



ROWAN COUNTY COMMISSION AGENDA
January 21, 2020 - 6:00 PM
J. Newton Cohen, Sr. Room
J. Newton Cohen, Sr. Rowan County Administration Building
130 West Innes Street, Salisbury, NC 28144

Call to Order

Invocation

Provided By: Chaplain Michael Taylor

Pledge of Allegiance

Consider Additions to the Agenda

Consider Deletions From the Agenda

Consider Approval of the Agenda

Board members are asked to voluntarily inform the Board if any matter on the agenda might present a conflict of interest or might require the member to be excused from voting.

1 Consider Approval of Consent Agenda

- A. 2020 NCPLDA Scholarship Grant Application
- B. Affidavit to Cure Title Issues Related to Former Belk and JC Penney at West End Plaza
- C. 2020 Margaret C. Woodson Foundation Grant Submission Request
- D. 2020 Robertson Family Foundation Grant
- E. Tax Refunds for Approval
- F. 2020 Update for The Jail Medical Plan
- G. Consider Task Order With McGill & Associates For Sewer Inspection at West End Plaza
- H. Language Access Plan
- I. Administrator for Juvenile Crime Prevention Council
- J. Salisbury-Rowan Community Action Agency's Community Services Block Grant For FY 2020-21
- K. Services Agreement For Survey Work For Animal Control and New

Convenience Center

L. Cleveland EMS Station - Change Order #1

- 2 Public Comment Period
- 3 Discussion of Shelter Guardian Project and Solid Waste Convenience Re-Location Time-Line
- 4 Adjournment

Citizens with disabilities requiring special needs to access the services or public meetings of Rowan County Government should contact the County Manager's Office three days prior to the meeting by calling (704) 216-8180.

ROWAN COUNTY
A COUNTY COMMITTED TO EXCELLENCE



130 West Innes Street - Salisbury, NC 28144
TELEPHONE: 704-216-8180 * FAX: 704-216-8195

MEMO TO COMMISSIONERS:

FROM:

DATE:

SUBJECT: Provided By: Chaplain Michael Taylor

ATTACHMENTS:

Description

Upload Date

Type

No Attachments Available

ROWAN COUNTY
A COUNTY COMMITTED TO EXCELLENCE



130 West Innes Street - Salisbury, NC 28144
TELEPHONE: 704-216-8180 * FAX: 704-216-8195

MEMO TO COMMISSIONERS:

FROM: Melissa J. Oleen, Library Director
DATE: 12/19/2019
SUBJECT: 2020 NCPLDA Scholarship Grant Application

Please see attached memorandum and supporting documentation.

Please grant permission to apply for NCPLDA 2020 Scholarship grant

ATTACHMENTS:

Description	Upload Date	Type
Memorandum	12/19/2019	Cover Memo
Scholarship Application	12/19/2019	Backup Material
NCPLDA Scholarship Grant Agreement	12/19/2019	Backup Material



Rowan Public Library

www.rowanpubliclibrary.org

MEMORANDUM

TO: Rowan County Board of Commissioners
FROM: Melissa J. Oleen, Library Director
DATE: December 19, 2019
RE: LSTA Grant Application – NCPLDA 2020 Scholarship

I have been invited by the State Library of North Carolina to apply to their scholarship program for Public Library Directors to attend Library Development's pre-conference workshop and North Carolina Public Library Directors Association meeting in spring or fall 2020. The grant covers expenses of attending the workshop and meeting up to \$1,000. No grant match is required.

The Library Development section is the extension wing of the NC State Library helping NC libraries build and maintain services to their communities. Library Development sponsors continuing education opportunities like this scholarship program for library staff and administers grant programs to libraries including State Aid to public libraries.

I respectfully request permission to apply for this grant.

HEADQUARTERS – 201 West Fisher Street • Salisbury, NC 28144 • 704-216-8228 • FAX 704-216-8237
EAST BRANCH – 110 Broad Street • P.O. Box 550 • Rockwell, NC 28138-0550 • 704-216-7838 • FAX 704-279-7832
FRANK T. TADLOCK SOUTH ROWAN REGIONAL LIBRARY – 920 Kimball Road • China Grove, NC 28023-9594 • 704-216-7727 • FAX 704-855-2449

Equal Opportunity Employer



recycled paper

Library Development/NCPLDA Scholarship Application: Spring & Fall 2020

The State Library of North Carolina is offering a scholarship program for Public Library Directors to attend Library Development's pre-conference workshop and NCPLDA meeting in Spring 2020 and/or Fall 2020.

1. Five (5) scholarships up to \$1,000 each will be awarded for the 2020 Spring LD workshop and NCPLDA meeting
2. Five (5) scholarships up to \$1,000 each will be awarded for the 2020 Fall LD workshop and NCPLDA meeting

**This is a reimbursable program. Allowable expenses include: 1) transportation 2) hotel room for three nights 3) conference registration fees.

* Required



Library Director Name (First Last) *

Melissa Oleen

Library Director Email *

melissa.oleen@rowancountync.gov

I am applying for [Mark all that apply] *

Spring 2020

Fall 2020

X Both Spring and Fall 2020

Are you a first-time attendee? *

Yes

If selected, I will attend the LD pre-conference workshop. *

X Yes

No

-END of APPLICATION-

GRANT AGREEMENT
LSTA 2019-2020 NCPLDA State Grant
 State Project Code: NC-19- 55

This is an agreement by and between, Rowan Public Library
 hereinafter referred to as "the Library," and the State Library of North Carolina, Department of Natural and
 Cultural Resources, hereinafter referred to as the "State Library."

Institution and/or Library Name: Rowan Public Library

Mailing address: 201 West Fisher Street

City, State, ZIP: Salisbury NC 28144

Project manager name/title: Melissa Oleen

Project manager telephone: 704-216-8228

Project manager email: melissa.oleen@rowancountync.gov

DUNS number: 074494014

Federal Employer Identification Number: 56-6000336-H

Indirect cost rate for this award: N/A

Library fiscal year ending date: June 30

Federal Award Identification Information required by 2 CFR 200.331

Federal Award ID number: LS-00-19-0034-19

Federal Award Date: January 11, 2019

Grant Award Period Start and End Date: July 1, 2019 - June 30, 2020

Amount of Federal Funds Obligated by this Action: \$1000

Federal Award Project Description as required by FFATA: LSTA State Grants

Contact information for awarding official: Catherine Prince, Federal Programs Consultant, State Library
 of North Carolina, 4640 Mail Service Center, Raleigh, NC, 27699-4600, 919-814-6796,
 catherine.prince@ncdcr.gov.

CFDA Name / Number: LSTA State Grants / 45.310

This award is not R&D.

The State Library has agreed to fund this grant with federal Library Services and Technology Act (LSTA)
 funds to be disbursed through North Carolina Accounting System accounting fund 46011495410145.

**IN CONSIDERATION OF RECEIVING THE ABOVE REFERENCED GRANT FUNDING,
 THE LIBRARY HEREBY AGREES TO:**

1. Accept and administer an LSTA grant from the State Library in the amount of \$1000
 for costs associated with the project represented in the Library's grant application, grant
 award letter, and any amendments thereto.
2. Abide by all Grant Provisions as certified in this document and the grant application; including any
 certifications submitted with this grant agreement such as Children's Internet Protection Act (CIPA)
 Compliance and Certification Regarding Debarment and Suspension; Lobbying; Federal Debt Status;
 and Nondiscrimination.

3. Regularly inform the State Library on the progress of project activities as defined in the grant application.
4. Encumber and expend project funds (grant and matching)
 - only upon or after the effective date of this grant agreement and before its termination;
 - in accordance with the project budget as submitted with the project application, or as modified in the grant award letter, or as amended and approved by the State Library; and
 - in accordance with all applicable local, state and federal laws and regulations.
5. Expend project funds in a manner that ensures free and open competition.
6. Submit grant reimbursement requests with appropriate documentation of eligible project expenditures (grant and matching) as defined in the grant application, at least quarterly, on or before October 15, January 15, and April 15.
7. Submit grant progress reports, briefly describing current and anticipated project expenditures and project activities, as requested by the State Library.
8. Complete all project expenditures (grant and matching) by **June 30, 2020**, or by the termination date of this agreement as amended by mutual consent.
9. On or before **July 15, 2020**, submit a single request for reimbursement.
10. If eligible, the Library and all subgrantees shall: (a) ask the North Carolina Department of Revenue for a refund of all sales and use taxes paid by them in the performance of this Contract, pursuant to N.C.G.S. 105-164.14; and (b) exclude all refundable sales and use taxes from all reportable expenditures before the expenses are entered in their reimbursement reports.
11. Request prior written approval from the State Library for any equipment with a per unit price above \$5,000. List this equipment on the State Library Annual Equipment Tracking Survey, provided each January, for the remainder of its useful life. If fair market value at the time of surplus or disposal exceeds \$5,000, disposal must be cleared with the State Library.
12. Acknowledge the Institute of Museum and Library Services in all related publications and activities in conjunction with the use of grant funds as follows: "This publication/activity/program/etc. was supported by grant funds from the Institute of Museum and Library Services under the provisions of the federal Library Services and Technology Act (LSTA) as administered by the State Library of North Carolina, a division of the Department of Natural and Cultural Resources (IMLS grant number LS-00-19-0034-19)." Submit a copy of any publications or materials produced under the grant to the State Library.
13. Provide library services resulting from the grant to all members of the community served, in compliance with all Federal statutes relating to non-discrimination on the basis of race, color, national origin, sex, handicap, or age.
14. Request prior written approval from the State Library for any subcontracting or assignment to any subgrantee or assignee. Neither the Library nor any subgrantee or assignee is relieved of the duties and responsibilities of this agreement. Subgrantees and assignees agree to abide by the terms of this agreement and must provide all information necessary for the Library to comply with the terms of this agreement.
15. Only approved, awarded expenditures are allowable; any funds not expended as defined in the grant application will be repurposed by the State Library upon termination of this agreement.

16. Submit a final report to the State Library by **August 31, 2020**, providing a description of project expenditures, a narrative of project activities, and other elements required by the funder.
17. Certify upon completion of the grant that grant funds were received, used, and expended for the purposes for which they were granted.
18. Complete the Single Audit Certification as directed and maintain adequate financial records to ensure complete reporting, and retain programmatic, financial, and audit records relating to the grant for a minimum of three years from the due date of the final grant report at the end of the Five Year Plan, or until all audit exceptions have been resolved, whichever is longer. Provide access upon request to the Department of Natural and Cultural Resources, Office of the State Auditor, Institute of Museum and Library Services and the Comptroller General or their designees, to all records and documents related to the award, including audit work papers in possession of any auditor of the Library.
19. Ensure that grant funds are audited in compliance with state and federal audit requirements for local governments and public authorities, institutions of higher education, and non-profit organizations, and, as applicable, according to the standards of 2 CFR 200, Subpart F - Audit Requirements, as supplied by the Executive Office of the President, Office of Management and Budget, Washington, DC.
20. Comply with the requirements of North Carolina General Statute 143C-6-23: "State grant funds: administration; oversight and reporting requirements" and the corresponding rules of North Carolina Administrative Code, Title 9, Subchapter 03M, "Uniform Administration of State Grants," including submission of required financial reports within six months (or nine months for \$500,000 threshold) of the end of the Library's fiscal year(s) in which grant funds are received.
21. The State Auditor and the using agency's internal auditors shall have access to persons and records as a result of all contracts or grants entered into by State agencies or political subdivisions in accordance with General Statute 147-64.7 and Session Law 2010-194, Section 21 (i.e., the State Auditors and internal auditors may audit the records of the contractor during and after the term of the contract to verify accounts and data affecting fees or performance).
22. File with the State Library a copy of the Library's **policy addressing conflicts of interest** that may arise involving the Library's management employees and members of its board of directors, commissions, or other governing body. The policy shall address situations in which any of these individuals may directly or indirectly benefit, except as the Library's employees or members of its board, commissions, or other governing body, from the Library's disbursing of grant funds and local matching funds and shall include actions to be taken by the Library or the individual, or both, to avoid conflicts of interest and the appearance of impropriety. (N.C.G.S. 143C-6-23(b)). The policy shall be filed before the State Library may disburse the grant funds, unless the Library is covered by the provisions of N.C.G.S. 160A-479.11 and 14-234.
23. File with the State Library the Library's sworn written statement completed by the Library's board of directors or other governing body stating that, pursuant to N.C.G.S. 143C-6-23(c), the Library does not have any **overdue tax debts**, as defined by N.C.G.S. 105-243.1, at the federal, State, or local level. The policy shall be filed before the State Library may disburse the grant funds, unless the Library is covered by the provisions of G.S. 160A-479.11 and 14-234.

THE STATE LIBRARY AGREES TO:

1. Award LSTA grant funds to the Library in the amount and under the terms and conditions stated above, subject to the availability of funds.

2. Pay LSTA grant funds upon receipt of reimbursement requests for approved, awarded expenditures submitted by the Library. Pay by **June 30, 2020**, all approved requests received on or before **April 15, 2020**, and by **August 31, 2020**, all approved requests received by **July 15, 2020**.
3. Assist the Library as appropriate and necessary with the implementation of this project. Provide monitoring and oversight through a combination of periodic emails, calls, visits, and review of reimbursement requests and reports.
4. Report on this project to the federal funding agency, the Institute of Museum and Library Services, and the North Carolina Office of State Budget and Management in accordance with all applicable federal and state requirements.

THIS AGREEMENT is in effect upon signing by all parties. It may be amended, if necessary, upon the mutual acceptance of a written amendment to this agreement signed and dated by the Library and the State Library. Such amendment(s) shall state any and/or all change(s) to be made. This agreement may be terminated by mutual consent with 60 days' prior written notice or as otherwise provided by law.

Returning signed agreements signifies accepting the grant award; awards not accepted by: Feb. 15, 2020 may be withdrawn.

[Please sign below.]

x

Signature, Library Director

Melissa J. Oleen

Printed Name

Date

x

Signature, Local Government or Institutional Representative

Printed Name

Date

Title

x

Signature, Timothy G. Owens, State Librarian

Date

GRANT PROVISIONS

The following state and federal provisions apply to the LSTA grant program. Libraries awarded grants must agree to comply with these provisions.

1. Grant Agreement and Timing of Expenditures

Official notification of the grant award must be received from the State Library and a grant agreement (formal agreement between the grantee and the State Library) signed by both the representatives of the library and the State Librarian *before* any funds may be encumbered or expended for the project.

2. Allowable and Unallowable Costs

Grantees must carry out the grant project according to the approved grant application, and all federal funds must be expended solely for the purpose for which a grant was awarded.

The following costs are unallowable and may not be proposed as grant project costs: bad debts, contingencies, contributions and donations, entertainment, fines and penalties, under recovery of costs under grant agreements (excess costs from one grant agreement are not chargeable to another grant agreement).

3. Legal and Regulatory Compliance

Grantees must expend grant funds in accordance with all applicable local, state, and federal laws and regulations.

4. Budget Revisions and Programmatic Changes

Grantees must not deviate from the approved budget and plan for carrying out the grant project as contained in the approved grant application unless prior approval is obtained from the State Library.

5. Records Retention

Grantees must maintain adequate records to ensure complete reporting, and retain programmatic and financial records relating to the grant for a minimum of three years from the due date of the final grant report at the end of the Five Year Plan, or until all audit exceptions have been resolved, whichever is longer.

6. Free and Open Competition

Purchases made from grant funds must be carried out to ensure free and open competition to the extent possible. Libraries eligible to purchase under state contract may use this option for grant purchases.

7. Debarment & Suspension

Transactions for the purposes of this grant will not knowingly be made with parties who have been debarred or suspended from receiving Federal financial assistance under Federal programs and activities (Debarment and Suspension Certification). See Excluded Parties List System at <https://www.sam.gov>.

8. Equipment Purchases and Inventory

Equipment with a per unit price above \$5,000 requires advance written approval from the State Library. If fair market value at the time of surplus or disposal exceeds \$5,000, disposal must be cleared with the State Library.

9. Publicizing & Acknowledging Funds

Grantees are required to credit IMLS/LSTA in all related publications and activities in conjunction with the use of grant funds. Grantees should publicize grant-supported activities in available and appropriate media. The following statement must be used when meeting these requirements: "This publication/ activity/program was supported by grant funds from the Institute of Museum and Library Services under the provisions of the federal Library Services and Technology Act as administered by the State Library of North Carolina, a division of the Department of Natural and Cultural Resources." Copies of any publications or materials produced under the grant must be submitted to the State Library. IMLS logos are available at http://www.imls.gov/recipients/imls_acknowledgement.aspx

10. Lobbying

Grantees are prohibited by federal law from using grant funds to pay costs associated with lobbying Congress or the public for purposes of influencing elections, legislation, or the award of any federal funds. Grantees receiving an award of over \$100,000 must file a certification regarding lobbying.

11. Non-discrimination

All library services provided as a result of federal grant funds must be available without discrimination to all members of the community served. Participation may not be denied on the basis of race, color, national origin, handicap, age, or sex. Relevant legislation includes but is not limited to the following: Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d through 2000d-4); Title IX of the Education Amendments of 1972 (20 U.S.C. 1681-1683); Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794); The Age Discrimination Act (42 U.S.C. 6101 *et. seq.*); 45 CFR 1110 - Nondiscrimination in federally assisted programs; 45 CFR 1170 - Nondiscrimination on the basis of handicap in federally assisted programs and activities; 45 CFR 1181 - Enforcement of nondiscrimination on the basis of handicap in programs or activities conducted by the Institute of Museum and Library Services.

12. Trafficking in Persons

Grantees must comply with 22 U.S.C. § 7104(g) which prohibits engaging in trafficking in persons, procuring a commercial sex act, or using forced labor.

13. Audit and Financial Reporting Requirements

LSTA grants must be audited in compliance with federal and state audit requirements for local governments and public authorities, institutions of higher education, and non-profit organizations. The following source documents outline the standards and requirements:

- United States Office of Management and Budget (OMB) 2 CFR 200, Subpart F - Audit Requirements
- North Carolina General Statute 143C-6-23 "State grant funds: administration; oversight and reporting requirements," and the corresponding rules of North Carolina Administrative Code, Title 09, Chapter 03M, "Uniform Administration of State Grants."

LEGAL REFERENCES:

- 2 CFR 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards [address grants and cooperative agreements pertaining to institutions of higher education, states, local governments, Indian tribes, and nonprofit organizations]
- 2 CFR Part 3185 - Nonprocurement debarment and suspension
- 2 CFR 3186 - Requirements for drug-free workplace

CERTIFICATION REGARDING DEBARMENT AND SUSPENSION; LOBBYING; FEDERAL DEBT STATUS; AND NONDISCRIMINATION

1. DEBARMENT AND SUSPENSION

The grantee shall comply with 2 CFR Part 3185. The undersigned, on behalf of the grantee, certifies to the best of his or her knowledge and belief that neither the grantee nor any of its principals:

- (a) Are presently excluded or disqualified;
- (b) Have been convicted within the preceding three years of any of the offenses listed in 2 CFR section 180.800(a) or had a civil judgment rendered against you for one of those offenses within that time period;
- (c) Are presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses listed in 2 CFR section 180.800(a); or
- (d) Have had one or more public transactions (Federal, State, or local) terminated within the preceding three years for cause or default.

Where the grantee is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this submission.

The grantee is required to communicate the requirement to comply with 2 CFR Part 180 Subpart C (Responsibilities of Participants Regarding Transactions Doing Business With Other Persons) to persons at the next lower tier with whom the grantee enters into covered transactions.

2. LOBBYING

As required by Section 1352, Title 31 of the United States Code, and implemented for persons entering into a grant or cooperative agreement over \$100,000, the grantee certifies to the best of his or her knowledge and belief that:

- (a) 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 a Federal contract, the making of a Federal grant, the making of a Federal loan, the entering into of a cooperative agreement, or the extension, continuation, renewal, amendment, or modification of a Federal contract, grant, loan, or cooperative agreement.
- (b) If any funds other than appropriated Federal funds have been paid or will be paid to any person (other than a regularly employed officer or employee of the grantee) 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 request, complete, and submit Standard Form LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.
- (c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

3. FEDERAL DEBT STATUS

The undersigned, on behalf of the grantee, certifies to the best of his or her knowledge and belief that the grantee is not delinquent in the repayment of any Federal debt.

4. NONDISCRIMINATION

As required by the Civil Rights Act of 1964, the Rehabilitation Act of 1973, the Education Amendments of 1972, and the Age Discrimination in Employment Act of 1975, as implemented at 45 C.F.R. Part 1180.44, the undersigned, on behalf of the grantee, certifies that the grantee will comply with the following nondiscrimination statutes and their implementing regulations:

- (a) Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. § 2000 *et seq.*), which provides that no person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or otherwise be subject to discrimination under any program or activity receiving Federal financial assistance;
- (b) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 701 *et seq.*), which prohibits discrimination on the basis of disability in Federally-assisted programs;
- (c) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§ 1681-83, 1685- 86), which prohibits discrimination on the basis of sex in education programs and activities receiving Federal financial assistance;
- (d) The Age Discrimination in Employment Act of 1975, as amended (42 U.S.C. § 6101 *et seq.*), which prohibits discrimination on the basis of age in Federally-assisted programs;

The undersigned further provides assurance that it will include the language of these certifications in all subawards and that all subrecipients shall certify and disclose accordingly.

As the duly authorized representative of the grantee, I hereby certify that the grantee will comply with the above certifications.

Signature of Authorized Certifying Official

Print Name and Title of Authorized Certifying Official

Date

☒ I have attached my Conflict of Interest Policy

My Conflict of Interest Policy is on file

ROWAN COUNTY
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130 West Innes Street - Salisbury, NC 28144
TELEPHONE: 704-216-8180 * FAX: 704-216-8195

MEMO TO COMMISSIONERS:

FROM: County Attorney Jay Dees
DATE: January 13, 2020
SUBJECT: Affidavit to Cure Title Issues Related to Former Belk and JC Penney at West End Plaza

Request the BOC authorize the County Manager to execute and record the Affidavit to cure certain title issues related the old Belk and JC Penney leases in West End Plaza.

ATTACHMENTS:

Description	Upload Date	Type
Affidavit	1/13/2020	Cover Memo

AFFIDAVIT OF FACTS AFFECTING TITLE TO REAL PROPERTY

Parcel Identifier No. 331/143 & 078 & 224-0001	Brief description for the Index: Jake Alexander Blvd.
UPON RECORDING RETURN TO: First American Title Insurance Company Six Concourse Parkway, Suite 2000 Atlanta, Georgia 30328 Attn: Kim Aaron NCS-964886-ATL	THIS INSTRUMENT PREPARED BY: H. David Murphy, Esq. Waffle House, Inc. 5986 Financial Drive Norcross, GA 30071

Personally appeared before me, the undersigned officer authorized to administer oaths in said State and County, the undersigned deponent who, being first duly sworn, deposes and says on oath as follows:

THAT, the undersigned is the County Manager of Rowan County, a body politic, having an address of 130 West Innes Street, Salisbury, North Carolina 28144 (the "Owner") and is authorized in such capacity to execute this Affidavit;

THAT, this Affidavit relates to certain real property of Owner located at 1935 Jake Alexander Boulevard W., Salisbury, North Carolina 28147, also known as West End Plaza formerly known as The Salisbury Mall (the "Premises");

THAT, there appears of record a certain Memorandum of Lease by and between Salisbury Mall, LTD., a North Carolina limited partnership (Landlord) and Belk-Harry Company, a North Carolina corporation (Belk) dated February 4, 1985 and recorded in the Office of the Register of Deeds of Rowan County, North Carolina in Deed Book 619, Page 35 evidencing a certain Lease dated February 21, 1985 by and between Landlord and Belk demising all or a portion of the Premises, as amended by an Amendment dated July 6, 1988 recorded in Deed Book 640, Page

851, as assigned by an Assignment dated December 16, 2013 and recorded at Deed Book 1228, Page 846, aforesaid records;

THAT, there appears of record a certain Memorandum of Lease by and between Salisbury Mall, LTD., a North Carolina limited partnership (Landlord) and J. C. Penney Company, Inc., a Delaware corporation (Penney) dated May 7, 1985 and recorded in the Office of the Register of Deeds of Rowan County, North Carolina in Deed Book 624, Page 427 evidencing a certain Lease dated May 7, 1985 by and between Landlord and Penney demising all or a portion of the Premises, as amended by an Agreement dated October 27, 1986 recorded in Deed Book 629, Page 266, as further amended by an Amendment dated June 23, 1988 recorded in Deed Book 640, Page 850, as further amended by an Amendment dated April 6, 1994 recorded in Deed Book 735, Page 661, as assigned by an Assignment dated December 16, 2013 and recorded at Deed Book 1228, Page 846, aforesaid records;

THAT, Owner has owned the Premises continuously since December 16, 2013 as conveyed to Owner by North Salisbury Realty, LLC, a North Carolina limited liability company by virtue of that certain Special Warranty Deed as recorded on December 16, 2013 in the Office of the Register of Deeds of Rowan County, North Carolina in Deed Book 1228, Page 844;

THAT to my best knowledge and belief, both Belk and Penney (collectively "Tenants") named therein have vacated the Premises, are no longer Tenants under active leases on the Premises, and there is no litigation pending or threatened regarding the either Lease or possession of the Premises by Tenants; and

THAT to my best knowledge and belief, Owner's use and enjoyment of the Premises has been peaceable and undisturbed and there are no facts by reason of which the title to or possession of said Premises might be disputed by Tenants nor do Tenants hold any claim which might be asserted adversely against the Owner's title to the Premises.

This Affidavit may be filed for record with the knowledge that it may be relied upon by attorneys examining the title to the Property and by title insurance company(s) in issuing its policy(s) of title insurance.

(Signature and Acknowledgement on Following Page)

OWNER

ROWAN COUNTY

By: _____
Aaron Church, County Manager

STATE OF NORTH CAROLINA
COUNTY OF ROWAN

I, _____ a Notary Public of the County and State aforesaid, certify that Aaron Church, County Manager of Rowan County, personally came before me this day and acknowledged that he is the County Manager of Rowan County, North Carolina, a body politic, and that by authority duly given and as the act of such body politic, he signed the foregoing instrument in its name on its behalf as its act and deed.

Witness my hand and official stamp or seal, this the _____ day of _____, 2020.

My Commission Expires: _____

Notary Public

Print Notary Name: _____

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130 West Innes Street - Salisbury, NC 28144
TELEPHONE: 704-216-8180 * FAX: 704-216-8195

MEMO TO COMMISSIONERS:

FROM: Donna F. Fayko, Director
DATE: January 7, 2020
SUBJECT: 2020 Margaret C. Woodson Foundation Grant Submission Request

Rowan County Department of Social Services and One Church One Child seek permission to submit a request for the 2020 Margaret C. Woodson Foundation Grant program.

