

# CARROLL COUNTY EMERGENCY SERVICES

## EMS CALLS RESPONSE SUMMARY

### County-Wide Summary

Month	GRAND TOTAL ANSWERED CALLS ALL AGENCIES	CCFR Total Dispatched	CCFR Calls Rolled to Volunteer Departments	CCFR Total Answered	Total of Volunteer Calls Dispatched	Total Volunteer Calls Unable to Respond	Total Answered with CCFR Assist	Total Answered without CCFR Assist	% Missed Calls by all Volunteers Combined
Jan-22	411	334	3	331	140	60	6	74	43%
Feb-22	362	292	1	291	130	59	9	62	45%
Mar-22	418	345	3	342	124	48	12	64	39%
Apr-22	416	314	4	310	156	50	18	88	32%
May-22	341	266	0	266	114	39	10	65	34%
Jun-22	414	317	0	317	157	60	13	84	38%
Jul-22	388	312	1	311	142	65	11	66	46%
Aug-22	402	322	0	322	133	53	11	69	0%
Sep-22	0	0	0	0	0	0	0	0	0%
Oct-22	0	0	0	0	0	0	0	0	0%
Nov-22	0	0	0	0	0	0	0	0	0%
Dec-22	0	0	0	0	0	0	0	0	0%
<b>2022 TOTAL</b>	<b>3152</b>	<b>2502</b>	<b>12</b>	<b>2490</b>	<b>1096</b>	<b>434</b>	<b>90</b>	<b>572</b>	<b>0%</b>

### Laurel Rescue

Month	Total Dispatched	Total Answered w/o Assistance	Total Answered w/ CCFR Assistance	Total Not Answered	% Answered Without Assistance	% Calls Answered With and Without Assistance
Jan-22	50	13	3	34	26%	32%
Feb-22	35	4	0	31	11%	11%
Mar-22	38	7	3	28	18%	26%
Apr-22	51	14	10	27	27%	47%
May-22	36	9	7	20	25%	44%
Jun-22	47	12	5	30	26%	36%
Jul-22	49	9	2	38	18%	22%
Aug-22	42	9	4	29	21%	31%
Sep-22	0	0	0	0	0%	0%
Oct-22	0	0	0	0	0%	0%
Nov-22	0	0	0	0	0%	0%
Dec-22	0	0	0	0	0%	0%
<b>2022 TOTAL</b>	<b>348</b>	<b>77</b>	<b>34</b>	<b>237</b>	<b>0%</b>	<b>0%</b>

Outside agencies also responded to the following number of rescue calls within Carroll County:

Fries Fire & Rescue 11  
Galax Grayson EMS 12

### Pipers Gap Rescue

Month	Total Dispatched	Total Answered w/o Assistance	Total Answered w/ CCFR Assistance	Total Not Answered	% Answered Without Assistance	% Calls Answered With and Without Assistance
Jan-22	90	61	3	26	68%	71%
Feb-22	95	58	9	28	61%	71%
Mar-22	86	57	9	20	66%	77%
Apr-22	105	74	8	23	70%	78%
May-22	78	56	3	19	72%	76%
Jun-22	110	72	8	30	65%	73%
Jul-22	93	57	9	27	61%	71%
Aug-22	91	60	7	24	66%	74%
Sep-22	0	0	0	0	0%	0%
Oct-22	0	0	0	0	0%	0%
Nov-22	0	0	0	0	0%	0%
Dec-22	0	0	0	0	0%	0%
<b>2022 TOTAL</b>	<b>748</b>	<b>495</b>	<b>56</b>	<b>197</b>	<b>0%</b>	<b>0%</b>

# CARROLL COUNTY EMERGENCY SERVICES

## FIRE CALLS RESPONSE SUMMARY

CCFR Response*						
Month	Total Calls Dispatched	Structure Fires	Vehicle Fires	Brush Fires	MVC	Other
Jan-22	66	26	4	2	20	14
Feb-22	68	15	6	8	23	16
Mar-22	105	22	6	20	37	20
Apr-22	98	17	9	21	31	20
May-22	66	10	13	5	23	15
Jun-22	79	11	7	14	22	25
Jul-22	67	8	13	3	24	19
Aug-22	77	19	9	3	28	18
Sep-22	0	0	0	0	0	0
Oct-22	0	0	0	0	0	0
Nov-22	0	0	0	0	0	0
Dec-22	0	0	0	0	0	0
<b>2022 TOTAL</b>	<b>626</b>	<b>128</b>	<b>67</b>	<b>76</b>	<b>208</b>	<b>147</b>

### \*Note:

CCFR is dual-dispatched with the volunteer fire department to provide suppression and operational support with air-pack qualified personnel.

Cana Fire Department							Laurel Fork Fire Department					
Month	Total Calls Dispatched	Structure Fires	Vehicle Fires	Brush Fires	MVC	Other	Total Calls Dispatched	Structure Fires	Vehicle Fires	Brush Fires	MVC	Other
Jan-22	19	4	1	2	7	5	10	6	0	0	2	2
Feb-22	20	4	2	2	9	3	5	2	0	1	1	1
Mar-22	33	5	3	4	13	8	14	5	0	4	2	3
Apr-22	42	5	6	9	12	10	12	2	1	3	5	1
May-22	27	2	7	1	9	8	6	4	0	0	0	2
Jun-22	27	1	4	6	8	8	12	3	1	2	1	5
Jul-22	26	0	9	0	10	7	6	3	0	1	0	2
Aug-22	16	1	3	0	9	3	7	2	0	0	1	4
Sep-22	0	0	0	0	0	0	0	0	0	0	0	0
Oct-22	0	0	0	0	0	0	0	0	0	0	0	0
Nov-22	0	0	0	0	0	0	0	0	0	0	0	0
Dec-22	0	0	0	0	0	0	0	0	0	0	0	0
<b>2022 TOTAL</b>	<b>210</b>	<b>22</b>	<b>35</b>	<b>24</b>	<b>77</b>	<b>52</b>	<b>72</b>	<b>27</b>	<b>2</b>	<b>11</b>	<b>12</b>	<b>20</b>

