agencies, local churches, employers, utility companies, fuel vendors, landlords and school systems as a means of filling the gaps in service on an individual basis. Needs are re-assessed every time an applicant requests service or makes contact to follow-up. This may lead to additional or upgrading of services. Applicants are screened for self-sufficiency and engaged in the application process. Those who (1) complete the Self-Sufficiency application, (2) certify their household income below the Federal Poverty Guidelines, (3) show intent to engage actively in goal setting and achievement are considered project participants. Follow-up contacts allow case workers the opportunity to counsel, motivate, encourage empowerment, and support participants when needs change and barriers persist in their efforts to become independent and self-sufficient through employment. The concept of "success meetings" with participants and community professionals have been introduced but are seldom needed because telephone coordination remains fruitful.

When it is determined that employment, child care, transportation, and housing are stable, participants are alerted to opportunities in HUD's Family Self Sufficiency program with escrow accounts and/or SavingsPlus, our IDA savings match program. As part of this comprehensive approach, the Family Self-Sufficiency Coordinator or Homeownership Coordinator is available. Financial literacy has become a stronger component of this program since 2002 because no matter the outcome, these tools serve participants well in the future. A Savvy Financial Consumer certificate is offered for 18 hours of financial workshops in our attempt to promote positive decision-making.



**ROMA Goal 4**

Partnerships among supporters and providers of services to low-income people are achieved

**6. Describe how your agency's grant activities will be coordinated with other public and private resources.**

See #4 above. Private and public sector involvement is demonstrated by participation daily through programs--- employment, IDAs, Congregate Meals, Home Delivered Meals, Liquid Nutritional, Head Start/Early Head Start, Transportation, Garden program, plastic for windows, and minor Home Repair. Board and staff participation on community committees, panel discussions and at community meetings, including Kiwanis and Chamber of Commerce, also widens our ability to engage resources when needed. We have many avenues to seek advice and support from this sector as well as request donation of goods, services and materials for agency programs. Volunteers serve a number of agency programs. Collaborating for participant success also involves the NC Cooperative Extension Agency, OnTrack (Consumer Credit Counseling), Housing Assistance Corporation, Mountain BizWorks, First Citizens Bank, RBC Centura Bank, Blue Ridge Community College, etc. Other business people are recruited to provide supplemental money management, insurance, consumer, and credit (re-) building workshops. Without their valuable contributions, we would not be able to offer several of the services we currently offer or propose to offer in the future.

**ROMA Goals 2, 4 and 6**

The conditions in which low-income people live are improved

Partnerships among supporters and providers of services to low-income people are achieved

Low-income people, especially vulnerable populations, achieve their potential by strengthening family and other support systems

**7. Provide a description of how your agency will support innovative community and neighborhood-based initiatives related to the purposes of the Community Services Block Grant (fatherhood initiatives and other initiatives with the goal of strengthening families and encouraging effective parenting).**

See #6 above. According to current national research, effective parenting increases with asset accumulation. Research has also demonstrated that adequate stable housing can be tied to the success of a child's school performance, which contributes to the success of effective parenting and neutralizes race as a factor. Breaking down basic physical barriers aids in building self-esteem and hope for parents. To that end, WCCA believes that the road to attaining the goal of strengthening families is paved with meeting certain stepping stone goals such as stable employment, affordable housing, reliable and safe child care, adequate education or skill training, increasing income, proper nutrition, health care, self-reliance, and protecting this basic life style with asset purchase. Knowledge of community resources and services is also critical to problem-solving and sustaining self-sufficiency once achieved. We refer clients to agencies such as The Family Place, Children's Center, Healing Place, and Children and Family Resource Center that offer classes and counseling designed to enhance parenting skills. Help is offered individually and through group sessions. We also refer clients to the public health departments in both counties to enroll in Maternity Care Coordination, which focuses on pre-natal and post-natal care for the mother, father, and infant, as well as to teen pregnancy services and Parents as Teachers.

Parenting skills are also available by referral to the Head Start/Early Head Start program. Each child/family at the nine centers is visited two times a year by the teaching staff to determine if the family is in need of any community resources and are aware of the supports that are available. A Fatherhood Initiative grant was utilized from 2004-2006 to reach and enhance services to fathers. This initiative has now been incorporated into a staff member's responsibilities. Through the Cooperative Extension service in both counties, information is available about 1) how to make your food stamps and cash last longer 2) how to plan ahead for smart shopping 3) how to make terrific meals and snacks for less money and 4) how to practice your new skills at home. These programs and others like them help parents raise their self-confidence and improve their ability to make decisions. All these components collectively strengthen and encourage effective parenting and strengthen families.

**ROMA Goals 5 and 6**

Agencies increase their capacity to achieve results

Low-income people, especially vulnerable populations, achieve their potential by strengthening family and other support systems

**8. Describe activities that your agency has undertaken or plans to undertake, on an emergency basis, for the provision of such supplies and services, nutritious foods, and related services, as may be necessary to counteract conditions of starvation and malnutrition among low-income individuals.**

In light of our collaborative efforts to remove duplication from the Henderson and Transylvania County social service systems, WCCA relinquished all emergency services from 2000-03. Local funding sources have provided the funds for us to continue providing, Grow-Your-Own-Garden supplies (30 families), financial workshops, Fans for Seniors (103 households), FLEX Fund, and Liquid Nutritional for senior adults in medical need. WCCA operates three programs to counteract conditions of starvation and malnutrition among low-income elderly person---congregate meal sites, home-delivered meals, and liquid nutrition.. For over 30 years, we have operated two Congregate Meal Sites, one in downtown Brevard and one in a very rural area 15 miles west of Brevard. We serve approximately 100 persons each year with a hot midday meal and social activities. We also operate a home delivered meals program from our rural site, serving 20 clients per day. This meal provides not only nourishment, but a visit from someone other than their family. The meals are delivered by volunteers. For the elderly who are unable to tolerate solid food and cannot participate in the other two nutrition programs because of poor health, we operate the Ensure liquid supplement. During severe winter weather when the sites are closed, emergency boxed meals are available to the congregate and home delivered clients.

Although demand for food continues to test the resources in both counties, the communities we serve are well aware of food needs through the vigilant efforts of Meals on Wheels, WCCA's Home Delivered Meals, locally funded and federally funded meal sites, Liquid Nutrition, Interfaith Assistance Ministry, local church pantries, Salvation Army, Angel Food Ministries, Commodity Food, Food Stamps, Second Harvest, Manna Food Bank deliveries, Head Start/Early Head Start, subsidized school lunch program, Hunger Coalition, Garden program, Bread of Life Soup Kitchen, and local shelters who serve hot meals to the public daily. All these programs cooperate to fill the need.

**ROMA Goals 5 and 6**

Agencies increase their capacity to achieve results

Low-income people, especially vulnerable populations, achieve their potential by strengthening family and other support systems

**9. Describe how your agency will coordinate, and establish linkages between, governmental and other social services programs to assure the effective delivery of such services to low-income individuals and to avoid duplication of such services, how your agency will coordinate the provision of employment and training activities with entities providing activities through statewide and local workforce investment systems under the Workforce Investment Act of 1998.**

WCCA recognizes that CSBG funds alone do not accomplish the task of achieving self-sufficiency for our participants. Many resources are mobilized to help participants achieve a healthy interdependence. Participants with needs that WCCA does not cover are referred to partner agencies. Examples: 1) JobLink, ESC, and Career Centers for services such as resume preparation, job search assistance, testing, etc.; 2) persons with disabilities are referred to Vocational Rehabilitation for testing, counseling, and training/re-training; 3) Blue Ridge Community College for help with "soft" skills offered as "Jump Start" course focusing on issues such as appropriate dress, punctuality, office demeanor, personal hygiene, interview techniques, resume writing, problem-solving, what to do with your money, etc.

**ROMA Goals 4 and 6**

Partnerships among supporters and providers of services to low-income people are achieved

Low-income people, especially vulnerable populations, achieve their potential by strengthening family and other support systems

**10. Describe how your agency will ensure coordination with the emergency energy crisis intervention program under title XXVI (relating to low-income home energy assistance).**

DSS in both counties operates the Emergency Energy Crisis Intervention Program (EE-CIP) and LIHEAP. In Henderson County, EA/CIP is outsourced at Interfaith Assistance Ministry; in Transylvania at the DSS office. LIHEAP has limited funds and does not meet the need much beyond Food Stamp participants. At WCCA, referrals are made as needs are identified through applicant or participant interviews and/or contacts.

**ROMA Goal 4**

Partnerships among supporters and providers of services to low-income people are achieved

**11. Describe how your agency will coordinate programs with and form partnerships with other organizations serving low-income residents of the community, including religious organizations, charitable groups, and community organizations.**

One of the most important training sessions for new WCCA employees is to identify other agencies and organizations in our community, who can serve low-income residents. In Transylvania County, staff makes appointments for the VITA to prepare tax returns for the low-income and elderly and serve as a "volunteer station" for Senior Companions; in Henderson County, people are referred to AARP. Many of our staff and Board members are active on local boards and committees including United Way, Child Protection Team, Council on Aging, Hunger Coalition, Faith Link Advocacy Committee, Emergency Coalition, FEMA and Community Care Coordinating Committee.

See #8. Congregate meal sites coordinate programs of interest for persons on a fixed income. For example, we recruit staff from Pisgah Legal Services to present programs on the importance of making a will/living will and, with the Public Health Department, one meal site is a designated location for flu and pneumonia shots each fall. We arrange for County Transport to take seniors from the other site so they can get their shots as well. Transylvania Wellness Department provides regular glucose screenings and blood pressure checks for both congregate sites. In addition, the mobile mammogram unit annually schedules a day at the Quebec site. Mammograms are available to the public as well as congregate participants. In addition, over 60 volunteers from local bands and singers come and entertain the seniors with songs from decades ago with which they can identify. Since Transylvania County is forecasted to have the largest percentage of senior population of any county in the state by 2020, WCCA began working in 2007 with partners to create a full-service senior center with our Silvermont meal site as its core.

WCCA has been invited into Polk County by the Polk County Manager and DSS to begin offering CSBG Self-Sufficiency services beginning July 1, 2008. We expect to apply our historical models of community and "pathways out of poverty" to the new partnerships. Our first activities will be with DSS to work with TANF recipients because we will be housed in an office at DSS in Tryon.

**ROMA Goal 5**

Agencies increase their capacity to achieve results

**12. Describe the methods and criteria used to determine priority and selection of strategies to be implemented.**

See #1 and #2 above. The combination of survey results, agency experience, past CSBG performance, and knowledge of our community needs indicate stable jobs and increased income are key benchmarks to breaking the welfare cycle and fostering thoughts of independence. Strategies to be implemented are:

1. Move income from poverty to sustainability
2. Locate reliable transportation and/or affordable child care
3. Obtain standard and affordable housing with energy efficiency
4. Obtain health care and/or insurance for all family members
5. Prevent crisis and enhance ability to problem-solve
6. Gain budget control and improved financial skills
7. Save in emergency funds, NCSaves accounts, HUD escrow, or Individual Development Accounts
8. Encourage community and school involvement

Criteria for acceptance:

1. Eligibility by income
2. Employability - employment history and barriers
3. Motivation or willingness to achieve goal of stability
4. Return application outlining household starting point
5. Develop and sign a Self-Sufficiency/Stability Goal Plan

**ROMA Goals 1, 2, 3 and 6**

Low-Income People Become More Self-Sufficient

The conditions in which low-income people live are improved

Low-income People Own A Stake in Their Community

Low-income people, especially vulnerable populations, achieve their potential by strengthening family and other support systems

**13. Describe activities that your agency has undertaken or plans to undertake to advocate for and empower low-income individuals and families to achieve a greater sense of authority over their own lives and future.**

WCCA's philosophy is based upon teaching participants *how to fish*, not fishing for them. We plan to continue our community involvements (see #11) and follow the strategies outlined in #12 above to assist in building self-reliance, personal accountability, and self-confidence along with raising income above the poverty guidelines for the families we serve. Annually we disseminate information about tax credits--- Earned Income, Child Care and Child, free tax preparation assistance, and free financial literacy workshops.

N.C. Department of Health and Human Services  
Office of Economic Opportunity  
Community Services Block Grant Program  
FY 2008-2009

AGENCY STRATEGY FOR ELIMINATING POVERTY – FORM 210

Strategy   1  

Amended Strategy       

Planning Period   July 1, 2007   to   June 30, 2010  

SECTION I. CAUSE (PROBLEM) IDENTIFICATION (Use additional sheets if necessary)

(1) Poverty Cause Name   Inability to gain and maintain employment at a living wage.  

(2) Poverty Cause Description:

WCCA's experience with CSBG Employment Plus and JTPA have demonstrated that, with a structured referral system, clients are often able to obtain employment but face numerous obstacles in maintaining their jobs or obtaining a sufficient wage to stabilize their families. In 2005-06 CSBG had average hire rate of \$8.15; in 2006-07 it was \$8.76. This brought only 17% (2005-06) or 38% (2006-07) of CSBG participants across the poverty line with a full-time job. NC ESC statistics reveal that 28% of Henderson County's workforce earns less than \$10/hour, the median full-time earnings are \$27,912. In Transylvania County, the median earned income is \$26,467. Plant closings and layoffs have persisted for the past 6 years (now a GE layoff of 250) and the re-employed are working 2-3 jobs at lower wages. From WCCA's perspective, the improving unemployment figures are based on growth in the service sector but low-wages and lack of health coverage persist. Further complicating this is the lack of child care vouchers, now going into the third year, making single parents' options limited to PT day work. Employment options for escaping poverty are at the mercy of economics here.

