

Hill Country Community Action Association, Inc.  
Regional Governing Board  
August 15, 2017  
Lampasas Multi-Service Center, 901 South Liveoak  
Lampasas, TX 76550  
M I N U T E S

President John Fisher called the meeting to order at 4:45 P.M. A quorum was established; the attendance roster is attached. President Fisher welcomed everyone to the Board meeting. Fritz Landers gave the invocation.

There were no corrections to the minutes of the May 30, 2017 Board Meeting. Frank Somera, Jr. made a motion with a second by Wayne Boultinghouse to accept the minutes as presented. Motion passed unanimously.

President Fisher stated that the following members resigned from the Board effective May, 2017:

Gabriel Rivera, Low Income Sector Representative, At Large  
Connie Turner, Low Income Sector Representative, Llano County

**Wayne Boultinghouse, made a motion with a second by Frank Somera, Jr. to approve the resignations of the Board Members as noted above. Motion passed unanimously.**

Presentation of 2016 Single Audit by Saunders and Associates, PLLC – Gary Saunders presented the 2016 Single Audit report to the full Board. Prior to the Board meeting, copies of the Audit for 2016 were emailed to Board Members and mailed to those Members for which HCCAA does not have an email address on file. Mr. Saunders stated that the audit was performed in accordance with the Government Auditing standard and Uniform Guidance. Mr. Saunders stated that the unmodified opinion of Saunders and Associates, PLLC is that the financial statements referred to in the audit present fairly, in all material respects, the financial position of Hill Country Community Action Association, Inc., Subsidiary and Related Entity as of December 31, 2016.

Mr. Saunders stated that HCCAA received a clean report in accordance with Government Auditing Standards and a clean report in accordance with Uniform Guidance which resulted in no findings. He stated that this is done in accordance with Uniform Guidance because it is contractually required due to HCCAA having Federal and State contracts.

The major programs under Uniform Guidance that were audited were: Head Start Program and the Older American's Act - Nutrition Program, Mr. Saunders stated that they examined each of the major programs to determine if they complied with 12 different attributes. Mr. Saunders said they found HCCAA to be in compliance with all 12 of the attributes. He said that HCCAA has internal controls that would identify any areas of non-compliance.

Mr. Saunders distributed graphs and charts that reflected the different sources of revenue and graphs that showed expenses by category and functional areas, as well as graphs reflecting a summarization of revenues and expenditures.

**Wayne Boultinghouse made a motion with a second by Frank Somera, Jr. to accept the 2016 Single Audit report. Motion passed unanimously.**

**Meets Organizational Standard – 8.1 – The organizations annual audit (or audited financial statements) is completed by a Certified Public Accountant on time in accordance with the Title 2 of the Code of Federal Regulations, Uniform Administration Requirements, Cost Principles, and Audit Requirements (if applicable) and/or State audit threshold requirements.**

**Meets Organizational Standard 8.3 – The organization’s auditor presents the audit to the Governing Board.**

**Meetings Organizational Standard 8.4 – The Governing Board formally receives and accepts the audit.**

There were no findings from the prior year’s annual audit.

**Meets Organizational Standard 8.2 – All findings from the prior year’s annual audit have been assessed by the organization and addressed where the governing board has deemed it appropriate.**

Committee Reports – Action Items

- EXECUTIVE COMMITTEE

President Fisher reported that the Executive committee reviewed and recommended Board approval of the following items:

- Travel Documents, Time Sheet/Personnel Activity Reports of Tama Shaw, CEO
- Revised Salary Schedule - President Fisher stated that the Head Start Salary Schedule was revised to reflect the 1% Cost of Living increase as required by regulations. One other revision was to add the position of CSBG/HELP Center Director.
- Cost of Living Adjustment (COLA) – President Fisher stated that a 1% COLA increase in salaries is recommended retroactive to January 1, 2017.
- Review Mission Statement and Revise to Include “Low Income” – The previous Mission Statement was “Hill Country Community Action Association, Inc. is dedicated to providing opportunities and resources to improve the lives of Central Texans.” which did not include the required verbiage of “Low Income”. The proposed Mission Statement will read “Hill Country Community Action Association, Inc. is dedicated to providing opportunities and resources to improve the lives of **low-income** children and families and the elderly in Central Texas.”