Hillsville Fire Department						
Month	Total Calls Dispatched	Structure Fires	Vehicle Fires	Brush Fires	MVC	Other
Jan-22	37	16	3	0	11	7
Feb-22	43	9	4	5	13	12
Mar-22	58	12	3	12	22	9
Apr-22	44	10	2	9	14	9
May-22	33	4	6	4	14	5
Jun-22	40	7	2	6	13	12
Jul-22	35	5	4	2	14	10
Aug-22	54	16	6	3	18	11
Sep-22	0	0	0	0	0	0
Oct-22	0	0	0	0	0	0
Nov-22	0	0	0	0	0	0
Dec-22	0	0	0	0	0	0
<b>2022 TOTAL</b>	<b>344</b>	<b>79</b>	<b>30</b>	<b>41</b>	<b>119</b>	<b>75</b>



**Virginia Department of Taxation  
Communication Tax Distribution Report**

**September Distribution for July 2022 Sales**

<b>Statewide</b>	<b>Amount (\$)</b>
Total Communications Tax	21,836,270.85
Total E-911	2,235,129.98
Total Right-of-Way	1,033,318.01
Sub-total	25,104,718.84
Less: Administration Fee	-44,989.51
Less: Transferred to Deaf and Hard of Hearing	-134,985.13
Sub-total	-179,974.64
Adjustment	0.00
<b>Total Amount Available for Statewide Distribution:</b>	<b>24,924,744.2</b>
<b>Locality: Carroll - 51035</b>	
Locality APA Percentage:	0.241729 %
<b>Total Amount Distributed</b>	<b>60,250.34</b>

Time Created: 09 09 AM

**Additional Information: CONFIDENTIAL TAXPAYER DATA UNDER SECTION 58.1-3 OF  
THE CODE OF VIRGINIA. PENALTIES FOR UNAUTHORIZED DISCLOSURE....**

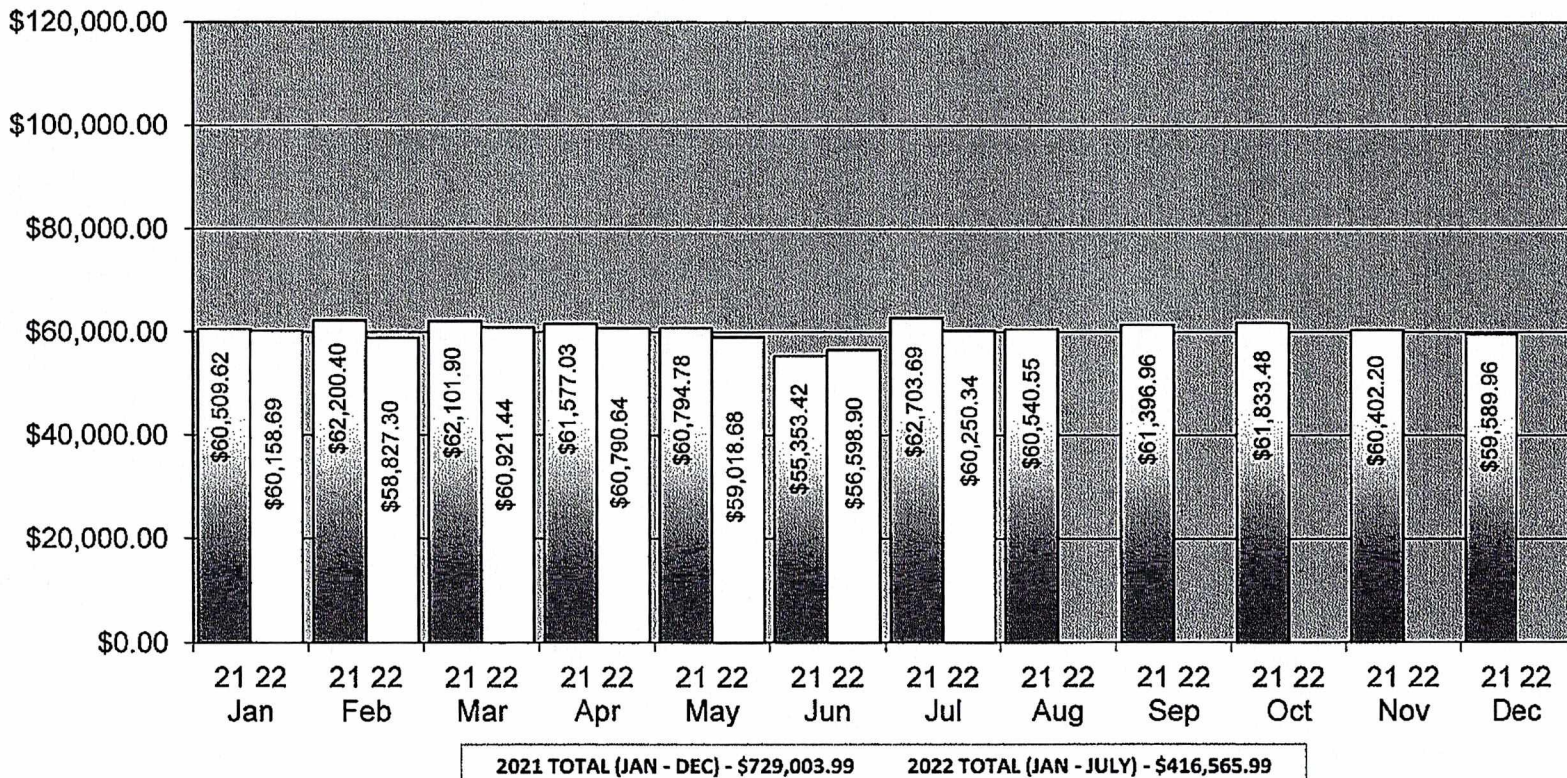




Submitted 9/13/2022 by:  
Kayla Beamer  
Master Deputy  
Commissioner of the Revenue  
Carroll County

## Communication Tax Distribution Report Carroll County VA

Communication Tax Distribution reports are reported to the Commissioner of the Revenue Office monthly. Reports and distributions are received approximately two months after the last day of the current month.



