

Hill Country Community Action Association, Inc.  
Board of Directors  
December 5, 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 October 19, 2017 Board Meeting. Bill Schumann made a motion with a second by Wayne Boultinghouse to accept the minutes as presented. Motion passed unanimously.

President Fisher stated that the following Board Members whose terms were ending December 31, 2017 will begin new three year terms effective January 1, 2018:

Sean Payton, Private Sector Representative, At Large  
Shelly Worley, Low Income Sector Representative, Bell County  
Sidney Scott, Jr., Low Income Sector Representative, Bell County  
Jon Burrows, Public Sector Representative, Bell County  
Ray Ashby, Public Sector Representative, Coryell County  
Karen Dezarn, Private Sector Representative, Lampasas County  
Mary Cunningham, Public Sector Representative, Llano County  
Bob Vacek, Public Sector Representative, Mason County  
Susan Pommerening, Private Sector Representative, Milam County  
Susan Stockton, Low Income Sector Representative, Mills County  
Georgia Harris, Private Sector Representative, San Saba County

**Marlene DiLillo made a motion with a second by Wayne Boultinghouse to approve the new three year Board terms as noted above. Motion passed unanimously.**

President Fisher stated that the following person is a new member effective December, 2017:

Susan Stockton, Low Income Sector Representative, Mills County

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

President Fisher stated that the following Board Members resigned from the Board effective December, 2017:

Michael Langford, Low Income Sector Representative, Hamilton County  
Vincent Aberle, Low Income Representative, Mills County  
Amanda Gowin, Low Income Sector Representative, San Saba County  
Amanda Wilson, Low Income Sector Representative, At Large

**John Fisher made a motion with a second by Wayne Boultinghouse to approve the resignations from the Board as noted above. Motion passed unanimously.**

President Fisher asked Vincent Aberle to come forward to receive a certificate of appreciation for his service on the Board which was presented by Tama Shaw.

#### 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
- CEO's Evaluation - President Fisher stated that Ms. Shaw received a score of 3.91 on a 4.0 scale.

**Meets Organizational Standard 7.4 – The governing board conducts a performance appraisal of the CEO/ executive director within each calendar year.**

- CEO's Salary Review – President Fisher stated that the committee reviewed the CEO's salary compensation and recommended a 2% salary increase for Tama Shaw.

**Meets Organizational Standard 7.5– The governing board reviews and approves CEO/executive director compensation within every calendar year.**

- Resolution Delegating Authority to CEO – President Fisher stated that this is an annual Resolution delegating authority to the Chief Executive Officer to sign contracts and agreements with funding sources throughout the year.
- Amendment to Personnel Policies – President Fisher stated that the Employee Orientation clause was added back to into the policies which states that “All new employees of HCCAA will receive orientation to the history, mission, vision, goals and objectives of the agency. In addition, each staff member will be oriented on Agency policies and procedures and content based specifically to the type of position they have accepted in the Agency. Orientation will be completed within sixty days of employment. The Director of Human Resources is responsible for approving the orientation schedule appropriate to each staff position at HCCAA.”

**Meets Organizational Standard 7.8 All staff participate in a new employee orientation within 60 days of hire.**

- Project Approval for Application to the Central Texas Workforce Board – 01/01/18 – 12/31/18
  - Child Care Services (Provider Payments) – Total Budget of \$225,573
- CEO’s Report – This report was included in the packet.

**John Fisher made a motion with a second by Lloyd Huggins to approve all matters as presented by the Executive Committee. Motion passed unanimously.**

- FINANCE AND AUDIT COMMITTEE

Bill Schumann reported in the absence of the Chairperson. Mr. Schumann reported that the Finance and Audit Committee met and reviewed and recommended approval of the following items:

- Compass MasterCard Credit Card Report - for the months of October and November, 2017 were available and reviewed by the committee.
- Bank Reconciliation - for the month of October, 2017 was 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 October 31, 2017. Frances Little, CFO was available to answer any questions.
  - Agency
  - Head Start
  - Early Head Start
  - CSBG
  - Financial Status Report on Nutrition Program – The new program year began October 1, 2017. This report covered the period of 10/1/17 – 10/31/17.

Frances Little, CFO was available to answer any questions.

**Bill Schumann made a motion with a second by Frank Somera, Jr. to approve all matters as presented by the Finance and Audit Committee. Motion passed unanimously.**

- HEAD START COMMITTEE

Georgia Harris reported in the absence of the Chairperson. Ms. Harris reported that the Head Start Committee met and reviewed and recommended approval of the following items:

- School Readiness / Child Outcomes Report - Ms. Harris stated that this report reflected data for the 2017 Fall time period. There were 554 Head Start children in the report. The Fall checkpoint data serves as a baseline report, with only 10 weeks of data included in the report. The report reflects the percentage of children who are below, have met or exceeds expectations in 10 domains utilizing Teaching Strategies GOLD Online Assessment tool. There is a lot of data from the program that is analyzed and strengths are noted as well as weaknesses and goals are established to make improvements in areas where they are needed.
- Head Start Program Report – This report was included in the packet.

