

Hill Country Community Action Association, Inc.
Board of Directors Meeting
VIRTUAL MEETING
March 9, 2021

M I N U T E S

President Bill Schumann called the virtual meeting to order at 3:17 p.m. A roll call was taken and a quorum was established. The attendance roster is attached.

1. **CALL TO ORDER** - President Schumann welcomed everyone to the Board meeting and Dale Jacks gave the invocation.

The Year to Date Attendance Record was included in the Board Packet as well as the Standing Committees and Terms of Office Chart.

President Schumann stated that the following items are being presented to the Board for approval:

2. **ACTION ITEMS:**

- 1) Minutes – December 8, 2020

There were no corrections to the minutes of the December 8, 2020 Board meeting. Marlene DiLillo made a motion with a second by David Blackburn to approve the minutes as presented. Motion passed unanimously.

- 2) Separate Action

- Cost Allocation Plan Revision for 2021– A copy of the draft Cost Allocation Plan was included in the Board packet that was distributed to the Board prior to the meeting. Ashley Johnson explained that there were two minor changes made to the Plan. We have added a position of Accounts Receivable / Bookkeeper. Also under the Direct Allocation of Shared Expenses, Item “i” was added which states that Weatherization expenses that are shared across weatherization funding sources will be allocated based on the percentage of labor and material costs associated with the units completed. This wording was also added to item number 2 in the section – Employee Time Records used for allocation and charging cost centers. These additions were made under the direction of the Texas Department of Housing and Community Affairs during their last monitoring of the Weatherization Program. The rest of the Cost Allocation Plan remains the same. The Administration allocation is based on labor hours and the accounting allocation is based on number of transactions. Both are calculated and updated on a monthly basis prior to being allocated to the programs.



Meets Organizational Standard 8.12 – The Organization documents how it allocates shared costs through an indirect cost rate or through a written cost allocation plan.

David Blackburn made a motion with a second by Jose Bonilla-Santiago to approve the Cost Allocation Plan Revision. Motion passed unanimously.

- Revised Salary Schedule - Tama Shaw explained that there was one change made to the salary schedule which included adding the position of Accounts Receivable / Bookkeeper. A small increase was made to the entry level for this position to make it more in line with other entry levels.

Scott Zesch made a motion with a second by Karen DeZarn to approve the revised salary schedule as presented. Motion passed unanimously.

- CEO's Evaluation for 2020 – President Schumann stated that the Executive Committee reviewed the evaluation of Tama Shaw.

Meets Organizational Standard 7.4 - The governing board conducts a performance appraisal of the CEO/ executive director within each calendar year.

Steve Young made a motion with a second by Byron Theodosis to approve the CEO's evaluation as presented. Motion passed unanimously.

- CEO's Compensation – President Schumann stated that the Executive Committee reviewed the CEO's salary compensation.

Meets Organizational Standard 7.5 - The governing board reviews and approves CEO/executive director compensation within every calendar year.

David Blackburn made a motion with a second by Byron Theodosis to approve the CEO's compensation as presented. Motion passed unanimously.

3) **Separate Action – Project Approvals**

- Corporate Board of Directors Resolution Approving Submission of:
 - Pre-Application Funding Proposal to the City of Killeen for 2021 – 2022 CDBG Program for Funds in the Amount of \$10,500 under the Public Services to provide supplemental funding for the HCCAA Nutrition Program for salary, benefits and payroll taxes of a part-time (25 hours per week) meal delivery driver/Center Aide.
 - Formal Funding Proposal to the City of Killeen for 2021– 2022 CDBG Program for Funds in the Amount of \$10,500 under the Public Services to provide supplemental funding for the HCCAA Nutrition Program for salary, benefits and



payroll taxes of a part-time (25 hours per week) meal delivery driver/Center Aide
– Kimbra Hobbs

Marlene DiLillo made a motion with a second by Jose Bonilla-Santiago to approve the Corporate Board of Directors Resolution approving submission of the Pre-Application and Formal Funding Proposal as noted above. Motion passed unanimously.

- Project Approval – City of Killeen – 10/01/2021 – 09/30/2022
 - Community Development Block Grant (CDBG) Funds – Applied for \$10,500 to supplement the salary, benefits and payroll taxes of a part-time (25 hours per week) meal delivery driver/center aide. County funds in the amount of \$3,513.69 will be used to pay the remaining payroll expenses for a total budget of \$14,013.69

Bob Vacek made a motion with a second by Marlene DiLillo to approve the Application to the City of Killeen as noted above. Motion passed unanimously.