ATTACHMENTS:

Description	Upload Date	Type
2020 Woodson Foundation Grant Program	1/7/2020	Cover Memo

2020 Margaret C. Woodson Foundation Grant Program

Rowan County Department of Social Services

Applicant View

Applicant Summary

Organization Status Search

Please search for your organization's legal name and current status by following these steps: Click on the data entry field that says "Select", and begin typing the organization name in the box that appears. As you type, the list of organizations will narrow, and you can select your organization from the list. Search tip: If your organization's name includes an "and" or "&", try interchanging these if you are having difficulty finding your organization. If your organization is found in the list, please select the name. The current due diligence status will appear - either Due Diligence Complete or Requires Fiscal Sponsor. If your organization does not appear, please select Organization Not Found from the top of the dropdownlist. A status of Due Diligence Required will appear. Note: If you have received a grant from the Foundation in the past but do not find your name, due diligence renewal may be required. The Foundation will begin required due diligence processes once an application is fully submitted.

*Organization legal name / Status:	Rowan County Department of Social Services - [1813 E. Innes Street, Salisbury, NC, 28146] Due Diligence Approval Completed
------------------------------------	--

Organization Information

Please re-enter the organization's legal name below, and enter the current mailing and contact information.

*Organization legal name:	Rowan County Department of Social Services
Organization AKA or DBA name:	Rowan One Church One Child Program (ROCOC)
*Mailing address:	1813 E. Innes Street
Mailing address line 2	
*Mailing city:	Salisbury
*Mailing state:	North Carolina
*Mailing county:	Rowan County
*Mailing zip:	28146
*Organization phone:	704-267-7996
Organization web address:	www.rowancountync.gov/rococ

Application Contact Information

*Salutation:	Rev.
*Contact first name:	Jon
*Contact last name:	Hunter
*Contact title:	Rowan One Church One Child Program Coordinator
*Contact telephone number:	704-267-7996
*Contact email address:	jon.hunter@rowancountync.gov
*Is the contact person listed above also the executive director of the organization?	No
*Salutation:	Mrs.
*Executive director first name:	Donna
*Executive director last name:	Fayko

Supplemental Information

2020 Margaret C. Woodson Foundation Grant Program

Rowan County Department of Social Services

*EIN (please type in the following format: XX-XXXXXXX):	56-6000336
*Annual operating budget:	\$74,850
Project Request Information	
*Project title: (8 word max.)	Preventing Unsafe Sleeping-New Beds for Neglected Kids
*Total project budget:	\$74,850
*Grant request amount:	\$19,050

Organization Overview

Organization Overview	
*Organization mission:	To partner with RCDSS, churches, civic groups, foundations, citizens, businesses and community partners to be agents of change: improving the lives of Rowan County children and teenagers, who are victims of trauma due to child neglect and abuse; providing life necessities for children in the care of parents or relatives who seek to provide a loving, stable, healthy and protective home environment; keep birth families intact; breaking the multi-generational cycle of abuse/neglect; decreasing the need for parents to seek alternative ways to relieve stress or earn income through illegal activities; thus placing children at higher risk for further trauma.
*Organization core services: (100 word max.)	ROCOC provides children and teenagers with new beds, chest of drawers, car seats, high chairs, strollers, smoke and carbon monoxide detectors, personal hygiene items, underwear, socks, diapers, baby wipes, and school supplies. ROCOC also purchases used appliances and furniture for families. Children and teens can visit the ROCOC Assistance Center to receive gently used clothes, shoes, school uniforms, household items, cookware, flatware, small appliances, dishes, books, toys, baby items, blankets, comforters, sheets, and towels. THERE IS NO COST TO THE RECIPIENTS.
*Have you received a grant from this particular grant program in the last 3 years?	Yes
*Please list year:	2019
*Please list grant amount:	\$8,000
*Please list project name:	Kids Sleeping Safely-New Beds for Neglected Kids
*Add another grant?	Yes
*Please list year:	2018
*Please list grant amount:	\$8,000
*Please list project name:	Safe Sleeping-New Beds for Neglected Kids
*Add another grant?	Yes
*Please list year:	2017
*Please list grant amount:	\$8,000

2020 Margaret C. Woodson Foundation Grant Program

Rowan County Department of Social Services

*Please list project name:	Critical Support Services for Abused/Neglected Kids
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Project and Results Description

*Please choose one investment area that your project will address:	Human Service
*Please choose a human services result area:	People overcome life obstacles (e.g. substance abuse criminal history psychological trauma) and become productive members of society
*Provide a brief project summary: (50 word max.)	ROCOC provides beds for children receiving Child Protective Services. DSS receives no government funds to prevent unsafe sleeping conditions. Beds are provided free to caregivers, who receive no funding assistance. Keeping the child with the birth family, preventing the child from foster care placement, thus strengthening the family and community.

2020 Margaret C. Woodson Foundation Grant Program

Rowan County Department of Social Services

***Describe your proposal in detail, including proposed timeline and specifically how you would use the funds: (500 word max.)**

ROCOC is a partnership between RCDSS, 81 Rowan County churches, civic groups, citizens, and community partners that assist children and teenagers from birth through age 21. The children are victims of abuse, neglect, or dependency who are actively receiving Child Protective or Foster Care Services from RCDSS.

ROCOC unites RCDSS, the faith community, civic groups, foundations, citizens, businesses and community partners seeking to improve the lives of children and teenagers, who are experiencing trauma due to being victims of neglect or abuse. These entities donate financial gifts and grant funds to the ROCOC Assistance Fund.

Funds are managed by DSS and Rowan County Government Finance offices. 100% of funds are used for client assistance. Families may receive no more than \$650 in assistance. Social Workers request assistance for a family through a case history referral form. Requests are screened by the ROCOC Ministry Coordinator and Supervisor.

ROCOC's Assistance Center is located at Main Street UMC in Salisbury. After receiving a referral from a social worker, families actively receiving CPS or FC Services can receive life essential items. The Center is staffed by volunteers except for the ROCOC Program Coordinator who is paid by RCDSS.

All assistance given to clients and donations are tracked and reported to donors and board members throughout the year.

From January 2007 to December 31, 2019, assistance has been given to children, teenagers and families, 19,947 times.

Purchases of life essential items have increased from:

- 365 (2015) to 472 (2016) = 23%
- 472 (2016) to 550 (2017) = 16.53%
- 550 (2017) to 616 (2018) = 12%
- 616 (2018) to 608 (2019) = (1.30)%

The greatest need and expense continues to be beds for children and teenagers. Bed cost represent the following percentage of total budget expenditures in:

- 2015 – 59%
- 2016 – 58.14%
- 2017 – 61%
- 2018 - 60%
- 2019 – 59.41%

Bed purchase cost increased from:

- \$15,073.22 (2015) to \$23,130.78 (2016) = 34%
- \$23,130.78 (2016) to \$29,229.12 (2017) = 26.36%
- \$29,229.12 (2017) to \$36,462.98 (2018) = 24.78%
- \$36,462.28 (2018) to \$38,098.00 (2019)=4.49%

The project is led by Rev. Jon Hunter, the ROCOC Program Coordinator. Rev. Hunter has 20 years of service with RCDSS and has served as a pastor for 37 years. Rev. Hunter has a proven track record: recruiting new member congregations; maintaining the participation of member congregations; and increasing financial and material good donations from member congregations, community partners and local foundations.

The Program has won Best Practice Awards from the National One Church One Child Program and from the North Carolina Division of Social Services. In October, 2016, the Rowan County Board of Commissioners recognized Rev. Hunter for leading the

2020 Margaret C. Woodson Foundation Grant Program

Rowan County Department of Social Services

	<p>Program to high achievement levels.</p> <p>During the grant year, funds will be used to purchase new cribs, pack-n-plays, toddler beds, twin beds or bunk beds and mattresses. The beds will be provided to birth parents and relative caregivers, at no cost, seeking to prevent unsafe and dangerous sleeping arrangements that could result in the injury or death of a child.</p>
*How many individuals will you serve?	2843
*What is the geographic service area being served, such as neighborhood, county-wide, etc.? (50 word max)	Rowan County, North Carolina - county-wide
*What results are you committed to achieving? How will you measure your success? (200 word max.)	<p>Assist RCDSS social workers in establishing a safe stable home environment for children and teenagers.</p> <p>Provide 312 age appropriate beds to Rowan County children or teenagers actively receiving Child Protective or Foster Care Services, living with birth parents or relative caregivers, at no cost to the caregiver, who lives on a fixed income and cannot afford to provide beds for children that they provide care for.</p> <p>The Margaret C. Woodson Foundation will provide 135 of the 312 beds budgeted for if the project is fully funded by the Foundation.</p> <p>Beds are provided to maintain the child or teenager in the birth home or in a relative's home, decreasing the need to place the child or teenager in a foster home or group home setting.</p> <p>Stop children from sleeping on the floor or with adults to prevent injury to the child or the death of the child by providing appropriate beds for children and teens.</p> <p>RCDSS data dashboards track; the progress of child and family abuse and neglect cases, the children entering foster care, and outcomes of every child, teenager and family receiving services.</p> <p>ROCOC tracks the types of purchases and the children and teenagers receiving services.</p>
*Does another organization(s) in your service area conduct a program or project similar to the one for which you are applying? In responding, please address any efforts by your organization to limit duplication and/or overlaps in service? (300 word max.)	<p>There are no other programs in Rowan County that assist children and teenagers who are victims of abuse, neglect, or dependency with beds, at no cost to the birth parent or caregiver and with other life essential items.</p> <p>There is no duplication of services that assist Rowan County children or teenagers, with active Child Protective or Foster Care Services. ROCOC is the only program that offers these types of services to children and teenagers who are receiving services from the RCDSS Children's Services Division.</p>

Financials and Project Budget

Financials

2020 Margaret C. Woodson Foundation Grant Program

Rowan County Department of Social Services

*Please attach your organization's annual budget for the current fiscal year, including income and expenses.	ROCOC 2020 Projected Budget.pdf
*Please attach your organization's annual budget for the previous year, including income and expenses.	ROCOC Current Fiscal Year Actuals (2019).pdf
*Net assets of organization (as reported on 990):	\$49,988
*Does your organization conduct an audit?	Yes
*What is the most recent audit date?	6/30/2019
Project Budget	
Please open and read the Project Budget Instructions before completing the budget template. Once you have read the instructions,download the budget template.Complete the template and save it as a PDF file on your computer.Once saved, click the browse button and attach the PDF file to your application. To learn more about converting a file to PDF, click on the Creating PDFs tab on the top of your dashboard page.	
*Upload complete project budget	ROCOC Project Budget.pdf
*Please provide the total number of donors for your most recently completed fiscal year.	1617
*Please provide the total amount of dollars raised for your completed fiscal year.	\$79,539

Submittal Page

Demonstration of Eligibility	
*Organization legal name / Status:	Rowan County Department of Social Services - [1813 E. Innes Street, Salisbury, NC, 28146]Due Diligence Approval Completed
Certification	
*Attach a copy of your organization's current Board of Directorslist:	ROCOC Advisory Board Members.pdf
*Do you need licensing, zoning or other regulatory approval to conduct the project?	No
*Is your organization working in partnership with one or more organizations?	No
*Do you certify that the executive director and board of directors have approved submittal of this grant request, all information provided is accurate to the best of your knowledge and the project and schedule as presented will be adhered to?	Yes

2020 Margaret C. Woodson Foundation Grant Program

Rowan County Department of Social Services

***Signature of representative
requesting grant:**

Jon Hunter 1/3/2020 2:38:04 PM

2020 Margaret C. Woodson Foundation Grant Program

Rowan County Department of Social Services

2020 - ROCOC Projected Budget

Rowan One Church One Child Ministry

Section One: 2020 Projected Revenue

Funding Sources	Amount
Margaret C. Woodson Foundation	\$ 19,050.00
First United Church of Christ Foundation	\$ 1,000.00
The Blanche and Julian Robertson Family Foundation	\$ 9,800.00
Salisbury-Rowan County Foundation	\$ 5,000.00
Uwharrie District of the UMC	\$ 10,000.00
Donations from Churches	\$ 18,000.00
Donations from Individuals, Businesses, Organizations	\$ 12,000.00
2020 - Projected Income	\$ 74,850.00

Section Two: 2020 - Projected Expenses

Funding Sources	Amount
Beds (crib, pack-n-play, toddler, twin, and full).	\$ 44,000.00
Used appliances and furniture, new chest of drawers	\$ 10,000.00
Utilities, rent, and food	\$ 4,150.00
Car and booster seats	\$ 4,200.00
Other Items: diapers, wipes, underwear and socks,	\$ 12,500.00
personal hygiene Items, baby Item - formula,	
high chairs, strollers, baby gates, pest extermination,	
child safety items, Links Birthday Cards, and other	
life essential items.	
2020 Projected Expenses	\$ 74,850.00

2020 Margaret C. Woodson Foundation Grant Program

Rowan County Department of Social Services

2019 Annual Year Actuals

RCDSS Rowan One Church One Child Program

Section One: 2019 Revenue

Funding Sources	Amount
Donations from Individuals, Businesses, Organizations, and Concert Offerings	20,397.00
Church Donations	20,142.00
Foundation Grants	39,000.00
Total Income	79,539.00

Section Two: 2019 Expenses

Funding Sources	Amount
Beds (pack-n-plays, crib, toddler, twin and full)	38,098.00
Utilities, rent, and food	1,729.00
Appliances	3,048.00
Furniture	2,813.00
Car and booster seats	2,687.00
Other - socks, underwear, diapers, wipes, school supplies, pesticides, personal hygiene products, sheets, towels, bed pillows, blankets, smoke and carbon monoxide detectors, birthday gift cards for teens ages 16-18 in foster care in the Independent Living Training Program, high chairs, baby gates, formula, strollers, small appliances, fans, room heaters, exit door alarms, baby bottles, cleaning supplies.	
2019 Total Expenses	64,123.00

2020 Margaret C. Woodson Foundation Grant Program

Rowan County Department of Social Services

Project Budget Template

Rowan County Department of Social Services One Church One Child Program

Section One: Projected Income		
Funding Sources	Amount	Are Funds Requested or Committed?
The Margaret C. Woodson Foundation	\$ 19,050.00	Requested
Uwharrie District of the UMC	\$ 10,000.00	Requested
The Blanche and Julian Robertson Foundation	\$ 9,800.00	Requested
Salisbury Rowan Community Foundation	\$ 5,000.00	Requested
Donations from Individuals	\$ 12,000.00	Requested
Churches and Businesses	\$ 18,000.00	Requested
First United Church of Christ Foundation	\$ 1,000.00	Requested
	\$ -	
Total Income	\$ 74,850.00	

Section Two: Projected Expenses		
Expense Item	Amount	Amount from This Grant Program
Beds (pack-n-plays, crib, toddler, twin and full)	\$ 44,000.00	\$ 19,050.00
Utility, rent and food assistance	\$ 4,150.00	\$ -
Used appliances and furniture	\$ 10,000.00	\$ -
Car and booster seats	\$ 4,200.00	\$ -
Other - pesticides, smoke and carbon-monoxide detectors, baby items, door/window alarms, school uniforms, socks, underwear and other life essential items	\$ 12,500.00	\$ -
	\$ -	\$ -
	\$ -	\$ -
Total Expenses	\$ 74,850.00	\$ 19,050.00

Note: The total income (B15) must match the total expenses (B28).

If necessary, please include any clarifying information about the project budget.
Donation amounts from individuals, churches and businesses are anticipated based on prior giving history. The Uwharrie District of the UMC grant will be applied for in July, 2020. The 2020 Salisbury Rowan Community Foundation Grant request will be submitted in September 2020. The First United Church of Christ Foundation grant will be applied for in June, 2020.

Note: Anticipated deviations from any line item of this budget require a reallocation request to be approved by the Foundation before the funds are reallocated. Please submit requests in writing to the Foundation.

2020 Margaret C. Woodson Foundation Grant Program

Rowan County Department of Social Services

ROCOC Advisory Board Members:

Permanent Board Members:

Jon Hunter - Rowan County Department of Social Services (RCDSS) Placement Support Coordinator
Rowan One Church One Child (ROCOC) Program Coordinator and Board Chairman
Lisa Berger - RCDSS Children's Services Program Administrator
Micah Ennis - RCDSS Children's Services Program Manager
Donna Fayko - RCDSS Director
Beverly Mobley - RCDSS Rowan for Kids Program Coordinator
Nadean Quarterman - RCDSS Support Services Unit Supervisor

Community Board Members:

Minister Joann Diggs - ROCOC Coordinator at Faith Temple Triumphant Ministries
Rev. Randy Foster - Pastor of Maupin Avenue Presbyterian Church
Mrs. Chloe Goho - Member of Milford Hills United Methodist Church (UMC)
Rev. Richard Gould - United Methodist Pastor
Mrs. Laurie Ward - ROCOC Coordinator at Salisbury Seventh-Day Adventist Church
Mr. Jim Miller - Administrative Assistant at Shiloh UMC
Mrs. Marjorie Beaver - ROCOC Coordinator at Concordia Lutheran Church
Rev. Charles Gibbons - Retired UMC Minister
Mr. Jeff Harkey - Member of Mount Tabor UMC
Mrs. Lillian Morgan - Member of Jerusalem Baptist
Mrs. Darlene Murphy - Foster Parent Trainer
Mrs. Bonnie Walser - ROCOC Co-Coordinator at Main Street UMC
Mrs. Kelley Williams - ROCOC Coordinator at St. Matthew's Lutheran Church
Rev. Alexis Allen - Member of Faith Temple Triumphant Ministries
Ms. Carolyn Holt - Member of Jerusalem Baptist Church
Ms. Deena Tatum - ROCOC Coordinator at Mt. Tabor UMC
Mr. Donnie Walser - ROCOC Co-Coordinator at Main Street UMC
Mr. Garrison Jones - Member of Providence UMC
Ms. Laurie Ridenhour - Member of Main Street UMC
Deaconess Robbin McEntire - Member of Word of Life Family Worship Center
Mrs. Robyn Earnhardt - ROCOC Coordinator at Nazareth Community Church
Lisa Cline - Member Emeritus

Board of Social Services:

DeeDee Wright – Chairperson
Douglas Smith
Ethel Bamberg-Revis
James Sides
Judy Klusman

Rowan County Board of Commissioners:

Craig Pierce
Greg Edds – Chairman
Jim Greene – Vice Chairman
Judy Klusman
Mike Caskey Jr.
Aaron Church – County Manager
Carolyn Barger – Clerk to the Board of County Commissioners

ROWAN COUNTY
A COUNTY COMMITTED TO EXCELLENCE



130 West Innes Street - Salisbury, NC 28144
TELEPHONE: 704-216-8180 * FAX: 704-216-8195

MEMO TO COMMISSIONERS:

FROM: Donna F. Fayko, Director
DATE: January 7, 2020
SUBJECT: 2020 Robertson Family Foundation Grant

Rowan County Department of Social Services and One Church One Child seek permission to submit a request to The Blanche and Julian Robertson Family Foundation for a 2020 Grant.

ATTACHMENTS:

Description	Upload Date	Type
2020 Robertson Family Foundation Grant Application	1/7/2020	Cover Memo

**The Blanche and Julian Robertson Family Foundation 2020 Grant Cycle - Rowan County
DSS Rowan One Church One Child | Hunter, Jon
Program Name :Protection First - New Beds and Car Seats for Neglected Kids**

Applicant View

Organization Information

Organization Information	
*Organization Name:	Rowan County DSS Rowan One Church One Child Program
Mailing address:	
*Street Address	1813 E. Innes Street
*City:	Salisbury
*State:	North Carolina
*Zip:	28146
*Telephone:	704-267-7996
Fax:	
Web Address:	www.rowancountync.gov/rococ
Application Contact Information	
*Salutation:	Rev.
*Contact First Name:	Jon
*Contact Last Name:	Hunter
*Title:	ROCOC Program Coordinator
*Telephone:	704-267-7996
*Email Address:	jon.hunter@rowancountync.gov
*Is the contact person listed above also the Executive Director?	No
*Executive Director First Name:	Donna
*Executive Director Last Name:	Fayko
Organization Status	
*Is the organization a tax exempt charitable organization 501(c)3:	No
Is your organization a:	
*Government tax-exempt unit:	Yes
*Accredited educational Institution:	No
*Is the organization an affiliate of the United Way?	No
*What are the current Assets of the organization?	\$49,988.00
*Does your organization conduct an audit?	Yes
*What is your most recent audit date?	6/30/2019
*What is your annual operating budget?	\$74,850.00
*List your income from the previous fiscal year:	\$79,539
*List your expenses from the previous fiscal year:	\$64,123

Project Request Information

Project Request Information	
*Project Title:	Protection First - New Beds and Car Seats for Neglected Kids
*Grant request amount:	\$23,850
*Total Project Budget :	\$74,850
*Start date:	4/01/2020
*Completion date:	12/31/2020
*Provide a brief project summary (Max words 50):	
ROCOC provides beds/car seats for children receiving Child Protective Services. DSS receives no government funds for beds/car seats. Beds/car seats are provided free to caregivers who receive no funding assistance, maintaining the child with the birth family, preventing the child from foster care placement, thus strengthening the family and community.	
*Describe your proposal in detail: (include objectives, background of project, demonstration of need and how funds will be used)? (Max words 500)	

**The Blanche and Julian Robertson Family Foundation 2020 Grant Cycle - Rowan County
DSS Rowan One Church One Child | Hunter, Jon**

ROCOC is a partnership between RCDSS, 81 Rowan County churches, civic groups, citizens, and community partners that assist children and teenagers from birth through age 21. The children are victims of abuse, neglect, or dependency who are actively receiving Child Protective or Foster Care Services from RCDSS.

ROCOC unites RCDSS, the faith community, civic groups, foundations, citizens, businesses and community partners seeking to improve the lives of children and teenagers, who are experiencing trauma due to being victims of neglect or abuse. These entities donate financial gifts and grant funds to the ROCOC Assistance Fund.

Funds are managed by DSS and Rowan County Government Finance offices. 100% of funds are used for client assistance. Families may receive no more than \$650 in assistance. Social Workers request assistance for a family through a case history referral form. Requests are screened by the ROCOC Ministry Coordinator and Supervisor.

ROCOC's Assistance Center is located at Main Street UMC in Salisbury. After receiving a referral from a social worker, families actively receiving CPS or FC Services can receive life essential items. The Center is staffed by volunteers except for the ROCOC Program Coordinator who is paid by RCDSS.

All assistance given to clients and donations are tracked and reported to donors and board members throughout the year.

From January 2007 to December 31, 2019, assistance has been given to children, teenagers and families,19,947 times.

Purchases of life essential items have increased from:

- 365 (2015) to 472 (2016) = 23%
- 472 (2016) to 550 (2017) = 16.53%
- 550 (2017) to 616 (2018) = 12%
- 616 (2018) to 608 (2019) = (1.30)%

The greatest need and expense continues to be beds for children and teenagers. Bed cost represent the following percentage of total budget expenditures in:

- 2015 – 59%
- 2016 – 58.14%
- 2017 – 61%
- 2018 - 60%
- 2019 – 59.41%

Bed purchase cost increased from:

- \$15,073.22 (2015) to \$23,130.78 (2016) = 34%
- \$23,130.78 (2016) to \$29,229.12 (2017) = 26.36%
- \$29,229.12 (2017) to \$36,462.98 (2018) = 24.78%
- \$36,462.28 (2018) to \$38,098.00 (2019)=4.49%

The safety and well being of Rowan County Children continues to be at the forefront of ROCOC's Mission. From 2012 - 2019, ROCOC purchased and provided new car seats for 156 children at a cost of \$8,983.60.

During the grant year, funds will be used to purchase new cribs, pack-n-plays, toddler beds, twin beds or bunk beds, mattresses and car seats. The beds and car seats will be provided to birth parents and relative caregivers, at no cost, seeking to prevent unsafe and dangerous sleeping arrangements that could result in the injury or death of a child and child trauma from a motor vehicle accident that could result in the injury or death of a child.

*What funds from other sources have been received or are under consideration for this project? List sources and amounts.

Salisbury Rowan Community Foundation - \$5,000.00 -- awarded

The Margaret C. Woodson Family Foundation - \$19,050.00 - requested

*Are you willing to make this grant application a Challenge Grant (where by no funds from The BJRFF, Inc. will be disbursed until funds are secured from other sources and approved by The BJRFF Board)? List sources and amounts.

No - Rowan County Government will not allow ROCOC to seek grants that require matching funds.

*What percentage of your annual budget is spent in Rowan County?

100

*What percentage of your Grant project budget will be spent in Rowan County?

100

*Will local vendors be used for the project?

Yes

*How many people do you employee?

0

*What percentage of your employees live in Rowan County?

100%

*How many people will be impacted by your project?

2843

*What is a measurable result you expect to accomplish with this grant? Please be specific in your reply.

The Blanche and Julian Robertson Family Foundation 2020 Grant Cycle - Rowan County
DSS Rowan One Church One Child | Hunter, Jon

The project will provide 312 age appropriate beds to Rowan County children and teenagers, who are receiving Child Protective Services, in order to prevent unsafe and dangerous sleeping arrangements, which could result in the injury or death of a child or teenager. The Robertson Grant will provide 155 of the 312 beds to Rowan County children and teens if fully funded.

*Do you have another measurable result you expect to accomplish with this grant?

Yes

*Result 2:

100% of the children and teenagers who receive benefits from this grant will achieve permanency with their birth family or with a relative care provider and will not be placed in a foster or group home. Stable home environments will be achieved for all 155 children who receive assistance from this grant.

*Do you have another measurable result you expect to accomplish with this grant?

Yes

*Result 3:

There is a continuous need to provide new car seats for parents of children ages 0-7. According to the NC Division of Motor Vehicles, in 2018, 24% of children ages 0-4 were killed as a result of being unbelted and unseated in a car seat restraint, and 33% of children ages 5-7 were killed due to being unbelted or unseated in a car seat. ROCOC wants to continue to partner with parents to make strides in promoting car safety of our children. ROCOC would like to provide families with new car seats to keep children safe in the event of a car accident. Grant funds will be used to purchase approximately 30 car seats for children.

*How do you plan to fund this project in the future? Explain your sustainability plan (Max words 100):

Funding streams are continually sought by the ROCOC Program Coordinator through member congregations, foundation grants, individual grants, individual donors, special fund raising projects, businesses, and civic groups. ROCOC is dependent upon the continued support of these entities in order to continue to serve abused and neglected children in Rowan County

Organization Overview

Organization Overview

*Organization mission:

Joining with RCDSS, churches, civic groups, foundations, citizens, businesses, and community partners as agents of change, to improve the lives of Rowan County children and teenagers traumatized by abuse and neglect.

