



# Board of Directors Meeting Minutes

Questions or comments? Please contact Ashley Wilson, Clerk of the Board, at 961-8476.

**MEETING DATE:** Thursday, October 24, 2024

**MEMBERS PRESENT**

Cheri Warburton, Kelly Edmonson, Sally McCarthy, Richard Chidester, Sara Bohn, Jerry Boothe, Linda Millsaps, Emily Hite, Susan Richardson, Bobby Davis

**MEMBERS ABSENT**

Jason Buckland, (absent with notice)

**AGENDA ACTION ITEM**

September 2024, Meeting Minutes

**CALL TO ORDER**

The meeting was called to order by the Board Chair, Cheri Warburton at 4:00 pm. Ms. Warburton welcomed attendees and the roll call was read by Ashley Wilson, Clerk of the Board.

**MINUTES\*\***

Bobby Davis made a motion to approve the September Meeting Minutes, which was seconded by Judy Diggs. (*Unanimously approved*)

**PROGRAM REPORTS\*\***

**Financial and Administrative Support Services:** Ann Bostic, Finance Director, presented the September Financial statement. The agency's total revenue sits at 23% and total expenses at 24%. With no issues reported, Sara Bohn made a motion to accept the September Financial Statement which was seconded by Kelly Edmonson. (*Unanimously accepted*).

**Human Resources:** Chris Taylor, Human Resources Director, reviewed the proposed changes to the PTO Buyback polices. With no issues reported, Sara Bohn made a motion to approve the Policy Changes, which was seconded by Linda Millsaps. (*Unanimously approved*)

**EXECUTIVE COMMITTEE REPORT:**

**Closed Session:**

- Kelly Edmonson made the following motion: "I hereby move that the New River Valley Community Services Board convene in a closed meeting pursuant to Virginia Code 2.2-3711 A(4), for the protection of the privacy of individuals in personal matters not related to public business." Bobby Davis provided a second. Roll was called and unanimously approved.
- Kelly Edmonson made the following motion: "I move to reconvene the New River Valley Community Services Board into public session". Jerry Boothe provided a second. Roll Call was read and unanimously approved.



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- Kelly Edmonson made the motion that each member certify that to the best of their knowledge only matters lawfully exempted from open meeting requirements were heard, discussed, or considered, which was seconded by Jerry Boothe. The roll call was read by the Clerk of the Board and all members present did so certify.

Upon returning to open session, Richard Chidester made a motion to terminate the contract of James Pritchett as Executive Director of New River Valley Community Services without cause, effective immediately, pursuant to the Executive Director Contract and shall not fulfill work obligations unless requested by the Board Chair. Bobby Davis provided a second, and a vote was recorded by the Clerk of the Board.

Cheri Warburton – Yes  
Kelly Edmonson – Yes  
Sally McCarthy – Yes  
Richard Chidester – Yes  
Sara Bohn – Yes

Jerry Boothe - Yes  
Linda Millsaps – Yes  
Emily Hite – Yes  
Susan Richardson – Yes  
Bobby Davis - Yes

Motion was unanimously approved.

### **Closed Session:**

- Kelly Edmonson made the following motion: “I hereby move that the New River Valley Community Services Board convene in a closed meeting pursuant to Virginia Code 2.2-3711 A(1), Discussion, consideration, or interviews of prospective candidates for employment; assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of any public body; and evaluation of performance of departments or schools of public institutions of higher education where such evaluation will necessarily involve discussion of the performance of specific individuals.” Bobby Davis provided a second. Roll was called and unanimously approved.
- Sara Bohn made the following motion: “I move to reconvene the New River Valley Community Services Board into public session”. Richard Chidester provided a second. Roll Call was read and unanimously approved.
- Sara Bohn made the motion that each member certify that to the best of their knowledge only matters lawfully exempted from open meeting requirements were heard, discussed, or considered, which was seconded by Richard Chidester. The roll call was read by the Clerk of the Board and all members present did so certify.

Upon returning to open session, Richard Chidester made a motion to authorize the Executive Committee in appointing an Interim Executive Director, to be ratified by the Board at the December Board Meeting. Jerry Boothe provided a second, roll Call was read and unanimously approved.



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**ADJOURNMENT:** There being no further business, Cheri Warburton requested a motion to adjourn the meeting, at 6:30 pm. Jerry Boothe made a motion to adjourn which was seconded by Cheri Warburton. *(Unanimously approved)*

MINUTES APPROVED ON: Ashley Wilson - December 5, 2024  
Ashley Wilson, Clerk of the Board

Board Member	Representing	Term Ends
Sara Bohn	Montgomery County	6/30/2027 (2 <sup>nd</sup> Term)
Vacant Position	Pulaski County	6/30/2027 (1 <sup>st</sup> Term)
Linda Millsaps	Floyd County	6/30/2026 (1 <sup>st</sup> Term)
Emily Hite	City of Radford	6/30/2026 (1 <sup>st</sup> Term)
Jason Buckland	Giles County	6/30/2026 (3 <sup>rd</sup> Term)
Sally McCarthy	Pulaski County	6/30/2026 (3 <sup>rd</sup> Term)
Bobby Davis	City of Radford	6/30/2027 (1 <sup>st</sup> Term)
Susan Richardson	Montgomery County	6/30/2025 (3 <sup>rd</sup> Term)
Judy Diggs	Montgomery County	6/30/2025 (1 <sup>st</sup> Term)
Cheri Warburton	Pulaski County	6/30/2026 (1 <sup>st</sup> Term)
Jerry Boothe	Floyd County	6/30/2027 (2 <sup>nd</sup> Term)
Kelly Edmonson	Montgomery County	6/30/2026 (1 <sup>st</sup> Term)
Richard Chidester	Giles County	6/30/2026 (1 <sup>st</sup> Term)