**Virginia Department of Taxation  
Communication Tax Distribution Report**

**June Distribution for April 2022 Sales**

<b>Statewide</b>	<b>Amount (\$)</b>
Total Communications Tax	21,464,359.01
Total E-911	2,412,796.75
Total Right-of-Way	1,441,010.36
Sub-total	25,318,166.12
Less: Administration Fee	-44,472.74
Less: Transferred to Deaf and Hard of Hearing	-125,435.10
Sub-total	-169,907.84
Adjustment	0.00
 <b>Total Amount Available for Statewide Distribution:</b>	 <b>25,148,258.28</b>
 <b>Locality: Carroll - 51035</b>	
Locality APA Percentage:	0.241729 %
 <b>Total Amount Distributed</b>	 <b>60,790.64</b>

Time Created: 08 06 AM

**Additional Information: CONFIDENTIAL TAXPAYER DATA UNDER SECTION 58.1-3 OF  
THE CODE OF VIRGINIA. PENALTIES FOR UNAUTHORIZED DISCLOSURE.----**

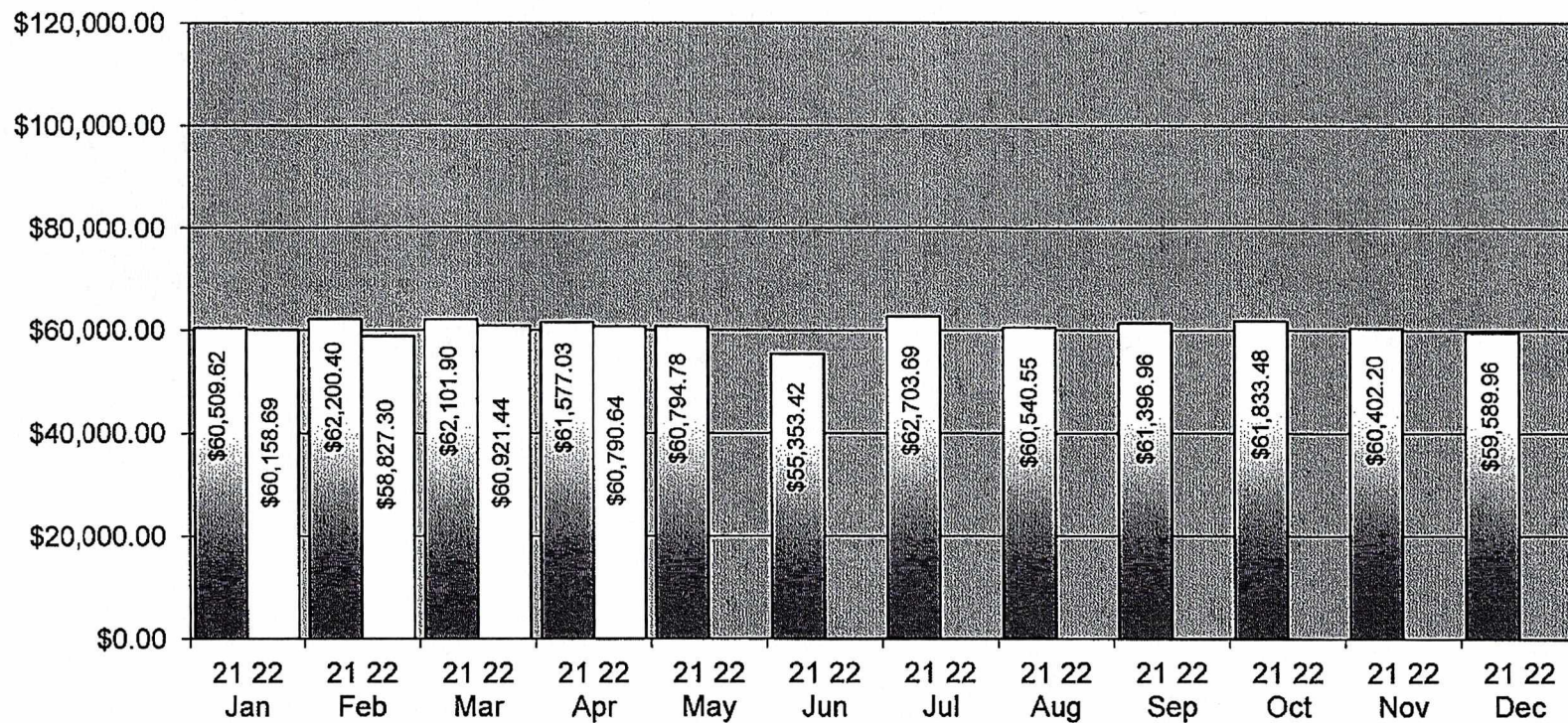




Submitted 9/12/22 by:  
Kayla Beamer  
Master Deputy  
Commissioner of the Revenue  
Carroll County

## Communication Tax Distribution Report Carroll County VA

Communication Tax Distribution reports are reported to the Commissioner of the Revenue Office monthly. Reports and distributions are received approximately two months after the last day of the current month.



2021 TOTAL (JAN - DEC) - \$729,003.99

2022 TOTAL (JAN - APRIL) - \$240,698.07

**Virginia Department of Taxation  
Communication Tax Distribution Report**

**July Distribution for May 2022 Sales**

<b>Statewide</b>	<b>Amount (\$)</b>
Total Communications Tax	20,957,434.82
Total E-911	2,190,592.23
Total Right-of-Way	1,437,987.83
Sub-total	24,586,014.88
Less: Administration Fee	-22,099.68
Less: Transferred to Deaf and Hard of Hearing	-148,691.91
Sub-total	-170,791.59
Adjustment	0.00
 <b>Total Amount Available for Statewide Distribution:</b>	 <b>24,415,223.29</b>
 <b>Locality: Carroll - 51035</b>	
Locality APA Percentage:	0.241729 %
 <b>Total Amount Distributed</b>	 <b>59,018.68</b>

Time Created: 08 07 AM

**Additional Information: CONFIDENTIAL TAXPAYER DATA UNDER SECTION 58.1-3 OF  
THE CODE OF VIRGINIA. PENALTIES FOR UNAUTHORIZED DISCLOSURE.----**