Providing life necessities for children in the care of parents or relatives who seek to offer a loving, stable, healthy and protective environment.
Keeping birth families intact, breaking the multi-generational cycle of abuse or neglect. Decreasing the need for parents to seek alternative ways to relieve stress or earn income through illegal activities, placing children at higher risk or trauma.

*What is the geographic service area being served, such as neighborhood, county-wide, Salisbury area, etc.? (50 words max)

Rowan County NC - county-wide

*Organization core services (100 words max):

ROCOC provides children and teenagers with new beds, chest of drawers, car seats, high chairs, strollers, smoke and carbon monoxide detectors, personal hygiene items, underwear, socks, diapers, baby wipes, and school supplies.
ROCOC also provides used appliances and furniture for families. Children and teens can visit the ROCOC Assistance Center to receive gently used clothes, shoes, school uniforms, household items, cookware, flatware, small appliances, dishes, books, toys, baby items, blankets, comforters, sheets, and towels. THERE IS NO COST TO THE RECIPIENTS.

*Address the qualifications of the organization and the person or persons who will lead this project:

The project is led by Rev. Jon Hunter, the ROCOC Program Coordinator. Rev. Hunter has 20 years of service with RCDSS and has served as a pastor for 37 years. Rev. Hunter has a proven track record: recruiting new member congregations; maintaining the participation of member congregations; and increasing financial and material good donations from member congregations, community partners and local foundations.
The Program has won Best Practice Awards from the National One Church One Child Program and from the North Carolina Division of Social Services.
In October, 2016, The Rowan County Board of Commissioners recognized Rev. Hunter for leading the Program to high achievement levels.

*Do you need licensing, zoning, or other regulatory approval to conduct the project?

No

**The Blanche and Julian Robertson Family Foundation 2020 Grant Cycle - Rowan County
DSS Rowan One Church One Child | Hunter, Jon**

*Have you received a grant from The Blanche and Julian Robertson Family Foundation in the last 3 years?	Yes
*Year:	2019
*Grant amount:	\$5,000
*Project:	A Child's Future- New Beds/Car Seats for Neglected Kids
*Add another Grant year?	Yes
*year:	2018
*Grant amount:	\$5,000
*Project:	Safety First - New Beds/Car Seats for Neglected Kids
*Add another Grant year?	Yes
*Year:	2017
*Grant amount:	\$5,000
*Project:	Critical Support Services for Abused and Neglected Children
Project Impact	
*What is the main area of impact for your grant? Choose one:	Children/Youth and Families

Attachments

Attachments	
Please upload the following documentation in support of your application:	
*Current list of Board of Directors or Board of Trustee: (Please identify Gender & Race)	Advisory Board Members.pdf
*Recent 990 Form or financial report:	2019 Certified Financial Report.pdf
*IRS 501 (c) 3 or appropriate tax determination status letter:	Rowan County Manager Tax Information Letter for 2020.pdf
*Project budget:	2020 ROBERTSON FOUNDATION PROJECT BUDGET.pdf
*Organization's annual budget for current fiscal year, including income and expenses:	ROCOC 2020 PROJECTED BUDGET.pdf
*Organization's annual budget for the previous year, including income and expenses:	ROCOC 2019 Revenue and Expenditures.pdf
Please submit any pictures that correlate with your project:	Rowan One Church One Child Expenditure Comparison Chart V2.pdf

Certification

Certification	
*Do you certify that this application has been reviewed by the organization's governing body and chief executive officer and approved for submission, all information provided is accurate to the best of your knowledge and the project and schedule as presented will be addressed:	Yes
*Signature of Representative requesting grant:	Jon Hunter 1/07/2020 4:18 PM

The Blanche and Julian Robertson Family Foundation 2020 Grant Cycle - Rowan County DSS Rowan One Church One Child | Hunter, Jon

Advisory Board Members:

Permanent Board Members

Jon Hunter - Rowan County Department of Social Services (RCDSS) Placement Support Coordinator
Rowan One Church One Child (ROCOC) Program Coordinator and Board Chairman
Lisa Berger - RCDSS Children's Services Program Administrator
Micah Ennis - RCDSS Children's Services Program Manager
Donna Fayko - RCDSS Director
Beverly Mobley - RCDSS Rowan for Kids Program Coordinator
Nadean Quarterman - RCDSS Support Services Unit Supervisor

DSS Staff Member:

Gwen Thomason RCDSS Legal Administrative Assistant July 1, 2016 - June 30, 2019

Community Board Members

Term: July 1, 2016 – June 30, 2019

Ms. Georgia Adams - Member of Concordia Lutheran
Ms. Mildred Chinaka – Community Member
Mr. Jim Miller - Administrative Assistant at Shiloh UMC
Dr. Martha Starks - Pastor of Word of Life Family Worship

Term: July 1, 2017 – June 30, 2020

Mrs. Marjorie Beaver – ROCOC Coordinator Concordia Lutheran
Reverend Charles Gibbons - Pastor of Oak Grove UMC
Mr. Jeff Harkey - Member of Mount Tabor UMC
Mrs. Lillian Morgan - Member of Jerusalem Baptist
Mrs. Darlene Murphy - Foster Parent Trainer
Mrs. Bonnie Walser - Member of Main Street UMC
Mrs. Kelley Williams - ROCOC Coordinator at St. Matthew's Lutheran Church

Term: July 1, 2018 – June 30, 2021

Ms. Joann Diggs - ROCOC Coordinator at Faith Temple Triumphant Ministries
Reverend Randy Foster - Pastor of Maupin Avenue Presbyterian
Mrs. Chloe Goho - Member of Milford Hills United Methodist
Reverend Richard Gould - United Methodist Pastor
Mrs. Laurie Ward - ROCOC Coordinator at Salisbury Seventh - day Adventist Church

Board of Social Services

DeeDee Wright – Chairperson
James Sides
Judy Klusman
Ethel Bamberg-Reavis
Douglas Smith

Rowan County Board of Commissioner

Greg Edds – Chairperson
Jim Greene
Mike Caskey, Jr.
Judy Klusman
Craig Pierce
Aaron Church – County Manager
Carolyn Barger – Clerk to the Board



Rowan County Office of the Manager

130 West Innes Street • Salisbury, NC 28144

Telephone 704-216-8180

FAX 704-216-8195

December 11, 2019

To Whom It May Concern,

This is a letter to affirm that the Rowan One Church One Child Program is a faith-based initiative of the Rowan County Department of Social Services. As such, it is affiliated with Rowan County Government.

Sincerely,

Aaron Church
Rowan County Manager



**The Blanche and Julian Robertson Family Foundation 2020 Grant Cycle - Rowan County
DSS Rowan One Church One Child | Hunter, Jon
Project Budget Template
Rowan County DSS Rowan One Church One Child Ministry**

Section One: Project Income

Funding Sources	Amount	Funds Requested or Committed
The Blanche and Julian Robertson Foundation	\$ 23,850.00	Requested
Uwharrie District of the UMC	\$ 7,000.00	Will request in next grant cycle in July 2020.
The Margaret C. Woodson Foundation	\$ 8,000.00	Anticipated
Salisbury Rowan Community Foundation	\$ 5,000.00	Committed
Donations from Individuals	\$ 12,000.00	Anticipated
Businesses	\$ 18,000.00	Anticipated
First UCC Foundation	\$ 1,000.00	Will request in next grant cycle in June 2020.
Total Income	\$ 74,850.00	

Section Two: Project Expenses

Expense Item	Amount Funded by Robertson (proposed)	Amount Funded by Other Sources	Total Expense
Beds (pack-n-plays, crib, toddler, twin and full sizes)	\$ 21,850.00	\$ 22,150.00	\$ 44,000.00
Utilities, Rent, Food	\$ -	\$ 4,150.00	\$ 4,150.00
Used Appliances and Furniture	\$ -	\$ 10,000.00	\$ 10,000.00
Car and Booster Seats	\$ 2,000.00	\$ 2,200.00	\$ 4,200.00
Other - pesticides, smoke and carbon-monoxide detectors,	\$ -	\$ 12,500.00	\$ 12,500.00
baby items, door/window alarms, school uniforms, socks and	\$ -	\$ -	\$ -
underwear.	\$ -	\$ -	\$ -
Total	\$ 23,850.00	\$ 51,000.00	\$ 74,850.00

Note: The total income (B14) should match the total expenses (D26).

Note: Anticipated deviations from any line item of this budget require a reallocation request to be approved by the Foundation before the funds are reallocated. Please submit requests in writing to the Foundation.

If necessary, please include any clarifying information about the project budget.

2020 - ROCOC Projected Budget

Rowan One Church One Child Ministry

Section One: 2020 Projected Revenue

Funding Sources	Amount
The Blanche and Julian Robertson Family Foundation	\$ 23,850.00
First United Church of Christ Foundation	\$ 1,000.00
The Margaret C. Woodson Family Foundation	\$ 8,000.00
Salisbury-Rowan County Foundation	\$ 5,000.00
Uwharrie District of the UMC	\$ 7,000.00
Donations from Churches	\$ 18,000.00
Donations from Individuals, Businesses, Organizations	\$ 12,000.00
2020 - Projected Income	\$ 74,850.00

Section Two: 2020 - Projected Expenses

Funding Sources	Amount
Beds (Full, Twin, Bunkie, Crib, Pack-n-Play)	\$ 44,000.00
Used Appliances and Furniture, new chest of drawers	\$ 10,000.00
Utilities, Rent, and Food	\$ 4,150.00
Car and booster seats	\$ 4,200.00
Other Items: Diapers, wipes, underwear and socks	\$ 12,500.00
Personal Hygiene Items	
Baby Item - formula, high chairs, strollers, baby gates	
Pest extermination supplies for children's homes	
Child safety items	
Links Birthday Cards	
Other life essential items	
2020 Projected Expenses	\$ 74,850.00

2019 Annual Year Actuals

Rowan DSS Rowan One Church One Child Program

Section One: 2019 Revenue

Funding Sources	Amount
Donations from Individuals, Businesses, Organizations, and Concert Offerings	20,397.00
Church Donations	20,142.00
Foundation Grants	39,000.00
Total Income	79,539.00

Section Two: 2019 Expenses

Funding Sources	Amount
Beds (Full, Twin, Bunkie, Crib, Pack-n-Play)	38,098.00
Utilities, Rent, and Food	1,729.00
Appliances	3,048.00
Furniture	2,813.00
Car and Booster Seats	2,687.00
Other - socks, underwear, diapers, wipes, school supplies, pesticides, personal hygiene products, sheets, towels, bed pillows, blankets, smoke and carbon monoxide detectors, Birthday Gift Cards for teens ages 16-18 in foster care in the Independent Living Training Program, high chairs, baby gates, formula, strollers, small appliances, fans, room heaters, exit door alarms, baby bottles, cleaning supplies.	15,748.00
2019 Total Expenses	64,123.00

***The Blanche and Julian Robertson Family Foundation 2020 Grant Cycle - Rowan County
DSS Rowan One Church One Child | Hunter, Jon***

Rowan One Church One Child Rowan County Department of Social Services Expenditure Comparison Chart January 1 - December 31							
Type of purchase	2014	2015	2016	2017	2018	2019	
Beds, mattresses, cribs, bassinets, pack-n-plays	\$ 14,452.72	\$ 15,073.22	\$23,091.79	\$29,229.12	\$ 36,462.98	\$ 38,098.00	
Appliances and Furniture	\$ 2,955.18	\$ 2,379.25	\$ 4,512.79	\$ 8,709.90	\$ 8,660.38	\$ 5,861.00	
Utilities, Rent, & Food	\$ 1,676.29	\$ 1,516.17	\$ 1,726.55	\$ 499.99	\$ 2,498.27	\$ 1,729.00	
Booster and car seats	\$ 700.41	\$ 592.46	\$ 2,054.16	\$ 1,160.43	\$ 2,406.76	\$ 2,687.00	
Other Items: Diaper, wipes, underwear, and socks; Personal Hygiene Items; Baby Items – formula, high chairs, strollers, baby gates; Pest extermination; Child safety items - baby gates, lockboxes for medications, smoke and carbon monoxide detectors, fire extinguishers, toilet, oven door, and cabinet safety locks, door and window alarms; Gas cards for families to have the ability to get to DSS for visits with their children, and to take children to medical and therapy appointments, school uniforms, plastic storage bins for clothes, clothes, shoes, Links Birthday Gift Cards (for 12 children) Teens age 16-18 participating in the RCDSS Independent Living Training Program.	\$ 2,210.90	\$ 6,154.19	\$ 8,327.70	\$ 8,332.03	\$ 10,454.36	\$ 15,748.00	
TOTALS	\$ 21,995.50	\$ 25,715.29	\$39,712.99	\$47,931.47	\$ 60,482.75	\$ 64,123.00	
Purchase Increase Percentages Comparisons							
<u>January 1 – December 31</u>	<u>Total Percent of Expenditure Increase</u>						
<u>2014-2015</u>	17%						
<u>2015-2016</u>	54%						
<u>2016-2017</u>	21%						
<u>2017-2018</u>	26%						
<u>2018-2019</u>	6%						
Growth from 2014 to 2019	191.52%						
Bed Cost Percentages of Total Expenditures							
<u>January 1 – December 31</u>	<u>Bed Cost Percentages of Total Expenditures</u>						
<u>2014</u>	66%						
<u>2015</u>	59%						
<u>2016</u>	58%						
<u>2017</u>	61%						
<u>2018</u>	60%						
<u>2019</u>	59%						
Bed Cost Have Grown from 2014-2019 by:	164%	Page : 11					

ROWAN COUNTY
A COUNTY COMMITTED TO EXCELLENCE



130 West Innes Street - Salisbury, NC 28144
TELEPHONE: 704-216-8180 * FAX: 704-216-8195

MEMO TO COMMISSIONERS:

FROM: Casey Robinson, Tax Collection Specialist
DATE: January 8, 2020
SUBJECT: Tax Refunds for Approval

ATTACHMENTS:

Description	Upload Date	Type
November 2019 VTS Refunds	1/8/2020	Cover Memo
December 2019 AS400 Refunds	1/8/2020	Cover Memo
November 2019 Tyler Refunds	1/8/2020	Cover Memo

NOVEMBER 2019 VTS REFUNDS

TAXPAYER NAME	ADDRESS 1	ADDRESS 2	CITY	STATE	ZIP	REFUND REASON	TRANS #	REFUND
BARBER, ALAN WENDELL	1430 OLD US HIGHWAY 70		CLEVELAND	NC	27013	Situs error	233439756	99.87
BARRON, MICHAEL TALMADGE	360 TAMARAC SHORES DR		SALISBURY	NC	28146	Vehicle Sold	116338122	37.16
BARRON, MICHAEL TALMADGE	360 TAMARAC SHORES DR		SALISBURY	NC	28146	Vehicle Sold	116338124	24.51
BEAVER, LEONARD RAY	410 SPYGLASS HILL PL		SALISBURY	NC	28144	Tag Surrender	174508182	41.14
BIOLETTI, MICHAEL	2205 WOODLEAF RD	APT 7F	SALISBURY	NC	28147	Vehicle Totalled	173587074	37.58
BLUME, KEVIN RAY	10650 STOKES FERRY RD		GOLD HILL	NC	28071	Vehicle Sold	115896278	99.69
BOEHM, MANDI LEE ANN	208 ADRIAN RD		SALISBURY	NC	28146	Tag Surrender	115896560	224.73
BOLDEN, ROSE REID	800 REID RD		ROCKWELL	NC	28138	Vehicle Sold	116338132	36.96
BROWN, AMBER MICHELLE	5820 MOUNT HOPE CHURCH RD		SALISBURY	NC	28146	Vehicle Sold	116338182	12.77
BRYANT, LARRY JAMES	1935 BARGER RD		SALISBURY	NC	28146	Vehicle Totalled	116117828	41.20
BULLARD, JOANNE HAASE	117 PECAN LN		SALISBURY	NC	28146	Vehicle Sold	116117836	96.57
CARAWAY, DONNA SUSAN	169 FAIR SHARE RD		SALISBURY	NC	28147	Vehicle Sold	116117846	16.96
CORRELL, CAROLYN CHAMBERS	1601 LONG FERRY RD		SALISBURY	NC	28146	Tag Surrender	116118068	55.79
DALY, RICHARD HENRY	7090 WYATT DR		SUMMERFIELD	NC	27358	Vehicle Sold	116117802	21.10
DAVENPORT, DESTINEY MARIE	501 ACADEMY ST		CLEVELAND	NC	27013	Vehicle Sold	174176721	51.47
ELLER, TONYA FAY	1310 GOODNIGHT RD		SALISBURY	NC	28147	Vehicle Sold	116176722	21.84
ELLIS, RUBY WATSON	701 W RICE ST		LANDIS	NC	28088	Vehicle Sold	174176781	245.61
ESPINOZA, MARIA ELENA	115 REAMER CIR		SALISBURY	NC	28144	Tag Surrender	174507249	142.50
EVANS, DAVID LAURENCE	420 LAKESIDE DR		SALISBURY	NC	28146	Vehicle Sold	116811190	28.79
FREEMAN, KEVIN WILLIAM	2114 BERTHA ST		KANNAPOLIS	NC	28083	Vehicle Sold	175079769	191.83
GASKEY, LUCILLE HENDERSON	711 MORRISON AVE		SALISBURY	NC	28146	Vehicle Sold	173681772	229.99
HARDY, ROGER DALE	795 E RIDGE RD		SALISBURY	NC	28144	Vehicle Sold	115896290	171.27
HERRMANN, DONALD RAY	1155 FOX CHASE CT		SALISBURY	NC	28146	Vehicle Sold	116176664	3.08
HILL, NORMAN RAY	355 ST MATTHEWS CH RD		SALISBURY	NC	28146	Situs error	232676284	209.67
HOLSHOUSER, KYLE VAN	590 POOLE RD		SALISBURY	NC	28146	Vehicle Sold	115841158	5.05
IDDINGS, ASHLEY BREANN	6215 BRINGLE FERRY RD		SALISBURY	NC	28146	Vehicle Sold	116338772	62.02
JOHNSON, STEPHEN TRENT	140 PAYNE RD		KANNAPOLIS	NC	28083	Vehicle Sold	116117834	4.27
LENTZ, GERALD WAYNE	1955 LENTZ RD		CHINA GROVE	NC	28023	Vehicle Sold	116117874	16.17
LOGAN, THOMAS MICHAEL	735 CEDAR FARM RD		SALISBURY	NC	28147	Vehicle Sold	116464868	58.69
MASON, GARY II	1838 WOODBRIDGE DR		SALISBURY	NC	28146	Tag Surrender	173587038	45.66
MILLER, PAUL DONALD	5070 US HWY 601		SALISBURY	NC	28147	Situs error	232235944	45.64

Tonya Parnell
Tax Collector

MITCHELL, TANGY THORNTON	1600 W COLONIAL DR		SALISBURY	NC	28144	Vehicle Sold	174176712	17.47
MORGAN, GAYNELLE FULK	1320 LEGION CLUB RD		SALISBURY	NC	28146	Tag Surrender	116338780	101.41
MORGAN, LONNIE MELVIN	1320 LEGION CLUB RD		SALISBURY	NC	28146	Vehicle Sold	115997110	9.24
PEELER, DONALD RICHARD JR	303 BARRINGER GQ STREET		SALISBURY	NC	28146	Vehicle Totalled	116176658	47.86
PLEASANTS, WILLARD SENTELL JR	236 S MCCOY RD		SALISBURY	NC	28144	Vehicle Sold	173844756	118.76
POWERHOUSE RECYCLING INC	220 RYAN PATRICK DR		SALISBURY	NC	28147	Exempt Property	173476209	1,248.09
POWERHOUSE RECYCLING INC	220 RYAN PATRICK DR		SALISBURY	NC	28147	Exempt Property	173476206	1,248.09
POWERHOUSE RECYCLING INC	220 RYAN PATRICK DR		SALISBURY	NC	28147	Exempt Property	174797703	1,290.71
PULLIAM, JANUARY BETH	567 PHIFER RD		CLEVELAND	NC	27013	Vehicle Sold	116062434	34.31
REAVIS, RODNEY LEE	186 CYPRESS LN		LITTLE RIVER	SC	29566	Reg . Out of state	116117860	37.63
SEWELL, ARRON TODD	1402 W MONROE ST		SALISBURY	NC	28144	Processed In Error	174093459	71.52
SHERRILL, DONALD RAY	110 OAKVIEW DR		SALISBURY	NC	28146	Vehicle Sold	174507180	503.80
SMITH, RICHARD EARL	2885 OLD UNION CHURCH RD		SALISBURY	NC	28146	Vehicle Sold	116338140	49.38
TROXLER, LLOYD WILLIAM JR	118 REBEL RD		SALISBURY	NC	28144	Vehicle Sold	174507192	10.87
WALLER, TERRY LEE	675 GRACE CHURCH RD		SALISBURY	NC	28147	Vehicle Sold	116176666	133.86
WHITLEY, SAMANTHA RAE	1010 QUAIL HAVEN LN		ROCKWELL	NC	28138	Vehicle Sold	116117864	38.92
WILHELM, REGINA DAY	721 FOIL ST		SALISBURY	NC	28146	Situs error	231575664	62.81
ZUFALL, LARRY FREDERICK	113 ALLEGHANY DR		SALISBURY	NC	28147	Vehicle Sold	115997080	8.76
							TOTAL:	\$ 7,413.07

Sonya Parnell
Tax Collector

DECEMBER 2019 AS400 REFUNDS

W8NAM1	W8NAM2	W8ADR1	W8ADR2	W8CITY	W8STA	W8ZIPA	W8ASSD	W8TRNN	W8AMRF
BOGER CHANNING BERNARD	NA	205 PINE CT	NA	CHINA GROVE	NC	28023-0000	2002 MITS MP	922589	29.89
COOPER ADVERTISING INC	NA	708 N ELLIS ST	NA	SALISBURY	NC	28144-3428	SECT SCH U5 CLASS CE ASM# 00	922887	25.85
KLUTTZ RICHARD A	KLUTTZ CARLA M	9554 NC HWY 801	NA	MT ULLA	NC	28125-0000	9630 NC 801 HWY	922892	1.05
ROSALES MISTY DARLENE	NA	134 WINGATE LN	NA	ROCKWELL	NC	28138-9541	WINGATE LN	922939	155.82
SMITH KENNETH BRADLEY	NA	11226 JOHNSON DAVIS RD	NA	HUNTERSVILLE	NC	28078-8384	2001 ALUMACRAFT 1232	922876	52.39
SOTO JOSE RESUGIO	NA	126 BEAUMONT AV	NA	KANNAPOLIS	NC	28081-0000	SALISBURY AV	922660	100.32
STEELMAN TERRY LYNN	NA	7630 HIGHWAY 152 E	NA	ROCKWELL	NC	28138-8879	7630 E NC 152 HWY	922566	54.38
WEDDERBURN CLAUDIA ELAINE LOVE	NA	4195 GOODMAN LAKE RD	NA	SALISBURY	NC	28146-8256	1991 JEEP CHK MP CHEROKEE LAREDO 4WD 4DR	922838	25.86
								TOTAL:	\$ 445.56

