

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

DATE: Saturday, May 10, 2014

LOCATION: Camp Allen Conference & Retreat Center
18800 FM 362, Navasota, Texas 77868

Time: 8:30 AM

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 April 10th, 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. Credential Report—Eric Todd, Executive Director (*)
 - New providers for initial credentialing
 - Existing providers for recredentialing
 - New licensed personnel for initial credentialing
 - Existing licensed personnel for recredentialing
 - G. Head Start Policy Council Report--Karla Flanagan, Senior Administrator (*)
 1. Financial (American Express, Sam's, Lowes', Fuelman)

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2. Enrollment Report
3. CACFP
4. In-Kind Report
5. Prioritization List Policy
6. Annual Report 2013-2014
7. ERSEA (recruitment) Policy
8. COLA Funds request for 2013-2014 FY
9. Governance & HR Regional Office information, if any

H. Consideration/Approval of revised 2014 CSBG Budget to be submitted to TDHCA—Karla Flanagan, Senior Administrator of Community Services & Vishal Kinra, Acting CFO

VI. **Presentation of Action Items for Consideration and Approval**

- A. Informational Presentation on FQHC Strategic Planning Process (HealthPoint) — HealthPoint Administration
- B. Informational Presentation on Community Services Strategic Planning Process (Head Start, WIC and Meals on Wheels) – Community Services Administration
- C. Consideration/Approval of Monthly Financials—Paul Sanders, Audit and Finance Committee Chair and Vishal Kinra, Acting CFO (#)
- D. Discussion/Consideration and possible approval by Board Members as to the desired structure of Monthly Financial Report-- Paul Sanders, Audit and Finance Committee Chair and Vishal Kinra, Acting CFO (#)
- E. Consideration/Approval and drawing by Board Members for the expiration date of term on the Board to provide for staggered 3 years terms of Board Members Board—Linda Parrish, Board Chair (#)
- F. Consideration/Approval of any action regarding vacating or amending the Whistle Blower Policy and adopting at will employment policy—Mike Sutherland, Compliance Committee Chair and James McCullough, Board Member(#)
- G. Agenda items for next board meeting – Linda Parrish, Board Chair (#)
- H. Election at At-Large members to Executive Committee

VII. Corporate Strategic Planning by Board Members—facilitated by Consultant George Appling (#)

- A. Assessing Portfolio of Businesses & Developing Management System (Vision/Values & Vital Few Objectives)
- B. Conduct a Synergy/Dis-Synergy of BVCAA Board remaining a single Board over all agency programs vs. dividing into Social Services & FQHC

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

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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