

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

held at New River Community Action Floyd Office, 120 Epperly Mill Road, SW, Floyd, Virginia, on September 21, 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	Present
John McEnhill	Present
Boyoung Park	Present
Elaine Powell	Absent
Sally Quesenberry	Present
Gina Rhea	Present
Lee Simpkins	Present
Corbin Vierling	Present
Tonia Winn	Present
Giles Government	Vacant
Giles Target	Vacant

Ms. Diane Wise presented training on Head Start ERSEA (Eligibility, Recruitment, Selection, Enrollment, Attendance).

Mr. McEnhill called the meeting to order.

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

Mr. Simpkins moved to approve the agenda as modified. Col. Getgood seconded the motion, motion carried.

Mr. Simpkins moved to approve the following consent agenda items as recommended:

- Approval of August 17, 2017 Board Meeting Minutes
- Board Organizational Chart Revisions

There was no agency mail for September.

Mr. McEnhill presented the Strategic Plan Ad Hoc Committee Report. Mr. McEnhill noted the committee interviewed potential consultants and approved to award the contract to The Spark Mill company. A copy of the proposal was provided to all Board members in their packets.

Mr. McEnhill presented the Executive Committee Report.

Mr. Simpkins moved to approve the September 12, 2017 Executive Committee minutes as presented. Ms. Lindsey seconded the motion, motion carried.

Mr. Simpkins moved to approve the NRCA By-Laws revisions as presented, including further edits recommended by Executive Committee. The revisions were emailed and submitted by postal mail as required. Ms. Greene seconded the motion, motion carried unanimously.

Mr. McEnhill reviewed the 2017 Board Self-Evaluation results. Overall responses were positive. Additional training will be provided to address questions.

The CEO contract discussion was held in Executive Session and the Board will be updated as progress is made.

Ms. Rhea presented the Program Planning and Evaluation Committee (PPE) Report. PPE Committee recommended approval of the Head Start Policy Council Bylaws revisions as presented. Mr. Simpkins seconded the motion, motion carried.

PPE Committee recommended approval of the CSBG Community Action Plan 2016-17 Year-End Report as presented. Mr. Simpkins seconded the motion, motion carried. Mr. DeBusk abstained as he had not reviewed the report.

PPE Committee was presented reports from staff for the following items: Consumer Survey Results, CHIP Year-End Performance Reports, AmeriCorps Program Evaluation and Year-End Report, Head Start, and Program Information Report data (PIR). Due to meeting time constraints, the Head Start TSG Assessment Summary and Five-Year Goals End of Year Report were carried over to next meeting.

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

Mr. Simpkins moved to approve the 2016-17 Financial Status Report as presented. Col. Getgood seconded the motion, motion carried unanimously.

Mr. Simpkins moved to approve the revisions to the Head Start Substitute job description as presented including additional language to #10 to add timeframe of 24 hours for reporting all suspected child, aged or incapacitated adult abuse and neglect as required by law. Ms. Greened seconded the motion, motion carried unanimously.

Mr. Simpkins moved for blanket approval to add the same specific language as noted above to all NRCA job descriptions referencing the 24 hours required timeframe as all NRCA employees are mandated reporters. Col. Getgood seconded the motion, motion carried unanimously.

Mr. Simpkins reviewed payroll checks 59926-59939; VOID 59930, 59932, 59934; payroll EFTs 34325-34548; VOID unused 344-34-34441, and accounts payable checks 66015-66234; VOID 66114, 66146; AP EFTs 8233-8297; and AP Bank Drafts 35442-35455.

Col. Getgood reviewed the July & August bank statements.

The Board reviewed credit card statements for VISA-June/July; Staples-June/July; Wright Express-July/August; and Walmart-July/August.

The Board received July 2017 Balance Sheet, Income Statement and Head Start Income statement.

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

Mr. McEnhill presented Other Business. Mr. Simpkins moved to approve Carrie Hodge's appointment to the Program, Planning, & Evaluation Committee. Ms. Vierling seconded the motion, motion carried unanimously.

Mr. McEnhill clarified process of meeting notices which include email, postal mailing, and reminder phone calls. The revised bylaws require members to notify staff by noon the day of the Board meeting if unable to attend to ensure quorum.

With no further business, Col. Getgood moved to adjourn the meeting at 8:38 PM. Ms. Vierling seconded the motion, motion carried.

*Respectfully Submitted,*

*Approved as Presented / Corrected*

*Ms. Elaine Powell, Secretary/Treasurer*

*Mr. John McEnhill, Chair*