

Brazos Valley Community Action Agency, Inc.
Notice of Meeting of Board of Directors and Posted Agenda

DATE: Thursday August 13, 2015

LOCATION: Bryan College Station Community
Health Center Classroom,
3370 S. Texas Ave, Bryan, Texas

Time: 2:30 PM

AGENDA

- I. Call to Order – Jimmie McCullough, Esq., Chair
- II. Roll Call & Establishment of Quorum - Sharon Phelps, Board Secretary
- III. Introductions - Staff, Guests – Jimmie McCullough, Esq., Chair
- IV. Induction of New Board Members, if necessary— Kay Parker, Membership Chair
- V. Consideration /Approval of Consent Agenda (items marked*) - Jimmie McCullough, Esq., Chair (*)
Please announce, at this point, if you would like to have any agenda item removed from the consent agenda for discussion and separate action.
 - A. Consideration/Approval of Proposed Agenda— Jimmie McCullough, Esq., Chair
 - B. Conflict of Interest Query— Jimmie McCullough, Esq., Chair
(Individual Responses Recorded for minutes)
 - C. Consideration/Approval of July 9, 2015 Board of Directors Meeting Minutes—
 - D. Human Resources Report—Debra Makowsky, HR Administrator (*)
 1. New Hires, Terminations and Comparisons/Trends
 - E. Program Reports [written] (*)
 1. Community Services Program Reports
 - NPI measurements, success/accomplishments, program concerns, leadership ideas and initiatives
 2. HealthPoint Program Reports
 - Studer Pillars of Service, Growth, Quality and Safety/Risk Management
 - F. Head Start Policy Council Report—[written] Stacie Stefka(*)
 1. Financial (American Express, Sam's, WalMart, Fuelman)
 2. Enrollment Report
 3. CACFP (Child and Adult Care Food Program)
 4. In-Kind Report
 5. Head Start and Early Head Start Calendar for 2015-16
 6. Head Start and Early Head Start Enrollment Application
 7. Point System for Prioritization List
 8. Ersea Policy & Recruitment Plan
 9. Self Assessment CATscan document
 10. Approval to Submit Grant Application for CACFP
 11. Governance & HR Regional Office information, if any
 - G. Governance Correspondence for Programs, if any

VI. Presentation of Action Items for Consideration and Approval

- A. Credential Report—Eric Todd, CEO (#)
 - 1. New providers for initial credentialing
 - 2. Existing providers for re-credentialing
 - 3. New licensed personnel for initial credentialing
 - 4. Existing licensed personnel for re-credentialing
- B. CEO Report
 - 1. Signage at WIC Admin Building on Texas Avenue (#)
 - 2. Resignation of Dr. Head in Centerville
 - 3. Successful Back to School fair orchestrated by Cas Perez with Spirit of Texas Sponsorship

VII. Discussion and possible action on preparation for HealthPoint separation from CAP Agency-Eric Todd & Vishal Kinra (#)

- A. Appoint Bobby Hubley as Acting BVCAA Executive Director, July 1, 2016
- B. Appoint Darla Patterson as Acting BVCAA Chief Financial, July 1, 2016
- C. Post for IT Technician for BVCAA, January 2016
- D. Post HealthPoint Administrative Assistant position in November 2015.

VIII. Standing Board Committee reports (for consideration and possible approval) (#)—Jimmie McCullough, Esq., Chair

- A. Audit and Finance Committee--Paul Sanders, Committee Chair
 - 1. Monthly Financial Report (#)
- B. Compliance and Continuous Improvement Committee--Mike Sutherland, Chair
 - 1. Report on Committee Meeting, if applicable
- C. Executive Committee—Jimmie McCullough, Esq., Chair
 - 1. Second Organizational Meeting of HealthPoint Inc. immediately following Board meeting today
- D. Membership Committee Meeting -- Kay Parker, Committee Chair
 - 1. Report on Committee Meeting, if applicable
- E. Retirement Committee Meeting-- Jimmie McCullough, Esq., Committee Chair
 - 1. Report on Retirement Strategy of Committee
- F. CSBG Committee Meeting—Janie Velazquez, Committee Chair
 - 1. Report on First Meeting of Committee
 - 2. Possible request for approval of 2015 CSBG Budget Amendment (#)

IX. Agenda items for next board meeting – Jimmie McCullough, Esq., Chair

X. Executive Session, if needed [1]

XI. Adjournment - Jimmie McCullough, Esq., Chair

[1] At any time during the meeting of the Board of Directors of Brazos Valley Community Action Agency, Inc., the Board of Directors may meet in Executive Session (closed meeting) for one or more agenda items for any of the reasons listed as set out in the following sections of the

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Texas Government Code: Section 551.071 Consultations with attorney to seek advice about pending or contemplated litigation; or a settlement offer; or on a matter in which the duty of the attorney to the governmental body under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with the Texas Open Meetings Act; Section 551.072. Deliberations about purchase, exchange, lease, or value of real property if deliberation in an open meeting would have a detrimental effect on the position of the Brazos Valley Community Action Agency, Inc. in negotiations with a third person; Section 551.073. Deliberations of a negotiated contract for a prospective gift or donation to the Brazos Valley Community Action Agency, Inc. if deliberation in an open meeting would have a detrimental effect on the position of Brazos Valley Community Action Agency, Inc. in negotiations with a third person; Section 551.074 Deliberations about the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee; or to hear a complaint or charge against an officer or employee; Section 551.076. Deliberations regarding the deployment, or specific occasions for implementation, of security personnel or devices; or a security audit.

*Consent agenda items are noted by **

Action items are noted by #

Frequently Referred to Acronyms

AAA - Area Agency on Aging

ACF - Administration for Children and Families

AFI - Assets for Independence

BPHC - Bureau of Primary Health Care

BTD - Brazos Transit District

CACFP - Child and Adult Care Food Program

CAPLAW - Community Action Program Legal Services, Inc.

CEAP - Comprehensive Energy Assistance Program

CDBG - Community Development Block Grant

CHDO - Community Housing Development Organization

CSBG - Community Services Block Grant

CSM - Centers for Medicare and Medicaid Services

DADS - Department of Aging and Disability Services

DHHS - Department of Health and Human Services

DOE - Department of Energy

DSHS - (Texas) Department of State Health Service

FQHC - Federally Qualified Health Center

HRSA - Health Resources & Service Administration

IDA - Individual Development Account

LIHEAP - Low Income Housing and Energy Assistance Program

NPI - National Performance Indicators

PDS – Plan Due Study

TACAA - Texas Association of Community Action Agencies

TACHC - Texas Association of Community Health Centers

TDHCA - Texas Department of Housing and Community Affairs

USDA - United States Department of Agriculture

WAP - Weatherization Assistance Program

WIC - Women Infant and Children