



## **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**

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Official Meeting – HCCAA Governing Board of Directors  
November 12, 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 September 17, 2019 Minutes, **Action Item, p. 1**
- 4) Required by HB No. 2840 Enacted by the State Legislature During the 86<sup>th</sup> Legislative Session – Public comment may be made on any agenda item before or during the body's consideration of the item.
- 5) Approval of New Board Members / Resignations – **Action Item, p. 8**
- 6) Committee Reports – **Action Items**
  - **JOINT MEETING**  
EXECUTIVE COMMITTEE / FINANCE AND AUDIT COMMITTEE – **4:00 P.M.** –  
John Fisher, President / Lloyd Huggins, Treasurer  
CONSIDERATION AND ACTION REGARDING
    - 2018 Audit for 401(k) Plan (*distributed prior to meeting*)
    - Resolution Authorizing Extension of Audit Contract with Saunders and Associates to include Year Ending December 31, 2019 to Conduct Single Audit, 401(k) Audit and 990, **p. 16**
    - Compass MasterCard Credit Card Report

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**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*



- Bank Reconciliation
- Financial Reports
  - Form 425 Reports for Head Start and RSVP, **p. 32**
  - Agency
    - ❖ FY 2019 Balance Sheet & Revenue & Expenses –9/30/19, **p. 38**
  - Head Start / Early Head Start
    - ❖ FY 2019 Balance Sheet & Revenue & Expenses – 9/30/19, **p. 42**
  - CSBG
    - ❖ FY 2019 Balance Sheet & Revenue and Expenses – 9/30/19, **p. 48**
  - Nutrition Financial Report , **p. 52**
  - Community Services Provided by County, **p. 55**
- Travel Documents and Leave Reports of Tama Shaw, CEO
- Resolution Authorizing Resetting of Board of Directors Membership, **p. 57**
- Revised Salary Schedule, **p. 59**
- Belton Housing Project, **p. 60**
- Review By-laws
- Current Board Vacancies and Discussion of Recruitment of Members  
There are no vacancies at this time.
- Resolution Delegating Authority for CEO to Sign Real Estate Closing Documents, **p. 61**
- Resolution Delegating Authority for CEO to Enter into Contracts, **p. 64**
- Discuss Changes to Leave Accrual Policy
- Project Approval for Application to the Central Texas Workforce Board  
01/01/20 – 12/31/20 – Child Care Services (Provider Payments) – Tama Shaw, **p. 65**

- **HEAD START COMMITTEE 4:00 P.M. – Shelly Worley**  
CONSIDERATION AND ACTION REGARDING:
  - Information Memorandum from Administration for Children and Families – Accounting Simplification for Head Start and Early Head Start Operations and Service Funds, **p. 67**
  - School Readiness Data Analysis Report, **p. 70**
  - Head Start Eligibility Training, **p. 77**
  - Head Start / Early Head Start Program Report - Kim Daniel, **p. 82**
  
- **SENIOR SERVICES COMMITTEE – 4:00 P.M. – Kay Shelton**  
CONSIDERATION AND ACTION REGARDING:
  - Project Approval for Application for Nutrition Services - 01/01/20–12/31/20 – Kimbra Hobbs
    - United Way of Greater Fort Hood Area – Killeen/Copperas Cove, **p. 83**
  - Project Approval for Application for Nutrition Services - 01/01/20–12/31/20 – Kimbra Hobbs
    - United Way of Milam County–Rockdale, **p. 84**
  - Nutrition Program Report – Kimbra Hobbs, **p. 85**
  - Project Approval for Application to the Corporation for National and Community Service (CNS – State) for continuation of RSVP Program for 12/01/19 – 08/31/20 – Proposed Budget - \$44,908, **p. 86**
  - RSVP Program Report - Ronnie Ault, **p. 88**
  
- **COMMUNITY SERVICES COMMITTEE – 4:00 P.M. – Marlene DiLillo**  
CONSIDERATION AND ACTION REGARDING:
  - Budget Amendment – TACAA-Oncor Weatherization Project - Texas Association of Community Action Agencies – 1/1/19 – 12/31/19 – Decrease the allocated budget of \$218,500 by \$5,623.79 for a total Budget of \$212,876.21, **p. 89**
  - Monitoring of 2019 TACAA-Oncor Weatherization Project by the Texas Association of Community Action Agencies, Inc., **p. 91**
  - Weatherization Program Report – Christy Pierce, **p. 94**
  - Bell County HELP Centers Program Report – Cynthia Zepeda, **p. 95**

- Project Approval for Application for Services - 01/01/20 – 12/31/20 – Ashley Johnson
  - United Way of Greater Fort Hood Area – Killeen HELP Center, **p. 96**
- CSBG Performance Reports / Dashboard, **p. 97**
- Stakeholder Survey (*distributed prior to meeting*)
- Community Services Block Grant Program Report – Ashley Johnson, **p. 100**
- Budget Amendment - Texas Department of Housing and Community Affairs – 01/01/19 – 12/31/19
  - Comprehensive Energy Assistance Program – Increase Current Budget of \$2,267,403 by \$6,962 for a Total Budget of \$2,274,365, **p. 101**
- Project Approval – Texas Department of Housing and Community Affairs (TDHCA) 01/01/20 – 12/31/20
  - Comprehensive Energy Assistance Program - Total Budget of \$2,215,141 (based on PY 2019 funding), **p. 104**
- CEAP Production Schedule Tool, **p. 105**
- CEAP Service Delivery Plan, **p. 106**
- Energy Assistance Program Report – Clovia Ketchum, **p. 118**

#### 7) Business Items – Action Items

- Election of President and Vice President for Term ending December 31, 2020, **p. 119**
- Election of Board Members to Killeen Veranda Housing Corporation for 2020, **p. 120**
- Election of Board Members to Hill Country Community Housing Corporation for 2020, **p. 121**
- Schedule of 2020 Board Meetings, **p. 122**

Attendance Record, **p. 123**

#### 8) Announcements

The next Governing Board Meeting/Training is scheduled for Tuesday, February 11, 2020.

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).