

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

DATE: Wednesday, January 8, 2020

LOCATION: Center for Regional Services
(BVCOG) 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 January 8, 2020 Board Agenda *
 - B. Conflict of Interest *
 - C. Approval of December 11, 2019 Minutes *
 - D. HR Report for December *
 - E. CEAP Report December *
 - F. CSBG Report for December *
 - G. CHDO Report for December *
 - H. DOE WAP & LIHEAP WAP for December *
 - I. Food Service Report for December *
 - J. WIC Report for November*
 - K. CSBG Report to TDHCA for November *
 - L. Head Start Policy Council minutes and Program Report for October and November [written] Stacie Stefka (*)
 1. Financial Reports for October and November *
 2. Enrollment Reports for October and November *
 3. CACFP (Child & Adult Care Food Program) Reports for October and November *
 4. In-Kind Match Reports for October and November *
 5. TDHHS Child Care Inspection – Neal Head Start *
 6. TDHHS Child Care Inspection – Buffalo Head Start *
 7. Brenham Head Start Center Investigation *
 8. Office of Head Start Information Memorandum – Accounting & Reporting Capital Leases *
 9. Governance Checklist
 - M. Approval of Associate Executive Director Timesheets for November *

- N. Approval of Associate Executive Director American Express Charges for November *
- O. Governance (if needed)

- VI. Executive Director’s Report – Tom Wilkinson, Executive Director and Bobby Hubley, Associate Executive Director

- VII. Committee Reports:
 - A. Finance Committee – Paul Sanders, CPA, Treasurer, and Darla Patterson (#)
 - 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: Head Start (#)

- 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 February 12, 2020 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

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