

Hill Country Community Action Association, Inc.  
Board of Directors Executive Committee Meeting  
2180 N. Main St., Belton, Texas  
October 28, 2021  
**M I N U T E S**

President Bill Schumann called the meeting to order at 1:45 P.M. Attendance roster is attached.

1. **CALL TO ORDER** – President Schumann welcomed everyone to the meeting.
2. Killeen Home Delivered Meals Distribution Site – Tama Shaw stated that she and Kimbra Hobbs met with Daniel Hall with the Boys and Girls Club on October 27<sup>th</sup> about the building located on ELM Street in Killeen. The Boys and Girls Club only uses the building in the summers for the children. It has a kitchen and could be an interim or long term location to relocate our Killeen Meals on Wheels program. The building is listed on the market for sale, but Mr. Hall said that they would like to keep the building and find a purpose for it. Ms. Shaw stated that HCCAA has been awarded \$200,000 from the City of Killeen to invest in a building. Ms. Shaw and Ms. Hobbs are going to meet again with Mr. Hall to look at the building on ELM Street to determine if it will meet our needs and discuss further options.

Another option was a new building that the Boys and Girls Club is working on, but the plans are already laid out and if they were to allow HCCAA to relocate to that site, the building plans would have to be revised to a two-story building. It was determined that this would not be feasible.

3. Board Resolution for Establishing Credit Card Program with TIB – Ms. Shaw explained that with the recent changing of our Main Bank from BBVA Compass to Alliance, we must contract with a different credit card company and that we are in the process of completing the application. A Board Resolution is required authorizing the CEO to be the borrower related to the TIB Master Card Business.

**Bill Schumann made a motion with a second by Lloyd Huggins to approve the Board Resolution Authorizing Tama Shaw, CEO as the borrower related to the TIB Master Card Business as presented. Motion passed unanimously.**

4. Officers Election – President and Vice President to be held at December 7, 2021 Board Meeting – Ms. Shaw stated that she wanted to let current President Bill Schumann and Vice President David Blackburn know that their positions would be up for re-election at the next Board meeting and ask if they were willing to serve another term. Mr. Schumann and Mr. Blackburn stated that they were both willing to serve another term.
5. Vaccination Policy – Ms. Shaw stated that President Biden signed an Executive Order to mandate vaccinations for all federal employees and federal contractors without an option for COVID-19 testing. HCCAA meets the criteria that requires us to implement a mandated vaccination policy which is: Employers with more than 100 employees; Federal contractors who receive more than \$250,000 in federal grants and EEO-1 Filers. A copy of the proposed Vaccination policy was provided to the Executive Committee prior to the meeting. There was much discussion regarding the policy



and the conclusion was that HCCAA falls under the Federal mandate to establish and distribute a Vaccination policy as required by Federal Law.

**David Blackburn made a motion with a second by Bill Schumann to accept the Vaccination Policy as required by Federal Law and as presented to the Executive Committee. Lloyd Huggins abstained from the vote. Motion passed.**

6. CEO Search – President Schumann stated that they have a copy of the CEO's job description. He said that it should include information about the agency as far as the counties that are served and the number of employees and the different programs that they are responsible for. He also said that this information should be included on the Executive Assistant's job description as well.


There was discussion about the entry level salary for the new CEO and the required qualifications. It was determined that research needs to be done to see what the market level is for this type of position. Mr. Schumann stated that the job search needs to be posted in multiple places such as Indeed.com and sent to State and National agencies that HCCAA has affiliation. If the response is low then we would need to go to other sources. Mr. Blackburn asked about hiring a firm to assist in the search. A firm will be able to help in assessing the job market for this type of position which would determine the salary range that needs to be posted on the job posting. Ms. Shaw stated that she could contact other Community Action Agencies and find out what their pay rate is for the CEO/Executive Director. She also has a salary schedule survey that was done in 2018 by the Texas Association of Community Action Agencies which includes salaries for entry level positions and will get a copy to the Executive Committee. It was determined that the Board would begin the job search without a firm, but would keep that option open if necessary. The Committee will use the Bell County Human Resource Director to collect the applications and to present to the Executive Committee for review. The time line for posting the job notice is planned for around December 8<sup>th</sup> and run it through January 8<sup>th</sup>. The Executive Committee would need to meet in January and review the applications and select the applicants to interview in February. After the interviews, the Executive Committee would meet again in late February or early March and select a finalist to present to the full Board for a vote at the March Board meeting. The date to hire the CEO is to be determined depending on how the process goes. Ms. Shaw stated that she needs to be here for at least a couple of months working with the new CEO to help them get acclimated to their position. Ms. Shaw stated that the new CEO would have a part in hiring the new Executive Assistant.

The committee talked about strategically scheduling Board dates for 2022 to correspond with the hiring process of the new Chief Executive Officer and holding Executive Committee meetings as necessary.

**The meeting was adjourned at 3:00 p.m.**

THE FOLLOWING BOARD MEMBERS, GUESTS AND STAFF WERE PRESENT: (See attached list.)

Respectfully submitted,



Jason Williams, Secretary

HCCAA Executive Committee Minutes  
October 28, 2021

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BOARD OF DIRECTORS EXECUTIVE COMMITTEE MEETING REGISTER  
OCTOBER 28, 2021  
2180 N. MAIN ST., BELTON, TEXAS

NAME	REPRESENTING
1. Bruce Schuman	Bell Co.
2. David Blackburn	Bell Co.
3. Lloyd Huggins	Hamilton Co.
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