**Georgia Harris 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 Board packet and was reviewed and reported in the Finance and Audit Committee.
- Project Approval for Application for Nutrition Services for 01/01/18 – 12/31/18
  - United Way of Greater Fort Hood Area – Killeen/Copperas Cove
  - United Way of Central Texas – Temple/Belton

Ms. Shelton stated that the committee recommends approval for HCCAA to apply for the funds with the United Way Agencies as noted above.

- Nutrition Program Report – This report was included in the packet.
- RSVP Program Report – This report was included in the packet.

Ms. Shelton introduced Leslie McClain, Program Officer with the Corporation for National and Community Service. The Corporation for National and Community Service is the funding source for the RSVP Program. She also introduced Kim Harris, RSVP Coordinator.

**Kay Shelton made a motion with a second by Frank Somera, Jr. to approve all matters as presented by the Senior Services Committee. Motion passed unanimously.**

- COMMUNITY SERVICES COMMITTEE

Barry Thompson reported for the Community Services Committee in the absence of the Chairperson. Mr. Thompson stated that the Committee reviewed and recommended approval of the following items:

- Weatherization Program Report – This report was included in the packet. Mr. Thompson stated that there have been 54 units completed and the program is progressing well.
- Monitoring Report of CSBG Discretionary, DOE WAP and LIHEAP WAP – PY 2016-2017 - Mr. Thompson stated that all required corrective actions have been taken and this monitoring is considered closed.
- Project Approval for Application for Services for 01/01/18 – 12/31/18
  - United Way of Greater Fort Hood Area – Killeen HELP Center
  - United Way of Central Texas – Temple HELP Center

Mr. Thompson stated that the committee recommends approval for HCCAA to apply for the funds with the United Way Agencies as noted above.

- Bell County HELP Centers Program Report – This report was included in the packet.
- Addendum to Community Needs Assessment – An addendum to the 2015 Community Needs Assessment was presented in order to be in compliance with the Organizational Standard 3.2. It is a summary of demographic information for persons in poverty in our service area as well as the Texas and National statistics.

**Meets Organizational Standard 3.2 - As part of the community assessment, the organization collects and includes current data specific to poverty and its prevalence related to gender, age, and race/ethnicity for their service area(s).**

- CSBG Performance Reports / Dashboard – This report was included in the packet and included data as of 10/30/17.
- Community Services Block Grant Program Report – This report was included in the packet. Mr. Thompson stated that there have been 17 individuals transitioned out of poverty this year.
- Budget Amendment for Comprehensive Energy Assistance Program (CEAP) for 01/01/16 – 09/30/17 through the Texas Department of Housing and Community Affairs - This amendment provided additional funding in the amount of \$262,235.11 for a total Budget of \$1,910,973.11.

- CEAP Production Schedule Tool - This report was included in the Board packet and covered the month of October, 2017.
- Energy Assistance Program Report – This report was included in the packet.

**Barry Thompson made a motion with a second by Wayne Boultinghouse to approve all matters as presented by the Community Services Committee. Motion passed unanimously.**

**Business Items – Action Items**

- Schedule of 2018 Board Meetings - The following dates were proposed: February 6<sup>th</sup>, May 22<sup>nd</sup>, August 14<sup>th</sup>, October 2<sup>nd</sup> and November 13<sup>th</sup>
- Election of Board Members to Killeen Veranda Housing Corporation for 2018 - The Killeen Veranda Housing Corporation is a subsidiary for-profit organization established to oversee the Killeen Veranda Apartments Project. The following individuals were proposed to serve on the Board for 2018: Marlene DiLillo, Georgia Harris, Bob Vacek and Tama Shaw as a non-voting member.
- Election of Board Members to Hill Country Community Housing Corporation for 2018 – Hill Country Community Housing Corporation is a subsidiary non-profit organization established to operate affordable housing projects. The following individuals were proposed to serve on the Board for 2018: Marlene DiLillo, Georgia Harris and Bob Vacek and Tama Shaw as a non-voting member.

**Richard Cortese made a motion with a second by Wayne Boultinghouse that the proposed schedule of Board Meetings be approved as presented and the individuals listed above for the Killeen Veranda Housing Corporation and the Hill Country Community Housing Corporation be elected to serve. Motion passed unanimously.**

7) Training

- Head Start Eligibility Training – Tama Shaw presented the training regarding eligibility requirements for Head Start / Early Head Start children. Training Documents were provided to the Board members.

- ANNOUNCEMENTS

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

**The meeting was adjourned at 5:25 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