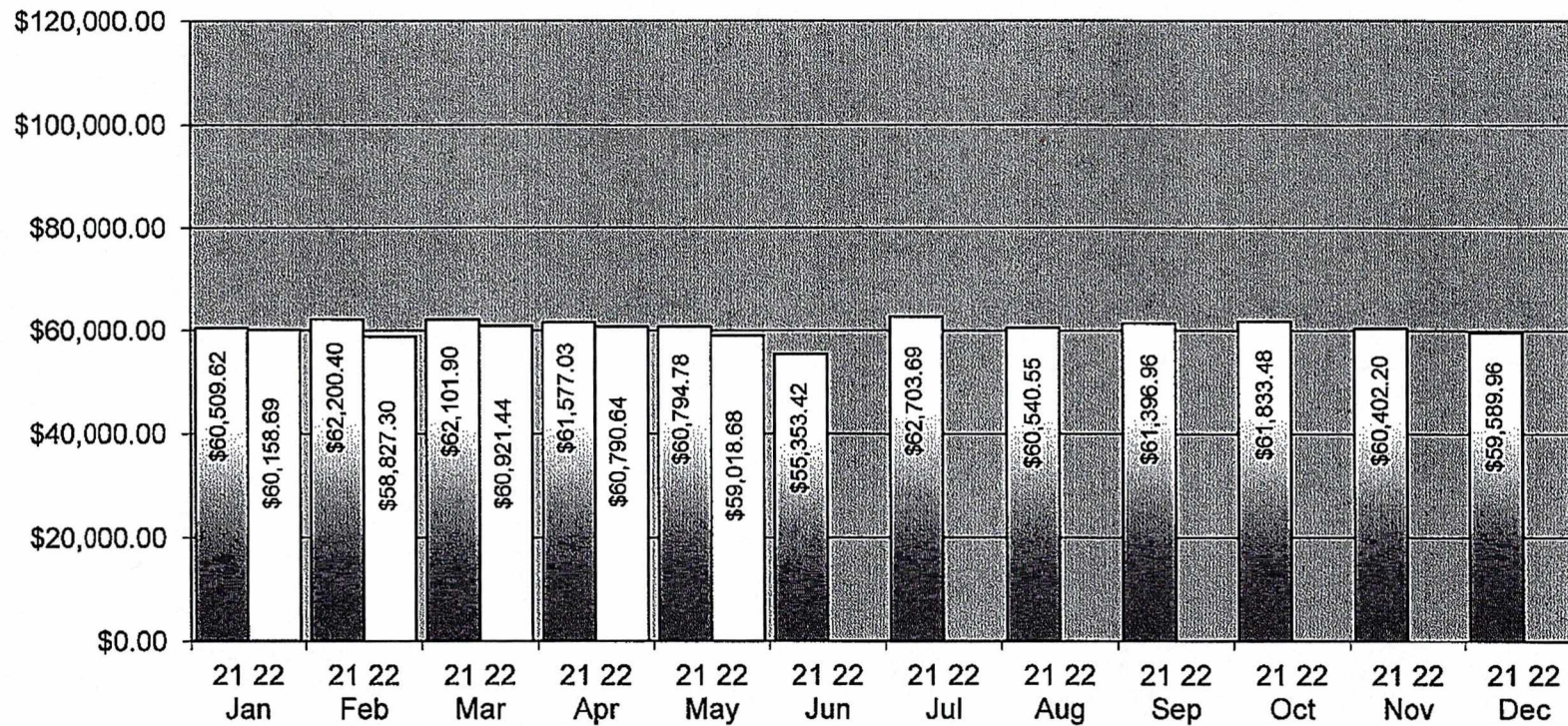




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Master Deputy  
Commissioner of the Revenue  
Carroll County

## Communication Tax Distribution Report Carroll County VA

Communication Tax Distribution reports are reported to the Commissioner of the Revenue Office monthly. Reports and distributions are received approximately two months after the last day of the current month.



2021 TOTAL (JAN - DEC) - \$729,003.99

2022 TOTAL (JAN - MAY) - \$299,716.75



**Virginia Department of Taxation  
Communication Tax Distribution Report**

**August Distribution for June 2022 Sales**

<b>Statewide</b>	<b>Amount (\$)</b>
Total Communications Tax	21,813,075.34
Total E-911	2,488,269.51
Total Right-of-Way	1,430,603.02
Sub-total	25,731,947.87
Less: Administration Fee	-43,695.32
Less: Transferred to Deaf and Hard of Hearing	-183,526.80
Sub-total	-227,222.12
Adjustment	-2,090,780.00
 <b>Total Amount Available for Statewide Distribution:</b>	 <b>23,413,945.75</b>
 <b>Locality: Carroll - 51035</b>	
Locality APA Percentage:	0.241729 %
 <b>Total Amount Distributed</b>	 <b>56,598.29</b>

Additional Information: CONFIDENTIAL TAXPAYER DATA UNDER SECTION 58.1-3 OF THE CODE OF VIRGINIA. PENALTIES FOR UNAUTHORIZED DISCLOSURE. In accordance with Section 3-1.01 paragraphs X and GG of the 2022 Appropriation Act, this months distribution contains a reduction needed for the transfer to the General Fund.

