

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

DATE: Wednesday, July 10, 2019

LOCATION: Brazos Valley Council of
Governments Board Room
3991 E. 29th 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 July 10, 2019 Board Agenda *
 - B. Conflict of Interest *
 - C. Approval of May 8, 2019 Minutes *
 - D. HR Report for May and June *
 - E. CEAP Report May and June *
 - F. CSBG Report for May and June *
 - G. CHDO Report for May and June *
 - H. DOE WAP & LIHEAP WAP for May and June*
 - I. Food Service Report for May and June*
 - J. WIC Report for May and June*
 - K. CSBG Report to TDHCA for April and May *
 - L. Head Start Policy Council Minutes and Program Reports – [written] Stacie Stefka (*)
 1. Head Start Financial Reports for April and May
 - a. American Express Reports April and May *.
 - b. Texas Fleet Charges for April and May *
 2. Enrollment Reports for April and May *
 3. CACFP (Child & Adult Care Food Program) Reports for April and May *
 4. In-Kind Match Reports for April and May *
 5. Head Start Grant *
 6. CACFP Grant *
 7. Training & Technical Assistance Plan 2019-2020 *
 8. Cost Allocation Plan for 2019-2020 *
 9. Pay Scale *
 10. 10% de minimis for Indirect Cost 2019-2020 *
 11. Ongoing Monitoring *

12. 2019-2020 Head Start & EHS Calendars *
 13. ERSEA Policy 2019-2020 *
 14. Recruitment Plan *
 15. Disabilities Service Plan 2019-2020 *
 16. Transition Plan 2019-2020 *
 17. Suspension and Expulsion Policy 2019-2020 *
 18. Wellness Plan 2019-2020 *
 19. School Readiness Committee Mission Statement and Goals *
 20. Governance Checklist *
- M. Approval of Executive Director Timesheets for May and June*
- N. Approval of Executive Director American Express Charges for May and June*
- O. Governance (if needed)
- VI. Executive Director's Report – Bobby Hubley, Executive Director
- A. Administrator Changes
 - B. CSBG CAP Plan Preparation
 - C. Discussion of Head Start Program Goals
- VII. Committee Reports:
- A. Finance Committee – Paul Sanders, CPA, Treasurer, and Darla Patterson (#)
 1. Agency Annual Budget (#)
 2. Approval of \$500,000 Line of Credit loan at Prosperity Bank (#)
 - B. Executive Committee: James McCullough, Esq., Chair (#)
 - C. Membership Committee: (#)
 1. Resignation of Board Members
 2. Membership Committee Chair
 3. Vice Chair Designation
- 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) including but not limited to approvals from granting agencies, appointment of Executive Director, engagement and utilization of legal services to assist the implementation, employment of personnel, employee benefits. - James McCullough, Chair; Bobby Hubley, Tom Wilkinson (#)
- IX. Convene into Executive Session, if needed – James McCullough, Esq., Chair (#)
- A. Executive Director Evaluation and Compensation (#)
- 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 August 14, 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 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

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

ACF - Administration for Children and Families

CACFP - Child and Adult Care Food Program