

# AGENDA

## BURKE BOARD OF TRUSTEES MEETING

Central Administration Building  
2001 South Medford Dr., Lufkin, Texas 75901

**Tuesday, August 27, 2024**  
**1:00 P.M.**

*Lunch will be available for Board members beginning at noon; Board Committees may meet at that time.  
The Board meeting will be called to order at 1:00 p.m.*

### I. CALL TO ORDER, INVOCATION AND RECOGNITION OF GUESTS

### II. INVITE COMMENTS FROM VISITORS

It is the policy of the Board of Trustees that these comments will be limited to three minutes unless otherwise approved by the Board. Visitors who desire to speak on an agenda item must complete a [request form](#) by 10 a.m. the morning of the board meeting unless the agenda item is a closed session item, then the request must be completed at least 24 hours prior to the start of the meeting. Requests may also be made in person at the Burke Central Administration office at 2001 S. Medford Drive in Lufkin during regular business hours. Board Response: Specific factual information or recitation of existing policy may be furnished in response to inquiries, but the Board may not deliberate, discuss, or make any decision on any subject not on the agenda.

### III. APPROVAL OF MINUTES OF PREVIOUS BOARD MEETING

### IV. THE BOARD WILL CONSIDER AND TAKE ACTION UPON THE FOLLOWING ITEMS:

#### A. BUDGET AND FINANCE COMMITTEE

1. Consideration of Treasurer's Report for the Month of July 2024
2. Consideration of Revision to GAM 4.12 Travel Rules and Regulations
3. Consideration of FY 2025 Performance Contracts and Operating Budget

#### B. PROGRAM COMMITTEE

1. Discussion of FY 2024 Strategic Initiatives
2. Discussion of Legal Issues and Review of Board Policy Manual for Center Trustees-Board Training
3. Consideration of Approval of Burke Board Policy Manual
4. Consideration of Revisions to the Burke Code of Conduct and Compliance Plan
5. Consideration of the Burke Description of Services for FY 2025

#### C. PERSONNEL AND PUBLIC EDUCATION COMMITTEE

1. Consideration of FY 2025 Holiday Schedule
2. Consideration of Board Training Topics for FY 2025
3. Consideration of the CEO's Evaluation and Contract with the Board of Trustees

#### D. CHIEF EXECUTIVE OFFICER'S REPORT

- Calendar
- Report on Programmatic Activities
- Human Resources Monthly Employee/Benefits Changes

- FY 2024 Q3 KPI's

## **E. BOARD MEMBERS REPORTS**

### **1. Consideration of Board Officers and Committees for FY 2025**

## **F. EXECUTIVE SESSION-**

An executive (closed) session will be held for the purpose of holding a private consultation with Wayne Haglund, Attorney for Burke, with regard to pending, threatened, or contemplated litigation, settlement offers, and matters where the duty of public body's counsel to his client, pursuant to the Code of Professional Responsibility of the State Bar of Texas, clearly conflicts with the Open Meetings Act. These closed sessions are authorized by Texas Open Meetings Act, Texas Government Code Section 551.071.

An executive session will also be held for the purpose of receiving a report from the Professional Review Committee or to ask questions of the Professional Review Committee. This closed session is authorized by Texas Health & Safety Code Section 161.032.

An executive session will also be held for the purpose of deliberating on certain matters concerning the purchase, exchange, lease or value of real property where deliberation in open meeting would have a detrimental effect on the position of the public body's negotiations with a third person. This closed session is authorized by Texas Open Meetings Act, Texas Government Code Section 551.072.

An executive session will also be held to deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee, including discussions of board relations, communications, unity, leadership and direction. This Executive Session will also include a discussion of employment reassignment and reduction of staff based on anticipated funding cutbacks. This closed session is authorized by Texas Open Meetings Act, Texas Government Code Section 551.074.

## **V. DESIGNATION OF DATE, TIME AND LOCATION OF NEXT BOARD MEETING**

## **VI. ADJOURN**

Items do not have to be taken in the same order as shown on the meeting notice. If, during the meeting, any discussion of any item on the agenda should be held in Executive or Closed Session, the Board will convene in such Executive or Closed Session in accordance with the Open Meetings Act, Texas Government Code Section 551.001 et seq. The Board may elect to consider all matters which are proper subjects for discussion in the same executive session or may elect to hold two or more executive sessions in the same meeting.

**Items designated in "red" require Board action.**

**Items designated in "blue" are for discussion only and no Board action is required.**