

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

**DATE:** Thursday December 11, 2014

**LOCATION:** Christopher's World Grill  
1501 Boonville, Bryan, Texas

**Time:** 12:00 PM

**AGENDA**

- I. Call to Order** - Linda Parrish, Ph.D., Board Chair
- II. Roll Call & Establishment of Quorum** - Sharon Phelps, Board Secretary
- III. Introductions - Staff, Guests** - Linda Parrish, Ph.D., Board Chair
- IV. Induction of New Board Members, if necessary** - Kay Parker, Membership Chair
- V. Consideration /Approval of Consent Agenda (items marked \*)** - Linda Parrish, Ph.D., Board 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 - Linda Parrish, Board Chair (\*)
  - B. Conflict of Interest Query - Linda Parrish, Board Chair (\*)  
(Individual Responses Recorded for minutes)
  - C. Consideration/Approval of November 13, 2014 Board of Directors Meeting Minutes - Linda Parrish, Board Chair (\*)
  - 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. 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

**VII. Agenda items for next board meeting – Linda Parrish, Ph.D., Board Chair (#)**

**VIII. Standing Board Committee reports (for consideration and possible approval) - Linda Parrish, Ph.D., Board 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 - Linda Parrish, Ph.D., Board Chair
  - 1. Date for January Executive Committee Meeting and Board Meeting being moved to January 5<sup>th</sup> and January 15<sup>th</sup> respectively
- D. Membership Committee Meeting - Kay Parker, Committee Chair
  - 1. Report on Committee Meeting, if applicable

**IX. Executive Session**

- A. Announcement of time and date that closed meeting (executive session) will be held pursuant to Section 551.072 of the Texas Government Code for discussions and deliberations about the lease of real property at Plaza West Medical Office Building, 1602 Rock Prairie, College Station, Texas when the deliberations in open meeting would have a detrimental effect on the position of BVCAA in negotiations with a third person.
- B. Closed meeting (Executive Session) pursuant to Section 551.072 of the Texas Government Code for discussions and deliberations about the lease of real property at Plaza West Medical Office Building, 1602 Rock Prairie, College Station, Texas when the deliberations in open meeting would have a detrimental effect on the position of BVCAA in negotiations with a third person.
- C. Announcement of time and date closed meeting (executive session) for this matter ends and reconvene in open session

- X. Action/Recommendations as a result of Executive Session related to the lease of real property at Plaza West Medical Office Building, 1602 Rock Prairie, College Station, Texas (#) – Linda Parrish, Ph.D., Board Chair

**XI. Adjournment**

**[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 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