

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

DATE: Wednesday, March 13, 2019

LOCATION: Brazos Valley Council of  
Governments Board Room  
3991 E. 29<sup>th</sup> Street  
Bryan, Texas 77802

TIME: 2:00 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 March 13, 2019 Board Agenda \*
  - B. Conflict of Interest \*
  - C. Approval of February 13, 2019 Minutes \*
  - D. HR Report for February \*
  - E. CEAP Report February \*
  - F. CSBG Report for February \*
  - G. CHDO Report for February \*
  - H. DOE WAP & LIHEAP WAP for February \*
  - I. Food Service Report for February \*
  - J. WIC Report for February \*
  - K. CSBG Report to TDHCA for January \*
  - L. Addition of FNPI 5a to 2019 CAP Plan
  - M. Head Start Policy Council Minutes and Program Report for January – [written] Stacie Stefka (\*)
    1. Financial Report for January \*
      - a. American Express Report January \*.
      - b. Texas Fleet Charges for January \*
    2. Enrollment Report for January \*
    3. CACFP (Child & Adult Care Food Program) Report for January \*
    4. In-Kind Match Report for January \*
    5. COLA Funding Letter
      - a. COLA Budget \*
      - b. COLA Salary Range \*
    6. Approval of Hurricane Grant Corrections \*
    7. ERSEA Intake Process and Intake Application \*

8. Approval of One Time Funding - Health and Safety \*.
  9. DFPS Inspection Report for Neal Child Development Center
  10. DFPS Neal Child Development Center Investigation
  11. OHS 2019 Visit Summary in English and Spanish
  12. OHS Strong Recommendation for Board Training
  13. Updated Poverty Guidelines
  14. Governance Checklist for February \*
  - N. Approval of Executive Director Timesheets for February \*
  - O. Approval of Executive Director American Express Charges for February \*
  - P. Governance (if needed)
- VI. Executive Director's Report – Bobby Hubley, Executive Director
- A. Wipfli National Training Conference July 14-19<sup>th</sup>
  - B. Head Start Full Day for Training
  - C. Bylaws
- VII. Committee Reports:
- A. Finance Committee – Paul Sanders, CPA, Treasurer, and Darla Patterson (#)
    1. Approval of Annual Agency Budget (#)
    2. Approval of Indirect Budget (#)
  - B. Executive Committee: James McCullough, Esq., Chair (#)
  - C. 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 April 10, 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*