



Hill Country Community Action Association, Inc.

AGENDA

HCCAA Board of Directors Meeting

October 20, 2020 – 4:00 P.M.

Lampasas Multi-Service Center, 901 South Live Oak

Lampasas, Texas

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.

Option to Join by Zoom Meeting

<https://us02web.zoom.us/j/87878989878>

OR

Meeting ID: 878 7898 9878

One tap mobile

+13462487799,,87878989878# US

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**
- 6) Appoint Fraud Risk Committee – President Bill Schumann

2. ACTION ITEMS:

- 1) Approval of New Board Member, **p. 4**
- 2) Minutes –August 25, 2020 and Executive Committee Minutes – September 29, 2020, **p. 7**
- 3) Presentation of 2019 Single Audit – Saunders and Associates, PLLC – Gary Saunders (Copy distributed prior to Board meeting)
- 4) SAS 114 Letter from Saunders and Associates, PLLC, **p. 24**
- 5) IRS Form 990 for 2019 – (distributed prior to meeting)
- 6) 2019 Audit for 401(k) Plan (distributed prior to meeting)
- 7) Resolution Authorizing Extension of Audit Contract with Saunders and Associates to include Year Ending December 31, 2020 to Conduct Single Audit, 401(k) Audit and 990, **p. 26**
- 8) Revised Salary Schedule – Tama Shaw, **p. 42**
- 9) Proposed Holiday Schedule for 2021 – Tama Shaw, **p. 44**

10) **Separate Action** – Project Approvals – Ashley Johnson, Director of Finance & Administration

- Project Approval for Eviction Diversion Program – HUD Dollars Provided through CDBG and Administered through TDHCA, **p. 45**
- Project Approval Rapid Re-housing and Homeless Prevention- Emergency Solutions Grant, **p. 46**

11) **Separate Action** – Policies – Tama Shaw, CEO

- Information and Security Policy, **p. 47**
- Child and Adult Care Food Program Policies and Procedures, **p. 58**

12) **Separate Action** – Budget Amendment – Cynthia Zepeda

- Approve Budget Amendment to the Texas Department of Housing and Community Affairs – Increase current CSBG budget of \$525,314 by \$5,214 for a total Budget of \$530,528, **p. 66**

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

- 1) Compass MasterCard Credit Card Report
- 2) Bank Reconciliation
- 3) Agency
 - Balance Sheet & Revenue & Expense Statement (with Budget Variance), **p. 69**
- 4) Head Start / Early Head Start -Balance Sheet & Revenue & Expense Statement, **p. 75**
- 5) CSBG Balance Sheet & Revenue and Expense Statement, **p. 78**
- 6) Nutrition Revenue & Expenses by Center, **p. 80**
- 7) Community Services Funds Expended by Location, **p. 84**

4. PROGRAM REPORTS

- 1) Head Start/Early Head Start – Kim Daniel, Program Director
 - Information Memorandum from Administration for Children and Families Regarding:
 - Final Rule on Designation Renewal System Changes, **p. 86**
 - Fiscal Year (FY) 2021 Monitoring Process for Head Start and Early Head Start Grantees, **p. 89**

- Head Start / Early Head Start Program Report, **p. 92**

2) Senior Services

- Nutrition Report – Kimbra Hobbs, Aging Services Director, **p. 93**
- Retired Senior Volunteer Program (RSVP) Report - Ronnie Ault, RSVP Dir, **p. 94**

3) Community Services

- Community Services Block Grant (CSBG) – Cynthia Zepeda, CSBG Coordinator
 - CSBG Performance Reports / Dashboard, **p. 95**
 - Community Services Block Grant Program Report, **p. 98**
- Bell County HELP Centers Report – Cynthia Zepeda, CSBG Coordinator, **p. 99**
- Weatherization Program Report – Christy Pierce, HR/WAP Director, **p. 100**
- Energy Assistance – Clovia Ketchum, Energy Assistance Program Director
 - CEAP Production Schedule Tool, **p. 101**
 - Energy Assistance Report, **p. 102**
- CEO’s Report – Tama Shaw, **p. 103**
- Newsletter, **p. 107**

5. ANNOUNCEMENTS

The next Governing Board Meeting is scheduled for Tuesday, December 8, 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).