



Crossroads Institute

**Board of Directors
May 15, 2019
4:30 PM**

July 10 8:00am-
Breakfast

Agenda:

I. Call to Order

II. Approval of Agenda and the Consent Agenda

Minutes March 20, 2019
April, 2019 Financials

III. New Business

2019 – 2020 Budget

Mission Statement – Dr. Dean Sprinkle

IV. Continuing Business

Twin County Community Foundation Grant – Nicki Edwards

Willing Partners – Kenneth Belton

V. Reports:

Facilities Manager
Higher Education Center Site Manager
Executive Director

VI. Board Member Comments

VII. Closed Session – None

VIII. Adjourn

**Next Meeting Date: July 17, 2019, 12:00 p.m.
Lunch will be served.**

Crossroads Institute
Board of Directors
March 20, 2019 – 4:30 PM
Crossroads Institute
Galax, Virginia

Members Attending: Kenneth Belton, CHAIR
Mark Burnette, VICE-CHAIR
Rex Hill
John Lael
C. M. Mitchell
Shirley Perry
Kelly Poe
Bill Shepley
Dean Sprinkle
Kelly Wilmore

Staff Attending: Brenda Sutherland,
EXECUTIVE DIRECTOR

Linda Richardson,
SECRETARY OF THE BOARD
AND FACILITIES MANAGER

Nicki Edwards,
HIGHER EDUCATION CENTER
SITE MANAGER

It was determined a quorum was present, and the meeting was called to order by Chairman Kenneth Belton. Minutes of the previous meeting held January 16, 2019 were presented as well as the February financial report. After review, Bill Shepley moved to approve the consent agenda items as presented. A second was made by C. M. Mitchell, and the motion was passed by the Board.

New Business

In new business, the Board was advised of Allan Funk's recent resignation from the Board, following his career retirement. Mr. Funk also served as Board Treasurer, served on our Finance Committee, and held check signature authority. It was acknowledged that the Board Member vacancy [in the "backgrounds and interests" (*Section D*) category of Board appointments] will need to be filled, as well as the other rolls where Mr. Funk served. The Chair opened the floor for nominations to fill Allan Funk's vacant seat on the Board of Directors. Dean Sprinkle moved to appoint Kelly Poe [bank officer with Skyline National Bank], who has been serving for some time as Mr. Funk's alternate on the Board. There were no other nominations. After discussion, it was decided to amend the motion on the floor to include naming Skyline National Bank CFO, Mr. Blake Edwards, Jr., as alternate for Kelly Poe; and further, to include electing Kelly Poe to serve as Board Treasurer; to include appointing Kelly Poe to serve on the Finance Committee; and to include authorizing Kelly Poe to also have check signature authority. The motion, as amended, was seconded by Kelly Wilmore. When asked, Mrs. Poe expressed her willingness to serve at the Board's pleasure, and a vote was taken. The motion then passed unanimously [with Mrs. Poe abstaining].

In other new business, the Executive Director reported she has not applied for a Lowe's Foundation Grant last year (as she had the previous two), but she plans to apply by the deadline this spring, with the Board's blessing. She said she and Maintenance Supervisor David Burnette recently visited Lowe's store manager Todd Walker, who was not involved previously in our application process. Our plans for using grant funds, should they be awarded, involve improving the outside patio area for public safety and for enhancing its appearance. C. M. Mitchell then moved to approve the Executive Director's request to submit an application for grant funding to the Lowe's Foundation as was described. Kelly Wilmore seconded, and the motion passed by unanimous vote.

Finally, under new business, the Executive Director informed the Board we have recently renewed our Memorandum of Understanding (MOU) with Gladeville Elementary School (of the Carroll County Public School Division), whereas the Crossroads Institute property may serve as an emergency site, if needed, in case of a school emergency or crisis. Dr. Mark Burnette was thanked for his assistance in this MOU process.

(Facilities Manager's Report Cont.)

- In facility maintenance, parking lot light bulbs have been replaced with the assistance of the Galax Fire Department's ladder truck, where some member training was incorporated while lending us a hand. A note of appreciation from Crossroads was quickly sent to the Fire Chief and his department.
- Finally, needed roof repairs were made at the main facility on February 19th by Baker Roofing of Roanoke. We had been experiencing some leaks, so the entire roof was inspected, 14 holes were patched, some areas got new flashing, and the repair areas were all sealed. So far, the leaks seem to have stopped.

