

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

held at Blacksburg Head Start, 701 Church Street, Town of Blacksburg, Commonwealth of Virginia, on October 19, 2017 at 7:00 p.m. The following members were present or absent:

Board Member	Present or Absent
Aline Brinckman	Present
Mark DeBusk	Present
John Getgood	Present
Sarah Greene	Present
Carrie Hodge	Present
Tina Lindsey	Absent
John McEnhill	Present
Boyoung Park	Present
Elaine Powell	Absent
Sally Quesenberry	Present
Gina Rhea	Present
Lee Simpkins	Absent
Corbin Vierling	Present
Tonia Winn	Present
Giles Government	Vacant
Giles Target	Vacant

Mr. McEnhill called the meeting to order at 7:05 p.m.

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

Ms. Quesenberry moved to approve the agenda as presented with the addition of the job descriptions to the consent agenda. Ms. Vierling seconded the motion, motion carried.

Ms. Carol Koss presented the annual audit report.

- No significant deficiencies or material weaknesses or noncompliance material to the financial statements.
- No significant deficiencies or material weaknesses in internal control over major federal award programs were disclosed during the audit. The programs tested as major programs were CSBG, MIECHV, and TANF.
- Ms. Koss discussed information regarding self-verification of income and search for additional income in accordance with OVCS guidance.
- No audit findings that are required to be reported in accordance with 2 CFR section 200.516(a) were disclosed.
- The auditee was determined to be a low-risk auditee.
- No financial statement findings.
- No Federal award findings or questioned costs.
- No prior year findings.

The Board and Auditor commended Ms. Pennington and the finance staff on the excellent audit. Col. Getgood moved to accept the audit as presented. Ms. Brinckman seconded the motion, motion carried unanimously.

Ms. Vierling moved to approve the following consent agenda items as recommended:

- Approval of September 21, 2017 Board Meeting Minutes
- To Our House Shelter Services Assistant Job Description
- Thrift Store Manager for Giles County Christian Services Mission Job Description

Ms. Rhea seconded the motion, motion carried unanimously.

There was no agency mail for October.

Ms. Smusz presented a report for Strategic Planning Goal 2: Explore Income Producing Opportunities Such as Special Events and For-Profit Ventures.

Mr. McEnhill presented the Strategic Plan Ad Hoc Committee Report. The committee selected dates and snow dates for staff and board retreats.

Ms. Vierling presented the Personnel Committee Report. In January 2018, the Department of Housing & Community Development will mandate 24/7 on-call for Homeless Programs. Personnel Committee recommended approval for an additional \$50 per week to staff that are on-call. All staff will be paid their current rate of pay or over-time-based pay, whichever applies, based on their current rate of pay for any actual hours worked during the on-call period, effective October 28, 2017. This will also apply to the To Our House staff that are on-call during the TOH season. Ms. Brinckman seconded the motion, motion carried unanimously.

Ms. Pennington presented her Chief Financial Officer's report.

Ms. Pennington presented training on the annual audit as required by Uniform Guidance.

Col. Getgood reviewed payroll checks 59940-59948; Payroll EFTs 34549-34766; voided 34643 & 34652; accounts payable checks for September 66235-66325; 66326-66331 held out for MIECHV year-end; October checks 66332-66402; AP EFTs 8298-8360; and AP bank drafts 35456-35464.

September bank statements were not completed as of meeting date due to CHIP MIECHV year-end September 30, 2017. Statements will be reviewed in November.

Board reviewed credit card statements: VISA-July/August; Wright Express-August/September; and Staples-July/August.

The Board received August 2017 Balance Sheet, Income Statement and Head Start Income statement. September statements not yet complete due to CHIP MIECHV year-end September 30, 2017.

Ms. Smusz presented her Chief Executive Officer's report. Col. Getgood moved to approve the NRCA Giles Emergency Assistance Program and Giles County Christian Service Mission Partnership Memorandum of Understanding as presented. Ms. Quesenberry seconded the motion, motion carried unanimously.

Mr. McEnhill presented Other Business. The Board received the first quarter update for the Board Annual Work Plan.

As the regularly scheduled third Thursday is so close to holiday, the Board decided to move the December meeting date to December 14, 2017.

With no further business, Ms. Quesenberry moved to adjourn the meeting *in memory of Lowell Boothe and George Dalley*. Ms. Vierling seconded the motion, motion carried.

*Respectfully Submitted,*

*Ms. Elaine Powell, Secretary/Treasurer*

*Approved as Presented / Corrected*

*Mr. John McEnhill, Chair*