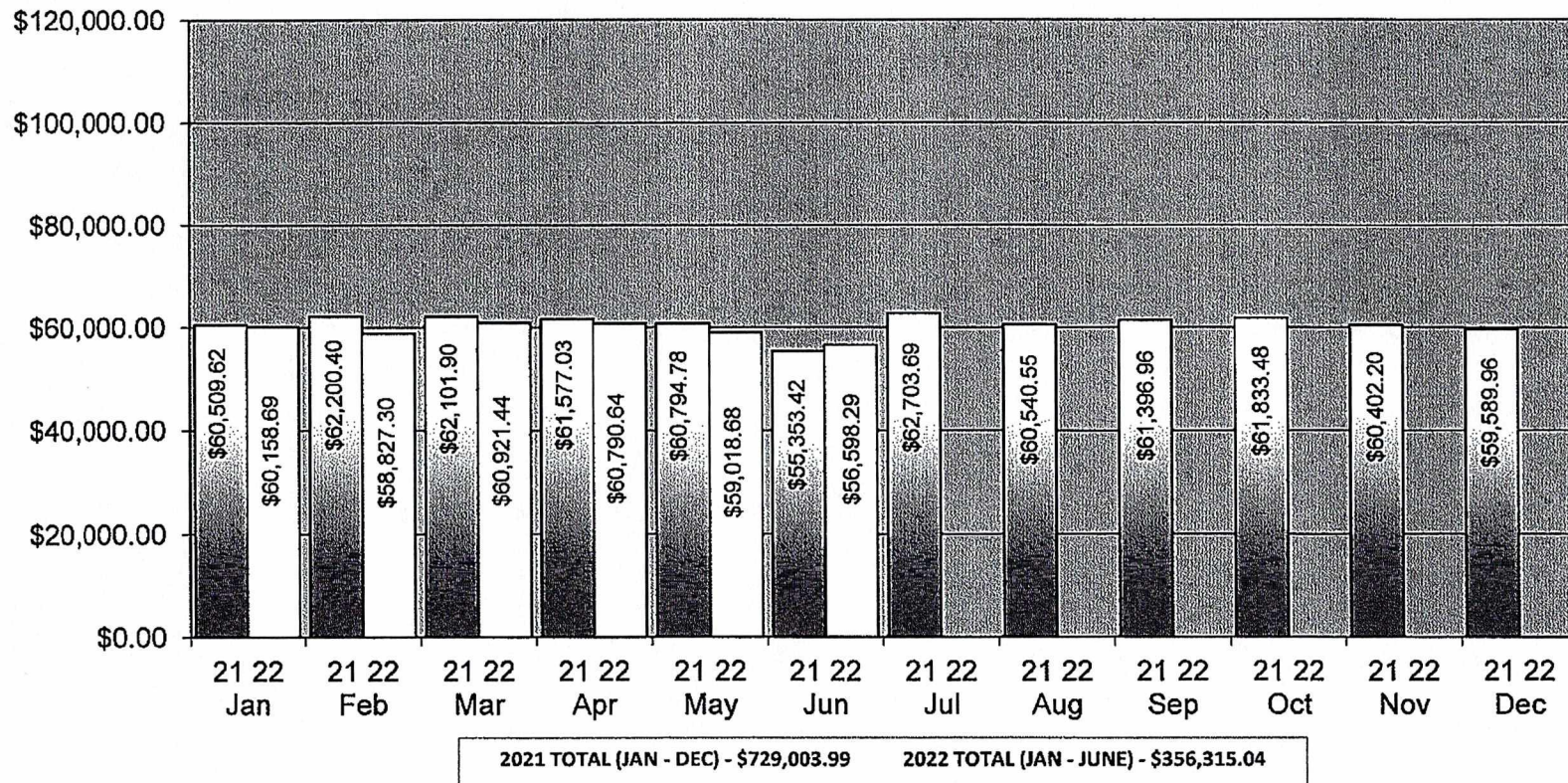
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Carroll County

## Communication Tax Distribution Report Carroll County VA

Communication Tax Distribution reports are reported to the Commissioner of the Revenue Office monthly. Reports and distributions are received approximately two months after the last day of the current month.





# ROOFTOP OF VIRGINIA CAP

## Board of Directors Meeting

The Celene Shumate Executive Board Room

206 North Main Street, Galax Virginia 24333

September 26, 2022, 12 Noon

### Board members

Michelle Dalton, Elected Official | Beth White, Elected Official | \_\_\_\_\_, Elected Official | Tracy Moore, Elected Official | Kenneth Belton, Elected Official | Jada Black, Elected Official | Renae Alderman-Mitchell Community Rep./Attorney | Delmer Fields, Community Rep./Methodist Galax Circuit | Linda Dalton, Community Rep./Early Childhood Expert | David Hutchins, Community Rep./Ruritan Club | Kristin Shumate, Community Rep./DSS | Janisa Viars, Low-Income Rep./HS Parent, | Ted Merry, Low-Income Rep./Willing Partners, | Crystal Cureton, Low-Income Rep./Independence | \_\_\_\_\_, Low-Income Rep./Rosenwald Community. | Pattie Fields, Low-Income Rep./Galax Seniors | Martha Dozier, Low-Income Rep./God's Storehouse

### Agenda

**Call to Order**-Welcome and Determination of a Quorum

Invocation and Lunch

Citizen Comment Period

David Hutchins,  
Board Chairman

**Training: Roles and Responsibilities Training – Signatures for Conflict of Interest, Confidentiality, Code of Ethics, and Receiving Jump Drive of Required Information to the Board.**

Vicki Myers

### Old Business:

David Hutchins,  
Board Chairman

### New Business:

**Minutes from July 25, 2022 and September 12, 2022 Board Meeting**

David Hutchins  
Board Chairman

### Committee Reports:

*Personnel Committee: Executive Director, Chief Operating Officer, Head Start Director Job Descriptions – Additions to Other Job Descriptions*

Michelle Dalton,  
Committee  
Chairperson

*Executive Committee: Vacant Position on the Board. Board & Approval of Susan Carrico for Representative for Galax Elected Official. Risk Assessment*

David Hutchins  
Committee  
Chairperson



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## Agenda

### Finance Committee - Financial

*Financials for June, July, 2022*

*Financial Policies & Procedures Yearly Review and Updates*

*Update on Audit & Closing of the Year*

Bank Signature Cards

Tammy  
Quesenberry,  
Committee  
Chairman

### Policy Council

*Policy Council Minutes, HS Policy Council/Board Report, School Readiness Goals and PAL Scores*

*IM-HS-22-05, IM-HS-22-05*

Jessica Edwards,  
Head Start  
Director

### Executive Director Report

*Program Reports*

*Management Minutes/ Retreat*

Vicki Myers,  
Executive  
Director

*4<sup>th</sup> Quarter Reports & Updated Strategic Plan Goals*

Terri Gillespie  
Executive  
Director - Elect

### Other Business

Next Meeting – November 28, 2022

Announcements

Adjournment

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### Documents Included in Board Packet:

*Board Agenda, & Minutes from July 25 & September 12, 2022, Executive/Personnel Committee Minutes from July 25, August 1, August 4, & September 9, 2022, Job Descriptions: Executive Director, Chief Operating Officer, & Head Start Director. Finance Committee Agenda & Minutes from July 25, 2022, June & July financials, Financial Policies & Procedures, HS Policy Council Minutes, PC//Board Report, IM-HS-22-05 & IM-HS-22-06, PALs & School Readiness Goals Updates, Program Updates, Management Meeting Minutes, 4<sup>th</sup> Quarter Report, Strategic Plan Update. Jump Drive which includes: 990, 2021-2025 Strategic Plan, 2022 Community Needs Assessment, 2022 Financial Policies, 22-23 Salary Scale, Agency Wide Budget 2023, Annual report, Articles of Incorporation, Board List 2022-2023, By Laws reviewed by Lawyer, Governance Policies, Head Start Standards, Impact Report 2021, Indirect Cost Rate for 2022-2023, Mission, Vision and Core Statement, Policies & Procedures Lawyer Reviewed, 2021 Audit Report, Self-Assessment, Summary of Programs*

**MINUTES OF THE MEETING  
ROOFTOP OF VIRGINIA CAP, INC.  
BOARD OF DIRECTORS  
GALAX, VIRGINIA  
July 25, 2022**

Rooftop of Virginia CAP, Inc. Board of Directors met on Monday, July 25, 2022 1200 Noon at Rooftop of Virginia CAP, 206 North Main Street in Galax, Virginia.

