

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

DATE: Wednesday, June 13, 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 June 13, 2018 Board Agenda \*
  - B. Conflict of Interest \*
    - a. Annual Conflict of Interest Forms are due
  - C. Approval of May 9, 2018 Minutes \*
  - D. HR Report for April \*
    1. Annual Background Check for Board Members
    2. Service Award Policy \*
  - E. CEAP Report May \*
  - F. CSBG Report for May \*
  - G. CHDO Report for May \*
  - H. DOE WAP & LIHEAP WAP for May \*
  - I. Food Service Report for May \*
  - J. WIC Report for May \*
  - K. CSBG Report to TDHCA for May \*
  - L. Head Start Policy Council Minutes and Program Report - [written] Stacie Stefka (\*)
    1. Financial Report \*
      - a. American Express Report was not available for May 15<sup>th</sup> Policy Council Meeting. The April and May Reports will be presented at the June Policy Council Meeting for approval.
      - b. Texas Fleet Charges \*
    2. Enrollment Report \*
    3. CACFP (Child and Adult Care Food Program) Report \*
    4. In-Kind Match Report \*
    5. Program Information Report
      - a. One-Time Hurricane Relief Supplemental Grant Application Submission \*

- b. FY2018 COLA Head Start Funding Increase \*
    - 6. TDFPS Inspection Report – Neal CDC \*
    - 7. TDFPS Investigation Report – Brenham CDC \*
    - 8. Curriculum Purchase \*
    - 9. Neal CDC Environmental Inspection \*
    - 10. Holiday Exchange from Labor Day to Wednesday before Thanksgiving \*
    - 11. 2018-2019 School Calendars for all Centers \*
    - 12. Governance Checklist \*
  - M. City of Bryan CHDO Request for Proposal \*
  - N. Approval of Executive Director Timesheets for May \*
  - O. Approval of Executive Director American Express Charges for May \*
  - P. Governance (if needed)
- VII. Executive Director’s Report – Bobby Hubley, Executive Director
- A. Organization Assessment Report
  - B. Organizational Standards
    - 1. Require Motion and Vote on Annual Executive Director Evaluation
    - 2. Require Motion and Vote on regarding Executive Director Compensation
- VIII. Committee Reports:
- A. Financial Report – Paul Sanders, CPA, Treasurer, and Darla Patterson (#)
    - 1. Annual Report
    - 2. Revised Calculation of 10% De-Minimis Indirect Cost Rate
    - 3. Proposal to Pay Employee Insurances Due before Collection of Deductions from Pay Checks (#)
  - 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 July 11, 2018 Board Meeting—James McCullough, Esq., Chair (#)
- XIII Adjournment- Jimmie McCullough, Esq., Chair

## Page 3, BVCAP Board Agenda – June 13, 2018

[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

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