



Hill Country Community Action Association, Inc.

AGENDA

HCCAA Board of Directors Meeting
August 25, 2020 – 4:00 P.M.

VIRTUAL

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.

Open Meetings and Recording Requirements

For the purpose of developing meeting notes and to capture the complete essence of your questions and comments, this conference call is being recorded. As a result, the contents of this call is subject to the “Public Information Act.”

Meeting will be via Conference Call

Call in using your phone: United States Toll-Free (1): +1 855-552-4463

Meeting ID: 8155 72 4718

One-click Mobile Dial-in (United States Toll-Free (1)): +1 855-552-4463,,,8155724718#

Dial-in attendees must enter *7 to mute or unmute themselves.

1. CALL TO ORDER – Bill Schumann, President

- 1) Roll Call, Establishment of Quorum
- 2) Opening Prayer
- 3) Attendance Record, **p. 1**
- 4) Standing Committees & Terms of Office, **p. 2**
- 5) Current Board Vacancies and Discussion of Recruitment of Members, **p. 3**

2. ACTION ITEMS:

- 1) Minutes – June 23, 2020, **p. 4**
- 2) **Separate Action – Policies**
 - Work from Home Policy, **p. 17**
 - Family First Coronavirus Response ACT (FFCRA) – Policies & Procedures, **p. 22**
- 3) **Separate Action – Applications/Budget and Amendments**
 - Approve Refunding Application to the Texas Department of Agriculture for a Purchase of Service Contract for the Child & Adult Care Food Program – 10/1/20 – 9/30/2021 – Funding Amount - \$390,751, **p. 25**

- Approve Refunding Application to the Texas Department of Agriculture for the Texans Feeding Texans Home Delivered Meals Grant for the Counties of Bell, Coryell, Hamilton, Lampasas, Llano, Milam, Mills and San Saba–FY 20-21, **p. 26**
- Approve Refunding Application to TDHCA for Community Services Block Grant (CSBG) Funds 01/01/2021 – 12/31/2021 – Budget - \$509,856, **p. 27**
- Approve Refunding Application to ATMOS Energy 7/1/2020 – 6/30/2021– Funding Amount - \$27,000, **p. 29**
- Approve Budget Amendment for Head Start Non-Federal Waiver Request – Reduce In-Kind by \$700,000, **p. 30**
- Approve Budget Amendment for Weatherization DOE Contract with TDHCA combining 2019 -2020 Contract with 2020-2021 Contract – Budget – 436,324, **p. 31**

4) **Separate Action** - HCCAA Strategic Plan (*distributed prior to the meeting*)

5) **Separate Action** - HCCAA Community Action Plan – FY 2021 – (*distributed prior to meeting*)

3. FINANCIAL REPORTS – Ashley Johnson, Director of Finance & Administration

- 1) Bank Reconciliation, **p. 33**
- 2) Form 425 Reports for Head Start and RSVP, **p. 35**
- 3) Agency
 - Balance Sheet & Revenue & Expense Statement, **p. 41**
 - Comparative Budget to Actual Expense by Program, **p. 44**
- 4) Head Start / Early Head Start -Balance Sheet & Revenue & Expense Statement, **p. 45**
- 5) CSBG Balance Sheet & Revenue and Expense Statement, **p. 51**
- 6) Nutrition Revenue & Expenses by Center, **p. 53**
- 7) Community Services Funds Expended by Location, **p. 57**

4. PROGRAM REPORTS

- 1) Head Start/Early Head Start – Kim Daniel, Program Director
 - Information Memorandum from Administration for Children and Families Regarding Transportation, **p. 60**
 - Monitoring of Child and Adult Care Food Program (CACFP) for the period of October 1, 2018 – September 30, 2019, **p. 64**

- Head Start / Early Head Start Annual Report, **p. 65**
- Head Start / Early Head Start Program Report, **p. 73**

2) Senior Services

- Nutrition Report – Kimbra Hobbs, Aging Services Director, **p. 74**
- Retired Senior Volunteer Program (RSVP) – Ronnie Ault, RSVP Director
 - Transfer of RSVP State Grant Funds from Corporation for National Service (CNS) to Health and Human Services Commission (HHSC) Effective 9/1/2020 – Budget Amount - \$44,908
 - Retired Senior Volunteer Program Report, **p. 75**

3) Community Services

- Community Services Block Grant (CSBG) – Cynthia Zepeda, CSBG Coordinator
 - Community Needs Assessment – CSBG CARES, **p. 76**
 - CSBG Performance Reports / Dashboard, **p. 86**
 - HCCAA Client Satisfaction Survey, **p. 89**
 - HCCAA Strategic Plan Progress – 2020, **p. 105**
 - Community Services Block Grant Program Report, **p. 116**
- Bell County HELP Centers Report – Cynthia Zepeda, CSBG Coordinator, **p. 117**
- Weatherization Program Report – Christy Pierce, HR/WAP Director, **p. 118**
- Energy Assistance – Clovia Ketchum, Energy Assistance Program Director
 - CEAP Production Schedule Tool, **p. 119**
 - Energy Assistance Report, **p. 120**

5. ANNOUNCEMENTS

The next Governing Board Meeting is scheduled for Tuesday, October 20, 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).