

Hill Country Community Action Association, Inc.  
Board of Directors Meeting  
901 South Live Oak, Lampasas, TX  
May 10, 2022 – 4:00 P.M.

**M I N U T E S**

President Bill Schumann called the meeting to order at 4:02 P.M. A quorum was established. Attendance roster is attached.

1. **CALL TO ORDER** – President Schumann welcomed everyone to the Board meeting. Frank Somera, Jr. gave the invocation.

President Schumann stated that the following items are being presented to the Board for approval:

**2. ACTION ITEMS:**

- 1) Minutes – March 15<sup>th</sup>, 2022 Meeting

**Lloyd Huggins made a motion with a second by Jamie Smart to approve the minutes as presented.**

- 2) Approval of New Board Members and Resignation of Board Members –

New Board Members:

Jana Messer, Low Income Sector Representative, Llano County  
Eva Watson, Low Income Sector Representative, Mills County  
Gina Burney, Low Income Sector Representative, At Large

Resignation of Board Members:

Denise Edmonson, Private Sector Representative, Bell County  
Catherine Johnson, Low Income Sector Representative, At Large

**Lloyd Huggins made a motion with a second by Anna Velez to accept the approval of new board members and resignation of the Board members as noted above. Motions passed unanimously.**

- 3) Current Board Vacancies and Discussion of Recruitment of Members –Currently we have the following vacancies:

Private Sector – Bell County  
Private Sector – Hamilton County  
Low Income Sector – Hamilton County  
Private Sector – Milam County

President Schumann asked if anyone knew of someone who would be interested in serving on the Board to contact central office.



### 3. COMMITTEE REPORTS – ACTION ITEMS

- Joint Meeting – Executive Committee / Finance and Audit Committee

**Executive Committee** – Bill Schuman stated that the Committee discussed the following items:

- Resolution Authorizing the Selection of Ashley Johnson to the Position of Interim Chief Executive Officer of Hill Country Community Action Association, Inc.
- Resolution Delegating Authority for Ashley Johnson, Interim Chief Executive Officer to Enter into Contracts
- 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
- 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
- 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
- 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
- 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 150th 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 150th St., Cleveland, Ohio 44135



- 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
- 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
- Resolution Authorizing the Appointment of Christy Pierce to the Position of Chief Financial Officer of Hill Country Community Action Association, Inc.
- Corporate Board of Directors Resolution Appointing Kimbra Hobbs, Human Resource Director as Equal Opportunity Officer
- Corporate Board of Directors Resolution Appointing Kimbra Hobbs, Human Resource Director as 504 Coordinator
- 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

**Frank Somera made a motion with a second by Roxanne Flores to approve the Executive Committee Report as presented. Motion passed unanimously.**

- Compensation for Interim CEO

**Lloyd Huggins made a motion with a second by L.C. Richards to approve the Executive Committee Item as presented. Motion passed unanimously.**

- Revised Succession Plan for CEO (distributed prior to meeting)

**Marlene Dililo made a motion with a second by Frank Somera to approve the Executive Committee Item as presented. Motion passed unanimously.**

**Meets Organizational Standards 4.5 the organization has a written succession plan in place for the CEO/ executive director, approved by the governing board, which contains procedures for covering an emergency/ unplanned, short- term absence of 3 months or less, as well as outlines the process for filling a permanent vacancy.**

- 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

**Lloyd Huggins made a motion with a second by Frank Somera to approve the Executive Committee Item as presented. Motion passed unanimously.**

- Revised Affirmative Action Plan

**L.C. Richards made a motion with a second by Roxanne Flores to approve the Executive Committee Item as presented. Motion passed unanimously.**

- Resolution Authorizing 2.28% Cost of Living Increase for All Agency Staff in 2022 Retroactive to January 1, 2022

**Frank Somera made a motion with a second by Karen Dezarn to approve the Executive Committee Item as presented. Motion passed unanimously.**

- Discussion and Possible Action to Terminate the Hill Country Community Housing Corporation – Tama Shaw

**Lloyd Huggins made a motion with a second by Marlene Dilillo to approve the Executive Committee Item as presented. Motion passed unanimously.**

- Interim CEO Report – Ashley Johnson thanked the board for entrusting her with position as Interim CEO and thanked Tama Shaw for her contributions to the agency and all that she has taught the agency and Ashley.

**Finance and Audit Committee** - Lloyd Huggins, Treasurer, reported that the committee reviewed the following items which were included in the Board Packet:

- Financial Reports
  - Bank Reconciliation – this report covered the month of January, 2021.
  - Form 425 Report for Head Start and RSVP
  - Agency Balance Sheet & Revenue & Expense Statement – This report covered the period of January 1, 2022 through March 31, 2022
  - Agency Budget to Actual by Line Item – 2022 — This report reflected figures through March 31, 2022.
  - Head Start / Early Head Start -Balance Sheet & Revenue & Expense Statement  
Head Start / Early Head Start Regular Funds and American Rescue Plan Act – these reports reflected figures for the month of March, 2022.