Recent surveys conducted by WCCA and the community continue to identify barriers to creating stability for families: maintaining long-term employment, earning a living wage, transportation, affordable child care, after hours or sick child care, access to training and education, affordable and safe housing, and motivation/mentoring programs which include, but are not limited to, training in work ethics, work attitude, problem-solving, and sound decision-making. Cultural diversity exacerbates many of these issues for different reasons. The Hispanic community added emergency/disaster communications to their list of critical issues and El Centro continues to battle employment issues in behalf of migrant and Hispanic workers.

(3) Priority Number   1  

SECTION II. RESOURCE ANALYSIS (Use additional sheets if necessary)

(4) Resources Available:

See #3 – 11 for the resources available to facilitate the comprehensive services aspect of WCCA's program. Other resources available include assistance with job search (JobLink), education and job skill training (Blue Ridge and AB-Tech community colleges), and jobs at the Employment Security Commission in both counties, although ESC only knows about 15 – 20% of all job available.

WCCA's Housing Department offers rental vouchers, homeownership, and affordable rentals plus access to housing resources. In 2003, WCCA brought public transit to Henderson County. There are currently three transit routes running in the county and the County's Comprehensive Plan includes expansion. Beginning 12/17/2007, Edneyville will be added to the route from 9AM – 6PM, but this will still leave out wage-earners. This is in addition to regular work, senior adult, and medical need routes.

AGENCY STRATEGY FOR ELIMINATING POVERTY – FORM 210  
(Continuation Page)

## S(5) Resources Needed:

**Child Care subsidies** in Transylvania County have historically not been an issue but this is the fourth year in a row that they have remained frozen or with limited availability. In Henderson County, historically long lists of 200-300 have now become 400+. Single parents are restricted to the number of hours they can work because of lack of child care vouchers and insufficient funds to pay for after school programs.

**Living Wage Jobs.** The Committee of 100 and the Chamber of Commerce in Henderson and the Transylvania County Planning Department are focusing on keeping jobs here and providing incentives to resident companies to expand their workforce. Attracting companies with jobs in the \$12 – 18/hour range is formidable, so the state's campaign to promote entrepreneurship seems the most attractive alternative for growing jobs locally over the long-term that can afford our formidable land prices. They are also pursuing "eco-based" businesses which would consider the mountains a corporate asset. Over the last four years we have had a net loss of jobs. Imported wealth is now listed as Henderson County's second largest industry which supports trade jobs and the growth of low-wage service jobs. New minimum wage law will have little effect here because finding reliable service workers has pushed hire rates into the \$7-9 dollar range for at least the last 3 years. The crackdown on immigrants is expected to put upward pressure on hiring rates.

**Housing.** HUD Housing Choice (rental) voucher program has changed from being frozen for 7 months with a wait list of 12-15 months in 2005 to a wait time of less than two months in the summer of 2006, and now a 9-12 month wait due to erratic HUD funding and formula changes. Historically, nearly 50% of the families that apply cannot find rental units that are priced at a Fair Market Rent that is too low. The current rental market is tight because units are being torn down or converted to \$300,000 condominiums so even fewer are within the FMR guidelines and what is left are in marginal condition. In October 2007, we were successful in getting an increase in FMR in both counties as a result of an appeal we made to HUD to study our rental markets. Affordable housing to rent or purchase is a serious problem in both of the counties we serve. Finding stock for our low-income homebuyers continues to be difficult. We are currently in serious need of additional tax-credit/private subsidy rental complexes, as well as subsidized rentals for seniors. Turnover is minimal in these units and the next senior complex is due to come on board sometime in 2008. English Hills, a 40 unit multi-family complex, developed by WCCA, filled in 4 months in 2007. Housing prices were up about 60% in just the last two years but have dropped slightly with tightening credit crunch. We are looking for private builders to develop mixed-income or affordable housing because of high demand from service economy workers as well the workforce earning less than \$40,000 per year. Even non-profit developers are struggling with bringing in housing at affordable levels without cooperation from local government for waivers or fee discounts. Housing Assistance Corporation has raised their Self-Help housing income eligibility to \$20,000 per year. Through WCCA's involvement with the Affordable Housing Coalition, there is now an Affordable Housing chapter in the Henderson County's Comprehensive Land Plan. The CCP contains sewer, water, and tax incentives to affordable housing developers as well as a minimum housing code and was finally ratified by Commissioners in late 2007 without a housing ordinance.

**Health Care** continues to be an issue that continues to threaten a family's ability to stabilize. Even when included in an employee benefit package, cost-sharing, deductibles, and non-allowable costs result in serious stress to low wage earners. Dental care is often not included and this effects not only working while in pain but appearances when searching for a job. Medicaid covered family members generally fare better on basic health care, but with serious or difficult to diagnosis diseases, quality of care is questionable at best. Both counties now have a free medical clinic, open one night per week, for those without any insurance. Additionally, Medicaid dental care is nearly non-existent in WNC because of the scarcity of dentists most of whom have enough private-pay patients to refuse low reimbursement rates as well as insurance. In Henderson County, a clinic-based Stokes Dental Clinic, has reorganized and started taking new patients in the Fall of 2005. A free dental clinic is open one night. Transylvania County is served by an occasional visit from the "Tooth Bus" sponsored by DSS. In January 2004, a new clinic opened in a neighboring county to the north, 25 miles away.

**Savings/Asset-building.** Matching and support funds to meet the demand for Individual Development Accounts and savings participants are needed from local businesses and the community, which will reap the benefits from these asset expenditures and the leveraged dollars they generate. Collaboration with agencies such as OnTrack (Consumer Credit Counseling) and NC Extension Service are productive and make it possible for financial workshops to be held in each county on a semester basis. In Transylvania County, the County funded Manage Your Money workshops there in 2004; United Way paid in 2003, 2005, and 2006. In Henderson County, Smart Consumer is being underwritten by NCCES, Insurance is taught by a volunteer insurance agent, and Manage Your Money is supported by CSBG self-sufficiency program dollars. Other workshops are taught by self-sufficiency staff.

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**SECTION III. GOAL AND STRATEGY**

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**(6) Long-Range Goal:**

To move 27 no- or low-income families above the federal poverty income level by June 30, 2010.

**(7) Strategies for Achieving Long-Range Goal:** (Use asterisk to denote strategies to be implemented agency)

To provide comprehensive services to 120 no- or low-income families/households designed to remove them from poverty by focusing upon:

- \*1. Moving income from poverty to sustainability
2. Locating reliable transportation\* and/or affordable child care
3. Obtaining standard and affordable housing with energy efficiency
4. Obtaining health care and/or insurance for all family members
- \*5. Preventing crisis and enhance ability to problem-solve
- \*6. Gaining budget control and improved financial skills
- \*7. Saving in emergency funds, NCSaves accounts, HUD escrow, or Individual Development Accounts
- \*8. Encouraging community and parent involvement

**AGENCY BUDGET INFORMATION**

One-Year: **XXX** Amendment: **225-B:**

**Section 1. IDENTIFICATION**

Agency Name: Western Carolina Community Action  
Contract Period: July 1, 2008 - June 30, 2009

**SECTION II. CONTRACT SUMMARY**

Contract	Total Direct Costs	Total Indirect Costs	Admin. Support (CSBG Only)	Total Contract Amount
CSBG	198,161	22,083	0	220,244
OTHER				0

**TOTAL OEO CONTRACT AMOUNT**

**\$220,244**

**ADMIN. SUPPORT:**

Program	\$0 Program	\$0 Program
Program	\$0	\$0

**SECTION III. BUDGET SUMMARY**

(1) OBJECT CATEGORIES	(2) Self Sufficiency	(3)	(4)	(5)	(6)	(7) TOTALS
Salaries/Wages	98,125	0	0	0	0	98,125
Fringe Benefits	28,057	0	0	0	0	28,057
Communications	6,039	0	0	0	0	6,039
Equipment	0	0	0	0	0	0
Space Cost	31,980	0	0	0	0	31,980
Travel	10,565	0	0	0	0	10,565
Supplies/Materials	6,000	0	0	0	0	6,000
Contractual	1,600	0	0	0	0	1,600
Client Services	6,950	0	0	0	0	6,950
Other	8,845	0	0	0	0	8,845
(8) Total Direct Costs	198,161	0	0	0	0	198,161
(9) Indirect Costs:						
Percent: 17.5 %	22,083					22,083
Base : salary + fringe						
(10) TOTALS	220,244	0	0	0	0	220,244



**SECTION IV. - SALARIES AND WAGES**

(11) Number Positions	(12) Position Title	(13) Annual Salary & Wages	(14) No. of Months	(15) OEO Share	(16) % OEO Share	(17) Self Sufficiency	(18)	(19)	(20)
1	Program Director - Henderson Co	43,498	12	31,319	72.00%	31,319			
1	Program Director - Transylvania Co	43,998	12	30,799	70.00%	30,799			
1	Program Eligibility Specialist	19,298	12	4,053	21.00%	4,053			
1	Case Worker - Transylvania	31,831	12	14,324	45.00%	14,324			
1	SS Case Manager	29,934	12	13,470	45.00%	13,470			
1	FSS Coordinator	29,716	12	4,160	14.00%	4,160			
				0					
				0					
				0					
				0					
				0					
				0					
				0					
				0					
				0					
				0					
				0					
				0					
<b>(22) TOTAL</b>				98,124		98,125		0	0

**SECTION IVa. - BUDGET SUPPORT DATA**

<b>(23) COST CATEGORY</b>	<b>Self Sufficiency</b>				<b>TOTAL</b>
<b>FRINGE BENEFITS</b>					
Fringe Benefit Pool .29%					0
FICA .0765 x \$98125	7,507				7,507
Unemployment Ins @.0095 x 98125	932				932
Workers Comp .0043 x 98125	422				422
Health Ins 15.25 % x 98125	14,964				14,964
Retirement .05 x 84655	4,232				4,232
					0
					0
					0
<b>TOTAL FRINGE BENEFITS</b>	28,057	0	0	0	28,057
<b>COMMUNICATIONS</b>					
<b>Telephone/Fax</b>					0
Henderson Co office @	2,049				2,049
Transylvania Co office @	2,040				2,040
Polk Co office @	800				800
Advertising/Personnel Recruitment	400				400
<b>Postage</b>	750				750
					0
					0
					0
					0
					0
<b>TOTAL COMMUNICATIONS</b>	6,039	0	0	0	6,039



**SECTION IVd. - BUDGET SUPPORT DATA**

(26) COST CATEGORY	Self Sufficiency				TOTAL
<b>CONTRACTUAL</b>					
Audit Per Cost Allocation Plan)					0
Other (specify)      Audit 7.15%	1,600				1,600
					0
					0
					0
<b>TOTAL CONTRACTUAL</b>	1,600	0	0	0	1,600
<b>CLIENT SERVICES</b>					
Work Assistance and achievements	5,000				5,000
Group meetings (8/yr x \$15); Financial Workshops	1,200				1,200
Program/Training supplies	400				400
Vehicle usage for transporting clients to workshops, etc.	350				350
					0
					0
					0
<b>TOTAL CLIENT SERVICES</b>	6,950	0	0	0	6,950
<b>OTHER</b>					
LAN + MIS	4,250				4,250
Staff Training and Meeting Registrations	2,545				2,545
Subscriptions, Memberships (NCCAA, NCAHC, etc.)	400				400
Subscription - TCo newspaper \$75, virus scan 2 x \$35	150				150
AR4CA software	1,500				1,500
					0
					0
<b>TOTAL OTHER</b>	8,845	0	0	0	8,845