- Project Approval – Application to the City of Copperas Cove for the Senior Nutrition Program – Funding Request for \$7,500 - 10/01/2021 – 09/30/2022

Scott Zesch made a motion with a second by Bob Vacek to approve the Application to the City of Copperas Cove as noted above. Motion passed unanimously.

- Project Approval – AmeriCorps – RSVP Program - 4/1/21 – 3/31/22 – Total Budget \$117,930

Marlene DiLillo made a motion with a second by Jose Bonilla-Santiago to approve the project approval for the AmeriCorps RSVP program as noted above. Motion passed unanimously.

- Project Approval – Bell County Temporary Emergency Relief Funds (TERF)– 2021 (Phase 38) – CARES Funding Amount \$50,000

David Blackburn made a motion with a second by Frank Somera, Jr. to approve the project approval for the Bell County Temporary Emergency Relief Funds (TERF) as noted above. Motion passed unanimously.

- Project Approval - Texas Department of Housing and Community Affairs for the Comprehensive Energy Assistance Program 1/1/21 – 12/31/21- Total Budget of \$2,185,261

Frank Somera, Jr. made a motion with a second by Marlene DiLillo to approve the project approval for the Comprehensive Energy Assistance Program as noted above. Motion passed unanimously.

- Project Approval - Texas Department of Housing and Community Affairs for the LIHEAP Weatherization Program 1/1/21 – 12/31/21 – Total Budget of \$413,506

Jason Williams made a motion with a second by Bob Vacek to approve the project approval for the LIHEAP Weatherization Program as noted above. Motion passed unanimously.

- Project Approval – TACAA ONCOR Weatherization Project with the Texas Association of Community Action Agencies –1/1/21 – 10/31/21 - Total Budget - \$245,000

Frank Somera, Jr. made a motion with a second by Dale Jaecks to approve the project approval for the TACAA ONCOR Weatherization Project as noted above. Motion passed unanimously.

- Project Approval for Emergency Rental Assistance for Bell County - 3/01/21 – 12/31/21 - Budget Amount – Administration - \$270,320; Direct Assistance - \$10,629,680 – Total Budget \$10,900,000 – Ashley Johnson explained that Bell County was the direct recipient of the Treasury Department’s Emergency Rental Assistance funding. HCCAA will be working on behalf of Bell County in processing applications for assistance and paying rent directly to Landlords on behalf of the clients. All the funds have to be obligated by September 30, 2021. If we have spent all the funds, there will be an opportunity to receive additional funding. The first priority will be to clear out the eviction courts. Ms. Johnson said that Kimbra Hobbs has been contacting the Justice of the Peace offices to obtain a list of households that we can work with to determine eligibility for the program in order to get the eviction court cases cleared out. Ms. Hobbs has also been compiling a list of people in the housing sector industry including public housing, realtors, apartment complexes and housing assistance programs. We will be sending information about the rental assistance program to these people in Bell County. Depending upon the response that we receive, we may have to use the newspapers and other resources to get the information out to the general public. David Blackburn confirmed the plan Ms. Johnson had stated.

Ms. Shaw stated that we are hiring 6 new employees to work for this program. She stated that within 2 weeks we have had to hire employees, obtain more office space and purchase equipment in order to get prepared to start up this new program.

David Blackburn, Bell County Judge thanked HCCAA for the interest and willingness to work with the County to get this program up and operating. Ms. Shaw



thanked Judge Blackburn for considering HCCAA and having faith in the agency to take on this project.

Ms. Johnson stated that the Texas Department of Housing and Community Affairs is administering this program as well, so if you know of anyone residing in the rural counties who would benefit from this program – they can go the website – texasrentrelief.com to apply for assistance.

David Blackburn made a motion with a second by Frank Somera, Jr. to approve the project for the Emergency Rental Assistance program for Bell County as noted above. Motion passed unanimously.

1. FINANCIAL REPORTS – Ashley Johnson, Director of Finance & Administration – Copies of all the financial reports were included in the Board packet which was distributed prior to the meeting.

