

## 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 November 16, 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	Absent
Sarah Greene	Present
Carrie Hodge	Present
Tina Lindsey	Present
John McEnhill	Present
Boyoung Park	Present
Elaine Powell	Present
Sally Quesenberry	Present
Gina Rhea	Absent
Lee Simpkins	Present
Corbin Vierling	Present
Tonia Winn	Present
Giles Government	Vacant
Giles Target	Vacant

Ms. Autumn Visser presented Fiduciary Training for Board and Policy Council members.

Mr. McEnhill called the meeting to order at 7:45 p.m.

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

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

Mr. Simpkins moved to approve the October 19, 2017 Board Meeting Minutes on the consent agenda. Ms. Lindsey seconded the motion, motion carried unanimously.

Ms. Powell read the Agency Mail for November. Ms. Powell read a thank you card from Sally Quesenberry.

Ms. Vierling and Mr. Simpkins presented the Joint Personnel and Finance Committee Report.

Personnel Committee recommended Board approval for the proposed updates to the staff organizational chart. Mr. Simpkins seconded the motion, motion carried unanimously. Finance Committee and the Head Start Policy Council concur with Personnel.

Finance and Personnel Committees reviewed the Benefits options for health, dental, life, and Short-Term Disability along with four scenarios that were reviewed by Management Policies & Practices Committee (MPPC). MPPC reviewed the options and the scenarios and recommended offering Scenario three. Personnel agrees with MPPC's recommendation and recommended Board approval of Scenario three. Finance Committee seconded the motion, motion carried unanimously. Policy Council concurred with Personnel Committee's recommendations.

Personnel Committee recommended that the agency continue to contribute 3% of salaries of eligible staff into their retirement plan. Finance Committee seconded the motion, motion carried unanimously. Policy Council concurred with Personnel Committee's recommendation.

Finance Committee recommended requesting a 5% increase from the local governments in the upcoming Local Government Proposal. Ms. Brinckman seconded the motion, motion carried.

Six bids were received for audit services for fiscal years 2018-2022. Finance staff used Wipfli's tool for the audit RFP and their scoring tool. The three top selections were presented to the Finance Committee. Finance Committee recommended Board approval to accept Warren & Koss's proposal for FY 18-22. Ms. Greene seconded the motion, motion carried unanimously.

Mr. DeBusk presented the Program Planning and Evaluation Committee (PPE) Report. PPE Committee reviewed the HS Strategies Gold (TSG) Assessment Summary and Head Start Five-Year Goals End of Year Report.

Ms. Quesenberry presented the Public/Community Relations & Resource Development Committee Report. The committee reviewed donor summary report for fiscal year 2017-18 first quarter.

Committee also reviewed a fundraising report for NRCA program fundraisers for last three fiscal years and first quarter for this fiscal year in follow up to the CEO's October report to the Board on exploring fund raising events (current Strategic Plan Objective 2A). Report showed gross revenue, minus expenses and related fundraising salaries for a total net gain (or loss).

The Committee reviewed proposed donor recognition ideas for donors and participation in #GivingTuesday annual fundraising. Committee liked ideas and recommended proceeding with implementation.

The Committee reviewed the Staff Public Relations and Resource Development Activities Report for October.

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

Mr. Simpkins reviewed the following: payroll checks 59949-59957; Payroll EFTs: 34767-34986, accounts payable checks -September checks 66326-66330; 66331 voided unused for MIECHV year-end; October checks 66403-66590; AP EFTs: 8361-8388; and AP Bank Drafts: 35465-35474.

Mr. McEnhill reviewed September bank statements. Ms. Powell reviewed the October bank statements.

The Board reviewed credit cards for: VISA-August/September; Wright Express-September/October; Staples-August/September; Walmart-August/September; September/October; and Kroger-August/September; September/October.

The Board received Balance Sheet, Income Statement and Head Start Income statements for September & October 2017.

The Chief Executive Officer's Report was included in Board packets.

Mr. McEnhill presented Other Business. Mr. McEnhill noted that NRCA received the Floyd County Chamber of Commerce Non-Profit of the Year Award.

Mr. McEnhill reviewed the October 27 letter and attachment from the VA Department of Social Services Office of Volunteer and Community Services noted NRCA's compliance in 56 of 57 CSBG Organizational Standards. NRCA is out of compliance in one area: *Customer satisfaction data and customer input, collected as part of the Community Assessment, is included in the strategic planning process.* We will comply with this Standard during our Strategic Planning process this winter.

With no further business, Ms. Winn moved to adjourn the meeting at 8:20 p.m. Ms. Vierling seconded the motion, motion carried.

*Respectfully Submitted,*

*Approved as Presented / Corrected*

*Ms. Elaine Powell, Secretary/Treasurer*

*Mr. John McEnhill, Chair*