**TOTAL AGENCY BUDGET**

AGENCY FISCAL YEAR July 1, 2008 - June 30, 2009

Western Carolina Community Action

AGENCY

		Please check one													
INDIRECT COST BASE:		Total Direct Costs					Salaries/Wages						XXX	Salaries/Fringes	
INDIRECT COST RATE:		17.5%													
BUDGET CATEGORIES	CSBG	FEMA	HEAD START	WIA	SECT. 8	WEATH	HARRP	AGING	FOOD SERVICE	OTHER	TOTAL				
Salaries/Wages	98,125	0	1,273,257	0	203,477	57,374	0	144,738	44,290	946,325	2,767,586				
Fringe Benefits	28,057	0	369,245	0	59,008	16,638	0	41,974	12,844	274,435	802,201				
Telephone	4,889	0	11,500	0	5,000	2,000	400	200	0	10,075	34,064				
Postage	750	0	600	0	5,712	300	60	120	0	1,957	9,499				
Equipment	0	0	0	0	0	0	0	0	0	5,000	5,000				
Rent	26,400	0	191,234	0	0	3,500	810	120	0	94,500	316,564				
Utilities	2,040	0	15,850	0	2,900	1,000	500	0	0	18,850	41,140				
Insurance	1,320	0	12,000	0	1,200	4,000	0	300	0	23,127	41,947				
Local Travel	2,065	0	20,800	0	800	25	25	700	6,250	6,420	37,085				
Out-of-Area Travel	8,500	0	23,350	0	2,000	3,750	0	0	5,500	16,492	59,592				
Supplies/Materials	6,000	0	36,000	0	4,500	25	25	1,200	6,000	35,900	89,650				
Audit	1,600	0	5,100	0	3,500	2,000	0	4,000	800	4,360	21,360				
Contractual	0	0	7,500	0	1,500	4,000	6,000	0	0	700	19,700				
Dues/Subscriptions	2,050	0	2,900	0	2,000	0	0	0	0	2,800	9,750				
Printing/Copying	1,000	0	6,000	0	6,400	275	50	525	0	4,600	18,850				
Client Services	6,950	0	2,700	0	2,886,300	39,950	30,190	114,003	98,880	209,771	3,388,744				
Other	8,415	0	145,152	0	36,469	6,743	581	20,590	3,877	87,594	309,421				
Total Direct Costs	198,161	0	2,123,188	0	3,220,766	141,580	38,641	328,470	178,441	1,742,906	7,972,153				
Indirect Costs	22,083	0	287,438	0	45,935	12,952	0	32,675	9,998	213,635	624,716				
Admin Support	0	0	0	0	0	0	0	0	0	0	0				
Total Costs	220,244	0	2,410,626	0	3,266,701	154,532	38,641	361,145	188,439	1,956,541	8,596,869				

N.C. Department of Health and Human Services  
Office of Economic Opportunity  
Community Services Block Grant Program  
FY 2008-09

**ONE-YEAR WORK PROGRAM AND BUDGET – FORM 212**

One-Year Submission   1  

Amendment       

**SECTION I. PROJECT IDENTIFICATION**

1. Project Name:	Self-Sufficiency						
2. Poverty Cause Name:	Inability to gain and maintain employment at a living wage.						
3. Long-Range Goal:	To move 27 no- or low-income families above poverty income level by June 30, 2010.						
4. Selected Strategy:	To provide comprehensive services to 120 no- or low-income families/households designed to remove them from poverty.						
5. Project Period:	7/01/2007	To	6/30/2010	Plan Year	2	of	3
6. OEO Funds Requested for this Project:	CSBG:	\$212,255	OTHER:				
7. Number Expected to Be Served:	CSBG:	120	OTHER:				
8. Number expected to be moved above Federal Poverty Guidelines this year (Self-Sufficiency Projects):							9
9. Percent of Long-Range Goal Expected to be Met this Year (For projects other than Self-Sufficiency):							

**SECTION II. PROJECT DESCRIPTION**

Project One-Year Objective And Activities	Position Title	Implementation Schedule			
		First Quarter	Second Quarter	Third Quarter	Fourth Quarter
To provide comprehensive services to 40 no- or low-income families or individuals designed to stabilize the household and move them toward self-sufficiency by June 30, 2009.		10	20	30	40
A. Notify public about project via brochures, flyers, posters, human service providers, low-income neighborhood networks, etc.	Program Directors Case Workers Family Self-Sufficiency Coordinator	X	X	X	X
B. Screen at least 200 individuals through an intake procedure designed to determine - income eligibility - employment history - willingness to achieve goal of stability	Program Directors Case Workers Family Self-Sufficiency Coordinator	50	50	50	50
C. Accept applications, verify income, determine readiness, and sign goal plan	Case Workers Family SS Coordinator	X	X	X	X
D. Develop a Self-Sufficiency/Stability Goal Plan with participants utilizing action steps in a comprehensive methodology designed to promote employment, enhance earning capacity, address barriers, build self-esteem, and establish a success pattern.	Case Workers Family SS Coordinator	10	20	30	40

<p>E. Provide or mobilize appropriate and comprehensive support services according to each individual/family's needs focusing upon:</p> <ul style="list-style-type: none"> <li>- job placement</li> <li>- transportation and/or child care</li> <li>- health care and/or health insurance</li> <li>- standard and affordable housing</li> <li>- crisis prevention/ problem solving</li> <li>- budgeting and financial skills</li> <li>- savings for emergencies and assets</li> <li>- community and parent involvements</li> </ul>	<p>Program Directors Case Workers Family SS Coordinator</p>	X	X	X	X
<p>F. Conduct workshops based upon participant needs, i.e. Basic Money Mgt, Smart Consumer, Credit, predatory lending, decision-making or problem solving, peer group supports, etc.</p>	<p>Program Directors Case Workers Family SS Coordinator</p>	X	X	X	X
<p>G. Provide financial assistance to participants to support goal-achievement, i.e.</p> <ul style="list-style-type: none"> <li>- work required clothing or equipment</li> <li>- personal hygiene items, hair cuts, immunizations</li> <li>- public transportation, auto gas, driver's license fee, auto registration, car repair, etc.</li> <li>- books, fees, supplies, for education, etc.</li> <li>- housing or child care related issues</li> <li>- credit reports</li> </ul>	<p>Program Directors Case Workers Family SS Coordinator</p>	X	X	X	X
<p>H. Maintain and develop a cooperative network of service providers, employers, landlords, gov't housing programs, etc. to support participants' goal achievement and to overcome barriers to home or business ownership, job or skill training, or education.</p>	<p>Program Directors Case Workers Family SS Coordinator</p>	X	X	X	X
<p>I. Provide 10 Individual Development Account to individuals/families who have stable employment, standard housing, etc. (IDAs are for asset building through home or business ownership, job or skill training or education.)</p>	<p>Program Directors Case Workers Family SS Coordinator</p>	X	X	X	X
<p>J. Report monthly with 286, year end, and nationally</p>	<p>Program Directors Case Workers Family SS Coordinator</p>	X	X	X	X

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MONITORING, ASSESSMENT AND EVALUATION PLAN

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1. *Describe the role and responsibilities of the following in the assessment and evaluation of agency programs:*

**Board of Directors:** A governing board manages the business and affairs of Western Carolina Community Action, Inc. The Board is empowered to establish committees; is obligated to review each program to ensure compliance; determine effectiveness; and to make recommendations or revisions to improve the agency's impact on poverty and fulfill its mission.

**Low-Income Community:** A least one third of the total membership of the Board consists of persons chosen as representatives of the low-income in the areas served by WCCA. The Head Start Policy Council, made up of 51% parents with incomes below the Federal Poverty Guidelines, is responsible for program quality and reports to the WCCA Board.

**Program Participants:** Participants are encouraged to participate in WCCA Board and its committees, Head Start Policy Council, FSS Program Advisory Committee, Housing Advisory Committee, and community organizations in which they or their children have interest.

**Others:** The remaining membership of the WCCA Board consists of representatives appointed by public elected officials and private community service organizations that change from term to term.

2. *Describe how the Board acts on monitoring, assessment and evaluation reports:*

Describe how administrative policies and procedures are monitored by the Board of Directors:

The Board and committees are responsible for the review and revisions, if necessary, of the following:

1. Administrative policies and procedures
2. Personnel Policies
3. Strategic Plan

These committees are appointed annually by the Chairperson of the Board, who may also appoint any other committees deemed necessary, to carry out the responsibilities of the Board. All standing and special committees of the Board shall fairly reflect the composition of the full Board. At least one-third of their number shall be representatives of the low-income.

3. *Describe how the Board acts on monitoring, assessment, and evaluation reports:*

Monitoring is an on-going process by which the Board reviews program performance ensuring compliance on a monthly and annual basis. Assessment is an on-going process by which the Board determines the effectiveness of each project. Evaluation is a continuous study of the project to determine the degree of impact each project has on the incidence of poverty. Board orientations assure new Board members learn about programs rapidly and all Board members are kept abreast of program evolution. The Board of Directors makes appropriate recommendations and/or revisions as necessary to improve the agency's impact on poverty. (See page 13 for details.)

4. *Describe the Board's procedure for conducting the agency self-evaluation.*

The Alliance for Human Services required a self-evaluation as part of a review in January 2000. We are currently going through this process for re-certification. The instrument goes to Staff and Board and then reviewed, in person, item by item with Alliance evaluators. As a result of the 2000 process, WCCA was awarded Level II Accreditation until 2008. Currently, we are hoping for Level III certification, the highest. In 2001, the Board initiated a Strategic Planning process directed by an outside consultant as a result of this evaluation. The WCCA Board is now functioning under the guidance of a formal Strategic Plan, adopted in April 2007 and expected to guide through 2010. It serves as a framework for the Board to measure mission-driven accomplishments on an annual basis as well as lay out the future direction of the agency.



4(a) *Summarize the results of the Board's most recent self-evaluation, and indicate when the next evaluation will begin and be completed:*

As a result of the January 2000 self-evaluation, the Board

- reviews the WCCA purpose every year at the October Board meeting. If it is found to be inadequate to meet the needs of the agency, or the communities it serves, an ad hoc committee will be appointed by the Chairman to present a revised purpose (section 2:01 of the Bylaws) to the full Board for consideration.
- directed the Personnel Committee to review personnel policies and procedures every two years
- initiated a Strategic Planning process under the guidance of an outside consultant
- moved on building a new service facility in July 2005 that is safer, ADA accessible, and more client friendly

The above items were integrated into operations and as a result of a new 2004 self-evaluation and the revised tool currently in process, the Board's new challenges include:

- a 90-day operating reserve
- donor policies for our new fundraising function (WCCA Foundation Board)
- revised Personnel Policies (approved by Board August 2007)
- formal volunteer orientation

5. *List outcome measures to be used to monitor your agency's success in promoting self-sufficiency, family stability, and community revitalization:*

- The number of individuals/families whose incomes rise above the poverty level.
- The average change in annual income per participant family.
- The number of participants obtaining employment vs. total number of participants.
- The number of jobs with medical benefits obtained.
- The average wage rate (at hire)
- The number of participants completing education or training programs
- The number of participants securing standard housing

WCCA's Community Services Department does not measure family stability per se although we accept that continuous employment, quality child care, reliable transportation, and standard and affordable housing are the most common leading indicators of family/household stability. The Community Services Department operates with a concrete definition of self-sufficiency as 'free of entitlement programs'. We do not measure increases in family's effective coping/life skills, community revitalization or impact, indirect influences of job stability, post-program impacts or return on investments due to insufficient funding.

For participants using the Individual Development Account tool, we measure its effectiveness by the number of financial literacy workshops participants attend, amount saved, assets purchased (achieved), change in family income and/or net worth over the savings period, changes in credit score, and leveraged dollars. We have used this model to convert new HUD escrow account (FSS) participants to the similar outcome measures, so as to support a more comprehensive and consistent picture for funders and the public.

## APPENDICES

- **Cognizant-Approved Indirect Cost Agreement**
- **Cost Allocation Plan**
- **Copies of all current contracts that obligate CSBG funds**
- **Tripartite Board of Directors Member Profiles**  
Board Members for whom a Profile was not previously submitted
- **Organizational Chart and List of CSBG-paid Employees**
- **Key CSBG Staff Resumes**
- **Conflict of Interest Policy for Private Not-for-Profit Agencies**
- **Emergency Succession Plan (submitted in 2006-07)**
- **Minutes at which this application was reviewed and approved**



DEPARTMENT OF HEALTH & HUMAN SERVICES

Program Support Center  
Financial Management Service  
Division of Cost Allocation

Cohen Building-Room 1057  
330 Independence Avenue, S.W.  
Washington, DC 20201  
PHONE: (202)-401-2008  
FAX: (202)-619-3379

September 8, 2006

Mr. David White  
Executive Director  
Western Carolina Community Action, Inc.  
526 7<sup>th</sup> Avenue, E.  
P.O. Box 685  
Hendersonville, NC 28793

Dear Mr. White:

A copy of an indirect cost Rate Agreement is being faxed to you for signature. This Agreement reflects an understanding reached between your organization and a member of my staff concerning the rate(s) that may be used to support your claim for indirect costs on grants and contracts with the Federal Government.

Please have the agreement signed by an authorized representative of your organization and fax it to me, retaining a copy for your files. Our fax number is (202) 619-3379. We will reproduce and distribute the Agreement to the appropriate awarding organizations of the Federal Government for their use.

An indirect cost proposal, together with the supporting information, are required to substantiate your claim for indirect costs under grants and contracts awarded by the Federal Government. Thus, your next proposal based on actual costs for the fiscal year ending 6/30/06, is due in our office by 12/30/06.

Sincerely,

Darryl Mayes  
Director, Mid-Atlantic Field Office  
Division of Cost Allocation

Enclosures

PLEASE SIGN AND FAX A COPY OF THE RATE AGREEMENT

NONPROFIT RATE AGREEMENT

EIN #: 1560846319A1

DATE: September 21, 2006

ORGANIZATION:  
 Western Carolina Community Action, Inc.  
 526 7th Avenue, E.  
 P.O. Box 685  
 Hendersonville NC 28793-

FILING REF.: The preceding Agreement was dated January 25, 2005

The rates approved in this agreement are for use on grants, contracts and other agreements with the Federal Government, subject to the conditions in Section III.

