

## **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 June 15, 2017 at 7:00 p.m. The following members were present or absent:

Board Member	Present or Absent
Aline Brinckman	Present
John Getgood	Absent
Sarah Greene	Present
Kathryn Hoover	Present
John McEnhill	Present
Terry Mays	Present
Elaine Powell	Absent
Amy Provencher	Present
Sally Quesenberry	Present
Gina Rhea	Present
Lee Simpkins	Present
Corbin Vierling	Present
Tonia Winn	Present
Pulaski Target	Vacant
Giles Government	Vacant
Montgomery Target	Vacant

Ms. Anne Faris recognized Dr. Kathryn Hoover as the recipient of the Head Start 2017 Alice Taylor Memorial Award. Mr. McEnhill recognized Board members that are leaving the board, Rev. Terry Mays and Dr. Kathryn Hoover. Rev. Terry Mays was presented with a plaque commemorating his ten years of service. Ms. Smusz recognized Mr. McEnhill for 15 years of service on the NRCA Board.

Ms. Laura Murphy presented information about the Volunteer Income Tax Assistance Program and 2016 tax season accomplishments.

Mr. McEnhill called the meeting to order.

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

Ms. Vierling moved to approve the agenda as presented with the addition of appointment to the Executive Committee and the CSBG Third Quarter Report to the consent agenda. Ms. Greene seconded the motion, motion carried.

Ms. Rhea moved to approve the following consent agenda items:

- Approval of May 18, 2017 Board Meeting Minutes
- Approval of June 2, 2017 Executive Committee Minutes
- CSBG Third Quarter Report

Mr. Simpkins seconded the motion, motion carried.

Mr. McEnhill read the Agency Mail for June. Mr. McEnhill read thank you notes from the Scholarship Award recipients, Madeline Brown and Zach Ingram. Mr. McEnhill also read the reappointment letter from Floyd Board of Supervisors reappointing Mr. McEnhill for another term.

Rev. Mays presented the Membership Committee report. Membership Committee recommends Corbin Vierling and Lee Simpkins for another term.

The Committee reviewed Board applications for new members and the checklist for new member's recruitment and training.

Committee was updated on current Board Vacancies.

Ms. Greene presented the Program Planning and Evaluation Committee (PPE) Report. The CSBG Third Quarter Report was approved under consent agenda.

PPE Committee reviewed the CHIP Parent Surveys, VA CARES Monitoring Report, and the National Performance Indicators Quick Reference.

Ms. Vierling presented the Nominating Committee Report. The Nominating Committee recommended John McEnhill as Chair, Aline Brinckman as Vice Chair, and Elaine Powell as Secretary/Treasurer for the slate of officer nominations for the upcoming program year 2017-18. Mr. McEnhill called for additional nominations from the floor for each position. Hearing no other nominations, the nominations were closed. Mr. Simpkins moved to elect the slate of nominees presented by the Nominating Committee. Ms. Greene seconded the motion, motion carried.

A written Chief Financial Officer's report was included in Board packets.

Ms. Smusz presented her Chief Executive Officer's report. Ms. Smusz presented an update on Giles County Emergency Assistance operations. Mr. Simpkins moved to approve having the CEO and staff, along with Corbin Vierling, continue in exploration with Giles Christian Mission for Giles Emergency Assistance partnership. Ms. Brinkman seconded the motion, motion carried unanimously.

Mr. McEnhill presented Other Business. Mr. Simpkins moved to approve Sheila West as the staff monitor and Sally Quesenberry as the non-staff monitor for the Pulaski target election. Rev. Mays seconded the motion, motion carried unanimously.

Mr. Simpkins moved to ratify Corbin Vierling's appointment to Executive Committee. Ms. Quesenberry seconded the motion, motion carried unanimously.

Committee preference forms were distributed for upcoming program year.

Ms. Greene moved to approve the Board Annual Workplan for 2017-2018 as presented. Ms. Quesenberry seconded the motion, motion carried unanimously.

Mr. Simpkins moved to approve the CSBG Third Quarter Financial Status Report as presented. Ms. Rhea seconded the motion, motion carried unanimously.

Mr. McEnhill explained that tasks were being handled differently from past years due to recent clarification on the CSBG Organizational Standards compliance provided by the VA Office of Volunteer Community Services.

Mr. Simpkins moved to seat Dr. Boyoung Park as ex-officio on the Board as the early childhood specialist. Ms. Vierling seconded the motion, motion carried unanimously.

Mr. McEnhill reviewed payroll checks 33749-33865; payroll EFTs 59903-59908; accounts payable checks 65220-65337; accounts payable EFTs 8092-8130; and accounts payable bank drafts 35408-35414.

May bank statement will not be completed until Head Start year-end is complete.

The Board reviewed the following credit card statements: VISA-March/April; Staples-March/April; and Kroger-March/April.

The Board received preliminary Agency Balance Sheet and Income Statement for May 2017 and the preliminary May 2017 Head Start Income statement. Head Start program year end is May, therefore, final statements for May will not be complete until July.

Mr. Simpkins moved to approve the CEO Goals for the upcoming program year. Ms. Brinkman seconded the motion, motion carried unanimously.

Mr. Simpkins moved to go into Executive Session to discuss personnel issues relating to CEO annual compensation, allowable per Freedom of Information Act Code 2.2-3711. Ms. Vierling seconded the motion, motion carried unanimously.

Mr. Simpkins moved to go come out of Executive Session at 8:35 p.m. Ms. Quesenberry seconded the motion, motion carried unanimously.

Mr. Simpkins moved to certify that to the best of each member's knowledge (i) only public business matters lawfully exempted from open meeting requirements by Virginia law and (ii) only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed or considered by the NRCA Board. Ms. Vierling seconded the motion, motion carried unanimously.

Mr. Simpkins moved to certify that the Board reviewed and approved CEO compensation, salary, fringe and insurances. Ms. Rhea seconded the motion, motion carried unanimously.

With no further business, Mr. Simpkins moved to adjourn the meeting at 8:40 p.m. Ms. Vierling seconded the motion, motion carried.

*Respectfully Submitted,*

*Ms. Elaine Powell, Secretary/Treasurer*

*Approved as Presented / Corrected*

*Mr. John McEnhill, Chair*