**Meets Organizational Standard 4.1 – The Governing Board reviewed the Organization’s mission statement within the past 5 years and assured that: 1. The mission addresses poverty; and the Organization’s programs and services are in alignment with the mission.**

- 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

**President Fisher stated that HCCAA staff would research the project further and present their findings at a special called meeting of the Executive Committee to review the details and determine whether HCCAA should take on this project.**

- Resolution Authorizing Tama Shaw, CEO, to sign contracts with the Texas Health and Human Services Commission. The Texas Health and Human Services Commission requires a resolution of the Board annual to allow the Chief Executive Officer to sign contracts.
- CEO's Report – this report was included in the packet.

**John Fisher made a motion with a second by Frank Somera, Jr. to approval all matters as presented by the Executive Committee. Motion passed unanimously.**

- Selection of Accounting Firm to Conduct Single Audit and 401(k) Audit and 990 for FY 2017 – HCCAA solicited proposals according to procurement process requirements and received proposals from the following firms: Saunders and Associates, PLLC, Ada, Oklahoma, McConnel & Jones, LLP, Houston, Texas, WIPFLI Young, Madison, Wisconsin and Park Fowler & Co., Corpus Christi, Texas. Each of the proposals and scoring sheets were reviewed for content and cost. Based on this review and discussion the following action was made:

**Marlene DiLillo made a motion with a second by Georgia Harris to award the contract for auditing services for FY 2017 to Saunders and Associates, PLLC. Motion passed unanimously.**

**Meets Organizational Standard 8.5 – The organization has solicited bids for audit within the past 5 years.**

- FINANCE AND AUDIT COMMITTEE

Lloyd Huggins, Treasurer reported that the Finance and Audit Committee met and reviewed and recommended approval of the following items:

- SAS 114 Letter for 2016 Audit from Saunders and Associates, PLLC – Auditors are required to provide this information to those charged with governance and a copy was included in the Board packet.
- 2016 Audit for 401(k) Plan (copy distributed prior to meeting) The Committee reviewed this audit and recommended acceptance of the report.

- Compass MasterCard Credit Card Report - for the months of June and July, 2017 were available and reviewed by the committee.
- Bank Reconciliation - for the months of May, June and July, 2017 were available and reviewed by the committee.
- Form 425 Reports for Head Start and RSVP - These reports were included in the packet and reviewed by the committee.
- Financial Reports for the following programs were included in the packet and were current as of 6/30/17. Frances Little, CFO and Tama Shaw, CEO explained the reports and answered questions.
  - Agency
  - Head Start
  - Early Head Start
  - CSBG
  - Financial Status Report on Nutrition Program

**Lloyd Huggins made a motion with a second by Wayne Boultinghouse to approve all matters as presented by the Finance and Audit Committee. Motion passed unanimously.**

- HEAD START COMMITTEE

Shanna Price, Head Start Committee Chairperson reported that the Head Start Committee met and reviewed and recommended approval of the following items:

- Head Start Information Memorandum from Administration for Children and Families - Facilities Guidance
- Impasse Procedures – a copy of the updated procedures was included in the packet. The updates were made in order to meet the new standards. The purpose of these written procedures is to facilitate meaningful consultation and collaboration about decisions of the governing body and the policy council and for resolving internal disputes between the governing board and policy council in a timely manner.
- 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 This application is due October 1, 2017.
- 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
- Governing Board Awareness for Child and Adult Care Food Program – Each year, the Texas Department of Agriculture requires that each Board Member complete and sign a

form stating that they are aware of the organization's responsibilities and liabilities associated with participation in the Child and Adult Care Food (CACFP) program.

- Annual Report – This report was included in the packet and it reflects all of the Head Start activities for last year.
- Self-Assessment - A copy of this report was included in the packet. This is an annual self-assessment where Policy Council and Board members and parents are asked to come in and assist in assessing the program. The Self-Assessment summary consists of the results from the assessment reflecting strengths and weaknesses. There were a few minor weaknesses noted in the report which were addressed in the Program Improvement Plan that was included in the summary.
- Conversion of Slots – Ms. Price explained that staff is going to discuss with the Regional Office the possibility of converting 27 Head Start slots to 13 Early Head Start slots. This will be reflected in the Budget and Application for 2018.
- Data Management Plan – This plan was developed and procedures implemented for data management and ongoing program monitoring to effectively support the availability, usability, integrity, and security of information used to guide program decisions toward continuous improvement.
- Head Start Program Report - this report was included in the packet.