Sonja Parnell
Tax Collector

NOVEMBER 2019 TYLER REFUNDS

TAXPAYER NAME 1	TAXPAYER NAME 2	ADDRESS 1	ADDRESS 2	CITY	STATE	ZIP	DESCRIPTION	PYMTSEQ	REFUND
ADAMS PAUL THOMAS & WF	ADAMS NENA L	8577 WRIGHT RD		KANNAPOLIS	NC	28081	8577 WRIGHT RD	63322	1.42
ALLEN KENYA Y		3037 22ND ST S		ARLINGTON	VA	22204	401 CLANCY ST	67101	4.43
AMROCK INC - NORTH CAROLINA		662 WOODWARD AVE		DETROIT	MI	48226	5990 STOKES FERRY RD	64362	1,251.11
ASHLEY JERRY LYNN & WF	ASHLEY LUCY THACKER	608 SALISBURY ST		CHINA GROVE	NC	28023	608 SALISBURY ST	65019	3.74
ATLANTIS TITLE COMPANY INC		5309-B MONROE ROAD		CHARLOTTE	NC	28205	7271 DOGWOOD LN	64966	212.00
BANNISTER VICKIE LYNN		228 W JOHNSON ST		SALISBURY	NC	28144	228 JOHNSON ST	62573	3.10
BARBEE MYRON PHILLIP & WF	BARBEE KAREN ELAINE	3525 NC HWY 152 E		SALISBURY	NC	28146	3525 E NC 152 HWY	67206	4.51
BARRINGER GARY WAYNE		2000 ROCKWELL RD		ROCKWELL	NC	28138	1900 ROCKWELL RD	62920	3.33
BARRINGER GARY WAYNE		2000 ROCKWELL RD		ROCKWELL	NC	28138	2000 ROCKWELL RD	62921	2.08
BARRINGER JAMES PAUL III		2522 FOX FIRE DR		SALISBURY	NC	28147	PERSONAL PROPERTY	65063	6.00
BASINGER LINDA L		625 PANTHER POINT TRL		RICHFIELD	NC	28137	625 PANTHER POINT TR	63691	12.90
BAYVIEW LOAN SERVICING		7300 CORPORATE CENTER DRIVE	SUITE 404	MIAMI	FL	33126	3840 CLIFFDALE RD	63058	557.84
BEATTIE JOE JUNIOR & WF	BEATTIE MARJORIE A	PO BOX 856		GRANITE QUARRY	NC	28072	114 N OAK ST	63500	1.73
BECKY GORMAN		1135 WEAVER ROAD		CHINA GROVE	NC	28023	2975 MILLER RD	63002	5.06
BELO GORDON L ATTORNEY AT LAW		29 CHURCH STREET SE		CONCORD	NC	28025	2105 GLENWOOD ST	65814	3.06
BENJAMIN DUNAWAY		280 CRESCENT RD		ROCKWELL	NC	28138	335355 COUNTRY PLACE DR	65034	1.32
BERRY JOHN LEE JR & WF	BERRY RUTH	205 SKYCREST AVE	PO BOX 695	LANDIS	NC	28088	205 SKYCREST AVE	63490	6.42
BITTLE LLOYD M		510 N CHAPEL ST		LANDIS	NC	28088	510 N CHAPEL ST	66085	2.75
BOST JAMES S		7997 WILLS RUN PL		HARRISBURG	NC	28075	150 HOWARD ST	65459	4.54
BOSTIAN HEIDI		PO BOX 196		GRANITE QUARRY	NC	28072	602 S MAIN ST	65135	10.58
BOWLES CATHY B		PO BOX 156		CLEVELAND	NC	27013	204 W CEMETERY ST	62958	1.60
BOWLES CATHY B		PO BOX 156		CLEVELAND	NC	27013	111 ACADEMY ST	62959	1.04
BOWLIN MARCIA D		2999 NELLIE BEAVER RD		MOUNT PLEASANT	NC	28124	400 W 22ND ST	66614	7.39
BOWYER LARRY C & WIFE	BOWYER KAREN C LILLY	1604 STATESVILLE BLVD		SALISBURY	NC	28144	1604 STATESVILLE BLVD	67304	224.01
BRANDI TERRY M &	BRANDI TERRY L	220 GHEEN RD		SALISBURY	NC	28147	220 GHEEN RD	65289	7.33
BROOKS JOEL JOBROSE		1299 MEADOWCREEK DR		CHINA GROVE	NC	28023	1299 MEADOWCREEK DR	63425	174.12
BROOKS ROSA L		1015 MOUNTAIN RD		CLEVELAND	NC	27013	1015 MOUNTAIN RD	64907	2.09
BURTON BOBBY E SR & WF	BURTON DIANE B	105 TREMONT DR		SALISBURY	NC	28147	105 TREMONT DR	64904	2.59
CAHOON PAUL KENNETH	CAHOON CYNTHIA A	2510 ECHERD ST		KANNAPOLIS	NC	28083	PERSONAL PROPERTY	62119	30.00
CALLICUT HARVEY DALE		10135 ARCHER RD		DAVIDSON	NC	28036	918 N WALNUT ST	62822	5.95
CAROLINA FARM CREDIT		PO BOX 787		YADKINVILLE	NC	27055	0 SHUPING MILL RD	66947	149.98
CARRIKER WILBERT T & WF	CARRIKER FLOYCE J ETAL	2545 N NC HIGHWAY 153		CHINA GROVE	NC	28023	2545 NC 153 HWY	66355	1.83
CATHERINE S BASINGER		12271 HUTTON DR		WALTON	KY	41094	0 POOLE RD	64448	814.09
CENTRAL CAROLINA PROP INVESTMENTS LLC		431 E 9TH ST EXT		LEXINGTON	NC	27295	625 CORPORATE CIR	65405	35.87
CHICAGO TITLE INSURANCE COMPANY		150 FAYETTEVILLE ST STE 1120		RALEIGH	NC	27601	2277 STATESVILLE BLVD	66925	1,291.72
CHILDERS FRANKIE		6580 HIGHWAY 152 W		MOORESVILLE	NC	28115	6580 W NC 152 HWY	64613	1.45
CHILDERS ROBERT L & WF	CHILDERS JUANITA C	612 SPRING GARDEN AVE		KANNAPOLIS	NC	28081	612 SPRING GARDEN AVE	66818	2.25
CKEZEPIS LAW PLLC		16745 BIRKDALE COMMONS PKWY #C		HUNTERSVILLE	NC	28078	1005 POPLAR AVE	63736	621.63
CLARK JOE GLENN		305 HEILIG AVE		SALISBURY	NC	28144	305 HEILIG AVE	66670	4.20
CLAY PAMELA LYNN		1808 DARBY PL		SALISBURY	NC	28146	1808 DARBY PL	65067	1,729.58
CLINE GARY DEAN & WF	CLINE LISA L	4209 GALAX DR		RALEIGH	NC	27612	155 MOONLIGHT DR	64490	2.81
COALSON JOHN R		3645 THIRD CREEK CHURCH RD		CLEVELAND	NC	27013	3645 THIRD CREEK CHURCH RD	67238	5.02
COATES GLORIA JOY		400 JOHNSTONE RD		CLEVELAND	NC	27013	400 JOHNSTONE RD	64072	2.73
COGGINS FINANCIAL SERVICES		2110 STATESVILLE BLVD		SALISBURY	NC	28147	2625 WOODLEAF RD	67073	10.64
COLEMAN JIMMY ALLEN		PO BOX 416		FAITH	NC	28041	314 W 2ND ST	66735	6.72
COMBS JOSEPH C SR		1146 WHISPERWOOD DR		SALISBURY	NC	28147	1146 WHISPERWOOD DR	66312	1.50
CONNOR GARY R		345 HIDDEN HUT RD		SALISBURY	NC	28147	345 HIDDEN HUT RD	66177	5.14
COOK TIMMY MICHAEL		PO BOX 1492		ROCKWELL	NC	28138	PERSONAL PROPERTY	66859	13.48
CORA BOSTIC		2560 CANNON FARM RD		CHINA GROVE	NC	28023	2560 CANNON FARM RD	65156	5.98
CORBETT GILBERT E & WF	CORBETT JOANN Y	432 MIRROR LAKE RD		SALISBURY	NC	28146	432 MIRROR LAKE RD	64934	4.51
CRAVEN DAVID L & WF	CRAVEN CATHY	150 SUNNY LN		SALISBURY	NC	28147	150 SUNNY LN	63413	4.15
DEAL JOY C		502 W KETCHIE ST		CHINA GROVE	NC	28023	502 W KETCHIE ST	66631	1.50
DEWEY MARK RICHARD		260 HOLSHOUSER RD		ROCKWELL	NC	28138	0 HOLSHOUSER RD	66577	3.07

Sonya Parnell
Tax Collector

DILLARD GERALD D & WF	DILLARD CINDY	902 S MAIN ST	LANDIS	NC	28088	902 S MAIN ST	65462	6.76
DIXON GEORGIA FAYE		305 SETTLER CT SE	CONCORD	NC	28025	1845 LENTZ RD	63117	2.33
DRYE GRACE LANNING		1480 CANNON ST	ROCKWELL	NC	28138	PERSONAL PROPERTY	65681	46.81
EAGLE FELICIA J		7325 BRINGLE FERRY RD	SALISBURY	NC	28146	7325 BRINGLE FERRY RD	62595	9.67
EAGLE J CLEMENT		2034 GANTT ST	SALISBURY	NC	28146	2034 GANTT ST	63687	2.95
EARNHARDT CHARLES HARRY		PO BOX 731	SALISBURY	NC	28145	2004 WELLINGTON HILLS CIR	62572	8.34
EBERHART JANICE RAPER		2301 MILTON ST	KANNAPOLIS	NC	28083	2301 MILTON ST	67156	1.88
EDWARDS JOHN LEWIS & WF	EDWARDS JANICE C	162 SPRING GARDEN AVE	KANNAPOLIS	NC	28081	162 SPRING GARDEN AVE	63414	3.69
ELLIOTT CHRISTOPHER WAYNE		140 CRESCENT HEIGHTS DR	SALISBURY	NC	28146	110 S GIFFORD LN	63009	719.65
ERVIN LINDA STANFORD		1366 SHERRY CT	KANNAPOLIS	NC	28081	PERSONAL PROPERTY	66726	28.01
ERVIN LINDA STANFORD		1366 SHERRY CT	KANNAPOLIS	NC	28081	PERSONAL PROPERTY	66728	28.01
EURY TONY RALPH SR & WF	EURY SYDNEY LYNNE	241 MIDFIELD ST	MOORESVILLE	NC	28115	241 MIDFIELD ST	65837	5.35
FAITH SODA SHOP		PO BOX 840	FAITH	NC	28041	PERSONAL PROPERTY	65104	172.48
FESPERMAN RAY ALLEN & WF	FESPERMAN PAULINE H	795 CANNON ST	ROCKWELL	NC	28138	3315 LIBERTY RD	66458	2.55
FOGNER LYNNE HUNEYCUTT		637 MULBERRY LN	SALISBURY	NC	28146	637 MULBERRY LN	62842	5.22
FOILS SPEE DEE MART INC		PO BOX 2041	SALISBURY	NC	28145	402 PARK AVE	62575	13.13
FOWLER LINDA FAYE		3651 GREEN SEA RD	GREEN SEA	SC	29545	2743 MONTANA DR	65151	1.36
FRALEY DOTTIE MORGAN		2620 ARTZ RD	SALISBURY	NC	28146	2620 ARTZ RD	66601	7.05
FREEMAN KAROLYN L		507 CAROLYN AVE	ROCKWELL	NC	28138	507 CAROLYN AVE	63226	2.57
GANTT MICHAEL WAYNE		111 S ENOCHVILLE AVE	KANNAPOLIS	NC	28081	111 S ENOCHVILLE AVE	62793	5.07
GANTT MICHAEL WAYNE & WF	GANTT DARLENE HOWELL	111 S ENOCHVILLE AVE	KANNAPOLIS	NC	28081	462 S ENOCHVILLE AVE	62794	4.36
GENEVA EVANS		145 BIRCHWOOD DR	SALISBURY	NC	28146	145 BIRCHWOOD DR	64599	3.25
GETTYS RANDALL		307 S ROWAN AVE	SPENCER	NC	28159	307 S ROWAN AVE	65351	3.58
GLASSGOW ROBERT D		332 RICHMOND RD	SALISBURY	NC	28144	2440 STATESVILLE BLVD	63014	4.43
GLASSGOW ROBERT D & WF	GLASSGOW PATRICIA J	332 RICHMOND RD	SALISBURY	NC	28144	332 RICHMOND RD	63113	12.28
GLASSGOW ROBERT D DMD PA		2440 STATESVILLE BLVD STE 210	SALISBURY	NC	28147	PERSONAL PROPERTY	63012	8.65
GODBey KAREN		3625 LONG FERRY RD	SALISBURY	NC	28146	3625 LONG FERRY RD	63409	2.82
GOODSON NORMA WETMORE		9050 STADIUM ST	WOODLEAF	NC	27054	9050 STADIUM ST	67037	2.00
GORDON PEGGY FREEZE		145 KIMBALL RD	CHINA GROVE	NC	28023	145 KIMBALL RD	63436	6.72
GORMAN RONALD RAY & WF	GORMAN BECKY	1135 WEAVER RD	CHINA GROVE	NC	28023	0 STIREWALT RD	63003	6.87
GORMAN RONALD RAY & WF	GORMAN BECKY	1135 WEAVER RD	CHINA GROVE	NC	28023	1135 WEAVER RD	63004	1.41
GOTTHOLM RALSTON BENTON BYERLY & MOORE PLLC		117 KELLY ST	STATESVILLE	NC	28677	1055 BLUE SPRUCE DR	65569	224.91
GOTTHOLM RALSTON BENTON BYERLY & MOORE PLLC		117 KELLY ST	STATESVILLE	NC	28677	280 MOORLAND PARK ST	66902	2,149.69
GRAHAM CYNTHIA LYNN		1203 WELLINGTON HILLS CIR	SALISBURY	NC	28147	1203 WELLINGTON HILLS CIR	65884	3.19
GRAHAM MARIE L		1955 NEEL RD	SALISBURY	NC	28147	1955 NEEL RD	63164	2.49
GRIFFIN JAMES R III		2375 SIDES RD	ROCKWELL	NC	28138	4 CAROLINA ST	64985	2.51
GTG HOLDINGS LLC		31 AUSTIN HILL RD	POUND RIDGE	NY	10576	0 DRIFTWOOD TRL	63185	10.31
GTT AMERICAS LLC		7900 TYSONS ONE PLACE STE 1450	MC LEAN	VA	22102	PERSONAL PROPERTY	66736	102.48
H M ELLIOTT INC		387 PITT RD	MOORESVILLE	NC	28115	PERSONAL PROPERTY	64458	2.67
HALL MARGIE B		207 SILLS DR	SALISBURY	NC	28146	207 SILLS DR	65432	5.04
HALL ROBERT RHETT	THOMAS M CADDELL POA	PO BOX 198	SALISBURY	NC	28145	404 BETHEL DR	63945	3,174.31
HAPPY DAY CHILD DEV CTR INC		710 S MAIN ST	LANDIS	NC	28088	PERSONAL PROPERTY	65847	1.24
HAPPY DAY CHILD DEVELOPMENT		710 S MAIN ST	LANDI	NC	28088	710 S MAIN ST	65848	10.91
HARRINGTON DARRYL E & WF	HARRINGTON KYLEEN	235 GOODWIN RD	SALISBURY	NC	28146	235 GOODWIN RD	62570	3.68
HARRINGTON WILLIAM T		2213 ENGLEWOOD ST	KANNAPOLIS	NC	28083	2213 ENGLEWOOD ST	64593	1.58
HARRIS MARIE		2504 PLANTER AVE	KANNAPOLIS	NC	28083	PERSONAL PROPERTY	64765	4.25
HARRY MARSH LAW		16905 NORTHCROSS DR	SUITE 100 HUNTERSVILLE	NC	28078	610 E 12TH ST	62379	9.00
HAYNES CLEO BASINGER		5720 HIGHWAY 152 E	ROCKWELL	NC	28138	5720 E NC 152 HWY	66471	1.64
HEARNE RONNIE & WF	HEARNE TERESA	802 S SALISBURY AVE	SPENCER	NC	28159	802 S SALISBURY AVE	65036	8.98
HERNANDEZ MORGAN G		1505 BRADFORD DR	KANNAPOLIS	NC	28083	PERSONAL PROPERTY	65532	10.45
HILL JERRY M & WF	HILL CAROL	5795 FAITH RD	SALISBURY	NC	28146	5795 FAITH RD	62841	6.39
HONEYCUTT DONNA LYNN		390 PLEASANT COVE RD	SALISBURY	NC	28146	390 PLEASANT COVE RD	67229	1.76
HUNEYCUTT ALVIN GERALD		1270 DIAL ST	KANNAPOLIS	NC	28083	309 EBENEZER RD	67194	2.39
HUTCHISON CONNOR R JR		12220 STATESVILLE BLVD	CLEVELAND	NC	27013	12220 STATESVILLE BLVD	66911	1,823.09
IBANEZ GUILLERMO & WF	IBANEZ EMELITA	117 S MILFORD DR	SALISBURY	NC	28144	117 S MILFORD DR	63835	14.70
JACQUELINE C STEELE		3 STEWART LN	FLEMINGTON	NJ	8822	0 HILDEBRAND RD	63011	122.29

JAMES HAYDEN		770 SHORE ACRES RD		SALISBURY	NC	28146	770 SHORE ACRES RD	63738	5.54
JAMES PARRISH		118 NEWELL AVE		KANNAPOLIS	NC	28081	PERSONAL PROPERTY	62523	6.75
JANET BROOKS		9045 SORROW FARM RD		KANNAPOLIS	NC	28081	9045 SORROW FARM RD	64404	8.90
JERI CORLEY		4640 SOUTHWOOD RD		SALISBURY	NC	28147	4640 SOUTHWOOD RD	64708	3.11
JODY BLACKWELDER TRUCKING INC		PO BOX 217		CHINA GROVE	NC	28023	PERSONAL PROPERTY	63529	10.00
JOHN TROUTMAN PROPERTIES INC		1313 DOGWOOD AVE		KANNAPOLIS	NC	28081	521 KIMBALL ST	64928	1.52
JOHN TROUTMAN PROPERTIES INC		1313 DOGWOOD AVE		KANNAPOLIS	NC	28081	525 KIMBALL ST	64931	1.23
JOHNSON ALEX		145 PROVIDENCE ST		CHINA GROVE	NC	28023	145 PROVIDENCE ST	63346	118.37
JONES BRENDA D		1015 PHIFER RD		CLEVELAND	NC	27013	0 THIRD CREEK CHURCH RD	62625	1.03
JONES VISCO LAWRENCE SR		1015 PHIFER RD		CLEVELAND	NC	27013	4305 THIRD CREEK CHURCH RD	62366	4.75
JORDAN RICKY BERNARD		130 ELEX CIR		CHINA GROVE	NC	28023	130 ELEX CIR	65648	1.91
JOYNER DUSTIN H		218 FERRIS AV		ROCKWELL	NC	28138	218 FERRIS AVE	62986	371.86
JSSP LLC		1001 LEXINGTON AVE		ROCHESTER	NY	14606	1155 RUDDER CIR	62207	2,316.52
KANE PATRICK		3625 CHARTER HALL LN		CHARLOTTE	NC	28215	408 LANDIS OAK WAY	63280	1,837.45
KEBOUPHA VILAVONE		100 MINK DR		SALISBURY	NC	28146	100 MINK DR	62178	922.00
KERLEY BENNIE LAVERNE & WF	KERLEY EVA CHILDRESS	2840 CANNON FARM RD		CHINA GROVE	NC	28023	2840 CANNON FARM RD	65313	6.74
KESSLER HOWARD TIMOTHY		1025 PEBBLE PT		SALISBURY	NC	28146	1025 PEBBLE POINT RD	66118	8.48
KESSLER HOWARD TIMOTHY		1025 PEBBLE PT		SALISBURY	NC	28146	PERSONAL PROPERTY	66119	21.01
KNOWLES RUTH		375 COOPER RD		SALISBURY	NC	28147	395 COOPER RD	62968	1.16
KOLKEBECK CRAIG		226 S ELLIS ST		SALISBURY	NC	28144	226 S ELLIS ST	62899	17.22
LANDIS PLUMBING SUPPLY INC		PO BOX 8166		LANDIS	NC	28088	0 OLD BEATTY FORD RD	66246	5,909.48
LEAZER PAMELA L		1050 CORRIHER GRANGE RD		MOORESVILLE	NC	28115	PERSONAL PROPERTY	64228	118.60
LEAZER PRICE W		248 JOE SUMMERS RD		WOODLEAF	NC	27054	PERSONAL PROPERTY	62644	18.68
LEE JONATHAN D & WF	LEE SHANNON K	199 SHEETS LN		MOORESVILLE	NC	28115	199 SHEETS LN	65889	3.17
LEE RONALD EUGENE		215 1ST CORRIHER RD		CHINA GROVE	NC	28023	215 1ST CORRIHER ST	65388	1.21
LEFLER SHELLEY DALE & WF	LEFLER JUDY H	403 JOE ST		ROCKWELL	NC	28138	403 JOE ST	66291	4.35
LIGHT VICTORIA F		490 KNOTTY PINE CIRCLE		SALISBURY	NC	28146	4555 US 601 HWY	63028	1.47
LINGLE KATHERINE K		1120 ORGAN CHURCH RD		SALISBURY	NC	28146	1120 ORGAN CHURCH RD	66734	3.05
LINKER ARLUE B & WF	LINKER MARGARET S	159 OLD HOME PL		CHINA GROVE	NC	28023	159 OLD HOME PL	63428	4.30
LO-RAINE INVESTMENTS LLC		125 W RIDGE RD		SALISBURY	NC	28147	PERSONAL PROPERTY	65079	30.00
LOTTES BEULAH G		120 HIDDEN HUT RD		SALISBURY	NC	28147	120 HIDDEN HUT RD	63324	6.26
LOVELL INEZ		190 GOSHEN BLVD		WOODLEAF	NC	27054	190 GOSHEN BLVD	67049	1.69
LOVINGS BOBBY RAY		120 BURR LN		SALISBURY	NC	28146	120 BURR LN	66365	4.14
LUDMILA TURNER		1555 LONG FERRY RD		SALISBURY	NC	28146	1555 LONG FERRY RD	65304	2.33
LUNSFORD JOYCE GOODNIGHT		216 TANGLEWOOD DR		KANNAPOLIS	NC	28081	216 TANGLEWOOD DR	62867	4.08
MARTIN MELISSA H		155 BECK RD		SALISBURY	NC	28144	155 BECK RD	66801	5.44
MASON ROBERT L JR & WF	MASON KAY S	PO BOX 101		CLEVELAND	NC	27013	113 WILMAR ST	66622	6.01
MASSEY CLYDE W JR & WF	MASSEY JUDITH A	302 DOE RIDGE DR		CLEVELAND	NC	27013	302 DOE RIDGE DR	63730	6.04
MATTISON WILLIAM RICHARD		1190 FAWN CREEK RD		SALISBURY	NC	28147	PERSONAL PROPERTY	66841	6.80
MAULDIN TIMOTHY VAN		240 QUAIL DR		SALISBURY	NC	28147	PERSONAL PROPERTY	65925	10.39
MAULDIN TIMOTHY VAN		240 QUAIL DR		SALISBURY	NC	28147	0 QUAIL DR	65967	54.01
MCCOMBS W D		702 W RICE ST		LANDIS	NC	28088	702 W RICE ST	63177	30.18
MCCOY ROBERT G JR &	MCCOY ROBERT G SR	232 SUNSET BLVD		LEXINGTON	NC	27292	2424 STATESVILLE BLVD	63056	25.00
MCDANIEL JEFFERY LINN		109 RANKIN RD		LANDIS NC	NC	28088	PERSONAL PROPERTY	63719	11.63
MCDANIEL LYNDA SCOGGINS		3030 PHANIEL CHURCH RD		ROCKWELL	NC	28138	3030 PHANIEL CHURCH RD	62550	3.57
MCDANIEL WILLIAM P & WF	MCDANIEL NANCY E	220 YOUNG FARM RD		SALISBURY	NC	28144	220 YOUNG FARM RD	67088	2.83
MCDONALD BENITA T		1911 CRESTMONT ST		KANNAPOLIS	NC	28081	1911 CRESTMONT AVE	66102	4.67
MCGINNIS CARL DEAN & WF	MCGINNIS KELLY F	6340 OLD BEATTY FORD RD		ROCKWELL	NC	28138	0 OLD BEATTY FORD RD	65910	1.50
MCKHEEAN BENNY J & WF	MCKHEEAN PATSY B	338 CROOKED CREEK LN		CHINA GROVE	NC	28023	338 CROOKED CREEK LN	67056	5.06
MELTON MICHAEL R		506 W 9TH ST		KANNAPOLIS	NC	28081	PERSONAL PROPERTY	62389	2.45
MERRITT LAW		1610 DALE EARNHARDT BLVD		KANNAPOLIS	NC	28083	308 ASHLEY DR	67099	1,432.15
MILLER CARL R		345 KNIGHT FARM RD		CHINA GROVE	NC	28023	PERSONAL PROPERTY	63511	12.71
MILLER CARL R		345 KNIGHT FARM RD		CHINA GROVE	NC	28023	345 KNIGHT FARM RD	63556	54.50
MILLER DORIS SINK		141 S MCCOY RD		SALISBURY	NC	28144	141 S MCCOY RD	62616	8.32
MISENHEIMER RODNEY B & WF	MISENHEIMER ROBIN L	801 GLOVER RD		SALISBURY	NC	28146	PERSONAL PROPERTY	66613	9.63
MOORE JILL BACON & HUS	MOORE VICTOR H	PO BOX 677		GRANITE QUARRY	NC	28072	112 E KERNS ST	66699	4.83

MORGAN RONNIE ALAN		8355 NC 801 HWY		MOUNT ULLA	NC	28125	8355 NC 801 HWY	62786	2.01
MOSS GARY MASON & WF	MOSS ANITA A	PO BOX 155		LANDIS	NC	28088	PERSONAL PROPERTY	63273	30.00
MOWERY ANITA CASPER		3070 POTNECK RD		WOODLEAF	NC	27054	0 POTNECK RD	66625	30.29
MURPHY ANGELA		2130 E RIDGE RD		SALISBURY	NC	28144	2130 E RIDGE RD	65963	529.34
MURPHY VIVIAN C		241 WESLEY WOODS LN		MOORESVILLE	NC	28115	0 WESLEY WOODS LN	62226	1.47
NANCY A PIGG		185 ANTIOCH PIKE		NASHVILLE	TN	37211	111 SAFRIT RD	63787	4.26
NEELY JERRY M		927 FAITH RD		SALISBURY	NC	28146	PERSONAL PROPERTY	63092	10.00
NICHOLS THOMAS H & WF	NICHOLS ELAINE I	6000 LONG FERRY RD		SALISBURY	NC	28146	6000 LONG FERRY RD	62753	17.19
OLIPHANT GERALD D		920 JONES RD		MOUNT ULLA	NC	28125	504 HICKORY NUT LN	66113	3.50
PACCAR INC		777 106TH AVE NE		BELLEVUE	WA	98004	PERSONAL PROPERTY	66678	440.07
PAMELA WILLIAMS		2875 BRADSHAW RD		MOORESVILLE	NC	28115	PERSONAL PROPERTY	63362	35.21
PARKER NANCY		508 2ND ST		SPENCER	NC	28159	508 2ND ST	62847	2.97
PATE SHARON		284 NEW LEICESTER HWY		ASHEVILLE	NC	28806	740 CATFISH RD	66051	582.05
PEEK RACHEL		1001 N TITAN DR		SALISBURY	NC	28147	1001 N TITAN DR	63683	14.09
PERRY WESLEY WAYNE		480 PERRY DR		SALISBURY	NC	28146	0 KLUTTZ RD	61791	2.24
PHILLIPS KIMBERLY		1163 PANHANDLE RD		GOLD HILL	NC	28071	PERSONAL PROPERTY	63512	79.54
PRESSON IRMA BURLESON		119 10TH ST		SPENCER	NC	28159	119 10TH ST	63455	2.56
RASBORN KENNETH J DMD PA		11707 STATESVILLE BLVD		CLEVELAND	NC	27013	PERSONAL PROPERTY	63475	28.25
RESTORATION PLUS		PO BOX 1212		SALISBURY	NC	28145	PERSONAL PROPERTY	63277	30.00
RICHARDSON, ANN C		2603 PLANER AV		KANNAPOLI	NC	28083	2603 PLANER AVE	66104	3.01
RILEY ANN MCCORKLE		3440 DEAL RD		MOORESVILLE	NC	28115	3440 DEAL RD	66283	2.73
RITA BEAVER		292 BUNNY HOP LN		CLEVELAND	NC	27013	292 BUNNY HOP LN	64611	1.36
ROBIN TREXLER		245 N FISHERMANS LN		SALISBURY	NC	28146	PERSONAL PROPERTY	62400	12.36
ROCK CHRISTINE & HUS	ROCK KENNETH H SR	5817 CHRISTY CIR		KANNAPOLIS	NC	28081	5817 CHRISTY CIR	65494	2.54
ROGERS SHIRLEY HOWARD		600 CHURCH AVE		KANNAPOLIS	NC	28081	600 CHURCH AVE	64885	5.00
ROPER MICHAEL EUGENE & WF	ROPER BRENDA D	708 AZALEA LN		CHINA GROVE	NC	28023	708 AZALEA LN	62785	6.74
ROSEMAN INVESTMENTS LLC		6060 CHISHOLM TRL		KANNAPOLIS	NC	28081	820 TIMBERWOOD DR	65851	146.53
SCHENK SHERRY BARBEE		165 T MYERS MHP LOT 7		WOODLEAF	NC	27054	PERSONAL PROPERTY	63274	55.95
SCHWEIZER BILL		3050 SHUE RD		SALISBURY	NC	28147	3050 SHUE RD	66645	7.63
SHARONVIEW FEDERAL CREDIT UNION		1081 RED VENTURES DR		FORT MILL	SC	29707	275 TED LN	67179	4.61
SHELBY PETHEL & HUDSON		122 N LEE ST		SALISBURY	NC	28144	12220 STATESVILLE BLVD	62038	89.67
SHELBY PETHEL & HUDSON PA		122 N LEE STREET		SALISBURY	NC	28144	255 RAINEY RD	64478	904.06
SHREWSBURY ARNOLD LUCK III & WF	SHREWSBURY JOYCE S	240 LAMB DR		SALISBURY	NC	28146	240 LAMB DR	65445	2.36
SHUMWAY JENNIFER		1440 GHEEN RD		SALISBURY	NC	28147	PERSONAL PROPERTY	62212	3.65
SIDES HELEN, LETT BETH	BROTHERS SHARON	413 PINE ST		LANDIS	NC	28088	PERSONAL PROPERTY	66844	90.00
SLOOP CHARLES A		13505 MOORESVILLE RD		MOUNT ULLA	NC	28125	13505 MOORESVILLE RD	66603	5.35
SMITH ANGELA HILLARD		175 KLUTTZ RD		SALISBURY	NC	28147	175 KLUTTZ RD	66608	7.78
SMITH DANIEL T & WF	SMITH TERESA W	780 CAMPBELL RD		CHINA GROVE	NC	28023	780 CAMPBELL RD	65860	1.14
SMITH GARY WAYNE SR	MCINTYRE SYLVIA KAY	3010 POTNECK RD		WOODLEAF	NC	27054	PERSONAL PROPERTY	62648	2.35
SMITH MARCELINA H		2290 7TH ST EXT		SALISBURY	NC	28144	2290 7TH ST	64162	6.73
SOLIDIFI TITLE & CLOSING LLC		88 SILVA LANE		MIDDLETOWN	RI	02842	305 EARNEST MILLER RD	63853	1,378.32
SPRINKLE DAVID E & WF	SPRINKLE GRACE	907 GRACE AVE		KANNAPOLIS	NC	28083	907 GRACE AVE	63379	4.33
SPRY RALPH BURNS		3275 E RIDGE RD		SALISBURY	NC	28144	3275 E RIDGE RD	64199	1.09
STIREWALT JIMMIE LEE & WF	STIREWALT BONNIE	4365 JACK BROWN RD		SALISBURY	NC	28147	4365 JACK BROWN RD	66391	17.36
STIREWALT RICKIE W		349 SPRING OAK DR		SALISBURY	NC	28147	349 SPRING OAK DR	63618	1.27
STIREWALT VIDA ALICE		1410 SHUPING MILL RD		ROCKWELL	NC	28138	0 SHUPING MILL RD	61950	10.00
STOVER ROBERT RAY		544 COOPER HOLLOW RD		WINIFREDE	WV	25214	2110 WEBB RD	64989	1.01
SUTHERLAND KENNETH E		850 WILKINSON RD		MOORESVILLE	NC	28115	850 WILKINSON RD	64576	2.55
TAMMY MORRISON		6590 GOODMAN LAKE RD		SALISBURY	NC	28146	6590 GOODMAN LAKE RD	64066	8.96
TANYA G WILLIAMS DMD PA		125 W KERR ST		SALISBURY	NC	28144	PERSONAL PROPERTY	63596	23.49
TARLTON RICHARD L & WF	TARLTON MARY SUE	105 FRONTIER CIR		CHINA GROVE	NC	28023	105 FRONTIER CIR	62333	3.48
TAUREAN HOMES INC		22 BROCKMEYER CIR		MASSAPEQUA	NY	11758	929 CONFEDERATE AVE	64481	14.50
THE SHOAF LAW FIRM		8414 FALL OF NEUSE RD STE 104		RALEIGH	NC	27615	6565 PLYLER RD	66733	1,108.21
THOMAS PUNGOCK		340 SAPONA DR		SALISBURY	NC	28146	340 SAPONA DR	64567	6.40
THOMAS PUNGOCK		340 SAPONA DR		SALISBURY	NC	28146	0 SAPONA DR	64570	1.17
THOMPSON BERTIE C		10760 UNITY CHURCH RD		MOORESVILLE	NC	28115	10760 UNITY CHURCH RD	63805	2.15