Nicki Edwards, Site Manager at the Higher Education Center, was asked to give a report of her activities there. She reported:

- In addition to our testing services still going strong, we're getting ready to hit the spring busy season. The Center is booked for U.S. Cellular, Wall Residences, Virginia Advanced Study Strategies, and Good Neighbor Holdings, Inc., events in the next few weeks.
- She and UVA-Wise have professional development workshops planned for May—three of which meet the requirements we defined in our Twin County Community Foundation grant narrative for a laptop lab. Workshops include the topics of *Social Media*, beginner and intermediate *Excel*, and a *S.T.E.M to S.T.E.A.M* workshop for teachers.
- Finally, she wanted to make the Board aware she is discovering that, although our Higher Ed Center is only seven years old, much of its technology equipment is now obsolete. She has experienced equipment failure but, so far, has been able to somehow find parts and tweak some things to get through busy periods. Her plans are to obtain an estimate for the cost to update the technology in the two largest meeting rooms, to be set up in a more streamlined and efficient way for our needs. Following that research, she would like to submit a grant proposal this year to the Twin County Community Foundation for funds to make those upgrades. She stated she is not at the point just yet to ask for the Board's approval to submit a grant application, but she will be working towards that objective.

Brenda Sutherland was asked to give the Executive Director's report. She reported:

- She has received a note from Allan Funk upon his retirement thanking us for all we do for the Crossroads Institute and wishing us success.
- Twenty-five participants have registered and just begun the Twin County Leadership Initiative program this year.
- She and Bill Sturgill have had a conference call with a possible instructor for dual-credit physics for high school students. He is not available right now, so they may need to revisit the possibility for next fall.

It was mentioned during discussion after her report that, when checking teacher credentials, instruction for dual-credit physics must be *calculus-based*.

Board Member Comments

In Board Member comments, Mark Burnette, on behalf of Carroll County Public Schools, thanked Crossroads for hosting their *Threat Assessment* training.

In other comments, Dean Sprinkle asked if our business incubator is still full and if there are inquiries for space occasionally. He was told yes and that a wait list is being kept.

Crossroads Institute Incubator Tenants and Services They Provide

Candor Construction – Construction Company business for 20 years

Phyllis Cox – Parallon Remote Coding – Provides outpatient medical coding for approximately thirty HCA healthcare facilities nationwide.

Environmental Solutions – Designs commercial and residential water and sewer systems.

Felts Supports for Living – Licensed to provide sponsored residential services to individuals with developmental disabilities. They train, contract and monitor families providing in-home support for these individuals.

Goodwill GoodCare – Provides supportive services, life skills, education, training and assistance in preparing lower-income individuals to enter an in-demand occupation within the healthcare industry.

Goodwill SCSEP – Provide on-the-job training and employment program designed to help those age 55 and older. Update their job skills as they build work experience and confidence, so they can continue to have economic security and well-being.

Moog Components – Manufacturer of high-reliability rigid, flex and rigid flex printed circuit board assembly. Moog Components Group is a division of Moog, Inc., a worldwide designer, manufacturer and integrator of precision control components and systems for aerospace, manufacturing, energy, marine and medical products.

Mt. Rogers Regional Adult Education – Provides services to adults who are 18 years of age and above with, High School Equivalency (GED) preparation, including basic computer skills, Career Readiness Certification (CRC) preparation – a highly recognized employer credential, Opportunities for training in a variety of occupations, GED Testing Center and Virginia Placement Test preparation.

People Inc. Youth/Adult Programs - People Incorporated is the program operator for the Workforce Innovation and Opportunity Act (WIOA) services to adult, youth and dislocated worker (in conjunction with sub-contractor Goodwill) customers in this area. They connect individuals to employment, new skills training and higher education through innovative initiatives that serve workers, job-seekers and businesses

Progressive Health Systems – Mental health skill-building service in Galax, VA. Provide individualized training and support to clients in the community who are living with a mental health diagnosis, allowing them to achieve and maintain independent living in a supportive and non-restrictive environment.

Squealers Catering – Full –service caterer specializing in slow-smoked Memphis-style BBQ. They can prepare a large range and variety of food with home-cooked “sides’ as well as appetizers and desserts. Can provide food for a large company or family meals.

The Wired Road Authority – Carroll and Grayson Counties and the City of Galax

Twin County Community Foundation – Non-Profit organization with a specific purpose to serve a broadly-defined mission of improving healthcare in Carroll and Grayson County and the City of Galax.

Virginia Employment Commission – Offer Unemployment Insurance Program: alleviates hardship for unemployed, prevent unemployment and promotes reemployment. Job Service: provide job search assistance, provide computer access for internet/job search websites & resume preparation. Employer Services: assist employers in finding qualified workers, list job openings – match & notify within database, screen and refer applicants to job openings and assist and promote jo/career fairs. Other services administered by the VEC include, Foreign Labor Certification, Trade Act Assistance and Veterans’ Services.

WorkForce Unlimited – Committed to providing the best employment services to businesses, individuals and communities. Their mission is to facilitate the fulfilment and betterment of the lives of our candidates and to contribute to the success and positive performance of our employer clients by locating, recruiting and placing the best People That Fit! Our local communities benefit from healthy businesses and citizens.