

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

DATE: Wednesday, September 11, 2019

LOCATION: Center for Regional Services  
(BVCOG) Brazos Room  
3991 E. 29<sup>th</sup> Street  
Bryan, Texas 77802

TIME: 1:30 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 September 11, 2019 Board Agenda \*
  - B. Conflict of Interest \*
  - C. Approval of August 14, 2019 Minutes \*
  - D. HR Report for August \*
  - E. CEAP Report August \*
  - F. CSBG Report for August \*
  - G. CHDO Report for August \*
  - H. DOE WAP & LIHEAP WAP for August \*
  - I. Food Service Report for August\*
  - J. WIC Report for August\*
  - K. CSBG Report to TDHCA for August \*
  - L. Head Start Policy Council did not meet, lack of a quorum.
  - M. Approval of Executive Director Timesheets for August \*
  - N. Approval of Executive Director American Express Charges for August \*
  - O. Governance (if needed)
- VI. Executive Director’s Report – Bobby Hubley, Executive Director
  - A. Approval of Current Human Resource Employment Policies and Procedures with Three Revisions (#)
  - B. Review and Approval of the Strategic Plan (#)
  - C. Review and Approval of Updated CSBG CAP Plan Budget (#)
  - D. Board Member Training
- VII. Committee Reports:
  - A. Finance Committee – Paul Sanders, CPA, Treasurer, and Darla Patterson (#)

1. Approval of the Current Accounting Policies with Revisions (#)
  2. Approval of Authorized Check Signers (#)
  - B. Executive Committee: James McCullough, Esq., Chair (#)
  - C. Membership Committee: Byron Ryder (#)
- 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 (#)
- A. Update on Agreement between BVCOG and BVCAP.
  - B. Review and approval of Ms. Nicole Bacon’s Memorandum to the Office of Head Start (#)
  - C. Review and approval of the Management and Operations Services Agreement between BVCAP and BVCOG (#)
- 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 October 9, 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 #*

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### 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