

Hill Country Community Action Association, Inc.
Board of Directors
February 5, 2019
Courtyard Marriott, 1721 East Central Texas Expressway
Killeen, TX 76541
M I N U T E S

President John Fisher called the meeting to order at 11:46 A.M. A quorum was established; the attendance roster is attached. President Fisher welcomed everyone to the Board meeting and gave the invocation.

President Fisher stated that the following Slate of Officers for 2019 – 2020 was presented to the Board by the Nominating Committee:

President – John Fisher
1st Vice President – Bill Schumann
Treasurer – Lloyd Huggins
Secretary – Jason Williams

Frank Somera, Jr. made a motion with a second by Marlene DiLillo to approve the slate of officers as presented. Motion passed unanimously.

There were no corrections to the minutes of the November 13, 2018 Board Meeting. Frank Somera, Jr. made a motion with a second by L.C. Richards 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:

Judge David Blackburn, Public Sector Representative, Bell County

Commissioner John Driver, Public Sector Representative, Bell County

Commissioner Russell Schneider, Public Sector Representative, Bell County

John Fisher, Private Sector Representative, Bell County

Marlene DiLillo, Low Income Sector Representative, Bell County

Commissioner Jamie Smart, Public Sector Representative, Lampasas County

Judge Ron Cunningham, Public Sector Representative, Llano County

Judge Steve Young, Public Sector Representative, Milam County

Anita Davis, Low Income Sector Representative, At Large

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

Joe Simpson, Private Sector Representative, Llano County

Judge Mary Cunningham, Public Sector Representative, Llano County

Richard Cortese made a motion with a second by Frank Somera, Jr. to approve the new Board Members and to accept the resignations as noted above. Motion passed unanimously.

Committee Reports – Action Items

- **FINANCE AND AUDIT COMMITTEE / EXECUTIVE COMMITTEE**

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

- Annual Budget for 2019 - This report was included in the Board packet.

Meets Organizational Standard 8.9 – The Governing Board annually approves an organization wide budget.

- Compass MasterCard Credit Card Reports for the months of October, 2018, November, 2019, December, 2018 and January, 2019 were available and reviewed by the Finance and Audit Committee.
- Bank Reconciliation for the months of September, 2018 and October, 2018 were available and reviewed by the Finance and Audit Committee.
- Financial Reports – The following financial reports and information were reviewed:
 - Form 425 Reports for Head Start and RSVP – 12/31/18
 - Agency – Revenue and Expenses Compared to Budget – 12/31/18 (hand out)
 - Head Start – Balance Sheet / Revenue and Expenses – 12/31/18
 - Early Head Start – Balance Sheet / Revenue and Expenses – 12/31/18
 - CSBG – Revenue and Expenses – 12/31/18
 - Nutrition Program – Local Revenue projected for 2019

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.

- Travel Documents and Leave Reports of Tama Shaw, CEO
- CEO's Evaluation – President Fisher stated that Ms. Shaw received an exceptional evaluation. Scoring: 26 Exceeds Expectations and 4 Meets Expectations

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. Ms. Shaw expressed to the committee that any addition to her salary would be a burden on the agency budgets, so there was no further consideration for an increase; however, she would receive the 2% COLA Proposed for 2019.

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

- Revised Succession Plan for CEO - The plan verbiage was updated to remove Frances Little as the appointee for the position of Acting CEO and replace with Christy Pierce/CFO. Ashley Johnson/COO was added as the first back-up appointee for the position of Acting CEO and Kim Daniel was added as the second back-up appointee for the position of Acting CEO.
- Revised Salary Schedules - This schedule includes a 2% COLA increase effective January 1, 2019 for the Head Start/Early Head Start program. Also included was a salary schedule for the Energy Assistance, Weatherization and CSBG Programs adding the position of Lead Case Manager.
- Cost Allocation Plan - Copies of the Cost Allocation Plan were included in the Board packet. This plan is updated annually and presented to the Board for approval. The plan explains how administrative and accounting costs, as well as direct costs are distributed equitably and fairly so that programs only receive their fair share of expenses.

