



# **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**

Board of Directors Executive Committee  
Telephone Conference  
May 12, 2020

## MINUTES

In accordance with Governor Abbott's declaration of the COVID-19 public health threat, action to temporarily suspend certain provisions of the Texas Open Meetings Act, and Executive Order, a quorum of the HCCAA Board – Executive Committee held its meeting by telephone conference. Notice was posted on the Secretary of State website which included conference call information which gave the public access to the meeting.

Required by HB No. 2840 Enacted by the State Legislature During the 86th Legislative Session – Public comment may be made on any agenda item before or during the body's consideration of the item.

Item #1 - President Bill Schumann called the meeting to order at 2:00 P.M. President Schumann gave the invocation. A quorum was established by giving a roll call with the following Executive Committee members present on the conference call: President Bill Schumann, David Blackburn, Ray Ashby, Lloyd Huggins, Bob Vacek, Steve Young and Jason Williams. Also on the conference were HCCAA staff: Tama Shaw/CEO, Ashely Johnson, Director of Finance and Administration, Christy Pierce, Human Resource Director, Kimbra Hobbs, Aging Services Director and Elizabeth Murray, Executive Assistant.

Item # 2 – President Schuman stated the following Budgets were presented for approval:

FY 2020 HS/EHS Cost of Living Increase – Tama Shaw, CEO explained that we received a 2% increase of our total operating funds which included \$98,786 for Head Start and \$21,736 for Early Head Start. A portion of the additional funds in the amount of \$59,168 will be used to give Head Start staff a 2% Salary increase, \$5,687 for Fringe and the remainder of the funds in the amount of \$33,931 will be used for building repair and maintenance. Early Head Start Salary increase was \$13,879; \$1,334 for Fringe and \$6,523 for building repair.

FY 2020 HS/EHS Quality Improvement Increase – Ms. Shaw explained that this funding can be budgeted at our discretion based on the needs of our programs. This gives us an opportunity to give staff raises in addition to the 2% COLA. Over the past few years we have seen an increase in staff turnover due to employees being able to get better paying jobs with less demand. At one point last year we had 22 vacancies. This puts a hardship on existing Program staff to cover the vacancies and on HR staff trying to get the positions filled. Based on this trend, we felt that increasing wages, especially for lower entry level positions, would improve the quality of our programs. Rather than applying a

percentage, which increases higher paid positions more than lower paid ones, we are adding .40 cents to the entry level of each position. This increase will be applied to the Entry Level Salary Schedule and staff wages after wages have been adjusted by the 2% COLA increase. We currently have 2 Teacher Assistant Floaters that can fill in when we have vacancies at the centers and we are adding another position of Teacher Assistant Floater to assist when vacancies occur. The remainder of the funds will be budgeted in Building Repair and Maintenance to address any issues related to Health and Safety. Head Start funding for Salary and Fringe is \$117,814 and \$8,802 budgeted for Building Repair and Maintenance. Early Head Start funding for Salary and Fringe is \$23,087 and \$3,265 budgeted for Building Repair and Maintenance.

FY 2020 HS/EHS One-Time Funds Increase – Ms. Shaw stated that this is One-Time funding that has been provided to us to prevent, prepare for and respond to COVID-19. The funding in the amount of \$138,040 for Head Start and \$20,880 for Early Head Start was made available by the DHHS Office of Head Start as required by the CARES Act. Formal Application process was not necessary. Funding was primarily budgeted for Building Repair and Maintenance.

FY 2020 Bell County HELP Center Annual Funding – Ms. Shaw stated that we appreciate Bell County providing this funding as we are able to provide services to clients that we would otherwise not be able to. Funding amount requested for FY 2020 is \$353,934. There was an increase in the amount of funding requested due to expenses that had been paid directly by Bell County in the past that are now being paid by HCCAA after we purchased the building that now houses the Temple HELP Center. The total of these additional expenses for FY 2020 is \$32,674.

FY 2021 Bell County HELP Center Annual Funding – Ms. Shaw stated that the amount of funding proposal request for FY 2021 is \$362,984 which includes a 2% COLA for the Bell County staff.

FY 2020 City of Killeen CDBG COVID-19 – Ms. Shaw stated that we received a call from Leslie Hinkle with the City of Killeen informing us of available temporary funding in the amount of \$20,000 for the Home Delivered Meals Program. These funds will be used for the purchase of frozen/shelf stable meals and hiring additional staff to deliver the meals and assist with office work.

FY 2020 TDHCA Increase Amendment #1 – Ashley Johnson stated that this additional funding in the amount of \$345,374 for the Comprehensive Energy Assistance Program which is funding from the Texas Department of Housing and Community Affairs that was left over statewide from the prior year and is being reallocated to agencies who have spent all their contracted funds. Ms. Shaw stated that in order to be considered for the reallocation, agencies must meet several targets and HCCAA is one of 4 agencies statewide that met the targets last year.

FY 2020 TDHCA Increase Amendment #2 – Ms. Johnson stated that this is also additional funding in the amount of \$42,537 for the Comprehensive Energy Assistance Program that was reallocated from the prior year by the Texas Department of Housing and Community Affairs.



FY 2020 (3/26/20 – 8/31/20) TDHCA – Ms. Johnson stated that this is Discretionary funding in the amount of \$26,117 for the Community Services Block Grant Program that was reallocated from the prior year by the Texas Department of Housing and Community Affairs. They usually tag the Discretionary funds for specific purposes. The past couple of years it was tagged for Network Operations and Direct Services. This year these funds have been tagged for COVID-19 relief. These funds will be used to purchase food and food vouchers for families affected by COVID-19.

