

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

held electronically via Zoom on June 18, 2020 at 7:00 p.m. The following members were present or absent:

Board Member	Present or Absent
Aline Brinckman	Present
Kim Fernandez	Present
Sarah Greene	Present
Joseph Guthrie	Present
Elaine Powell Hawkins	Absent
Michaela Jennelle	Absent
Tina Lindsey	Present
John McEnhill	Present
Lena Norris	Present
Gina Rhea	Present
Lee Simpkins	Absent
Corbin Vierling	Present
Tonia Winn	Present
John Getgood, ex-officio	Absent
Boyoung Park, ex-officio	Present
Floyd Target	Vacant
Giles Government	Vacant

Ms. Carol Johnson presented training on the To Our House program.

Mr. McEnhill called the meeting to order.

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

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

Ms. Fernandez moved to approve the consent agenda item, May 21, 2020 Board Meeting minutes. Ms. Greene seconded the motion, motion carried unanimously.

Mr. McEnhill read the Agency Mail from Montgomery County Board of Supervisors reappointing Tonia Winn to another term on the NRCA Board of Directors.

Dr. Park presented the Program Planning and Evaluation Committee (PPE) Report.

PPE Committee reviewed the Head Start Focus Area One Monitoring report. The report monitors the performance and compliance of systems: program design and management, quality education and child development program, quality health program, family and community engagement services and ERSEA and Fiscal infrastructure. Head Start was compliant in all areas.

Staff provided an update to the Committee on the new reporting requirements for quarterly and annual CSBG reporting for the current fiscal year and moving forward. Options for certain demographic questions have been expanded and are now reflected in NRCA's intake and Engage, the client tracking database. Housing outcomes will now be reported by individuals as opposed to by households. In addition to reporting unduplicated individuals and households annually, NRCA will be asked to report unduplicated outcomes.

Staff shared that a donation from a local Rotary will be used to distribution restricted Food Lion gift cards to families enrolling in Head Start that present as food insecure.

The LICNA Taskforce will restart the community needs assessment work. Focus groups and surveys (client, provider and resident) are the current focus.

Ms. Brinckman presented the Personnel Committee Report.

Head Start directed to continue to pay employees regardless of hours worked through June 30, 2020. NRCA put the same pay arrangement in place. This pay arrangement will expire on June 30, 2020. Personnel Committee recommended to end the pay arrangement to pay employees regardless of hours worked on June 30, 2020. Effective July 1, 2020, employees will use Paid Time Off for any hours not worked. If paid time off is not available, employees will need to use unpaid time off unless the employee qualifies for one of the five situations that fall under the federal guidelines stated in the Families First Coronavirus Response Act. Clarification was provided that if an employee is laid off due to lack of work because of COVID, the employee could file for unemployment. This is not the case at NRCA currently. Ms. Lindsey seconded the motion, motion carried unanimously.

Personnel Committee acknowledged the new holiday as declared by the Virginia Governor on June 16, 2020. The holiday, Juneteenth, will be observed on Friday, June 19, 2020. NRCA offices will be closed in observance of this holiday. Personnel Committee will review the list of holidays outlined in the Personnel Policies at an upcoming committee meeting.

Personnel Committee recommended approval of the Grant Development Specialist job description as modified. Ms. Rhea seconded the motion, motion carried unanimously.

Ms. Winn presented the Public/Community Relations & Resource Development (PR) Committee Report.

Ms. Rhea moved to approve Agency Resource Development Plan for the upcoming year as presented. PR Committee added in participation in VACAP training, developing a fundraising plan to create action steps to create goal(s) and what/why fundraising is needed specifically. Ms. Fernandez seconded the motion, motion carried unanimously.

Ms. Lindsey moved to approve the Public and Community Relations Plan as presented, including participation in VACAP communications plan training. Ms. Brinckman seconded the motion, motion carried unanimously.

PR Committee shared some points from the VACAP Government Relations/Legislative meeting and training.

The 2020 George Ducker Scholarship recipient is unable to attend a Board meeting due to prior commitments on Thursday nights. The recipient has been asked to submit a photo for a press release instead. Plaque and check will be mailed.

