

Hill Country Community Action Association, Inc.
Board of Directors
May 29, 2018
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 4:50 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 February 6, 2018 Board Meeting and the minutes of the April 26, 2018 Executive Committee Meeting. Wayne Boultinghouse made a motion with a second by Lloyd Huggins to accept the minutes as presented. Motion passed unanimously.

President Fisher stated that the following people are new members effective May, 2018:

Anita Davis, Low Income Sector Representative, At Large
Angie Chandler, Low Income Sector Representative, San Saba County

President Fisher stated that the following member resigned from the Board effective May, 2018:

Russ Cochran, Low Income Sector Representative, Coryell County

Wayne Boultinghouse made a motion with a second by Georgia Harris to approve the new Board members and to accept the resignation as noted above. Motion passed unanimously.

Committee Reports – Action Items

- EXECUTIVE COMMITTEE

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

- Travel Documents and Leave Reports of Tama Shaw, CEO
- Restated Agreement of Limited Partnership of Killeen Veranda Apartments, L.P. –This agreement will admit Lone Star ILP to the Partnership and the interest of the Prior Limited partner (“ILP”)and Columbia Housing SLP Corporation, the special limited partner (“SLP”), would be redeemed. Upon the execution of the Agreement, the Partnership will pay a closing fee in the amount of \$5,000 to the General Partner.

Section 9.1 refers to the options available to the Limited Partner and the General Partner to separate. The General Partner cannot put its interest to Lone Star ILP until December 31, 2019, which is when our obligation to remain a partner ends. However, the Limited Partner has the option to acquire the interest of the General Partner at any time if they wish to replace our interest with another non-profit which is a requirement until December 31, 2019.

- Fiscal Self-Assessment – Tama Shaw/CEO and Frances Little/CFO prepared this assessment. The purpose of this Self-Assessment was to provide information about the program's fiscal capacity and financial infrastructure. The information provided was used to analyze and compile a final summary of strengths and identified needs.
- Agency Risk Assessment – Tama Shaw/CEO and Frances Little/CFO prepared this assessment for presentation to the Board of Directors. There are 9 areas included in the assessment and comments and corrective actions if applicable were noted for each area.

Meets Organizational Standard 4.6 - An organization-wide, comprehensive risk assessment has been completed within the past 2 years and reported to the governing board.

- Discussion of Handgun Policy – President Fisher stated that this policy has been tabled until more information can be obtained.
- Confirmation Letter from Ludwick, Templin, Montgomery & Stapp, P.C. – Financial Consultant - Ludwick, Templin, Montgomery & Stapp, P.C. will provide consultation the governing body of HCCAA regarding financial management and accounting issues as the need arises.
- Revised Salary Schedule – This schedule includes a 3 % COLA increase effective January 1, 2018 for the Head Start/Early Head Start program.
- Resignation of HR Director – President Fisher stated that due to the immediate resignation of the HR Director – there will be some reorganization and distribution of HR responsibilities and duties.
- CEO's Report – This report was included in the Board packet.

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

- FINANCE AND AUDIT COMMITTEE

Lloyd Huggins 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 February, March, April, and May, 2018 were available and reviewed by the committee.
- Bank Reconciliation reports for the months of January, February, March and April, 2018 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 April 30, 2018.
 - Agency
 - Head Start
 - Early Head Start
 - CSBG
 - Financial Status Report on Nutrition Program – This report covered the period of 10/1/17 – 4/30/18. Mr. Huggins noted that we are currently underserving in the Nutrition program and can take on new clients as the need arises.

Tama Shaw, CEO and Frances Little, CFO were available to answer any questions.

Meets Organizational Standard 8.7– The governing board receives financial reports at each regular meeting that include the following: 1. Organization-wide report on revenue and expenditures that compares budget to actual, categorized by program; and 2. Balance sheet/statement of financial position.

Lloyd Huggins made a motion with a second by Marlene DiLillo 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:

- Head Start Information Memorandum from Administration for Children and Families - Program Instruction – Funding Increase; Cost of Living Adjustment (COLA) – the Memorandum states that each grantee may apply for a COLA increase of 2.6 percent of the FY 2017 base funding level. COLA funds are to be used to increase staff salaries and fringe benefits and to pay for higher operating costs. Increase includes \$20,294 for Training and Technical Assistance (T&TA) Expenses.
- Project Approval for Application to Office of Head Start, FY 2018 COLA Increase - \$170,347 – Head Start will be submitting a request for this funding. A T&TA waiver will be requested for In-kind contributions.
- Conversion of Head Start Slots to Early Head Start in Hamilton and Mexia – Due to a loss of students to ISD's and based on Community Assessment the program is proposing to convert the Head Start classroom in Hamilton to Infant EHS increasing the EHS enrollment by 8 and decreasing the HS enrollment by 17. Also based on Community Assessment and available facilities, the program is proposing to convert two Head Start classrooms to Infant and Toddler EHS in Mexia increasing EHS enrollment by 16 and

decreasing HS enrollment by 34. Ms. Harris stated that will benefit many young parents in these towns.