**Jason Williams made a motion with a second by Ray Ashby to approve the nine (9) budget items as listed above. Motion passed unanimously.**

Item # 3 - Cost of Living Increase of 2% – Ms. Shaw explained that Head Start and Early Head Start received additional funding for this increase. The cost to all other programs will be approximately \$36,684.

**Lloyd Huggins made a motion with a second by Bob Vacek to approve the Cost of Living Increase of 2%. The increase will be retroactive to January 1, 2020. Motion passed unanimously.**

Item # 4 - TDHCA Funding Analysis – Ms. Shaw stated that this is a spreadsheet that TDHCA sent to us that shows all the current contracts we have with them including additional funds that they have awarded to HCCAA over the past few weeks.

Item # 5 - HCCAA Service Provision Plan – Ms. Shaw stated that this plan shows the Federal Poverty Level requirements for each of the programs. This plan also includes a list of services to be provided for each program and the required documents that the clients have to provide in order to apply for the services. There was discussion about how HCCAA is going to let each community know what services are available, especially those related to COVID-19. Ms. Shaw stated that once we receive the funds we will get the word out by social media and radio and emails to all the local Chambers of Commerce. Also our State Association, TACAA, Inc. is coordinating with a consultant to advertise statewide through television commercials. Ms. Johnson stated that she is a member of the Temple Strong Group which includes the City of Temple, United Way of Central Texas, Baylor Scott & White and other agencies. This group shares information with each other about what the needs are and what funds they have to meet them. They are going to develop a website that will list all of the resources and services that are available. We are partnering with the City of Killeen. They are referring clients to us that they are not able to assist. Ms. Johnson also stated that once we receive the funding, we will advertise and send updated information to the Board so that they can share this information with their communities.

At this time, Ms. Shaw asked Kimbra Hobbs, Aging Services Director to report on the additional COVID-19 funding in the amount of \$304,000 we received from the Area Agency on Aging of Central Texas. Ms. Hobbs stated that these funds allowed us to add an additional 1,500 clients for the Meals on Wheels Program. Ms. Hobbs gave a breakdown of the number of clients by County: Bell – 813, Coryell – 78, Milam – 365, Mills – 6, San Saba – 45, Lampasas – 148 and Hamilton – 10. All our Center Directors and Meal Delivery drivers are extremely busy serving all these clients.

Item # 6 - TDHCA Tenant Based Rental Assistance Funding Opportunity – Ms. Shaw stated that she received an email from TDHCA about a funding opportunity regarding Emergency Short-Term (3-6 months) Tenant Based Rental Assistance for households impacted by the COVID-19 Pandemic. Ms. Shaw stated these funds would be temporary through the end of this year. She stated that in researching this program, it is a complicated process and would require partnering with other entities in the communities to be able to provide this service. She stated that George Losoya with the Area Agency on Aging of Central Texas has experience in the housing industry and could possibly assist us with this opportunity.

President Schumann stated that it was the consensus of the Executive Committee to direct Ms. Shaw to continue researching this funding opportunity and if feasible to add this to our services. .

Item # 7 - Personnel Policy Amendments – Copies of the amendments were distributed to each of the members of the Executive Committee prior to the meeting. Ms. Shaw explained that there are many changes in the workplace due to COVID-19 which required updates to our Employee Handbook. Ms. Shaw explained that one of the main changes was policies relating to telecommuting. HCCAA has implemented a process of acquiring documentation of requests for legitimate reasons to work at home or other alternate location during this COVID-19 Pandemic. Each request must be approved by the Chief Executive Officer and will be kept in confidential files.

**Steve Young made a motion with a second by Lloyd Huggins to approve the amendments to the Personnel Polices as noted above. Motion passed unanimously.**

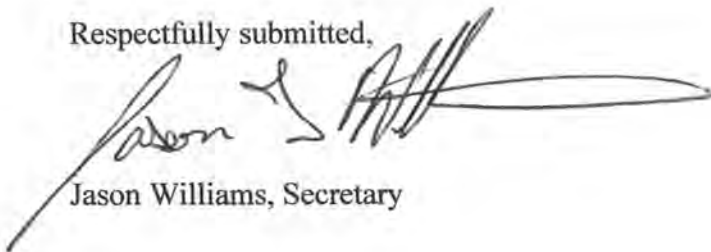
Item # 8 - Head Start / Early Head Start Revised Salary Schedule – Ms. Shaw explained that when we receive the 2% COLA increase for Head Start and Early Head Start, the Entry Levels for each position must also be increased by 2%.. This schedule includes the 2% increase plus the 40 cents per hour increase for each position.

**Lloyd Huggins made a motion with a second by Bob Vacek to approve the Head Start / Early Head Start Revised Salary Schedule. Motion passed unanimously.**

Item # 9 - Killeen Veranda Apartments, LLC Loan Extension – Ms. Shaw explained that according to the lawyer handling this process we needed to provide the HCCAA Board with this information, but the request for the loan extension will need to be approved by the Killeen Veranda Housing Corporation Board.

Item # 10 - Adjourn – The meeting was adjourned at 3:03 P.M.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Jason Williams', with a long horizontal flourish extending to the right.

Jason Williams, Secretary