<b>Members Present</b>	<b>Members Absent</b>	<b>Staff Present</b>
David Hutchins	Tammy Quesenberry	Vicki Myers, Executive Director
Kenneth Belton	Renae Alderman-Mitchell	
Ted Merry	Janisa Viars- Excused	
Delmer Fields	Beth White	
Crystal Cureton	Pattie Fields	
Martha Dozier	Kristin Shumate - Excused	
Michelle Dalton	Hilda Tucker	
Tracy Moore	Elizabeth Motley	
Jada Black		

David Hutchins, Chairperson, called the meeting to order at 12:00 Noon A quorum was present

There were no citizen comments.

**OLD BUSINESS**

**NEW BUSINESS**

The Board Members reviewed the May 23, 2022, & July 19, 2022 Board Minutes. After review, Michelle Dalton informed the Board that Ted Merry had made the second in paragraph 3 of the July 19, 2022 minutes. Mr. Dalton made a motion to approve the minutes with the amendment stated. Crystal Cureton seconded the motion, all were in favor, motion carried.

**Mr. Hutchins stated that Kenneth Belton needed to leave the meeting at 12:30 so he needed to report on the Finance Committee.**

Kenneth Belton, Finance Committee Co-Chairperson, presented the Finance Committee Report.

Mr. Belton reported that the Finance Committee had reviewed the financials for May 2022, and reported the June financials had not been finalized yet due to the closing of the agency's year. Mr. Belton also reported on the Recurring Charge List & Vendor List. He informed the Board Members that all should review the list and be able to report any conflicts of interest at the next Board Meeting at which time conflict of interest forms are signed annually.

Mr. Belton reported on some supplies the Head Start Department had requested to dispose of. He also informed the Board that the Indirect Cost Rate Proposal received approval from the Department of Health and Human Services. The





1<sup>st</sup> and 2<sup>nd</sup> motion to approve the financials and the disposal of Head Start supplies came from the Finance Committee. With no further discussion, all were in favor, motion carried.

Vicki Myers presented the Advancing Racial Equity Training that was pre-assigned to Board Members. Mrs. Myers asked if there was any further discussion. After discussion, Mrs. Myers informed the Board Members that Mayor Willie Greene would be presenting a racial equity training to full staff on August 5<sup>th</sup> at which time she invited all Board Members to attend.

Michelle Dalton, Nominating Committee Chairperson, presented to the Board the following slate of officers:

Chair:	David Hutchins
Vice Chair:	Kristin Shumate
Vice Chair:	Delmer Fields
Vice Chair:	Ted Merry
Vice Chair:	Kenneth Belton
Co-Secretary/Treasurer:	Tammy Quesenberry and Kenneth Belton
Member at Large:	Ted Merry

Tracey Moore made a motion to accept the slate of officers as presented. Jada Black seconded the motion, all were in favor, motion carried.

Michelle Dalton, Personnel Committee Chairperson, presented the following job descriptions: Igniting Futures Academy Manager & Center Aide, Weatherization Assistant, and all Head Start descriptions. She informed the Board that the Igniting Futures Manager position was changed from non-exempt to exempt, the Igniting Futures Center Aide was a new position adapted from a Head Start Center Aide job description, and the Weatherization Assistant was a new position with the anticipation of more funds coming and the need to be ready for additional crews. She explained the Head Start job descriptions were changed to include the new Diversity, Equity, and Inclusion terminology and to change the qualifications to be hired to meet the new requirements from the Office of Head Start. She informed the Board the Office of Head Start had changed the requirements to hire certain staff from - a required degree/certificate before hire date - to - a must have within a certain time line after hire date. This change was due to addressing staffing issues across the Nation. Changes were also made to make all Head Start job descriptions uniform in format. First and Second motion to approve the job descriptions came from the Personnel Committee. All were in favor, motion carried.

Mrs. Dalton also presented the new Cyber Security Policy. The first and second for approval came from the Personnel Committee, all were in favor, motion carried.

Crystal Cureton, Board Representative on the Policy Council, reported on the Policy Council minutes and the Board Governance & Policy Council Report, the I.M.22-04, Parent Handbook and updated Selection Criteria. Mr. Hutchins said the reports came with a first and second from the Policy Council, all were in favor, motion carried.

Vicki Myers, Executive Director, gave the Executive Director's Report which included the Rooftop CSBG Monitoring Report, management minutes, program reports and the latest customer satisfaction survey. Mrs. Myers reminded Board Members of the Board Self-Assessment to be completed. Mrs. Myers presented David Hutchins with a gift certificate to the Sight and Sound Theater in appreciation from Rooftop and the Board Members for his commitment to the agency as the Board Chairperson.

Mr. Hutchins updated the Board on grievances that had been received and assured members that there was no true basis for the grievances but the Personnel Committee had approved Mrs. Myers to pay these three staff members (possibly four if Igniting Futures Academy does not find a facility), severance pay for three months due to the staffs tenure at Rooftop of Virginia CAP.



With no further business, Mr. Hutchins announced the next meeting would be September 26, 2022  
Meeting adjourned at 12:45 p.m.

\_\_\_\_\_  
David Hutchins, Chairman of the Board of Directors

\_\_\_\_\_  
Date

**MINUTES OF THE MEETING  
ROOFTOP OF VIRGINIA CAP, INC.  
BOARD OF DIRECTORS  
GALAX, VIRGINIA  
September 12, 2022**

Rooftop of Virginia CAP, Inc. Board of Directors met on Monday, September 12, 2022 8:00 a.m. at Rooftop of Virginia CAP, 206 North Main Street in Galax, Virginia.