SECTION I: INDIRECT COST RATES*					
RATE TYPES: FIXED		FINAL	PROV. (PROVISIONAL)	PRED. (PREDETERMINED)	
TYPE	EFFECTIVE PERIOD		RATE (%)	LOCATIONS	APPLICABLE TO
	FROM	TO			
FINAL	07/01/04	06/30/05	16.4	All	All Programs
PROV.	07/01/05	06/30/06	17.5	All	All Programs
PROV.	07/01/06	UNTIL AMENDED	Use same rates and conditions as those cited for fiscal year ending June 30, 2006.		

\*BASE: Direct salaries and wages including all fringe benefits.

ORGANIZATION:  
Western Carolina Community Action, Inc.

AGREEMENT DATE: September 21, 2006

SECTION II: SPECIAL REMARKS

TREATMENT OF FRINGE BENEFITS:  
Fringe benefits are specifically identified to each employee and are charged individually as direct costs. The directly claimed fringe benefits are listed below.

TREATMENT OF PAID ABSENCES:  
Vacation, holiday, sick leave pay and other paid absences are included in salaries and wages and are claimed on grants, contracts and other agreements as part of the normal cost for salaries and wages. Separate claims are not made for the costs of these paid absences.

Fringe Benefits include: FICA, Retirement, Health Insurance, Unemployment, Disability and Worker's Compensation.

Equipment means an article of nonexpendable tangible personal property having a useful life of more than one year, and an acquisition cost of \$500 or more per unit; (\$5,000 or more per unit effective 07/01/03).

TREATMENT OF ADMINISTRATIVE COSTS:  
This organization charges all costs direct to a particular final cost objective; i.e., a particular award, project, service, or other direct activities, with the exception of the costs listed below.

1. Salaries & Wages and related fringe benefits
 

Executive Director	Finance Director
Receptionists (2)	Office Manager
Accounting Technician	Accounting Clerk
Office Assistant	Human Resources Assistant
Public Outreach	
  
2. Non labor expenses - administrative only
 

Travel	Dues & Subscriptions
Telephone	Space Cost
Insurance	Professional Services
Supplies/Postage/Copy Work	Repairs & Maintenance
Miscellaneous	
  
3. Non labor expenses - all
 

None

This rate agreement has been negotiated in compliance with the Administration for Children and Families Program Instruction (ACYF-PI-HS-05-01) dated 03/02/05, which required that Head Start Funds shall not be used to pay compensation of any individual either as a direct cost or any pro-ration as an indirect cost at a rate in excess of Federal Executive Level II. As of January 2006, the rate of compensation for an Executive Level II is \$165,000 per year.

This rate agreement supercedes a rate agreement issued by this office on September 9, 2006 which will not be used.

ORGANIZATION:  
Western Carolina Community Action, Inc.

AGREEMENT DATE: September 21, 2006

SECTION III: GENERAL

A. LIMITATIONS:

The rates in this Agreement are subject to any statutory or administrative limitations and apply to a given grant, contract or other agreement only to the extent that funds are available. Acceptance of the rates is subject to the following conditions:  
(1) Only costs incurred by the organization were included in its indirect cost pool as finally accepted; such costs are legal obligations of the organization and are allowable under the governing cost principles; (2) The same costs that have been treated as indirect costs are not claimed as direct costs; (3) similar types of costs have been accorded consistent accounting treatment; and (4) The information provided by the organization which was used to establish the rates is not later found to be materially incomplete or inaccurate by the Federal Government. In such situations the rate(s) would be subject to renegotiation at the discretion of the Federal Government.

B. ACCOUNTING CHANGES:

This Agreement is based on the accounting system purported by the organization to be in effect during the Agreement period. Changes to the method of accounting for costs which affect the amount of reimbursement resulting from the use of this Agreement require prior approval of the authorized representative of the cognizant agency. Such changes include, but are not limited to, changes in the charging of a particular type of cost from indirect to direct. Failure to obtain approval may result in cost disallowances.

C. FIXED RATES:

If a fixed rate is in this Agreement, it is based on an estimate of the costs for the period covered by the rate. When the actual costs for this period are determined, an adjustment will be made to a rate of a future year(s) to compensate for the difference between the costs used to establish the fixed rate and actual costs.

D. USE BY OTHER FEDERAL AGENCIES:

The rates in this Agreement were approved in accordance with the authority in Office of Management and Budget Circular A-122 Circular, and should be applied to grants, contracts and other agreements covered by this Circular, subject to any limitations in A above. The organization may provide copies of the Agreement to other Federal Agencies to give them early notification of the Agreement.

E. OTHER:

If any Federal contract, grant or other agreement is reimbursing indirect costs by a means other than the approved rate(s) in this Agreement, the organization should (1) credit such costs to the affected programs, and (2) apply the approved rate(s) to the appropriate base to identify the proper amount of indirect costs allocable to these programs.

BY THE ORGANIZATION:

Western Carolina Community Action, Inc.

(ORGANIZATION)

(SIGNATURE)

(NAME)

(TITLE)

(DATE)

ON BEHALF OF THE FEDERAL GOVERNMENT:

Department of Health and Human Services

(AGENCY)

(SIGNATURE)

Darryl Mayes

(NAME)

Director

Division of Cost Allocation

(TITLE)

September 21, 2006

(DATE) 0330

HHS REPRESENTATIVE: Christian Poole

Telephone: (202) 401-2808

## OTHER

### Cost Allocation Plan

1. The agency's central administrative activities will be funded through an equitable indirect cost method of allocation that must be prepared and approved by the cognizant fund source on an annual basis.
2. When needed within a program, cost allocation plans may be developed and filed with the appropriate funding source. When this need arises a specific allocation method(s) will be developed.
3. The allocation of costs within the program will depend on the extent of shared staff, facilities, equipment, supplies, services and transportation.
4. Internal allocations will be reasonable, to ensure all funding streams are paying the appropriate share, but not too complex or detailed beyond usefulness.
5. Internal allocation plans will be maintained under a separate document and updated as needed.

### Minutes of Meetings

1. Adequate minutes of all meetings of the Board of Directors and Policy Council will be prepared.
2. The Executive Director will receive and review a copy of minutes of the Executive Committee, the Board of Directors, and other appropriate committees.
3. The Executive Director will note all items in the minutes relating to finance and take appropriate action as required.

### Program Income

1. For Transportation:
  - a. On the transportation request form drivers are given the amount they are to collect daily.
  - b. Drivers will turn in the collected funds indicating the amount, date, program code and driver's initials.
  - c. Drivers will also log-in the amount being turned in.
  - d. The program supervisor will compare the amounts expected and amounts provided and follow-up on any inconsistencies.
2. Program related income will be used to reduce the total cost of the program generating the income.

## Monthly Cost Center Allocation Pools

Western Carolina Community Action, Inc.

Date: 01/31/2007  
 Run Date: 01/30/2007  
 Run Time: 12:50:04 pm  
 Page 1 of 1

Pool	Description	DR#	CR#	Base Description
313300	H CO HS DRIVER SALARIES	50100	50100	1/2 to hs & 1/2 to more @ four per s bullard
314200	CENTRAL OFFICE CONSUMABI	65400	65400	SEE PLAN FOR FORMULA
314300	KING CREEK SHARED COSTS	57600	57600	TIME/DUTIES
314400	HILLVIEW CENTER OCCUPANC	66000	66000	THE FORMULA
314500	HILLVIEW STAFF OFFICE CONS	66100	66100	FORMULA #3
314700	SUGAR HILL OCCUPANCY CO	66200	66200	HS/EHS/WA/@4 TIME & ATTENDANCE
314800	SUGAR HILL CENTER HS/EHS	65300	65300	STAFF/DUTIES/TIME OF DAY
315000	CALVARY CENTER CLASSROO	66300	66300	SEE THE FORMULA
315100	MORE @4/HS STAND ALONE C	66300	66300	SEE THE FORMULA
315400	HS ONLY STAND ALONE CC (	66300	66300	SEE THE FORMULA
315500	KING CREEK CENTER CLASS S	66300	66300	SEE THE FORMULA
315800	CC HOME BASED SUPPLIES	66400	66400	ALL TO HS PROGRAM
315900	CC JOY OUTREACH	66700	66700	ALL TO HS PROGRAM
317100	HS TRANSPORTATION COSTS	64600	64600	ALL TO H CO HS
346000	DOE/HARRP COST CENTER	65700	65700	ALLOCATE TO DOE/HARRP UNITS COMP
350100	7TH AVE SHARED SPACE COS	63300	63300	SQ FOOTAGE
350200	CC H CO WCCA PHONE BASE &	64300	64300	# of phone lines @ 7th ave & King Crk Prog Se
350300	CC T CO PHONE OPEN LINE & 1	64300	64300	# total of phone lines by program
350400	CC T CO WCCA PHONE BASE &	64300	64300	# of phones per program @ t co wcca office
350500	CC H CO WCCA INTERNET	64300	64300	# of internet lines per prog 7th ave & king creek
350600	CC H CO & T CO UNCLAIMED L	64300	64300	# TOTAL PHONE LINES PER PROGRAM
350700	KING CREEK PROGRAM SERVI	63200	63200	ALLOCATION OF COSTS BASED ON SPA
350800	CC KING CREEK MAINTENANC	63100	63100	ALLOCATED BASED ON SQ FTAGE BY P
350900	7TH AVE PROPERTY MAINTEN	63100	63100	SQUARE FOOTAGE
351000	NUVOX - TELE & INTERNET 7	66800	66800	# PHONE LINES 7TH AVE, KCPS & KCHS
380000	CC INFORMATION SPECIALIST	50200	50200	COMPUTER TERMINALS PER PROG
380100	CC INFORMATION SPECIALIST	65600	65600	COMPUTER TERMINATLS PER PROGRA
382400	HILLVIEW SHARED SPACE COS	66500	66500	allocated based on % of sq footage
383900	ROSMAN BUILDING SHARED C	65800	65800	ROSMAN BUILDING SHARED COSTS
386000	VEHICLE SUPPLY COST CENTE	59600	59600	# of vehicles in fleet



## Monthly Cost Center Allocation Bases

Western Carolina Community Action, Inc.

Date: 01/31/2007  
 Run Date: 01/30/2007  
 Run Time: 12:50:22 pm  
 Page 1 of 9

**Pool 313300 H CO HS DRIVER SALARIES**

The Base for this Pool is 1/2 to hs & 1/2 to more @ four per s bullard

Elem	Description	Project	Base Amt
313100	H CO HEADSTART PROGRAM	31000	50.00

**Pool 314200 CENTRAL OFFICE CONSUMABLES**

The Base for this Pool is SEE PLAN FOR FORMULA

Elem	Description	Project	Base Amt
308000	MORE AT FOUR - H CO	30800	3.00
309000	H CO WRAP AROUND PROGRAM	30900	3.00
310000	HEADSTART ADMINISTRATION	31000	26.00
313100	H CO HEADSTART PROGRAM	31000	65.00
320000	EHS ADMINISTRATION	32000	1.50
320400	H CO EARLY HEADSTART PROGRAM	32000	1.50

**Pool 314300 KING CREEK SHARED COSTS**

The Base for this Pool is TIME/DUTIES

Elem	Description	Project	Base Amt
308000	MORE AT FOUR - H CO	30800	12.50
309000	H CO WRAP AROUND PROGRAM	30900	22.50
310000	HEADSTART ADMINISTRATION	31000	5.00
313100	H CO HEADSTART PROGRAM	31000	32.50
320000	EHS ADMINISTRATION	32000	5.00
320400	H CO EARLY HEADSTART PROGRAM	32000	22.50

**Pool 314400 HILLVIEW CENTER OCCUPANCY**

The Base for this Pool is THE FORMULA

Elem	Description	Project	Base Amt
308800	MORE AT FOUR - T CO	30800	10.00
309900	HILLVIEW W/A CENTER PROGRAM	30900	10.00
310000	HEADSTART ADMINISTRATION	31000	5.00
313800	T CO HS PROGRAMMATIC	31000	35.00
320000	EHS ADMINISTRATION	32000	5.00
320100	HILLVIEW EARLY HEAD START PROGRAM	32000	35.00

## Monthly Cost Center Allocation Bases

Western Carolina Community Action, Inc.