TILLEY INDIA		808 ASHWOOD ST		KANNAPOLIS	NC	28081	400 E 22ND ST	62611	54.53
TMR REALTY INC		131 E INNES ST STE 305		SALISBURY	NC	28144	PERSONAL PROPERTY	62659	10.00
TRAN BETTY SI		1889 SAINT MATTHEWS RD		ORANGEBURG	SC	29115	0 SUNSET POINTE DR	64347	1.43
TROUTMAN JOHN PAUL		1313 DOGWOOD AVE		KANNAPOLIS	NC	28081	617 POPLAR AVE	64929	1.89
TUCKER FRANKIE EUGENE		178 PARADISE DR		SALISBURY	NC	28146	178 PARADISE DR	64393	7.58
TUCKER KATHY		178 PARADISE DR		SALISBURY	NC	28146	235 DUNNS MOUNTAIN CHURCH RD	64392	3.73
VANQUISH COMMERCIAL FENCING		PO BOX 187		MORRISVILLE	PA	19067	PERSONAL PROPERTY	62114	150.00
WARREN CHER		640 S 6TH ST		RATON	NM	27740	PERSONAL PROPERTY	64009	8.60
WATKINS BARBARA P		135 HARDIN DR		CHINA GROVE	NC	28023	135 HARDIN DR	62599	5.20
WATTS EMMA		111 ALEXANDER ST		SPENCER	NC	28159	111 ALEXANDER ST	62626	4.71
WELLS FARGO EQUIPMENT FINANCE INC	MAC N9300-100	600 S 4TH ST		MINNEAPOLIS	MN	55415	PERSONAL PROPERTY	62117	100.00
WELLS GALE E.		210 BEV RD		ROCKWELL	NC	28138	406 SUNSET DR	64784	1,924.44
WILKERSON CAREY L & WF	WILKERSON SANDRA H	75 HAPPY HOLLOW RD		ROCKWELL	NC	28138	75 HAPPY HOLLOW RD	66098	2.13
WILLIAMS LAWRENCE L		665 PRICE RD		SALISBURY	NC	28146	665 PRICE RD	65838	12.03
WILLIS TERESA D		2225 WOODCREST DR		KANNAPOLIS	NC	28081	2225 WOODCREST DR	65302	1.90
WINGFOOT COMMERCIAL TIRE SYSTE		1000 S 21ST ST		FORT SMITH	AR	72901	1405 W JAKE ALEXANDER BLVD	62454	228.32
WOODARD RUTH A		3495 RIVER RD		RICHFIELD	NC	28137	3495 RIVER RD	65825	1.34
WOODRUFF RONALD LAFLEUR SR		450 HARRIS RD		SALISBURY	NC	28147	0 HARRIS RD	63312	95.21
WOODRUFF RONALD LAFLEUR SR		450 HARRIS RD		SALISBURY	NC	28147	0 HARRIS RD	63313	46.21
WRIGHTS HELEN L		425 OLD US HIGHWAY 70		SALISBURY	NC	28147	425 OLD US 70 HWY	64412	1.68
WRIGHTS HELEN LIPPARD		425 OLD US HWY 70		SALISBURY	NC	28147	103 E MAIN ST	64413	1.34
YADKIN SOUTH ENTERPRISES LLC		115 SAINT PAUL CHURCH RD		SALISBURY	NC	28146	1120 APPALACHIAN DR	64414	14.68
YADKIN SOUTH ENTERPRISES LLC		115 SAINT PAUL CHURCH RD		SALISBURY	NC	28146	4010 OLD CONCORD RD	64415	5.92
YOST BETTY R		725 SUNSET DR		SALISBURY	NC	28147	PERSONAL PROPERTY	64013	10.00
								TOTAL:	\$ 38,062.92

Sonya Parnell
Tax Collector

ROWAN COUNTY
A COUNTY COMMITTED TO EXCELLENCE



130 West Innes Street - Salisbury, NC 28144
TELEPHONE: 704-216-8180 * FAX: 704-216-8195

MEMO TO COMMISSIONERS:

FROM: Sheriff Kevin Auten
DATE: 01-09-2020
SUBJECT: 2020 Update for The Jail Medical Plan

Request approval for the 2020 Jail Medical Plan for the Rowan County Detention Center. Plan contains 2 changes from previous year:

1. The name of the medical provider has been changed due to the signing of a new contract this year. The new healthcare provider is Mediko, Inc.
- 2.. Request to change the name of the document from that of "Jail Health Plan" to that of "Jail Medical Plan". Changing the name of the document will better reflect the intentions of the North Carolina General Statutes.

Approve the updates to the Jail Medical Plan.

ATTACHMENTS:

Description	Upload Date	Type
2020 Jail Medical Plan	1/9/2020	Cover Memo

Rowan County Jail

Jail Medical Plan

The compliance with this Jail Health Plan is the joint responsibility of the **Rowan County Health Department**, the **Rowan County Sheriff**, and **Mediko PC Inc.**, the contracted provider of care to the inmates of the **Rowan County Jail**, hereinafter referred to as **Mediko**.

It is understood **Mediko, Inc.** has specific Policies and Procedures for inmate health services on-site within the medical unit. These policies and procedures can be reviewed by the **Rowan County Health Department Director** and the **Rowan County Sheriff** at any time.

Receiving Screening

Upon the arrival of each inmate at the **Rowan County Jail**, a preliminary health assessment (Receiving Screening) will be performed by correctional officers.

At a minimum, the assessment will include the following:

1. Documentation of current illnesses and health problems including medications taken and special health requirements.
2. Documentation of mental health problems, dental problems and allergies.
3. Behavior observation, including state of consciousness, mental status, appearance, conduct, tremors, sweating.
4. Inquiry into use of alcohol and other drugs, including types, methods, date/time last taken and problems arising out of use.
5. Notation of body deformities and ease of movement.
6. Observation of persistent cough or lethargy as well as an inquiry to unintentional weight loss, night sweats and known exposure to TB.
7. Inquiry as in known communicable diseases including Sexually transmitted disease.
8. Condition of skin including, trauma markings, bruises, lesions, jaundice, rashes and infestations and needle marks or other indications of drug abuse.
9. Status classification to succinctly identify the inmate's health status.
10. Referral of the inmate for emergency health services or additional health services, as may be necessary.

If as a result of the receiving screening it is apparent that an inmate requires medical attention, then the inmate will immediately be referred for treatment. The appropriate level of treatment (i.e. treatment in-house by a member of the professional health services staff or referral to a hospital or other community-based health service) should be made after a thorough evaluation of the inmate's condition.

Health care standards require that information regarding access to health care services be communicated orally and in writing to inmates upon their arrival at the correctional facility. To meet these standards, Mediko will use notices, printed in both English and Spanish. These will be posted in the Intake area advising them of how to access the health care delivery system, in addition to the verbal and written/documented notification which is provided at booking.

Daily Triageing of Complaints

In order to ensure that inmate health problems and requests are addressed promptly, appropriately and efficiently, we use a structured triage procedure, proven effective in other correctional settings.

Our Medical Director (Physician and/or Physician Assistant or Nurse Practitioner under supervision by a Physician) always oversees the triage system that is followed by all health care personnel. This ensures that the inmates receive the appropriate level of care and that their complaints are properly processed and resolved.

Inmates have the ability to access the triage system by submitting a health care request form. These requests are received and processed daily by the health care staff, and as a first step in the triage system the inmate is then seen by a member of the professional nursing staff and appropriate treatment is administered within the scope of the Nurse Practice Act. Those inmates requiring a higher level of service will be referred to the physician, physician assistant, or other appropriate professional practitioner in a timely manner.

If the Physician or other practitioner determines that the inmate's medical needs are more extensive or specialized than can be addressed within the facility's health care program, an appropriate referral to outside medical services will be provided.

Sick call must be conducted on-site by a physician, nurse practitioner or a physician assistant under the direction of a physician. The majority of inmates to be seen by the physician will have been screened as part of the formal triage system. However, this will not preclude an inmate who had not been triaged or who has a sudden or acute problem, from seeing the physician during the time the physician is on-site at the facility.

Appropriate documentation will be recorded and maintained for all inmates seen at sick call. This information will be incorporated into the inmate's medical record as appropriate. An inmate's medical record will contain appropriate entries completely documenting each sick call encounter (i.e., an inmate's specific health request, the assessment of the health care professional who saw the inmate, the prescribed treatment plan, and any follow-up encounters). This will ensure that all inmates' health requests are promptly and properly handled, documented, and followed through to a satisfactory resolution.

Special Medical Program

We will provide all special health care services required including, but not limited to, care for inmates who are chronically or terminally ill, physically handicapped, developmentally disabled or inmates with special mental health needs or convalescing inmates. Individual treatment plans will be developed for all chronically ill, terminally ill and convalescing inmates. Examples of chronic illness include diabetes, hypertension, asthma and epilepsy. Convalescing inmates include those recovering from fractures, inpatient surgical procedures, and hepatitis and other communicable diseases. The type of treatment will be determined by the needs of the individual inmate, but may include such things as medications, special diets, physical therapy, laboratory tests or dressing changes. Each treatment plan will be initiated by the physician and will be detailed in the individual's medical record.

We will keep a list of inmates with special needs and maintain schedules for medical treatment in accordance with our established protocols for each illness. For example, daily blood sugars are obtained on all diabetics receiving insulin, Dilantin levels are monitored monthly on epileptic inmates, and blood pressure evaluations are performed as clinically indicated on inmates receiving anti-hypertensive drugs.

Medical determination of a tendency towards suicide or a history of seizures will result in the inmate being assigned to quarters that have close supervision.

We realize that communicable diseases, such as tuberculosis (TB), HIV and hepatitis require special attention in inmate populations. We have developed an Infection Control Program that incorporates education, diagnosis and treatment of inmates. Screening for TB and/or HIV occurs at time of intake, if conditions indicate that such testing is necessary.

Neither North Carolina nor Federal laws specifically require HIV testing upon request; however we feel that the most prudent course to take would be to make testing available but limit it by leaving the decision to the medical staff.

Data supports that our inmate population has a higher than usual incidence of Sexually transmitted disease. This is addressed in the medical intake screening and then in more depth upon the History & Physical. If at the time of intake, the H&P or any time complaints of that nature is offered, we will then initiate testing and or treatment.

Our Infection Control Program includes, but is not limited to:

1. Surveillance procedures to detect inmates with infectious and communicable diseases, appropriate immunizations to prevent these diseases and proper treatment and care for inmates with these diseases.
2. The decontamination of medical equipment and proper disposal of sharps and medical bio-hazardous waste used by the medical staff, or determined by the medical staff to be considered bio-hazardous waste.
3. Strict adherence to universal precautions by health care workers to prevent exposure to blood-borne pathogens.
4. Notifying the Local county health department of suspected/confirmed cases of all STD, TB, HIV, Hepatitis, Listeria, E-coli, MRSA, as well as other disease reportable according to the NC Administrative Code 10A NCAC 41A.0101 and .0102 criteria.

We will also dispose of all medically-related infectious and hazardous waste in accordance with all state and federal regulations. We follow and assure compliance with Occupational Health and Safety Administration (OSHA) guidelines for infection control procedures.

Pharmaceuticals and Medical Supplies

An agreement has been set in place to order all prescribed medications from a contracted pharmacy vendor. Any STAT medications may be ordered from a local pharmacy provider. STAT medications are classified as medications which need to be started immediately and a supply of such medications is not currently on-site within the medical unit. The pharmacy vendor will supply the Mediko Formulary and

ordering sheets to the facility for the placement of orders. All orders received before 3:00 p.m. EST, will be shipped out for next day delivery.

Mediko shall comply with all applicable state and federal regulations regarding the prescribing, dispensing, administering, and procuring of pharmaceuticals. All employees must review the ordering procedures for pharmaceuticals. No medications will be ordered without a physician's order. All re-orders must be approved through the physician also. Medications are prescribed only when clinically indicated, not for disciplinary purposes.

All pharmaceuticals must be stored appropriately, in accordance with their storage instructions (i.e. refrigeration, etc.). Security storage (under lock and key) must be maintained for all prescribed medications. Only the nurse and health services staff will have access to the medications. If applicable, a key may be given to security in case of emergencies. All narcotics are to be kept under separate lock and key from other medications.

Application I for the registration to comply with the North Carolina Controlled Substance Act will be submitted. The N.C. Department of Health and Human Services (NC DHHS) then schedules an onsite inspection and evaluation. NC DHHS will notify the Jail of the requirements that they must implement to be granted permission.

The nurse and Medical Director as needed should perform a periodic review of all pharmacy orders. A narcotic count must be performed on a regular basis and the nurse and/or physician should review all reports. Copies of all count sheets are to be kept on file for review and/or audit.

All expired pharmaceuticals must be destroyed accordingly. The pharmacy vendor will perform this service on a quarterly basis, or sooner if needed. The nurse must call the pharmacy directly to schedule this service when needed. Also, a Sharps Count log must be kept by all nursing staff. All count sheet logs must be kept on-file for review and/or audit.

Diabetic inmates may be allowed to draw and administer their own insulin under the supervision of a health care staff member, and/or under security's approval.

All pharmaceuticals will be maintained in the medication room and only personnel authorized to give medications will have access to this area. The medication room area will be locked at all times and only authorized personnel will have keys.

The pharmacist will be responsible to select all generic equivalent drug products used in the correctional facility. All drug products utilized will be those of certified Food and Drug Administration approved manufacturers. In addition, the pharmacy vendor will conform to all federal laws, State statutes, and the state Board of Pharmacy regulations concerning drug products.

All drug recalls will be the responsibility of the pharmacist. Collection and return of recalled drugs will be the pharmacists' responsibility at the dispensing level and the nurse's responsibility, upon notification, at the drug administrator level.

All outdated, unused, deteriorated drugs will be the responsibility of the pharmacist to return and destroy during their quarterly inspections. Control substances returned or otherwise destroyed will be in compliance with federal and state regulations.

The pharmacy vendor according to the State Pharmacy Law shall label all prescriptions. Each prescription will contain the following information:

1. Name and address of the dispensing pharmacy;
2. Serial number of the prescription;
3. Date of the prescription;
4. Name of the prescriber;
5. Name of patient;
6. Name and strength of the drug;
7. The generic name of the drug, even if the generic drug is unavailable to dispense or even if the substitution of a generic drug is not authorized;
8. Directions for use;
9. Appropriate cautionary statements;
10. "Filled by" or "Dispensed by" with the name of the dispensing pharmacist, which must include at a minimum, the first initial and full last name of the dispensing pharmacist;
11. If the dispensed drug is a "tranquilizer or sedative" it should bear the warning "The consumption of alcoholic beverages while on this medication can be harmful to your Health" if the prescriber so directs on the prescription;
12. If the prescription is dispensed in a container other than the manufacturer's original container, a discard date, which shall be the earlier of one year from the date dispensed or the manufacturer's date, whichever is earlier;
13. If the prescription is dispensed in the manufacturer's original container, the label must not obscure the expiration date and storage statement.

All floor stock shall be reviewed and authorized by the Medical Director. Floor stock will be issued as non-prescription floor stock, prescription floor stock, and emergency floor stock drugs. Only persons authorized to prescribe within the state where the facility is located may order floor stock to be kept within the medical unit.

Emergency Medical, Dental, and Mental Health

Emergency Medical

Certain members of the professional health care staff, including the physician, will have twenty-four (24) hour on-call responsibility for any emergency that may arise. In the event of an emergency or in response to any medical need, the nursing on-call staff must be called and will immediately respond by telephone to work with security staff to evaluate the inmate. Other appropriate medical personnel will be notified if necessary. The inmate will be transferred to a hospital emergency room for further treatment, if clinically indicated and agreed to by the Mediko on-call medical authority.

When emergency transportation is required, medical personnel will decide whether an ambulance or security van is required and coordinate appropriate transportation with the corrections administration and security.

However in the event where the correctional officer feels that the services of EMS is required, and the medical staff is not present to address the situation then the correctional officer should make provisions for emergency transport without the hesitation of notifying the medical staff.

Dental Care

Dental treatment shall be provided according to an established treatment plan/order, and based on

established priorities. Consultation with the dentist and/or dental specialist will be available. Dental treatment will be scheduled on an as needed basis, for the earliest appointment time available. Medical staff should notify the dentist of requested treatment in advance of services being performed.

The Medical Director will review all prescriptions for approval. Any substitutions for prescribed narcotics/medications should be confirmed with the Dentist, but may be changed by the Medical Director to conform to the Jail policy (limits on narcotics, etc.).

Mental health and chemical dependency withdrawal

Inmates reporting the use of alcohol, opiates, stimulants, sedatives, hypnotic drugs, or other substances will be evaluated for their degree of reliance upon and potential for withdrawal from these substances and possible intoxication or overdose. Upon completion of the screening process, patients indicating such uses must be immediately referred to the medical staff for further evaluation and treatment.

Detoxification will be carried out only under medical supervision and initiated by the medical staff with physician overview on an individual care basis. All detainees found to be demonstrating the signs and symptoms of drug/alcohol withdrawal will be seen by the Medical Director and his treatment plan will be followed. Inmates experiencing severe, life threatening intoxication or withdrawal must be seen by the Medical Director and upon his orders may be transferred to a licensed acute care facility, or the local emergency room for treatment. The Jail Administrator must receive authorization for this transfer.

Detox inmates must be monitored on a consistent basis and all findings documented in his/her medical record. Documentation of the patient's status during detoxification is very important and must be reviewed by all medical staff members in order to maintain patient care while incarcerated.

Detox inmates may be referred to the designated mental health provider or a local program for assessment regarding dependency issues.

Pregnant females who have drug/alcohol dependency will promptly be referred to the Medical Director for appropriate treatment methods. The Medical Director may have established treatment protocols.

Inmates who are on Methadone will be referred to the Medical Director to determine appropriate withdrawal treatment plans to be used.

Medical staff will verify a patient's history and medication prior to inception of services. The physician will review the information and make referrals as appropriate.

Treatment services may include on-site and/or off-site crisis intervention. Not all treatments include the prescribing of psychotropic medications. Crisis intervention is to be initiated if patient is a threat to them self and/or others.

Pregnant Inmates

All verified and confirmed pregnant inmates will be referred to the designated prenatal clinician who can

provide obstetric services including regular prenatal care, medical exams, activity level advice, safety precautions, nutrition guidance and counseling. The inmate will be prescribed prenatal vitamins while incarcerated and applicable laboratory and diagnostic testing will be performed.

The Jail Administrator must be notified of the inmate's pregnancy and on-going treatment. Corrections Officers should be alerted to the inmate's due date as it approaches and she should be under close observation around that time.

Medical staff will document the inmate's previous health history and other births. Outside specialty clinic visits will also be documented and noted in the patient's chart, along with services rendered noted in the file. Medical staff must utilize the Pregnancy Flow Sheet to monitor the pregnancy. The Medical Director should review the flow sheet on a consistent basis, maybe at the established chronic clinics reviews.

Pregnant inmates needing obstetric services will be referred to the local County Health Department. The Health Department's contracted providers determine if they will accept inmate for services. Also, contract providers may discharge a client from care with documented cause and notification.

The designated mental health provider may be asked to participate in the treatment plan regarding the patient. Issues which may be discussed are any psychotropic medications needs and/or depression the patient may experience due to separation from the baby after the birth.

Medical Records

All medical records will be kept in the medical unit or, if inactive, in a secure place accessible to medical personnel for a period of seven years. The Jail Administrator should be consulted as to the space needed for the storage of inactive files.

All medical encounters will be entered into the medical record using a narrative, pathways, or S.O.A.P. format. The medical record will contain the following elements and all laboratory reports, consult reports, discharge summaries, and diagnostic studies will be reviewed and initialed by the physician before placement in the medical record:

1. Master Problem List (if a chronic condition patient);
2. Receiving Screening form;
3. Admission Data/History and Physical Assessment form;
4. Physicians' Orders form;
5. Progress Notes;
6. Laboratory studies; Diagnostic studies; Dental records;
7. Psychiatric and psychological reports;
8. Consultant's reports; x-ray reports;
9. Medication Administration Records;
10. Consent forms; Discharges summaries;
11. Release of Responsibility and Authorization for Release of Information Forms;
12. Sick Call Request forms;
13. Specialized treatments plans;

14. All other relevant and medically related materials;
15. Transfer forms

When an inmate is re-incarcerated, the prior record, if one exists, will be reactivated and reviewed by the medical staff. The inmate will have one (1) medical record that contains a record of all medical services that are rendered.

All forms must be signed and dated appropriately.

Confidentiality of Health Records

HIPAA regulations apply to any protected health information such as information that concerns a person's social security number, date of birth, physical or mental health, healthcare, or payment information that could be used to identify an individual. Disclosure of such information is prohibited. While individuals are in a correctional institution, Mediko can use or disclose an inmate's protected health information to the medical unit of another correctional institution for the following reasons:

1. Health and safety of the inmate or other inmates;
2. Health and safety of the correctional institution's personnel;
3. Health and safety of those personnel responsible for transporting or transferring of inmates;
4. Law enforcement on the institution's premises;
5. The administration and maintenance of the safety, security, and good order of the institution.

N.C.G.S 130A-143 contains strict confidentiality language about reportable communicable diseases. The public health regulations allow a local health department director to notify the sheriff if a detention inmate has certain communicable diseases. This regulation excludes HIV infection and AIDS. The disease must represent a significant threat to the public health. Per N.C.G.S. 130A-145, all information and records that identify person who has the AIDS virus infection or who has or may have a disease or condition required to be reported pursuant to the provisions of this Article shall be strictly confidential and shall not be released or made public except under the circumstances listed in the Article.

Further, if an inmate has escaped from custody, HIPAA does not restrict the use or disclosure of an inmate's medication information. In such situations, the correctional institution may use or disclose the inmate's personal medical information as long as that use or disclosure is consistent with applicable laws and standards of ethics.

The inmate's medical record is considered confidential and may not be shared with unauthorized individuals or agencies without the inmate's written consent. Training will be extended to all staff during orientation about the importance of maintaining medical confidentiality.

Confidentiality Specific to HIV infection and AIDS

1. Any information and records, especially medical records that might identify an inmate as HIV infected, will be kept strictly confidential. This confidentiality reflects North Carolina's Law. Federal courts have recognized that inmates retain the right to privacy that protects against the disclosure of sensitive medical information.
2. Jail medical staff only under the following circumstances may release the inmates HIV status:

- a. Release is made to health care personnel who are providing care to this inmate.
- b. Release is made with the inmate's written consent or the written consent of the inmate's guardian.
- c. Release is made pursuant to a subpoena or court order.
- d. Release is made to the Physician of a person exposed to the inmate's potentially infectious body fluid, upon receipt of proper consent under law.

Note: If an exposed officer learns from the Jail physician or private physician that an inmate is HIV infected, he or she must keep that information strictly confidential. The reason for telling the officer is to permit effective treatment and counseling. It is a misdemeanor if the officer discloses this information to another officer.