<b>Members Present</b>	<b>Members Absent</b>	<b>Staff Present</b>
David Hutchins	Tracy Moore - Excused	Vicki Myers, Executive Director
Kenneth Belton	Renae Alderman-Mitchell	
Ted Merry	Janisa Viars- Excused	
Delmer Fields	Elizabeth Motley-Excused	
Jada Black	Pattie Fields	
Crystal Cureton	Kristin Shumate-Excused	
Tammy Quesenberry	Martha Dozier	
Michelle Dalton		
Beth White		

David Hutchins, Chairperson, called the meeting to order at 8:00 a.m. A quorum was present. The purpose of the meeting was to approve a new Executive Director for the agency.

Ted Merry made a motion to enter closed session to Code of Virginia Section 2.2-3711 (A) to discuss personnel matters. Tammy Quesenberry seconded the motion; the motion carried and the meeting went into closed session.

Beth White made a motion to come out of closed session, seconded by Ted Merry and passing - and to certify that, to the best of each member's knowledge, (I) only public business matters lawfully exempted from open meeting requirements under the Virginia Freedom of Information Act were heard, discussed or considered in Closed Session to which this certification applies, and (II) only such business matters as were identified in the motion by which this Closed Session was convened were heard, discussed, or considered in the meeting to which this certification applies.

VOTES:

Mr. Merry - I Do Certify  
 Mr. Belton - I Do Certify  
 Mr. Fields - I Do Certify  
 Mrs. Dalton - I Do Certify  
 Mr. Hutchins - I Do Certify  
 Mrs. White - I Do Certify  
 Mrs. Quesenberry - I Do Certify  
 Mrs. Black - I Do Certify  
 Mrs. Cureton - I Do Certify

Michelle Dalton, Personnel Committee Chairperson, informed the Board that eleven applications were received for the position of Executive Director. She explained that all eleven applications were emailed to all Personnel Committee Members with the instructions to select the top three applicants. Once the top three applicants were selected, an interview was held on Tuesday, September 6, 2022, for the purpose of selecting the top two applicants. One of the applicants was not able to attend the interview. After the first interviews were completed, both applicants were given a topic and asked to make a presentation to the Executive Committee on September 9, 2022.

David Hutchins, Executive Committee Chairperson, informed the Board that after the projects were presented to the Executive Committee on September 9<sup>th</sup>, the Executive Committee brought a first and a second to the Board to approve Terri Gillespie for the position of Executive Director for Rooftop of Virginia CAP.

Mr. Hutchins stated that even though the Executive Committee brought a first and a second motion to the Board to approve Mrs. Gillespie as the next Executive Director, he would like the full Board to vote. Beth White made a motion to approve Mrs. Gillespie as the next Executive Director for Rooftop of Virginia CAP. Crystal Cureton seconded the motion. All were in favor, motion carried.

Mr. Hutchins informed the members the next step in the process was Policy Council approval on Thursday, September 15, 2022. After that, the Office of Head Start would be sent all documentation of the process that the agency took to select the best candidate. Once they received the documentation, they would notify the agency if Mrs. Gillespie was approved.

Mr. Hutchins said once all approvals were received, the position would begin, January 1, 2023.

With no further business, Mr. Hutchins announced adjourned the meeting at 9:15 a.m.

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**David Hutchins, Chairman for Rooftop Board of Directors**

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**Date**



**ROOFTOP OF VIRGINIA CAP, INC.  
BOARD OF DIRECTOR'S JOINT  
EXECUTIVE/PERSONNEL & NOMINATING COMMITTEES  
GALAX, VIRGINIA 24333  
September 26, 2022**

**Purpose of Executive Committee:** An Executive Committee consisting of officers and one additional member, member-at-large, shall be established to conduct the affairs of the Corporation between meetings of the Board, and/or in lieu of the Board in case mentioned in the foregoing Section 14 of Article II. One-third shall be elected public officials or their representatives; one-third shall be representatives of organizations whose membership is comprised of citizens at or below the poverty income level; and one-third shall be representatives of other groups such as business, civic, education, welfare, religious or other major groups. At least fifty (50) percent of the committee members shall constitute a quorum. All decisions and actions of the Executive Committee must be ratified by the Board of Directors at its next meeting in order to continue to be effective beyond the date of such meeting, unless the Executive Committee has been authorized by the Board to take final action.

**Purpose of the Personnel Committee:** The Personnel Committee shall establish and annually review personnel policies and job descriptions, as needed, for the Corporation. The Personnel Committee shall interview, hire and/or terminate the Executive Director, subject to ratification by the Board of Directors. In addition, the Personnel Committee shall recommend to the Board of Directors the approval or disapproval for the hiring and/or termination of the Head Start Director. The Personnel Committee shall annually evaluate the performance of the Executive Director.

**A G E N D A**

TOPIC	NOTES
<b>EXECUTIVE &amp; PERSONNEL COMMITTEE DISCUSSION</b>	
1. Call to Order and Welcome, Michelle Dalton - Personnel Chairperson,	
2. Minutes from July 25, August 1, August 4, September 06, September 9, 2022	
3. Job Descriptions: Head Start Director, Executive Director (CEO), Chief Operating Officer (COO), Finance Director(CFO), changes in supervised by to Job Descriptions	
4. Representative of Low-Income for Rosenwald Felts- Rita Reeves	
5. Representative of Elected Official for Galax – Susan Carico (new HR Director beginning October 18, 2022)	
6. Risk Assessment	
Announcement of new Head Start Program Specialist! Shellie Peters	
<b>Documents: Agenda, Minutes from August 1, August 4, September 9, 2022, Job descriptions: CEO, CFO, COO, Head Start Director</b>	

**Standard 4.5** The organization has a written succession plan in place for the CEO/ED, approved by the governing board, which contains procedures for covering an emergency/unplanned, short-term absence of 3 months or less, as well as outlines the process for filling a permanent vacancy.

**Standard 5.1** – The organization's governing board is structured in compliance with the CSBG Act. At least one third democratically-selected representatives of the low-income community; 2. One-third local elected officials (or their representatives); and 3. The remaining membership from major groups and interests in the community.

**Standard 5.2** - The organization's governing board has written procedures that document a democratic selection process for low-income board members adequate to assure that they are representative of the low-income community.

**Standard 5.6** - Each governing board member has signed a conflict of interest policy within the past 2 years.

**Standard 7.1** - The organization has written personnel policies that have been reviewed by an attorney and approved by the governing board within the past 5 years.

**Standard 7.3** - The organization has written job descriptions for all positions, which have been updated within the past 5 years.

