



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
September 29, 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 3:03 P.M. A quorum was established by roll call with the following Executive Committee members present on the conference call: President Bill Schumann, Jamie Smart, Jason Williams, Byron Theodosis, David Blackburn, Ray Ashby and Bob Vacek. Also on the call were HCCAA staff: Tama Shaw/CEO, Ashely Johnson, Director of Finance and Administration, Christy Pierce, HR Director, Kim Daniel, Head Start Start Director, Cynthia Zepeda, CSBG Coordinator and Elizabeth Murray, Executive Assistant.

Item # 2 – President Schumann stated the HCCAA Strategic Plan Progress for 2020 was discussed at the previous Board Meeting on August 25, 2020 and it was included in the Board packet and committee report. However, we did not discuss whether to revise or retain our 2020 Strategic Plan goals. Ashley Johnson, Director of Finance and Administration, reported that due to the unpredictable nature of 2020, at this time there is not sufficient data to support revising the goals set for 2020.

Ray Ashby made a motion with a second by Bob Vacek not to modify the Strategic Plan Goals for 2020. Motion passed unanimously.

Meets Organizational Standard – 9.3 – The organization has presented to the governing board for review or action, at least within the past 12 months, an analysis of the agency's outcomes and any operational or strategic program adjustments and improvements identified as necessary.

Item # 3 – President Schumann stated that a Risk Assessment Executive Summary was included in the packet distributed for review prior to the meeting. Ashley Johnson explained how she

used a module from CAP-LAW to assess the agency's risks. She answered questions presented in the module which resulted in a summary of recommendations regarding steps that need be taken to reduce our risk in all areas involved in agency operations. President Schumann stated that he will appoint a Fraud Risk Committee at the next Board meeting. The Fraud Risk Committee will work with staff in order to establish Policies and Procedures based on findings in the Risk Assessment Executive Summary.

Jamie Smart made a motion with a second by Bob Vacek to approve the Risk Assessment Executive Summary as presented and to have a Fraud Risk Committee Appointed. Motion passed unanimously.

Meets Organizational Standard 4.6 – An organization-wide, comprehensive risk assessment has been completed within the past 2 years and reported to the Governing Board.

Item # 4 – President Schumann stated that the Financial Management Policies were distributed to the Executive Committee for review prior to the meeting. Ashley Johnson reviewed the changes to the Policies.

Jason Williams made a motion with a second by Jamie Smart to approve the revised Financial Management Policies. Motion passed unanimously.

Meets Organizational Standard 8.10 – The fiscal policies have been reviewed by staff within the past 2 years, updated as necessary, with changes approved by the Governing Board.

Item # 5 – President Schuman stated that the following Applications/Budgets were presented for review and approval:

- 1) Application to the U.S. Department of Health and Human Services for the Head Start / Early Head Start Program, Grant No. 06CH010151 (January, 2021 – December, 2025) – FY 2021 Annual Funding - \$6,378,821 – Tama Shaw stated that this was a baseline application and budget for the first of a five year project. The instructions allowed for Conversion of Head Start to Early Head Start slots as well as a request for a waiver of In-kind contributions. Both were included in the Application Narrative and Budget. A line item budget was available for review.

Ray Ashby made a motion with a second by Bob Vacek to approve the submission of the Head Start / Early Head Start Application as presented above. Motion passed unanimously.

- 2) Conversion of 34 Head Start Slots to 16 Early Head Start Slots – Tama Shaw reported on the impact on funding for each Program and change in cost per child. \$300,000 was moved from Head Start to Early Head Start to convert 34 Head Start slots to 16 Early Head Start slots in Cameron. The Head Start cost per child increased by \$168; Early Head Start increased by \$448. The funding application for FY 2021 included these changes. A chart of Budget Categories was included in the packet which showed the change by Category after moving the \$300,000.

Bob Vacek made a motion with a second by Jason Williams to approve the Conversion of Head Start Slots to Early Head Start Slots as presented in the FY 2021 Funding Request. Motion passed unanimously.

Item #6 – President Schumann asked Tama to report on the Killeen Stone Ranch – New Limited Partners Transaction. Ms. Shaw stated that this deal was approved by the Board’s Executive Committee in January, 2020 and will be finished tomorrow - September 30, 2020. HCCAA is scheduled to receive \$100,000 which will be unrestricted funds. In addition, we will receive \$20,000 annually thereafter as long as we remain the Non-Profit Partner in the Project.

Item # 7 Adjourn – The meeting was adjourned at 3:32 p.m.

Respectfully submitted,

Jason Williams, Secretary

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

HCCAA BOARD OF DIRECTORS EXECUTIVE COMMITTEE MEETING REGISTER
 SEPTEMBER 29, 2020
 VIRTUAL MEETING
STAFF AND GUESTS

NAME	REPRESENTING
1. Elizabeth Murray	HCCAA
2. Ashley Johnson	HCCAA
3. Cleopatra	HCCAA
4. Kim Daniel	HCCAA
5. Sam Shew	HCCAA
6. Cyle Z...	HCCAA
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