One exception to the confidentiality law is N.C.G.S. 53A-222 which allows inspectors with the Jail and detention branch to see an inmate's medical record unless the inmate objects in writing. Before inspectors may review the inmate's record, the inmate must be informed in writing of his right to object.

Another exception is the reporting of certain documented diseases pursuant to 10A NCAC 41A.0101 and 10A NCAC 41A.0102. This "Reporting of communicable disease" statute defines what is reportable, who is responsible to report as well as a timeframe for reporting. These guidelines will be adhered to by the jail medical organization (Mediko).

Privacy

All medical evaluations and services are to be performed in as much privacy, with respect to security issues, as possible. The discretion is with the Medical Director, physician, or nurse providing the service.

Security personnel may be present if the patient poses a probable risk to the safety of the medical staff or others. Instruction on maintaining confidentiality is given to security staff that observes or hears health encounters. When cell side triage is required, medical staff must take extra precautions to promote private communication with the inmate.

Handling of Intoxicated Inmates

Upon completion of the screening process, patients indicating use of intoxicating substances must be immediately referred to the medical staff for further evaluation and treatment.

Detoxification will be carried out only under medical supervision and initiated by the medical staff with physician overview on an individual care basis. All detainees found to be demonstrating the signs and symptoms of drug/alcohol withdrawal will be seen by the Medical Director and his treatment plan will be followed. Inmates experiencing severe, life threatening detoxification or withdrawal must be seen by the Medical Director and upon his orders may be transferred to a licensed acute care facility, or the local emergency room for treatment. The Jail Administrator must receive authorization for this transfer.

Pregnant females who have drug/alcohol dependency will promptly be referred to the Medical Director for appropriate treatment methods. The Medical Director may have established treatment protocols.

Inmates who are on Methadone will be referred to the Medical Director for appropriate withdrawal treatment plans to be used.

Training for Officers

Training programs should be provided by a Jail training coordinator or through programs funded by the county or state (depending upon the facility resources). All training programs provided by Mediko must be documented and the Jail training coordinator will keep attendance rosters.

Upon request by the Jail Administrator, Mediko in a joint effort along with the local health department (if available) and other available entities will provide the following training:

1. First Aid;
2. Suicide Prevention;
3. CPR;
4. Screening Techniques;
5. Health Referrals;
6. Medication Administration;
7. Recognizing chronic conditions/illnesses;
8. Signs and Symptoms of Mental Illness;
9. Universal Precautions;
10. Confidentiality (HIPAA);
11. Infectious Diseases – AIDS, MRSA, TB

The nurse should participate in the on-going training program currently set-up through the facility, whenever available to do so.

Transporting inmates to outside sources for medical care

The transportation officer will be notified by medical personnel when an inmate is scheduled for an appointment outside the Jail. Security staff will plan the transportation. Medical staff will not inform the inmate of the date or time of the appointment. When emergency transportation is required, medical personnel will decide whether an ambulance or security van is required and coordinate appropriate transportation with the corrections administration and security.

Medical Co-Pay

The medical staff is not to benefit in any way from the co-pay system. The nurse who is triaging or treating the inmate is to only complete the forms necessary to provide information for an inmate's account to be charged.

Continuity of Care

Upon an inmate's admission into the Jail, every effort must be made to obtain information concerning previous and/or current treatment plans. Record request forms may be sent to the inmate's treating physician for inclusion into inmate's current medical file at the Jail. The Medical Director must be made aware of the medical records upon arrival, for his/her review as well.

All medications must be verified before their continuance. All verifications (or inability to verify) must be noted within the patient's chart. Once medications have been verified, the Medical Director may give a verbal order (if not on-site) to continue the medications until the next scheduled physician sick call, based upon the inmate's compliance prior to incarceration and present condition. Identified long-term and/or serious chronic conditions must be referred to the Physician for referrals or follow-up clinic visits as needed.

All pregnant inmates will be placed on pre-natal services for referral to a local OB/GYN clinic or the local County health department. Those pregnant inmates exhibiting serious conditions may be referred to the hospital for assessment.

All ordered tests and/or consults are completed in a timely manner. The Medical Director must sign all outpatient service discharge summaries as evidence of review. If changes in treatment are necessary, the changes must be noted and clinical justification for an alternative treatment plan is noted.

Health Assessment

All history and physical data will be obtained by medical staff and recorded on an Admission Data History and Physical Exam form. The medical staff will review the Receiving Screening form and confirm all information, as well as ask for any additional medical history information that may not have been noted upon admission. The medical staff must verify previous history, and document such verification and/or non-verification.

Within 14 calendar days of arrival into the Jail, the inmate will receive a full health assessment by Mediko medical staff. A recording of inmate's current weight, height, blood pressure reading, and temperature and pulse rate will be noted on the Assessment form. Female inmates will be given a pregnancy test if their situation deems possible pregnancy and/or upon request.

The medical staff will use the H&P Assessment form to document the findings of the client's physical exam. Inmates with a chronic condition will be screened and questioned specifically about their condition. Chronic care inmates will be referred to the physician's chronic care clinic for an initial assessment and treatment plan as well.

Other lab and/or diagnostic testing may be required based on information received from the inmate and documented on the Receiving Screening or Assessment form. Physician's orders must be obtained for the testing.

An inmate, who has been re-admitted into the Jail and had a documented health assessment within the previous 12 months, need not be re-examined unless changes in inmate's health have been noted upon admission.

An inmate has the right to refuse a health assessment. Please refer to the policy Right to Refuse Treatment. If an inmate refuses a TB test, the inmate must be placed in isolation for precautionary measures, as TB is an infectious disease. Medical staff should monitor inmate until the TB testing is completed. Depending upon the reasons for the inmate's refusal, the Medical Director and/or mental health staff may be advised to speak with the inmate about his/her concerns.

All history and physical exam records must be referred to the Medical Director for review and sign-off.

Grievance Procedure

Upon receipt of an inmate's grievance, the nurse will review the information presented and speak with the inmate about the problem and possible resolution. All information about the conversation should be documented on the grievance form and returned to the Jail Administrator as to response. A copy should be filed in a file labeled "Inmate Grievance Reports" in the medical office. All responses to inmate grievances must be timely and based on principles of adequate and prudent medical care.

Correctional officers will provide grievance forms to inmates upon their request. The inmate will give the completed form to a correctional officer who then gives the form to the medical staff for resolution.

An incident report may accompany a copy of the grievance if submitted to the Mediko corporate office. If the corporate office needs to be involved in the resolution of the problem, communication with the nurse, as well as a review of the applicable records and/or other information will begin. The nurse should notify the corporate office of the need for involvement.

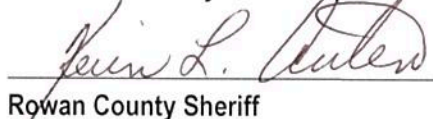
After the grievance has been resolved, the Jail Administrator should be notified as to the resolution.

If the inmate does not agree with the resolution, an appeal may be filed citing additional information. The nurse and Jail Administrator will once again review this appeal grievance, with a copy forwarded to the corporate office for resolution. All appeals must be sent to the corporate office for review.

Collection of DNA

In keeping in compliance with the Session law 2003-376 House Bill 79, the nurse or member of the Jail health team will provide the phlebotomy service for the collection of the DNA samples that are specific to meeting the requirements mandated by the state of North Carolina. The House Bill does not address the issue of obtaining DNA for the use of forensic investigation, for which no member of the Jail medical team is to participate. The Jail medical team is only to provide the services of phlebotomy and under no circumstances should be involved with the record keeping, finger printing and transport of the specimen. The location and time of the phlebotomy service will be established in agreement with both the duty officers and the medical team member. The phlebotomy procedure is never to interfere with the health care provider's responsibility to deliver health care services to the inmates of the facility.

This Jail Medical Plan is hereby adopted as of 1/8/2020 by the **Rowan County Health Director** and by the **Rowan County Sheriff** department.

 Date: 01/02/20
Rowan County Sheriff

 Date: 1-8-20
Rowan County Health Director



OFFICE OF THE SHERIFF

COUNTY OF ROWAN

232 NORTH MAIN STREET

SALISBURY, NORTH CAROLINA 28144



KEVIN L. AUTEN
SHERIFF

PHONE (704) 216-8700
FAX (704) 216-8674

February 13, 2020

Pertaining to the 2020 Rowan County Jail Medical Plan:

Our signatures below represent our adoption of the 2020 Rowan County Jail Medical Plan as presented to us on February 13, 2020.

Chairman Gregory Edds

Vice Chairman Jim Greene

Commissioner Craig Pierce

Commissioner Judy Klusman

Commissioner Mike Caskey Jr.

DETENTION CENTER
PHONE (704) 216-8770
FAX (704) 216-8731
JAIL ANNEX (704) 216-7900

WWW.ROWANSHERIFF.ORG

LANDIS OFFICE
PHONE (704) 216-8742
FAX (704) 857-3640



ROWAN COUNTY
A COUNTY COMMITTED TO EXCELLENCE



130 West Innes Street - Salisbury, NC 28144
TELEPHONE: 704-216-8180 * FAX: 704-216-8195

MEMO TO COMMISSIONERS:

FROM: County Attorney Jay Dees
DATE: January 13, 2020
SUBJECT: Consider Task Order With McGill & Associates For Sewer Inspection at West End Plaza

To review and consider a task order with McGill and Associates regarding sewer inspection at West End Plaza for proposed Waffle House.

ATTACHMENTS:

Description

Upload Date

Type

No Attachments Available

ROWAN COUNTY
A COUNTY COMMITTED TO EXCELLENCE



130 West Innes Street - Salisbury, NC 28144
TELEPHONE: 704-216-8180 * FAX: 704-216-8195

MEMO TO COMMISSIONERS:

FROM: Siobhan Allen, Management Analyst
DATE: January 13, 2020
SUBJECT: Language Access Plan

Request for Board to approve updated Language Access Plan for the County

ATTACHMENTS:

Description	Upload Date	Type
Rowan County Language Access Plan	1/13/2020	Cover Memo

Providing Meaningful Communication with Persons with Limited English Proficiency

Rowan County, North Carolina February 2020 thru February 2024

The purpose of this Policy and Plan is to ensure compliance with Title VI of the Civil Rights Act of 1964, and other applicable federal and state laws and their implementing regulations with respect to persons with limited English proficiency (LEP). Title VI of the Civil Rights Act of 1964 prohibits discrimination based on the ground of race, color or national origin by any entity receiving federal financial assistance. Administrative methods or procedures, which have the effect of subjecting individuals to discrimination or defeating the objectives of these regulations, are prohibited.

POLICY:

In order to avoid discrimination on the grounds of national origin, all programs or activities administered by Rowan County will take reasonable steps to ensure that persons with Limited English Proficiency (LEP) have meaningful access and an equal opportunity to participate in benefits and services for which such persons qualify. This Policy defines the responsibilities the agency has to ensure LEP individuals can communicate effectively.

DEFINITIONS:

Limited English Proficient (LEP) individual – Any prospective, potential, or actual recipient of benefits or services from the agency who cannot speak, read, write or understand the English language at a level that permits them to interact effectively with health care providers and social service agencies.

Vital Documents – These forms include, but are not limited to, applications, consent forms, all compliance plans, bid documents, fair housing information, citizen participation plans, letters containing important information regarding participation in a program; notices pertaining to the reduction, denial, or termination of services or benefits, the right to appeal such actions, or that require a response from beneficiary notices advising LEP persons of the availability of free language assistance, and other outreach materials.

Title VI Compliance Officer: The person or persons responsible for administering compliance with the Title VI LEP policies.

Substantial number of LEP: 5% or 1,000 people, whichever is smaller, are potential applicants or recipients of the agency and speak a primary language other than English and have limited English proficiency.

PROCEDURES:

1. IDENTIFYING LEP PERSONS AND THEIR LANGUAGE

Rowan County will promptly identify the language and communication needs of the LEP person. Staff will use a language identification card (or “I speak cards,” provided Community Investment and Assistance (CI) and LEP posters to determine the language. In addition, when records are kept of past

interactions with individuals or family members, the language used to communicate with the LEP person will be included as part of the record.

2. OBTAINING A QUALIFIED INTEPRETER

List the current name, office telephone number, office address and email address of the Title VI compliance officers:

Siobhan Allen MGH, MCC
130 W. Innes Street Suite 210
Salisbury, North Carolina 28144
Siobhan.Allen@rowancountync.gov

Elizabeth Garcia Administrative Assistant V
130 W. Innes Street Suite 210
Salisbury, North Carolina 28144
Elizabeth.Garcia@rowancountync.gov

(P) 704- 216-8199 (F) 704-216-8195

(Note: The agency must notify the CI Compliance Office immediately of changes in name or contact information for the Title VI compliance officer.)

Check all methods that will be used:

- ☐ Maintaining an accurate and current list showing the language, phone number and hours of availability of bilingual staff (***provide the list***):
- ☐ Contacting the appropriate bilingual staff member to interpret, in the event that an interpreter is needed, if an employee who speaks the needed language is available and is qualified to interpret;
- ☐ Obtaining an outside interpreter if a bilingual staff or staff interpreter is not available or does not speak the needed language.

Language Line

1-800-528-5888 or 1-831-648-7582

Have/has agreed to provide qualified interpreter services. The agency's (or agencies') telephone number(s) is/are (***insert number (s)***), and the hours of availability are 24 hours a day, seven (7) days a week.

☐ Other (***describe***):

Additional interpretive resources may be available through coordination with the Rowan County Health Department or Department of Social Services.

All staff will be provided notice of this policy and procedure, and staff that may have direct contact with LEP individuals will be trained in effective communication techniques, including the effective use of an interpreter.

Some LEP persons may prefer or request to use a family member or friend as an interpreter. However, family members or friends of the LEP person will not be used as interpreters unless specifically requested by that individual and **after** the LEP person has understood that an offer of an interpreter at no charge to

the person has been made by the facility. Such an offer and the response will be documented in the person's file. If the LEP person chooses to use a family member or friend as an interpreter, issues of competency of interpretation, confidentiality, privacy, and conflict of interest should be considered. If the family member or friend is not competent or appropriate for any of these reasons, competent interpreter services will be provided to the LEP person.

Children and other residents will **not** be used to interpret, in order to ensure confidentiality of information and accurate communication.

3. PROVIDING WRITTEN TRANSLATIONS

- i. The Rowan County will set benchmarks for translation of vital documents into additional languages. *(please ensure to keep records of those documents that apply to your agency)*
- ii. When translation of vital documents is needed, Rowan County will submit documents for translation into frequently-encountered languages.
- iii. Facilities will provide translation of other written materials, if needed, as well as written notice of the availability of translation, free of charge, for LEP individuals.

4. PROVIDING NOTICE TO LEP PERSONS

Rowan County) will inform LEP persons of the availability of language assistance, free of charge, by providing written notice in languages LEP persons will understand. Example: The notification will include, in the primary language of the applicant/recipient, the following language: IMPORTANT: IF YOU NEED HELP IN READING THIS, ASK THE AGENCY FOR AN INTERPRETER TO HELP. AN INTERPRETER IS AVAILABLE FREE OF CHARGE.

All interpreters, translators and other aids needed to comply with this policy shall be provided without cost to the person being served, and individuals and their families will be informed of the availability of such assistance free of charge.

At a minimum, notices and signs will be posted and provided in intake areas and other points of entry, including but not limited to the main lobbies, waiting rooms, etc.

J. Newton Cohen, Sr. Rowan County Administration
1st floor bulletin board
130 W. Innes Street, Salisbury, NC 28144

Rowan County Planning & Development Department
2nd floor bulletin board
Salisbury, NC 28144

Rowan County Health Department
1811 E. Innes Street
Salisbury, NC 28146

Rowan County Department of Social Services
1813 E. Innes Street
Salisbury, NC 28146

Notification will also be provided through one or more of the following: public notices in local newspapers (as applicable) and information distributed to and available at all Rowan County departments.

5. MONITORING LANGUAGE NEEDS AND IMPLEMENTATION

On an ongoing basis, Rowan County will assess changes in demographics, types of services or other needs that may require reevaluation of this policy and its procedures. In addition, Rowan County will regularly assess the efficacy of these procedures, including but not limited to mechanisms for securing interpreter services, complaints filed by LEP persons, feedback from residents and community organizations, etc.

I. Compliance Procedures, Reporting and Monitoring

A. Reporting

The agency will complete an annual compliance report and send this report to CI. (Format will be supplied by CI)

B. Monitoring

The agency will complete a self-monitoring report on a quarterly basis, using a standardized reporting system proposed by the local government. These reports will be maintained and stored by the Title VI Compliance Officer and will be provided to CI upon request.

The agency will cooperate, when requested, with special review by the CI.

II. Applicant/Recipient Complaints of Discriminatory Treatment

A. Complaints

The agency will provide assistance to LEP individuals who do not speak or write in English if they indicate that they would like to file a complaint. A complaint will be filed in writing, contain the name and address of the person filing it or his/her designee and briefly describe the alleged violation of this policy. The form can be found at <https://www.nccommerce.com/documents/cdbg-compliance-plans>.

The agency will maintain records of any complaints filed, the date of filing, actions taken and resolution.

The agency will notify the appropriate section within CI of complaints filed, the date of filing, actions taken and resolution. This information will be provided within 30 days of resolution.

B. Resolution of Matter

If the matter cannot be resolved by informal means, the individual will be informed of his or her right to appeal further to CI. This notice will be provided in the primary language of the individual with Limited English Proficiency.

The CI Compliance Office will conduct an investigation of the allegations of the complaint. The investigation will afford all interested persons and their representatives, if any, an opportunity to submit evidence relevant to the complaint.

The investigation will not exceed 30 days, absent a 15-day extension for extenuating circumstances.

If the investigation indicates a failure to comply with the Act, the local unit of government, agency Director or his/her designee will so inform the recipient and the matter will be resolved by informal means whenever possible within 60 days.

If the matter cannot be resolved by informal means, then the individual will be informed of his or her right to appeal further to the Department of Justice. This notice will be provided in the primary language of the individual with Limited English Proficiency.

If not resolved by CI, then complaint will be forwarded to Department of Justice (DOJ), Department of Housing and Urban Development (HUD) Field Office.

SUBMITTED AND ADOPTED BY:

Gregory C. Edds

Chairman, Rowan County Commission

Chairman, Rowan County Commission (signature)

Date

ROWAN COUNTY
A COUNTY COMMITTED TO EXCELLENCE



130 West Innes Street - Salisbury, NC 28144
TELEPHONE: 704-216-8180 * FAX: 704-216-8195

MEMO TO COMMISSIONERS:

FROM: Siobhan Allen, Management Analyst
DATE: January 13, 2020
SUBJECT: Administrator for Juvenile Crime Prevention Council

Assign Elizabeth Garcia as the new Administrator for the Juvenile Crime Prevention Council (JCPC).

ATTACHMENTS:

Description

Upload Date

Type

No Attachments Available

ROWAN COUNTY
A COUNTY COMMITTED TO EXCELLENCE



130 West Innes Street - Salisbury, NC 28144
TELEPHONE: 704-216-8180 * FAX: 704-216-8195

MEMO TO COMMISSIONERS:

FROM: Dione Adkins-Tate, Interim Executive Director, SRCAA
DATE: January 13, 2020
SUBJECT: Salisbury-Rowan Community Action Agency's Community Services Block Grant For FY 2020-21

ATTACHMENTS:

Description	Upload Date	Type
Request	1/13/2020	Cover Memo
Grant Application	1/13/2020	Cover Memo
Documentation of Submission Form	1/13/2020	Cover Memo

Barger, Carolyn M

From: Dione Adkins <dioneadkins@srcaa.com>
Sent: Friday, January 10, 2020 4:07 PM
To: Barger, Carolyn M
Cc: Dione Adkins
Subject: Salisbury-Rowan Community Action Agency, Inc. submission of grant application for Commissioner's review (Item of consent on agenda)
Attachments: Salisbury-Rowan CCA Community Services Block Grant Application for review.pdf; Documentation of Submission form.pdf

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe. Report suspicious emails by clicking the **"Report Phish"** button.

Dear Ms. Barger,

Attached you will find a copy of the Salisbury-Rowan Community Action Agency's Community Services Block Grant (CSBG) application for Fiscal Year 2020-2021. The North Carolina Code NCAC 97C .01118 (8) requires the agency to submit the application to its local board(s) of commissioners in each county served for review. If applicable please provide comments, send a copy of the board agenda, and complete and notarize the Documentation of Submission form which is attached as it needs to accompany the application.

If you have any additional questions or concerns please contact me at (704) 216-2194

Sincerely,

Dione Adkins-Tate, CCAP, NCRI
Interim Executive Director
Salisbury-Rowan Community Action Agency, Inc.
1300 West Bank Street
Salisbury, NC 28144
(704) 633-6633 x 2194



North Carolina Department of Health and Human Services



Community Services Block Grant Program

Fiscal Year 2020-21 Application for Funding

Project Period July 1, 2020 – June 30, 2021

Application Due Date: February 14, 2020

Agency Information			
Agency:		Salisbury-Rowan Community Action Agency, Inc.	
Agency:		Salisbury-Rowan Community Action Agency, Inc.	
Federal I.D.		560840196	
DUNS Number:		170667315	
Administrative Office Address:		1300 West Bank Street Salisbury, NC 28144-3910	
Mailing Address (include the 4-digit zip code extension):		1300 West Bank Street Salisbury, NC 28144-3910	
Telephone Number:		704-633-6633	
Fax Number:		704-633-5570	
Proposed Funding:	CSBG: \$559,388.00	Additional Resources: \$ 7,888,461.00	Agency Total Budget: \$ 8,447,849.00
Application Period:		Beginning: July 1, 2020	Ending: June 30, 2021
Board Chairperson:		Wendell Fant	
Board Chairperson's Address: (where communications should be sent)		1300 West Bank Street Salisbury, NC 28144-3910	
Board Chairperson's Term of Office (enter beginning and end dates):		Date Initially Seated – July, 2017 Current Term Expiration - July, 2020	
Executive Director:		Dione Adkins-Tate	
Executive Director Email Address:		dioneadkins@srcaa.com	
Agency Fiscal Officer:		Tanya Branch	
Fiscal Officer Email Address:		tanyabranch@srcaa.com	
CSBG Program Director:		Dione Adkins-Tate	
CSBG Program Director Email Address:		dioneadkins@srcaa.com	
Counties Served with CSBG funds:		Rowan County Cabarrus County	
Agency Operational Fiscal Year:		2020-2021	

North Carolina Department of Health and Human Services
Office of Economic Opportunity –
2420 Mail Service Center / Raleigh, North Carolina 27699-2420

Board of Directors' Membership Roster

Total Seats Per Agency Bylaws		15		Total Current Vacant Seats		2	
Total Number of Seats Reserved for Each Sector		Poor	5	Public	4	Private	4
Total Number of Vacant Seats Per Each Sector		Poor	0	Public	1	Private	1

Name	County of Residence	Email Address	Community Group/ Area Represented	Date Initially Seated [month/year]	Number of Terms Served [completed]	Current Term Expiration [month/year]
Representatives of the Poor						
1. James Corperling	Rowan	N/A	White Rock Community	09/2018	0	09/2021
2. Amanda Griffin	Rowan	agriffi0@yahoo.com	Dixonville-Lincoln Community Association, Inc.	09/2018	0	09/2021
3. Clara Conry	Rowan	N/A	West End Community Organization	01/2014	1	02/2020
4. Sandie Wimmer	Davidson	sandra.pear@greensboro.edu	Head Start Parents	05/2016	1	05/2022
5. Diane Rollins	Rowan	pennisdiane@msn.com	Head Start Parents	01/2020	0	01/2023
Public Elected Officials						
1. Al Higgins	Rowan	alhiggins@salisburync.gov	Salisbury City Council	01/2018	0	01/2021
2. Barbara Mallett	Rowan	mayor@townofeastspencer.org	Town of East Spencer	01/2018	0	01/2021
3. Amy Brown	Rowan	abrown@smartstartrowan.org	Rowan County Board of Commissioners	04/2018	0	06/30/20
4. Wendell Fant	Cabarrus	wendell.fant@cabarrus.k12.nc.us	Cabarrus County Schools	07/2017	0	07/2020
5.						
Representatives of Private Organizations						
1. Carol Ann Houpe	Rowan	carol.houpe@rsc.k12.nc.us	Rowan Salisbury School System	03/2016	1	03/2022
2. Jeff Morris	Rowan	jeffmorris28144@hotmail.com	Jeff Morris, Attorney At Law	02/2019	0	02/2022
3. Benjamin Davis, Jr.	Rowan	Bdavis1@livingstone.edu	Livingstone College	09/2018	0	09/2021
4. Jason May	Rowan	jmay@kennacolisnc.org	NC Local Government Budget Association	09/2018	0	09/2021
5.						

The signature of the Board of Directors Chairperson certifies that the persons representing the poor were selected by a democratic process and that there is documentation on file that confirms the selection of all board members. In addition, by signing below, the Board of Directors Chairperson confirms that the selection of all board members coincides with the directives outlined in the agency's bylaws and that a current Board of Directors Member Profile is on file for each member.

**Community Services Block Grant Program
Fiscal Year 2020-21 Application for Funding
Planning Process Narrative**

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

- a. Low-Income Community:

The Salisbury-Rowan Community Action Agency (SRCAA) 2017 Community-Wide Strategic Planning and Needs Assessment provides information and analysis on issues relating to poverty in the agency's core service areas. As part of the assessment, qualitative data was collected from the low-income community by way of surveys, focus groups and interviews.

Representatives of the Low-income population are seated on the Salisbury-Rowan Community Action Agency, Inc.'s (SRCAA) Board of Directors to ensure broad community participation and involvement. The Head Start Policy Council Advisory is made up of low-income persons who meet once per month to review programs and to address meeting the needs of the low-income community. Members from that Council are represented on the board, and each representative of the low-income community participates in the focus groups, surveys and interviews intended to identify the needs of the communities. Representatives of the low income community advocate for the needs of the participants at varying levels, and participants themselves are free to express their concerns with staff and the program director. In addition, they are surveyed during workshops facilitated to improve their personal and professional development.

Client satisfaction data is also collected throughout the year to assist the agency with identifying needs and to create strategies for meeting the needs of the low-income community. Understanding the needs of the community and what the report data indicates, help to provide a more accurate report on the significant findings and trends in the Community Needs Assessment Document. Understanding the data also enables the agency to make more informed decisions on service provisions to enable more customers to achieve their goals.

The customer and community surveys completed included the opportunity for persons completing the survey to indicate identifiable information, so that the agency is clear on who the need belongs to in terms of demographics and characteristics. Results were used in the planning and development of the agency's strategic plan.

