

Hill Country Community Action Association, Inc.
Board of Directors
September 17, 2019
901 South Liveoak
Lampasas, Texas 76550
M I N U T E S

President John Fisher called the meeting to order at 4:40 P.M. A quorum was established; the attendance roster is attached. President Fisher welcomed everyone to the Board meeting and gave the invocation.

There were no corrections to the minutes of the August 20, 2019 Board meeting Lloyd Huggins made a motion with a second by Jamie Smart to accept the minutes as presented. Motion passed unanimously.

Presentation of 2018 Single Audit by Saunders and Associates, PLLC – Gary Saunders presented the 2018 Single Audit report to the full Board. Prior to the Board meeting, copies of the Audit for 2018 were sent to Board Members. Mr. Saunders stated that the audit was performed in accordance with the Government Auditing standard and Uniform Guidance. Mr. Saunders stated that the unmodified opinion of Saunders and Associates, PLLC is that the financial statements referred to in the audit present fairly, in all material respects, the financial position of Hill Country Community Action Association, Inc., Subsidiary and Related Entity as of December 31, 2018.

Mr. Saunders stated that HCCAA received a clean report in accordance with Government Auditing Standards and a clean report in accordance with Uniform Guidance which resulted in no findings. He stated that this is done in accordance with Uniform Guidance because it is contractually required due to HCCAA having Federal and State contracts. He said that HCCAA has internal controls that would identify any areas of non-compliance.

Mr. Saunders stated that under Uniform Guidance it was determined that the major programs to be audited were: Head Start Program and the Community Services Block Grant Program. Mr. Saunders stated that they examined each of the major programs to determine if they complied with 12 different attributes. Mr. Saunders said they found HCCAA to be in compliance with all 12 of the attributes. He said that HCCAA has internal controls that would identify any areas of non-compliance.

Mr. Saunders stated that the audit process this past year was more challenging than we have experienced in the past with the passing of Frances Little, CFO in 2018. Staff spent many hours getting the books in order and preparing reports so that the audit could be completed on time. Mr. Saunders said that the following are recommendations which were discussion points – not findings: Reconcile all balance sheet accounts on a monthly basis, minimize journal entries and simplify the chart of accounts.

Mr. Saunders distributed graphs and charts that reflected the different sources of revenue and graphs that showed expenses by category and functional areas, as well as graphs reflecting a summarization of revenues and expenditures.

Frank Somera, Jr. made a motion with a second by Lloyd Huggins to accept the 2018 Single Audit report. Motion passed unanimously.

Meets Organizational Standard 8.3 - The organization's auditor presents the audit to the governing board.

Meets Organizational Standard 8.4 - The governing board formally receives and accepts the audit.

Committee Reports – Action Items

- **FINANCE AND AUDIT COMMITTEE**

Lloyd Huggins reported that the Finance and Audit Committee met and reviewed and recommended approval of the following items:

- SAS 114 Letter from Saunders and Associates, PLLC - Audit from Saunders and Associates, PLLC - Auditors are required to provide this information to those charged with governance and a copy was included in the Board packet.
- IRS Form 990 for 2018 – (*distributed prior to meeting*) - Copies of the completed form were sent out to Board Members prior to the meeting.

Meets Organizational Standard 8.6 - The IRS Form 990 is completed annually and made available to the governing board for review.

- Compass MasterCard Credit Card Report - for the months of August, 2019 was available and reviewed by the committee.
- Bank Reconciliation for the months of July and August, 2019 were available and reviewed by the committee.
- Financial Reports
 - Agency
 - ❖ FY 2019 Balance Sheet – Revenue & Expenses – 8/31/19
 - Head Start / Early Head Start
 - ❖ FY 2019 Balance Sheet – Revenue & Expenses – 8/31/19
 - CSBG
 - ❖ FY 2019 Balance Sheet – Revenue and Expenses – 8/31/19

- HCCAA Financial Report as of 8/31/19 – A report showing each program's revenue and expenses and budget balance was presented to the committee.
- Nutrition Statement of Revenue and Expenses by Center – 8/31/19

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

Lloyd Huggins made a motion with a second by Marlene DiLillo to approve all matters as presented by the Finance and Audit Committee. Motion passed unanimously.

- EXECUTIVE COMMITTEE

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

- Travel Documents of Tama Shaw, CEO
- Current Board Vacancies and Discussion of Recruitment of Members – There was only one vacancy which will be filled before the next Board meeting.

