

**THE SOUTH CENTRAL TEXAS REGIONAL CERTIFICATION AGENCY, INC.
REGULAR BOARD OF DIRECTORS MEETING (Virtual)**

Monday, May 23, 2022
2:00 p.m.

South Central Texas Regional Certification Agency
Virtual Meeting
3201 Cherry Ridge St. Bldg. B, Ste 210
San Antonio, TX 78230

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AGENDA

The Board of Directors of the South Central Texas Regional Certification Agency, Inc. will hold its Regular Board meeting on **Monday, May 23, 2022, at 2:00 p.m., at the South Central Texas Regional Certification Agency, Virtual Meeting, 3201 Cherry Ridge St, Bldg. B Ste. 210, San Antonio, Texas 78230**. Verification of Notice of Meeting and Agenda are on file in the office of the Executive Director. The Board will consider, discuss, and take appropriate action regarding the following items, unless otherwise noted therein:

- I. Call to Order
- II. Citizens to be Heard
- III. Review, Discussion and Consideration of the Minutes for April 25, 2022
- IV. **Finance Committee Report**
 - A. Briefing, Discussion and Consideration on Financial Report for April 2022
 - B. Briefing, Discussion and Consideration on the SCTRCA proposed budget for FY 2023
 - C. Briefing, Discussion and Consideration to transfer funds from the Money Market account to conduct a full financial and certification audit for the SCTRCA
 - D. Briefing, Discussion and Consideration to allocate funding for a standby consulting contract for Charles Johnson to advise the new Executive Director
 - E. Briefing, Discussion and Consideration to provide funding to advertise for the new Executive Directors position
 - F. Briefing, Discussion and Consideration on the salary range for the new Executive Director
- V. **Policy, Procedure and Personnel Committee Report**
 - A. Briefing and Discussion of all SCTRCA policy documents and ranking them in order of review
 - B. Briefing, Discussion and Consideration to approve the Executive Directors job description to the Board of Directors
 - C. Briefing and Discussion on timelines to advertise, review applications, close date to review applications, types of advertising platforms and dates to conduct interviews to hire the new Executive Director
 - D. Briefing, Discussion and Consideration on who would receive the Executive Directors job applications
 - E. Briefing and Discussion on a Governance Policy, to include annual audits
- VI. **Executive Committee Report**
 - A. Briefing, Discussion and Consideration of releasing an RFP for a financial and certification Audit
 - B. Briefing and Discussion of fiscal year 2022 and 2023 Budget Considerations related to conducting the Audits

VII. Executive Director's Report

- A. Certification Activity Report
- B. Outreach Activity Report
- C. SCTRCA Entity Update

VIII. Board Chair's Report

IX. Future Business

X. 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 551.071-551.089. No actions 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.

Note: With the current meeting being virtual, we ask if you are a **Citizen to be heard**, please RSVP, by emailing Charles Johnson, Executive Director at cjohnson@sctrca.org and a meeting link will be emailed to you.

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