

**Brazos Valley Community Action Programs  
Board of Directors Meeting**

DATE: Wednesday, April 12, 2017

LOCATION: Bryan College Station  
Community Health Center  
Classroom, 3370 S. Texas  
Bryan, Texas 77802

TIME: 3:00 pm

**AGENDA**

- I. Call to Order – James McCullough, Esq., Chair
- II. Roll Call— James McCullough, Esq.,Chair
- III. Recognition of a Quorum— James McCullough, Esq., Chair
- IV. Introduction of New Board Member - James McCullough, Esq., Chair
- V. Consideration/Approval of Consent Agenda (items marked \*)—James McCullough, Esq., Chair
  - A. Approved April 12, 2017 Board Agenda \*
  - B. Conflict of Interest \*
  - C. Approval of March 8, 2017 Minutes \*
  - D. HR Report \*
  - E. CEAP Report \*
  - F. CHDO Report \*
  - G. CSBG Report \*
  - H. DOE WAP & LIHEAP WAP \*
  - I. Food Service Report \*
  - J. WIC Report \*
  - K. NPI Report \*
  - L. Head Start Policy Council Minutes and Program Reports for February - [written] Stacie Stefka (\*)
    - 1. Financial Reports (American Express, Sam's, Fuelman) \*
    - 2. Enrollment Report \*
    - 3. CACFP (Child and Adult Care Food Program) Reports\*
    - 4. In-Kind Match Report \*
    - 5. DFPS Investigation Report \*
    - 6. ERSEA Monitoring Results \*
    - 7. CACFP Monitoring Results \*
    - 8. BVCAP Head Start Logo \*
    - 9. Intake Process/Application \*
    - 10. Point System \*
    - 11. Job Descriptions \*
    - 12. Governance Checklist \*

- M. Governance \*
- N. Proposed Addition to 2017 Holiday Schedule \*
- VI. Comments on CAP and COG Agencies – Michael DeYoung, Director, Texas Department of Housing and Community Affairs
- VII. Discussion and Action on future of BVCAP and its Administration, including discussion, consideration and action of employment of Executive Director and administrative staff for administration of the agency and discussion, consideration and action of contracting with another entity for administrative services for BVCAP (#) – James McCullough, Esq., Chair
- VIII. Discussion and Approval of Employee Benefits and Insurance Plans (#) – Bobby Hubley, Executive Director and Cynthia Escamilla, HR Administrator
- IX. Financial Report – Paul Sanders, CPA, Treasurer, and Vishal Kinra, CBO (#)
- X. Consideration of date and time for next BVCAP Board Meeting—James McCullough, Esq., Chair (#)
- XI. Consideration for Agenda Items for May10, 2017 Board Meeting—James McCullough, Esq., Chair (#)
- XII. Action related to Executive Session, if needed-- Jimmie McCullough, Esq., Chair
- 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

CACFP - Child and Adult Care Food Program

## Page 3, BVCAP Board Agenda April 12, 2017

*CAPLAW - Community Action Program Legal Services, Inc.*

*CEAP - Comprehensive Energy Assistance Program*

*CDBG - Community Development Block CHDO Grant - Community Housing Development Organization*

*CSBG - Community Services Block Grant*

*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*

*LIHEAP - Low Income Housing and Energy Assistance Program*

*NPI - National Performance Indicators*

*TACAA - Texas Association of Community Action Agencies*