

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

DATE: Thursday September 11th, 2014

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

Time: 1:00 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. **Required ROMA (Results Oriented Management and Accountability) Training**—Dan Boyd, E.D. Community Services of Northeast Texas, Inc.
- VI. **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 August 14, 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. Head Start Budget
 6. Governance & HR Regional Office information, if any
 - G. Governance Correspondence for Programs, if any

- VII. Report from Policy Council & Head Start**, Lorrie Acarto, Policy Council Representative and Stacie Stefka, HS Director
- VIII. Strategic Planning Discussion**—Vishal Kinra, CBO and Eric Todd, CEO (#)
- IX. 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—Eric Todd, CEO (#)
 - 1. Hempstead Update
 - 2. Spirit of Texas Bank and HealthPoint Special Back to School Events update
 - 3. BIIN (Brazos Interfaith Immigration Network) Collaboration
 - 4. Potential partnership with Episcopal Health Foundation
- X. Agenda items for next board meeting** – Linda Parrish, Board Chair (#)
- XI. 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. Update on finding/deficiency on Timely remittance of Employee Contribution from FY2013 403(b) plan year.
 - B. Compliance and Continuous Improvement Committee--Mike Sutherland, Chair
 - 1. Report on Committee Meeting, if applicable
 - C. Executive Committee--Linda Parrish, Board Chair
 - 1. Consideration/approval of process/policy for Board Members attending conferences at program/agency expense (#)
 - 2. Consideration of pursuing funds from BVAC for public art at clinics (#)
 - 3. Consideration/approval of 403(b) retirement plan for BVCAA (#)
 - 4. Notification of finding from Texas Attorney General on Open Records Request.
 - D. Membership Committee--Kay Parker, Committee Chair:
 - 1. Update on Board membership committee, if applicable.
- XII. Executive Session, if needed [1]**
- XIII. 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