

Brazos Valley Community Action Programs Board of Directors Meeting

DATE: Wednesday, April 11, 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. Consideration/Approval of Consent Agenda (items marked *)—James McCullough, Esq., Chair
 - A. Approved April 11, 2018 Board Agenda *
 - B. Conflict of Interest *
 - C. Approval of February 14, 2018 and March 21, 2018 Minutes *
 - D. HR Reports for February and March *
 - E. CEAP Report for February and March *
 - F. CSBG Report for February and March *
 - G. CHDO Report for February and March*
 - H. DOE WAP & LIHEAP WAP for February and March *
 - I. Food Service Report February and March *
 - J. WIC Report February and March *
 - K. CSBG Report to TDHCA for January and February *
 - L. Head Start Policy Council Minutes and Program Report - [written] Stacie Stefka (*)
 1. Financial Report *
 - a. American Express Report *
 - b. Texas Fleet Charges *
 2. Enrollment Report *
 3. CACFP (Child and Adult Care Food Program) Report *
 4. In-Kind Match Report *
 5. Governance Checklists for October, November and December *
 - M. Approval of Executive Director Timesheets for February *
 - N. Approval of Executive Director American Express Charges for February *
 - O. Approval of Mission Statement *
 - P. Approval of Whistle Blower Statement *
 - Q. 2019 Proposed Agency and Head Start Holiday Schedule *
 - R. Governance (if needed)

- VI. Executive Director's Report – Bobby Hubley, Executive Director
 - A. Organizational Assessment Update
 - 1. Consideration of Special Board Meeting (#)
 - B. Organization Standards
- VII. 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 (#)
- VIII. Convene into Executive Session, if needed – James McCullough, Esq., Chair (#)
- IX. Action related to Executive Session, if needed-- Jimmie McCullough, Esq., Chair (#)
- X. Consideration of date and time for next BVCAP Board Meeting—James McCullough, Esq., Chair (#)
- XI. Consideration for Agenda Items for May 9, 2018 Board Meeting—James McCullough, Esq., Chair (#)
- XII 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 #

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