

**AGENDA**  
**Board of Directors**  
**July 19, 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**

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|--|-------------------|
| 1. Call to Order   | Chris Shortridge  |
| 2. Seating of New Board Members<br>*Bill Hartley – Bristol City Council<br>*Hufford Rife – Buchanan County | 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>*Housing   | Melinda Fairhurst |
| 8. Information Agenda  | Rob Goldsmith     |
| a. Head Start Policy Council Minutes   |                   |
| b. CHIP Advisory Council Minutes   |                   |
| c. People Inc. Financial Services Minutes  |                   |
| d. New Markets Tax Credits Minutes   |                   |
| e. Programs Update   |                   |
| f. Staff Update  |                   |
| g. Media Update  |                   |
| h. Committee Minutes   |                   |
| *Communications/Public Relations/Awards Committee  |                   |
| *Evaluation Committee  |                   |
| *Finance Committee   |                   |
| *Personnel Committee   |                   |
| *Planning Committee  |                   |

**People Incorporated of Virginia**

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9a. Consent Agenda

Chris Shortridge

- I). People Incorporated Minutes
  - \*May 17, 2017
  - \*June 27, 2017
- II). Communications/Public Relations/Awards Committee Report
  - \*Henderson & Thayer Awards
- III). Evaluation Committee Report
  - \*Program Performance Reports
  - \*Agency Evaluation Report
  - \*CSBG 3<sup>rd</sup> Quarter Report
  - \*Customer Satisfaction Survey
  - \*Excellence Level Areas Progress - Management Information Systems - update
  - \*Long-term Outcome Evaluation Planning
  - \*Grant Application Outcomes
- IV). Finance Committee Report
  - \*Summary Budget Comparison
  - \*Balance Sheet and Statement of Revenues/Expenditures
  - \*Cash Flow Projections
  - \*Three Year Financial Plan Update
  - \*Sale of Properties
  - \*Purchase of West Main Street Property
  - \*Low-Income Housing Tax Credits (LIHTC) Update
  - \*990 Form
- V). Personnel Committee Report
  - \*Personnel Policies Amendment –  
Proposed Changes to Personnel Policies
- VI). Planning Committee Report
  - \*Northern Shenandoah Valley Home Funds
  - \*OCS Community Economic Development Grant 2017
  - \*Healthy Families Update
  - \*Veterans Services Initiative
  - \*Grant Applications Outcomes
  - \*Strategic Projects Update
  - \*Court Appointed Special Advocates (CASA) Expansion – Culpeper County

9b. Items Pulled From the Consent Agenda

Chris Shortridge

- 10. Communication/Public Relations/Awards Committee Report
  - \*Communications Plan

Betty Dean

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| 11. | Finance Committee Report<br>*Dashboard<br>*Budget - Amendment  | John Ayers       |
| 12. | Planning Committee Report<br>*Empowering Culpeper<br>*Virginia Services, Training, Officers, Prosecution (VSTOP) Grant   | Jan Selbo        |
| 13. | Housing Projects Update<br>*Shenandoah Gardens – HUD 202<br>*Brunswick Manor   | Rob Goldsmith    |
| 14. | Updates<br>*Expansion of Service Area<br>*Vacant Board Seats<br>*Summer Food Service Program<br>*Employment for TANF Recipients<br>*Heartwood  | Rob Goldsmith    |
| 15. | Excellence Areas – update<br>*Employee engagement, participation and well-being – Personnel Committee<br>*Integrated client and program service delivery – Evaluation Committee<br>*Documentation of policies and processes - Executive Committee<br>*Develop Communications Plan<br>*Develop Project Management Policy/Process<br>*Develop Building and Equipment Maintenance Plan<br>*Develop Agency and Programs Scorecards<br>*Financial Accountability and Health | Rob Goldsmith    |
| 16. | Non-Profit Sustainability Challenge<br>*No Wrong Door<br>*\$1M Reserve   | Rob Goldsmith    |
| 17. | Other Business   | Chris Shortridge |
| 18. | Public Input/Board Members’ Comments   | Board Members    |
| 19. | Next Board Meeting<br>*September 20, 2017<br>Culpeper, Lebanon, Manassas, Woodstock, and via teleconference  | Chris Shortridge |
| 20. | Adjournment  | Chris Shortridge |

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