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

- Resolution Authorizing Tama Shaw, CEO to Sign Contracts with the Texas Health and Human Services Commission
- Revised Salary Schedule – this report was included in the Board packet. Two new positions were added to the schedule.
- Proposed Holiday Schedule for 2020 – Wednesday, January 1st – New Year's Day, Monday, January 20th – Martin Luther King, Jr. Day, Monday, February 17th – President's Day, Friday, April 10th – Good Friday, Monday, May 25th – Memorial Day, Friday, July 3rd – Independence Day, Monday, September 7th – Labor Day, Wednesday, November 11th – Veteran's Day, Thursday and Friday, November 26th and 27th – Thanksgiving Day, Thursday and Friday, December 24th and 25th – Christmas Eve and Christmas Day, Thursday, December 31st – New Year's Eve.
- Sale of Property – 1205 N. Hutching Street, Goldthwaite, TX 76844 – Property was sold for \$30,000. It was donated to HCCAA in 1996 and was not longer needed by the Agency.

- Resolution Authorizing Continuation of the 1% Agency Contribution to the 401(k) Qualified Profit Sharing and Trust for Eligible Employees in 2020
- Resolution Authorizing Continuation of the Limited Flexible Benefit Cafeteria Plan for Eligible Employees in 2020
- Withdrawal and Dismissal of Discrimination Claim
- CEO's Report – This report was included in the Board packet.

John Fisher made a motion with a second by Frank Somera, Jr. to approve all matters as presented by 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 – Notice of Proposed Rulemaking (NPRM) on Designation Renewal System (DRS) Changes – Public Comment Period
- 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
- 2018 - 2019 Performance Indicator Report (PIR) Report - Ms. Worley stated that this is the end of year report and includes data collected from 2018 - 2019 Program year for Head Start and Early Head Start Programs. The report reflects that we served 85 children in the Early Head Start program with a total of 81 families and 578 children served in the Head Start Program with a total of 539 families. A copy of this report was included in the packet. Ms. Worley stated that we met the 10% Disability Requirement for the 2018-2019 school year.
- Head Start / Early Head Start Program Report – This report was included in the Board packet. Ms. Worley noted that we currently have 4 staff vacancies which is down from 19 vacancies last month.

Shelly Worley made a motion with a second by Lloyd Huggins 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:

- Monitoring Report on Home Delivered Meals Program by the Texas Health and Human Services Commission – FY 2018-2019 – Ms. Shelton stated that we received 100% compliance on this monitoring.
- 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
- Nutrition Program Report – This report was included in the Board packet.
- RSVP Program Report – This report was included in the Board packet.

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

- COMMUNITY SERVICES COMMITTEE

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

- Project Approval for Application for Continuation of Weatherization Services for 07/01/19 – 06/30/20 – ATMOS Energy Keep the Warmth – Budget - \$27,000
- Weatherization Program Report – This report was included in the Board packet. Ms. DiLillo stated that everything is on schedule for the program.
- Bell County HELP Centers Program Report – This report was included in the Board packet.
- CSBG Performance Reports / Dashboard – This report was included in the Board packet. Ms. DiLillo stated that these are the National Performance Indicators for the Community Services Block Grant. This is a calendar year grant which runs from January 1st through December 31st.
- Community Services Block Grant Program Report – This report was included in the Board packet. Ms. DiLillo stated that there has been an increase in the Case Management Load as a result of strategies that have been put in place.

Meets Organizational Standard 5.9 – The organization's governing board receives programmatic reports at each regular board meeting.

- 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
- CEAP Production Schedule Tool – This report was included in the Board packet.
- Energy Assistance Program Report – This report was included in the Board packet. Ms. DiLillo stated that currently 92 percent of the energy assistance funds have been spent with funds remaining in the amount of \$145,000.

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

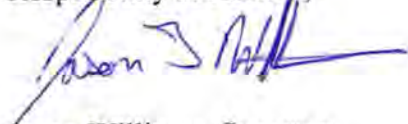
Announcements

The next Governing Board Meeting is scheduled for Tuesday, November 12, 2019.

John Fisher made a motion with a second by Dale Jaecks to adjourn the meeting. The meeting was adjourned at 5:15 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,



Jason Williams, Secretary

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

September 17, 2019 - Lampasas Multi-Service Center, 901 South Liveoak,
Lampasas, Texas

