

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

DATE: Wednesday, May 11th, 2016

LOCATION: ABC Training Room
1602 Rock Prairie, 3rd Floor,
College Station, Tx

Time: 2:30 PM

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 April 13, 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 HealthPoint Program Reports
 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. TDFPS Child-Care Inspection Form – Navasota Head Start
 6. TDFPS Child-Care Inspection Form – Bryan Child Development Center
 7. TDFPS Child-Care Inspection Form – Hearne Child Development Center investigation
 8. ACF Comprehensive Services/School Readiness Review
 9. ACF Results from CLASS Observations
 10. ACF Program Instruction on Supplemental Funds Available to Extend Duration of Services in Head Start
 11. Governance Checklist
 - G. Governance Correspondence for Programs, if any

- VI. Update on HealthPoint division from BVCAA—Eric Todd & Vishal Kinra
- VII. Request to increase the Self-Insurance Reserve to \$1.5 million—Vishal Kinra, CBO (#)
- VIII. Update/Summary of Impact of new retirement plan on participation by employees—Debra Makowsky, CHRO
- 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
 - 1. Somerville Meeting was cancelled for April, 2016
 - 2. Information on the NACHC OIG Finding
 - 3. Status of CHI Donation Agreement for 2016-2017
- X. Discussion and possible action on New Access Point grant submission: Vishal Kinra, CBO and Eric Todd, CEO (#)
- XI. Update on Legal Representation discussion with local attorney, Jack Dillard--(#)—Jimmie McCullough, Esq., Chair
- XII. Recommendation to reappoint the following to the Board of Directors for another term: (#)
 - Mike Sutherland (Elected Official)
 - Irma Cauley (Elected Official)
 - James McCullough (Community Rep/Legal representation for Head Start requirement)
 - Paul Sanders (Community Rep/Accounting representation for Head Start requirement)
 - Janie Velasquez (Representation of Amigos re: Low Income)
 - Dorothy Hernandez (Representation of Amigos re: Low Income)
- XIII. Recommendation to reappoint the existing officers for 2016-2017: (#)
 - James McCullough, Chair
 - Kay Parker, Vice Chair
 - Paul Sanders, Treasurer
 - Sharon Phelps, Secretary
- XIV. Recommendation to reappoint the existing Executive Committee members for 2016-17: (#)
 - Officers: McCullough, Parker, Sanders and Phelps
 - Don Sweeney, Low Income Representative
 - Tim Ottinger, Community Representative

- XV. Consideration and possible action on new name for Community Services not-for-profit – Jimmie McCullough, Esq.
- XVI. 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. Report on Committee Meeting, if applicable
 - 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. CSBG Committee Meeting—Janie Velazquez, Committee Chair
 - 1. Report on Meeting of Committee, if necessary
 - F. Head Start Policy Council Report—Peggy Shafer
 - 1. Report on Meeting of Policy Council, if necessary
- XVII. Agenda items for next board meeting--Jimmie McCullough, Esq., Chair
- XVIII. Executive Session, Annual Evaluation of Eric Todd, CEO, under 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.
- XIX. Action related to Executive Session, if needed-- Jimmie McCullough, Esq., Chair
- XX. 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
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