



Hill Country Community Action Association, Inc.

Tama Shaw, Chief Executive Officer

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

Official Meeting – HCCAA Governing Board of Directors

December 5, 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 October 19, 2017 Board Minutes, **Action Item, p. 1**
- 4) Approval of New Board Members and Resignations – **Action Item, p. 11**
- 5) Committee Reports – **Action Items**
 - **FINANCE AND AUDIT COMMITTEE – 3:00 P.M.**
CONSIDERATION AND ACTION REGARDING
 - Compass MasterCard Credit Card Report
 - Bank Reconciliation
 - Form 425 Reports for Head Start and RSVP, **p. 14**
 - Financial Reports
 - Agency, **p. 20**
 - Head Start, **p. 24**
 - Early Head Start, **p. 27**
 - CSBG, **p. 30**
 - Financial Status Report on Nutrition Program, **p. 32**

**Dedicated to providing opportunities and resources to improve the lives of
low-income children and families and the elderly in Central Texas**

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
- CEO's Evaluation and Salary Review
- Resolution Delegating Authority to CEO, **p. 34**
- Amendment to Personnel Policies, **p. 35**
- Project Approval for Application to the Central Texas Workforce Board – 01/01/18 – 12/31/18
 - Child Care Services (Provider Payments), **p. 36**
- CEO's Report – Tama Shaw, **p. 39**

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

CONSIDERATION AND ACTION REGARDING:

- School Readiness / Child Outcomes Report, **p. 42**
- Head Start Program Report - Kim Daniel, **p. 78**

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

CONSIDERATION AND ACTION REGARDING:

- Financial Status Report on Nutrition Program, **p. 32**
- Project Approval for Application for Nutrition Services for 01/01/18 – 12/31/18
 - United Way of Greater Fort Hood Area – Killeen/Copperas Cove, **p. 79**
 - United Way of Central Texas – Temple/Belton, **p. 79**
- Nutrition Program Report – Kimbra Hobbs, **p. 80**
- RSVP Program Report - Ronnie Ault, **p. 81**

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

CONSIDERATION AND ACTION REGARDING:

- Weatherization Program Report – Christy Pierce, **p. 82**
- Monitoring Report of CSBG Discretionary, DOE WAP and LIHEAP WAP – PY 2016-2017, **p. 83**
- Project Approval for Application for Services for 01/01/18 – 12/31/18
 - United Way of Greater Fort Hood Area – Killeen HELP Center, **p. 86**
 - United Way of Central Texas – Temple HELP Center, **p. 86**
- Bell County HELP Centers Program Report – Ashley Johnson, **p. 87**
- Addendum to Community Needs Assessment, **p. 88**

- CSBG Performance Reports / Dashboard, **p. 92**
- Community Services Block Grant Program Report – Ashley Johnson, **p. 94**
- Budget Amendment for Comprehensive Energy Assistance Program (CEAP) for 01/01/16 – 09/30/17 through the Texas Department of Housing and Community Affairs – Additional funding in the amount of \$262,235.11 for a total Budget of \$1,910,973.11, **p. 95**
- CEAP Production Schedule Tool, **p. 97**
- Energy Assistance Program Report – Clovia Ketchum, **p. 98**

6) Business Items - **Action Items**

- Schedule of 2018 Board Meetings, **p. 99**
- Election of Board Members to Killeen Veranda Housing Corporation for 2018, **p. 100**
- Election of Board Members to Hill Country Community Housing Corporation for 2018, **p. 101**

7) Training

- Head Start Eligibility Training

Attendance Record, **p. 102**

8) Announcements

The next Regional Board Meeting is scheduled for Tuesday, February 6, 2018.

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).