



## **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***

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Official Meeting – HCCAA Governing Board of Directors  
May 29, 2018  
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 February 6, 2018 Board Minutes and April 26, 2018 Executive Committee Minutes, **Action Item, p. 1**
- 4) Approval of New Board Members and Resignation – **Action Item, p. 13**
- 5) Committee Reports – **Action Items**
  - FINANCE AND AUDIT COMMITTEE – **3:00 P.M.** – **Lloyd Huggins**  
CONSIDERATION AND ACTION REGARDING
    - Compass MasterCard Credit Card Report
    - Bank Reconciliation
    - Form 425 Reports for Head Start and RSVP, **p. 18**
    - Financial Reports
      - Agency, **p. 25**
      - Head Start, **p. 29**
      - Early Head Start, **p. 32**
      - CSBG, **p. 35**
      - Financial Status Report on Nutrition Program, **p. 37**

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**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*



- Project Approval for Application for Nutrition Services for 10/1/18 – 09/30/19
  - City of Temple – Community Enhancement Grant (CEG)  
Funding Amount Requested - \$25,000, **p. 109**
- Project Approval for Application for Nutrition Services for 10/1/18 – 09/30/19
  - City of Temple – Community Development Block Grant (CDBG)  
Funding Amount Requested - \$20,000, **p. 109**
- Project Approval for Application to the Area Agency on Aging of Central Texas (CTCOG) for continuation of the Aging Services Program for 10/01/18– 09/30/19, **p. 109**
  - Title III-C Congregate Meals – Funding Request - \$325,661
  - Home Delivered Meals – Title IIIC-2 & Title XX & Star Plus–  
– Funding Request - \$922,817
  - Participant Assessment – Funding Request - \$5,615
  - Center Operations – Funding Request - \$203,797
- Nutrition Program Report – Kimbra Hobbs, **p. 111**
- Monitoring Report of Hill Country RSVP Program, **p. 112**
- RSVP Program Report - Ronnie Ault, **p. 117**
- COMMUNITY SERVICES COMMITTEE – **4:00 P.M. – Marlene DiLillo**  
CONSIDERATION AND ACTION REGARDING:
  - Weatherization Program Report – Christy Pierce, **p. 118**
  - 2018 Community Needs Assessment – (distributed prior to meeting)
  - Project Approval for Application for Services for 10/01/18 – 09/30/19
    - City of Temple – Community Enhancement Grant (CEG) -Temple HELP Center  
Funding Amount Requested - \$2,500, **p. 119**
  - Bell County HELP Centers Program Report – Ashley Johnson, **p. 120**
  - CSBG Performance Reports / Dashboard, **p. 121**
  - Community Services Block Grant Program Report – Ashley Johnson, **p. 127**
  - CEAP Production Schedule Tool, **p. 128**
  - Budget Amendment for Comprehensive Energy Assistance Program for 01/01/17 – 06/30/18  
– Increase Existing Budget of \$1,644,994.00 by \$9,506.00 for a Total Budget of  
\$1,654,500.00, **p. 129**
  - Energy Assistance Program Report – Clovia Ketchum, **p. 131**

- **EXECUTIVE COMMITTEE – 4:00 P.M. – John Fisher**  
CONSIDERATION AND ACTION REGARDING
  - Travel Documents and Leave Reports of Tama Shaw, CEO
  - Restated Agreement of Limited Partnership of Killeen Veranda Apartments, L.P., **p. 39**
  - Fiscal Self-Assessment, **p. 43**
  - Agency Risk Assessment, **p. 48**
  - Discussion of Handgun Policy, **p. 53**
  - Confirmation Letter from Ludwick, Templin Montgomery & Stapp, P.C. – Financial Consultant, **p. 54**
  - Revised Salary Schedule, **p. 55**
  - Resignation of HR Director
  - CEO’s Report – Tama Shaw, **p. 59**
  
- **HEAD START COMMITTEE 4:00 P.M. – Shanna Price**  
CONSIDERATION AND ACTION REGARDING:
  - Head Start Information Memorandum from Administration for Children and Families - Program Instruction – Funding Increase; Cost of Living Adjustment (COLA), **p. 60**
  - Project Approval for Application to Office of Head Start, FY 2018 COLA Increase - \$170,347, **p. 62**
  - Conversion of Head Start Slots to Early Head Start in Hamilton and Mexia, **p. 65**
  - School Readiness / Child Outcomes Report, **p. 68**
  - Disability Waiver Approval Letter, **p. 105**
  - Federal Monitoring CLASS Results, **p. 106**
  - Head Start Program Report - Kim Daniel, **p. 108**
  
- **SENIOR SERVICES COMMITTEE – 4:00 P.M. – Kay Shelton**  
CONSIDERATION AND ACTION REGARDING:
  - Financial Status Report on Nutrition Program, **p. 37**
  - Project Approval for Application to the City of Copperas Cove for Nutrition Services for 10/1/18 – 09/30/19 – Funding Request - \$5,000, **p. 109**

Attendance Record, **p.132**

6) Announcements

The next Regional Board Meeting is scheduled for Thursday, August 16, 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).