- 1) Annual Budget for 2021 - This organization-wide budget covers all programs and provides an overall financial picture of the agency. Ashley Johnson stated that it includes some CARES funds from contracts that were extended from FY 2020 to FY 2021. Funding for most of the programs remains about the same as last year. Ms. Johnson stated that we do anticipate receiving additional funds from the COVID –Relief Bill that has been approved in Washington D.C.

Meets Organizational Standard 8.9 - The governing board annually approves an organization-wide budget.

David Blackburn made a motion with a second by Frank Somera, Jr. to approve the Annual organization-wide budget for 2021 as noted above. Motion passed unanimously.

- 2) Bank Reconciliation – This report covered the month of January 31, 2021. Ms. Johnson stated that the report shows our ending balance and our unreconciled difference which is zero.
- 3) Form 425 Reports for Head Start and RSVP – Ms. Johnson stated that they covered the period for the 4th quarter of 2020. Ms. Shaw stated that the Head Start annual report was included in the packet and the final report for 2020 is due by March 31, 2021. She stated that we are proposing to carryover funds from 2020 in the amount of \$135,000.
- 4) Agency Balance Sheet & Revenue & Expense Statement – Ms. Johnson stated that the report reflects that as of December 31, 2020, we are doing better than the previous year by about \$300,000.



- 5) Agency Budget to Actual by Program – Ms. Johnson stated that most of the budgets are spent down and we have about 4% of the 2020 Budget remaining. This is partially due to the CARES funding that has been carried over into 2021 for some of the programs.
- 6) Head Start / Early Head Start – Balance Sheet & Revenue & Expense Statement - Ms. Johnson stated that the Head Start report reflects that we have spent about \$20,000 of 2020 funds and \$56,000 of Early Head Start Funds that we have not drawn down yet. We have until March 31, 2021 to spend balance of funds left and will draw all at once.
- 7) CSBG Balance Sheet & Revenue and Expense Statement – Ms. Johnson stated that this report covers the period through December, 2021 for all the different CSBG contracts.
- 8) Nutrition Revenue & Expenses by Center – Ms. Johnson stated that this report covers the period of October 1, 2020 through December 31, 2020 by location. We received a lot of CARES funding that really helped our centers financially.
- 9) Community Services Funds Expended by Location – Ms. Johnson said that this report covers the period of January 1, 2020 – December, 2020. The additional CARES funding was also a great benefit to our Community Services across the area.

Meets Organizational Standard 8.7 - The governing board receives financial reports at each regular meeting that include the following: 1. Organization-wide report on revenue and expenditures that compares budget to actual, categorized by program; and 2. Balance sheet/statement of financial position.

Marlene DiLillo made a motion with a second by Frank Somera, Jr. to approve the Financial Reports as presented. Motion passed unanimously.

2. PROGRAM REPORTS

- 1) Head Start/Early Head Start – Kim Daniel, Program Director
A copy of all the reports were included in the Board packet.
 - Information Memorandum from Administration for Children and Families Regarding FY 2021 Head Start Funding Increase ACF-PI-HS-21-01 – Ms. Daniel stated that it includes information about the CARES funding and the FY 2021 COLA funding.
 - Poverty Guidelines for 2021 – 2022 – Ms. Daniel stated that we began recruitment for 2021 – 2022 on March 1st and are using these guidelines.
 - School Readiness Data Analysis Report – Ms. Daniel stated that Lou Ann Berry our Education Coordinator included a summary with the report that explains the comparison of the Fall’s Areas of Focus with the Winter results.



- Enrollment / Selection Process for 2021 – 2022 – Ms. Daniel stated that there were no changes to this process from the prior year.
- Head Start/Early Head Start Strategic Planning Meeting – March 18, 2021 – There was a letter included in the Board packet from Kim Daniel, Head Start Program Director inviting all Board Members to attend and participate in this meeting. They will be looking at program data to analyze the program’s strengths and weaknesses and plan goals and objectives for next year.
- Governance Screener – Ms. Daniel stated that with the new five year grant we are required to implement the Governance Screener. The purpose of the screener is to organize the Head Start requirements to help organizations identify where they need to make changes and build capacity to fulfill their Head Start governance responsibilities. Ms. Daniel stated that the following Board Members assisted in this process: President Bill Schumann, Shelly Worley, Karen DeZarn and Jose-Bonilla-Bonita. A copy of the completed report was included in the Board packet.
- Head Start / Early Head Start Program Report – This report was included in the Board packet.