Meets Organizational Standard 8.12 – The organization documents how it allocates shared costs through an indirect cost rate or through a written cost allocation plan.

- Board of Directors Conflict of Interest Policy - This policy was sent out to all Board Members prior to the meeting and also included in the Board packet.
- Cost of Living Increase up to 2% Depending on Availability of Funding – President Fisher stated that the Committee recommended that up to a 2% Cost of Living Increase be given to employees retroactive to January 1, 2019 depending upon the availability of funding.
- Amendment to the Mutual of America Life Insurance Company’s Prototype 401(k) Profit-Sharing Plan
- 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.

- Revised Administrative Organizational Chart – The chart reflects recent changes in staff and titles due to reorganization of positions.

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

- HEAD START COMMITTEE

Shelly 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 - FY 2019 Head Start Funding Increase – This increase provides a 1.77 percent cost of living adjustment (COLA) for existing grantees. It also offers an increase to the total amount available for the Early Head Start-Child Care Partnership and Early Head Start Expansion grants scheduled to be awarded in March, 2019.
- Head Start/Early Head Start Strategic Planning Meeting - Included in the Board packet was a letter from Kim Daniel, Head Start Director, inviting Board Members to attend this meeting. The meeting is scheduled for Thursday, March 21, 2019 at the Killeen Civic and Conference Center, room 1, Killeen, TX 76541, from 10:00 a.m. to 3:00 p.m. and Lunch will be provided. The purpose of the meeting is to review program data and analyze the programs strengths and weaknesses and to plan goals and objectives for next year.
- 2019 Federal Poverty Guidelines - The current guidelines were included in the Board packet. These guidelines are updated each year by the Census Bureau. The January, 2019 poverty guidelines are calculated by taking the 2017 Census Bureau's poverty thresholds and adjusting them for price changes between 2017 and 2018 using the Consumer Price Index.
- School Readiness Data Analysis Report – Ms. Worley stated that the report reflects data for the first checkpoint - 2018 Fall Report for Head Start and Early Head Start. 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. Ms. Worley stated that the second checkpoint has just been completed and the data reflects that the children have increased their knowledge in all areas.
- Head Start Enrollment / Selection Process - Applications are received and the current HHS Poverty Guidelines and a computerized point system are used to prioritize entry into the program.
- Project Approval for Application to Office of Head Start, FY 2019 COLA Increase \$104,807 – An application will be submitted for this funding. Due date is March 1, 2019.
- Head Start / Early Head Start Program Report – This report was included in the Board packet. Ms. Worley stated that effective January 1, 2019 the funded enrollment numbers changed to 476 for Head Start and 72 for Early Head Start due to conversion of Head Start slots to Early Head Start.

Shelly Worley made a motion with a second by Steve Young 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:

- Nutrition Program – Local Revenue projected for 2019.
- Nutrition Program Report – This report was included in the Board packet. Ms. Shelton stated that all positions are filled at this time. Applications for funding from the United Way of the Greater Fort Hood Area and United Way – Milam County have been submitted for 2019.
- Project Approval for Application for RSVP Services for 04/01/19 – 03/31/20
 - Corporation for National and Community Service (CNS-Federal)
Funding Amount Requested - \$110,430
- RSVP Program Report – This report was included in the Board packet. Ms. Shelton said the committee had time during their meeting to get updated on the RSVP program and all their activities.

