

**AGENDA**  
**Board of Directors**  
**September 20, 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. Resignation of Board Members Chris Shortridge
  - \*Hufford Rife – Buchanan County Board of Supervisors
  - \*Doris Shuman – Washington County Chamber of Commerce
  - \*Jim Kraft – Lord Fairfax Community College
  - \*Crystal Hale – Rappahannock County Board of Supervisors
3. Seating of New Board Members Chris Shortridge
  - \*Maggie Harris – Toms Brook School Apartments Representative
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 Melinda Fairhurst
  - \*Housing
9. Information Agenda Rob Goldsmith
  - a. Head Start Policy Council Minutes
  - b. People Inc. Financial Services Minutes
  - c. Programs Update
  - d. Staff Update
  - e. Media Update
  - f. Committee Minutes
    - \*Communications/Public Relations/Awards Committee
    - \*Evaluation Committee
    - \*Executive Committee
    - \*Finance Committee
    - \*Nominating Committee
    - \*Personnel Committee
    - \*Planning Committee

**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)

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*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.*

10a. Consent Agenda

Chris Shortridge

- I). People Incorporated Minutes
  - \*July 19, 2017
  - \*August 24, 2017
  
- II). Communications/Public Relations/Awards Committee Report
  - \*Henderson & Thayer Awards/timeline
  - \*Communications Plan Update
  
- III). Evaluation Committee Report
  - \*Program Performance Reports
  - \*Agency Evaluation Report
  - \*CSBG 4th Quarter Report
  - \*People Inc. Staff Survey Results
  - \*Excellence Level Areas Progress
  - \*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
  - \*Low-Income Housing Tax Credits (LIHTC) Update
  - \*Risk Assessment Training
  
- V). Personnel Committee Report
  - \*Employee Satisfaction Survey

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- VI). Planning Committee Report
- \*Prince William Co. Community Development Block Grant (CDBG)  
Streetlight Ministries/Hope House Pre-Development Funding
  - \*Manassas Park Dental Services Project
  - \*United Company Charitable Foundation-CASA
  - \*Community Needs Assessment Planning
  - \*Strategic Projects Update
  - \*Grant Applications Outcomes
  - \*Virginia Governor's Housing Trust Funds
  - \*CSBG Monies for Veteran Services

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|------|--|----------------------------------|
| 10b. | Items Pulled From the Consent Agenda   | Chris Shortridge                 |
| 11.  | Finance Committee Report<br>*Dashboard<br>*Budget – Amendment<br>*Sale of Properties | John Ayers                       |
| 12.  | Nominating Committee Report<br>*Election of Officers                                 | Dennis Morris                    |
| 13.  | Amendment of By-Laws   | Rob Goldsmith                    |
| 14.  | Report on Community Action Partnership Convention                                    | Chris Shortridge/David McCracken |
| 15.  | Report on Rural LISC Conference  | John Ayers                       |
| 16.  | Report on Housing Virginia Meeting   | David McCracken                  |
| 17.  | Housing Projects Update<br>*Shenandoah Gardens – HUD 202<br>*Brunswick Manor         |                                  |
| 18.  | Updates<br>*Expansion of Service Area<br>*Vacant Board Seats<br>*Heartwood           | Rob Goldsmith                    |

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| 19. | 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    |
| 20. | Non-Profit Sustainability Challenge<br>*No Wrong Door<br>*\$1M Reserve   | Rob Goldsmith    |
| 21. | Board Mentorship Program   | Rob Goldsmith    |
| 22. | Committee Appointments   | Chris Shortridge |
| 23. | 2018 Yearly Meeting Schedule   | Chris Shortridge |
| 24. | Other Business   | Chris Shortridge |
| 25. | Public Input/Board Members' Comments   | Board Members    |
| 26. | Next Board Meeting<br>*Regular Scheduled date November 15, 2017<br>Culpeper, Lebanon, Manassas, Woodstock, and via teleconference<br>*Possible Re-Schedule date November 14, 2017  | Chris Shortridge |
| 27. | Adjournment  | Chris Shortridge |

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