



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

August 20, 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 May 14, 2019 Minutes, **Action Item, p. 1**
- 4) Approval of New Board Members / Resignations – **Action Item, p. 10**
- 5) Committee Reports – **Action Items**
 - **FINANCE AND AUDIT COMMITTEE / EXECUTIVE COMMITTEE – 4:00 P.M. – Lloyd Huggins / John Fisher**
CONSIDERATION AND ACTION REGARDING
 - Compass MasterCard Credit Card Report
 - Bank Reconciliation
 - Financial Reports
 - Form 425 Reports for Head Start and RSVP – ending 3-31-19, **p. 14**
 - Agency
 - ❖ FY 2018 Balance Sheet – Revenue & Expenses – as of 12-31-18, **p. 20**
 - Agency
 - ❖ FY 2019 Balance Sheet – Revenue & Expenses – 6-30-19, **p. 23**
 - Head Start / Early Head Start
 - ❖ FY 2019 Balance Sheet – Revenue & Expenses – 6-30-19, **p. 26**
 - CSBG
 - ❖ FY 2019 Balance Sheet – Revenue and Expenses – 6-30-19, **p. 32**
 - Congregate Meal Program – Information Submitted to CTCOG for Corrective Action Plan to Utilize Carryover Funds, **p. 35**
 - Community Services Provided by County, **p. 40**

**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



- Travel Documents and Leave Reports of Tama Shaw, CEO
- Current Board Vacancies and Discussion of Recruitment of Members, **p. 41**
- Discuss Changes to Leave Accrual Policy
- Results of Discrimination Charge
- Final Report on TDHCA Monitoring of CEAP, DOE, CSBG & LIHEAP Contracts for period of 1/1/18 – 11/30/18, **p. 42**
- CEO's Report – Tama Shaw, **p. 47**
- **HEAD START COMMITTEE 4:00 P.M. – Shelly Worley**
CONSIDERATION AND ACTION REGARDING:
 - Project Approval for Application to the Texas Department of Agriculture for continuation of the Child and Adult Care Food Program for 10/01/19- 09/30/20 – Funding Available - \$469,803, **p. 51**
 - Self -Assessment, **p. 52**
 - Head Start / Early Head Start Annual Report, **p. 74**
 - School Readiness Data Analysis Report, **p. 83**
 - Head Start / Early Head Start Program Report - Kim Daniel, **p. 85**
- **SENIOR SERVICES COMMITTEE – 4:00 P.M. – Kay Shelton**
CONSIDERATION AND ACTION REGARDING:
 - Congregate Meal Program – Information Submitted to CTCOG for Corrective Action Plan to Utilize Carryover Funds, **p. 35**
 - Monitoring Report on Home Delivered Meals Program by the Texas Department of Agriculture – FY 2018, **p. 86**
 - Monitoring Report – Program and Fiscal Contract Monitoring on Nutrition Program – FY 2019 by the Area Agency on Aging of the Capital Area, **p. 87**
 - Budget Amendment for Home Delivered Meals – Health and Human Services Commission - 10/1/18 – 9/30/19 - Increase Current Budget of \$247,500 by \$1,500.12 for a Total Budget of \$249,000.12, **p. 91**

- Budget Amendment for Home Delivered Meals – Health and Human Services Commission - 10/1/19 – 9-30-20 Increase Current Budget of \$252,450 by \$18,360 for a Total Budget of \$270,810, **p. 92**
- Nutrition Program Report – Kimbra Hobbs, **p. 96**
- Budget Amendment for Retired and Senior Volunteer Program – 04/01/19 – 03/31/20 Increase Current Budget of \$110,430 by \$7,500 Additional Funding and \$10,393 Carryover for a Total Budget of \$128,323, **p. 97**
- Project Approval for Application for RSVP Services for 04/01/20 – 03/31/21
 - Corporation for National and Community Service (CNS-Federal)
Funding Amount Requested - \$117,930, **p. 99**
- RSVP Program Report - Ronnie Ault, **p. 100**
- **COMMUNITY SERVICES COMMITTEE – 4:00 P.M. – Marlene DiLillo**
CONSIDERATION AND ACTION REGARDING:
 - Final Report on TDHCA Monitoring of CEAP, DOE, CSBG & LIHEAP Contracts for period of 1/1/18 – 11/30/18, **p. 42**
 - Budget Amendment for DOE Weatherization Assistance Program – 07/01/18 -6-30-19 – Increase Current Budget of \$130,611 by \$4,863.77 for a Total Budget of \$135,474.77, **p. 101**
 - Project Approval for Application to the Texas Department of Housing and Community Affairs for Continuation of DOE Weatherization Assistance Program for 07/01/19 – 6/30/20 – Budget - \$146,913, **p.104**
 - Weatherization Program Report – Christy Pierce, **p. 107**
 - Bell County HELP Centers Program Report – Ashley Johnson, **p. 108**
 - CSBG Performance Reports / Dashboard, **p. 109**
 - HCCAA Client Satisfaction Survey, **p. 112**
 - HCCAA Community Action Plan – 2020 (*copy distributed prior to meeting*)
 - HCCAA Strategic Plan Progress – 2019, **p. 123**
 - Project Approval for Application to the Texas Department of Housing and Community Affairs for Continuation of Community Services Block Grant Program for 01/01/20 – 12/31/20 – Funding Available - \$509,856, **p. 125**

- Community Services Block Grant Program Report – Ashley Johnson, **p. 127**
- CEAP Production Schedule Tool, **p. 128**
- Energy Assistance Program Report – Clovia Ketchum, **p. 129**

Attendance Record, **p. 130**

6) Power Point Presentation / Board Orientation

7) Announcements

The next Governing Board Meeting is scheduled for Tuesday, September 17, 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).