

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

DATE: Wednesday, November 14, 2018

LOCATION: HealthPoint Administration  
Building

TIME: 2:15 pm

1500 University Dr. E.  
College Station, Texas 77840

**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 November 14, 2018 Board Agenda \*
  - B. Conflict of Interest \*
  - C. Approval of October 10, 2018 Minutes \*
  - D. Approval of October 17, 2018 Board Retreat Minutes \*
  - E. HR Report for October \*
  - F. CEAP Report October \*
  - G. CSBG Report for October \*
  - H. CHDO Report for October \*
  - I. DOE WAP & LIHEAP WAP for October \*
  - J. Food Service Report for October \*
  - K. WIC Report for October \*
  - L. CSBG Report to TDHCA for September \*
  - M. 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. 45 Day Health Requirement Results
    6. 45 Day Developmental and Behavioral Screenings
    7. Proposal for EHS (Early Head Start) Expansion \*
    8. DFPS Report – Madisonville CDC Inspection Report
    9. DFPS Report – Hearne CDC Inspection Report
    10. DFPS Report – Navasota Head Start Center Inspection Report

- 11. DFPS Report – Early Head Start Center Inspection Report
  - 12. ACF – Integrating Approaches that Prioritize and Enhance Father Engagement
  - 13. Governance Checklist
  - N. Approval of Executive Director Timesheets for October \*
  - O. Approval of Executive Director American Express Charges for October \*
  - P. Governance (if needed)
- VI. Executive Director’s Report – Bobby Hubley, Executive Director
- A. December Board Meeting
  - B. Update on Energy Housing Programs
- 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 January 9, 2019 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 #*

Page 3, BVCAP Board Agenda – November 14, 2018

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