- CSBG Balance Sheet & Revenue and Expense Statement – this report reflected figures through March 31, 2022.
- Nutrition Analysis as of March 31, 2022

**Anna Velez made a motion with a second by L.C. Richards to approve the Financial Reports as presented. Motion passed unanimously.**

**Meets Organizational Standard 8.7 – The governing board receives financial reports at each regular meeting that include the following: 1. Organization-wide report on revenue and expenditures that compares budget to actual, categorized by program; and 2. Balance sheet/statement of financial position.**

**Head Start Committee** – Karen DeZarn (filled in for Shelley Worley) stated that the Committee reviewed the following items which were included in the Board packet:

- Program Instruction from Administration for Children and Families Regarding FY 2022 Head Start Funding Increase – ACF-PI-HS-22-02
- 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
- 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
- Revised Enrollment / Selection Process – Ms. DeZarn explained that public assistance has been added as a criteria which required updates to the Enrollment / Selection process.
- Head Start / Early Head Start Program Report – Kim Daniel included this report in the Board packet.

Bill Schuman asked Ashley Johnson to explain how the number 2.28% came about. Ms. Johnson stated that the Office of Head Start annually does cost of living increases for Head Start. They keep it across the board to keep things fair. So whatever increase Head Start gets they also give to the rest of the agency. Tama Shaw added that we (HCCAA) are required by law to give every Head Start employee that percent. We will not get the money if it is not spent for cost of living increases. Bill Schuman then mentioned that the number was given by the Federal Government not HCCAA or the Board.

**Roxanne Flores made a motion with a second by Frank Somera, Jr. to accept the Head Start Reports as presented. Motion passed unanimously.**

**Senior Services Committee** – Kay Shelton stated that the Committee reviewed the following items:



- Nutrition Report – Kimbra Hobbs, Aging Services Director
  - Ashley Johnson made a comment on the Nutrition analysis reports explaining, the smaller areas that serve less meals than our larger service areas struggle more with the cost per meal. This is due to staffing costs, not as much reimbursement for grants. Those are the centers that look worse on reports.
- Retired Senior Volunteer Program (RSVP) Report – Mandy Prather included this report in the Board packet in place of Director Ronnie Ault.

**Frank Somera made a motion with a second by Anna Velez to approve the Senior Services Reports as presented. Motion passed unanimously.**

**Community Services Committee** – Marlene DiLillo stated that the Committee reviewed the following items:

- Community Services Block Grant (CSBG) – Cynthia Zepeda, CSBG Director
  - CSBG Performance Reports / Dashboard

**Meets Organizational Standard 4.4 – The governing board receives an annual update on the success of specific strategies included in the Community Action plan.**

- 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. This money will be used for emergency services.

**Angie Chandler made a motion with a second by Anna Velez to accept the Project Approval as presented. Motion passed unanimously.**

- 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. This money will be used for IT support for equipment.

**Anna Velez made a motion with a second by Roxanne Flores to accept the Project Approval as presented. Motion passed unanimously.**

- Community Services Block Grant Program Report – All centers are accepting case management clients at this time and are extremely busy working one on one with their current case management clients. There are plans to attend more outreach events to reach potential clients in need.

**Meets Organizational Standards 5.9 – The organization’s governing board receives programmatic reports at each regular board meeting.**

- Weatherization Program – Christy Pierce, HR/WAP Director



- Weatherization Program Report – Christy Pierce included this report in the board packet.
- Energy Assistance Program - Clovia Ketchum, Energy Assistance Program Director
  - Energy Assistance Program Report - Clovia Ketchum included this report in the board packet.
- 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. - Noting that there is still vendors who have not signed contracts. Members and Employees discussed ideas on why it is difficult to obtain new vendor agreements and how we are taking steps to get our foot in the door. Ashley Johnson and Kristen Isham are working to schedule meetings with the vendors to explain the agency and program in depth.

**Anna Velez made a motion with a second by Angie Chandler to accept the Project Approval as presented. Motion passed unanimously.**

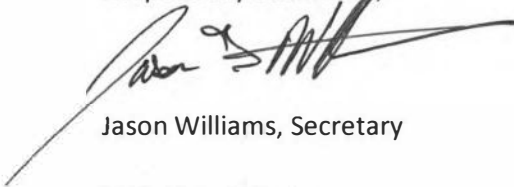
- Low Income Household Water Assistance Program (LIHWAP) Report – Kristen Isham included in the Board packet.
- Bell County Reports
  - Bell County HELP Center Budget Amendment – FY 2022 – This amendment reflects current funding that is available for the Bell County HELP Centers.
  - Bell County HELP Centers Report- Cynthia Zepeda included this report in the Board packet.
  - Emergency Rental Assistance Program Report – Kimbra Hobbs included this report in the Board packet.