Frank Somera, Jr. made a motion with a second by Karen DeZarn to approve Head Start reports as presented. Motion passed unanimously.

2) Senior Services

- Nutrition Report – Kimbra Hobbs referred to her written report included in the packet. She said that it mostly consisted of the funding applications that are in process. She stated that the Nutrition program year began October 1, 2020 and at the end of January we had served 77, 607 meals in the CTCOG area and 5,785 meals in the CAPCOG area which covers Llano County. She said we are still serving meals to several COVID CARES clients.
- Retired Senior Volunteer Program (RSVP) Report - Ronnie Ault stated that due to COVID the program has been a little slow. She stated that Linda Morris, RSVP Coordinator for Bell County retired in January. She had been employed since 2005. Ms. Ault said that due to the COVID closures she has not hired a replacement yet due to in person training limitations.

3) Community Services

- Community Services Block Grant (CSBG) – Cynthia Zepeda, CSBG Director

- CSBG Performance Reports / Dashboard – Cynthia Zepeda stated that this report was included in the Board packet. Ms. Zepeda stated that this report shows the National Performance Indicators that she has to report on monthly to TDHCA. The report shows our targets for 2021 and the results to date. Our results are low right now, but will increase each month.

Meets Organizational Standard 4.4 - The governing board receives an annual update on the success of specific strategies included in the Community Action plan.

- Community Services Block Grant Program Report – Ms. Zepeda referred to her written report that was included in the packet. She stated that they are updating the rollover clients and accepting new applications for case management. She reported that we met our state assigned target of 20 TOP (Transition Out of Poverty) clients for 2020. Our current caseload is 57 individuals in 16 families on Case Management. She also stated that the Community Needs Assessment is due this year and staff are currently working on getting surveys out to the community and interviews with board/agency will be set up soon.

Ms. Zepeda reported that HCCAA was invited to BancorpSouth's first funding cycle for 2021. She stated that we have submitted an application requesting \$20,000 for rental assistance for our rural counties.

Meets Organizational Standard 5.9 - The organization's governing board receives programmatic reports at each regular board meeting.

- Bell County HELP Centers Report – Cynthia Zepeda referred to her written report that was included in the Board packet. She stated that the HELP Centers are in full force accepting applications for the programs. We are currently closed to the public. All applications are being mailed, emailed or faxed to the clients. The clients also have access to the online printable application and client checklist that is located on our website. We have submitted an application to the United Way of Greater Fort Hood Area for the Killeen HELP Center for \$20,000 for 2021.
- Weatherization Program Report – Christy Pierce referred to her written report that was included in the Board packet. She said that COVID-19 has had a huge impact in our service areas, but HCCAA is continuing to assist residents in lowering their utility bills during this most trying time. She said we lack about 6 houses to finish up and meet our target and spend all of our 2020 funds for the LIHEAP contract which has been extended until March 31, 2021. She said we have received the new 2021 LIHEAP Contract in the amount of \$413,506. She said they have also received their TACAA ONCOR contract in the amount of \$245,000. They also have some ATMOS energy funds that can be used to leverage funds for things such as replacing hot water heaters that are leaking or that are not energy efficient. She said they also have the DOE contract that was extended into 2021. They have completed 52 homes which



includes units from 2020 as well. There are also 54 homes on the waitlist. Ms. Pierce asked if anyone knows of potential clients to please refer them to our Weatherization program.

- Energy Assistance Program Report – Clovia Ketchum stated that they have started taking applications for 2021. She said they had a little over \$16,000 left from the 2020 CEAP contract which has been extended through March 31, 2021. She also said they are still spending the CARES contract that has been extended through July 30, 2021.
- CEO's Report – Tama Shaw referred to her written report that was included in the Board packet. Ms. Shaw stated that we are still waiting on TDHCA to take action to approve the General Partner transfer for Killeen Veranda to the new non-profit, On-Track Ministries. The Killeen Veranda Housing Corporation will then need to take action on this once the transfer has been approved and then the Corporation can be dissolved.

Ms. Shaw stated that for the Stone Ranch Apartments, we received \$100,000 for remaining the designated non-profit and will be receiving \$10,000 annually and our share of cash flow for as long as we remain in this agreement. In February, we received the \$10,000 and \$5.67 for cash flow for 2020. The plan is to use the funds to do affordable housing projects in partnership with Cities or Counties. We had one underway in Belton before the Pandemic hit and hopefully we can gear back up at some point this year. Due to the type of partnership agreement with Stone Ranch, we do not have to submit Income Tax or Franchise Tax returns for this property.

