



# 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  
May 10, 2022 – 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 – March 15, 2022 Meeting, **p. 3**
- 2) Approval of New Board Members and Resignation of Board Members, **p. 15**
- 3) Current Board Vacancies and Discussion of Recruitment of Members, **p. 18**

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

#### • **JOINT MEETING**

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

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

- Resolution Authorizing the Selection of Ashley Johnson to the Position of Interim Chief Executive Officer of Hill Country Community Action Association, Inc., **p. 19**
- Compensation for Interim CEO
- Resolution Delegating Authority for Ashley Johnson, Interim Chief Executive Officer to Enter into Contracts, **p. 20**
- Resolution Authorizing the Removal of Tama Shaw as the Registered Agent of Hill Country Community Action Association, Inc.; State of Texas Charter Number 00224391-01, **p. 21**

- Resolution Naming Ashley Johnson, Interim Chief Executive Officer as the Registered Agent of Hill Country Community Action Association, Inc.; State of Texas Charter Number 00224391-01, **p. 22**
- Resolution Authorizing the Removal of Tama Shaw and the addition of Ashley Johnson as the Authorized Representative to Sign Documents Related to Bank Ownership Agreements on the HCCAA Bank Accounts. The Board of Directors of HCCAA Also Hereby authorize the Removal of Tama Shaw and Elizabeth Murray as Signatories and Addition of Ashley Johnson and Elizabeth Poe as Signatories on the HCCAA Bank Accounts, **p. 23**
- Resolution Authorizing the removal of Tama Shaw and the addition of Ashley Johnson as the Authorized Representative to Sign Documents Related to Bank Ownership Agreements on the HCCAA Bank Account Titled HCCAA, Inc. with Alliance Bank Central Texas, 4721 Bosque Blvd., P. O. Box 7554, Waco, Texas 76714-7554. The Board also authorizes the removal of Tama Shaw, Elizabeth Murray and Kristen Isham as Signatories and the addition of Ashley Johnson, Elizabeth Poe and Stephanie Smith as Signatories on the HCCAA Bank Account titled HCCAA, Inc. with Alliance Bank Central Texas, 4721 Bosque Blvd., P. O. Box 7554, Waco, Texas 78714-7554, **p. 24**
- Resolution Authorizing the removal of Tama Shaw and the addition of Ashley Johnson as the Authorized Representative to Sign Documents Related to Bank Ownership Agreements and credit cards for the HCCAA Bank Account Titled Hill Country Community Action Assoc., Inc. with PNC Bank, 4100 West 150<sup>th</sup> St., Cleveland, Ohio 44135. The Board also authorizes the removal of Tama Shaw and Elizabeth Murray as Signatories and the addition of Ashley Johnson, Elizabeth Poe and Stephanie Smith as Signatories on the HCCAA Bank Account titled Hill Country Community Action Assoc., Inc. with PNC Bank, 4100 West 150<sup>th</sup> St., Cleveland, Ohio 44135, **p. 25**
- Resolution Authorizing the removal of Tama Shaw, CEO as the authorized borrower related to the TIB Master Card Business Account and designate Ashley Johnson, Interim CEO, as the authorized borrower related to the TIB Master Card Business Account, **p. 26**
- Resolution Authorizing the removal of Tama Shaw as Trustee of the 401(k) Qualified Profit Sharing Plan and Trust and the 403(b) Retirement Plan, **p. 27**
- Revised Succession Plan for CEO (distributed prior to meeting)
- Resolution Authorizing the Appointment of Christy Pierce to the Position of Chief Financial Officer of Hill Country Community Action Association, Inc., **p. 28**
- Designation of Authorized Individual – Business Entity for the Texas Health and Human Services – Authorizing Ashley Johnson as the Individual to Negotiate Contracts with the Health and Human Services Commission (HHSC) and to Execute Contracts on Behalf of the Business Entity. The Business Entity Also Gives the Individual Identified below the Authority to Implement, Maintain, Amend, Renew, or Request Closure of the Contract(s): Ashley Johnson, **p. 29**
- Corporate Board of Directors Resolution Appointing Kimbra Hobbs, Human Resource Director as Equal Opportunity Officer, **p. 30**