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

Marlene DiLillo reported that the Community Services Committee reviewed and recommended approval of the following items:

- Report on TDHCA Monitoring of CEAP, DOE, CSBG & LIHEAP Contracts for period of 1/1/18 – 11/30/18 – This report was not completed by Board meeting date. An extension by TDHCA for response from HCCAA was given until February 28, 2019.
- 2019 Poverty Guidelines for Community Service Programs – These guidelines were included in the Board packet.
- Project Approval for Application to the Texas Department of Housing and Community Affairs – 01/01/19 – 12/31/19
 - LIHEAP Weatherization Assistance Program – Budget Amount - \$677,214
- Project Approval for Application for Utility Funded Weatherization Services for FY 01/01/19 – 10/31/19
 - Texas Association of Community Action Agencies, (TACAA) ONCOR
Budget Amount - \$218,500
- Weatherization Program Report – This report was included in the Board packet.
- Project Approval for Bell County HELP Center – 01/01/19 – 12/31/19 - Funding Amount Requested - \$318,148
- Bell County HELP Centers Program Report – This report was included in the Board packet.
- Project Approval for Application to the Texas Department of Housing and Community Affairs – 03/01/19 – 12/31/19
 - Community Services Block Grant - State Discretionary Funds – Budget- \$23,968

- CSBG Performance Reports / Dashboard – This report was included in the Board packet.
- 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 Service Delivery Plan – A copy of the plan was included in the Board packet. The plan included information about how the program will assist low income households in meeting their immediate energy needs and to encourage consumers to control energy costs for years to come through energy education.
- CEAP Production Schedule Tool – This report was included in the Board packet.
- Project Approval for Application to the Texas Department of Housing and Community Affairs – 01/01/19 – 12/31/19
 - Comprehensive Energy Assistance Program – Budget - \$2,215,141
- Energy Assistance Program Report – This report was included in the Board packet. Ms. DiLillo stated that on January 28, 2019 the staff began taking applications for Energy Assistance for 2019.

Marlene DiLillo made a motion with a second by Steve Young to approve all matters as presented by the Community Services Committee. Motion passed unanimously.

6) Business Items – Action Items

- Election of Board Members to Killeen Veranda Housing Corporation for 2019 - - 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 2019: Marlene DiLillo, Georgia Harris, Bob Vacek and Tama Shaw as a non-voting member.

Frank Somera, Jr. made a motion with a second by Richard Cortese that the individuals listed above for the Killeen Veranda Housing Corporation be elected to serve. Motion passed unanimously.

- Election of Board Members to Hill Country Community Housing Corporation for 2019 - 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 2019: Marlene DiLillo, Georgia Harris and Bob Vacek and Tama Shaw as a non-voting member.

Steve Young made a motion with a second by Kim Wesson that the individuals listed above for the Hill Country Community Housing Corporation be elected to serve. Motion passed unanimously.

- ANNOUNCEMENTS

At this time, John Fisher recognized the following Board Members with a Perfect Attendance record for 2018: Bill Schumann, Bob Vacek, Marlene DiLillo, Sidney Scott, Jr. and John Fisher.

The next HCCAA Board Meeting is scheduled for Tuesday, April 30, 2019.

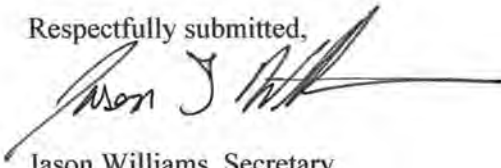
The meeting was adjourned at 12:07 P.M. At 1:00 P.M. A Board Training was presented by Laura Saintey with the Texas Department of Housing and Community Affairs.

Meets Organizational Standard 5.8 - Governing board members have been provided with training on their duties and responsibilities within the past 2 years.

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,

A handwritten signature in black ink, appearing to read "Jason J Williams", with a long horizontal flourish extending to the right.

Jason Williams, Secretary

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

February 5, 2019 - Courtyard Marriott, 1721 E. Central Texas Expressway
Killeen, Texas

REPRESENTATIVES OF PUBLIC SECTOR

Yes	No		
_____	*	Judge David Blackburn	Bell County
_____	*	Comm. Russell Schneider	Bell County
✓	_____	Commissioner John Driver	Bell County
_____	*	Comm. Bill Schumann	Bell County
✓	_____	Comm. Ray Ashby	Coryell County
_____	*	Don Jones - Alternate	Coryell County
_____	*	Comm. Lloyd Huggins	Hamilton County
✓	_____	Commissioner Jamie Smart	Lampasas County
_____	*	Judge Ron Cunningham	Llano County
_____	*	Bob Vaceck	Mason County
_____	*	Judge Jerry Bearden - Alternate	Mason County
✓	_____	Judge Steve Young	Milam County
✓	_____	Comm. Jason Williams	Mills County
_____	*	Judge Ed Smith, Alternate	Mills County
✓	_____	Judge Byron Theodosis	San Saba County
_____	*	Pat Pool - Alternate	San Saba County