Date: 01/31/2007  
 Run Date: 01/30/2007  
 Run Time: 12:50:22 pm  
 Page 2 of 9

**Pool 314500 HILLVIEW STAFF OFFICE CONSUMABLES**

The Base for this Pool is **FORMULA #3**

Elem	Description	Project	Base Amt
308800	MORE AT FOUR - T CO	30800	14.00
309900	HILLVIEW W/A CENTER PROGRAM	30900	7.00
310000	HEADSTART ADMINISTRATION	31000	23.50
313800	T CO HS PROGRAMMATIC	31000	17.00
320000	EHS ADMINISTRATION	32000	23.50
320100	HILLVIEW EARLY HEAD START PROGRAM	32000	15.00

**Pool 314700 SUGAR HILL OCCUPANCY COSTS**

The Base for this Pool is **HS/EHS/WA/@4 TIME & ATTENDANCE**

Elem	Description	Project	Base Amt
308000	MORE AT FOUR - H CO	30800	22.50
309000	H CO WRAP AROUND PROGRAM	30900	22.50
310000	HEADSTART ADMINISTRATION	31000	5.00
313100	H CO HEADSTART PROGRAM	31000	45.00
320000	EHS ADMINISTRATION	32000	5.00

**Pool 314800 SUGAR HILL CENTER HS/EHS/WA/@4 CLASSROOM SU**

The Base for this Pool is **STAFF/DUTIES/TIME OF DAY**

Elem	Description	Project	Base Amt
308000	MORE AT FOUR - H CO	30800	22.50
309000	H CO WRAP AROUND PROGRAM	30900	22.50
310000	HEADSTART ADMINISTRATION	31000	5.00
313100	H CO HEADSTART PROGRAM	31000	45.00
320000	EHS ADMINISTRATION	32000	5.00

**Pool 315000 CALVARY CENTER CLASSROOM SUPPLIES**

The Base for this Pool is **SEE THE FORMULA**

Elem	Description	Project	Base Amt
308000	MORE AT FOUR - H CO	30800	50.00
313100	H CO HEADSTART PROGRAM	31000	50.00

**Pool 315100 MORE @4/HS STAND ALONE CNTR CC (FC/)**

The Base for this Pool is **SEE THE FORMULA**

Elem	Description	Project	Base Amt
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## Monthly Cost Center Allocation Bases

Western Carolina Community Action, Inc.

Date: 01/31/2007  
 Run Date: 01/30/2007  
 Run Time: 12:50:22 pm  
 Page 3 of 9

308000	MORE AT FOUR - H CO	30800	50.00
313100	H CO HEADSTART PROGRAM	31000	50.00

**Pool 315400 HS ONLY STAND ALONE CC (TRINITY)**

The Base for this Pool is SEE THE FORMULA

Elem	Description	Project	Base Amt
313100	H CO HEADSTART PROGRAM	31000	100.00

**Pool 315500 KING CREEK CENTER CLASS SUPPLIES**

The Base for this Pool is SEE THE FORMULA

Elem	Description	Project	Base Amt
308000	MORE AT FOUR - H CO	30800	15.00
309000	H CO WRAP AROUND PROGRAM	30900	15.00
310000	HEADSTART ADMINISTRATION	31000	10.00
313100	H CO HEADSTART PROGRAM	31000	34.00
320000	EHS ADMINISTRATION	32000	10.00
320400	H CO EARLY HEADSTART PROGRAM	32000	16.00

**Pool 315800 CC HOME BASED SUPPLIES**

The Base for this Pool is ALL TO HS PROGRAM

Elem	Description	Project	Base Amt
313100	H CO HEADSTART PROGRAM	31000	100.00

**Pool 315900 CC JOY OUTREACH**

The Base for this Pool is ALL TO HS PROGRAM

Elem	Description	Project	Base Amt
313800	T CO HS PROGRAMMATIC	31000	100.00

**Pool 317100 HS TRANSPORTATION COSTS**

The Base for this Pool is ALL TO H CO HS

Elem	Description	Project	Base Amt
308000	MORE AT FOUR - H CO	30800	50.00
313100	H CO HEADSTART PROGRAM	31000	50.00

## Monthly Cost Center Allocation Bases

Western Carolina Community Action, Inc.

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**Pool 346000 DOE/HARRP COST CENTER**

The Base for this Pool is **ALLOCATE TO DOE/HARRP UNITS COMPLETED**

Elem	Description	Project	Base Amt
347200	DOE SUPPORT	34700	69.00
348000	HARRP SUPPORT	34800	27.00

**Pool 350100 7TH AVE SHARED SPACE COSTS**

The Base for this Pool is **SQ FOOTAGE**

Elem	Description	Project	Base Amt
347200	DOE SUPPORT	34700	79.00
348000	HARRP SUPPORT	34800	31.00
387000	5311 TRANSPORTATION ADMINISTRATION	38700	708.00

**Pool 350200 CC H CO WCCA PHONE BASE & MAINTENANCE**

The Base for this Pool is **# of phone lines @ 7th ave & King Crk Prog Service**

Elem	Description	Project	Base Amt
300000	CSBG	30000	3.00
308000	MORE AT FOUR - H CO	30800	0.50
309000	H CO WRAP AROUND PROGRAM	30900	0.50
310000	HEADSTART ADMINISTRATION	31000	4.00
313100	H CO HEADSTART PROGRAM	31000	9.50
320400	H CO EARLY HEADSTART PROGRAM	32000	0.50
347200	DOE SUPPORT	34700	0.72
348000	HARRP SUPPORT	34800	0.28
369200	SECTION 8 ADMINISTRATIVE COSTS	36900	5.00
379200	OUTREACH COORDINATOR/FUNDRAISING	37900	1.00
387000	5311 TRANSPORTATION ADMINISTRATION	38700	4.00
999000	Indirect Cost Pool	39900	7.00

**Pool 350300 CC T CO PHONE OPEN LINE & TOLL FREE #**

The Base for this Pool is **# total of phone lines by program**

Elem	Description	Project	Base Amt
300000	CSBG	30000	5.00
307300	HCCBG T CO CONGREGATE	30700	0.25
308000	MORE AT FOUR - H CO	30800	2.40
309000	H CO WRAP AROUND PROGRAM	30900	1.70
309900	HILLVIEW W/A CENTER PROGRAM	30900	0.70
310000	HEADSTART ADMINISTRATION	31000	1.00
313100	H CO HEADSTART PROGRAM	31000	6.50

## Monthly Cost Center Allocation Bases

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Western Carolina Community Action, Inc.

320000	EHS ADMINISTRATION	32000	1.10
320400	H CO EARLY HEADSTART PROGRAM	32000	3.35
347200	DOE SUPPORT	34700	1.00
348000	HARRP SUPPORT	34800	0.50
369200	SECTION 8 ADMINISTRATIVE COSTS	36900	5.00
379200	OUTREACH COORDINATOR/FUNDRAISING	37900	0.75
387000	5311 TRANSPORTATION ADMINISTRATION	38700	5.00
999000	Indirect Cost Pool	39900	5.75

### Pool 350400 CC T CO WCCA PHONE BASE & INTERNET

The Base for this Pool is # of phones per program @ t co wcca office

Elem	Description	Project	Base Amt
300000	CSBG	30000	2.00
307300	HCCBG T CO CONGREGATE	30700	0.25
347200	DOE SUPPORT	34700	0.25
369200	SECTION 8 ADMINISTRATIVE COSTS	36900	1.00
999000	Indirect Cost Pool	39900	0.50

### Pool 350500 CC H CO WCCA INTERNET

The Base for this Pool is # of internet lines per prog 7th ave & king creek

Elem	Description	Project	Base Amt
300000	CSBG	30000	3.00
308000	MORE AT FOUR - H CO	30800	0.20
309000	H CO WRAP AROUND PROGRAM	30900	0.20
310000	HEADSTART ADMINISTRATION	31000	1.70
313100	H CO HEADSTART PROGRAM	31000	6.50
320400	H CO EARLY HEADSTART PROGRAM	32000	0.40
347200	DOE SUPPORT	34700	0.72
348000	HARRP SUPPORT	34800	0.28
369200	SECTION 8 ADMINISTRATIVE COSTS	36900	4.00
379200	OUTREACH COORDINATOR/FUNDRAISING	37900	0.75
387000	5311 TRANSPORTATION ADMINISTRATION	38700	5.00
999000	Indirect Cost Pool	39900	7.25

### Pool 350600 CC H CO & T CO UNCLAIMED LD

The Base for this Pool is # TOTAL PHONE LINES PER PROGRAM

Elem	Description	Project	Base Amt
300000	CSBG	30000	5.00
307300	HCCBG T CO CONGREGATE	30700	0.25
308000	MORE AT FOUR - H CO	30800	0.95
309000	H CO WRAP AROUND PROGRAM	30900	0.75
309900	HILLVIEW W/A CENTER PROGRAM	30900	0.20

## Monthly Cost Center Allocation Bases

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313100	H CO HEADSTART PROGRAM	31000	17.00
313800	T CO HS PROGRAMMATIC	31000	0.75
320000	EHS ADMINISTRATION	32000	0.05
320100	HILLVIEW EARLY HEAD START PROGRAM	32000	0.75
320400	H CO EARLY HEADSTART PROGRAM	32000	0.75
347200	DOE SUPPORT	34700	1.00
348000	HARRP SUPPORT	34800	0.25
369200	SECTION 8 ADMINISTRATIVE COSTS	36900	5.00
379200	OUTREACH COORDINATOR/FUNDRAISING	37900	0.75
387000	5311 TRANSPORTATION ADMINISTRATION	38700	5.00
999000	Indirect Cost Pool	39900	5.75

### Pool 350700 KING CREEK PROGRAM SERVICES SHARED COSTS

The Base for this Pool is ALLOCATION OF COSTS BASED ON SPACE OCCUPIED

Elem	Description	Project	Base Amt
300000	CSBG	30000	520.00
308000	MORE AT FOUR - H CO	30800	22.00
309000	H CO WRAP AROUND PROGRAM	30900	23.00
310000	HEADSTART ADMINISTRATION	31000	211.00
313100	H CO HEADSTART PROGRAM	31000	812.00
320400	H CO EARLY HEADSTART PROGRAM	32000	44.00
369200	SECTION 8 ADMINISTRATIVE COSTS	36900	684.00
379200	OUTREACH COORDINATOR/FUNDRAISING	37900	98.00
999000	Indirect Cost Pool	39900	1,183.00

### Pool 350800 CC KING CREEK MAINTENANCE SALARIES

The Base for this Pool is ALLOCATED BASED ON SQ FTAGE BY PROGRAM

Elem	Description	Project	Base Amt
300000	CSBG	30000	520.00
308000	MORE AT FOUR - H CO	30800	22.00
309000	H CO WRAP AROUND PROGRAM	30900	23.00
310000	HEADSTART ADMINISTRATION	31000	211.00
313100	H CO HEADSTART PROGRAM	31000	812.00
320400	H CO EARLY HEADSTART PROGRAM	32000	44.00
369200	SECTION 8 ADMINISTRATIVE COSTS	36900	684.00
379200	OUTREACH COORDINATOR/FUNDRAISING	37900	98.00
999000	Indirect Cost Pool	39900	1,183.00

### Pool 350900 7TH AVE PROPERTY MAINTENANCE SALARY

The Base for this Pool is SQUARE FOOTAGE

Elem	Description	Project	Base Amt
347200	DOE SUPPORT	34700	79.00

## Monthly Cost Center Allocation Bases

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348000	HARRP SUPPORT	34800	31.00
387000	5311 TRANSPORTATION ADMINISTRATION	38700	708.00

**Pool 351000 NUVOX - TELE & INTERNET 7TH & KC'S**

The Base for this Pool is # PHONE LINES 7TH AVE, KCPS & KCHS

Elem	Description	Project	Base Amt
300000	CSBG	30000	3.50
308000	MORE AT FOUR - H CO	30800	0.33
309000	H CO WRAP AROUND PROGRAM	30900	0.33
310000	HEADSTART ADMINISTRATION	31000	2.83
313100	H CO HEADSTART PROGRAM	31000	10.83
320400	H CO EARLY HEADSTART PROGRAM	32000	0.68
347200	DOE SUPPORT	34700	0.68
348000	HARRP SUPPORT	34800	0.32
369200	SECTION 8 ADMINISTRATIVE COSTS	36900	4.50
379200	OUTREACH COORDINATOR/FUNDRAISING	37900	0.75
387000	5311 TRANSPORTATION ADMINISTRATION	38700	5.00
999000	Indirect Cost Pool	39900	8.25

**Pool 380000 CC INFORMATION SPECIALIST - SALARIES**

The Base for this Pool is COMPUTER TERMINALS PER PROG

Elem	Description	Project	Base Amt
300000	CSBG	30000	4.25
307300	HCCBG T CO CONGREGATE	30700	0.75
308000	MORE AT FOUR - H CO	30800	1.50
309000	H CO WRAP AROUND PROGRAM	30900	1.25
309900	HILLVIEW W/A CENTER PROGRAM	30900	0.25
310000	HEADSTART ADMINISTRATION	31000	2.75
313100	H CO HEADSTART PROGRAM	31000	14.00
313800	T CO HS PROGRAMMATIC	31000	1.25
320000	EHS ADMINISTRATION	32000	0.25
320100	HILLVIEW EARLY HEAD START PROGRAM	32000	1.00
320400	H CO EARLY HEADSTART PROGRAM	32000	1.75
347200	DOE SUPPORT	34700	0.72
348000	HARRP SUPPORT	34800	0.28
369200	SECTION 8 ADMINISTRATIVE COSTS	36900	6.00
379200	OUTREACH COORDINATOR/FUNDRAISING	37900	0.75
388000	SPECIAL TRANSPORTATION	38800	4.00
999000	Indirect Cost Pool	39900	8.25

## Monthly Cost Center Allocation Bases

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**Pool 380100 CC INFORMATION SPECIALIST - SUPPORT**