Ms. Shaw also stated that the documents have been signed to remove HCCAA from The Bay City Bay Ranch partnership. The closing is scheduled for March 31st.

Ms. Shaw stated that she included a document titled HCCAA Services "*At a Glance*" which includes a list of HCCAA Programs, funding sources and a description of services provided by each program.

Ms. Shaw also included a current Organization Charts for HCCAA Administration and the Head Start/Early Head Start Program. Due to the increase in funding, we were able to increase the number of employees to help take care of the increased work load over the past year. We recently added the position of Accounts Receivable Bookkeeper giving us three employees in the Accounting Department.

At this time, Ms. Shaw announced the following names of Board Members who attended every Board meeting in 2020 and they will receive a Gift basket at the next Board meeting scheduled for May 25, 2021: Bill Schumann, Steve Young, Jamie Smart, Jason Williams, Frank Somera, Jr., Roxanne Achmad, Karen DeZarn, Cindy Travers and Marlene DiLillo.



- Newsletter – Christy Pierce included a current newsletter in the Board packet. The newsletter highlights the services provided by HCCAA with current statistics.

3. ANNOUNCEMENTS

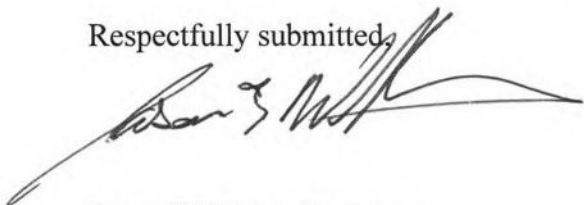
Ms. Shaw stated that the next Governing Board Meeting / Training is scheduled for Tuesday, May 25, 2021 at the Champions Building at the Bell County Expo. She said we will begin the Board meeting at 10:00 a.m. followed by lunch at 12:00 Noon and a Board Training at 1:00 p.m. The training will focus on Head Start / Early Head Start this year.

Ms. Shaw also stated that she received an email about possible funding for assistance with water bills which will be called Water Assistance Program. Ms. Shaw thanked the Board for their participation in the meetings especially during the process of using Zoom.

The meeting was adjourned at 4:23 P.M.

THE FOLLOWING BOARD MEMBERS, GUESTS AND STAFF WERE PRESENT:
(See attached list of board members categorized according to the representation of the membership on the Board and list of guests & staff).

Respectfully submitted,

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

Jason Williams, Secretary

**BOARD ATTENDANCE RECORDS
HCCAA BOARD OF DIRECTORS' MEETING**

March 9, 2021

REPRESENTATIVES OF PUBLIC SECTOR

Yes	No		
✓		Judge David Blackburn	Bell County
✓		Commissioner John Driver	Bell County
✓		Comm. Bill Schumann	Bell County
✓		Comm. Ray Ashby	Coryell County
		Don Jones - Alternate	Coryell County
	x	Comm. Lloyd Huggins	Hamilton County
	x	Commissioner Jamie Smart	Lampasas County
	x	Judge Ron Cunningham	Llano County
✓		Bob Vacek	Mason County
		Judge Jerry Bearden - Alternate	Mason County
✓		Judge Steve Young	Milam County
✓		Comm. Jason Williams	Mills County
✓		Judge Byron Theodosis	San Saba County
		Pat Pool - Alternate	San Saba County

REPRESENTATIVES OF PRIVATE SECTOR

✓		Melissa Esau	Bell County
	x	Denise Edmonson	Bell County
✓		Frank D. Somera, Jr.	Coryell County
✓		Jim Keay	Hamilton County
✓		Karen DeZarn	Lampasas County
✓		Cindy Travers	Llano County
	x	Anna Velez	Mason County
✓		Dale Jaecks	Milam County
✓		Paula Gore	Mills County
✓		Georgia Harris	San Saba County
✓		Roxanne Achmad	AT Large