REPRESENTATIVES OF PRIVATE SECTOR

✓	_____	John Fisher	Bell County
✓	_____	Richard Cortese	Bell County
✓	_____	Frank D. Somera, Jr.	Coryell County
_____	_____	Vacancy	Hamilton County
_____	*	Karen DeZarn	Lampasas County
_____	_____	Vacancy	Mason County
_____	*	Susan Pommerening	Milam County
✓	_____	Kim Wesson	Mills County
✓	_____	Georgia Harris	San Saba County
_____	*	Yvette Rowland	AT Large
✓	_____	Sean Payton	AT Large

REPRESENTATIVES OF LOW INCOME SECTOR

Yes	No		
✓	_____	Marlene DiLillo	Bell County
✓	_____	Shelly Worley	Bell County
✓	_____	Sidney Scott, Jr.	Bell County
_____	_____	Vacant	Coryell County
_____	*	Makayla Grissom	Hamilton County
✓	_____	Kay Shelton	Lampasas County
_____	_____	Vacancy	Llano County
_____	_____	Vacancy	Mason County
✓	_____	L.C. Richards	Milam County
_____	*	Darrell Grear - Alternate	Milam County
✓	_____	Sharon Casbeer	Mills County
✓	_____	Angie Chandler	San Saba County

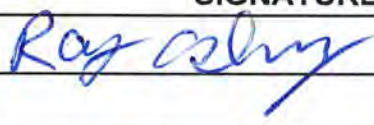
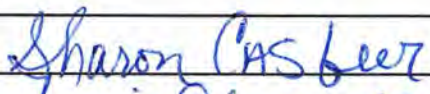

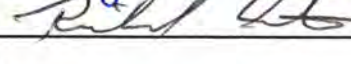

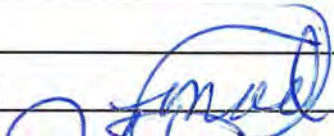
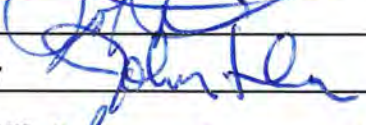
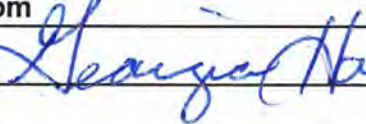

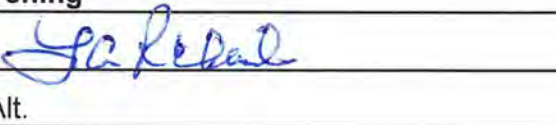

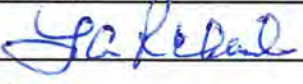


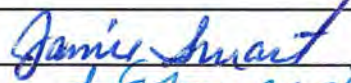
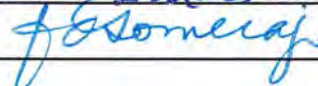
REPRESENTATIVE OF HEAD START POLICY COUNCIL

✓	_____	Anita Davis	AT LARGE
_____	*	Ashley Jordan - Alternate	AT LARGE

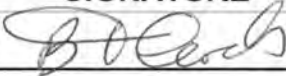


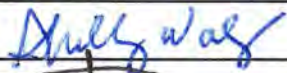
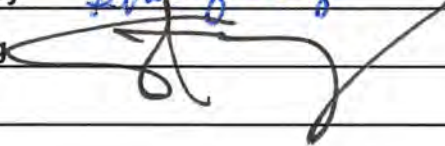
REGIONAL BOARD MEETING REGISTER
 FEBRUARY 5, 2019
 COURTYARD MARRIOTT, 1721 EAST CENTRAL TEXAS EXPRESSWAY
 KILLEEN, TEXAS
STAFF AND GUESTS

