

Hill Country Community Action Association, Inc.
Board of Directors
October 2, 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 4:35 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 August 16, 2018 Board Meeting. Wayne Boultinghouse made a motion with a second by Frank Somera, Jr. to accept the minutes as presented. Motion passed unanimously.

President Fisher stated that the following people have been selected to serve on the Board of Directors:

Monica Perez, Low Income Sector Representative, At Large
Joe Simpson, Private Sector Representative, Llano County
Sharon Casbeer, Low Income Sector Representative, Mills County
Ashley Jordan, Alternate Low Income Sector Representative, At Large

President Fisher stated that the following member resigned from the Board.

Anita Davis, Low Income Sector Representative, At Large

Frank Somera, Jr. made a motion with a second by Wayne Boultinghouse 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
- Current Board Vacancies and Discussion of Recruitment of Members – A list of the current vacancies was included in the Board packet. President Fisher asked Board Members to contact Tama Shaw if they know of anyone who might be interested in serving on the Board.

Meets Organizational Standard – 1.1 - Standard 1.1 Documentation - The organization demonstrates low-income individuals' participation in its activities.

- Discuss Reception Honoring Retiring Board Members – President Fisher stated that the next meeting is scheduled for Tuesday, November 13th at the Bell County Expo Center in Belton, Texas. The meeting will be held in the Champion's Club located in the Equine/Livestock Complex. A reception honoring retiring Board members will follow the Board Meeting. More details with a map of the location will be sent out to Board members in the near future.
- portion of the Expo Center with the reception immediately following. More details with a map of the location will be sent out to Board members in the near future.
- Resolution Authorizing Continuation of the 1% Agency Contribution to the 401(k) Qualified Profit Sharing and Trust for Eligible Employees in 2019

- Resolution Authorizing Continuation of the Section 125 Cafeteria Plan for Eligible Employees in 2019
- Proposed Holiday Schedule for 2019 – Monday, January 1st – New Year’s Day, Monday, January 21st – Martin Luther King, Jr. Day, Monday, February 18th – President’s Day, Friday, April 19th – Good Friday, Monday, May 27th – Memorial Day, Thursday, July 4th – Independence Day, Monday, September 2nd – Labor Day, Monday, November 11th – Veteran’s Day, Thursday and Friday, November 28th & 29th – Thanksgiving Day, Tuesday & Wednesday, December 24th & 25th – Christmas Eve & Christmas Day, Tuesday, December 31st – New Year’s Eve.
- CEO’s Report – This report was included in the Board packet. President Fisher stated that there is currently a bill in Washington that supports an increase for the Low Income Energy Assistance Program in the amount of \$50,000,000.

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

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

- Resolution Authorizing Extension of Audit Contract with Saunders and Associates to Conduct Single Audit, 401(k) Audit and 990 for the Fiscal Year ending December 31, 2018.
- Compass MasterCard Credit Card Report - for the months of August and September, 2018 were available and reviewed by the committee.
- Bank Reconciliation - for the months of August, 2018 were available and reviewed by the committee.
- Form 425 Reports for RSVP – This report was a 12 month end of year report and was included in the packet and reviewed by the Committee.
- Financial Reports - Organization Wide financial reports and balance sheets/statement of financial position and revenue and expenditure reports that compares budget to actual were included in the packet and were current as of August 31, 2018:
 - Agency
 - Head Start – President Fisher noted that a request has been submitted to the Regional Office to transfer Head Start funds to Early Head Start in 2019 in order to convert Head Start to Early Head Start slots.
 - Early Head Start
 - CSBG
 - Financial Status Report on Nutrition Program - This report was included in the packet and covered the period of 10/1/17 – 8/31/18.

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.