**Standard 7.4** - The governing board conducts a performance appraisal of the CEO/executive director within each calendar year.

**Standard 7.5** - The governing board reviews and approves CEO/executive director compensation within every calendar year.

**Head Start Performance Standard 13.01.2(c)(1)(2)(i)(ii) Advisory committees.** (1) A governing body may establish advisory committees as it deems necessary for effective governance and improvement of the program. (2) If a governing body establishes an advisory committee to oversee key responsibilities related to program governance, it must:

(i) Establish the structure, communication, and oversight in such a way that the governing body continues to maintain its legal and fiscal responsibility for the Head Start agency; and,

(ii) Notify the responsible HHS official of its intent to establish such an advisory committee.

**Head Start Act Sec.642 (c)(1) - GOVERNING BODY-**

**(A) IN GENERAL-** The governing body shall have legal and fiscal responsibility for the Head Start agency.

**(B) COMPOSITION-** The governing body shall be composed as follows:

(i) Not less than 1 member shall have a background and expertise in fiscal management or accounting.

(ii) Not less than 1 member shall have a background and expertise in early childhood education and development.

(iii) Not less than 1 member shall be a licensed attorney familiar with issues that come before the governing body.

(iv) Additional members shall--

(l) reflect the community to be served and include parents of children who are currently, or were formerly, enrolled in Head Start programs; and (II) are selected for their expertise in education, business administration, or community affairs.

(v) Exceptions shall be made to the requirements of clauses (i) through (iv) for members of a governing body when those members oversee a public entity and are selected to their positions with the public entity by public election or political appointment.



(vi) If a person described in clause (i), (ii), or (iii) is not available to serve as a member of the governing body, the governing body shall use a consultant, or another individual with relevant expertise, with the qualifications described in that clause, who shall work directly with the governing body.

**(C) CONFLICT OF INTEREST-** Members of the governing body shall--

- (i) not have a financial conflict of interest with the Head Start agency (including any delegate agency);
- (ii) not receive compensation for serving on the governing body or for providing services to the Head Start agency;
- (iii) not be employed, nor shall members of their immediate family be employed, by the Head Start agency (including any delegate agency); and
- (iv) operate as an entity independent of staff employed by the Head Start agency.

**(E) RESPONSIBILITIES-** The governing body shall

- (i) have legal and fiscal responsibility for administering and overseeing programs under this subchapter, including the safeguarding of Federal funds;
- (ii) adopt practices that assure active, independent, and informed governance of the Head Start agency, including practices consistent with subsection (d)(1), and fully participate in the development, planning, and evaluation of the Head Start programs involved;
- (iii) be responsible for ensuring compliance with Federal laws (including regulations) and applicable State, tribal, and local laws (including regulations); and
- (iv) be responsible for other activities, including--

- (I) selecting delegate agencies and the service areas for such agencies;
- (II) establishing procedures and criteria for recruitment, selection, and enrollment of children;
- (III) reviewing all applications for funding and amendments to applications for funding for programs under this subchapter;
- (IV) establishing procedures and guidelines for accessing and collecting information described in subsection (d)(2);
- (V) reviewing and approving all major policies of the agency, including--
- (VI) (aa) the annual self-assessment and financial audit;
- (VII) (bb) such agency's progress in carrying out the programmatic and fiscal provisions in such agency's grant application, including implementation of corrective actions; and
- (VIII) (cc) personnel policies of such agencies regarding the hiring, evaluation, termination, and compensation of agency employees;
- (IX) (VI) developing procedures for how members of the policy council are selected, consistent with paragraph (2)(B);
- (X) (VII) approving financial management, accounting, and reporting policies, and compliance with laws and regulations related to financial statements, including the--
- (XI) (aa) approval of all major financial expenditures of the agency;
- (XII) (bb) annual approval of the operating budget of the agency;
- (XIII) (cc) selection (except when a financial auditor is assigned by the State under State law or is assigned under local law) of independent financial auditors who shall report all critical accounting policies and practices to the governing body; and
- (XIV) (dd) monitoring of the agency's actions to correct any audit findings and of other action necessary to comply with applicable laws (including regulations) governing financial statement and accounting practices;
- (XV) (VIII) reviewing results from monitoring conducted under section 641A(c), including appropriate followup activities;
- (XVI) (IX) approving personnel policies and procedures, including policies and procedures regarding the hiring, evaluation, compensation, and termination of the Executive Director, Head Start Director, Director of Human Resources, Chief Fiscal Officer, and any other person in an equivalent position with the agency;
- (XVII) (X) establishing, adopting, and periodically updating written standards of conduct that establish standards and formal procedures for disclosing, addressing, and resolving--
- (XVIII) (aa) any conflict of interest, and any appearance of a conflict of interest, by members of the governing body, officers and employees of the Head Start agency, and consultants and agents who provide services or furnish goods to the Head Start agency; and
- (XIX) (bb) complaints, including investigations, when appropriate; and
- (XX) (XI) to the extent practicable and appropriate, at the discretion of the governing body, establishing advisory committees to oversee key responsibilities related to program governance and improvement of the Head Start program involved.

**HS Performance Standard 1302.90 Personnel Policies** (a) Establishing personnel policies and procedures. A program must establish written personnel policies and procedures that are approved by the governing body and policy council that are available to all staff.

**HS Performance Standard 1301.6 Impasse Procedures. 1301.6 Impasse procedures.** (a) To facilitate meaningful consultation and collaboration about decisions of the governing body and the policy council, each agency's governing body and policy council jointly must establish written procedures for resolving internal disputes between the governing board and policy council in a timely manner that include impasse procedures. These procedures must: (1) Demonstrate that the governing body considers proposed decisions from the policy council and that the policy council considers proposed decisions from the governing body; (2) If there is a disagreement, require the governing body and the policy council to notify the other in writing why it does not accept a decision; and, (3) Describe a decision-making process and a timeline to resolve disputes and reach decisions that are not arbitrary, capricious, or illegal. (b) If the agency's decision-making process does not result in a resolution and an impasse continues, the governing body and policy council must select a mutually agreeable third party mediator and participate in a formal process of mediation that leads to a resolution of the dispute. (c) For all programs except American Indian and Alaska Native programs, if no resolution is reached with a mediator, the governing body and policy council must select a mutually agreeable arbitrator whose decision is final.