

**THE SOUTH CENTRAL TEXAS REGIONAL CERTIFICATION AGENCY, INC.  
POLICIES AND PROCEDURES COMMITTEE MEETING**

Monday, May 15, 2023  
2:00 p.m.

South Central Texas Regional Certification Agency  
In-Person Meeting (Virtual Option will be Provided)  
3201 Cherry Ridge St. Bldg. B, Ste 210  
San Antonio, Texas 78230

**AGENDA**

The Policies and Procedures Committee of the South Central Texas Regional Certification Agency, Inc. will hold its Policies and Procedures Committee meeting on **Monday May 15, 2023, at 2:00 p.m., at the South Central Texas Regional Certification Agency, In-Person Meeting (virtual option will be provided), 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 Committee 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. Briefing and Discussion of the Governance Table of Contents to forward policies applicable to appropriate committees for review**
- IV. Briefing and Discussion of Personnel Manual to forward to the full Board**
- IV. Briefing and Discussion of staff Job Descriptions**
- V. Future Business**
- VI. 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 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.

Note: With the current meeting being hybrid, we ask if you are a Citizen to be heard, please RSVP, by emailing Sandra Ramos, Executive Director at [sramos@sctrca.org](mailto:sramos@sctrca.org) and a meeting link will be emailed to you.