Wayne Boultinghouse 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**

Shelly Worley reported in the absence of the Chairperson. Ms. Worley 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 – Supplemental Funds Available to Increase Program Hours in Head Start and Early Head Start – Ms. Worley stated that this doesn't apply to HCCAA due to our Head Start Program already having extended hours for our centers.
- 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 and In-kind in the amount of \$1,166,136.
- 2017 - 2018 Performance Indicator Report (PIR) Report – Ms. Worley stated that this is the end of year report and includes data collected from 2017 -2018 Program year for Head Start and Early Head Start Programs. The report reflects that we served 59 children in the Early Head Start program with a total of 56 families and 655 children served in the Head Start Program with a total of 620 families. A copy of this report was included in the packet.
- Head Start / Early Head Start Strategic Plan – Ms. Worley stated that a copy of the Program Plan was included in the packet. The committee reviewed the Program Plan which outlines the actions the program will take to implement the program's vision and mission; achieve outcomes desired for children; and maintain high-quality services to children and families. Ms. Worley stated that there will be scheduling additional training for teachers to meet the Head Start Program Performance standards.
- Head Start Program Report – This report was included in the Board packet. Ms. Worley stated that the program will begin the preparations of the Hamilton and Mexia facilities for EHS. Those classrooms will be open in January, 2019.

Shelly Worley made a motion with a second by Frank Somera, Jr. 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.
- 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

- Nutrition Program Report – This report was included in the Board packet. Ms. Shelton stated that we are currently looking for a Meal Delivery Driver in Killeen and a Site Coordinator in Belton. Ms. Shelton also reported that we are also still searching for a building to house the Killeen Senior Center. She also stated that we recently received a perfect score on a monitoring from the Health and Human Services.
- Project Approval for Application to the Corporation for National and Community Services (CNS – State) for continuation of RSVP Program for 09/01/18 – 08/31/19 - Proposed Budget - \$44,908
- RSVP Program Report – This report was included in the Board packet. Ms. Shelton stated that Ronnie Ault made a presentation to the committee about the Foster Grandparent Program. Benefits of participating in the program include: Tax/Income stipend - \$2.65 per hour of service – cannot be considered as salary and may not be used when calculating housing, Medicaid, etc. Ms. Shelton said if anyone would like more information that Ms. Ault had brochures available.

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

President Fisher stated that KTEM Radio Station in Temple has been running a series of public service announcements promoting the Meals on Wheels program on the National level. He suggested that we contact the radio station to get HCCAA’s name and our local Temple/Belton area Meals on Wheels on the announcements as well. President Fisher stated that the contact for the radio station is Lynn Woolley.

- 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 there have been 26 units completed and 24 are in progress with 140 on the waiting list for services.
- Bell County HELP Centers Program Report – This report was included in the Board packet. Mr. Vacek stated that they are beginning to take Santa pack applications for qualifying families in the area.
- CSBG Performance Reports / Dashboard – This report was included in the Board packet.
- Addendum to 2018 Community Needs Assessment - This addendum was needed in order to provide background information on why the assessment needed to be done. Community assessment is a major focus of the Organizational Standards and the way it is set up to work is that the findings of the Needs Assessment are then used to develop the Strategic Plan and the Annual Community Action Plan to ensure that we are working on issues that truly affect the communities we serve.

Meets Organizational Standard – 1.2 - The organization analyzes information collected directly from low-income individuals as part of the community assessment.

- Community Services Block Grant Program Report – This report was included in the Board packet. Mr. Vacek stated that the Community Action Plan (CAP) for 2019 has been submitted to the Texas Department of Housing and Community Affairs.

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.
- Energy Assistance Program Report – This report was included in the Board packet. Mr. Vacek said that most of the program funding has been spent at this time except for Goldthwaite, Llano and Mason which currently have funds remaining.

Bob Vacek made a motion with a second by Frank Somera, Jr. to approve all matters as presented by the Community Services Committee which included the acceptance of the Community Needs Assessment. Motion passed unanimously.

