

## 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 May 18, 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	Absent
John McEnhill	Present
Terry Mays	Absent
Elaine Powell	Present
Amy Provencher	Absent
Sally Quesenberry	Absent
Gina Rhea	Present
Lee Simpkins	Absent
Corbin Vierling	Present
Tonia Winn	Present
Pulaski Target	Vacant
Giles Government	Vacant
Montgomery Target	Vacant

Ms. Diane Wise presented the Philip Sadler Community Service/NRCA Volunteer of the Year Award to Ms. Sharon Lowery for her work with the Giles CHIP Baby and Toddler Shop. Ms. Smusz presented two George Ducker Scholarships to Ms. Madeline Brown and Mr. Zachary Ingram. Mr. McEnhill recognized Ms. Becka Hosey for her service to the Board.

Ms. Carol Johnson presented information about To Our House and its seventh season.

Mr. McEnhill called the meeting to order at 7:36 PM.

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

Ms. Vierling moved to approve the agenda as presented. Ms. Greene seconded the motion, motion carried.

Ms. Brinckman moved to seat Ms. Tonia Winn, as the new government representative for Montgomery County. Ms. Powell seconded the motion, motion carried unanimously. Introductions were made to Ms. Winn. Corbin Vierling will serve as mentor for Ms. Winn.

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

- Approval of April 20, 2017 Board Meeting Minutes
- Approval of May 5 and May 12, 2017 Executive Committee Minutes

Ms. Vierling seconded the motion, motion carried unanimously.

There was no agency mail for May.

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. Elaine Powell payroll checks 59895-59902; payroll EFTs: 33518-33748, and accounts payable checks:65022-65219; AP EFTs:8024-8091; and AP Bank Drafts:35399-35407. Elaine Powell reviewed bank statements for April 2017.

The Board reviewed the credit card statements for VISA-Feb/March; Staples-Feb/March; Wright Express-March/April; Walmart-Feb/March and March/April; and Kroger-Feb/March.

Ms. Smusz presented her Chief Executive Officer's report. The Policy Council target election had to be postponed until their May 31 Recognition Dinner as the non-staff election monitor was sick. Ms. Greene moved to approve Jennifer Woodruff as an alternate if Rhonda Seltz is unable to attend on May 31, also to approve Sheila West as the staff monitor for the upcoming elections for Radford and Giles with Corbin Vierling as the non-staff monitor for Giles and Gina Rhea for the non-staff monitor for Radford election. Ms. Powell seconded the motion, motion carried unanimously.

Mr. McEnhill presented Other Business. Mr. McEnhill announced the Nominating Committee to select nominations for slate of officers for upcoming program year was Corbin Vierling as Chair, Sarah Greene, and Gina Rhea.

Ms. Powell moved to go into Executive Session at 8:10 to discuss personnel issue relating to the annual CEO evaluation, allowable per Virginia Freedom of Information Act Code 2.2-3711. Ms. Rhea seconded the motion, motion carried unanimously.

Ms. Rhea moved to go come out of Executive Session. Ms. Brinkman seconded the motion, motion carried unanimously.

Ms. Vierling moved to certify 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 Board. Ms. Rhea seconded the motion, motion carried unanimously.

Ms. Powell moved to accept the CEO performance appraisal as presented in Executive Session. Ms. Rhea seconded the motion, motion carried unanimously.

With no further business, Ms. Vierling moved to adjourn the meeting at 8:45 PM. Ms. Rhea seconded the motion, motion carried.

*Respectfully Submitted,*

*Ms. Elaine Powell, Secretary/Treasurer*

*Approved as Presented / Corrected*

*Mr. John McEnhill, Chair*