

**AGENDA**  
**Board of Directors**  
**January 16, 2019**

**Dinner – 5:45 p.m. Call to Order – 6:00 p.m.**  
**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. | Vote/Seating of New Board Members<br>*Cheyenne Bowman-Head Start Parent<br>*Sally Jones-Policy Council   | 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>* Community and Economic Development  | Evelyn Taylor    |
| 8. | Information Agenda<br>a. Programs Update<br>b. Staff Update<br>c. Media Updates<br>d. Committee Minutes<br>*Executive Committee<br>*Evaluation Committee<br>*Finance Committee<br>*Governance Committee<br>*Personnel Committee<br>*Planning Committee<br>e. Advisory Committee Minutes<br>*CHIP Advisory Committee Minutes<br>*Parent Advisory Group Minutes<br>*Policy Council Minutes | 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](mailto: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](mailto:bristol@peopleinc.net)  
**Grundy Office** 20694 Riverside Drive, Grundy, VA 24614 **Phone:** 276.935.4747 **Fax:** 276.935.4368 **Email:** [buchanan@peopleinc.net](mailto:buchanan@peopleinc.net)  
**Lebanon Office** 122 Price Street, Lebanon, VA 24266 **Phone:** 276.889.0999 **Fax:** 276.889.0117 **Email:** [russell@peopleinc.net](mailto:russell@peopleinc.net)  
**Manassas Office** 9324 West Street, Manassas, VA 20110 **Phone:** 571.445.3020 **Fax:** 571.445.3030 **Email:** [pwc@peopleinc.net](mailto:pwc@peopleinc.net)  
**Woodstock Office** 135 South Main Street, Woodstock, VA 22664 **Phone:** 540.459.9096 **Fax:** 540.459.8732 **Email:** [woodstock@peopleinc.net](mailto:woodstock@peopleinc.net)



*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.*

9a. Consent Agenda

Chris Shortridge

- I). People Incorporated Minutes  
\*November 13, 2018
- II). 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
- III). Governance Committee Report
  - 1. Board Member Information
- IV). Personnel Committee Report
  - 1. Review Wage Scale
- IV). Planning Committee Report
  - 1. Rappahannock Schools Child Savings Accounts
  - 2. Granting Freedom Program Agent
  - 3. Ballad Health Dept. of Population Health
  - 4. Grant Applications outcomes

9b. Items Removed from the Consent Agenda

Chris Shortridge

10. Finance Committee Report

Billy Taylor

- a. Dashboard
- b. Budget Update

11. Governance Committee Report

Tony Hooper

- a. Proposed By-Laws Amendments
- b. Code of Conduct for Board Members

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| 12. | Personnel Committee Report<br>*Proposed Personnel Policies   | Tony Carter      |
| 13. | 2018 Annual Report Review  | Rob Goldsmith    |
| 14. | President and CEO's Remarks  | Rob Goldsmith    |
| 15. | Housing Development<br>a. Culpeper and Millview<br>b. Luray Meadows<br>c. Tennessee LIHTC Projects<br>d. Pennington Gap and Essex Manor                                      | Rob Goldsmith    |
| 16. | Creation of Ad Hoc Committees<br>*Advocacy Committee<br>*Fundraising Committee   | Chris Shortridge |
| 17. | Board Committee Appointments   | Chris Shortridge |
| 18. | Updates<br>1. Vacant Board Seats<br>*Frederick County Board of Supervisors   | Rob Goldsmith    |
| 19. | Excellence Areas – update<br>1. Develop Project Management Policy/Process<br>2. Develop Building and Equipment Maintenance Plan<br>3. Develop Agency and Programs Scorecards | Rob Goldsmith    |
| 20. | Real Estate Options<br>1. Keen Mountain Property<br>2. Singleton Property  | Rob Goldsmith    |
| 21. | Executive Committee Report<br>*President and CEO Performance Evaluation<br>*President and CEO Compensation Review<br>*Board Retreat Plans                                    | Chris Shortridge |
| 22. | Other Business   | Chris Shortridge |
| 23. | Public Input/Board Members' Comments   | Board Members    |
| 24. | Next Board Meeting<br>*Regular Scheduled Meeting – March 24, 2019<br>*Roanoke Virginia, Hotel Roanoke and via teleconference<br>*Retreat - 3/22/19-3/24/19                   | Chris Shortridge |
| 25. | Adjournment  | Chris Shortridge |

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