- ANNOUNCEMENTS

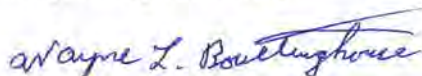
The next HCCAA Board Meeting is scheduled for Tuesday, November 13, 2018.

Frank Somera, Jr. made a motion with a second by Wayne Boultinghouse to adjourn the meeting. The meeting was adjourned at 5:05 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**

October 2, 2018 - Lampasas Multi-Service Center, 901 South Liveoak, Lampasas, Texas

REPRESENTATIVES OF PUBLIC OFFICIALS

Yes	No		
_____	_____ x	Judge Dave Barkemeyer	Milam County
_____	_____	Vacancy - Alternate	Milam County
✓	_____	Judge Jon Burrows	Bell County
_____	_____	Russell Schneider - Alternate	Bell County
_____	_____ x	Comm. Ray Ashby	Coryell County
_____	_____ x	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
_____	_____ x	Lloyd Huggins, Treasurer	Hamilton County
_____	_____	Vacancy - Alternate	Hamilton County
✓	_____	Mary Cunningham	Llano County
_____	_____	Vacancy - Alternate	Llano County
✓	_____	Bob Vacek	Mason County
_____	_____ x	Judge Jerry Bearden - Alternate	Mason County
✓	_____	Comm. Jason Williams	Mills County
_____	_____ x	Comm. Jed Garren	Mills County
✓	_____	Judge Byron Theodosios	San Saba County
_____	_____ x	Pat Pool - Alt.	San Saba County

REPRESENTATIVES OF ORGANIZATIONS

✓	_____	Marlene DiLillo	Bell County
_____	_____	Vacancy - Alternate	Bell County
_____	_____ x	Richard Cortese	Bell County
✓	_____	Frank D. Somera, Jr., VP	Coryell County
_____	_____ x	Barry Thompson	Hamilton County
_____	_____	Vacancy - Alternate	Hamilton County
_____	_____ x	Karen DeZarn	Lampasas County
_____	_____	Vacancy - Alternate	Lampasas County
✓	_____	Joe Simpson	Llano County
_____	_____	Vacancy - Alternate	Llano County
_____	_____ x	Shanna Price	Mason County
_____	_____	Vacancy - Alternate	Mason County
✓	_____	Susan Pommerening	Milam County
_____	_____	Vacancy - Alternate	Milam County
✓	_____	Kim Wesson	Mills County
_____	_____	Vacancy - Alternate	Mills County
_____	_____ x	Georgia Harris	San Saba County
_____	_____	Vacancy - Alternate	San Saba County
_____	_____ x	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
		Vacancy	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
	x	Darrell Grear - Alternate	Milam County
✓		Sharon Casbeer	Mills County
		Vacancy - Alternate	Mills County
✓		Angie Chandler	San Saba County
		Vacancy - Alternate	San Saba County
	x	Monica Perez	At Large
	x	Ashley Jordan - Alternate	At Large

TOTALS

22

Members needed for quorum

16

REGIONAL BOARD MEETING REGISTER

OCTOBER 2, 2018

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

STAFF AND GUESTS

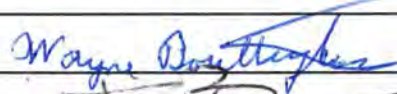
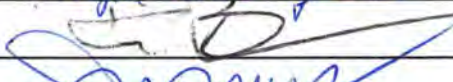

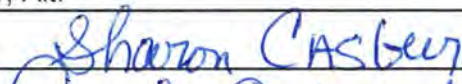
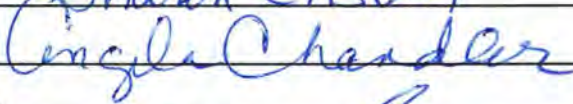
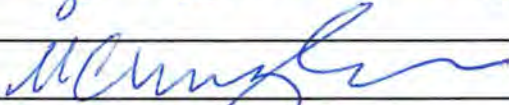


