



## **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***

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Official Meeting – HCCAA Governing Board of Directors

August 15, 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 May 30, 2017 Board Minutes, **Action Item, p. 1**
- 4) Approval of Resignation of Board Members, **p. 9**
- 5) Presentation of 2016 Single Audit – Saunders and Associates, PLLC – *Copy distributed prior to Board meeting – Action Item*
- 6) Committee Reports – **Action Items**
  - **FINANCE AND AUDIT COMMITTEE – 3:15 P.M.**  
**CONSIDERATION AND ACTION REGARDING**
    - SAS 114 Letter from Saunders and Associates, PLLC, **p. 11**
    - 2016 Audit for 401(k) Plan (copy distributed prior to meeting)
    - Compass MasterCard Credit Card Report
    - Bank Reconciliation
    - Form 425 Reports for Head Start and RSVP, **p. 13**
    - Financial Reports
      - Agency, **p. 18**
      - Head Start, **p. 22**
      - Early Head Start, **p. 25**
      - CSBG, **p. 28**
      - Financial Status Report on Nutrition Program, **p. 30**

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**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
- Revised Salary Schedule, **p. 32**
- Cost of Living Adjustment (COLA), **p. 36**
- Review Mission Statement and Revise to Include “Low Income”, **p. 37**
- Project Approval for Application to the Central Texas Council of Government for providing Financial Management Services for the Veteran’s-Directed Home and Community- Based Services Program, **p. 38**
- Selection of Accounting Firm to Conduct Single Audit and 401(k) Audit and 990 for 2017, **p. 40**
- Resolution Authorizing Tama Shaw, CEO to Sign Contracts with the Texas Health and Human Services, **p. 41**
- CEO’s Report – Tama Shaw, **p. 42**

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

**CONSIDERATION AND ACTION REGARDING:**

- Head Start Information Memorandum from Administration for Children and Families - Facilities Guidance, **p. 45**
- Impasse Procedures, **p. 56**
- Project Approval for Application to the U.S. Department of Health and Human Services for continuation of the Head Start / Early Head Start Program for 01/01/18 – 12/31/18 - Funding Available - \$5,830,177, **p. 59**
- Project Approval for Application to the Texas Department of Agriculture for continuation of the Child and Adult Care Food Program for 10/01/17 - 09/30/18 – Estimated Funding Request - \$485,000, **p. 62**
- Governing Board Awareness for Child and Adult Care Food Program, **p. 63**
- Annual Report, **p. 64**
- Self -Assessment, **p. 72**
- Conversion of Slots, **p. 91**
- Data Management Plan, **p. 93**
- Head Start Program Report - Kim Daniel, **p. 97**

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

**CONSIDERATION AND ACTION REGARDING:**

- Financial Status Report on Nutrition Program, **p. 30**
- Project Approval for Application to the Area Agency on Aging of Central Texas (CTCOG) for continuation of the Aging Services Program for 10/01/17 – 09/30/18, **p. 98**
  - Title III-C Congregate Meals – Funding Request - \$331,488
  - Home Delivered Meals – Title III-C & Title XX – (Central Texas Council of Governments Area Agency on Aging and Texas Department of Aging and Disability Services – DADS) – Funding Request - \$810,871
  - Participant Assessment – Funding Request - \$5,616
  - Center Operations – Funding Request - \$46,000
- Project Approval for Application to the Capital Area Planning Council of Governments (CAPCOG) for continuation of the Aging Services Program for 10/01/17 – 09/30/18, **p. 99**
  - Title III-C Congregate Meals – Llano County – Funding Request - \$30,908
  - Home Delivered Meals – Llano County – Funding Request - \$111,038
  - Center Operations - Llano County – Funding Request - \$11,420
- Project Approval for Application to the Area Agency on Aging of Concho Valley Council of Governments (CONCHO) for continuation of the Aging Services Program for 10/01/17 - 09/30/18, **p. 99**
  - Title III-C Congregate Meals - Mason County - \$42,338
  - Home Delivered Meals - Mason County - \$34,323
- Nutrition Coordinator Program Report – Kimbra Hobbs, **p. 100**
- RSVP Progress Report - CNS State – FY 2016, **p. 101**
- Project Approval for Application to the Corporation for National and Community Service (CNS-State) for continuation of RSVP Program for 09/01/17 – 08/31/18 Proposed Budget - \$44,908, **p. 103**
- RSVP Program Report - Ronnie Ault, **p. 105**

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

**CONSIDERATION AND ACTION REGARDING:**

- Budget Amendment for the LIHEAP Weatherization Assistance Program for 01/01/17 – 12/31/17 through the Texas Department of Housing and Community Affairs – Additional funds in the amount of \$56,076 for a total Budget of \$496,841, **p. 106**
- Weatherization Program Report – Christy Pierce, **p. 109**
- Bell County HELP Centers Program Report – Ashley Johnson, **p. 110**
- CSBG Performance Reports / Dashboard, **p. 111**
- Customer Satisfaction Data Report, **p. 113**



- Budget Amendment for the Community Services Block Grant Program for 01/01/17 – 12/31/17 through the Texas Department of Housing and Community Affairs - Reduced Due to a Federal Appropriations Decrease of \$4,382 for a total Budget of \$508,395, **p. 121**
- Project Approval for Application to the Texas Department of Housing and Community Affairs for Continuation of Community Services Block Grant Program for 01/01/18 – 12/31/18 – Texas Department of Housing and Community Affairs – Funding Available - \$515,693, **p. 125**
- HCCAA Community Action Plan / Strategic Plan – 2018 (distributed prior to meeting)
- Community Services Block Grant Program Report – Ashley Johnson, **p. 128**
- CEAP Production Schedule Tool, **p. 129**
- Budget Amendment for the Comprehensive Emergency Assistance Program for 01/01/17 – 12/31/17 through the Texas Department of Housing and Community Affairs - Additional funds in the amount of \$183,325 for a total Budget of \$1,627,590, **p. 130**
- Energy Assistance Program Report – Clovia Ketchum, **p. 134**

## 7) Business Items - **Action Items**

Attendance Record, **p. 135**

## 8) Announcements

The next Regional Board Meeting is scheduled for Tuesday, October 10, 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).