



Hill Country Community Action Association, Inc.

Tama Shaw, Chief Executive Officer

2905 W. Wallace, P.O. Box 846, San Saba, TX 76877

Telephone: 325.372.5167 FAX: 325.372.3526

e-mail: hccaainc@centex.net website: www.hccaa.com

Case Management, Energy Assistance, Weatherization, Aging, Nutrition, RSVP, Head Start

Official Meeting – HCCAA Governing Board of Directors,
May 14, 2019
Board Meeting
Lampasas Multi-Service Center, 901 South Live Oak
Lampasas, Texas

AGENDA

- 1) Call to Order, Establishment of Quorum
- 2) Opening Prayer
- 3) Approve February 5, 2019 Board Minutes & March 28, 2019 Executive Committee Minutes,
Action Item, p. 1
- 4) Approval of New Board Members / Resignations – **Action Item, p. 13**
- 5) Committee Reports – **Action Items**
 - **FINANCE AND AUDIT COMMITTEE – 3:00 P.M. – Lloyd Huggins**
CONSIDERATION AND ACTION REGARDING
 - Update List of Signers for BBVA Compass Bank – Main Account, **p. 15**
 - Compass MasterCard Credit Card Report
 - Financial Reports
 - Form 425 Reports for Head Start and RSVP – ending 3-31-19, **p. 16**
 - Agency
 - ❖ FY 2018 Balance Sheet – Revenue & Expenses -12-31-18, **p. 22**
 - ❖ FY 2019 Balance Sheet – Revenue & Expenses – 3-31-19, **p. 28**
 - Head Start / Early Head Start
 - ❖ FY 2018 Balance Sheet – Revenue & Expenses -12-31-18, **p. 33**
 - ❖ FY 2019 Balance Sheet – Revenue & Expenses - 4-30-19, **p. 39**
 - CSBG, **p. 45**
 - Financial Status Report on Nutrition Program, **p. 47**

**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
 - Cost Allocation Plan, **p. 49**
 - Emergency Purchase of Consulting Services, **p. 67**
 - Current Board Vacancies and Discussion of Recruitment of Members, **p. 69**
 - Report on TDHCA Monitoring of CEAP, DOE, CSBG & LIHEAP Contracts for period of 1/1/18 – 11/30/18
 - Board Member Recruitment Plan, **p. 70**
 - Results of Real Estate Procurement Conducted February, 2019, **p. 72**
 - Cost Allocation Plan, **p. 49**

- **HEAD START COMMITTEE 4:00 P.M. – Shelly Worley**
CONSIDERATION AND ACTION REGARDING:
 - Head Start Information Memorandum from Administration for Children and Families – General Disaster Recovery Flexibilities/ECLKC, **p.76**
 - Request to Retain Funds from Sale of Bus - \$2,500, **p. 84**
 - Head Start / Early Head Start Standards of Conduct, **p. 85**
 - School Readiness Data Analysis Report, **p. 86**
 - Head Start / Early Head Start Program Report - Kim Daniel, **p. 88**

- **SENIOR SERVICES COMMITTEE – 4:00 P.M. – Kay Shelton**
CONSIDERATION AND ACTION REGARDING:
 - Financial Status Report on Nutrition Program, **p. 47**
 - Monitoring Report on Home Delivered Meals Program by the Texas Department of Agriculture – FY 2018, **p. 90**
 - Project Approval for Application to the City of Copperas Cove for Nutrition Services for 10/1/19 – 09/30/20 – Funding Request - \$5,000 **p. 96**

- Project Approval for Application for Nutrition Services for 10/1/18 – 09/30/19 & 10/1/19 – 09/30/20
 - City of Temple – Community Enhancement Grant (CEG)
Funding Amount Requested - \$34,000, **p. 96**
- Project Approval for Application to the Area Agency on Aging of Central Texas (CTCOG) for continuation of the Aging Services Program for 10/01/19– 09/30/20, **p. 96**
 - Title III-C Congregate Meals – Funding Request - \$346,690
 - Home Delivered Meals – Title IIIC-2 & Title XX & Star Plus–
– Funding Request - \$720,917
 - Participant Assessment – Funding Request - \$4,867
 - Center Operations – Funding Request - \$40,000
- Project Approval for Application to the Capital Area Planning Council of Governments (CAPCOG) for continuation of the Aging Services Program for 10/01/19 – 09/30/20, **p. 97**
 - Title III-C Congregate Meals – Llano County – Funding Request - \$29,094
 - Home Delivered Meals – Llano County – Funding Request - \$120,800
 - Center Operations - Llano County – Funding Request - \$8,580
- Nutrition Program Report – Kimbra Hobbs, **p. 98**
- RSVP Program Report - Ronnie Ault, **p. 99**
- **COMMUNITY SERVICES COMMITTEE – 4:00 P.M. – Marlene DiLillo**
CONSIDERATION AND ACTION REGARDING:
 - Report on TDHCA Monitoring of CEAP, DOE, CSBG & LIHEAP Contracts for period of 1/1/18 – 11/30/18, **p. 70**
 - Monitoring Report on Texas Association of Community Action Agencies, Inc. (TACAA) –2018 ONCOR Weatherization Project, **p. 101**
 - Weatherization Program Report – Christy Pierce, **p. 105**
 - Project Approval for Application for Services for 10/1/18 – 9-30-19 & 10/01/19 – 09/30/20
 - City of Temple – Community Enhancement Grant (CEG) -Temple HELP Center
Funding Amount Requested - \$5,000, **p. 106**
 - Bell County HELP Centers Program Report – Ashley Johnson, **p. 107**
 - CSBG Performance Reports / Dashboard, **p. 108**
 - Community Services Block Grant Program Report – Ashley Johnson, **p. 111**
 - CEAP Production Schedule Tool, **p. 112**

➤ Energy Assistance Program Report – Clovia Ketchum, **p. 113**

Attendance Record, **p. 114**

7) Announcements

The next Governing Board Meeting is scheduled for Tuesday, August 6, 2019.

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).