

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

**DATE:** Thursday July 10, 2014

**LOCATION:** BCS Clinic Classroom, 3370 S. Texas  
Avenue, Bryan, Texas 77802

**Time:** 2:30 PM

**AGENDA**

- I. **Call to Order** - Linda Parrish, Board Chair
- II. **Roll Call & Establishment of Quorum** - Sharon Phelps, Board Secretary
- III. **Introductions - Staff, Guests** – Linda Parrish, Board Chair
- IV. **Induction of New Board Members, if necessary**— Kay Parker, Membership Chair
- V. **Consideration /Approval of Consent Agenda (items marked \*)** Linda Parrish, 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 June 12th, 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--Karla Flanagan, Senior Administrator (\*)
    - 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 Budget
    - 6. Governance & HR Regional Office information, if any
  - G. CHDO Qualified Tenant Policy

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 recredentialing
  - 3. New licensed personnel for initial credentialing
  - 4. Existing licensed personnel for recredentialing
- B. Housing/CHDO Purchase review of rental properties—Bryan Jones, Housing Administrator
- C. CEO Report—Eric Todd, CEO (#)
  - 1. Hempstead Update
  - 2. Reminder of Required Head Start Training
  - 3. Update on Bryan College Station Clinic Renovations
  - 4. Update on 3400 S. Texas Lease with Brazos Valley Affordable Housing
  - 5. Summary of Lone Star Circle of Care FQHC troubles
  - 6. Capture RX Contract
  - 7. Possible collaboration with Region VI Educational Center for Expanded EHS
  - 8. Correspondence from Texas Department of Housing and Community Affairs
- D. Agenda items for next board meeting – Linda Parrish, Board Chair (#)

VII. **Standing Board Committee reports (for consideration and possible approval)** – Linda Parrish, Board Chair

- A. **Audit and Finance Committee**--Paul Sanders, Committee Chair
  - 1. Monthly Financial Report (#)
  - 2. Ratification of Budget change to EPHC (Expanded Primary Health Care) and Family Planning due to mid year increase (#)
  - 3. Ratification of renewal of DSHS grants PHC (Primary Health Care) & Family Planning) under FQHC program (#)
  - 4. Indirect and Health Plan summary for FY 2014
- B. **Compliance and Continuous Improvement Committee**--Mike Sutherland, Chair
  - 1. Report on Committee Meeting of July 10<sup>th</sup>, 2014
- C. **Executive Committee**--Linda Parrish, Board Chair
  - 1. Consideration/approval of next steps/action resulting from Board's Strategic Planning(#)
  - 2. Consideration/approval of Leadership Compensation Study (#)
  - 3. Consideration/approval of expanded medical capacity/new FQHC access grant application (#)
  - 4. Consideration/approval of required completion of TDHCA Uniform Previous Participation Form
  - 5. Consideration/Ratification of Head Start reorganization and compensation schedule (#)
- D. **Membership Committee**--Kay Parker, Committee Chair:
  - 1. Update on Board membership compliance

VIII. **Executive Session, if needed [1]**

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