

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

DATE: Thursday, March 13, 2014

LOCATION: Bryan College Station Clinic Classroom
3370 S. Texas Avenue, Bryan, Texas

Time: 2:30 P.M.

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—Sharon Phelps, Secretary
- 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 February 13, 2014 Board of Directors Meeting Minutes—Linda Parrish, Board Chair (*)
 - D. Human Resources Report—Debra Makowsky, HR Administrator
 - New Hires, Terminations and Comparisons/Trends (*)
 - E. Consideration/Approval of Affordable Housing Policies – Karla Flanagan, Senior Administrator
 1. Tenant Participation Plan (*)
 2. Tenant Selection Plan (*)
 3. Rental Amount Guidance Plan (*)
 - F. Program Reports [written]
 1. Community Services Program Reports – Karla Flanagan, Senior Administrator (*)
 - NPI Measurements, success/accomplishments, program concerns, leadership ideas and initiatives
 2. HealthPOiNT Program Reports – Diane Molina, Clinic Operations Officer (*)
 - Clinical measures on Service, Growth, Finance, People, Quality, Safety and Risk Management, Training, and Topics of Focus
 - G. Credential Report—Eric Todd, Executive Director
 - New providers for initial credentialing (*)
 - Existing providers for recredentialed (*)
 - New licensed personnel for initial credentialing (*)
 - Existing licensed personnel for recredentialing (*)
 - H. Head Start Policy Council Report--Karla Flanagan, Senior Administrator
 - Financial (American Express, Sam's, Lowes', Fuelman) (*)
 - Enrollment Report (*)
 - CACFP (*)

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- In-Kind (*)
- Governance & HR Regional Office information, if any
- I. Consideration/Approval of HealthPOiNT Scope of services and sliding fee scale policy- Bobby Hubley, Chief Information Officer, HealthPOiNT (*)
- J. Consideration/Approval of HealthPOiNT Clinical Policies and Procedures (Link: <http://www.bvcaa.org/hspp.html>) – Vishal Kinra, Chief Development Officer, HealthPOiNT (*)

VI. Presentation of Action Items for Consideration and Approval

- A. Informational Presentation on FQHC Operations (HealthPOiNT)—HealthPOiNT Administration
- B. Consideration/Approval of Annual Medical/Dental insurance renewal — Debra Makowsky, HR Administrator (#)
- C. Medical Director’s Report - Adil Nicolwala, MD
- D. Board meeting scheduling – Linda Parrish, Board Chair (#)
- E. 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 (#)
- B. Bylaws Committee--Tim Ottinger, Committee Chair
 - 1. Offering Consideration of change to Bylaws, Section 4.A. Term for a Board Member to serve a two (2) year term to a three (3) year term (#)
 - 2. Offering Consideration of change to Bylaws, Section 4.B. Limits for Board Members to be able to serve changed from two (2) two year terms to three (3) three year terms (#)
 - 3. Change of title of Executive Director to Chief Executive Officer (#)
- C. Compliance and Continuous Improvement Committee -- Mike Sutherland, Chair
- D. Executive Committee--Linda Parrish, Board Chair
 - 1. Consideration/approval of a change to Article VII. Section 2 of the Bylaws concerning conflict of interest (#)
 - 2. Consideration/approval of participation in BVCOG’s proposal to the FCC to bring Broadband Fiber Optic to the rural counties of the Brazos Valley (#)
 - 3. Consideration/approval of change from annual and sick leave to a single Paid Time Off methodology (PTO) (#)
 - 4. Consideration/approval of utilizing Tablets as opposed to hard copy at Board meetings (#)
 - 5. Consideration/approval of Board to seek public art from Arts Council & cities of Bryan/College Station (#)
 - 6. Social for Karen Garber changed to April 14th, 4:30-6:00 pm
 - 7. Establish date for Board Retreat – May 10th, 2014, from 9 am – 4 pm
- E. Membership Committee -- Kay Parker, Committee Chair
 - 1. Update on Board membership compliance

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

IX. **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 Services

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

