

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

DATE: Thursday, February 11, 2016

LOCATION: Bryan College Station Clinic
Classroom

Time: 2:30 PM

3370 S. Texas Ave, Bryan, Texas

AGENDA

- I. Call to Order – Jimmie McCullough, Esq., Chair
- II. Roll Call & Establishment of Quorum - Sharon Phelps, Board Secretary
- III. Introductions - Staff, Guests – – Jimmie McCullough, Esq., Chair
- IV. Induction of New Board Members, if necessary— Kay Parker, Membership Chair
- V. Consideration /Approval of Consent Agenda (items marked *) - Jimmie McCullough, Esq., 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— Jimmie McCullough, Esq., Chair
 - B. Conflict of Interest Query— Jimmie McCullough, Esq., Chair
(*Individual Responses Recorded for minutes*)
 - C. Consideration/Approval of January 14, 2016 Board of Directors Meeting Minutes—
 - 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 and Director’s 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. Monitoring Notice & Environmental Health & Safety Monitoring
 6. Texas Department of Family and Protective Services Inspection Reports
 7. Comprehensive Services and School Readiness Monitoring
 8. 2015-16 Head Start Grant
 9. Office of Head Start Program Instruction
 10. Environmental Health and Safety Review
 11. Governance Checklist
 - G. Governance Correspondence for Programs, if any

- VI. Expansion Opportunities for New Access Point Grants—(#) Vishal Kinra & Eric Todd

- VII. 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
 - 1. Line of Credit renewal with Prosperity Bank (#)
 - 2. Meeting with Rick Napper, CEO of St. Joseph
 - 3. Letter of Intent to participate with TAMU & St. Joseph in Health Communities Grant
 - 4. Approval by Texas State Comptroller Office for Health Point to enter the State of Texas Cooperative Purchasing Program
 - 5. Request by Somerville City Manager to participate in health care planning, Feb 25th
 - 6. Overview of TACHC Quarterly Board Meeting
 - 7. Discussion of Annual Meeting (#)

- VIII. Standing Board Committee reports (for consideration and possible approval) (#)—Jimmie McCullough, Esq., Chair
 - A. Audit and Finance Committee--Paul Sanders, Committee Chair
 - 1. Monthly Financial Report (#)
 - B. Compliance and Continuous Improvement Committee--Mike Sutherland, Chair
 - 1. Recommendation of Annual Approval of HealthPoint Policies and Procedures (see handout) (#)
 - C. Executive Committee— Jimmie McCullough, Esq., Chair
 - 1. Report on Committee Meeting, if applicable
 - D. Membership Committee Meeting -- Kay Parker, Committee Chair
 - 1. Report on Committee Meeting, if applicable
 - E. Retirement Committee Meeting-- Jimmie McCullough, Esq., Committee Chair
 - 1. Report on Retirement Strategy of Committee, if necessary
 - F. CSBG Committee Meeting—Janie Velazquez, Committee Chair
 - 1. Report on Meeting of Committee, if necessary
 - G. Head Start Policy Council Report—Peggy Shafer and Lorrie Acarto
 - 1. Report on Meeting of Policy Council, if necessary

- IX. Agenda items for next board meeting – Jimmie McCullough, Esq., Chair

- X. Executive Session, if needed [1]

- XI. Adjournment- Jimmie McCullough, Esq., Chair

[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

IHEAP - 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