Mr. McEnhill presented the Finance Committee Report. Results of Head Start Focus Area One Monitoring stated that NRCA Fiscal Staff were deemed qualified for the oversight of the grant. The process for budget development and revision were deemed compliant reflecting appropriate approvals and involvement of the governing body and Policy Council.

Finance Committee recommended approval for the Fiscal Year 2020-2021 budgets as presented. It was noted that the General Fund budget included a six month overlap for new CEO to transition with current CEO and for the new Grant Specialist position. Ms. Fernandez seconded the motion, motion carried unanimously.

Ms. Vierling questioned about using funds for current housing situation with court evictions restarting. Ms. Smusz noted there is funding to prevent evictions. Ms. Vierling suggested outreach to landlords and courts. Ms. Vierling offered to assist in contacting courts with outreach.

Finance Committee tabled the Vehicle Leases for CHIP/ Introduction to Fleet Management item until July 2020.

Finance Committee discussed the use of the EIDL \$10k grant funds. It was suggested not to use the EIDL funds to supplement employee pay but agreed to revisit the use of the funds later.

Ms. Harrell presented her Chief Financial Officer's report. Review of Paylocity checks 1012241584-85, 1012295077 and EFTs 1081-1189, 1196-1280, Accounts Payable bank drafts 35845 – 35849, checks: 72319-72418 and AP EFTs 10170 – 1017.

May 2020 Bank Reconciliations and May 2020 Financial Statements are not complete due to the end of Head Start Fiscal Year on May 31, 2020.

Credit Card purchases will be reviewed at a later date.

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

Mr. McEnhill presented Other Business.

Ms. Fernandez presented the Nominating Committee Report. The Nominating Committee recommended the following slate for officers: John McEnhill for Chair, Aline Brinckman for Vice Chair, and Lee Simpkins for Secretary/Treasurer. It was clarified that the Secretary/Treasurer was held as one combined position.

The floor was opened for nominations. Hearing none, Ms. Vierling moved to close nominations. Ms. Greene seconded the motion, motion carried unanimously.

Ms. Vierling moved to elect slate of officers as presented. Mr. Guthrie seconded the motion, motion carried unanimously.

Mr. McEnhill noted that after 18 years on the NRCA Board, he is willing to continue to serve one additional term after this new term as Chair to be available for the new CEO but plans to retire from the Board after the completion of one more term as the Floyd local government representative which would end June 2023 and recommended the Board start succession planning for Board leadership.

Ms. Aline Brinckman moved to approve Article VI Committee description updates as listed in the Bylaws as presented. Ms. Greene seconded the motion, motion carried unanimously. Committees will begin the new program year using the updated descriptions. The Chair will assign committee assignments for the new year at the July meeting.

Ms. Fernandez moved to go into Executive Session, with Board members, only to discuss personnel issues relating to CEO annual performance evaluation, allowable per Freedom of Information Act Code 2.2-3711. Mr. Guthrie seconded the motion, motion carried unanimously.

Ms. Greene moved to come out of Executive Session at 9:18 PM. Ms. Rhea seconded the motion, motion carried unanimously.

Mr. Guthrie 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.

Any member of the public body who believed that there was a departure from the requirements of clauses (i) and (ii), was instructed to do state prior to the vote, indicating the substance of the departure that, in his judgment, has taken place and recorded.

Ms. Brinckman seconded the motion, motion carried unanimously.

Ms. Greene moved to approve the CEO annual performance evaluation as discussed in Executive Session. Ms. Rhea seconded the motion, motion carried unanimously.

Ms. Fernandez moved to approve the CEO compensation for FY2020-2021 as discussed in Executive Session. Ms. Lindsey seconded the motion, motion carried unanimously.

With no further business, Ms. Greene moved to adjourn the meeting at 9:22 PM. Ms. Brinckman seconded the motion, motion carried.

Respectfully Submitted,

Approved as Presented / Corrected

Mr. Lee Simpkins, Secretary/Treasurer

Mr. John McEnhill, Chair