

## Minutes of the Board of Directors of New River Community Action, Inc.

held at New River Community Action Administration Office, 1093 East Main Street, City of Radford, Commonwealth of Virginia, on January 26, 2017 at 7:00 p.m. The following members were present or absent:

Board Member	Present or Absent
Kristin Adams	Absent
Aline Brinckman	Absent
Don Clark	Present
Mary Critzer	Present
Col. John Getgood	Absent
Sarah Greene	Present
Dr. Kathryn Hoover	Absent
Rebecca Hosey	Absent
John McEnhill	Present
Rev. Terry Mays	Present
Elaine Powell	Present
Amy Provencher	Absent
Sally Quesenberry	Present
Gina Rhea	Present
Lee Simpkins	Present
Corbin Vierling	Present

Mr. McEnhill called the meeting to order at 7:04 p.m.

Mr. McEnhill invited public comments. Hearing no comments, the public comment period was closed.

Rev. Mays moved to approve the consent agenda for December 15, 2017 meeting minutes and the addition of the Whistleblower Policy approval. Ms. Vierling seconded the motion, motion carried.

The Board was regretfully notified of Kristin Adams' resignation due to family obligations.

There was no agency mail for January.

Ms. Ann Angert led the discussion on causes of poverty conditions using the "five whys" exercise and selection of prioritization criteria for the Community Assessment process. The criteria were prioritized and ranked in order:

1. Magnitude of the problem: How much of a burden is placed on the community, in terms of financial losses, years of potential
2. The availability of financial resources needed to address the issue adequately
3. Economic burden on the community
4. Solution could impact multiple problems

Mr. McEnhill presented the Executive Committee Report. The committee reviewed the proposed revisions to the NRCA by-laws, the Code of Conduct, and the Articles of Incorporation. The committee will recommend the revisions for Board approval after attorney review and approval. All Board members were invited to provide input into the documents' proposed revisions or attend the next Executive Committee meeting on Feb. 6 at noon.

The committee reviewed attendance for all Board members for the last year.

Executive Committee recommended to follow the same schedule for jurisdictional meeting as last year. The committee approved the proposed jurisdictional meeting schedule for 2017: Pulaski – April, Giles – August, Floyd – September, Montgomery – October. Remaining months, the meetings will be held at the administrative office in Radford.

Executive Committee went into Executive Session to discuss personnel matter of developing the CEO annual evaluation process.

Ms. Pennington presented her Chief Financial Officer report. Mr. Simpkins moved to approve the Profit Sharing Plan Audit including National Bank of Blacksburg and Mutual of America. This year's audit utilized two set of books since NRCA switched retirement plans mid-year. The balance of the plan at year-end was \$1,430,622. Mr. Clark seconded the motion, motion carried.

Mr. Simpkins moved to approve the Personnel Policy Revisions. The Head Start new standards removed some of the responsibilities of the Policy Council so the PC is no longer required to be involved with disciplinary action. The tobacco-free environment policy was updated to be in accordance with Program Instruction ACYF-PI-95-04.

Mary Critzer reviewed payroll checks 59844-59856; EFTs-32603-32826 accounts payable checks 64249-64510 VOID 64436, EFTs-7783-7866, and bank drafts 35361-35368.

Mary Critzer reviewed December Bank Reconciliations

The Board reviewed December agency-wide income statements, balance sheet, Head Start income statement and a summary of program income statements. The Board reviewed Nov/Dec Wright Express; Nov/Dec Kroger; Nov/Dec Walmart; Nov/Dec Staples; Nov/Dec VISA.

John McEnhill, Board Chair, reviewed CEO expenses.

Mr. Simpkins moved to go into Executive Session to discuss a property matter relating to proposed letter of intent for potential space, allowable per Freedom of Information Act Code 2.2-3711. Ms. Quesenberry seconded the motion, motion carried.

Mr. Simpkins moved to come out of Executive Session. Ms. Powell seconded the motion, motion carried. The Board noted that it supports the letter of intent for property as discussed in Executive Session. Ms. Quesenberry moved to certify that the only issue discussed in Executive Session was the property issue as noted. Ms. Rhea seconded the motion, motion carried.

Ms. Smusz presented her Chief Executive Officer report.

Ms. Smusz reviewed the letter from the Virginia Department of Social Services regarding compliance with the Organizational Standards. Ms. Smusz noted several standards were marked out of compliance in error and she will seek to resolve the matter with the VDSS Office of Volunteerism and Community Services. NRCA should be in compliance with Community Assessment standards by the end of February and Strategic Planning standards by the end of June

The Strategic Planning training by the state office will be on February 7 from 12:30 to 4:30 p.m. for Board members.

Due to the meeting time constraints, the Strategic Plan Progress Report was carried over to next month.

Mr. McEnhill presented Other Business. The Board decided to move the March 13 meeting date to March 23 so staff and Board could attend the NCAF conference.

The Board reviewed staff input into the proposed mission statement revision. After much discussion, the Board decided to leave the mission statement as it is. Mr. Simpkins moved to approve not changing the current statement. Ms. Vierling seconded the motion, motion carried. Appreciation was expressed to Corbin Vierling for her tremendous time and effort on the proposed revisions.

With no further business, Ms. Rhea moved to adjourn. Ms. Vierling seconded the motion, motion carried.

*Respectfully Submitted,*

*Approved as Presented / Corrected*

*Ms. Elaine Powell, Secretary/Treasurer*

*Mr. John McEnhill, Chair*