

Brazos Valley Community Action Programs Board of Directors Meeting

DATE: Wednesday, February 14, 2018

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

TIME: 2:30 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. Presentation of Audit by WIPFLI – Paul Buchanan, CPA
 - A. Approval of June 30, 2017 Audit: Paul Sanders, CPA (#)
- VI. Consideration/Approval of Consent Agenda (items marked *)—James McCullough, Esq., Chair
 - A. Approved February 14, 2018 Board Agenda *
 - B. Conflict of Interest *
 - C. Approval of November 8, 2017 and January 10, 2018 Minutes *
 - D. HR Reports for November, December and January *
 - E. CEAP Reports for November, December and January *
 - F. CSBG Report for December and January *
 - G. CHDO Report for January *
 - H. DOE WAP & LIHEAP WAP for November, December and January *
 - I. Food Service Report for November, December and January *
 - J. WIC Report November, December and January *
 - K. CSBG Report to TDHCA for October, November and December *
 - L. Head Start Policy Council Minutes and Program Reports for October, November and December - [written] Stacie Stefka (*)
 1. Financial Report for October, November and December *
 - a. American Express Report for October, November and December *
 - b. Texas Fleet Charges for October, November and December *
 2. Enrollment Reports for October, November and December *
 3. CACFP (Child and Adult Care Food Program) Report for October, November and December *
 4. In-Kind Match Reports for October, November and December *
 5. TDFPS Day Care Inspection – Neal Child Development Center *
 6. TDFPS Day Care Inspection – Buffalo Child Development Center *
 7. TDFPS Day Care Inspection – Brenham Child Development Center *
 8. TDFPS Buffalo CDC Investigation *

- 9. TDFPS Madisonville CDC Investigation *
 - 10. TDFPS Brenham CDC Investigation *
 - 11. ACF Program Instruction *
 - 12. Intake Process & Eligibility Verification Procedure *
 - 13. Governance Checklists for October, November and December *
 - M. Approval of CSBG 2017 Budget Revision *
 - N. Approval of Agency 2018 Budget *
 - O. Approval of Executive Director Timesheets for July - December and January *
 - P. Approval of Executive Director American Express Charges for December and January *
 - Q. Governance (if needed)
- VII. Executive Director's Report – Bobby Hubley, Executive Director
- A. Organizational Assessment Update
- VIII. Committee Reports:
- A. Financial Report – Paul Sanders, CPA, Treasurer, and Darla Patterson (#)
 - B. Executive Committee: James McCullough, Esq., Chair (#)
 - C. Executive Director Search Committee: James McCullough, Esq., Chair (#)
 - D. Membership Committee: Mike Sutherland, Chair (#)
- IX. Convene into Executive Session, if needed – James McCullough, Esq., Chair (#)
- X. Action related to Executive Session, if needed-- Jimmie McCullough, Esq., Chair (#)
- XI. Consideration of date and time for next BVCAP Board Meeting—James McCullough, Esq., Chair (#)
- XII. Consideration for Agenda Items for March 21, 2018 Board Meeting—James 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 Programs, 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 Programs 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 Programs if deliberation in an open meeting would have a detrimental effect on the position of Brazos Valley Community Action Programs 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 #

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Frequently Referred to Acronyms

AAA - Area Agency on Aging

AFI - Assets for Independence

CSBG - Community Services Block Grant

DADS - Department of Aging and Disability Services

CAPLAW - Community Action Program Legal Services, Inc

CEAP - Comprehensive Energy Assistance Program

CDBG - Community Development Block CHDO Grant –

Community Housing Development Organization

DHHS - Department of Health and Human Services

ACF - Administration for Children and Families

CACFP - Child and Adult Care Food Program

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

TDHCA – Texas Department of Housing and Community Affairs