REPRESENTATIVES OF LOW INCOME SECTOR

Yes	No		
✓		Marlene DiLillo	Bell County
✓		Shelly Worley	Bell County
	x	Rita Hotz	Coryell County
✓		Karla Curry	Hamilton County
✓		Kay Shelton	Lampasas County
	x	Jessica Graham	Llano County
✓		Scott Zesch	Mason County
✓		L.C. Richards	Milam County
✓		Sharon Casbeer	Mills County
	x	Angie Chandler	San Saba County

REPRESENTATIVE OF HEAD START POLICY COUNCIL

✓		Jose Bonilla-Santiago	AT LARGE
25			Members needed for quorum

ASW

HCCAA BOARD MEETING REGISTER,
MARCH 9, 2021

VIRTUAL MEETING BOARD MEMBERS		
NAME	SIGNATURE	REPRESENTING
1. Roxanne Achmad	✓	Private Sector Rep. - At Large
2. Ray Ashby	✓	Public Sector Rep. - Coryell County
Don Jones - Alt.		Public Sector Rep. - Coryell County
3. David Blackburn	✓	Public Sector Rep. - Bell County
4. Jose Bonilla-Santiago	✓	Low Income Sector Rep - At Large
5. Sharon Casbeer	✓	Low Income Sector Rep. - Mills County
6. Angie Chandler		Low Income Sector Rep. - San Saba County
7. Ron Cunningham		Public Sector Rep. - Llano County
8. Karla Curry	✓	Low Income Sector - Hamilton County
9. Karen DeZarn	✓	Private Sector Rep. - Lampasas County
10. Marlene DiLillo	✓	Low Income Sector Rep. - Bell County
11. John Driver	✓	Public Sector - Bell County
12. Denise Edmonson		Private Sector - Bell County
13. Melissa Esau	✓	Private Sector - Bell County
14. Paula Gore	✓	Private Sector - Mills County
15. Jessica Graham		Low Income Sector Rep. - Llano County
16. Georgia Harris	✓	Private Sector Rep. - San Saba County
17. Rita Hotz		Low Income Sector Rep. - Coryell County
18. Lloyd Huggins		Public Sector Rep. - Hamilton County
19. Dale Jaecks	✓	Private Sector Rep. - Milam County
20. Jim Key	✓	Private Sector Rep. - Hamilton County
21. L.C. Richards	✓	Low Income Sector Rep. - Milam County
22. Bill Schumann	✓	Public Sector Rep. - Bell County
23. Kay Shelton	✓	Low Income Sector Rep. - Lampasas County
24. Jamie Smart		Public Sector Rep. - Lampasas County

ASW

HCCAA BOARD MEETING REGISTER,
MARCH 9, 2021

VIRTUAL MEETING
BOARD MEMBERS

NAME	SIGNATURE	REPRESENTING
25. Frank D. Somera, Jr.	✓	Private Sector Rep. - Coryell County
26. Byron Theodosis	✓	Public Sector Rep. - San Saba County
Pat Pool - Alt.		Public Sector Rep. - San Saba County
27. Cindy Travers	✓	Private Sector Rep. - Llano County
28. Bob Vacek	✓	Public Sector Rep. - Mason County
Jerry Bearden, Alt.		Public Sector Rep. - Mason County
29. Anna Velez		Private Sector Rep. - Mason County
30. Jason Williams	✓	Public Sector Rep. - Mills County
31. Shelly Worley	✓	Low Income Sector Rep - Bell County
32. Steve Young	✓	Public Sector Rep. - Milam County
33. Scott Zesch	✓	Low Income Sector Rep. - Mason County

TOTAL BOARD MEMBERS ATTENDING -

MEMBERS NEEDED FOR QUORUM - 17

HCCAA BOARD MEETING REGISTER
MARCH 9, 2021
VIRTUAL MEETING
STAFF AND GUESTS

NAME	REPRESENTING
1. <i>Sam Shon</i>	<i>HCCAA</i>
2. <i>Elizabeth M</i>	<i>HCCAA</i>
3. <i>Johnson</i>	<i>HCCAA</i>
4. <i>Cynthia Repede</i>	<i>HCCAA</i>
5. <i>Christine</i>	<i>HCCAA</i>
6. <i>Clara Kethan</i>	<i>HCCAA</i>
7. <i>Ronnie Orest</i>	<i>HCCAA RSUP</i>
8. <i>Kari Daniel</i>	<i>HCCAA</i>
9. <i>K Hobbs</i>	<i>Kimbra HCCAA</i>
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