

AGENDA

Board of Directors

**November 16, 2016 Time changed:
Dinner – 6:45 p.m. Call to Order – 7:00 p.m. Culpeper,
Lebanon, Woodstock, and Manassas Office Via
teleconference (1-800-504-8071 pass code 6289188)**

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| 1. Call to Order | Chris Shortridge |
| 2. Seating of New Board Member
*Pam Phillips – Policy Council Representative | Chris Shortridge |
| 3. Resignation of Board Members
*Terry Mullins – Sweetbriar Resident | Chris Shortridge |
| 4. Roll Call/Determination of Quorum | Alice Meade |
| 5. Public Input/Approval of Agenda | Chris Shortridge |
| 6. People Incorporated Mission Statement | Chris Shortridge |
| 7. Community Action Promise | Rob Goldsmith |
| 8. Client Presentation
*Workforce Development | Darrell Blankenship |
| 9. Minutes
a. September 21, 2016
b. November 2, 2016 | Alice Meade |
| 10. Information Agenda
a. People Incorporated Housing Group Minutes
b. People Incorporated Financial Services Minutes
c. New Markets Tax Credits Advisory Board Minutes
d. Programs Update
e. Staff Update
f. Media Update
g. People Incorporated Financial Services Contract
h. People Incorporated Housing Group Contract
i. Child and Family Development – Child and Adult Care Food Program
(CACFP) 2017 Application – Non-pricing policy statement | Rob Goldsmith |
| 11. Child and Family Development – Eligibility Selection & Ranking Criteria | Rob Goldsmith |
| 12. Finance Committee Report
*Committee Member Responsibilities
*Budget Summary Comparison
*Statement of Revenues/Expenditures
*Balance Sheet | John Ayers |
| 13. Audit Committee Report | Tommy Burris |

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

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

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

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

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

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



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| 14. Personnel Committee Report
*Personnel Committee Member Responsibilities | Tony Carter |
| 15. Evaluation Committee Report
*Committee Member Responsibilities
*Community Services Block Grant (CSBG) Quarterly Report
*Performance Reports
*Management Information Systems - update
*Dollar Energy Participation – update
*Dickenson County Child Daycare – update | Ronald King |
| 16. Planning Committee Report
*Foothills Housing Veterans Services Grant
*Veterans Services- update
*New Markets Tax Credits (NMTC) Project Guaranty
*Bank Loans
*Housing Trust Fund
*Healthy Families Program
*Low Income Housing Tax Credits (LIHTC) Applications
*Luray Community Development Block Grant (CDBG)
*Senior Community Service Employment
*Job Corps | Jan Selbo |
| 17. Communications/Public Relations/Awards Committee Report | Betty Dean |
| 18. USDA Intermediary Relending Program Application | Rob Goldsmith |
| 19. SBA Community Advantage Program Application | Rob Goldsmith |
| 20. Executive Committee Report
*Proposed Contract for Employment for President and CEO
*President and CEO's salary | Chris Shortridge |
| 21. Woodstock Office – update | Rob Goldsmith |
| 22. Excellence Areas – update
*Personnel-Employee engagement, participation and well-being
*Evaluation-Integrated client and program service delivery
*Executive Committee - Documentation of policies and processes | Rob Goldsmith |
| 23. Housing Projects Update
*Shenandoah Gardens
*Brunswick Manor | Rob Goldsmith |
| 24. Paul Moessner – letter | Rob Goldsmith |
| 25. Proposed 2017 Yearly Schedule | Chris Shortridge |

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| 26. Other Business | Chris Shortridge |
| 27. Public Input/Board Members' Comments | Board Members |
| 28. Next Board Meeting
*January 18, 2017
(Culpeper, Lebanon, Manassas, Woodstock and via teleconference) | Chris Shortridge |
| 29. Adjournment | Chris Shortridge |

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