

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

DATE: Wednesday, March 11, 2020

LOCATION: Center for Regional Services  
(BVCOG) 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. Member of the public’s address to BVCAP’s Board regarding an item on the agenda of BVCAP before or during the BVCAP Board’s consideration of the item.
- VI. Consideration/Approval of Consent Agenda (items marked \*)—James McCullough, Esq., Chair
  - A. Approved March 11, 2020 Board Agenda \*
  - B. Conflict of Interest \*
  - C. Approval of January 8 and February 12, 2020 Minutes \*
  - D. HR Report for January and February \*
  - E. CEAP Report January and February \*
  - F. CSBG Report for January and February \*
  - G. CHDO Report for January and February \*
  - H. DOE WAP & LIHEAP WAP for January and February \*
  - I. Food Service Report for January and February \*
  - J. WIC Report for January February \*
  - K. CSBG Report to TDHCA for December and January \*
  - L. Head Start Policy Council minutes and Program Report for December and January[written] Stacie Stefka (\*)
    1. Financial Reports for December and January \*
      - a. American Express Charges for October, November, December January \*
      - b. Fuelman Charges for October, November, December and January \*
    2. Enrollment Report for December and January \*
    3. CACFP (Child & Adult Care Food Program) Report December and January \*
    4. In-Kind Match Report for December and January \*
    5. Initial Request for 10% Conversion from Head Start to Early Head Start \*
    6. TDHHS Child Care Inspection – Neal Head Start \*
    7. TDHHS Final Report on Neal Investigation \*

8. Office of Head Start Information Memorandum – Administrative Simplification for Consolidating Head Start Grants \*
  9. Office of Head Start Information Memorandum – Inclusion of Children with Disabilities \*
  10. ACF Program Instruction – The U.S. Department of Health & Human Services’ Secretary Azar Lowers Head Start Service During Requirement to 45%.\*
  11. Eligibility Configuration Points \*
  12. Intake Process 2020-2021 \*
  13. Federal Poverty Guidelines 2020 \*
  14. Recruitment Flyer for Head Start and Early Head Start \*
  15. 2020-2021 Application for Head Start & Early Head Start \*
  16. Governance Checklist
- M. Approval of Associate Executive Director American Express Charges for January & February \*
- O. Governance (if needed)
- VII. Executive Director’s Report – Tom Wilkinson, Executive Director and Bobby Hubley, Associate Executive Director
- A. Organizational Standards – Bobby Hubley (#)
    1. CSBG Customer Satisfaction Survey Results – Michelle Morehead (#)
    2. Approval of Board Orientation Manual Updated with the Management and Operations Services Agreement – Bobby Hubley (#)
    3. Conflict of Interest Forms – Bobby Hubley
- VIII. Committee Reports:
- A. Finance Committee – Paul Sanders, CPA, Treasurer, and Darla Patterson (#)
    1. Approval of Independent Auditor’s Report – John Hemming, Partner Wipfli LLP (#)
  - B. Executive Committee: James McCullough, Esq., Chair (#)
  - C. Membership Committee: Byron Ryder (#)
  - D. Quality Assurance: presentations of self-audits, corrective action plans and implementation of the corrective action plans for selected programs. Selected Program: Energy Housing and Weatherization (#)
- IX. 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. Disposition of BVCAP 403(b) Plan with One America – Tom Wilkinson (#)
- X. Convene into Executive Session, if needed – James McCullough, Esq., Chair (#)

- XI. Action related to Executive Session, if needed-- Jimmie McCullough, Esq., Chair (#)
- XII. Consideration of date and time for next BVCAP Board Meeting—James McCullough, Esq., Chair (#)
  - A. Approval of changing November 11<sup>th</sup> Board Meeting to November 10<sup>th</sup> due to conflict with Veterans Day Holiday.
- XIII. Consideration for Agenda Items for April 8, 2020 Board Meeting—James McCullough, Esq., Chair (#)
- XIV. 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  
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  
OE - 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