



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
September 17, 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 August 20, 2019 Minutes, **Action Item, p. 1**
- 4) Presentation of 2018 Single Audit – Saunders and Associates, PLLC – (Copy distributed prior to Board meeting) – Action Item
- 5) Committee Reports – **Action Items**
 - **FINANCE AND AUDIT COMMITTEE – 3:00 P.M. – Lloyd Huggins**
CONSIDERATION AND ACTION REGARDING
 - SAS 114 Letter from Saunders and Associates, PLLC, **p. 9**
 - IRS Form 990 for 2018 – *(distributed prior to meeting)*
 - Compass MasterCard Credit Card Report
 - Bank Reconciliation
 - Financial Reports
 - Agency
 - ❖ FY 2019 Balance Sheet – Revenue & Expenses – 8/31/19, **p. 11**
 - Head Start / Early Head Start
 - ❖ FY 2019 Balance Sheet – Revenue & Expenses – 8/31/19, **p. 14**
 - CSBG
 - ❖ FY 2019 Balance Sheet – Revenue and Expenses – 8/31/19, **p. 20**
 - HCCAA Financial Report as of 8/31/19, **p. 21**
 - Nutrition Statement of Revenue and Expenses by Center – 8/31/19, **p. 22**

**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 of Tama Shaw, CEO
 - Current Board Vacancies and Discussion of Recruitment of Members, **p. 26**
 - Resolution Authorizing Tama Shaw, CEO to Sign Contracts with the Texas Health and Human Services, **p. 27**
 - Revised Salary Schedule, **p. 28**
 - Proposed Holiday Schedule for 2020, **p. 29**
 - Sale of Property – 1205 N. Hutching Street, Goldthwaite, TX 76844, **p. 30**
 - Resolution Authorizing Continuation of the 1% Agency Contribution to the 401(k) Qualified Profit Sharing and Trust for Eligible Employees in 2020, **p. 31**
 - Resolution Authorizing Continuation of the Limited Flexible Benefit Cafeteria Plan for Eligible Employees in 2020, **p. 32**
 - Withdrawal and Dismissal of Discrimination Claim, **p. 33**
 - CEO’s Report – Tama Shaw, **p. 35**
- **HEAD START COMMITTEE 4:00 P.M. – Shelly Worley**
CONSIDERATION AND ACTION REGARDING:
 - Head Start Information Memorandum from Administration for Children and Families – Notice of Proposed Rulemaking (NPRM) on Designation Renewal System (DRS) Changes – Public Comment Period, **p. 36**
 - Project Approval for Application to the U.S. Department of Health and Human Services for continuation of the Head Start / Early Head Start Program - Funding Available Annual Amount - \$6,105,331, **p. 38**
 - 2018 - 2019 Performance Indicator Report (PIR) Report, **p. 39**
 - Head Start / Early Head Start Program Report – Kim Daniel, **p. 46**

- **SENIOR SERVICES COMMITTEE – 4:00 P.M. – Kay Shelton**
CONSIDERATION AND ACTION REGARDING:
 - Monitoring Report on Home Delivered Meals Program by the Texas Health and Human Services Commission – FY 2018-2019, **p. 47**
 - 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 2020-2021, **p. 48**
 - Nutrition Program Report – Kimbra Hobbs, **p. 49**
 - RSVP Program Report - Ronnie Ault, **p. 50**
- **COMMUNITY SERVICES COMMITTEE – 4:00 P.M. – Marlene DiLillo**
CONSIDERATION AND ACTION REGARDING:
 - Project Approval for Application for Continuation of Weatherization Services for 07/01/19 – 06/30/20 – ATMOS Energy Keep the Warmth – Budget - \$27,000, **p. 51**
 - Weatherization Program Report – Christy Pierce, **p. 52**
 - Bell County HELP Centers Program Report – Cynthia Zepeda, **p. 53**
 - CSBG Performance Reports / Dashboard, **p. 54**
 - Community Services Block Grant Program Report – Ashley Johnson, **p. 57**
 - Budget Amendment - Texas Department of Housing and Community Affairs – 01/01/19 – 12/31/19
 - Comprehensive Energy Assistance Program – Increase Current Budget of \$2,215,141 by \$52,262 for a Total Budget of \$2,267,403, **p. 58**
 - CEAP Production Schedule Tool, **p. 61**
 - Energy Assistance Program Report – Clovia Ketchum, **p. 62**

Attendance Record, **p. 63**

6) Announcements

The next Governing Board Meeting is scheduled for Tuesday, November 12, 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).