- b. Agency Staff:

Staff is encouraged to participate in partnerships and collaborations with community partners and task forces designed to meet the needs of mutually served participants. These partnerships and collaborations offer opportunities for staff to participant in forums to share input and to address causes of poverty, concerns, and resources in low-income communities where staff works. Staff as well as partners serving the same populations was surveyed during the community assessment process. Staff and partner feedback is considered in the revisions of the strategic plan and the management of service delivery at the Salisbury-Rowan Community Action Agency, Inc. (SRCAA) as part of the strategic plan's Collaboration Project, which is aimed at identifying overlap in the service delivery as well as procedures and processes used by various departments.

c. Agency's Board Members:

The Board utilizes the strategic planning process to provide direction for the agency and the staff in order to address the needs of the community. The Salisbury-Rowan Community Action Agency, Inc. (SRCAA) utilizes the Six National Goals to guide the process. By integrating ROMA into the development of the plan the Board of Directors were able to:

- Assess poverty needs and conditions within the community;
- Define a clear agency anti-poverty mission for community action and a strategy to address those needs.
- Identify both immediate and longer term strategies in the context of existing resources and opportunities in the community;
- Identify specific improvements, or results, to be achieved among low-income people and the community; and
- Organize and implement programs, services, and activities, such as advocacy, within the agency and among "partnering" organizations, to achieve anticipated results.

During the implementation of planning, the Board of Directors decide on whether it is necessary to abandon any programs, discontinue serving a particular population or provided specific services. This provides opportunity to determine goal achievement, during which time the agency can report and evaluate goal progress and compare progress to benchmarks. The strategic planning process also provides opportunity for the agency to then self-assess to determine what adjustments need to be made to the plan in an effort to stay current on the needs of the community, and remain an organization that is cognizant of the needs of the low-income community in order to proactively strategize against and eliminate the causes of poverty.

2. Describe how and what information was gathered from the following key sectors of the community in assessing needs and resources during the community assessment process and other times. These should ideally be from each county within your agency's service area:

- a. Community-based organizations: completed surveys, participated in focus groups and participated in interviews
- b. Faith-Based Organizations: completed surveys, participated in focus groups and participated in interviews
- c. Private Sector: completed surveys, participated in focus groups and participated in interviews
- d. Public Sector: completed surveys, participated in focus groups and participated in interviews
- e. Educational Sector: completed surveys, participated in focus groups and participated in interviews

Community Partners, members of the faith based community, public and private sectors were surveyed to obtain the most up-to-date information on their assessments of conditions and changes in the agency's service areas.

Qualitative data was gathered and presented in the Community Needs Assessment by way of the following:

- Surveys- completed by Head Start Parents and CSBG Participants, community partners, local service providers and board members

- Focus groups- conducted with program participants and front line agency staff
- Interviews- conducted with community partners

Client satisfaction data was also included. This data was beneficial in identifying what services have been most effective in meeting the needs of the community, as well as identifying if the needs and wants of the customers have change.

3. Describe your agency's method and criteria for identifying poverty causes including how the agency collected and analyzed qualitative and quantitative data in identifying those causes.

Our agency identifies poverty causes by staying abreast of current local, state and national poverty reports, and staying active members of the North Carolina and National Community Action Agency Association. Another method used to identify poverty is assessing the needs of the low-income community as well as the agencies and organizations who serve them. The 2017 Community-wide strategic planning and needs assessment conducted for our agency included feedback from low-income individuals in our service areas, and community organizations serving those individuals about the socio-economic landscape of our counties and state.

Qualitative data was gathered and presented in the Community Needs Assessment by way of the following:

- Surveys- completed by Head Start Parents and CSBG Participants, community partners, local service providers and board members
- Focus groups- conducted with program participants and front line agency staff
- Interviews- conducted with community partners
- Customer satisfaction surveys

Understanding the needs of the community and what the report data indicated helped to provide a more accurate report on the significant findings and trends in the Community Needs Assessment Document. Understanding the data also enabled the agency to make more informed decisions on service provisions to enable more customers to achieve their goals.

In an effort to determine the top needs, the top ten (10) percentages of needs were identified for each service area under the needs categories listed from information gathered from both data sources, then the top need of each category was prioritized from highest to lowest, with the highest percentage of identified needs being listed first.

The assessment trends and findings indicated the following needs:

- Employment opportunities
- Increased services to support an adequately educated and skilled workforce
- Affordable housing

Factors that are determined to impact poverty or change the current landscape are consistent over the years. However, other socio/environmental factors such as economic downturns, fluctuation in the job market, growth in various industries or simultaneous decline in others, impact communities and the ability of residents to gain, maintain or improve employment options.

Strategies implemented to best meet the needs of low-income persons and address poverty causes include:

- a. Focusing on wages that would move a family above poverty based on family size and identifying job opportunities for families that would most likely result in success for them
 - b. Creating a more intensive work search/employment plan that requires job seekers to be accountable to their Family Development Specialist.
 - c. Requiring families to take incremental steps toward achieving self-sufficiency through the attainment of specific job skills; therefore, filling the skills gap for employers who indicated a lack of for their specific job openings.
4. Describe activities that your agency has undertaken to advocate for and empower low-income individuals and families to achieve economic independence and security.

SRCAA's approach used with families is one of empowerment and strengths. This model called "Family Development", requires the entire network to think of ways to empower families to achieve their own goals and to improve the internal systems of service delivery. The model teaches workers to partner with families and help them set proper goals and activities for themselves so they can become self-sufficient.

In addition, SRCAA staff is credentialed as Global Career Development Facilitators. As Global Career Development Facilitators (GCDF), staff is trained to assist individuals with informed decisions when considering their individual career development through the utilization of best practices, a variety of personality, interest and employment assessment tools, and career development models.

The last few years in North Carolina and in the United States have left many families in the lower socio-economic strata to be faced with more challenges to their economic independence and their present and future security. So by empowering families and teaching self-advocacy, families have the ability to identify, and reach attainable goals.

Other strategies involve, inviting families to participate in volunteer activities and to represent the agency at community forums, as well as other agency events, to tell their story and to be proud to share their accomplishments when asked. Success stories are being published regularly in the agency's electronic newsletter and Family Services' participants who have risen above poverty or achieved several program successes, represent the program at the Annual Board meeting.

SRCAA also provides various educational and professional development sessions/workshops, as well as other training mechanisms to empower low-income families and individuals. The overall goal of SRCAA is to assist low-income individuals to gain a sense of ownership and a stake in their community while strengthening their families. The agency will continue to be an active member of state and national associations that advocate on behalf of low-income families to eradicate poverty.

5. Describe how your agency plans to make more effective use of, coordinate and form partnerships with other organizations and programs including: State welfare reform efforts; public and private resources; religious organizations, charitable groups, and community organizations.

SRCAA staff, program managers and the Executive Director participate on relevant Boards, Committees and planning entities in both Rowan and Cabarrus Counties such as the NC Workforce Development Committee, and sponsored managers and partners meetings which include Department of Social Services', the Salisbury and East Spencer Housing Authority partner

meetings, Goodwill Industries' Business Advisory Board, the Project Re-Entry, and Project Safe partners meetings.

SRCAA has solidified several other partnerships and collaborative efforts in both Rowan and Cabarrus County that enable us to leverage both services and funds to increase support provided to the community. These partnerships validate how relationships and collaborations between public-private and nonprofit organizations can address and reduce barriers to poverty for community residents. Our agency will continue to increase our visibility and our impact by forming new partnerships emphasizing on building stronger relationships within the faith based community, in addition to continuing to host community forums.

The agency's most recent activities involve of the development of an Employment and Training Advisory Committee to improve linkages and leveraged support for program participants in Rowan and Cabarrus County. The purpose of the committee is to (a) Provide expertise or advice on employer needs, industry changes and training requirements or prerequisites for training, (b) provide opportunities for employment, internships and apprenticeships, (c) provide feedback and assess the agency's impact to further enhance services, (d) serve as an unbiased and independent sounding committee.

Target linkages include employers and occupational training providers under the following industries:

- Healthcare
- Manufacturing
- Culinary
- Hospitality
- Construction
- Information Technology
- Transportation and Logistics
- Office Occupations
- Small Business Administration

6. Describe how your agency will establish linkages between governmental and other social services programs to assure the effective delivery of such services to low-income individuals, to avoid the duplication of such services and to fill identified gaps in services, through the provision of information, referrals, case management and follow-up consultations.

SRCAA, Inc. collaborates with the local Departments of Social Services programs, specifically the Work First Family Assistance (WFFA) Program in an effort to provide training and employment support to participating families. This partnership allows case managers from both organizations the opportunity to leverage supports and resources for families, as well as promote the accountability of the participant. Additional collaborations with our local, Divisions of Workforce Development, Crisis assistance providers, Goodwill Industries, and various faith-based and nonprofit organizations enable SRCAA to serve, refer and minimize the duplication of services. By attending monthly partnership and committee meetings, staff are keenly aware of services provided by other agencies and organizations. By continuing to collaborate with other human service agencies, this helps to close any service gaps in SRCAA's service areas.

SRCAA is closing service gaps internally as well, by making internal collaborations for dual enrollments more intentional. For example: Head Start/ Early Head Start parents who are eligible for CSBG services are enrollees of the program. Likewise, CSBG participant's eligible are enrollees of Head Start/ Early Head Start. Internal staffs and external agencies consult and execute service strategies to ensure the needs of the families are met. In real time, there can effectively be several persons assigned to one family. By investing time in case conferencing, and strategizing, service duplication is eliminated, and the chances that families are less overwhelmed and able to achieve attainable goals in addition to meeting the requirements of multiple organizations are increased.

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).

SRCAA continues to participate in community-wide coalition-building and resource development to meet the needs of individuals and families and reduce barriers to family and community growth. At the beginning of the school year, parents sign a partnership agreement that they will be fully involved with their children, and set goals for their family. This gives low-income families the capability to make decisions, initiate programs, and obtain resources to encourage stronger families in our area. Parent trainings are also offered in areas such as: Parenting skills, child and health development, preparation of food, and child abuse and neglect. By offering these services, parents' skills are strengthened and parents understand the responsibility they have to their children. SRCAA continues to provide support to families as they learn new skills.

Internally, SRCAA is making an Intentional effort to train Family Development Specialists of Head Start in the Parent, Family and Community Engagement Framework. The ultimate goal of the framework is to ensure families understand what school readiness is. One way to improve and enhance the families' in Head Start will be to ensure they are enrolled in the Family Self Sufficiency program. Imminently, Family Development Specialist will train families in core competencies of parenting and school readiness.

SRCAA also focuses on the engagement of fathers. Family Services (CSBG) partners with Head Start to improve the way fathers are treated as integral family members in the goal attainment process. SRCAA believes that by improving fathers' ability to be actively and positively involved in the lives of their children, the efforts will strengthen families and further combat the continued causes of poverty, particularly in the number of children facing poverty in our service areas. Services are designed to be a catalyst for moving individuals and families out of poverty by addressing barriers that impact employment, skills training, financial literacy and other social services support needs, that can assist fathers toward becoming economically stable as well as an emotional and financial support to their children.

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.

Salisbury Rowan Community Action Agency, Inc. (SRCAA) staff ensures that income eligible participants are enrolled in Food and Nutrition Services through the Department of Social Services.

In addition, SRCAA has established partnerships with local food banks, churches, and nonprofit organizations for the purpose of providing participants referrals for emergency food assistance. Referrals are provided to participants to apply with the local Department of Social Services for the Food and Nutrition Services Program. For those families and individuals who are ineligible for Food and Nutrition Service benefits, SRCAA staff will provide emergency food assistance or a referral to eligible food banks.

**Community Services Block Grant Program
Fiscal Year 2020-21 Application for Funding
Planning Process Narrative (continued)**

9. Describe 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 Innovation and Opportunity Act. Provide the dollar amount of your allocation that will go towards employment training.

Since 2013, when Workforce Innovation Opportunity Act (WIOA) Adult Services in NC were transferred through contractual agreement from the Division of Workforce Solutions (DWS) to the private contractor Rescare as part of the Integrated Service Delivery model being implemented statewide. The contracted provider in both Rowan and Cabarrus (our service area) has become a partner with SRCAA and referral source. Initially, meetings were held, in both counties to forge an existing relationship that is mutually beneficial for both entities which reduce duplication of services in similar populations. Connections with employment and training activities have been instrumental in providing interventions and a direct link to the labor market.

Additionally, SRCAA, Inc. currently partners with Rowan Cabarrus Community College by providing classroom space for the Adult Basic Education (ABE) / General Education Diploma (GED) and English as a Second Language (ESL) program certificates to the Workforce Innovation Opportunity Act (WIOA) NextGen program participants who make up the majority of classroom participants.

The Salisbury-Rowan Community Action Agency will expend \$45,000 or 64% of the supportive services budget for employment training and education during the 2020-2021 fiscal program year.

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).

SRCAA, Inc. provides office space for case managers of the Weatherization Assistance /HARRP Program which provides services to Rowan County residents in an effort to save energy and reduce expenses. Community residents in need of these services will continue to be referred to the Weatherization Assistance Program. In addition, referrals will be provided to participants to enroll in the Energy Assistance Program through the Department of Health and Human Services, as well as the crisis assistance programs through Cooperative Christian Ministries, Rowan Helping Ministries, The City of Kannapolis and the Salvation Army.

11. 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.

As an active partner of Centralina Workforce Development Board and Workforce Innovation Opportunity Act (WIOA) NextGen program. SRCAA understands that these at-risk youths are oftentimes categorized as runaways, are in foster care, and are pregnant teens, and teen offenders. Their needs include basic literacy skills, the need for a high school diploma or equivalent, and/or standard housing due to homelessness or disability services.

SRCAA is committed to ensuring that the youth receive support through the coordination of services offered by both SRCAA as well as WIOA. In addition to offering General Education Diploma (GED) opportunities, youth participate in employment and professional development workshops offered through the CSBG program. Additionally, the youth and their families are encouraged to apply for the CSBG program to provide further support in obtaining self-sufficiency.

12. Describe your agency's method for informing custodial parents in single-parent families that participate in CSBG programming about the availability of child support services. In addition, describe your method for referring eligible parents to the child support office[s].

Family Development Specialist completes a comprehensive assessment with program participants to address the needs of the families. When a non-custodial parent does not provide adequate financial and emotional care of the child/children, the participant is informed of the availability of child support services, and provided a referral in both Rowan and Cabarrus County to the Department of Social Services' Child Support Division to enable the participant to file for child support. In the event that the participant needs assistance with completing the necessary paperwork to file for support, or are in need of transportation to the Department of Social Services, the Family Development Specialist will provide the necessary supportive services to ensure access to services.

13. Describe activities that your agency has undertaken or plans to undertake, to address the Department's priorities which includes:

- Combat the **Opioid Crisis** by focusing on policies and practices that prevent opioid misuse, addiction and overdose;
- Develop better outcomes for **Early Childhood** learners to ensure that they are healthy, safe and nurtured, learning and ready to succeed;
- Expand **NCCARE360**, a statewide database that provides resource information for medical providers and human services professionals in response to social determinants of health like housing stability, food security, transportation access and interpersonal safety; and
- Implement **Healthy Opportunities** that improve the health, safety and well-being of North Carolinians by addressing conditions in which people live that directly impacts health.

Opioid Crisis:

In 2017 Rowan County experienced 61 opioid related deaths, and while Cabarrus County had 9 opioid related deaths recorded, the county experienced 81 opioid related emergencies that was documented by the Emergency Medical Services as the highest number of opioid overdoses in one month (Cabarrus Magazine.com).

Due to the overwhelming impact that both service counties are still experiencing, it is the intent of the Salisbury-Rowan Community Action Agency, Inc. to continue assisting in the ongoing fight

against opioid misuse, addiction and overdose by educating staff on the signs of misuse, and the identification of treatment centers. Staff will also continue partnering in county initiatives lead by Opioid Task Forces.

Early Childhood:

For more than fifty (50) years, the Salisbury-Rowan Community Action Agency, Inc. has operated the Head Start/Early Head Start education program and well as the Child and Adult Food Care Program. As an addition to the program, SRCAA, Inc. has worked to increase partnerships that directly enhances the learning environment for students. One of the partnerships is with the newly emerging technology non-profit organization, AppSeed.

AppSeed provides computer tablets named Seedlings to every Head Start/Early Head Start student enrolled at SRCAA, Inc. Each tablet comes preloaded with educational apps that teach reading, writing and mathematical skills. Children are also allowed to take the tablets home to allow parental engagement in learning.

SRCAA, Inc. has also developed a community-wide initiative by way of natural outdoor learning environments that meet the nutritional and overall health related needs of children and their families enrolled in SRCAA's Head Start/Early Head Start Program.

The natural outdoor learning environments consist of gardens with edible fruits and vegetables. Head Start students, parents, staff and volunteers all participate in the development and completion of each project.

The natural outdoor learning environments provide children with the following opportunities:

- Equal opportunity and access for children with disabilities to increase physical fitness, and interact with non-disabled peers
- Improved overall nutrition
- Increased physical activity
- Enhanced gross motor skills and cognitive abilities
- Enhanced creativity
- Increased social interactions

NCCARE360:

The Salisbury-Rowan Community Action Agency, Inc. is an active member of the NCCARE360 database, and provides resource information and referrals to program participants, and any inquiring community member in need of various services. Additionally, staff at SRCAA, Inc. provides information about NCCARE360 to community partners who may be unaware of the data base to help enhance usage and expand the volume of referral resources.

Healthy Opportunities:

The Salisbury-Rowan Community Action Agency, Inc. is a partnering member of the Healthy Rowan Coalition. Through this coalition SRCAA, Inc. participates with other partnering agencies to address issues of health, quality of life and nutrition within Rowan County. SRCAA, Inc. also makes ongoing referrals for healthcare, mental health and nutrition services to all interested community members and program participants in both Rowan and Cabarrus County.

**Community Services Block Grant Program
Fiscal Year 2020-21 Application for Funding
OEO Form 210**

Agency Strategy for Eliminating Poverty

Planning Period: July 1, 2020 - June 30, 2021

Section I: Identification of the Problem (use additional sheets if necessary)

1. Give the Poverty Cause name(s), rank the poverty cause(s) and identify which one(s) the agency will address.

- 1) The Community lacks employment opportunities, 2) Individuals lack education necessary to qualify for better employment, 3) Job skills training is needed for an under skilled workforce.

SRCAA will address the needs of employment skills training and education attainment for low-income individuals and families. The agency will provide supportive services for families or individuals to develop occupational and life skills to increase income so they may rise above the income poverty level.

SRCAA's Family Services will use the Family Development approach to partner with participants and the community to:

- Develop/Sustain a strategy to address those needs, both immediate and longer term, in the context of existing resources and opportunities in the community;
- Identify specific outcomes to be achieved among low-income people and the community; and
- Organize and implement program services, and activities, such as advocacy, support and guidance within the agency and among "partnering" organizations, to achieve anticipated results.

Describe the poverty cause(s) in detail in the community with appropriate statistical data (include data sources).

Socio/economic factors such as working below the poverty wage rate, in addition to the need for occupational skills development, impacts communities and the ability of residents to gain, maintain or improve employment options, consequently creating the foundation of poverty.

According to the United States' Census bureau, the estimated population in Rowan County as of July, 2019 was 141,262. Of that population, 16.3% live in poverty. In Cabarrus County, the estimated population as of July, 2019 was 211,342. Of that population 9. % live in poverty.

(A) Explain why the problem exists.

According to the North Carolina, Assessment of the state's labor force demand and supply for 2007-2017, eight trends impacting the labor force were identified as followed:

- Many of North Carolina's traditional manufacturing industries continue to shed jobs as part of an on-going economic transition

- North Carolina's traditional "middle jobs" – those that paid a family-sustaining wage and required minimal formal education or training – are disappearing as part of this transition.
- New job creation is concentrating in certain fast-growing metropolitan areas
- Many areas of North Carolina are not prospering from the economic transformation
- The future prosperity of all North Carolinians depends on achieving higher educational attainment levels for all citizens
- Impending baby-boom retirements will exacerbate an emerging skills gap among experienced, skilled workers
- High-skill in-migrants presents both opportunities and challenges in meeting the state's workforce needs.

These trends are evident in both Rowan and Cabarrus Counties. According to the Centralina Workforce Development Board's labor market overview, Cabarrus County's unemployment rate is 3.1%, slightly lower than the state's unemployment rate, Rowan County's unemployment rate is also 3.1%, which is slightly lower than the state's unemployment rate of 3.6 %. Rowan County's job market has been one of the hardest hit in North Carolina. This is a direct result of the closing of several area manufacturing plants. According to the Rowan County Free Press (March 22, 2016 edition) "Rowan County's impoverished economy moves closer and closer to being taken off life support". This comment was made following the news of the closing of Tuscarora Yarns, an area mill that had been operating in the county for 30 years. The closing resulted in 123 millworkers losing their jobs.

According to the October 2017, North Carolina Labor Market Conditions report, the top three (3) industries to add jobs since October 2016 were Professional and Business Services which added 31,700; 5.2% jobs, which was the largest number of jobs added in North Carolina. Education and Health Services added 18,100; 3.1% of jobs and Trade, Transportation and Health Services followed with 10,300; 1.3% of jobs added. The Manufacturing industry reported adding only 1,400; 0.3% of jobs, while mining and logging and construction reported the largest over the year decrease in jobs.

In recent reporting, Ei Solutionworks pharmaceutical plant, located in Kannapolis, NC which is a city that is partially situated in both Rowan and Cabarrus County issued a Worker Adjustment and Retraining Notification (WARN) to elected officials informing that the employment of approximately 300 workers would be terminated over a fourteen (14) day span beginning November 5, 2018 and ending November 19, 2018. (David Whisenant, WBTV News 2018, "Ei SolutionWorks closing plant in Kannapolis, laying off about 300 workers") According to the US Census, Rowan County has 10,575 companies; however, 9,054 of those companies are non-employer companies. Cabarrus County has 15,965 companies, and of that amount, 14,985 are non-employer companies. With the recent closing of yet another plant and the data provided by the US Census Bureau, the need for increased economic development around employment opportunities within each service county continues to exist.

Although there is some expected job growth reported for both Rowan and Cabarrus Counties. It is imperative that the growth be consistent over an extended period of time in order to make an impact on the unemployment rates for both service areas, and that the skill levels required for these positions be comparable to those possessed by those in need of employment. Otherwise, there may be little to no effect on the overall unemployment rate.

The 2016 Employer Needs Survey conducted by the North Carolina Department of Commerce reported that many of the past hiring difficulties still exist for employers in the Manufacturing,

Construction, Healthcare, and STEM industries with 61% of employers reporting that education, certifications and training was the leading cause of hiring difficulties.

According to the United States Census Bureau, those age 25 years and up in Rowan County reported to have obtained a Bachelor Degree was 18.7% of the county's population, and in Cabarrus County, 31.2% of the county's population was reported to have obtained a Bachelor Degree. Although Cabarrus County's reported percentage for education is slightly above North Carolina's state reported percentage of 29%, Rowan County is significantly lower, this trend has remained consistent in the past several years for urban and rural counties such as Rowan.

These facts require service providers to discuss alternative education/vocation options so that constituents in need are able to attain the skills that employers require. This information has compelled The Salisbury-Rowan Community Action Agency, Inc. (SRCAA) to take a strategic approach in employment guidance for program participants to ensure that education and skills are compatible with their desired employment interest. This is in addition to providing resources to participants in order to complete education and occupational skills training programs for the purpose of meeting employer qualifications to secure sustainable employment.

- (B) Identify the segment of the population and give the number of people experiencing the problem.

The population of North Carolina is estimated to be 10,488,084 as of 2019 according to the United States' Census Bureau. Rowan County's population estimate is 141,262 and Cabarrus County which is more densely populated is 211,342. The median income in NC is \$52,413 and is lower in Rowan than Cabarrus by over \$15,507. Rowan County's median income is \$48,667 and Cabarrus County's median income is \$64,174. The current rate of unemployment of North Carolina is 4%, Rowan County's current unemployment rate 4% and Cabarrus County's current rate of unemployment is 3.6%. For the purposes of this grant whose participants must be income eligible, 16.3% of Rowan's population is below the poverty level and 9% of Cabarrus' population is below the poverty level.

- (C) Provide demographic information of those adversely effected inclusive of:

- (a) Gender

According to the United States Census Bureau, 14% of families living in North Carolina are at or below the poverty level. Families with children experience poverty at a much higher rate. Women and single mothers experience an increased rate of poverty at 34% in comparison to two parent homes. Women make up 50.6% of Rowan County's population and 55% of the county's workforce. In Cabarrus County, women make up 51.3% of the county's population and 62.4% of the workforce.

- (b) Age

Families face impoverishment due to the lack of employment opportunities, education and occupational skills training for the employment opportunities that are available. According to the United States Census Bureau, North Carolina's High school graduation rate for persons over 25 is 86.9%. In Cabarrus County the graduation rate for this same group is 89.1% and persons with Bachelor's Degrees or higher is 30% compared to the states 29%. In Rowan County, there is a

marked difference. High school graduates over 25 years of age, is only 84.5% and those with Bachelor's degrees or higher dips to 18.4%.

According to the United States Census Bureau, the estimated number of those living in poverty in Rowan County is 21,519, or 15.3% of the population. There are 8,878 people living in poverty ages 0 – 17, and families with children ages 5 – 17 are 6,111 or 26.3% of Rowan County's population. The estimated number of those living in poverty in Cabarrus County is 22,756 or 11.1% of the population. There are 8,300 people living in poverty ages 0 – 17, and families with children ages 5 – 17 are 5,635 or 15% of Cabarrus County's population.

(c) Race/Ethnicity for the agency's service area

With regard to race, 70.8% of North Carolinians are White, 22.2% are Black and 9.5% are of Hispanic or Latino origin. In Rowan County 79.6% are White, 16.8% are Black and 8.8% are of Hispanic origin. In Cabarrus 74.4% are White, 18.5% are Black and 10.4% are of Hispanic origin.

(D) Explain how the persons are adversely affected.

With the current rate of unemployment in Rowan County's at 3.1% and Cabarrus County's rate of unemployment at 3.1%, there are some notable differences in the level of occupational skills between participants in each of the service counties, with Cabarrus having a more skilled labor force than Rowan. In addition, Cabarrus has more opportunities for growth and is adjacent to Mecklenburg County, one of the nation's fastest growing municipalities, which increases employment opportunities for residents. Additionally, Mecklenburg County is in excess of 45 miles from Rowan County, and according to the US Census Bureau, more than 4,900 Rowan County residents commute there; however, for those constituents working the lower paying jobs, the cost of commuting alone negatively impacts their personal budgets, therefore hindering the family from moving above the federal poverty level.