The Base for this Pool is **COMPUTER TERMINATLS PER PROGRAM**

Elem	Description	Project	Base Amt
300000	CSBG	30000	4.25
307300	HCCBG T CO CONGREGATE	30700	0.75
308000	MORE AT FOUR - H CO	30800	1.50
309000	H CO WRAP AROUND PROGRAM	30900	1.25
309900	HILLVIEW W/A CENTER PROGRAM	30900	0.25
310000	HEADSTART ADMINISTRATION	31000	2.75
313100	H CO HEADSTART PROGRAM	31000	14.00
313800	T CO HS PROGRAMMATIC	31000	1.25
320000	EHS ADMINISTRATION	32000	0.25
320100	HILLVIEW EARLY HEAD START PROGRAM	32000	1.00
320400	H CO EARLY HEADSTART PROGRAM	32000	1.75
347200	DOE SUPPORT	34700	0.72
348000	HARRP SUPPORT	34800	0.28
369200	SECTION 8 ADMINISTRATIVE COSTS	36900	6.00
379200	OUTREACH COORDINATOR/FUNDRAISING	37900	0.75
388000	SPECIAL TRANSPORTATION	38800	4.00
999000	Indirect Cost Pool	39900	8.25

**Pool 382400 HILLVIEW SHARED SPACE COSTS**

The Base for this Pool is **allocated based on % of sq footage**

Elem	Description	Project	Base Amt
308800	MORE AT FOUR - T CO	30800	14.00
309900	HILLVIEW W/A CENTER PROGRAM	30900	15.00
310000	HEADSTART ADMINISTRATION	31000	3.50
313800	T CO HS PROGRAMMATIC	31000	20.00
320000	EHS ADMINISTRATION	32000	3.50
320100	HILLVIEW EARLY HEAD START PROGRAM	32000	20.00
382500	RENTAL HILLVIEW-FAMILY CENTER	38200	15.00
382600	RENTAL HILLVIEW-SMART START	38200	9.00

**Pool 383900 ROSMAN BUILDING SHARED COSTS**

The Base for this Pool is **ROSMAN BUILDING SHARED COSTS**

Elem	Description	Project	Base Amt
383000	THRIFT STORE OF ROSMAN - TIGER TOWN	38300	77.80
383100	BOOTH RENTAL - ROSMAN PROPERTY	38300	22.20



## Monthly Cost Center Allocation Bases

Western Carolina Community Action, Inc.

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**Pool 386000 VEHICLE SUPPLY COST CENTER**

The Base for this Pool is # of vehicles in fleet

Elem	Description	Project	Base Amt
313100	H CO HEADSTART PROGRAM	31000	9.00
313800	T CO HS PROGRAMMATIC	31000	2.00
347200	DOE SUPPORT	34700	0.72
348000	HARRP SUPPORT	34800	0.28
365300	#31 2000 DODGE RAM TRUCK (HOME REHAB)	36500	1.00
369200	SECTION 8 ADMINISTRATIVE COSTS	36900	1.00
391200	#2 '87 FORD SCHOOL BUS	39100	1.00
391300	#3 '97 DODGE W/C VAN (5311) 5796	39100	1.00
391500	#5 '99 PLYMOUTH VOYAGER (CORP) 1699	39100	1.00
391600	#6 '03 FORD MINIVAN (NCDOT) 8493	39100	1.00
391800	#8 '94 DODGE VAN (16(B)2) 9549	39100	1.00
391900	#9 '99 DODGE VAN (5311) 9754	39100	1.00
392000	#10 '97 DODGE W/C VAN (5311) 5797	39100	1.00
392100	#11 '92 FORD TRUCK (CORP) 8834	39100	1.00
392300	#13 '03 LTV FORD TRANSIT BUS (NCDOT)4793	39100	1.00
392800	#18 '02 FORD LTV TRANSIT BUS (NCDOT) 0325	39100	1.00
393000	#20 '00 DODGE WC VAN (5311) 8541	39100	1.00
393100	#21 '01 FORD LTV TRANSIT BUS (NCDOT) 1188	39100	1.00
393200	#22 '01 DODGE HIGH TOP VAN (5311)5096	39100	1.00
393300	#23 '00 DODGE VAN (5311) 8460	39100	1.00
393900	#29 '94 DODGE VAN (16(B)2) 8804	39100	1.00
394000	#30 '99 DODGE VAN (5311) 9753	39100	1.00
394200	#32 '02 DODGE VAN (5311) 9212	39100	1.00
394400	#33 '02 DODGE VAN (5311) 9213	39100	1.00
394600	#36 '03 FORD LTV TRANSIT BUS (NCDOT) 7416	39100	1.00
394700	#37 '03 CHEVY SCHOOL BUS ( CORP) 1766	39100	1.00
394800	#38 '03 DODGE W/C VAN (5311) 6901	39100	1.00
394900	#39 '03 DODGE W/C VAN (NCDOT) 6949	39100	1.00
395000	#40 '03 DODGE HI TOP VAN (5311) 6966	39100	1.00

# Tripartite Board of Directors Member Profile

Agency Name: Western Carolina Community Action  
Board Member's Name: Nancy Glowacki  
Address: 117 Woodbridge Drive, Hendersonville 28739  
Date seated: 10/11/2007  
Term Expires: 10/2013

## SECTOR REPRESENTED (please check one)

- Representative of the Poor  
 Public Elected Official (or appointed representative)  
 Private Organization

Community Represented: Henderson County  
Title of Elected Office: NA  
Organization Represented: League of Women Voters  
Date of Orientation: 12/4/07  
Occupation: Ret. Occup. Therapist  
Committee Assignment(s): Government Relations  
  
Goal(s) as a Board Member: LISTEN-LEARN-CONTRIBUTE  
TEAMWORK

### Please check all that apply

- Minutes of the meeting at which this board member was seated are on file and available for review.  
 A Letter confirming election or appointment from the organization represented by the new board member is on file and available for review.  
  
 Documents certifying a community or neighborhood election of a Representative of the Poor are on file and available for review.



Signature of Board Chairperson

Date



Signature of Board Member

Jan. 11, 2008  
Date

# Tripartite Board of Directors Member Profile

**Agency Name:** Western Carolina Community Action  
**Board Member's Name:** Kelly Johnson  
**Address:** 640 North Main Street, Hendersonville 28792  
**Date seated:** 11/15/2007  
**Term Expires:** 11/2016

## SECTOR REPRESENTED (please check one)

- Representative of the Poor  
 Public Elected Official (or appointed representative)  
 Private Organization

**Community Represented:** Hendersonville

**Title of Elected Office:** NA

**Organization Represented:** City of Hendersonville

**Date of Orientation:** 10-10-07

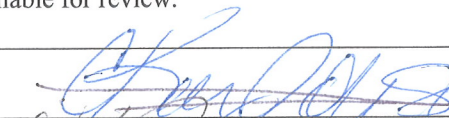
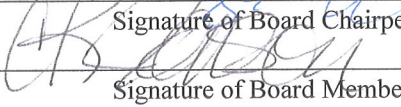
**Occupation:** Banker

**Committee Assignment(s):** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Goal(s) as a Board Member:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Please check all that apply

- Minutes of the meeting at which this board member was seated are on file and available for review.
- A Letter confirming election or appointment from the organization represented by the new board member is on file and available for review.
- Documents certifying a community or neighborhood election of a Representative of the Poor are on file and available for review.

 Madeline Lopez 1/10/08  
Signature of Board Chairperson Date  
 \_\_\_\_\_  
Signature of Board Member Date

# Tripartite Board of Directors Member Profile

**Agency Name:** Western Carolina Community Action  
**Board Member's Name:** Steve Kirkland  
**Address:** PO Box 487, Hendersonville 28793-0487  
**Date seated:** 10/01/2007  
**Term Expires:** 10/2013

## SECTOR REPRESENTED (please check one)

- Representative of the Poor  
 Public Elected Official (or appointed representative)  
 Private Organization

**Community Represented:** Henderson County  
**Title of Elected Office:** NA  
**Organization Represented:** United Way  
**Date of Orientation:** October 2007  
**Occupation:** Executive Director of United Way  
**Committee Assignment(s):** Finance Committee  
**Goal(s) as a Board Member:** Contribute to mission fulfillment for WCCA

### Please check all that apply

- Minutes of the meeting at which this board member was seated are on file and available for review.
- A Letter confirming election or appointment from the organization represented by the new board member is on file and available for review.
- Documents certifying a community or neighborhood election of a Representative of the Poor are on file and available for review.

Madeline Reyes  
Signature of Board Chairperson

1-10-8  
Date

Steve Kirkland  
Signature of Board Member

1/16/08  
Date

# Tripartite Board of Directors Member Profile

Agency Name: Western Carolina Community Action  
Board Member's Name: Martha Lively  
Address: 2022 Glenheath Drive, Hendersonville 28791  
Date seated: 10/16/2007  
Term Expires: 10/2013

## SECTOR REPRESENTED (please check one)

- Representative of the Poor  
 Public Elected Official (or appointed representative)  
 Private Organization

Community Represented: Head Start Policy Council  
Title of Elected Office: NA  
Organization Represented: Head Start Policy Council  
Date of Orientation: November 2007  
Occupation: retired teacher  
Committee Assignment(s): By-Laws

Goal(s) as a Board Member: strive to give my input and better the organization

### Please check all that apply

- Minutes of the meeting at which this board member was seated are on file and available for review.  
 A Letter confirming election or appointment from the organization represented by the new board member is on file and available for review.  
  
 Documents certifying a community or neighborhood election of a Representative of the Poor are on file and available for review.

*Madeline Reyes*

Signature of Board Chairperson

Date

*Martha L. Lively*

Signature of Board Member

*1-10-08*

Date

# Tripartite Board of Directors Member Profile

Agency Name: Western Carolina Community Action  
Board Member's Name: Mike Williams  
Address: 203 Second Avenue East, Hendersonville 28792  
Date seated: 10/1/2007  
Term Expires: 10/2013

## SECTOR REPRESENTED (please check one)

- Representative of the Poor
- Public Elected Official (or appointed representative)
- Private Organization

Community Represented: Henderson County  
Title of Elected Office: NA  
Organization Represented: American Red Cross  
Date of Orientation: 12/3/07  
Occupation: management  
Committee Assignment(s): \_\_\_\_\_  
\_\_\_\_\_

Goal(s) as a Board Member: to learn more about WCCA programs and services and help to maintain/grow contributions to our community.

**Please check all that apply**

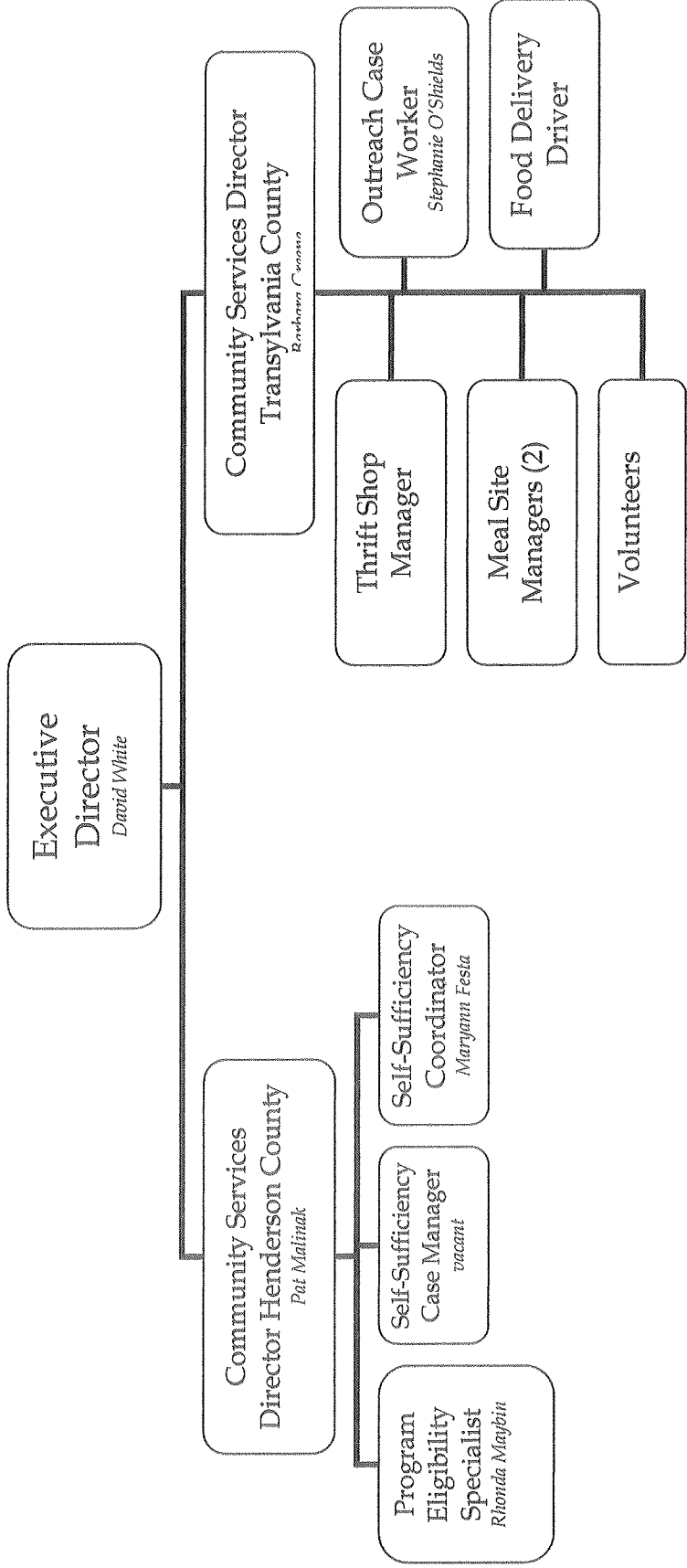
Minutes of the meeting at which this board member was seated are on file and available for review.