- School Readiness / Child Outcomes Report – Ms. Harris reported that this report reflected data for the 2018 Spring Report for Head Start and Early Head Start. 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. She said that the children are really improving and doing great. 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.
- Disability Waiver Approval Letter – There are 52 children enrolled in the program with a diagnosed disability at this time. The Head Start Act requires that not less than 10 percent of the total number of children actually enrolled in the Head Start program will be children with disabilities. The Head Start Act also requires the Department of Health and Human Services to provide Head Start agencies, in appropriate circumstances, with waivers of this 10 percent enrollment requirement. HCCAA has applied for the waiver for the 2017-2018 operational program year and received approval from the Administration for Children and Families. The Disability Waiver Approval letter was included in the Board packet.
- Federal Monitoring CLASS Results – Ms. Harris stated that of the 24 classrooms that were observed – all were reported to be above the national average.
- Head Start Program Report – This report was included in the Board 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 to the City of Copperas Cove for Nutrition Services for 10/1/18 – 09/30/19 – Funding Request - \$5,000
- 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
- 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

- 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
 - 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 – This report was included in the Board packet.
- Monitoring Report of Hill Country RSVP Program – Ms. Shelton stated that there were no major findings and this monitoring is considered closed.
- RSVP Program Report – This report was included in the Board packet.

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

- COMMUNITY SERVICES COMMITTEE

Bob Vacek reported for the Community Services Committee. Mr. Vacek stated that the Committee reviewed and recommended approval of the following items:

- Weatherization Program Report – This report was included in the Board packet. Mr. Vacek stated that the Weatherization program has completed the procurement process and Tex-Air will remain our HVAC contractor and Skunk Daddy LLC will be our new construction contractor.
- 2018 Community Needs Assessment – (distributed prior to meeting) Mr. Vacek stated that Ashley Johnson has been working diligently on the Needs Assessment. As a result of this assessment the top needs are: affordable housing, health insurance, utility assistance, job training, transportation, child care and food.

Meets Organizational Standard 3.5 - The governing board formally accepts the completed community assessment.

- 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
- Bell County HELP Centers Program Report – This report was included in the Board packet. Mr. Vacek reported that we are applying for TERP funds in the amount of \$40,000 for the Temple HELP Center and \$40,000 for the Killeen HELP Centers. He

also stated that the Temple HELP Center is taking donations of hats, mittens, socks and underwear to give to the school aged children that come to get school supplies at the Juneteenth back to school event in August in Temple.

- CSBG Performance Reports / Dashboard - This report was included in the packet and included data as of 4/30/18.
- Community Services Block Grant Program Report – This report was included in the Board packet.

Meets Organizational Standard 5.9 – The organization's governing board receives programmatic reports at each regular board meeting.

- CEAP Production Schedule Tool –This report was included in the Board packet.
- 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
- Energy Assistance Program Report – This report was included in the Board packet.

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

- ANNOUNCEMENTS

The next HCCAA Board Meeting is scheduled for Thursday, August 16, 2018.

The meeting was adjourned at 5:15 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



**BOARD ATTENDANCE RECORD
HCCAA BOARD OF DIRECTORS' MEETING**

May 29, 2018 - Lampasas Multi-Service Center, 901 South Liveoak, Lampasas, Texas

REPRESENTATIVES OF PUBLIC OFFICIALS

Yes	No		
	*	Judge Dave Barkemeyer	Milam County
		Vacancy - Alternate	Milam County
✓		Judge Jon Burrows	Bell County
	*	Russell Schneider - Alternate	Bell County
✓		Comm. Ray Ashby	Coryell County
	*	Don Jones - Alternate	Coryell County
✓		Judge Wayne Boultinghouse, Sec.	Lampasas County
		Vacancy - Alternate	Lampasas County
✓		John W. Fisher, President	Bell County
		Vacancy - Alternate	Bell County
✓		Comm. Tim Brown	Bell County
		Vacancy - Alternate	Bell County
✓		Bill Schumann	Bell County
		Vacancy - Alternate	Bell County
✓		Lloyd Huggins, Treasurer	Hamilton County
		Vacancy - Alternate	Hamilton County
✓		Mary Cunningham	Llano County
		Vacancy - Alternate	Llano County
✓		Bob Vacek	Mason County
	*	Judge Jerry Bearden - Alternate	Mason County
	*	Comm. Jason Williams	Mills County
	*	Comm. Jed Garren	Mills County
✓		Judge Byron Theodosios	San Saba County
	*	Pat Pool - Alt.	San Saba County

