



# Hill Country Community Action Association, Inc.

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## AGENDA

HCCAA Board of Directors Meeting  
Lampasas Multi-Service Center  
901 South Liveoak, Lampasas, TX  
December 7, 2021 – 4:00 P.M.

*Required by HB No. 2840 Enacted by the State Legislature During the 86<sup>th</sup> 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 – September 21, 2021 Board Meeting and October 28, 2021 Executive Committee Meeting, **p.**
- 2) Approval of New Board Member and Resignation of Board Members, **p. 19**
- 3) Approve Renewal of Board Member Terms Effective January 1, 2022–December 31, 2024, **p. 19**
- 4) Current Board Vacancies and Discussion of Recruitment of Members, **p. 24**

### 3. **COMMITTEE REPORTS – ACTION ITEMS**

#### • **JOINT MEETING**

EXECUTIVE COMMITTEE / FINANCE AND AUDIT COMMITTEE – **3:00 P.M.**

#### **Executive Committee - Bill Schumann, President**

- Discuss CEO Search Process
- Revised Salary Schedules – Tama Shaw, **p. 25**
- Resolution Authorizing Extension of Audit Contract with Saunders and Associates to include Year Ending December 31, 2021 to Conduct Single Audit, 401(k) Audit and IRS Form 990, **p. 27**

- Resolution Authorizing Continuation of the Limited Flexible Benefit Cafeteria Plan for Eligible Employees in 2022, **p. 45**
- Resolution Authorizing the Continuation of the 3% Agency Contribution to the 401(k) Qualified Profit Sharing Plan and Trust for Eligible Employees, and 403(b) Plan for 2022, **p. 46**
- Approve Refunding Application to Central Texas Workforce Board 01/01/2022 – 12/31/2022 – Child Care Services (Provider Payments) – Tama Shaw, **p. 47**
- Resolution Authorizing Mediation for a Discrimination Claim, **p. 49**

#### **Finance Committee – Lloyd Huggins, Treasurer**

- Financial Reports – Tama Shaw
  - Bank Reconciliation, **p. 50**
  - Form 425 Report for Head Start and RSVP, **p. 54**
  - Agency Balance Sheet & Revenue & Expense Statement, **p. 58**
  - Agency Budget to Actual by Line Item, **p. 60**
  - Head Start / Early Head Start -Balance Sheet & Revenue & Expense Statement  
Head Start / Early Head Start Regular Funds and American Rescue Plan Act, **p. 63**
  - CSBG Balance Sheet & Revenue and Expense Statement, **p. 71**
  - Center Expense Report by Program for September 30, 2021, **p. 74**
  - Nutrition Revenue and Expense by Location, **p. 79**
- **HEAD START COMMITTEE – 3:00 P.M. – Shelly Worley**
  - Information Memorandum from Administration for Children and Families Regarding Supporting the Wellness of All Staff in the Head Start Workforce ACF-IM-HS-21-05 – Kim Daniel, **p. 86**
  - School Readiness Data Analysis Report – Kim Daniel, **p. 91**
  - Discussion of Staff Shortage and Closing of Centers – Effects of Pandemic on Head Start Program, **p. 94**
  - Head Start / Early Head Start Program Report – Kim Daniel, Early Head Start/Head Start Director, **p. 95**

- **SENIOR SERVICES COMMITTEE – 3:00 P.M. – Kay Shelton**
  - Approve Application to United Way of Greater Fort Hood Area for Nutrition Services in Killeen/Copperas Cove – 01/01/2022 – 12/31/2022 – Kimbra Hobbs, **p. 96**
  - Approve Application to United Way of South Milam County for Nutrition Services in Rockdale – 01/01/2022 – 12/31/2022 – Kimbra Hobbs, **p. 97**
  - Nutrition Report – Kimbra Hobbs, Aging Services Director, **p. 98**
  - Approve Refunding Application to the Corporation for National and Community Services AMERICORP – RSVP Program - 4/1/22 – 3/31/23 – Budget Amount –\$117,930– Ronnie Ault, **p. 99**
  - Retired Senior Volunteer Program (RSVP) Report - Ronnie Ault, RSVP Director, **p. 101**
- **COMMUNITY SERVICES COMMITTEE – 3:00 P.M. – Marlene DiLillo**
  - Community Services Block Grant (CSBG) – Cynthia Zepeda, CSBG Director
    - CSBG Performance Reports / Dashboard, **p. 102**
    - Community Services Block Grant Program Report, **p. 105**
  - Weatherization Program Report – Christy Pierce, HR/WAP Director, **p. 106**
  - Energy Assistance Program - Clovia Ketchum, Energy Assistance Program Director
    - Approve New Funding Application to the Texas Department of Housing and Community Affairs for the Comprehensive Energy Assistance Program (CEAP – American Rescue Plan Act (ARP Act) – 10/1/2021 – 09/30/2022 – Budget Amount - \$2,256,070, **p. 107**
    - Energy Assistance Program Report, **p. 109**
  - Low Income Household Water Assistance Program (LIHWAP) – Kristen Isham, LIHWAP Coordinator
    - Low Income Household Water Assistance Program (LIHWAP) Policy, **p. 110**
    - Approve New Funding Application to the Texas Department of Housing and Community Affairs for the Low Income Household Water Assistance Program (LIHWAP) – 06/17/21 – 12/31/22 – Budget Amount \$1,585,188, **p. 111**
    - LIHWAP Program Report – Kristen Isham, **p. 113**
  - Monitoring of Contracts: CSBG Discretionary, CEAP, CSBG, DOE and LIHEAP by the Texas Department of Housing and Community Affairs, **p. 114**

- Bell County Reports
  - Approve Application to United Way of Greater Fort Hood Area for Killeen HELP Center – 01/01/2022 – 12/31/2022 – Cynthia Zepeda, **p. 118**
  - Bell County HELP Centers Report- Cynthia Zepeda, **p. 119**
  - Emergency Rental Assistance Program Report – Kimbra Hobbs, **p. 122**

#### **4. BUSINESS ITEMS – ACTION ITEMS**

- 1) Election of President and Vice President for HCCAA Board for Term Ending December 31, 2023, **p. 124**
- 2) Election of Board Members to Killeen Veranda Housing Corporation for 2022, **p. 125**
- 3) Election of Board Members to Hill Country Community Housing Corporation for 2022, **p. 126**
- 4) Schedule of 2022 Board and Executive Committee Meetings, **p. 127**

#### **5. ANNOUNCEMENTS**

The next Governing Board Meeting is scheduled for Tuesday, March 8, 2022.

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).