

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

DATE: Thursday January 15, 2015

LOCATION: BCS Classroom

3370 S. Texas Ave, Bryan, Texas

Time: 2:00 PM

**AGENDA**

- I. **Call to Order** – Linda Parrish, Ph.D., Board Chair
- II. **Roll Call & Establishment of Quorum** - Sharon Phelps, Board Secretary
- III. **Introductions - Staff, Guests** – Linda Parrish, Ph.D., Board Chair
- IV. **Induction of New Board Members, if necessary**— Kay Parker, Membership Chair
- V. **Consideration /Approval of Consent Agenda (items marked \*)** - Linda Parrish, Ph.D., 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 December 11, 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 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. Governance & HR Regional Office information, if any
  - G. Approval of Agency Policy Changes
    1. Resignation Policy
    2. HealthPoint Dress Code
    3. Revised HealthPoint Attendance Policy

- H. Approval of renewal of \$1,000,000 Credit Limit with Prosperity Bank
- I. Governance Correspondence for Programs, if any

**VI. Presentation on Texas Way – Tim Ottinger, Community Board Member**

**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. Congressional Omnibus Spending Bill Update
  - 2. Update on Conversation with HRSA Project Officer re: Split (see letter)
  - 3. TACHC Jan 26-27 Policies and Issues Forum in Austin, Texas
  - 4. Letter to Joey Dunn, Deputy City Manager of Bryan re: support of public art
  - 5. Update on FQHC collaboration with The Med and St. Joseph's
  - 6. Update on Lawsuit received
  - 7. FQHC Federal Monitoring visit: March 24-26

**VIII. Agenda items for next board meeting – Linda Parrish, Ph.D., Board Chair (#)**

**IX. Standing Board Committee reports (for consideration and possible approval) - Linda Parrish, Ph.D., Board Chair**

- A. Audit and Finance Committee--Paul Sanders, Committee Chair
  - 1. Monthly Financial Report (#)
  - 2. Establishment of PTO Account (#)
- B. Compliance and Continuous Improvement Committee--Mike Sutherland, Chair
  - 1. Report on Committee Meeting, if applicable
- C. Executive Committee— Linda Parrish, Ph.D., Board Chair
  - 1. Consideration of Annual Meeting (#)
- D. Membership Committee Meeting -- Kay Parker, Committee Chair
  - 1. Report on Committee Meeting, if applicable

**X. 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*