Minutes of the Board of Directors of New River Community Action, Inc.

held at Christiansburg Head Start, 135 Church Street, Town of Christiansburg, Commonwealth of Virginia, on November 17, 2016 at 7:00 p.m. The following members were present or absent:

Board Member	Present or Absent
Kristin Adams	Absent
Aline Brinckman	Present
Don Clark	Present
Mary Critzer	Present
Col. John Getgood	Absent
Sarah Greene	Present
Dr. Kathryn Hoover	Absent
Rebecca Hosey	Present
John McEnhill	Present
Rev. Terry Mays	Absent
Elaine Powell	Absent
Amy Provencher	Absent
Sally Quesenberry	Present
Gina Rhea	Present
Lee Simpkins	Present
Corbin Vierling	Present

Mr. Kyle Midland presented on Permanent Supportive Housing for the New River Valley.

Mr. McEnhill called the meeting to order at 7:25 p.m.

Mr. McEnhill invited public comments. Hearing no comments, the public comment period was closed.

Mr. McEnhill recapped the Board Retreat activities which included discussion on making meetings more effective and engaging for members.

Mr. Clark moved to approve the agenda as presented. Ms. Greene seconded the motion, motion carried.

Ms. Vierling moved to approve the October 20, 2016 Meeting Minutes as presented. Mr. Clark seconded the motion, motion carried.

There was no agency mail for November.

Ms. Hosey presented the Personnel Committee Report. Personnel Committee met jointly with Finance Committee to review the 2017 benefit package as well as the retirement plan. Due to a 15% increase in the health insurance, causing the premiums to increase approximately $59,000, NRCA staff recommends changing the base plan to the Equity Vantage $4,000 plan. The deductible remains the same as the current plan, however the co-insurance will be 70% instead of 80% and the prescriptions are not covered until the deductible is met, unless the drug is on the preventative drug list. Preventative drugs on the list are covered with the same co-pay as the current plan. This plan will save the agency approximately $16,000. Two buy-up options were also presented to the Committees. The HMO Vantage $2,000 and the HMO Vantage $1,000. There are two options for dental insurance. The current provider Delta Dental and Lincoln Financial submitted a quotes. Lincoln Financial premiums are lower with an increase in the annual benefit. The savings for the agency is approximately $6,350. Vision, life and long term disability premiums remain level. With the proposed base plan for health insurance and electing Lincoln Financial for dental insurance, the savings in premiums would allow NRCA to offer Short Term Disability as an agency paid benefit. Both Committees were in agreement to recommend approval for the benefits package and retirement plan as presented. Mr. Clark

seconded the motion, motion carried.

The Committees also discussed the agency retirement plan. NRCA offers a Mutual of America 401-K plan to employees and contributes 3% of salaries for each eligible employee. The plan affords staff the opportunity to both contribute to the plan as well as elect the investment options. Both Committees were in agreement to recommend approval for the retirement plan as presented. Ms. Brinckman seconded the motion, motion carried.

Personnel Committee recommended changes to the Personnel Policies regarding the Policy Council's involvement in staff recruitment and selection, with a few minor changes to the language. The new Head Start standards no longer require Policy Council's involvement and with difficulty in getting Policy Council members to attend screenings and interviews, it is hard to adhere to these policies. Ms. Critzer seconded the motion, motion carried.

Personnel Committee reviewed the Agency's salary scale and placement structure and recommends Board approval. Ms. Quesenberry seconded the motion, motion carried.

Personnel Committee reviewed the Agency and the Head Start Organizational Charts and recommends Board approval for revisions as presented. Ms. Critzer seconded the motion, motion carried.

Ms. Critzer presented the Finance Committee Report. Finance Committee concurred with Personnel Committee for the fringe benefits and retirement packages.

After much discussion about the upcoming Local Government Request, Finance Committee recommended that NRCA request a 5% across the board increase. Ms. Vierling seconded the motion, motion carried.

Finance Committee recommended approval of the first quarter CSBG Financial Status Report. Ms. Quesenberry seconded the motion, motion carried.

Mary Critzer reviewed payroll checks 59803-59827 and EFT –32158-32378; accounts payable bank drafts 35343-35352, EFT 7655-7728, Checks 63758-64008 and VOIDED CHECKS 63670, 63792, 64002-64004 and the October bank reconciliations.

October financial statements were distributed to Finance Committee members.

The Board received Head Start October Financial statements as well as the agency Balance Sheet and Income Statement for October. The Board reviewed credit card charges for the following: Visa for August/September, and Staples August/September.

Ms. Pennington presented the Chief Financial Officer's report. Ms. Pennington noted accounts receivable and accounts payable summaries for agency and per program. The Board provided feedback on future report content. Ms. Pennington also updated the board on human resources, IT, and facilities/transportation activities.

Ms. Smusz presented her Chief Executive Officer's report. CHP is a HUD-designated Community Housing Development Organization (CHDO). Like Community Action, a CHDO Board must be at least one-third representatives of the low-income community. Low-income representatives must be: 1) residents of low-income neighborhoods in the community, or 2) low-income residents of the community, or *3) elected representatives of low-income organizations,* like NRCA. Per requested, Ms. Critzer recommend the NRCA Board elect former NRCA Executive Director, Andy Morikawa, as NRCA's representative to the CHP Board of Directors. Ms. Vierling seconded the motion, motion carried.

Mr. McEnhill presented Other Business. The Board discussed two drafts for updated mission statement. The Board provided feedback and will continue to work on mission statement after consulting new CSBG standards.

Several staff will be attending the January VACAP Conference which is scheduled during the January Board meeting schedule. Board members recommended to hold the January meeting on January 26 instead.

The next meeting is scheduled for December 15, 2016 in Radford. Finance and Program, Planning, & Evaluation Committees are scheduled to meet prior to the Board meeting.

Mr. Simpkins mentioned a recent newspaper article about homeless shelter for men and women sponsored by a church in Pulaski. Ms. Smusz noted that NRCA partners with the project.

With no further business, Mr. Simpkins moved to adjourn the meeting at 8:50 p.m. Ms. Vierling seconded the motion, motion carried.

Respectfully Submitted,

Ms. Elaine Powell, Secretary/Treasurer

Approved as Presented / Corrected

Mr. John McEnhill, Chair