

**THE SOUTH CENTRAL TEXAS REGIONAL CERTIFICATION AGENCY, INC.  
BOARD OF DIRECTORS MEETING**

Monday, October 23, 2023  
2:00 p.m.

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

**AGENDA**

The Board of Directors of the South Central Texas Regional Certification Agency, Inc. will hold its Regular Board of Directors meeting on **Monday, October 23, 2023, at 2:00 p.m., at the South Central Texas Regional Certification Agency, In-Person 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. Meeting Minutes**

- A. Review, Discussion, and Consideration of the Minutes for June 26, 2023
- B. Review, Discussion, and Consideration of the Minutes for July 24, 2023
- C. Review, Discussion, and Consideration of the Minutes for August 28, 2023

**IV. Finance Committee Report**

- A. Briefing, Discussion and Consideration regarding Financial Reports for July 2023
- B. Briefing, Discussion and Consideration regarding Financial Reports for August 2023

**V. Policies and Procedures Committee Report**

- A. Briefing, Discussion, regarding no Board submitted questions on Personnel Manual and committee vote to move Personnel Manual forward to legal counsel for review.
- B. Briefing and Discussion regarding the update of the checks & balances review of staff's accrued vacation and sick leave balances and items still pending.
- C. Briefing and Discussion regarding the review of the final paycheck of the Certification Specialist – Information requested still pending.

**VI. Certification Guidelines Committee Report**

- A. Review, Consideration, and Discussion of conducting a comprehensive desk audit of prior fiscal year certifications.
  - Review, consideration and discussion of vendor certification

application, and status of certifications related to approvals and denials processed between October 1, 2022, through September 30, 2023

- Review, consideration and discussion of vendor certifications through a desk audit of random certification files completed during the period of October 1, 2017 through September 30, 2023
- B. Review, Consideration, and Discussion of amending and establishing the required process for certifying firms for four (4) year certification period.

## **VII. Executive Director's Report**

- A. Certification Activity Report
- B. Outreach Activity Report
- C. Certification Audit Update

## **VIII. Board's Chair's Report**

- A. Briefing, Discussion, and Consideration of Legal Briefing

## **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 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 in-person meeting, with a virtual option for the public, 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.