



**Hill Country Community Action Association, Inc.**  
Tama Shaw, Chief Executive Officer

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**Case Management, Energy Assistance, Weatherization, Aging Services, Senior Nutrition, RSVP, Head Start**

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Official Meeting – HCCAA Governing Board of Directors  
June 23, 2020 – 4:00 P.M.  
Board Meeting  
Lampasas Multi-Service Center  
901 South Live Oak, Lampasas TX 76550

*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.*

AGENDA

- 1) Call to Order, Establishment of Quorum
- 2) Opening Prayer
- 3) Approve March 10, 2020 Minutes and May 12, 2020 Executive Committee Minutes, **Action Item, p. 1**
- 4) Approval of New Board Members / Resignations – **Action Item, p. 15**
- 5) Committee Reports – **Action Items**

- **JOINT MEETING**

EXECUTIVE COMMITTEE / FINANCE AND AUDIT COMMITTEE – **4:00 P.M.**  
Bill Schumann, President / Lloyd Huggins, Treasurer  
CONSIDERATION AND ACTION REGARDING

**Executive Committee:**

- Travel Documents and Leave Reports of Tama Shaw, CEO
- Revised Salary Schedules, **p. 16**
- Current Board Vacancies and Discussion of Recruitment of Members – There are no vacancies at this time.

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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*



## **Finance and Audit Committee:**

- Compass MasterCard Credit Card Report
- Bank Reconciliation
- Financial Reports
  - Form 425 Reports for Head Start and RSVP, **p. 19**
  - Agency
    - ❖ Balance Sheet & Revenue & Expenses, **p. 25**
  - Head Start / Early Head Start
    - ❖ Balance Sheet & Revenue & Expenses, **p. 28**
  - CSBG
    - ❖ Balance Sheet & Revenue and Expenses, **p. 34**
  - Nutrition Financial Report, **p. 36**
  - Community Services Provided by County, **p. 40**
- Allocation Overview, **p. 42**
- **HEAD START COMMITTEE – 4:00 P.M. – Shelly Worley**  
CONSIDERATION AND ACTION REGARDING:
  - Information Memorandums from Administration for Children and Families
    - Coronavirus Disease 2019 (COVID-19) Fiscal Flexibilities, **p.**
    - Update to Funding for FY 2020 Supplemental Funds in Response to the Coronavirus Disease 2019 (COVID-19), **p. 48**
  - Budget Amendment –Head Start / Early Head Start Carryover Supplemental Application, **p. 50**
  - School Readiness Data Analysis Report, **p. 54**
  - Head Start / Early Head Start Standards of Conduct, **p. 58**
  - Head Start / Early Head Start Program Report - Kim Daniel, **p. 59**
- **SENIOR SERVICES COMMITTEE – 4:00 P.M. – Kay Shelton**  
CONSIDERATION AND ACTION REGARDING:
  - Nutrition Financial Report, **p. 36**
  - Consideration and action regarding Board Resolution Authorizing Submission of the Service Delivery/Operation Plan for the period covering October 1, 2020 through September 30, 2022 to the Capital Area Council of Governments Area Agency on Aging, **p. 60**

- Nutrition Program Report – Kimbra Hobbs, **p. 61**
- RSVP Program Report - Ronnie Ault, **p. 63**
- **COMMUNITY SERVICES COMMITTEE - 4:00 P.M. – Marlene DiLillo**  
CONSIDERATION AND ACTION REGARDING:
  - Weatherization Program Report – Christy Pierce, **p. 64**
  - Project Approval – Bell County Temporary Emergency Relief (Phase 37), **p. 65**
  - Project Approval – Bell County Temporary Emergency Relief (Phase Cares), **p. 70**
  - Bell County HELP Centers Program Report – Cynthia Zepeda, **p. 75**
  - Budget Amendment – Texas Department of Housing and Community Affairs –  
01/01/2020 – 12/31/2020
    - Community Services Block Grant Program – Increase current budget of \$509,856  
by \$15,458 for a total budget of \$525,314, **p. 76**
  - Budget Approval – Texas Department of Housing and Community Affairs – 03/27/20  
– 07/31/21
    - Community Services Block Grant Program – CARES Act – Budget Amount -  
\$715,348 , **p. 79**
  - CSBG Performance Reports / Dashboard, **p. 82**
  - Community Services Block Grant Program Report – Cynthia Zepeda, **p. 85**
  - CEAP Production Schedule Tool, **p. 87**
  - Budget Approval – Texas Department of Housing and Community Affairs – 03/27/20  
– 07/30/21
    - Comprehensive Energy Assistance Program (CEAP) – CARES Act – Budget  
Amount - \$1,434,747, **p. 88**
  - Energy Assistance Program Report – Clovia Ketchum, **p. 91**

Attendance Record, **p. 92**

## 7) Announcements

The next Governing Board Meeting is scheduled for Tuesday, August 25, 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).