A Letter confirming election or appointment from the organization represented by the new board member is on file and available for review.

Documents certifying a community or neighborhood election of a Representative of the Poor are on file and available for review.

Thadeline Lopez \_\_\_\_\_ Date 1-10-08  
Signature of Board Chairperson  
Mike Williams \_\_\_\_\_ Date 1/10/08  
Signature of Board Member

COMMUNITY SERVICES



**ORGANIZATIONAL CHART ADDENDUM**  
**CSBG – FUNDED STAFF**  
**WESTERN CAROLINA COMMUNITY ACTION**  
*January 2, 2008*

Pat Malinak, Program Director  
CSBG/Community Services Department

Rhonda Maybin  
Program Eligibility Specialist

Vacant  
CSBG/Self-Sufficiency Case Manager  
Henderson County + Polk County

Stephanie O'Shields  
CSBG/Self-Sufficiency Case Manager

Barbara Greene, Program Director  
Community Services – Transylvania County

Maryann Festa  
FSS and Homeownership Coordinator



***PATRICIA A. MALINAK***

96 Le Blanc Squirrel Trail

Etowah, NC 28729

828/890-2632

malinakpa@earthlink.net

**Objective:** To join a team of dedicated employees with a growing company or organization committed to delivering quality product or services.

**Skills and Accomplishments:**

**Administration and Leadership**

- Program Director for Community Services Department responsible for Outreach, Intake, Recruitment, and Family Self-Sufficiency programs servicing more than 2000 low-income customers annually
- Chair of local Emergency Food and Shelter Program Board since 2001
- Executive Director directing non-profit servicing 12,000 low-income participants annually with more than 70 funding contracts; turning around agency finances from \$325,000 operating loss and \$400,000 in debt to \$76,000 surplus and \$280,000 in debt in 26 months while maintaining program integrity; enhancing internal accounting and management control systems, re-negotiating contracts, building confidence with banks and vendors; unifying and enhancing donor development system, and strategic planning with Board
- Executive and Program Director directing turnaround of county group homes agency; re-training staff and facilitating transition to new culture when private non-profit was taken over by NJ Department of Corrections

**Written and Oral Communications**

- Wrote federally competitive grant proposal in six weeks to fund first bi-county Individual Development Account project for asset-building; re-built and unified self-sufficiency program with three major funding sources and developed resources to produce significant results for participants, including homeownership, increased earnings through training or education, and entrepreneurship
- Vice-President authoring new business and grant proposals, project summary documents, monthly Board reports; co-authoring business plans, issue papers, and marketing plans
- Trainer/Instructor for sales representatives, pilots, crew, college students and volunteers; co-designer and co-author of curriculum and training manuals
- Public speaker for community and business organizations, seminars, Federal and State public hearings
- Communications Coordinator at regional camp and conference center coordinating, producing, and distributing brochures, annual report; editing quarterly newsletters; coordinating new logo introduction
- Owner/Pilot of sole proprietorship selling charter flights, promotions, and event coordination to companies, organizations, chambers of commerce, and municipalities

### **Personnel Management and Volunteer Coordination**

- President/Executive Director supervising staff responsible for 80 to 200 employees; improving morale by revising personnel policies, job descriptions, benefits package; establishing cost effective procedures
- Sales Manager responsible for sales, customer service, training and coordination with production and editorial staffs; negotiated changes in compensation; initiating and maintaining the first successful sales quota and performance bonus system in company's history
- Volunteer coordinator for major seminars, special events, and promotions that required training and coordination with paid staff, Board of Directors, and 50-75 community volunteers

### **Community Involvement**

- VISION Hendersonville Leadership Class of 2002; present member of Hunger Coalition, Latino Advocacy Coalition, FaithLink Advocacy Committee, partnerships for Affordable Housing, Non-Profit Roundtable
- Executive Committee member of the Botanical Gardens of Asheville 1996-2003: Vice-President 1998-00, Secretary 1996-98, 2002, Chair of the Strategic Planning Steering Committee 1999-01, Chair of Organization Effectiveness 2000-02, Chair of Finance and Audit 2002-present
- Vice-President and Executive Director contributing to community planning, advocacy, and public relations efforts as a member of United Way, Greater Philadelphia Federation of Settlements, and member of Southern NJ Health Systems' Mental Health, Alcohol and Drug Task Force
- Co-convenor of Steering Committee resulting in the creation of a county-wide coalition of human service providers

### **Computer Literacy**

- PC: Microsoft Office Professional XP, WindowsME, DonorPerfect, Metafile, and dBase III; worked with programmers to create import software transferring historical DOS-based data to Windows-based software; drafted initial website proposal
- Macintosh: PageMaker, MacWrite, Multi-user Desktop Accounting

### **EMPLOYMENT HISTORY**

2001–present **Program Director**, Western Carolina Community Action, NC  
1999 – 2001 **Project Coordinator**, Henderson and Buncombe Counties  
1997 - 1999 **Communications Coordinator**, LLMI, Arden, NC  
1991 - 1995 **Vice-President**, LMS, Philadelphia, PA  
1981 - 1991 **Owner/Commercial Pilot**, Challenge Balloons, Medford, NJ

### **EDUCATION**

B.A., University of Kentucky, Lexington  
M.S.W., Marywood University, Scranton, Pennsylvania  
Certified Housing Counselor 2005, NC Association of Housing Counselors  
Family Self Sufficiency Development Course  
Dale Carnegie Sales Course

## Stephanie O'Shields

50 Old County Home Rd E

Brevard, NC 28712

(828) 884-7655

[footprint@citcom.net](mailto:footprint@citcom.net)

### Work Experience:

1997 to Present

**Case Worker II**, Western Carolina Community Action, Brevard, NC  
Interview prospective clients to access and identify issues. Develop case management and counseling strategies designed to assist clients in attaining economic self sufficiency and social and emotional well being through WCCA programs and other community resources. Maintain accurate case records and files necessary to meet contractual requirements. Intake for WCCA Programs. Coordinate with other Human Services Agencies.

1995 to 1997

**Office Manager**, AAAAA Services Inc., Brevard, NC  
Supervise 5 employees in the absence of owner.  
Responsible for scheduling, coordinating routes, accounts receivable and payable, payroll, payroll taxes, administration of insurance, Workers' Compensation, and customer service

1992 to 1995

K-Mart, Brevard, NC

#### **Footwear Manager**

Supervised 3 employees responsible for inventory control, payroll, shipping and receiving, price control, setting ads, and traveling to setup new Super K-Marts.

Member of Management Team

#### **Shipping & Receiving Manager,**

Supervised 3 employees in Shipping and Receiving and 6 Stockers responsible for unloading trucks, UPS shipments, operating a forklift, inventory control, transfers between stores

Member of Management Team

#### **Merchandising – Point of Sale Crew**

Responsible for price control over all hard lines merchandise, ordering merchandise, problem-solving, competitive pricing, new merchandise introductions, layouts, data entry, and provided backup for cashiers and layaway staff

### Education:

#### **Blue Ridge Community College**

College Transfer Program working on AA Degree and transfer toward B.S.W.  
Computer Operations Certificate

#### **Duke Univeristy Continuing Studies**

The North Carolina Family Support Credential

### Special Training Programs:

Connecting with Families: Family Support in Practice, Success Factors for Serving Out Of School Youth, Family Centered Case Management

**Barbara Hampton Greene**  
686 Probart Street  
Brevard, NC 28712

**EDUCATION**

**Mars Hill College**

Bachelor of Social Work, 1997, summa cum laude

**Sylva-Webster High School**

Diploma with honors, 1968

**EXPERIENCE**

August 1996 to present – WCCA/Program Director, Transylvania County

December 1970 – July 1996 – First Union National Bank/ Teller/Customer  
Service/Teller Supervisor

**DUTIES/RESPONSIBILITIES**

Supervises self-sufficiency case worker, nutrition/Tiger Town Thrift Store staff

Assess program needs and ensure program objectives are being met.

Cultivate/maintain high quality relationships with other human service agencies

Make community presentations of WCCA programs

Attend community/human service related meetings

Serve as backup for all WCCA Transylvania County programs

Oversee day to day operations of programs and solves problems/situations

Recruit applicants/participants for WCCA programs

Promote WCCA and its programs in the community

Prepare/monitor bank deposits/monitor revenue from thrift shop/nutrition programs

Prepare annual employee evaluations

Co-ordinate/create workshops for self sufficiency clients

Prepare/input monthly reports

Volunteer station supervisor for Land of Sky Senior Companion Program

**COMMUNITY ACTIVITIES**

Member – Mud Creek Baptist Church

United Way Board of Directors

TCH Home Care Advisory Council

Child Protection/Fatality Team for DSS

Member – Transylvania County Council on Aging

Member – Land of Sky Advisory Council

**SPECIAL TRAINING**

Family Support Training

Duke University Non-Profit Classes

Member of ROMA Taskforce

**RHONDA H. MAYBIN**

59 Grannies House Road  
Zirconia, NC 28790

Phone: 828 692-6491

Email: [zionsrock@aol.com](mailto:zionsrock@aol.com)

**Experience**

**2/2006 to present**

**Western Carolina Community Action**

**Program Eligibility Specialist**

Intake for Section 8, Weatherization/HARRP and CSBG programs

**2002-2004**

**Holbert's Sheet Metal, Inc.**

**Office Manager**

Performed all duties vital to daily business operations

Weekly payroll using QuickBooks Software for 11 employees

**2000**

**Western Carolina Community Action**

**Caseworker**

Determined eligibility for 7 Low Income Assistance Programs

**1999**

**Henderson County Department of Social Services**

**Technician**

Taught classes for Food Stamp Debit Card Program

**1990-1993**

**Henderson County Department of Social Services**

**Income Maintenance Caseworker-I,II and III**

Caseworker for Food Stamps, LIEAP and AFDC

Administered LIEAP and Food Commodities

Trained volunteers for above programs

**Education**

**1967-1971 Edneyville High School**

Business Diploma

**Blue Ridge Community College**

Certificate for Basic Computer Course

**AR4CA Weatherization Software Training**

MARYANN T. FESTA  
149 Highland View Lane Mill Spring, North Carolina 28756  
828-894-8986 (H) 864-906-5141 (C)

#### QUALIFICATIONS

- Facilitator of individual counseling and group workshops.
- Ability to positively and effectively interface with diverse individuals, groups and professions.
- Successful implementation and management of self-sufficiency focused programs.
- Certified by NC Association of Housing Counselors 2007

#### EXPERIENCE AND ACHIEVEMENTS

- April 2007 – Present *Western Carolina Community Action Hendersonville, North Carolina*  
**Family Self Sufficiency/Homeownership Coordinator**  
Recruiting and motivating individuals and families to create and achieve goals towards greater self-sufficiency. Utilizing agency services and available community resources to promote education, employment, financial literacy, and homeownership options. Extensive administrative duties, documentation, accountability, compliance, and reporting for programs sustainability.
- June 2005 – April 2007 *South Carolina Vocational Rehabilitation Department Greenville, South Carolina*  
**Rehabilitation Counselor, primarily with individuals with diabetes**  
Provided case management services including assessment, counseling, monitoring, planning, advocacy and direct intervention to enable persons with disabilities to seek, achieve and maintain employment. Outstanding customer service, extensive interfacing with community, vendors, and marketing employers. Critical documentation, program integrity, integrated services, federal compliance and achievement of agency /counselor goals.
- October 2001- June 2005 *The Housing Authority of the City of Greenville, South Carolina*  
**Family Service Counselor II**  
Provided intensive case management of Hope VI families, promoting and facilitating self-sufficiency through educational and career assessment, job coaching/counseling and homeownership. Extensive outreach to provide and broker wide range of services, eliminating barriers, encouraging further education and vocational training. Detailed documentation and reporting required. Advocating for and empowering the disadvantaged and disenfranchised daily.
- October 2000- March 2001 *Spherion Staffing Services. Greenville, South Carolina at BMW Manufacturing Corporation*  
**Recruiter/Assessment Specialist**  
Temporary assignment augmenting human resource staff at BMW in major production associate hiring for new shift model project. Responsibilities included interviewing candidates, administering physical and written tests. Organizing, managing and reporting testing results. Assisting with new hire orientations.
- October 1996 – April 2000 *South Carolina Department of Social Services, Greenville, South Carolina*  
**Young Parent Self-sufficiency Case manager**  
Implemented welfare to work program. Conducted employment and educational assessments, establishing and monitoring goals. Organized and facilitated workshops and group meetings. Certification in Parents as Teachers. Scheduled presentations, visits to centers, schools and communities of targeted population. Excellent rapport with internal and external customers

**EDUCATION** *University of South Carolina, Columbia, South Carolina*  
Post graduate hours in Psychosocial Aspects of Disabilities and Counseling Techniques and Theories  
*Greenville Technical College, Continuing Education*  
Personal computers, Windows 95, Microsoft Word 97, Excel and PowerPoint  
*Converse College, Spartanburg, South Carolina*  
Masters of Education in Secondary Social Studies  
*Montclair State College, Montclair, New Jersey*  
Bachelor of Arts in Political Science

**Code of Conduct Policy**

It is the policy of Western Carolina Community Action (WCCA) to prohibit business contracts or transactions with any firm in which a member of the Board of Directors or other policy-making body, or employee has a substantial business interest, or may directly or indirectly benefit from such transactions, regardless of the size of the benefit. Any member of the Board of Directors or other policy-making body or employee having any interest shall promptly make such interest known, in writing, to the Chairperson of the Board of Directors. This policy does not preclude conducting business with such firms when there is no other convenient source of supply. If it is necessary to conduct transactions with such firms, a written statement of justification shall be furnished.

