

**AGENDA**

**Board of Directors**

**May 17, 2017**

**Dinner – 5:45 p.m. Call to Order – 6:00 p.m.**

**Culpeper, Lebanon, Woodstock, and Manassas Office  
Via teleconference (1-800-504-8071 pass code 6289188)**

**\*6 MUTE**

**\*7 UNMUTE**

- |  |                  |
|--|------------------|
| 1. Call to Order   | Chris Shortridge |
| 2. Retiring Board Member<br>*Craig Stiltner – Buchanan County Board of Supervisors | Chris Shortridge |
| 3. Roll Call/Determination of Quorum   | Alice Meade      |
| 4. Public Input/Approval of Agenda   | Chris Shortridge |
| 5. People Incorporated Mission Statement   | Chris Shortridge |
| 6. Community Action Promise  | Rob Goldsmith    |
| 7. Client Presentation<br>*Head Start  | Donna Buckland   |
| 8. Head Start Training   | Donna Buckland   |
| 9. Information Agenda  | Rob Goldsmith    |
| a. Head Start Policy Council Minutes   |                  |
| b. Programs Update   |                  |
| c. Staff Update  |                  |
| d. Committee Minutes   |                  |
| *Planning Committee  |                  |
| *Evaluation Committee  |                  |
| *Personnel Committee   |                  |
| *Finance Committee   |                  |
| *Executive Committee   |                  |
| *Communications/Public Relations/Awards Committee                                  |                  |
| 10a. Consent Agenda  | Chris Shortridge |

**People Incorporated of Virginia**

**Headquarters** 1173 West Main Street, Abingdon, VA 24210 **Phone:** 276.623.9000 or 276.466.6527 **Fax:** 276.628.2931 **Email:** [info@peopleinc.net](mailto:info@peopleinc.net)

**Bristol Office** 800 Martin Luther King, Jr. Boulevard, Bristol, VA 24201 **Phone:** 276.466.5587 **Fax:** 276.466.0728 **Email:** [bristol@peopleinc.net](mailto:bristol@peopleinc.net)

**Grundy Office** 20694 Riverside Drive, Grundy, VA 24614 **Phone:** 276.935.4747 **Fax:** 276.935.4368 **Email:** [buchanan@peopleinc.net](mailto:buchanan@peopleinc.net)

**Lebanon Office** 122 Price Street, Lebanon, VA 24266 **Phone:** 276.889.0999 **Fax:** 276.889.0117 **Email:** [russell@peopleinc.net](mailto:russell@peopleinc.net)

**Manassas Office** 9324 West Street, Manassas, VA 20110 **Phone:** 571.445.3020 **Fax:** 571.445.3030 **Email:** [pwc@peopleinc.net](mailto:pwc@peopleinc.net)

**Woodstock Office** 135 South Main Street, Woodstock, VA 22664 **Phone:** 540.459.9096 **Fax:** 540.459.8732 **Email:** [woodstock@peopleinc.net](mailto:woodstock@peopleinc.net)



*The Consent Calendar shall be introduced by a motion: "To approve the Consent Agenda," and shall be considered by the Board as a single item.*

*On objection by any member of the Board of Directors to the inclusion of any item on the Consent Agenda, that item shall be removed from the Consent Agenda forthwith. Such objection may be recorded at any time prior to voting on the motion to approve the Consent Agenda. All such items shall be considered individually, in the order in which they were removed, immediately following consideration and adoption of the Consent Agenda. Notwithstanding, a Board Member may ask for discussion of one or more items of the Consent Agenda without removal of that item from the Consent Agenda.*

*Approval of the motion to approve the Consent Agenda shall constitute approval, adoption, or enactment of each motion, resolution, ordinance, or other item of business thereon, exactly as if each had been acted upon individually.*

- I). People Incorporated Minutes
  - \* March 19, 2017
  - \* March 31, 2017
  
- II). Evaluation Committee Report
  - \* Program Performance Reports
  - \* Agency Evaluation Report
  - \* Excellence Level Areas Progress - Management Information Systems -update
  - \* Dickenson County Child Daycare – update
  - \* Grant Application Outcome Report
  
- III). Planning Committee Report
  - \* Veterans Services- update
  - \* Strategic Projects - update
  - \* Grant Application Outcomes
  - \* Foothills Housing Network
  
- IV). Communications/Public Relations/Awards Committee
  - \*Communications Plan- preliminary draft
  
- V). Executive Committee Report
  - \*Vacant Board Seats

10b. Items Pulled From the Consent Agenda Chris Shortridge

11. Finance Committee Report John Ayers

- \* Summary Budget Comparison
- \* Balance Sheet and Statement of Revenues/Expenditures
- \* Cash Flow Projections
- \* Budget Update – CHIP funding reduced by \$13,450
- \* Reserve Fund Update
- \* Sale of Commercial Property
- \* Dashboard
- \* Heartwood – Request for Proposal

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- \* Low-Income Housing Tax Credits (LIHTC) Update
- 12. Personnel Committee Report Tony Carter
  - \*Possible Wage Scale Approval
  - \*Possible Addition of Agency Holiday
- 13. Planning Committee Report Jan Selbo
  - \*Healthy Families Program
  - \*Summer Food Service Program
  - \*Heartwood
  - \*New Markets Tax Credit Guarantees
  - \*TANF Recipients Employment
- 14. Executive Committee Report Chris Shortridge
  - \*Expansion of Service Area
- 15. Possible By-Laws Amendment Chris Shortridge
- 16. Housing Projects Update Rob Goldsmith
  - \*Shenandoah Gardens
  - \*Brunswick Manor
- 17. Excellence Areas – update Rob Goldsmith
  - \*Employee engagement, participation and well-being – Personnel Committee
  - \*Integrated client and program service delivery – Evaluation Committee
  - \*Documentation of policies and processes - Executive Committee
  - \*Develop Communications Plan
  - \*Develop Project Management Policy/Process
  - \*Develop Building and Equipment Maintenance Plan
  - \*Develop Agency and Programs Scorecards
  - \*Financial Accountability and Health
- 18. Non-Profit Sustainability Challenge Rob Goldsmith
- 19. Other Business Chris Shortridge
- 20. Public Input/Board Members’ Comments Board Members
- 21. Next Board Meeting Chris Shortridge
  - \*July 19, 2017
  - Culpeper, Lebanon, Manassas, Woodstock, and via teleconference
- 22. Adjournment Chris Shortridge

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