

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

DATE: Wednesday, January 9, 2019

LOCATION: Brazos Valley Council of
Governments Board Room
3991 E. 29th Street
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 January 9, 2019 Board Agenda *
 - B. Conflict of Interest *
 - C. Approval of November 14, 2018 Minutes *
 - D. HR Report for November and December *
 - E. CEAP Report November and December *
 - F. CSBG Report for November and December *
 - G. CHDO Report for November and December *
 - H. DOE WAP & LIHEAP WAP for November and December *
 - I. Food Service Report for November and December *
 - J. WIC Report for November and December *
 - K. CSBG Report to TDHCA for October and November *
 - L. Head Start Policy Council Minutes and Program Report for October and November – [written] Stacie Stefka (*)
 1. Financial Report for October and November *
 - a. American Express Report for October and November *.
 - b. Texas Fleet Charges for October and November *
 2. Enrollment Report for October and November *
 3. CACFP (Child & Adult Care Food Program) Report for October and November *
 4. In-Kind Match Report for October and November *
 5. Proposed 2019 Holiday Schedule for Head Start *
 6. FY 2019 Head Start Funding Increase
 7. DFPS Report – Neal CDC Inspection Report #1
 8. DFPS Report – Neal CDC Inspection Report #2
 9. DFPS Report – Buffalo CDC Inspection Report

- 10. Head Start Volunteer Requirements
 - 11. OHS Complaint
 - 12. Governance Checklist for November and December *
 - M. Approval of Executive Director Timesheets for November and December *
 - N. Approval of Executive Director American Express Charges for November and December *
 - O. Governance (if needed)
- VI. Executive Director’s Report – Bobby Hubley, Executive Director
- A. Introduction Kenneth Barnes, new administrator of Food Services
 - B. WIC received two conversion vans valued at \$75,000 each.
 - C. Head Start Board Training
 - D. ROMA training January 30th
 - E. Wipfli National Training Conference July 14-19th
 - F. New Year Kick Off Celebration January 15th
- 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. Update, Implementation, Plans and Next Steps of Brazos Valley Council of Governments (BVCOG) Providing Administrative and Fiscal Services to Brazos Valley Community Action Programs (BVCAP) – James McCullough, Chair; Bobby Hubley, Tom Wilkinson
- 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 February 13, 2019 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

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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