

**THE SOUTH CENTRAL TEXAS REGIONAL CERTIFICATION AGENCY, INC.
POLICIES & PROCEDURES/PERSONNEL COMMITTEE MEETING**

Tuesday, August 22, 2017
8:30 a.m.

City of San Antonio
Economic Development Department
Frost Bank Building 19th Floor
100 W. Houston St., Suite 1900
San Antonio, TX 78205

AGENDA

The Policies and Procedures/Personnel Committee of the South Central Texas Regional Certification Agency, Inc. will hold a Committee Meeting on **Tuesday, August 22, 2017 at 8:30 a.m. at the City of San Antonio, (Economic Development Department) located in the Frost Bank Building, on the 19th Floor, 100 W. Houston St., Suite 1900, San Antonio, TX 78205.** Verification of Notice of Meeting and Agenda are on file in the office of the Executive Director. The Committee will consider, discuss, and take appropriate action regarding the following items, unless otherwise noted therein:

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- I. Call to Order
- II. Citizens to Be Heard
- III. Chair's Report*
 - Committee Related Updates
 - A. Discussion of Changes in Committee Assignments
 - B. Discussion of Committee Focus Through the Remainder of the Year
 - C. SCTRCA Fully Staffed
- IV. Briefing, Discussion, and Consideration of the Employment Contract Terms for the Executive Director to be Recommended to Full Board*
- V. Briefing and Discussion of Job Description Reviews and Performance Evaluations
- VI. Briefing and Discussion of Policies and Procedures Updates
 - A. Review of the Business Enterprise Certification Program Policies and Procedures Manual
 - B. Review of the Personnel Manual
 - C. Review of the Records Retention Policy
- VII. Future Business
- VIII. Adjournment

*A closed meeting, if required, is authorized by statute. If, during the course of the meeting, any item listed on the agenda should require discussion in closed meeting, the Board will convene in Closed Session in accordance with Texas Government Code Sections 551.071-551.088. No action shall be taken during a closed meeting. The Board will reconvene in open session before the meeting is adjourned.

This meeting site is accessible to individuals with disabilities and the general public. If you have a disability and require special accommodation, please call (210) 227-4722 ext. 304 at least one business day before the meeting. Parking is available. Auxiliary aids and services are available upon request (interpreters for the deaf and/or hearing impaired must be requested forty-eight [48] hours prior to the meeting). For assistance, call (210) 207-7245 voice/TTY.