

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 December 14, 2017 at 7:00 p.m. The following members were present or absent:

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

Mr. Chris Bennett from *The Spark Mill* spoke to the Board about the upcoming Strategic Planning activities and retreat.

Mr. John McEnhill presented training on Board governance.

Mr. McEnhill called the meeting to order at 8:15 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 with moving the job description revisions and the Community Action Plan Report to the consent agenda. Ms. Greene seconded the motion, motion carried unanimously.

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

- Board Minutes from November 16, 2017 Meeting
- *Personnel 1: Finance Manager Job Description Revisions
- *Personnel 2: Housing Program Job Description Revisions
- *Program 1 & Finance 1: Approve Community Action Plan Progress & Financial Report

Ms. Greene seconded the motion, motion carried unanimously.

There was no Agency Mail for December.

Ms. Vierling presented the Personnel Committee Report. Personnel Committee reviewed changes to the Finance Manager Job Description and the Level 1 Case Manager/Housing Counselor Job Description for Floyd County as approved by consent agenda.

Personnel Committee reviewed the current retirement plan vesting schedule for staff. Currently staff are not fully vested until three years of employment. Personnel Committee moved to change the plan so that staff are fully vested when they become eligible for the plan (one year and 1000 hours) and to automatically enroll new staff in the agency retirement plan with staff contributing 1% to the plan. Staff will have the option to opt out of the plan if they do not wish to contribute. Mr. Simpkins seconded the motion, motion carried unanimously.

The Committee carried over the Volunteer/Intern Supervisor Handbook to the January meeting for further edits.

Ms. Rhea presented the Program Planning and Evaluation Committee (PPE) Report. PPE Committee recommended approval for the Public Policy Advocacy issues that impact the lives of families NRCA serves as presented. Mr. Simpkins seconded the motion, motion carried unanimously.

PPE Committee reviewed the CHIP of Virginia monitoring report and response. This review required no response, but CHIP staff felt there were points of clarification that could be shared with CHIP.

PPE Committee reviewed the Virginia CARES monitoring report recognizing NRCA's staff ability to build strong relationships in the community.

Ms. Quesenberry presented the Public/Community Relations & Resource Development (PR) Committee Report. Per current Strategic Plan, PR will coordinate with Finance Committee and staff to design and conduct an analysis to determine NRCA capacity and resources needed for adding one revenue-producing special event to agency activities. PR Committee decided to start with surveys for staff and volunteers to determine what staff and volunteer time resources might be available. Finance Committee will also be reviewing the goal objective. A written report will be compiled by staff from both committees.

Staff Public Relations and Resource Development Activities Report for November was included in board folders.

Ms. Pennington presented her Chief Financial Officer's report. Mr. Simpkins reviewed payroll checks 59958-59961, Payroll EFTs 34987-35097, accounts payable checks 66591-66776, AP EFTs 8389-8458, and AP bank drafts: 35475-35485.

Ms. Powell reviewed the November bank statements.

The Board reviewed credit card statements for VISA-Sept/Oct & Oct/Nov, Wright Express-Oct/Nov, Staples-Sept/Oct, Walmart-Oct/Nov, and Kroger-Oct/Nov.

The Board received Head Start Financial statements as well as the agency Balance Sheet and Income Statement for November 2017. Ms. Pennington discussed the restricted account for Head Start Transportation. There was a campaign for Head Start transportation last spring, in hopes to raise enough funds for a new Head Start bus. The campaign needed to raise approximately \$75,000 for a new bus by May 2017 or it was understood that funds raised would be used for maintenance of current buses. The campaign raised \$3,065 and the Policy Council voted to transfer their account fund balance of \$5,111 to the fund. Total for the fund was \$8,176. Total spent for bus maintenance through November 2017 is \$1,027.

Ms. Pennington presented a brief training on direct costs and indirect costs.

Ms. Smusz presented her Chief Executive Officer's report. In October, the Board approved on-call pay (\$50 per week) for staff who will participate in NRCA's pilot project to create 24/7 telephone access for the homeless seeking shelter. Staff have started the background work on this project; the VA Department of Housing and Community Development (DHCD) requires beginning telephone access at end of January. We are still in the process of developing the procedures for this project and plan to bring them to the Program, Planning and Evaluation (PPE) Committee and Board in January. If the Board meeting is cancelled due to inclement weather, approval and implementation would be delayed and we would be out of compliance with DHCD requirements. Ms. Greene moved to approve empowering the Executive Committee to act on Board behalf for review and approval of the 24/7 Access for Homeless project at the Executive Committee's early January meeting, in case the January Board meeting is cancelled due to inclement weather. Program information will still be brought to the following PPE and Executive Committees. Ms. Rhea seconded the motion, motion carried unanimously.

Mr. Simpkins moved to go into Executive Session to discuss personnel issues, allowable per Freedom of Information Act Code 2.2-3711. Ms. Vierling seconded the motion, motion carried unanimously.

Mr. Simpkins moved to come out of Executive Session. Ms. Vierling seconded the motion, motion carried unanimously.

At the conclusion of Executive Session, the Board reconvened in Regular Session. Mr. Simpkins moved 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 NRCA Board. Ms. Greene seconded the motion, motion carried unanimously.

With no further business, Mr. Simpkins moved to adjourn the meeting at 9:05 PM. Ms. Rhea seconded the motion, motion carried unanimously.

Respectfully Submitted,

Ms. Elaine Powell, Secretary/Treasurer

Approved as Presented / Corrected

Mr. John McEnhill, Chair