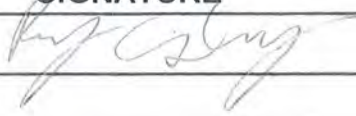

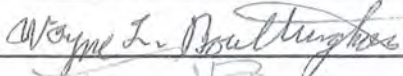


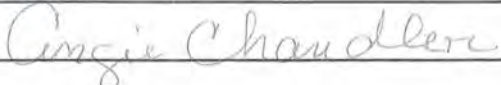
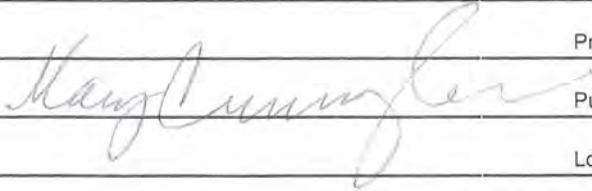
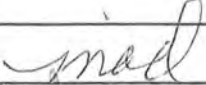
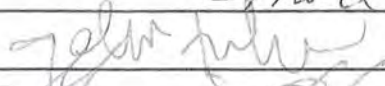

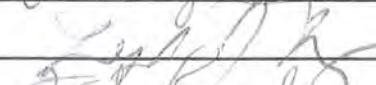
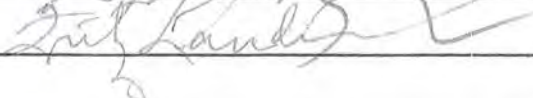
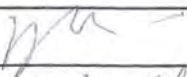
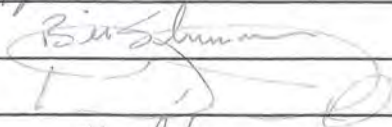
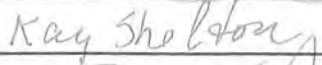
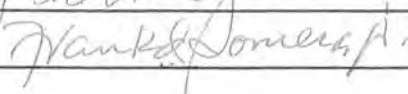
REPRESENTATIVES OF ORGANIZATIONS

✓		Marlene DiLillo	Bell County
		Vacancy - Alternate	Bell County
	*	Richard Cortese	Bell County
✓		Frank D. Somera, Jr., VP	Coryell County
	*	Barry Thompson	Hamilton County
		Vacancy - Alternate	Hamilton County
	*	Karen DeZarn	Lampasas County
		Vacancy - Alternate	Lampasas County
		Vacancy	Llano County
		Vacancy - Alternate	Llano County
	*	Shanna Price	Mason County
		Vacancy - Alternate	Mason County
	*	Susan Pommerening	Milam County
		Vacancy - Alternate	Milam County
	*	Kim Wesson	Mills County
		Vacancy - Alternate	Mills County
✓		Georgia Harris	San Saba County
		Vacancy - Alternate	San Saba County
✓		Yvette Rowland	At Large
	*	Sean Payton	At Large


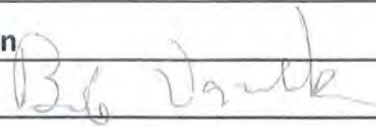
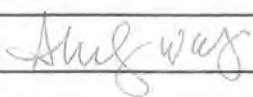
REPRESENTATIVES OF LOW INCOME

Yes	No		
		Vacancy	Bell County
		Vacancy - Alternate	Bell County
✓		Shelly Worley	Bell County
		Vacancy - Alternate	Bell County
✓		Sidney Scott, Jr.	Bell County
		Vacancy - Alternate	Bell County
	✕	Russ Cochran	Coryell County
		Vacancy - Alternate	Coryell County
		Vacancy	Hamilton County
		Vacancy - Alternate	Hamilton County
✓		Kay Shelton	Lampasas County
		Vacancy - Alternate	Lampasas County
		Vacancy	Llano County
		Vacancy - Alternate	Llano County
✓		Fritz Landers	Mason County
		Vacancy - Alternate	Mason County
	✕	L.C. Richards	Milam County
		Darrell Grear - Alternate	Milam County
	✕	Susan Stockton	Mills County
		Vacancy - Alternate	Mills County
✓		Angie Chandler	San Saba County
		Vacancy - Alternate	San Saba County
	✕	Anita Davis	At Large
		Vacancy - Alternate	At Large
TOTALS	19		Members needed for quorum

