Brazos Valley Community Action Agency, Inc.
Notice of Meeting of Board of Directors and Posted Agenda

DATE: Wednesday, November 9, 2016

TIME: 2:30 pm

LOCATION: Bryan College Station
HealthPoint Clinic Classroom
3370 South Texas Avenue
Bryan, Texas 77802

AGENDA

I. Call to Order – Jimmie McCullough, Esq., Chair

II. Roll Call & Establishment of Quorum - Sharon Phelps, Board Secretary

III. Introductions - Staff, Guests – – Jimmie McCullough, Esq., Chair

IV. Induction of New Board Members, if necessary— Kay Parker, Membership Chair

V. Consideration /Approval of Consent Agenda (items marked *) - Jimmie McCullough, Esq., Chair (*)

Please announce, at this point, if you would like to have any agenda item removed from the consent agenda for discussion and separate action.

A. Consideration/Approval of Proposed Agenda— Jimmie McCullough, Esq., Chair
B. Conflict of Interest Query—
(*Individual Responses Recorded for minutes)*
C. Consideration/Approval of September 14th, 2016 and October 12, 2016 Board of Directors Meeting Minutes— Jimmie McCullough, Esq., Chair
D. Human Resources Report—Debra Makowsky, HR Administrator (*)
    1. New Hires, Terminations and Comparisons/Trends
E. Program Reports [written] (*)
    1. Community Services Program Reports
        - NPI measurements, success/accomplishments, program concerns, leadership ideas and initiatives HealthPoint Program Reports
    2. HealthPoint Program Reports
        - Studer Pillars of Service, Growth, Quality and Safety/Risk Management
F. Head Start Policy Council Minutes and Program Reports for August and September —[written] Stacie Stefka (*)
    1. Financial (American Express, Sam's, WalMart, Fuelman) for August and September
    2. Enrollment Report for August and September
    3. CACFP (Child and Adult Care Food Program) August and September
    4. In-Kind Report for August and September
    5. Mental Health 1516 Annual Report
    6. 2015-16 Head Start PIR (Program Information Report)
    7. Governance Checklist

G. Tenant Selection Policy
H. Governance Correspondence

VI. Status Update of Brazos Valley Community Action Programs—Eric Todd, Vishal Kinra, Bobby Hubley, and Debra Makowsky
A. WIC
B. Head Start
C. Transition of Assets/Real Property
1. 1500 University Drive East Admin property (#)

VII. Presentation of Action Items for Consideration and Approval
A. Credential Reports for October and November —Eric Todd, CEO (#)
1. New providers for initial credentialing
2. Existing providers for re-credentialing
3. New licensed personnel for initial credentialing
4. Existing licensed personnel for re-credentialing
B. CEO Report
1. Update on Somerville (Burleson County Health District) Clinic expansion
2. Update on development of Clinical Measures/team bonus system for 2017
3. Discussion and possible Action re: extension of Beal Lease at Admin (#)
4. Holiday Gift Certificates for Staff (#)

VIII. Standing Committees of the BVCAA Board—Reports where necessary—Jimmie McCullough, Esq., Chair (#)
A. Audit and Finance Committee--Paul Sanders, Committee Chair
1. Monthly Financial Report (#)
B. Compliance and Continuous Improvement Committee--Mike Sutherland, Chair
1. Report on Committee Meeting, if applicable
C. Executive Committee— Jimmie McCullough, Esq., Chair
1. December Holiday Board Meeting – proposed December 13th, 12:30 pm, Christopher's (#)
2. Possible Recommendation to replace 457b for medical providers from Retirement Committee (#)
D. Membership Committee Meeting -- Kay Parker, Committee Chair
1. Report on Committee
E. CSBG Committee Meeting—Janie Velazquez, Committee Chair
1. Ratification of CAP Plan and Budget 2017 (#)
F. Head Start Policy Council Report—Peggy Shafer
1. Report on Meeting of Policy Council, if necessary

IX. Agenda items for next board meeting--Jimmie McCullough, Esq., Chair

X. Action related to Executive Session, if needed-- Jimmie McCullough, Esq., Chair

XII. Adjournment- Jimmie McCullough, Esq., Chair

[1] At any time during the meeting of the Board of Directors of Brazos Valley Community Action Agency, Inc., 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 Agency, Inc. 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 Agency, Inc. if deliberation in an open meeting would have a detrimental effect on the position of Brazos Valley Community Action Agency, Inc. 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 #

<u>Frequently Referred to Acronyms</u>

AAA - Area Agency on Aging
ACF - Administration for Children and Families
AFI - Assets for Independence
BPHC - Bureau of Primary Health Care
BTD - Brazos Transit District
CACFP - Child and Adult Care Food Program
CAPLAW - Community Action Program Legal Services, Inc.
CEAP - Comprehensive Energy Assistance Program
CDBG - Community Development Block
CHDO Grant - Community Housing Development Organization
CSBG - Community Services Block Grant
CSM - Centers for Medicare and Medicaid Services
DADS - Department of Aging and Disability Services
DHHS - Department of Health and Human Services
DOE - Department of Energy
DSHS - (Texas) Department of State Health Service
FQHC - Federally Qualified Health Center
HRSA - Health Resources & Service Administration
IDA - Individual Development Account
IHEAP - Low Income Housing and Energy Assistance Program
NPI - National Performance Indicators
PDS – Plan Due Study
TACAA - Texas Association of Community Action Agencies
TACHC - Texas Association of Community Health Center