

Brazos Valley Community Action Programs Board of Directors Meeting

DATE: Wednesday, May 9, 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 May 9, 2018 Board Agenda *
 - B. Conflict of Interest *
 - C. Approval of April 11, 2018 Minutes *
 - D. HR Report for April *
 - E. CEAP Report April *
 - F. CSBG Report for April *
 - G. CHDO Report for April*
 - H. DOE WAP & LIHEAP WAP for April *
 - I. Food Service Report for April *
 - J. WIC Report for April *
 - K. CSBG Report to TDHCA for April *
 - 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. TDFPS Inspection Report – Brenham CDC *
 6. TDFPS Inspection Report – Bryan CDC *
 7. TDFPS Inspection Report – Navasota Head Start *
 8. TDFPS Inspection Report – Neal CDC *
 9. ADF Disaster Assistance Funds *
 10. Eligibility Configuration *
 11. Governance Checklist *

- M. Approval of Executive Director Timesheets for March and April *
- N. Approval of Executive Director American Express Charges for March and April *
- O. Governance (if needed)

- VI. Major Medical and Dental Insurance Renewals – Bobby Hubley, Interim Executive Director, and Cynthia Escamilla, HR Administrator (#)

- VII. Executive Director’s Report – Bobby Hubley, Executive Director
 - A. Organization Assessment Update
 - 1. Administrative Collaborations, Consolidations and MSOs
 - 2. Managing NonProfit Mergers: The Challenges Facing Human Service Organizations
 - 3. The Mysterious Art of Collaboration
 - 4. Strategic Restructuring

- VIII. Committee Reports:
 - A. Financial Report – Paul Sanders, CPA, Treasurer, and Darla Patterson (#)
 - B. Executive Committee: James McCullough, Esq., Chair (#)
 - 1. Approval of Form 990 – Paul Sanders, CPA, Treasurer (#)
 - 2. Community Needs Assessment Approval – 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 June 13, 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,

Page 3, BVCAP Board Agenda – May 9, 2018

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

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

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