REPRESENTATIVES OF PUBLIC SECTOR

Yes	No		
<input checked="" type="checkbox"/>		Judge David Blackburn	Bell County
	<input checked="" type="checkbox"/>	Comm. Russell Schneider	Bell County
<input checked="" type="checkbox"/>		Commissioner John Driver	Bell County
<input checked="" type="checkbox"/>		Comm. Bill Schumann	Bell County
<input checked="" type="checkbox"/>		Comm. Ray Ashby	Coryell County
	<input checked="" type="checkbox"/>	Don Jones - Alternate	Coryell County
<input checked="" type="checkbox"/>		Comm. Lloyd Huggins	Hamilton County
<input checked="" type="checkbox"/>		Commissioner Jamie Smart	Lampasas County
	<input checked="" type="checkbox"/>	Judge Ron Cunningham	Llano County
	<input checked="" type="checkbox"/>	Bob Vaceck	Mason County
	<input checked="" type="checkbox"/>	Judge Jerry Bearden - Alternate	Mason County
	<input checked="" type="checkbox"/>	Judge Steve Young	Milam County
<input checked="" type="checkbox"/>		Comm. Jason Williams	Mills County
<input checked="" type="checkbox"/>		Judge Byron Theodosios	San Saba County
	<input checked="" type="checkbox"/>	Pat Pool - Alternate	San Saba County

REPRESENTATIVES OF PRIVATE SECTOR

<input checked="" type="checkbox"/>		John Fisher	Bell County
	<input checked="" type="checkbox"/>	Richard Cortese	Bell County
<input checked="" type="checkbox"/>		Frank D. Somera, Jr.	Coryell County
	<input checked="" type="checkbox"/>	Jim Keay	Hamilton County
<input checked="" type="checkbox"/>		Karen DeZarn	Lampasas County
	<input checked="" type="checkbox"/>	Cindy Travers	Llano County
<input checked="" type="checkbox"/>		Anna Velez	Mason County
<input checked="" type="checkbox"/>		Dale Jaecks	Milam County
	<input checked="" type="checkbox"/>	Kim Wesson	Mills County
<input checked="" type="checkbox"/>		Georgia Harris	San Saba County
	<input checked="" type="checkbox"/>	Roxanne Achmad	AT Large
	<input checked="" type="checkbox"/>	Sean Payton	AT Large

REPRESENTATIVES OF LOW INCOME SECTOR

Yes	No		
<input checked="" type="checkbox"/>		Marlene DiLillo	Bell County
<input checked="" type="checkbox"/>		Shelly Worley	Bell County
<input checked="" type="checkbox"/>		Sidney Scott, Jr.	Bell County
<input checked="" type="checkbox"/>		Rita Hotz	Coryell County
<input checked="" type="checkbox"/>		Karla Curry	Hamilton County
<input checked="" type="checkbox"/>		Kay Shelton	Lampasas County
<input checked="" type="checkbox"/>		Jessica Graham	Llano County
		Vacant	Mason County
<input checked="" type="checkbox"/>		L.C. Richards	Milam County
<input checked="" type="checkbox"/>		Sharon Casbeer	Mills County
<input checked="" type="checkbox"/>		Angie Chandler	San Saba County

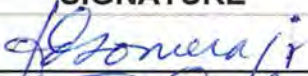



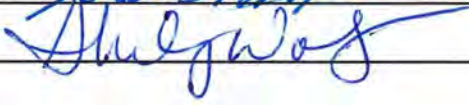
REPRESENTATIVE OF HEAD START POLICY COUNCIL

	<input checked="" type="checkbox"/>	Anita Davis	AT LARGE
	<input checked="" type="checkbox"/>	Ashley Jordan - Alternate	AT LARGE

REGIONAL BOARD MEETING REGISTER,
SEPTEMBER 17, 2019
LAMPASAS MULTI-SERVICE CENTER,
901 SOUTH LIVEOAK, LAMPASAS, TEXAS

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

REGIONAL BOARD MEETING REGISTER,
 SEPTEMBER 17, 2019
 LAMPASAS MULTI-SERVICE CENTER,
 901 SOUTH LIVEOAK, LAMPASAS, TEXAS
BOARD MEMBERS

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

TOTAL BOARD MEMBERS ATTENDING -

MEMBERS NEEDED FOR QUORUM - 18

REGIONAL BOARD MEETING REGISTER
 SEPTEMBER 17, 2019
 LAMPASAS MULTI-SERVICE CENTER,
 901 SOUTH LIVE OAK, LAMPASAS, TEXAS
STAFF AND GUESTS

NAME	REPRESENTING
1. Elizabeth My	HCCAN
2. Christine	HCCAT
3. Donna Shaw	HCCAA
4. Anna E Velez	Mason
5. Kay Shelton	Lampasas
6. Ronnie Cress	HCCAA - RSVP
7. Sharon Casbeer	WAV Project
8. Madeline Jim	HCCAA-WAP
9. Ken Daniel	HCCAT Head Start
10. Kimbra Hobbs	HCCAA
11. Cynthia Zepeda	HCCAA
12. Olivia Kitchin	"
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