NAME	REPRESENTING
1. Ashley Johnson	HCCAA
2. Clouie Ketchum	"
3. Kimbra Hobbs	HCCAA
4. Sam Sha	HCCAA
5. Christy Poney	HCCAA
6. Kai Daniel	HCCAA
7. Eugene M	HCCAA
8. Angie Chandler	HCCAA
9. Robin Overt	RSUP - HCCAA
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REGIONAL BOARD MEETING REGISTER,
 FEBRUARY 5, 2019
 COURTYARD MARRIOTT, 1721 EAST CENTRAL TEXAS EXPRESSWAY,
 KILLEEN, TEXAS

BOARD MEMBERS		
NAME	SIGNATURE	REPRESENTING
1. Ray Ashby		Public Sector Rep. - Coryell County
Don Jones - Alt.		Public Sector Rep. - Coryell County
2. David Blackburn		Public Sector Rep. - Bell County
3. Sharon Casbeer		Low Income Sector Rep. - Mills County
4. Angie Chandler		Low Income Sector Rep. - San Saba County
5. Richard Cortese		Private Sector Rep. - Bell County
6. Ron Cunningham		Public Sector Rep. - Llano County
7. Anita Davis		Low Income Sector Rep - At Large
Ashley Jordan - Alt.		Low Income Sector Rep - At Large
8. Karen DeZarn		Private Sector Rep. - Lampasas County
9. Marlene DiLillo		Low Income Sector Rep. - Bell County
10. John Driver		Public Sector - Bell County
11. John W. Fisher		Private Sector Rep. - Bell County
12. Makayla Grissom		Low Income Sector Rep. - Hamilton County
13. Georgia Harris		Private Sector Rep. - San Saba County
14. Lloyd Huggins		Public Sector Rep. - Hamilton County
15. Sean Payton		Private Sector Rep. At Large
16. Susan Pommerening		Private Sector Rep. - Milam County
17. L.C. Richards		Low Income Sector Rep. - Milam County
Darrell Grear - Alt.		Low Income Sector Rep. - Milam County
18. Yvette Rowland		Private Sector Rep. - At Large
19. Russell Schneider		Public Sector Rep. - Bell County
20. Bill Schumann		Public Sector Rep. - Bell County
21. Sidney Scott, Jr.		Low-Income Sector Rep. - Bell County
22. Kay Shelton		Low Income Sector Rep. - Lampasas County
23. Joe Simpson		Private Sector Rep. - Llano County
24. Jamie Smart		Public Sector Rep. - Lampasas County
25. Frank D. Somera, Jr.		Private Sector Rep. - Coryell County

REGIONAL BOARD MEETING REGISTER,
 FEBRUARY 5, 2019
 COURTYARD MARRIOTT, 1721 EAST CENTRAL TEXAS EXPRESSWAY,
 KILLEEN, TEXAS
BOARD MEMBERS

NAME	SIGNATURE	REPRESENTING
26. Byron Theodosis		Public Sector Rep. - San Saba County
Pat Pool - Alt.		Public Sector Rep. - San Saba County
27. Bob Vacek		Public Sector Rep. - Mason County
Jerry Bearden, Alt.		Public Sector Rep. - Mason County
28. Kim Wesson		Private Sector Rep. - Mills County
29. Jason Williams		Public Sector Rep. - Mills County
Ed Smith - Alt.		Public Sector Rep. - Mills County
30. Shelly Worley		Low Income Sector Rep - Bell County
31. Steve Young		Public Sector Rep. - Milam County
32. Vacant		Low Income Sector - Coryell County
33. Vacant		Private Sector Rep. - Hamilton County
34. Vacant		Low Income Sector - Llano County
35. Vacant		Low Income Sector - Mason County
36. Vacant		Private Sector - Mason County

TOTAL BOARD MEMBERS ATTENDING -

MEMBERS NEEDED FOR QUORUM - 16