



Hill Country Community Action Association, Inc.

AGENDA

HCCAA Board of Directors Meeting
September 21, 2021 – 3:00 P.M.

ZOOM ONLY

<https://us02web.zoom.us/j/85695178274>

NO PASSCODE NEEDED

Meeting ID: 856 9517 8274

One tap mobile

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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 – August 24, 2021, **p. 3**
- 2) Separate Action
 - Revised Salary Schedule – Tama Shaw, **p. 17**
 - Resolution – Alliance Bank Central Texas – List of Employees on Signature Card, Tama Shaw, **p. 18**
 - IRS for 990 for 2020 – (distributed prior to meeting) -Tama Shaw
 - Proposed Holiday Schedule for 2022 – Tama Shaw, **p. 21**
 - COVID 19 Vaccination Policy, **p. 22**
 - HCCAA Strategic Plan Progress – Review to Modify or Not Modify – Cynthia Zepeda, **p. 30**

3) Applications / Budgets & Amendments

- Approve Refunding Application to U.S. Department of Health and Human Services, – Head Start / Early Head Start – 01/01/2022 – 12/31/2022 – Tama Shaw, **p. 34**
- Approval for Application to the Texas Department of Agriculture for the Home Delivered Meals Grant for the Counties of Bell, Coryell, Lampasas, Llano, Milam, Mills and San Saba – Tama Shaw – 02/01/2022 – 01/31/2023, **p. 36**
- Approve Refunding Application to the Health and Human Services Commission – RSVP (State) – Budget Amount \$45,224.47 – 09/01/2021 – 08/31/2022, **p. 37**
- Approve Budget Amendment for the Texas Department of Housing and Community Affairs for the Community Services Block Grant – Increasing Current Budget of \$528,814 by \$5,249 for a Total Budget of \$534,063 – 01/01/2021 – 12/31/2021, **p. 38**
- Approve Budget Amendment for the Texas Department of Housing and Community Affairs for the Comprehensive Energy Assistance Program (CEAP) CARES – Increasing Current Budget of \$1,724,897 by \$500,000 for a Total Budget of \$2,224,897, **p. 41**
- Approve Refunding Application to ATMOS Energy 7/1/2021 – 6/30/2022, **p. 43**
- Approve Budget Amendment for Emergency Rental Assistance Program (ERAP) – Increase Current Budget of \$270,320 by \$21,680 for a Total Budget of \$292,000 - 3/15/2021 – 12/31/2021, **p. 44**
- Approve Budget for Emergency Rental Assistance Program (ERAP) – Budget Amount - \$ 437,192 - 1/1/2022 – 12/31/2022, **p. 47**

3. FINANCIAL REPORTS – Tama Shaw

- 1) Bank Reconciliation, **p. 50**
- 2) Agency Balance Sheet & Revenue & Expense Statement, **p. 52**
- 3) Head Start / Early Head Start -Balance Sheet & Revenue & Expense Statement, **p. 54**
Regular Funds and American Rescue Plan Act
- 4) CSBG Balance Sheet & Revenue and Expense Statement, **p. 62**
- 5) Center Expense Report by Program for July, 2021, **p. 65**
- 6) Senior Nutrition TDA and Local Support Funds, **p. 69**

4. PROGRAM REPORTS

- 1) Head Start/Early Head Start – Kim Daniel, Program Director
 - 2020 – 2021 - Performance Indicator Report (PIR) Report, **p. 70**

- Head Start / Early Head Start Program Report, **p. 78**

2) Senior Services

- Nutrition Report – Kimbra Hobbs, Aging Services Director, **p. 79**
- Retired Senior Volunteer Program (RSVP) Report - Ronnie Ault, RSVP Dir, **p. 82**

3) Community Services

- Community Services Block Grant (CSBG) – Cynthia Zepeda, CSBG Director
 - CSBG Performance Reports / Dashboard, **p. 83**
 - Community Services Block Grant Program Report, **p. 86**
- Weatherization Program Report – Christy Pierce, HR/WAP Director, **p. 91**
- Energy Assistance Program - Clovia Ketchum, Energy Assistance Program Director
 - Energy Assistance Program Report, **p. 92**

4) Bell County Reports

- Bell County HELP Centers Report – Cynthia Zepeda, CSBG Director, **p. 93**
- Emergency Rental Assistance Program Report – Kimbra Hobbs, **p. 94**

5. OTHER BUSINESS

Discuss CEO Search Process

6. ANNOUNCEMENTS

The next Governing Board Meeting is scheduled for Tuesday, December 7, 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).