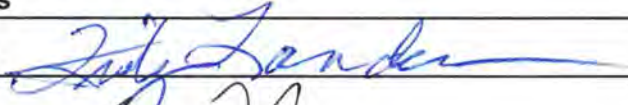


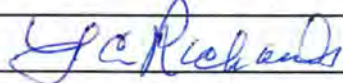


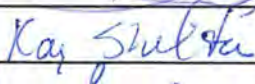

NAME	REPRESENTING
1. Elizabeth May	HCCAA
2. Ashley Johnson	HCCAA
3. Christy Picone	HCCAA
4. David Blackburn	self
5. [unclear]	HCCAA
6. [unclear]	HCCAA
7. Ronnie Acet	HCCAA - RSVP
8. Sidney Scott Sr	HCCAA
9. Sean Payton	HCCAA
10. Joe Simpson	HCCAA
11. Angela Chandler	HCCAA
12. Cecelia Ketchum	"
13. [unclear]	"
14. Kim Daniel	HCCAA
15.	
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REGIONAL BOARD MEETING REGISTER,

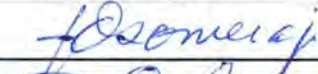

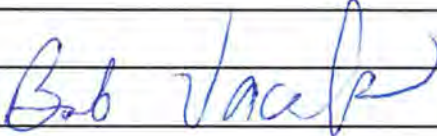
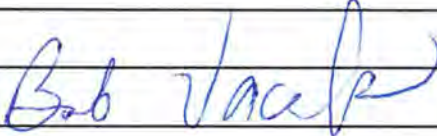
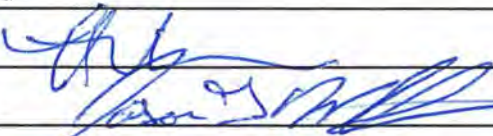
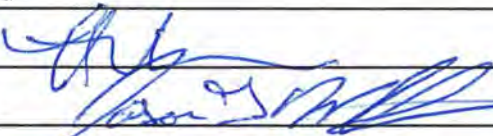
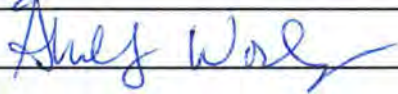
October 2, 2018

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. Sharon Casbeer		Low Income Sector Rep. - Mills County
7. Angie Chandler		Low Income Sector Rep. - San Saba County
8. Richard Cortese		Private Sector Rep. - Bell County
9. Mary Cunningham		Public Sector Rep. - Llano County
10. Karen DeZarn		Private Sector Rep. - Lampasas County
11. Marlene DiLillo		Private Sector Rep. - Bell County
12. John W. Fisher		Public Sector Rep. - Bell County
13. Georgia Harris		Private Sector Rep. - San Saba County
14. Lloyd Huggins		Public Sector Rep. - Hamilton County
15. Fritz Landers		Low Income Sector Rep. - Mason County
16. Sean Payton		Private Sector Rep. At Large
17. Monica Perez		Low Income Sector Rep. At Large
Ashley Jordan- Alt.		Low Income 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 Grear - 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. Joe Simpson		Private Sector Rep. - Llano County

REGIONAL BOARD MEETING REGISTER,
 October 2, 2018
 LAMPASAS MULTI-SERVICE CENTER, 901 SOUTH LIVE OAK, LAMPASAS, TEXAS
BOARD MEMBERS

NAME	SIGNATURE	REPRESENTING
26. Frank D. Somera, Jr.		Private Sector Rep. - Coryell County
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. - Coryell County
34. Vacant		Low Income Sector Rep. - Bell County
35. Vacant		Low Income Sector Rep. - Hamilton County
36. Vacant		Low Income Sector Rep. - Llano County

TOTAL BOARD MEMBERS ATTENDING -

MEMBERS NEEDED FOR QUORUM - 16