

AGENDA

Board of Directors

March 19, 2017

11:30 a.m.

The Inn at Virginia Tech and Skelton Conference Center
901 Prices Fork Rd, Blacksburg, VA 24060 [\(540\) 231-8000](tel:(540)231-8000)
Via teleconference (1-800-504-8071 pass code 6289188)

To Mute while on teleconference line *6

If you need to speak while on teleconference line (un-mute) *7

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| 1. Call to Order | Chris Shortridge |
| 2. Seating of New Board Member
*Craig Stiltner – Buchanan County Board of Supervisors
*Crystal Hale – Rappahannock County Board of Supervisors | Chris Shortridge |
| 3. Resignation of Board Members
*Trey Adkins – Buchanan County Board of Supervisors | 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. Information Agenda
a. People Incorporated Housing Group Minutes
b. People Incorporated Financial Services Minutes
c. New Markets Tax Credits Advisory Board Minutes
d. Head Start Policy Council Minutes
e. Health Services Advisory Committee Minutes
f. CHIP Advisory Team Minutes
g. CHIP Parent Advisory Team Minutes
h. Programs Update
i. Staff Update
j. Media Update
k. Board Vacancies | Rob Goldsmith |

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



9. Consent Agenda

- a). People Incorporated Minutes – January 18, 2017 Alice Meade
 - b). Annual PHA Plan (Section 8) Rob Goldsmith
 - c). Adoption of Community Action Code of Ethics Rob Goldsmith
 - d). Possibility of Joining Local Initiatives Support Corporation (LISC) Rob Goldsmith
 - e). Finance Committee Report John Ayers
 - i). Budget Summary Comparison
 - ii). Statement of Revenues/Expenditures
 - iii). Balance Sheet
 - iv). Establishment of Reserve Bank Account
 - f). Personnel Committee Report Tony Carter
 - i). Health Insurance Premium Increases 2017-2018
 - ii). Excellence Areas Report
 - g). Evaluation Committee Report Ronald King
 - i). Community Services Block Grant (CSBG) Quarterly Report
 - ii). Performance Reports
 - iii). Agency Evaluation Report
 - iv). Parent Satisfaction Survey, Comprehensive Health Investment (CHIP)
 - v). Excellence Level Goal Areas
 - vi). Management Information Systems - update
 - vii). Dollar Energy Participation – update
 - viii). Dickenson County Child Daycare – update
 - ix). Grant Application Outcomes
 - h). Planning Committee Report Jan Selbo
 - i). Potential NMTC – The Bristol Hotel & NMTC Guaranty
 - ii). Rural Homeowner Rehabilitation Program
 - iii). Veteran’s Services Initiative Update –
*Greater Prince William County & Northern Piedmont Area
 - iv). Heartwood
 - v). HUD 202 Senior Housing Project Update
 - vi). Bank Loan Applications
 - vii). Shenandoah Valley Healthy Families Program
 - viii). Strategic Projects Update
*Clinchco, Trammell, Dante, & Walden Rd Homeownership Project
 - ix). Grant Application Outcomes
 - i). Communications/Public Relations/Awards Committee Betty Dean
 - i). Brochure Translation – update
 - ii). Communications Plan - update
 - j). Woodstock Office Update Rob Goldsmith
10. Personnel Policies and Bylaws Inconsistencies Rob Goldsmith
11. Housing Projects Update Rob Goldsmith
 - i). Shenandoah Gardens
 - ii). Brunswick Manor

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| 12. 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 |
| 13. 2017 Conflict of Interest Form | Rob Goldsmith |
| 14. Other Business | Chris Shortridge |
| 15. Public Input/Board Members' Comments | Board Members |
| 16. Next Board Meeting
*May 17, 2017
Culpeper, Lebanon, Manassas, Woodstock and via Teleconference | Chris Shortridge |
| 17. Adjournment | Chris Shortridge |

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