- Corporate Board of Directors Resolution Appointing Kimbra Hobbs, Human Resource Director as 504 Coordinator, **p. 31**
- Revised Affirmative Action Plan, **p. 32**
- Community Affairs Contract System – Access Request form for the Texas Department of Housing and Community Affairs – Removing Access for Data Entry and Approval Authorizations for Tama Shaw and Adding Access for Data Entry and Approval Authorizations for Ashley Johnson, **p. 42**
- Discussion and Possible Action to Terminate the Hill Country Community Housing Corporation – Tama Shaw, **p. 43**
- Resolution Authorizing 2.28% Cost of Living Increase for All Agency Staff in 2022 Retroactive to January 1, 2022, **p. 48**
- Interim CEO Report – Ashley Johnson, **p. 49**

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

- Financial Reports – Ashley Johnson
  - Bank Reconciliation, **p. 50**
  - Form 425 Report for Head Start and RSVP, **p. 53**
  - Agency Balance Sheet & Revenue & Expense Statement, **p. 57**
  - Agency Budget to Actual by Line Item - 2022, **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. 61**
  - CSBG Balance Sheet & Revenue and Expense Statement, **p. 71**
  - Nutrition Analysis as of March 31, 2022, **p. 74**
- **HEAD START COMMITTEE – 3:00 P.M. – Shelly Worley**
  - Program Instruction from Administration for Children and Families Regarding FY 2022 Head Start Funding Increase – ACF-PI-HS-22-02 - Kim Daniel, **p. 75**
  - Budget Amendment – FY 2022 HS/EHS Cost of Living (COLA) and Quality Improvement, Head Start COLA - \$108,807; Head Start Quality Improvement - \$22,118  
Early Head Start COLA - \$36,576; Early Head Start Quality Improvement – \$7,633, **p. 82**

- Budget Approval – FY 2022 HS/EHS - Texas Workforce Commission Child Care Relief Fund –Budget Amount - \$1,643,632 to be distributed among 19 Head Start / Early Head Start locations, **p. 87**
- Revised Enrollment / Selection Process, **p. 88**
- Head Start / Early Head Start Program Report – Kim Daniel, Early Head Start/Head Start Director, **p. 89**
- **SENIOR SERVICES COMMITTEE – 3:00 P.M. – Kay Shelton**
  - Nutrition Report – Kimbra Hobbs, Aging Services Director, **p. 90**
  - Retired Senior Volunteer Program (RSVP) Report - Ronnie Ault, RSVP Director, **p. 92**
- **COMMUNITY SERVICES COMMITTEE – 3:00 P.M. – Marlene DiLillo**
  - Community Services Block Grant (CSBG) – Cynthia Zepeda, CSBG Director
    - CSBG Performance Reports / Dashboard, **p. 93**
    - Project Approval – Texas Department of Housing and Community Services – Community Services Block Grant Program (CSBG)– State Discretionary Funds – 02/01/22 – 07/31/22 – Budget Amount - \$20,833, **p. 96**
    - Project Approval – Texas Department of Housing and Community Services – Community Services Block Grant Program (CSBG)– State Discretionary Funds – 02/01/22 – 07/31/22 – Budget Amount - \$8,696, **p. 98**
    - Community Services Block Grant Program Report, **p. 100**
  - Weatherization Program – Christy Pierce, HR/WAP Director
    - Weatherization Program Report – Christy Pierce, HR/WAP Director, **p. 101**
  - Energy Assistance Program - Clovia Ketchum, Energy Assistance Program Director
    - Energy Assistance Program Report - Clovia Ketchum, **p. 102**
  - Project Approval – Texas Department of Housing and Community Affairs - FY 2021 Low Income Household Water Assistance Program (LIHWAP) – 01/01/22 – 3/31/23 – Budget - \$897,604, **p. 103**
  - Low Income Household Water Assistance Program (LIHWAP) Report – Kristen Isham, **p. 106**
  - Bell County Reports

- Bell County HELP Center Budget Amendment – FY 2022, **p. 107**
- Bell County HELP Centers Report- Cynthia Zepeda, **p. 108**
- Emergency Rental Assistance Program Report – Kimbra Hobbs, **p. 109**

#### **4. ANNOUNCEMENTS**

The next Governing Board Meeting is scheduled for Tuesday, August 16, 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).