

THE SOUTH CENTRAL TEXAS REGIONAL CERTIFICATION AGENCY, INC.

POLICIES & PROCEDURES COMMITTEE MEETING

Thursday, October 19, 2023
2:00 p.m.

South Central Texas Regional Certification Agency
Virtual Meeting
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 **Thursday, October 19, 2023, 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 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, Discussion, and Consideration regarding Board submitted questions on Personnel Manual and to move Personnel Manual forward to legal counsel for review.**
- IV. Briefing and Discussion regarding the update of the checks & balances review of staff's accrued vacation and sick leave balances and items still pending.**
- V. Briefing and Discussion regarding the review of the final paycheck of the Certification Specialist – Information requested still pending.**
- VI. Future Business**
- VII. 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 virtual, we ask if you are a Citizen to be heard, please RSVP, by emailing Sandra Ramos, Executive Director at sramos@sctrca.org and a meeting link will be emailed to you.