

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

DATE: Wednesday, May 8, 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 May 8, 2019 Board Agenda \*
  - B. Conflict of Interest \*
  - C. Approval of April 10, 2019 Minutes \*
  - D. HR Report for April \*
  - E. CEAP Report April \*
  - F. CSBG Report for April \*
  - G. CHDO Report for April \*
  - H. DOE WAP & LIHEAP WAP for April \*
  - I. Food Service Report for April \*
  - J. WIC Report for April \*
  - K. CSBG Report to TDHCA for March \*
  - L. Head Start Policy Council Minutes and Program Report for March – [written] Stacie Stefka (\*)
    1. Financial Report for March \*
      - a. American Express Report March \*.
      - b. Texas Fleet Charges for March \*
    2. Enrollment Report for March \*
    3. CACFP (Child & Adult Care Food Program) Report for March \*
    4. In-Kind Match Report for March \*
    5. ERSEA Point System (Eligibility Configuration) \*
    6. Head Start to Early Head Start Conversion Request \*
    7. 2020 Holiday Schedule \*
    8. Governance Checklist \*
  - M. Approval of Executive Director Timesheets for April \*
  - N. Approval of Executive Director American Express Charges for April \*

- O. Executive Director Mileage Report
- P. Governance (if needed)
  
- VI. Executive Director's Report – Bobby Hubley, Executive Director
  - A. Executive Director Evaluation and Compensation
  - B. Disaster Relief Update
  - C. Employee Benefits (#)
  
- VII. Committee Reports:
  - A. Finance Committee – Paul Sanders, CPA, Treasurer, and Darla Patterson (#)
    - 1. 2018 Agency Annual Report (#)
    - 2. Agency Form 990 presented to the Board
  - 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) 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 (#)
  
- 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 June 12, 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.

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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