

**AGENDA**  
**Board of Directors**  
**September 19, 2018**

**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>*Sandra Frederick – Emory and Henry<br>*Kevin Mumpower-Bristol City Council  | Chris Shortridge  |
| 3. Roll Call/Determination of Quorum   | Amanda Ball       |
| 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<br>a. Programs Update<br>b. Staff Update<br>c. People Inc. Financial Services Minutes<br>d. People Inc. Housing Group Minutes<br>e. Committee Minutes<br>*Communications/Public Relations/Awards Committee<br>*Evaluation Committee<br>*Finance Committee<br>*Governance Committee<br>*Nominating Committee<br>*Personnel Committee<br>*Planning Committee<br>f. Advisory Committee Minutes<br>*CHIP Advisory Committee 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)  
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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.*

9a. Consent Agenda

Chris Shortridge

- I). People Incorporated Minutes
  - \*July 18, 2018 & August 24, 2018
- II). Communications Committee Report
  - 1. Website Redesign and logo Revisions RFQ
  - 2. Henderson and Thayer Awards Press Release/Timeline
- II). Evaluation Committee Report
  - 1. Program Performance Reports
  - 2. Agency Evaluation Report
  - 3. CSBG 4<sup>th</sup> Quarter Report
  - 4. Grant Application Outcomes
- III). 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
  - 6. Closure of SBA Account
- IV). Governance Committee Report
  - 1. Mentorship Program Policy
- V). Planning Committee Report
  - 1. Grant Applications Outcomes
- VI). Personnel Committee Report
  - 1. Proposed Geographic Wage Scale
  - 2. Proposed Personnel Policies Changes
- VII). Head Start policy Council Non-Parent Representatives

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|---|---------------------------------------|
| 9b. Items Removed from the Consent Agenda   | Chris Shortridge                      |
| 10. Finance Committee Report<br>a. Dashboard<br>b. Head Start Mach Waiver Request<br>c. SBA Account Closure   | John Ayers                            |
| 11. Nominating Report<br>a. Election of officers<br>b. Housing Group Board Appointments<br>c. Financial Services Board Appointments<br>d. Head Start Policy Council Appointment                                 | Billy Taylor                          |
| 12. Planning Committee Report<br>a. Manassas Veteran’s Housing Update<br>b. Bridges to Career Opportunities   | Jan Selbo                             |
| 13. President and CEO’s Remarks   | Rob Goldsmith                         |
| 14. Potential Housing Projects<br>a. Manassas Veteran’s Housing Update<br>b. Culpeper and Millview<br>c. Luray Meadows<br>d. Tennessee LIHTC Projects<br>e. Habitat/USDA Rural Development-Sober Housing update | Bryan Phipps                          |
| 15. Updates<br>1. Vacant Board Seats<br>a. Frederick County Board of Supervisors<br>b. VACARES- Greater Prince William<br>2. Summer Food Service Program  | Rob Goldsmith                         |
| 16. Excellence Areas – update<br><br>1. Develop Project Management Policy/Process<br>2. Develop Building and Equipment Maintenance Plan<br>3. Develop Agency and Programs Scorecards                            | Rob Goldsmith                         |
| 17. Pathways to Excellence Training Report  | Rob Goldsmith                         |
| 18. Community Action Partnership Annual Conference Report   | Chris Shortridge /<br>David McCracken |
| 19. Real Estate Options<br>1. Keen Mountain Property<br>2. Singleton Property   | Rob Goldsmith                         |

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20. Other Business Chris Shortridge
21. Public Input/Board Members' Comments Board Members
22. Next Board Meeting Chris Shortridge  
\*Regular Scheduled Meeting – Tuesday November 13, 2018  
\*Lebanon, Woodstock, Manassas and via Teleconference
23. Adjournment Chris Shortridge

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