

New River Community Action, Inc.
Board of Directors' Annual Work Plan
2016-2017

Numbers = CSBG Organizational Standards; HS=Head Start Regulations; UG=Uniform Guidance Regulations; ByLaws=NRCA ByLaws; CSBG=CSBG Reporting Requirements

	Activity	Assigned Committee	Month	Month/Year Completed	Notes
UG 8.9 Bylaws	Approve Annual Program Budgets & Agency-Wide Budget	Finance	July	July 2016	
	Photo of Board members and officers for press releases		July	July 2016	
	Board appointment to CHIP Advisory Council		August	Aug 2016	4-year term
5.3 Bylaws	Review/Amend By-Laws	Executive	August	Started Aug 2016	Each member must receive every 2 years; approval by attorney every 5 years
4.5	Review/Update CEO Succession Plan	Executive	August	Aug 2016	
	Approve Board Organizational Chart	Executive	August	Aug 2016	
HS	Review Head Start Program Information Report data (PIR)	Program	September	Sept 2106	
HS	Review Head Start Five-Year Goals End of Year Report	Program	September	Sept 2016	
HS	Recruit Members to Assist with Head Start Self-Assessment	Full Board	September	Sept 2016	
HS	Approve Head Start Five-Year Goals	Program	September	Feb 2014	Every 5 years
4.4	Approve Annual Community Action Plan Results and Financial Report	Program & Finance	September	Sept 2016	
1.3	Review Customer Satisfaction Data (data included in Strategic Plan)	Program	September	Aug 2016	
HS	Head Start Eligibility Training	Full Board	October	Dec 2016	Required annually within 180 days of the start of the Head Start program year
8.2-8.3 8.4 Bylaws	Accept Agency's Annual Audit Report/Address Any Findings	Finance	October	Oct 2016	
	Approve Local Government Budget Request	Finance	October	Nov 2016	

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Bylaws	Implement/Review Progress of Public/Community Relations Plan	PR	October	Oct 2016	
Bylaws	Implement/Review Progress of Agency Resource Development Plan	PR	October	Oct 2016	
Bylaws	Review Agency's Salary Scale/Structure	Personnel	November	Nov 2016	
	Approve Staff Organizational Charts	Personnel	November	Nov 2016	
UG Bylaws	Approve Insurance Programs and Retirement Plan	Finance & Personnel	November	Nov 2016	
HS	Review Annual Head Start Self-Assessment and Findings	Program	December	Dec 2016	
3.5 Bylaws	Accept Agency Community Assessment	Program	December	Feb 2017	Every 3 years
HS	Accept Head Start Community Assessment	Program	December	Feb 2017	
HS	Approve Head Start Integrated Service Plans	Program	December	N/A	No changes at this time due to the release date of the new Performance Standards. Programs are being given time to align their service plans to the new standards.
Bylaws	Develop/Review Public Policy Activities	Program	December	Dec 2016	
8.10-Bylaws, UG, 8.11	Approve Revisions to Agency's Financial Policy/Procedures, including Procurement Procedures	Finance	December	Dec 2016	F P/P every 2 years Procurement every 5 years
CSBG	Approve Community Action Plan Progress & Financial Reports	Program & Finance	December	Dec 2016	
Bylaws	Review Board Attendance and Implement Attendance Policy	Executive	January	Jan 2017	
Bylaws	Develop CEO Evaluation Process	Executive	January	Mar 2017	

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7.7	Approve Whistleblower Policy	Executive	January	Jan 2017	
HS	Review Head Start Selection Criteria and Recruitment Plan (ERSEA)	Program	February	Feb 2017	
HS	Approve Head Start Refunding Application	Program and Finance	February	Feb 2017	
HS	Approve HS Training and Technical Assistance Plan and Budget	Finance	February	Feb 2017	
8.6 UG	Review Form 990	Finance	February	Dec 2016	
UG	Accept Retirement Plan Audit	Finance	February	Jan 2017	
UG	Approve Mid-Year Budgets	Finance	February	Feb 2017	
5.8	Board Member Training on Duties/Responsibilities/Roles	Full Board	March	Mar 2017	Every 2 years
Bylaws	Approve Annual Community Action Plan (CSBG application)	Program & Finance	March	Mar 2017	
CSBG	Approve Community Action Plan Progress & Financial Reports	Program & Finance	March	Mar 2017	
Bylaws	Develop Public/Community Relations Plan	Public/Community Relations & Resource Development	April	Apr 2017	
Bylaws	Develop Agency Resource Development Plan	Public/Community Relations & Resource Development	April	Apr 2017	
Bylaws	Monitor Staff Development/Training Outcomes	Personnel	April	Apr 2017	
7.4-.5	Conduct Executive Director's Annual Performance Evaluation & Approve Compensation	Full Board	April	May 2017	
Bylaws	Appoint Nominating Committee	Board Chair	May	May 2017	
Bylaws	Conduct Board Self-Evaluation	Executive	May	May 2017	
BP	Develop Board Annual Work Plan	Executive	May	June 2017	

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Bylaws	Elect Officers	Nominating	June	June 2017	
HS	Approve Head Start By-Laws Revisions	Program	June		
HS	Review HS Strategies Gold (TSG) Assessment Summary	Program	June		
CSBG	Approve Community Action Plan Progress & Financial Reports	Program & Finance	June		
5.6	Sign Conflict of Interest Statements	Full Board		July/Aug 2016	
HS	Fiduciary Training	Full Board & Head Start Policy Council		Mar 2017	
7.1	Approve Agency's Personnel Policies/Review by Attorney	Personnel		Nov 2016	within 1 year of last completed review/ attorney review every 5 years
4.6	Report Comprehensive Risk Assessment Results	Finance		Jan 2016	Every 2 years
4.1	Review Agency's Mission Statement	Full Board		Nov 2016	Every 5 years
6.1 Bylaws	Approve Agency's Strategic Plan	Executive		July 2014	develop at least every 5 years
UG Bylaws	Recommend CPA Firm for Annual Audit	Finance	January 2018		Every 5 years
Bylaws	Monitor Volunteer Recruitment and Development	Personnel			
5.9	Review Programs Reports	Full Board	Monthly	Monthly	
8.7	Review Program and agency-wide Financial Reports (Balance Sheet, Income Statement and reserve funds)	Full Board	Monthly	Monthly	
HS	Review USDA Meal Reimbursement Reports	Full Board	Monthly	Monthly	
9.3 Bylaws	Review Analysis of Agency's Outcomes & Program Adjustments as Identified per Analysis	Program	As Available		Annually for each program
UG	Approve New or Major Revisions to Financial Memoranda of Understanding (MOUs)	Finance	As Needed		

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5.7	New Board Member Orientation	New Board Members	As Needed	(seated May) June 2017	Within 6 months of seating
UG	Approve New Leases or Major Revisions, Major Facilities Renovations & Purchases	Finance	As Needed		
UG Bylaws	Approve Agency Bank Accounts and Investments	Finance	As Needed		
Bylaws	Approve Job Descriptions	Personnel	As Needed	April 2017	
Bylaws	Participate in Staff Grievances according to policy	Personnel	As Needed		
Bylaws	Recommend Civic Members to Serve on Board	Membership	As Needed	Scheduled June 2017	
HS	Review HS Communication and Guidance from Secretary (IMs)	Full Board	As Provided	As provided	