REGIONAL BOARD MEETING REGISTER,
MAY 29, 2018
LAMPASAS MULTI-SERVICE CENTER, 901 SOUTH LIVE OAK, LAMPASAS, TEXAS
BOARD MEMBERS

NAME	SIGNATURE	REPRESENTING
1. Ray Ashby		Public Sector Rep. - Coryell County
Don Jones - Alt.		Public Sector Rep. - Coryell County
2. Dave Barkemeyer		Public Sector Rep. - Milam County
3. Wayne Boultinghouse		Public Sector Rep. - Lampasas County
4. Tim Brown		Public Sector Rep. - Bell County
5. Jon Burrows		Public Sector Rep. - Bell County
Russell Schneider, Alt.		Public Sector Rep. - Bell County
6. Angie Chandler		Low Income Sector Rep. - San Saba County
7. Russ Cochran		Low Income Sector Rep. - Coryell County
8. Richard Cortese		Private Sector Rep. - Bell County
9. Mary Cunningham		Public Sector Rep - Llano County
10. Anita Davis		Low Income Sector Rep - At Large
11. Karen DeZarn		Private Sector Rep - Lampasas County
12. Marlene DiLillo		Private Sector Rep - Bell County
13. John W. Fisher		Public Sector Rep - Bell County
14. Georgia Harris		Private Sector Rep. - San Saba County
15. Lloyd Huggins		Public Sector Rep. - Hamilton County
16. Fritz Landers		Low Income Sector - Mason County
17. Sean Payton		Public Sector Rep. - At Large
18. Susan Pommerening		Private Sector Rep - Milam County
19. Shanna Price		Private Sector Rep - Mason County
20. L. C. Richards		Low Income Sector Rep - Milam County
Darrell Gear - Alt.		Low Income Sector Rep - Milam County
21. Yvette Rowland		Private Sector Rep - At Large
22. Bill Schumann		Public Sector Rep - Bell County
23. Sidney Scott, Jr.		Low Income Sector Rep - Bell County
24. Kay Shelton		Low Income Sector Rep - Lampasas County
25. Frank D. Somera, Jr.		Private Sector Rep - Coryell County
26. Susan Stockton		Low Income Sector Rep - Mills County

REGIONAL BOARD MEETING REGISTER,
MAY 29, 2018
LAMPASAS MULTI-SERVICE CENTER, 901 SOUTH LIVE OAK, LAMPASAS, TEXAS
BOARD MEMBERS

27. Byron Theodosis		Public Sector Rep - San Saba County
Pat Pool, Alt.		Public Sector Rep - San Saba County
28. Barry Thompson		Private Sector Rep - Hamilton County
29. Bob Vacek		Public Sector Rep - Mason County
Jerry Bearden, Alt.		Public Sector Rep - Mason County
30. Kim Wesson		Private Sector Rep - Mills County
31. Jason Williams		Public Sector Rep - Mills County
Jed Garren, Alt.		Public Sector Rep - Mills County
32. Shelly Worley		Low Income Sector Rep - Bell County
33. Vacant		Low Income Sector Rep - Bell County
34. Vacant		Private Sector Rep - Llano County
35. Vacant		Low Income Sector Rep - Hamilton County
36. Vacant		Low Income Sector Rep - Llano County

REGIONAL BOARD MEETING REGISTER

MAY 29, 2018

LAMPASAS MULTI-SERVICE CENTER, 901 SOUTH LIVE OAK, LAMPASAS, TEXAS

STAFF AND GUESTS

NAME	REPRESENTING
1. Elizabeth My	HCCM
2. Frances Little	HCCM
3. Jane Snow	HCCAA
4. Sharon Casbeer	Mills County
5. Georgia Haynes	Saba
6. Kim Daniel	HCCAA
7. Ashley Johnson	HCCAA
8. Yvette Bowland	HCCAP
9. Angie Chandler	HCCAA
10. Christine	HCCAA
11. Gloria Kitcher	MCCAA
12. Ronnie Cleet	HCCAA
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