In accordance with 24 CFR 982.161, neither WCCA or any of its contractors or subcontractors may enter into any contract or arrangement in connection with the tenant-based programs in which any of the following classes of persons has any interest, direct or indirect, during his or her tenure with WCCA or for one year thereafter:

- A. Any present or former member or officer of WCCA (except a participant Board Member);
- B. Any employee of WCCA or any contractor, subcontractor or agent of WCCA who formulates policy or who influences decisions with respect to the programs;
- C. Any public official, member of a governing body, or State or local legislator who exercises functions or responsibilities with respect to WCCA's programs; or
- D. Any member of the Congress of the United States.

Any member of the classes described in A, B, C, or D, must disclose their interest or prospective interest to WCCA and HUD.

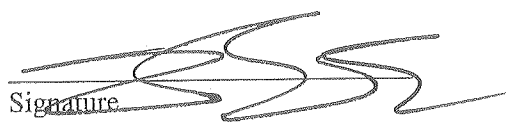
The Conflict of Interest prohibition under this section may be waived by the HUD Field Office upon the request of WCCA for good cause.

No reward, favor, or gift or other form of remuneration having a value of greater than \$25.00 annually may be accepted by any member of the Board of Directors or other policy-making body, or employee for performance or non-performance from any vendor, contractor, individual or firm, or from any other source having or proposing to have a business relationship with the agency.

Violations of this Code of Conduct Policy will result in disciplinary action as outlined in WCCA's Personnel Policy or as determined by action of the Executive Director or the Board of Directors

By my signature below, I acknowledge that I am aware of WCCA's Code of Conduct Policy.

Susan Grider  
Board Chairperson

  
Signature

Date 3-9-2006

Cynthia Serena Elliott  
Notary Public  
My Commission expires May 2, 2006  
April 28, 2007

SEAL

**WCCA Board Meeting**  
**January 10, 2008**

***Members Present***

Madeline Royes, Mike Williams, Kelly Johnson, Steve Kirkland, Nancy Glowacki Mike Earle, Martha Lively, Susan Grider, Jackie Whitmire, Fred Tinsley, Teri DuBois.

***Members Absent***

Mary Baptist, Stella Ferguson, Gary Knock, Rodney Locks, Lynn Marks, Rosie Blackwell, Karen Canman.

***Guests Present***

Carl E. Shaw, owner of Carl E. Shaw, CPA PLLC, Hendersonville, NC, Technical Assistant to Dixon Hughes on WCCA and Larry Lee, Director of Dixon Hughes, Certified Public Accountants and Advisors, Hendersonville, NC.

***Staff Present***

David White, Sheri Sparks, Bill Crisp, Carolyn Wilson.

Chairperson Madeline Royes called the meeting to order at 6:05 pm. The meeting was held at the King Creek Children's Services Community Room.

***Correspondence***

Correspondence was passed around for every board member to see.

***Treasurer's Report***

Treasurer, Jackie Whitmire submitted the Treasurer's Report for approval. Mike Earle motioned that the Treasurer's Report be adopted as presented. Fred Tinsley seconded the motion. The motion passed.

Carl Shaw went over the highlights of the 2006-2007 Financial Statements and Supplementary Information prepared for WCCA by Dixon Hughes. Carl also went over the draft of WCCA's Return of Organization Exempt From Income Tax, IRS Form 990, for 2006, also prepared by Dixon Hughes. IRS Form 990 is an information report designed to give an understanding of an organization. Carl stated that an audit is a composite of various financial statements required under generally accepted accounting principles in the United States. The auditor's opinion statement says that this audit includes financial statements required under single audit compliance requirements for the United States. Carl discussed the information in these two reports and then answered all questions about the reports.

Carl announced that board members are called on to take responsibility for the financial transactions taking place at WCCA. Carl explained that HUD has changed the way it funds the Section 8 program. Starting in 2006, HUD requires that any program money left over is to be kept in the program and records are required to document that. The records for this current audit correctly reflect that this requirement has been done. Carl and David White discussed the only audit finding which requires that someone inside our



organization be able to prepare financial statements. David White's response to this finding is that WCCA's budget does not allow for a person to be hired to do this. David has contacted D. J. Padden who is an accountant on the staff of the Region IV Head Start Office in Atlanta, GA, to let them know about this finding. David proposes an action plan to hire an outside CPA firm apart from our auditor to fulfill this requirement.

In order to completely comply with the findings from the 2005-2006 audit, David has had an initial meeting with Jonathan Stanley, Information Specialist for WCCA, and Sam Sorrels with Information Technology at Blue Ridge Community College. Sam Sorrels will be kept on a retainer fee to learn WCCA's computer system and to keep it running in the event that Jonathan Stanley is not available. Jonathan Stanley has sent David White an IT statement and a schedule to have a WCCA Information Technology Manual done by May 1, 2008.

The IRS requires that Form 990, for multiple years, be made available in a notebook for public inspection. This information is available in Sheri Spark's office at WCCA. Chairperson Madeline Royes submitted the 2006-2007 Financial Statements and Supplementary Information report with the finding recommendations for approval. Martha Lively motioned that the 2006-2007 Financial Statements and Supplementary Information report be adopted with the finding recommendations. Susan Grider seconded the motion. The motion passed.

#### *Minutes*

Chairperson Madeline Royes submitted the November Board Minutes for approval. Mike Earle motioned that the minutes be adopted as written. Fred Tinsley seconded the motion. The motion passed.

#### *Executive Director's Report.*

David White announced that the Red Cross Blood Drive held on December 20, 2007, at the King Creek Community Room had a total of thirty-one people who tried to donate and 25 of them were successful. There were fourteen new donors. David plans to have another blood drive at WCCA as a part of holiday giving. WCCA's Holiday party took place on December 21<sup>st</sup> from Noon until about 3 PM. Everyone had a good time. Thank you to the board members for coming and for your kind comments about the WCCA staff. Head Start review training for board members and Policy Council members was held on January 4<sup>th</sup> in the Kellogg Center in Hendersonville. Attendance was great and the information given will help make the review a success. David announced that four or five board members will be chosen by WCCA to participate as a team in the review from January 28<sup>th</sup> through the 31<sup>st</sup>.

David announced that Apple Country Transportation now has a new route in Edneyville that received funding from the North Carolina transportation budget because it is serving a rural area of Henderson County that has not been served before.

David reported that The Silvermont Senior Center is now open. David was there Monday afternoon, January 7<sup>th</sup> and Barbara Greene and Alice Taylor were talking with

seniors to find out their interests and how the new center could best help them. Silvermont is getting off to a good start with younger senior citizens getting involved with activities like card games, exercise classes, and Mai Jong. David is meeting with Karen Canman on January 14<sup>th</sup> to discuss ways to get more seniors involved in Silvermont activities. Transylvania County is fixing things at Silvermont and is buying some new appliances. February 14th is the grand opening for Silvermont Opportunity Center. All Board members are encouraged to attend from 2:30 PM until 4:00 PM.

### *New Business*

In order to open the Transportation Funding Grant Public Hearing, Chairperson Madeline Royes asked for a motion to be made to close the board meeting. Fred Tinsley motioned to close the meeting. Martha Lively seconded the motion. The motion passed. The meeting was closed at 7:07 PM.

Chairperson Madeline Royes declared that the Transportation Funding Grant public hearing opened at 7:07 PM. Bill Crisp, Apple Country Transportation Director requested that those present consider this community transportation funding request. This annual grant will be submitted to the NCDOT. The first part of the grant is for administrative costs of \$223,423 to include salaries, administration and utilities. The second part of the grant is for capital. Because of the age of the existing fleet of vehicles a request is being made for five new vans from NCDOT for \$180,380. Mike Williams motioned to close the public hearing meeting. Fred Tinsley seconded the motion. The motion passed. The hearing was closed at 7:10 PM.

Chairperson Madeline Royes declared that the WCCA Board of Directors meeting reopened at 7:10 PM. Bill Crisp requested that the Apple Country Transportation Drug and Alcohol Policy be amended. During the November 9, 2007 audit by the NCDOT, it was requested that a change be made to the random drug policy in order to bring the policy into full compliance. Bill Crisp read the proposed change in the Drug and Alcohol Policy for Apple Country Transportation. Mike Earle motioned to accept the policy as amended. Jackie Whitmire seconded the motion. The motion passed.

David White announced the proposed change in WCCA's CSBG Grant from director Pat Malinak. David said the biggest change is that starting July 1, 2008 Polk County will be included in the WCCA CSBG Grant. An employee will be posted in the Polk County DSS office for one or one and a half days a week to work. This block grant will provide funding to support self sufficiency, home ownership, IDA savings programs, and credit worthiness. David announced that he had the grant available for anyone to review. Steve Kirkland motioned for the CSBG grant to be accepted as amended. Kelly Johnson seconded the motion. The motion passed.

Chairperson Madeline Royes announced the Alliance for Human Services Accreditation that needs to be voted on. Madeline met with Teri DuBois, Sheri Sparks, and David White in December 2007 to discuss the proposed accreditation. David White discussed the following exceptions in the accreditation that need to be addressed. An exception that cannot be currently met states that "the annual budget includes at least a ninety day

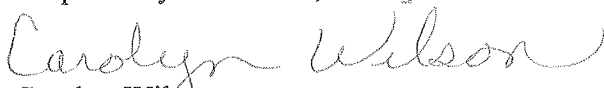
operating reserve or appropriate credit line". Based on WCCA's cash reserves and credit line there is a forty-five day operating reserve or appropriate credit line. Getting the operating reserve or appropriate credit line up to ninety days will require time to satisfy this requirement and will require board and finance department work. This requirement will be discussed at a later time. An exception that has not been met by WCCA states that the "organization has adopted a policy that requires an individual conducting the annual audit to be rotated every five years". The WCCA bylaws state that "WCCA will shop the audit every five years". WCCA accepts bids from accounting firms every five years and the lowest bid is usually accepted, even if it is the same accounting firm that was used during the previous five year term.

The next exceptions involve donor/volunteer confidentiality and security. To satisfy this exception WCCA's Outreach Coordinator Gwen Hill has a new donor/volunteer confidentiality and security statement available that tells donors that WCCA will not sell or give out lists of names, addresses, or phone numbers of people who donate to this agency. Unless a donor specifically tells Gwen not to, donor's name will only be listed on WCCA's annual report and newsletters. Mike Earle motioned to accept WCCA's donor/volunteer confidentiality statement. Steve Kirkland seconded the motion. The motion passed.

Private and corporate donations made to WCCA in 2007 totaled \$29,985. The donation goal for 2008 is \$36,000. Martha Lively motioned to accept the WCCA Fundraising and Outreach Plan. Jackie Whitmire seconded the motion. The motion passed. Volunteer Coordinator Pegg Doody has worked with Gwen Hill to make Volunteer Orientation Packets to include a confidentiality statement that are given to all WCCA volunteers. Mike Williams made a motion to accept the WCCA Volunteer Confidentiality Statement. Martha Lively seconded the motion. The motion passed. Mike Earle motioned to accept WCCA's volunteer orientation checklist. Susan Grider seconded the motion. The motion passed. Fred Tinsley made a motion to accept WCCA's volunteer standards of conduct. Martha Lively seconded the motion. The motion passed. David White discussed security for charitable giving to WCCA and a policy for property donated to WCCA. Susan Grider motioned for the WCCA policy for security for charitable giving and policy for property donated to WCCA be accepted. Jackie Whitmire seconded the motion. The motion passed. Steve Kirkland made a motion to accept the Alliance for Human Services Accreditation Kelly Johnson seconded the motion. The motion passed.

Mike Earle motioned for the board meeting to adjourn. Steve Kirkland seconded the motion. The motion passed. The board meeting adjourned at 7:45 PM.

Respectfully Submitted,



Carolyn Wilson  
Recording Secretary