



Hill Country Community Action Association, Inc.

Chief Executive Officer – Tama Shaw

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Case Management, Outreach, Energy, Weatherization, Aging, Nutrition, RSVP, Head Start

Official Meeting – HCCAA Governing Board of Directors

October 19, 2017

Board Meeting

Lampasas Multi-Service Center

901 South Live Oak, Lampasas TX

AGENDA

- 1) Call to Order, Establishment of Quorum
- 2) Opening Prayer
- 3) Approve August 15, 2017 Board Minutes, **Action Item, p. 1**
- 4) Approval of New Board Member, **p. 12**
- 5) Committee Reports – **Action Items**
 - **FINANCE AND AUDIT COMMITTEE – 3:00 P.M.**
CONSIDERATION AND ACTION REGARDING
 - IRS Form 990 for 2016 – *Copy distributed prior to Board meeting.*
 - Compass MasterCard Credit Card Report
 - Bank Reconciliation
 - Form 425 Reports for Head Start and RSVP
 - Financial Reports
 - Agency, **p. 13**
 - Head Start, **p. 17**
 - Early Head Start, **p. 20**
 - CSBG, **p. 23**
 - Financial Status Report on Nutrition Program, **p. 25**

Dedicated to providing opportunities and resources to improve the lives of Central Texans.

A United Way Agency



- EXECUTIVE COMMITTEE – **4:00 P.M.**

CONSIDERATION AND ACTION REGARDING

- Travel Documents, Time Sheet/Personnel Activity Reports of Tama Shaw, CEO
- Terminate Sweep Agreement and Replace with Letter of Credit to Protect Cash, **p. 28**
- Resolution Authorizing Continuation of the 1% Agency Contribution to the 401(k) Qualified Profit Sharing and Trust for Eligible Employees in 2018, **p. 36**
- Resolution Authorizing Continuation of the Section 125 Cafeteria Plan for Eligible Employees in 2018, **p. 37**
- Proposed Holiday Schedule for 2018, **p. 38**
- Head Start / Early Head Start Salary Schedule Revision for 2016 and 2017, **p. 39**
- CEO's Report – Tama Shaw, **p. 41**

- HEAD START COMMITTEE **4:00 P.M.**

CONSIDERATION AND ACTION REGARDING:

- Notification of Federal Monitoring Review, **p. 45**
- Program Action Plan for Teacher Qualifications, **p. 46**
- Project Approval – One-time Funds - U.S. Department of Health and Human Services – 01/01/17 – 12/31/17 - Early Head Start - New Center Preparation and Playground Equipment, **p. 49**
- Head Start / Early Head Start In-Kind Waiver, **p. 52**
- Head Start Program Performance Standards Training, **p. 53**
- Protection for the Privacy of Child Records Policy, **p. 54**
- 2016-2017 Performance Indicator Report (PIR) Report, **p. 65**
- On-going Monitoring Report, **p. 72**
- Community Assessment Summary, **p. 78**
- Head Start Information Memorandum from Administration for Children and Families (**handouts**):
 - New Compliance Date Around Head Start Performance Standards at 45 CFR 1302,
 - Electronic Submission of Real Property Standard Form (SF)-429 and Attachments
 - Federal Reporting of Standard Forms (SF) 425 and 428
 - Disaster Recovery from 2017 Hurricanes
- Head Start Program Report - Kim Daniel, **p. 98**

- SENIOR SERVICES COMMITTEE – 4:00 P.M.

CONSIDERATION AND ACTION REGARDING:

- Financial Status Report on Nutrition Program, **p. 25**
- Project Approval for Application to the Texas Department of Agriculture for continuation of the Home Delivered Meals Grant for the Counties of Bell, Coryell, Hamilton, Lampasas, Llano, Mason, Milam, Mills and San Saba – FY 2018-2019, **p. 99**
- Monitoring of Nutrition Program –FY 2017 by the Area Agency on Aging of Capital Area Council of Governments, **p. 100**
- Monitoring of 2016 Killeen Senior Meals Program - Community Development Block Grant by the City of Killeen, **p. 104**
- Monitoring of HCCAA Community Development Block Grant (CDBG) Activity for 2016-2017 Program Year by the City of Temple, **p. 106**
- Contract and Fiscal Monitoring Compliance of the Home Delivered Meals Program for 10/1/15 – 07/31/17 by Texas Health and Human Services, **p. 108**
- Nutrition Coordinator Program Report – Kimbra Hobbs, **p. 113**
- RSVP Program Report - Ronnie Ault, **p. 114**

- COMMUNITY SERVICES COMMITTEE – 4:00 P.M.

CONSIDERATION AND ACTION REGARDING:

- Weatherization Program Report – Christy Pierce, **p. 115**
- Bell County HELP Centers Program Report – Ashley Johnson, **p. 116**
- CSBG Performance Reports / Dashboard, **p. 117**
- Annual CSBG Information Survey Data Report (**distributed prior to meeting**)
- Project Approval for Application to the Texas Department of Housing and Community Affairs for Continuation of DOE Weatherization Program for 07/01/17 – 06/30/18 – Texas Department of Housing and Community Affairs – Funding Available - \$139,306, **p. 119**
- Project Approval for Application for Continuation of Weatherization Services for 07/01/17 – 06/30/18 – ATMOS Energy Keep the Warmth – Budget - \$22,749.82, **p. 122**
- Budget Amendment for the Utility Funded Weatherization Program for 02/01/17 – 10/30/17 through the Texas Association of Community Action Agencies (TACAA) – Additional funds in the amount of \$20,000 for a total budget of \$218,000, **p. 124**
- Monitoring of the 2017 TACAA-Oncor Weatherization Project by the Texas Association of Community Action Agencies, Inc. (TACAA), **p. 126**
- Community Services Block Grant Program Report – Ashley Johnson, **p. 129**

- CEAP Production Schedule Tool, **p. 130**
- Energy Assistance Program Report – Clovia Ketchum, **p. 131**

6) Business Items - Action Items

Attendance Record, **p. 132**

7) Announcements

The next Regional Board Meeting is scheduled for Tuesday, December 12, 2017.

THIS meeting will be conducted pursuant to the Texas Government Code Section 551.001 et seq. At any time during this meeting Hill Country Community Action Association, Inc. (HCCAA) reserves the right to adjourn into Executive Session on any of the above posted agenda items in accordance with the sections 551.071 (litigation and certain consultation with attorney), 551.072 (acquisition of interest in real property), 551.073 (contract for gift to HCCAA), 551.074 (certain personnel deliberations) or 551.076 (deployment/implementation of security personnel or devices).