



Hill Country Community Action Association, Inc.

AGENDA

HCCAA Board of Directors Meeting
August 24, 2021 – 3:00 P.M.
Lampasas Multi-Service Center
901 South Liveoak, Lampasas, TX

OR Join by ZOOM:

<https://us02web.zoom.us/j/88986397504>

NO PASSCODE NEEDED

Meeting ID: 889 8639 7504

One tap mobile

+13462487799,,88986397504# US (Houston)

Dial by your location

+1 346 248 7799 US

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.

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**

2. ACTION ITEMS:

- 1) Minutes – May 25, 2021, **p. 3**
- 2) Approval of New Board Members / Resignations, **p. 17**
- 3) Presentation of 2020 Single Audit – Saunders and Associates, PLLC – Gary Saunders (copy distributed prior to Board meeting)
- 4) SAS 114 Letter from Saunders and Associates, PLLC, **p. 20**
- 5) 2020 Audit for 401(k) Plan (distributed prior to meeting)
- 6) Separate Action
 - Proposal to Change Banking Institution from BBVA to Alliance, **p. 22**
 - HCCAA Community Action Plan – FY 2022 – Cynthia Zepeda (distributed prior to meeting)
 - HCCAA Client Satisfaction Survey – Cynthia Zepeda, **p. 30**

7) Applications / Budgets & Amendments

- Approve Refunding Application to TDHCA for Community Services Block Grant (CSBG) Funds 01/01/2022 – 12/31/2022 – Budget - \$509,856 (based on last year) , **p. 39**
- Approve Refunding Application to TDHCA for the DOE Weatherization Funds 07-01-2021 – 06-30 -2022 – Budget - \$195,226.00, **p. 41**
- Approve Budget Amendment #1 – TDHCA for Comprehensive Energy Assistance Program (CEAP) - 01/01/2021 – 12/31/2021 - Increasing Current Budget of \$2,185,261 by \$238,564 for a Total Budget of \$2,423,825, **p. 43**
- Approve Budget Amendment #1 – TDHCA for Comprehensive Energy Assistance Program - CEAP CARES – 03/27/2020 – 09/30/2021 - Increasing Current Budget of \$1,434,747 by \$290,150 for a Total Budget of \$1,724,897, **p. 45**
- Approve Budget Amendment #1 – TDHCA for LIHEAP Weatherization Program – 01/01/2021 – 12/31/2021 - Increasing Current Budget of \$413,506 by \$44,968 for a Total Budget of \$458,474, **p. 47**
- Approve Refunding Application to the Texas Department of Agriculture for a Purchase of Service Contract for the Child and Adult Care Food Program – 10/1/2021 – 9/30/2022 – Funding Amount - \$518,886, **p. 49**

3. FINANCIAL REPORTS – Tama Shaw

- 1) Bank Reconciliation, **p. 51**
- 2) 425 Federal Financial Reports for Head Start and RSVP, **p. 53**
- 3) Agency Balance Sheet & Revenue & Expense Statement, **p. 58**
- 4) Agency Budget to Actual by Line Item, **p. 60**
- 5) Head Start / Early Head Start -Balance Sheet & Revenue & Expense Statement, **p. 64**
Regular Funds, Cares II, American Rescue Plan Act
- 6) CSBG Balance Sheet & Revenue and Expense Statement, **p. 71**
- 7) Nutrition Revenue & Expenses by Center, **p. 73**
Regular Funds, Cares Funds
- 8) Center Expense Report by Program, **p. 80**
- 9) Community Services Funds Expended by Location, **p. 85**

4. PROGRAM REPORTS

1) Head Start/Early Head Start – Kim Daniel, Program Director

- Correspondence from Administration for Children and Families
 - Information Memorandum ACF-IM-HS-21-02 - Regarding Group Health Insurance Plan Premiums for Furloughed Employees, **p. 87**
 - Information Memorandum ACF-IM-HS-21-03 – Regarding Fiscal Year (FY) 2022 Monitoring Process for Head Start and Early Head Start Grantees, **p. 90**
 - Information Memorandum ACF-IM-HS-21-04 – Regarding Terminology Changes, **p. 94**
- Head Start / Early Head Start Annual Report, **p. 96**
- Head Start / Early Head Start Self-Assessment Report (distributed prior to meeting)
- Head Start / Early Head Start Program Report, **p. 104**

2) Senior Services

- Nutrition Report – Kimbra Hobbs, Aging Services Director, **p. 105**
- Monitoring of the Home Delivered Meals Contract & Fiscal Compliance by Texas Health and Human Services, **p. 106**
- Retired Senior Volunteer Program (RSVP) Report - Ronnie Ault, RSVP Dir, **p. 108**

3) Community Services

- Community Services Block Grant (CSBG) – Cynthia Zepeda, CSBG Director
 - CSBG Performance Reports / Dashboard, **p. 109**
 - Community Services Block Grant Program Report, **p. 112**
- Bell County HELP Centers Report – Cynthia Zepeda, CSBG Director, **p. 114**
- Weatherization Program Report – Christy Pierce, HR/WAP Director, **p. 115**
- Energy Assistance Program - Clovia Ketchum, Energy Assistance Program Director
 - Energy Assistance Program Report, **p. 116**
 - CEAP Production Schedule Tool, **p. 117**

4) CCS Monitoring Report – 7/1/20 – 2/2/21, p. 118

5) CEO Report, **p. 119**

6) CEO Letter of Resignation, **p. 121**

▪ Newsletter, **p. 122**

5. ANNOUNCEMENTS

The next Governing Board Meeting is scheduled for Tuesday, September 21, 2021.

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).