

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 March 23, 2017 at 7:00 p.m. The following members were present or absent:

Board Member	Present or Absent
Aline Brinckman	Absent
Don Clark	Absent
Mary Critzer	Present
John Getgood	Present
Sarah Greene	Present
Kathryn Hoover	Absent
Rebecca Hosey	Absent
John McEnhill	Present
Terry Mays	Present
Elaine Powell	Present
Amy Provencher	Absent
Sally Quesenberry	Absent
Gina Rhea	Present
Lee Simpkins	Absent
Corbin Vierling	Present
Montgomery Target Representative	Vacant

Ms. Autumn Visser with Woods Rogers PLC presented training on fiduciary duties and responsibilities for Board of Directors and Head Start Policy Council members.

The Board shared appreciation to Kristin Adams for her service on the Board and Policy Council.

Mr. McEnhill called the meeting to order at 8:00 p.m.

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

Ms. Vierling moved to approve the agenda as presented. Rev. Mays seconded the motion, motion carried unanimously.

Rev. Mays moved to approve the following consent agenda items as presented:

- Approval of February 16, 2017 Meeting Minutes
- Approval of March 6, 2017 Executive Committee Minutes

Col. Getgood seconded the motion, motion carried unanimously.

There was no agency mail for March.

Col. Getgood presented the Program Planning and Evaluation Committee (PPE) Report. PPE Committee recommended approval for the Community Action Plan Second Quarter Progress Report. NRCA's programs are on schedule to meet their goals as defined in the 2016-2017 grant application. Rev. Mays seconded the motion, motion carried unanimously.

PPE Committee recommended approval of the Community Action Grant Application 2017-2018. Programs defined additional outcomes based on new logic models and the section 10.1A added 5 new areas of community collaboration efforts. Rev. Mays seconded the motion, motion carried unanimously.

Ms. Sheryl Helms and Dr. Rob Graham, Superintendent of Radford Public Schools, provided a concept paper to the Virginia Early Childhood Foundation outlining possible

collaborations between RPS and Head Start. An answer or invitation to apply is expected by June.

The Point In Time Count outcomes were shared with the Board. Forty-four surveys were completed in the New River Valley. Forty-four adults and twenty-five children, for a total of sixty-nine persons, were homeless on the night of January 25, 2017. Of the 69 homeless persons, 4 were unsheltered.

Ms. Powell presented the Finance Committee Report. Finance Committee recommended Board approval for the second quarter CSBG report. The agency spent \$173,997 in federal funds and \$49,703 in TANF funds. Ms. Vierling seconded the motion, motion carried unanimously.

Finance Committee recommended Board approval for the proposed revisions to the Financial Policies and Procedures. Col. Getgood seconded the motion, motion carried unanimously.

Finance Committee recommended Board approval for the CSBG FY 18 grant budget. Rev. Mays seconded the motion, motion carried unanimously.

The Board was updated on the Floyd Entrance Project. The Option 3 scenario that was researched, which would include inserting a slip-lining into the current culverts, is no longer an option because the current culverts are not code size. NRCA will proceed with Option 2; moving the current playground to the back of the building; locating the new entrance where the current playground exists; demolishing the bridge or creating a swell at the entrance of the bridge; stabilizing the stream bank.

Mary Critzer reviewed payroll checks 59857-59862, EFT 32827-32939 and accounts payable bank drafts 35369-35376, EFT -7867-7896, and checks 64511-64634.

Elaine Powell reviewed February bank reconciliations.

February program statements were emailed to Finance Committee.

The Board reviewed credit card charges for: Staples-Dec/Jan, Kroger-Jan/Feb, Walmart-Jan/Feb, Wright Express-Jan/Feb, and VISA-Dec/Jan.

Mr. McEnhill presented the Executive Committee report. Ms. Vierling moved to approve the March 20 meeting minutes with minor spelling correction. Rev. Mays seconded the motion, motion carried unanimously.

Ms. Pennington presented her Chief Financial Officer's report. The Board received Head Start Financial statements as well as the agency Balance Sheet and Income Statement.

Ms. Smusz presented her Chief Executive Officer's report.

Mr. McEnhill presented Other Business. Ms. Vierling moved to approve Aline Brinckman and Sheila West as the target election monitors for the upcoming Montgomery target election. Rev. Mays seconded the motion, motion carried unanimously.

The Board expressed their appreciation to Mary Critzer for her past service on the Board.

The next Board meeting is scheduled for April 20, 2017 at the Pulaski Head Start center.

With no further business, Ms. Vierling moved to adjourn the meeting at 8:43 PM. Rev. Mays seconded the motion, motion carried.

Respectfully Submitted,

Approved as Presented / Corrected

Ms. Elaine Powell, Secretary/Treasurer

Mr. John McEnhill, Chair