Section II: Resource Analysis (use additional sheets if necessary)

(E) Resources Available:

a. Agency Resources:

Salisbury-Rowan Community Action Agency, Inc. (SRCAA) has the internal capacity to serve its families. Support from our other internal programs Head Start / Early Head Start allows us to assess families' needs beyond what is provided by Community Services Block Grant (CSBG) funding.

Family Development Specialists in both the CSBG Self-Sufficiency Program and Head Start / Early Head Start collaborate to leverage support, services and referrals to help families overcome barriers and achieve goals. In addition to the Self-Sufficiency Program and Head Start/ Early Head Start, English as Second Language (ESL) and Adult Basic Education (ABE)/ General Education Diploma (GED) courses are offered at the Salisbury-Rowan Community Action Agency, Inc. (SRCAA).

By providing the opportunity for families to participant in multiple services and the internal collaborative efforts of SRCAA staff, the potential for success for program participants increases.

b. Community Resources:

Salisbury-Rowan Community Action Agency, Inc. (SRCAA) partners with many nonprofit human service agencies, schools, colleges, community development organizations, governmental entities and faith organizations to aid our participants in reaching their goals and to change the way business is conducted in the community on their behalf. Managers and staff in both counties actively build partnerships and work together with those partners to address poverty causes and seek solutions for the eradication of the barriers to economic self-sufficiency for Rowan and Cabarrus County residents.

(F) Resources Needed:

c. Agency Resources:

SRCAA continues to enhance its internal systems. The information technology systems used by our staff provide outcome data; however, there are multiple departments using different systems. Since January 2013, Information technology (IT) was outsourced to improve internal IT communication systems. This advancement allows staff working with families to serve them more efficiently and expediently. Other resources are needed to develop a database system for interface and tracking the work being done with families agency wide. Reporting of outcomes to various funders would be greatly enhanced if these resources come available.

d. Community Resources:

Community resources that decrease the rising numbers of homeless persons and or those in need of affordable housing in Cabarrus and Rowan County is a resource needed. Community service providers have identified the need for increased strategies to address housing and homelessness. Additional community resources, such as the Homeless Task force in both Rowan and Cabarrus County, work to develop a community-wide strategy to end homelessness through affordable housing and other immediate solutions for low-income families to reduce homelessness or transiency. This is important to our participants to continue to be informed of different avenues and strategies to expedite placements in subsidized housing options.

Section III: Objective and Strategy

(G) Objective Statement:

To provide support and comprehensive services to assist eighty (80) new individuals/families and sixty (60) carryover families to increase their skills and income to rise above poverty level by June 30, 2021

Strategies for Objective:

Provide support and comprehensive services to low-income families and individuals to develop occupational skills and increase income so they may rise above the poverty income level

Strategies

- To provide family development and case management services for low-income families so that they can rise above the poverty level.
- To ensure that program participants understand their role in the partnership with SRCAA so they are able to identify, create and attain their goals.
- To continue our partnership with area corporate, private and community partners to eliminate the barriers of poverty that prevent our participants from achieving self-sufficiency
- To collaborate with local offices of the Department of Health and Human Services to address the needs of our participants.
- To collaborate with the Department of Workforce Solutions to keep the community abreast of the employment trends and available work.
- To continue providing individual participant counseling, mentoring and referrals to increase participant awareness of community and agency resources.
- To plan and implement goals and set strategies with the families.
- To continue to invite low-income individuals to join advisory boards and committees.
- To increase fund development to close the gap between CSBG funding and participants need.
- To continue to research, participate in national and local conversations about poverty and its eradication, expanding the knowledge base of staff and participants

OEO Form 210 (continued)

Section IV: Results Oriented Management and Accountability Cycle (use additional sheets if necessary)

Organizational Standard 4.3 requires that an agency's strategic plan and Community Action Plan document the continuous use of the ROMA cycle and use the services of a ROMA trainer.

(H) Community Needs Assessment: Please summarize the primary needs of your community as determined through the Community Needs Assessment, and explain which of those are Family, Agency, or Community Needs, and why.

Need 1: The community needs increased economic development to improve employment opportunities for low-income people (Community)

With the increase of job creation, low-income individuals will have an increased opportunity to obtain employment with a living wage.

Need 2: Individuals need to increase education to qualify for better job opportunities (family)

Employers report that the top hiring difficulty they encounter is due to the lack of education and training.

Need 3: Opportunities for job skills training is needed for low-income individuals to obtain skills necessary to qualify for employment (agency)

Through the agency's partnerships with education providers and employment service agencies, low-income individuals will be provided with the opportunity to increase skills which will increase employment placement.

- (l) Achievement of Results and Evaluation: Please discuss your agency's achievement of results from last year. What were the successes and why were those areas successful? What areas did not meet targets or expectations and why were those areas not as successful? What Improvements or changes will be made for this year's work plan to achieve desired results and better meet the needs of the community?

The Salisbury-Rowan Community Action Agency, Inc. did not achieve all planned outcome targets within the 80% -120% variance levels for the 2018-2019 program fiscal year, with the exception of the number of participant families served, which was met at a variance of 102%, the number of participant families completing education/training programs met at 88%, and the number of participant families provided educational supports, which was met at a variance of 113%.

Like many other counties in North Carolina, Rowan and Cabarrus County have faced workforce development challenges in recent years. The NCWorks Commission released the North Carolina State of the Workforce 2011-2020 report [which examined North Carolina's workforce through an in-depth analysis of economic and employment data. The study found that the recession accelerated the shift to a knowledge based economy and many workers are not prepared for the jobs that exist in today's economy. Key findings include:

- Companies who have begun hiring since the end of the Great Recession in 2007, are looking for more highly-skilled workers than those who were laid off during the recession
- Workers are competing for fewer good-paying jobs which demand higher skills.
- Workers in rural areas of have limited alternatives for employment
- Workers must increase their skills, as more jobs require at a minimum, some post-secondary education]

As a result, Rowan County most notably has seen a steady decline in the workforce. To combat the issue, the Salisbury-Rowan Community Action Agency is actively collaborating with the local Community College system, area businesses and some local government to support the occupational and educational training needs of the community. The same collaborative efforts are being taken in Cabarrus County to combat the causes of poverty through increased supports of education and employment assistance.

Additionally, according to the agency's most recent Community Assessment, affordable housing has been a constant barrier for many of our program participants in both Rowan and Cabarrus County. Therefore, the program increased outcome expectations for the number of participant families securing standard housing. The outcome achievement target was exceeded by 220%. This information supports challenges in both county's housing climate where housing is unaffordable, and the employment opportunities available do not provide a living wage to support families.

The Salisbury-Rowan Community Action Agency, Inc. will continue to take both a proactive and continued active role in ensuring that services are designed and provided to combat the issues of poverty. As previously mentioned, the agency's most recent activities involved the development of an Employment and Training Advisory Committee to improve linkages and leveraged support for program participants in Rowan and Cabarrus County. The purpose of the committee is to (a) Provide expertise or advice on employer needs, industry changes and training requirements or prerequisites for training, (b) provide opportunities for employment, internships and apprenticeships, (c) provide feedback and assess the agency's impact to further enhance services, (d) serve as an unbiased and independent

sounding committee.

(J) Please name the ROMA trainer who provided services used in developing this community Action Plan and describe what specific services were provided.

Dione Adkins-Tate (NCRI) provided guidance in the development of the Community Action Plan, which included conducting training for the governing Board of Directors concerning their duties for the implementation of the plan.

(K)

**Community Services Block Grant Program
Fiscal Year 2020-21 Application for Funding
One-Year Work Program
OEO Form 212**

Section I: Project Identification				
1. Project Name:	Self-Sufficiency Program			
2. Mission Statement:	Salisbury-Rowan Community Action Agency, Inc. provides services for individuals, children and families to enhance their quality of life and promote opportunities for self-sufficiency.			
4. Objective Statement:	To provide support and comprehensive services to assist eighty (80) new individuals/families and sixty (60) carryover families to increase their skills and income to rise above poverty level by June 30, 2021			
5. Project Period:	July 1, 2020 – June 30, 2021			
6. CSBG Funds Requested for this Project:	July 1, 2020	To	June 30, 2021	
7. Total Number Expected to Be Served:	140			
a. Expected Number of New Clients	80			
b. Expected Number of Carryover Clients	60			

**One-Year Work Program
OEO Form 212 (continued)**

Section II: One-Year CSBG Program Objective and Activities				
Identified Problem	Service or Activity	Outcome Expected	NPIs (List all NPIs applicable to activity)	Position Title(s)
Low-income participant families are in need of Community Action services and support	Provide supportive services, referrals and goal planning assistance to support low-income families and individuals	140 low-income families and individuals will be served by Community Action	7a, 7z.1	Director of Family Services, Family Development Specialists, Intake Specialist
Low-income participant families are below the poverty level	Provide supportive services, referrals and goal planning assistance to support low-income families and individuals to rise above the poverty level	20 low-income families and individuals will rise above the poverty level	1b, 3d, 3f, 3g, 3h, 7a	Director of Family Services, Family Development Specialists, Intake Specialist
Low-income participant families need to obtain employment	Provide supportive services, referrals, goal planning assistance and employment guidance to assist participant families with obtaining employment	20 low-income individuals will obtain employment	1c, 1d, 1e, 1f, 1g, 7a	Director of Family Services, Family Development Specialists, Intake Specialist
Low-income participant families need to obtain better employment	Provide supportive services, referrals, goal planning assistance and employment guidance to assist participants	10 low-income individuals will obtain better employment	1h, 1h1, 1h2, 1h3	Director of Family Services, Family Development Specialists, Intake Specialist

	families with obtaining better employment			
Low-income participant families need to obtain employment with medical benefits	Provide supportive services and referrals to assist participants families with obtaining employment with medical benefits	7 low-income individuals will obtain employment with medical benefits	1h3	Director of Family Services, Family Development Specialists, Intake Specialist
Low-income participant families need to obtain education and employment training	Provide supportive services, referrals and goal planning assistance to assist participant families with completing education/training programs	20 low-income individuals will complete education/training programs	2f, 2g, 2h, 2i, 2j	Director of Family Services, Family Development Specialists, Intake Specialist
Homeless low-income participant families need to obtain standard housing	Provide supportive services, referrals and goal planning assistance to assist participant families with securing standard housing	5 low-income families or individuals will secure standard housing	4b, 4c, 4d	Director of Family Services, Family Development Specialists, Intake Specialist
Low-income participant families need to emergency/crisis assistance	Provide supportive services, and referrals to provide participant families with emergency assistance	20 low-income individuals and families will be provided with emergency assistance	3a, 3b, 4a, 4e	Director of Family Services, Family Development Specialists, Intake Specialist
Low-income participant families need employment supports	Provide supportive services, and referrals to provide participant families with employment supports	30 low-income individuals will be provided with employment supports	4f	Director of Family Services, Family Development Specialists, Intake Specialist

Low-income participant families need educational supports	Provide supportive services, and referrals to provide participant families with educational supports	30 low-income individuals will be provided with educational supports	2z	Director of Family Services, Family Development Specialists, Intake Specialist
Low-income participant families need professional and self-development education	Provide 10 professional and self-development sessions / workshops per county for program participant families to enhance employment skills, life skills and personal development	10 workshops sessions per county will be provided to program participant families and individuals	2e, 5a, 5b, 5c, 5d, 5e, 6a1, 6a2, 6a3	Director of Family Services, Family Development Specialists, Intake Specialist

**One-Year Work Program
OEO Form 212 (continued)**

Section III: Program Administration and Operations					
Administration, Services, Operations Outcome Expected	Position Title(s)	Implementation Schedule			
		First Quarter	Second Quarter	Third Quarter	Fourth Quarter
Establish partnerships and collaborations with other Human Service agencies in Cabarrus and Rowan County.	Director of Family Services	7/01/20-9/30/20	10/1/20-12/31/20	1/1/21-3/31/21	4/1/21-6/30/21

**Community Services Block Grant Program
Fiscal Year 2020-21 Application for Funding
One-Year Work Program
OEO Form 212 (continued)**

9. Use the tables below to enter your agency's targeted outcome results. The performance measures will be included in the agency's CSBG contract.

All CSBG grantees operating self-sufficiency projects are required to enter program targets in Table 1. Please refer to *Performance Measures and Outcomes Definitions* on page 7 of the Fiscal Year 2020-21 CSBG Application Instructions. If your agency operates more than one project, you will also need to complete Table 2 on the following page and also enter specific program targets. There should be one table of outcome measures per project.

Table 1 Outcome Measures for Project 1 (enter project name)	
Measure	Expected to Achieve the Outcome in Reporting Period (Target)
The number of participant families served.	140
The number of low-income participant families rising above the poverty level.	20
The number of participant families obtaining employment.	20
The number of participant families who are employed and obtain better employment.	10
The number of jobs with medical benefits obtained.	7
The number of participant families completing education/training programs.	20
The number of participant families securing standard housing.	5
The number of participant families provided emergency assistance.	20
The number of participant families provided employment supports.	30
The number of participant families provided educational supports.	30
The average change in the annual income per participant family experiencing a change.	This measure does not require a target but must be reported.
The average wage rate of employed participant families.	This measure does not require a target but must be reported.

**Community Services Block Grant Program
Fiscal Year 2020-21 Application for Funding
One-Year Work Program
OEO Form 212 (continued)**

10. For Community Action Agencies that serve multiple counties, provide a breakdown of the expected *number of persons served* in each designated county in the table below. Show the total number of persons served in the table.

Number of Families to be Served Per County					
Agency Name:					
Project Name:					
County	Rowan	Cabarrus			Total
Total Planned	70	70			140
Project Name:					
County					Total
Total Planned					

**Community Services Block Grant Program
Fiscal Year 2020-21 Application for Funding
Monitoring, Assessment and Evaluation Plan**

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

a. Board of Directors:

The Board of Directors is responsible for the overall performance and evaluation of all agency programs. The Planning and Evaluation Committee is responsible for working with the Executive Director and staff to develop agency programs and services. The committee has direct oversight to review, evaluate, and monitor all programs to ensure compliance. The Board of Directors receives and reviews monthly reports detailing the performance of the agency's programs at each Board meeting.

b. Low-Income Community:

The low-income community has input in the agency's programs through public hearings, participating on community forums, and representation on the agency's Board of Directors.

c. Program Participants:

Program participants have the opportunity to evaluate the program by completing evaluations/surveys, participating in community forums and by serving as volunteers.

d. Others:

Partners participate in Community Round Tables during tri-annual Community Assessments in both Rowan and Cabarrus County. This allows the agency and its partners to identify collaboration opportunities and improve service delivery. It also allows others to express concerns about meeting the needs of our participants during a formalized feedback process.

2. Describe the systematic approach for collecting, analyzing and reporting customer satisfaction data to the Board of Directors.

1.0 Purpose – The procedure for collecting, analyzing and reporting customer satisfaction data to the Board of Directors establishes a system for evaluating the services provided by the Salisbury-Rowan Community Action Agency, Inc. (SRCAA, Inc.)

2.0 Scope – The procedure is applicable to all employees of the Salisbury-Rowan Community Action Agency, Inc. (SRCAA, Inc.)

3.0 Procedure

3.1 Overview - Customer satisfaction surveys may provide valuable feedback on the effectiveness of the service delivery of the Salisbury-Rowan Community Action Agency, Inc., and may be used to improve the quality systems with the customer in mind; therefore, SRCAA, Inc. encourages comments and feedback from any individual or family which it serves.

3.2 The services provided by the Salisbury-Rowan Community Action Agency, Inc. shall be evaluated through the use of customer surveys submitted by the customer in a locked box located in plain view of the customer's entrance or exit of the building.

3.4 Responses to the customer survey shall be collected and analyzed for a thirty day period. The Administrative Assistant or designee shall forward the results of customer satisfaction surveys to the appropriate management.

3.5 If during review of the responses to the customer satisfaction surveys that it is determined that a complaint needs to be addressed, the complaint(s) shall be followed up by the appropriate Program Director.

3.6 Tabulated results of the Customer Satisfaction Surveys shall be reported monthly to the Board of Directors during regularly scheduled meetings. Surveys shall be maintained for a period of one year.

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

The Board of Director's reviews the agencies administrative policies on an annual basis. These policies include fiscal, personnel and procurement. When necessary the policies are revised and updated. The Manual and an Employee Handbook has been introduced to all staff. The policies are monitored as part of the self-assessment process.

4. Describe how the Board acts on monitoring, assessment and evaluation reports.

The Board of Directors reviews all monitoring, assessment and evaluation reports. The board also reviews corrective measures and ensures that policies and procedures are modified based on the reports that are received. The Board also ensures that the results of the assessment are put into an action plan to improve the agency's performance.

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

The Board of Directors along with staff conducts an annual evaluation of the agency's program governance, management systems, fiscal, partnership engagement and program effectiveness. This evaluation is headed by an outside consultant. Upon completion the information is compiled, documented and discussed in order to develop a work plan.

6. Summarize the results of the Board's most recent self-evaluation. Describe how the information has been or will be used to develop the agency's next Strategy for Eliminating Poverty. Indicate the timeframe and planned activities for the next evaluation.

The results from the evaluation include: a) the need to expand funding beyond federal dollars, b) Increase board and management system collaborations, c) the need to further enhance our service delivery to provide support and assistance to the diverse families of the low-income community, d) increase our partnerships and collaborations to address the identified needs of the community. The information from the Board's self-evaluation will be used to enhance the strategic plan, departmental work plans and staff performance plans.

Planned activities for the next evaluation will measure progress on the following: 1) effective board governance 2) understanding the role of the governing board under Community Action 3) Understanding the role of financial oversight and monitoring by the governing board. The next scheduled board evaluation will be conducted in March, 2020.

**Community Services Block Grant [CSBG]
Documentation of Submission to County Commissioners**

Background: The North Carolina Administrative Code [10A NCAC 97C.0111 (b)(1)(A)] requires that each CSBG grant recipient submit its Community Anti-Poverty Plan [grant application] to each County Commissioner Board that it serves.

Instructions: This form is to be completed and notarized by the Clerk to the Board.

Agency Name: Salisbury-Rowan Community Action Agency, Inc.

County: _____

Date of Application Submission: _____

[Note: This application should be submitted to the County Commissioners at least thirty [30] days prior to application submission to the Office of Economic Opportunity [OEO]. The grant application is due to OEO **February 14, 2020**.

Clerk to the Board should initial all items below.

_____ The agency submitted a complete grant application for Commissioner review.

_____ The Clerk to the Board will be responsible for assuring that the application is distributed to the Commissioners.

_____ Commissioners' comments provided those to the agency. (If applicable)

Clerk to the Board

Date

Notary

Date

ROWAN COUNTY
A COUNTY COMMITTED TO EXCELLENCE



130 West Innes Street - Salisbury, NC 28144
TELEPHONE: 704-216-8180 * FAX: 704-216-8195

MEMO TO COMMISSIONERS:

FROM: County Attorney Jay Dees
DATE: January 13, 2020
SUBJECT: Services Agreement For Survey Work For Animal Control and New Convenience Center

ATTACHMENTS:

Description

Agreement for Services

Upload Date

1/14/2020

Type

Cover Memo

ROWAN COUNTY

AGREEMENT FOR SERVICES

NORTH CAROLINA

This Agreement is made and entered into this ____ day of January, 2020 (“Effective Date”) between Rowan County, North Carolina (“County”) and Richard L. Shulenburger and Shulenburger Surveying Company, P.A. (“Provider”).

WHEREAS, the County and the Provider wish to enter into a contract under which the Provider will provide certain specified services and/or materials to the County in exchange for payment by County of all invoiced amounts.

NOW, THEREFORE, in consideration of the mutual covenants, promises, terms, conditions, and agreements herein, the County and the Provider agree as follows:

1. Services To Be Performed. The Provider agrees to perform the services (the “Services”) for the County, specifically to survey certain areas around Rowan County Animal Control for location of a new building and new outparcel as well as surveying a new lot within Summit Corporate Center for a new Convenience Center (altogether the “Contract Services”).

2. Term. The term of this Agreement shall be for so long as either party does not give notice to the other party of its intent to terminate this Agreement. Either party may terminate this Agreement pursuant to Paragraph 8 hereinbelow.

3. Payment. The County agrees to pay all invoiced amounts, provided that the parties agree the aggregate total of such invoices shall not exceed the sum of \$5,000.00.

4. Non-waiver. If the County at any time does not require the Provider to satisfy any of the Provider’s obligations under this Agreement, or if the County fails at any time to exercise any right or privilege granted to it by this Agreement, that shall not waive or limit the County’s ability to require the Provider to satisfy those obligations in the future or the County’s ability to enforce its rights or privileges in the future. If the County waives any breach of this Agreement by the Provider, which shall not be deemed a waiver of any later breach by the Provider, nor shall it be deemed a waiver of this section of the Agreement.

5. Independent Contractor. For purposes of this Agreement, the Provider at all times shall be considered an independent contractor, and the County shall not be deemed the employer of the Provider or of any of the Provider’s agents or employees, nor shall the County be responsible for the actions or omissions of the Provider or its agents and employees. For purposes of this Agreement, the Provider and its agents and employees shall not be deemed an employee of the County for any purpose, including (by example only and not for purposes of limitation) federal or state income taxation, unemployment benefits, or worker’s compensation benefits.

6. Insurance. Provider has in place all required Worker Comp coverage as well as general liability insurance coverage in amounts satisfactory to County.

7. Indemnity. Provider shall indemnify County for any and all claims of his employees arising within the course and scope of the services contemplated herein.

8. Termination. Notwithstanding any other provision of this Agreement (including any provision in the attached Exhibit A), this Agreement may be terminated at any time by mutual written agreement of the County and the Provider, or it may be terminated by the County upon ten (10) days' written notice to the Provider. Ten days' written notice for termination by the County is not required if the County is terminating because the Provider has breached the Agreement.

9. Entire Agreement. This Agreement constitutes the complete and entire Agreement between the County and the Provider concerning the subject matter of the Agreement and supersedes any and all prior agreements, discussions, understandings, promises, or representations concerning that subject matter. This Agreement may be modified only by a writing signed by both the County and the Provider.

10. Governing Law and Forum for Disputes. This Agreement shall be governed by the laws of the State of North Carolina without regard to North Carolina's choice of law provisions. Any lawsuit or other legal proceeding concerning this Agreement and/or the Services must be filed in Rowan County, North Carolina, unless it is properly filed in federal court, in which case it must be filed in the federal District Court for the Middle District of North Carolina.

11. Severance Clause. If any part of this Agreement is deemed unenforceable by a court of competent jurisdiction, then that part shall be enforced to the greatest extent legally possible, and the rest of this Agreement will remain in full force and effect.

12. Compliance With Laws. The Provider acknowledges and agrees that it will perform all Services and will satisfy all of its obligations under this Agreement in full compliance with all applicable federal, state, and local laws and regulations.

13. Repair of Damages. The Provider shall promptly and fully repair any damages that it or its employees or agents cause to the County's property. Alternatively, the County may choose in its discretion to require the Provider to fully compensate the County for any such damages rather than have the Provider repair them.

14. Titles and Headings. Titles and headings used in this Agreement are for convenience only and do not limit or modify the language within each section of this Agreement.

15. Non-Assignment. The Provider may not assign its rights or obligations under this Agreement, nor may it sub-contract any part of this Agreement, without written approval from the County.

16. Notices. Any notice or communication to the County or the Provider for purposes of this Agreement shall be delivered or shall be deposited in the United States Mail, first class, addressed to the addressee in Section E of the attached Exhibit A, the Contract Services.

17. Number and gender. This Agreement's use of singular, plural, masculine, feminine, and neuter pronouns shall include the others as the context may require.

18. Exempt from Mini-Brooks Act. This project is exempt from the Mini-Brooks Act in compliance with NCGS 143-64.32.

{Signature Page Follows}

IN WITNESS WHEREOF, the County and the Provider have caused this Agreement to be executed as of the Effective Date.

THE COUNTY

BY: _____

Name: Aaron Church

Title: County Manager

THE PROVIDER: Shulenburg Surveying Company, P.A.

BY: _____

Name: Richard L.
Shulenburg

Title: Principal

ROWAN COUNTY
A COUNTY COMMITTED TO EXCELLENCE



130 West Innes Street - Salisbury, NC 28144
TELEPHONE: 704-216-8180 * FAX: 704-216-8195

MEMO TO COMMISSIONERS:

FROM: Don Bringle, Director, Facilities Management and Parks
DATE: January 15, 2020
SUBJECT: Cleveland EMS Station - Change Order #1

ATTACHMENTS:

Description

Change Order #1

Upload Date

1/15/2020

Type

Cover Memo



January 15, 2020

Unlimited License #74905

To: Pete Bogle
The Bogle Firm
100 W Innes Street
Salisbury, N.C. 28144

Re: Cleveland EMS Station – Change Order Request #1

Original Contract Amount		\$759,000.00
Approved Change Orders to Date	+	\$ 0.00

Current Contract Total **\$759,000.00**

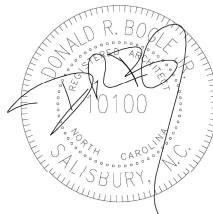
Change Order Request #1 Summary

Powder coat (4) Sectional Doors		
Perry's Overhead Doors		\$ 1,804.03
GC Fee 5%	+	\$ 90.20
		\$ 1,894.23
Bond 1.5%	+	\$ 28.41
Change Order #1 Total		\$ 1,922.64
Contingency Total		\$ 20,000.00
Change Order #1	-	\$1,922.64
Contingency Balance	=	\$18,077.36

Acceptance of this change order: This will become part of the original AIA Contract and all terms and conditions of that contract.

Cleveland EMS Station

Owner/Representative Signature: _____



Date: 01.15.20

Vertex Construction Company, LLC

Owner Signature: Steve Thurston Date: 1/15/2020

ROWAN COUNTY
A COUNTY COMMITTED TO EXCELLENCE



130 West Innes Street - Salisbury, NC 28144
TELEPHONE: 704-216-8180 * FAX: 704-216-8195

MEMO TO COMMISSIONERS:

FROM: Aaron Church County Manager
DATE: 1/14/2020
SUBJECT: Discussion of Shelter Guardian Project and Solid Waste Convenience Re-Location Time-Line

To discuss logistics and scheduling pertaining to the construction of new Animal Shelter and relocation of Solid Waste Convenience Center.

The new shelter will be constructed where the current Solid Waste Convenience Center site is located. The county will need to do one of the following:

- . Leave the current Solid Waste Convenience Center open during the construction of the new Solid Waste Convenience Center. This will delay the construction of the new animal shelter.
- . Close the existing Solid Waste Convenience Center. Closing of the existing Solid Waste Convenience Center may cause some disruption in services; however, we could extend hours at other convenience centers in an effort to accommodate the disruption in services.

ATTACHMENTS:

Description

Upload Date

Type

No Attachments Available