

AGENDA
Board of Directors
November 15, 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. | Retiring Board Members
*Yvette Goode – SWVA Legal Aid Society
*Billy Taylor – Head Start Policy Council | Chris Shortridge |
| 3. | Vote/Seating of New Board Members
*Anita Robinson – SWVA Legal Aid Society
*Mark Nelson – Washington County Chamber of Commerce
*Linda Casey - Highlands View Apartments' Representative
*Steve Liga – Prince William County Chamber of Commerce
*Joy Willey - Fauquier Free Clinic
*Eastridge Apartments' Representative
*Lora Lewis - Head Start Policy Council | 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. | Presentation of Awards
*The Garland Thayer Award
*The Henderson Award | Chris Shortridge |
| 9. | Client Presentation
*Community Economic Development | Barbara Sikora |
| 10. | Reading Our Financial Report | Janet Shrader |

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

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



11. Information Agenda

Rob Goldsmith

- a. People Inc. Housing Group Minutes
- b. Programs Update
- c. Staff Update
- d. Media Update
- e. Department of Social Services – Organizational Standards
- f. Office of Head Start – Program Information Report (PIR) Summary Report 2017
- g. Committee Minutes
 - *Audit Committee
 - *Communications/Public Relations/Awards Committee
 - *Evaluation Committee
 - *Executive Committee
 - *Finance Committee
 - *Governance Committee
 - *Planning Committee

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.

12a. Consent Agenda

Chris Shortridge

- I). People Incorporated Minutes
 - *September 20, 2017

- II). Communications/Public Relations/Awards Committee Report
 - *Henderson & Thayer Awards

- III). Evaluation Committee Report
 - 1. Program Performance Reports
 - 2. Agency Evaluation Report
 - 3. CSBG 1st Quarter Report
 - 4. Grant Application Outcomes

- IV). Finance Committee Report
 - 1. Summary Budget Comparison
 - 2. Balance Sheet and Statement of Revenues/Expenditures
 - 3. Cash Flow Projections
 - 4. Three Year Financial Plan Update
 - 5. Low-Income Housing Tax Credits (LIHTC) Update

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- V). Governance Committee Report
 - *Governance Committee Member Responsibilities
- VI). Planning Committee Report
 - *Virginia Housing Development Authority (VHDA) Capacity Building Grant
- 12b. Items Pulled From the Consent Agenda Chris Shortridge
- 13. Audit Committee Report Tommy Burris
 - *Audit
- 14. Finance Committee Report John Ayers
 - *Dashboard
- 15. Offer on Keen Mountain Property Rob Goldsmith
- 16. Housing Projects Update Rob Goldsmith
 - *Shenandoah Gardens – HUD 202
 - *Brunswick Manor
- 17. Updates Rob Goldsmith
 - *Expansion of Service Area
 - *Heartwood
 - *Vacant Board Seats
 - 1). Abingdon Village/Highland View Apartments
 - 2). Buchanan County Board of Supervisors
 - 3). Eastridge Apartments Representative
 - 4). Emory and Henry College
 - 5). Fauquier Free Clinic
 - 6). Lord Fairfax Community College
 - 7). Page County Board of Supervisors
 - 8). Prince William Chamber of Commerce
 - 9). Rappahannock County Board of Supervisors
 - 10). Southwest Virginia Legal Aid Society
 - 11). Washington County Chamber of Commerce
- 18. 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 – Communications/PR/Awards Committee
 - *Develop Project Management Policy/Process – Executive Committee
 - *Develop Building and Equipment Maintenance Plan – Executive Committee
 - *Develop Agency and Programs Scorecards – Evaluation Committee
 - *Financial Accountability and Health – Finance Committee

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| 19. Non-Profit Sustainability Challenge
*No Wrong Door
*\$1M Reserve | Rob Goldsmith |
| 20. Other Business | Chris Shortridge |
| 21. Public Input/Board Members' Comments | Board Members |
| 22. Next Board Meeting
*Regular Scheduled Meeting - January 17, 2018
Culpeper, Lebanon, Manassas, Woodstock, and via teleconference | Chris Shortridge |
| 23. Adjournment | Chris Shortridge |

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