



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

Official Meeting – HCCAA Governing Board of Directors

October 2, 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 August 16, 2018 Board 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
 - Resolution Authorizing Extension of Audit Contract with Saunders and Associates to include Year Ending December 31, 2018 to Conduct Single Audit, 401(k) Audit and 990, **p. 19**
 - Compass MasterCard Credit Card Report
 - Bank Reconciliation
 - Form 425 Reports for RSVP, **p. 23**
 - Financial Reports
 - Agency, **p. 24**
 - Head Start, **p. 28**
 - Early Head Start, **p. 31**
 - CSBG, **p. 34**
 - Financial Status Report on Nutrition Program, **p. 36**

**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



- **EXECUTIVE COMMITTEE – 4:00 P.M. – John Fisher**
CONSIDERATION AND ACTION REGARDING
 - Travel Documents and Leave Reports of Tama Shaw, CEO
 - Current Board Vacancies and Discussion of Recruitment of Members, **p. 38**
 - Discuss Reception Honoring Retiring Board Members – Update
 - Resolution Authorizing Continuation of the 1% Agency Contribution to the 401(k) Qualified Profit Sharing and Trust for Eligible Employees in 2019, **p. 39**
 - Resolution Authorizing Continuation of the Section 125 Cafeteria Plan for Eligible Employees in 2019, **p. 40**
 - Proposed Holiday Schedule for 2019, **p. 41**
 - CEO's Report – Tama Shaw, **p. 42**
- **HEAD START COMMITTEE 4:00 P.M. – Shelly Worley**
CONSIDERATION AND ACTION REGARDING:
 - Head Start Information Memorandum from Administration for Children and Families - Program Instruction – Supplemental Funds Available to Increase Program Hours in Head Start and Early Head Start **p. 43**
 - 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 01/01/19 – 12/31/19 - Funding Available - \$6,000,524, **p. 48**
 - 2017 - 2018 Performance Indicator Report (PIR) Report, **p. 49**
 - Head Start / Early Head Start Strategic Plan, **p. 54**
 - Head Start Program Report - Kim Daniel, **p. 67**
- **SENIOR SERVICES COMMITTEE – 4:00 P.M. – Kay Shelton**
CONSIDERATION AND ACTION REGARDING:
 - Financial Status Report on Nutrition Program, **p. 36**
 - Project Approval for Application to the Texas Department of Agriculture for continuation of the Home Delivered Meals Grant for the Counties of Bell, Coryell, Hamilton, Lampasas, Llano, Milam, Mills and San Saba – FY 2019-2020, **p. 122**
 - Nutrition Program Report – Kimbra Hobbs, **p. 123**
 - Project Approval for Application to the Corporation for National and Community Service (CNS – State) for continuation of RSVP Program for 09/01/18 – 08/31/19 – Proposed Budget - \$44,908, **p. 124**

- RSVP Program Report - Ronnie Ault, **p. 126**
- **COMMUNITY SERVICES COMMITTEE – 4:00 P.M. – Marlene DiLillo**
CONSIDERATION AND ACTION REGARDING:
 - Weatherization Program Report – Christy Pierce, **p. 127**
 - Bell County HELP Centers Program Report – Ashley Johnson, **p. 128**
 - CSBG Performance Reports / Dashboard, **p. 129**
 - Addendum to 2018 Community Needs Assessment, **p. 132**
 - Community Services Block Grant Program Report – Ashley Johnson, **p. 134**
 - CEAP Production Schedule Tool, **p. 135**
 - Energy Assistance Program Report – Clovia Ketchum, **p. 136**

Attendance Record, **p. 137**

6) Announcements

The next Regional Board Meeting is scheduled for Tuesday, November 13, 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).