**Shanna Price made a motion with a second by Yvette Rowland to approve all matters as presented by the Head Start Committee. Motion passed unanimously.**

- SENIOR SERVICES COMMITTEE

Kay Shelton reported that the Senior Services Committee met and reviewed and recommended approval of the following items:

- Financial Status Report on Nutrition Program - This report was included in the packet and covered the period of 10/1/16 through 06/30/17.
- 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
  - 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
  - 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
  - Title III-C Congregate Meals - Mason County - \$42,338
  - Home Delivered Meals - Mason County - \$34,323
- Nutrition Coordinator Program Report – this report was included in the packet.
- RSVP Progress Report - CNS State – FY 2016 - This report was included in the packet and reflected statistics about the program and how it is meeting the needs of the communities.
- 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
- RSVP Program Report – this report was included in the packet.

**Kay Shelton made a motion with a second by Michael Langford to approve all matters as presented by the Senior Services Committee. Motion passed unanimously.**

- COMMUNITY SERVICES COMMITTEE

Marlene DiLillo, Community Services Committee Chairperson reported that the Community Services Committee met and reviewed and recommended approval of the following items:

**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
- Weatherization Program Report – this report was included in the packet.
- Bell County HELP Centers Program Report – this report was included in the packet. Ms. DiLillo stated that the Killeen HELP Center will be moving to a new location next week.

- CSBG Performance Reports / Dashboard – This report included an update for the 2017 Community Action Plan.

**Meets Organizational Standard 4.4 – The governing board receives an annual update on the success of specific strategies included in the Community Action Plan.**

**Meets Organizational Standard 6.5 – The governing board has received an update(s) on meeting the goals of the Strategic Plan within the past 12 months.**

**Meets Organizational Standard 9.3 – The organization has presented to the Governing Board for review or action, at least within the past 12 months, an analysis of the agency’s outcomes and any operational or strategic program adjustments and improvements identified as necessary.**

- Customer Satisfaction Data Report - This report was included in the packet and reviewed by the committee. Ms. DiLillo stated that the centers have surveys available to complete and this report is compilation of surveys received from January 1, 2017 through the current period.

**Meets Organizational Standard 1.3 – The organization has a systematic approach for collecting, analyzing, and reporting customer satisfaction data to the governing Board.**

- 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 Funding Due to a Federal Appropriations Decrease of \$4,382 for a total Budget of \$508,395. This amount was taken out of the Travel line item.
- 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
- HCCAA Community Action Plan / Strategic Plan – 2018 (distributed prior to meeting) Ms. DiLillo stated that the committee reviewed the Community Action Plan for 2018 and update for the second year of the five (5) year Strategic Plan.

**Meets Organizational Standard 4.2 – The Organization’s Community Action Plan is outcome-based, anti-poverty focused, and ties directly to the Community Assessment.**

**Meets Organizational Standard 4.3 – The Organization’s Community Action Plan and Strategic Plan document the continuous use of the full ROMA cycle or comparable system (assessment, planning, implementation, achievement of results,**

**and evaluation). In addition, the Organization documents having used the services of a ROMA-certified trainer (or equivalent) to assist in implementation.**

**Marlene DiLillo made a motion with a second by Wayne Boultinghouse to approve the Community Action Plan for 2018 and Updates for the second year of the five (5) year Strategic Plan. Motion passed unanimously.**

- Community Services Block Grant Program Report – this report was included in the packet. Ms. DiLillo stated that the report included information about the updated website for HCCAA. She said that the Board will be receiving instructions on how to access the applicable section of the website.
- CEAP Production Schedule Tool - This report was included in the Board packet and covered the month of July, 2017.
- 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
- Energy Assistance Program Report – this report was included in the packet.

**Marlene DiLillo made a motion with a second by Yvette Rowland to approve all matters as presented by the Community Services Committee. Motion passed unanimously.**

Business Items – **Action Items** - There were no Old or New Business items on the agenda for this meeting.

- ANNOUNCEMENTS

President Fisher stated that there will be a Board meeting for the Crockett Cole Creek Housing Corporation immediately following the HCCAA Board meeting.

The next HCCAA Board Meeting is scheduled for Tuesday, October 10, 2017.

**Marlene DiLillo made a motion with a second by Wayne Boultinghouse to adjourn the meeting. The meeting was adjourned at 5:30 p.m. Motion passed unanimously.**

THE FOLLOWING BOARD MEMBERS, GUESTS AND STAFF WERE PRESENT:  
(See attached list of board members categorized according to the representation of the membership on the Board and list of guests & staff).

Respectfully submitted,

Wayne Boultinghouse, Secretary