

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

DATE: Wednesday, May 13, 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. Call— James McCullough, Esq., Chair
- III. Recognition of a Quorum— James McCullough, Esq., Chair
- IV. 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.
- V. Introduction of New Board Member - James McCullough, Esq., Chair
- VI. Consideration/Approval of Consent Agenda (items marked \*)—James McCullough, Esq., Chair
  - A. Approved May 13, 2020 Board Agenda \*
  - B. Conflict of Interest \*
  - C. Approval of March 11, 2020 Minutes \*
  - D. HR Report for March and April \*
  - E. CEAP Report for March and April \*
  - F. CSBG Report for March and April \*
  - G. CHDO Report for March and April \*
  - H. DOE WAP & LIHEAP WAP for March and April \*
  - I. Food Service Report for March and April\*
  - J. WIC Report for March and April\*
  - K. CSBG Report to TDHCA for February and March \*
  - L. Head Start Policy Council Program Report – Lucy Monarrez (\*)
    1. Salary Structure Adjustment
    2. COLA & QI Grant
    3. One Time COVID-19 Supplement
    4. Proposed Holiday Schedule (2020-2021)
    5. Program Information Reports
      - a. Supplemental Funds in Response to COVID-19
      - b. 2020 Head Start Funding Increase
      - c. Head Start Modular Units
    6. Governance Checklist

- M. Approval of Associate Executive Director American Express Charges for March and April\*
- N. Governance (if needed)
  
- VII. Executive Director’s Report – Tom Wilkinson, Executive Director and Bobby Hubley, Associate Executive Director
  - A. Reports
  - B. Board Resolution Supporting the Payment of Salaries During Times of Unexpected and/or Extraordinary Circumstances. (#)
  - C. Board Resolution Authorizing Application for the Office of Head Start COLA & Quality Improvement Supplemental Funding (#)
  
- VIII. Committee Reports:
  - A. Finance Committee – Paul Sanders, CPA, Treasurer, and Darla Patterson (#)
    - 1. Review and Approval of the 403B Audit (#)
  - 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: Food Services (#)
  
- 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 (#)
  
- 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 (#)
  
- XIII. Consideration for Agenda Items for June 10, 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

## Page 2, BVCAP Board Agenda – May 13, 2020

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