

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

DATE: Thursday September 10, 2015

LOCATION: Bryan College Station Community
Health Center Classroom,
3370 S. Texas Ave, Bryan, Texas

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 August 13, 2015 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 Program Director's Report—[written] Stacie Stefka(*)
 1. Financial (American Express and Fuelman)
 2. Financial Audit
 3. Enrollment Report
 4. CACFP (Child and Adult Care Food Program)
 5. In-Kind Report
 6. Attendance Policy Revision
 7. Cell Phone Stipend
 8. Dress Code
 9. Reapplication for continued funding fy 15-16
 10. Governance – Notice of Monitoring
 11. Governance – Administration for Children & Families Program Information
 12. Governance – Governance Checklist
 - G. Governance Correspondence for Programs, if any

- VI. Presentation by Adil Nicolwala, MD, on UDS Measures for HealthPoint
- VII. Approval of Sale of Single Family Residence CHDO House—1205 Carolina, CS—Bryan Jones
- VIII. 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. Appointment to HHSC Women’s Health Advisory Committee
 - 2. TDHCA Closure report to CEAP, CSBG, and WAP monitoring visit
 - 3. WIC Project 32 received National Award from USDA
 - 4. CHDO plans to expend restrictive funds within timeframe of CHDO requirements (#)
 - 5. HealthPoint received grant recognition for improvements in quality from HRSA
- IX. Discussion and possible action on preparation for HealthPoint separation from CAP Agency - Jimmie McCullough, Board Chair (#)
 - A. Discussion/Consideration of when Board should consider if other administrative models are advantageous or needed after HealthPoint divides from BVCAA, Inc. in July 2016.
 - B. Discussion/Consideration of designation of real property division by funding source necessary for submission to feds—recommendation from E. Todd and V. Kinra (#)
- X. 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. Formal Acknowledgement/Acceptance of existing Mission Statement for BVCAA (#)
“Mission Statement
It is the mission of the Brazos Valley Community Action Agency, Inc. to assist in the empowerment of individuals, families, and communities to reach their full potential economically, educationally, health-wise, culturally, and socially.”
 - 2. Consideration of Standing Committee Addition—Policy Council (#)
 - 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
 - F. CSBG Committee Meeting — Janie Velazquez, Committee Chair
 - 1. Recommendation to approve 2016 CAP Plan (#)
- XI. Agenda items for next board meeting – Jimmie McCullough, Esq., Chair
- XII. Executive Session, if needed [1]
- XIII. 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