#### **4. ANNOUNCEMENTS**

Bill Schumann adjourned the general board meeting at 4:55 p.m. and announced that the next Governing Board Meeting is scheduled for Tuesday, August 16, 2022.

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

Respectfully submitted,



Jason Williams, Secretary



**BOARD ATTENDANCE RECORDS  
HCCAA BOARD OF DIRECTORS' MEETING  
May 10, 2022**

**REPRESENTATIVES OF PUBLIC SECTOR**

Yes	No		
	x	Judge David Blackburn	Bell County
	x	Commissioner John Driver	Bell County
✓		Comm. Bill Schumann	Bell County
✓		Comm. Ray Ashby	Coryell County
✓		Comm. Lloyd Huggins	Hamilton County
✓		Commissioner Jamie Smart	Lampasas County
✓		Judge Ron Cunningham	Llano County
✓		Bob Vacek	Mason County
		Judge Jerry Bearden - Alternate	Mason County
✓	x	Judge Steve Young	Milam County
		Comm. Jason Williams	Mills County
	x	Judge Byron Theodosios	San Saba County
	x	Pat Pool - Alternate	San Saba County

**REPRESENTATIVES OF PRIVATE SECTOR**

	x	Melissa Esau	Bell County
	x	Denise Edmonson	Bell County
✓		Frank D. Somera, Jr.	Coryell County
		Vacant	Hamilton County
✓		Karen DeZarn	Lampasas County
✓		Cindy Travers	Llano County
✓		Anna Velez	Mason County
		Vacant	Milam County
✓		Paula Gore	Mills County
	x	Georgia Harris	San Saba County
✓		Roxanne Flores	AT Large

**REPRESENTATIVES OF LOW INCOME SECTOR**




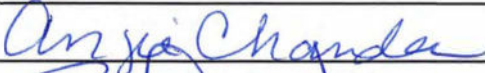
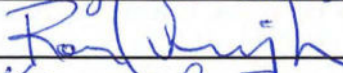
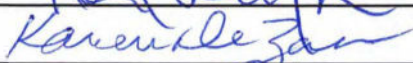
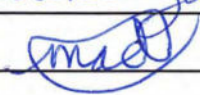

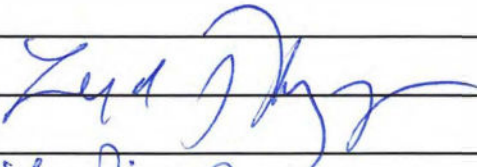
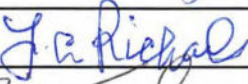
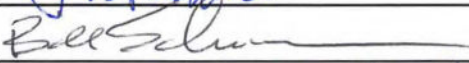
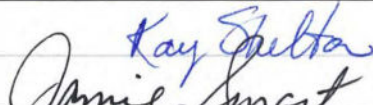
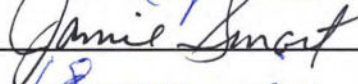
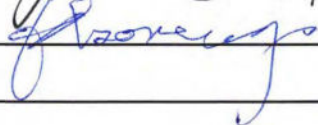
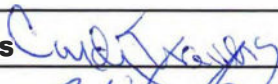
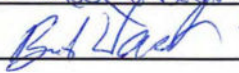

Yes	No		
✓		Marlene DiLillo	Bell County
	x	Shelly Worley	Bell County
	x	Rita Hotz	Coryell County
		Vacant	Hamilton County
✓		Kay Shelton	Lampasas County
✓		Jana Messer	Llano County
	x	Scott Zesch	Mason County
✓		L.C. Richards	Milam County
✓		Eva Watson	Mills County
✓		Angie Chandler	San Saba County

**REPRESENTATIVE OF HEAD START POLICY COUNCIL**

	x	Gina Burney	AT LARGE
19		Members needed for quorum	



HCCAA BOARD MEETING REGISTER,  
MAY 10, 2022  
LAMPASAS MULTI-SERVICE CENTER, 901 S. LIVEOAK, LAMPASAS, TX  
**BOARD MEMBERS**

NAME	SIGNATURE	REPRESENTING
1 Roxanne Achmad		Private Sector - At Large
2 Ray Ashby		Public Sector - Coryell County
3 David Blackburn	 X	Public Sector - Bell County
4 Gina Burney		Low Income Sector - At Large
5 Angie Chandler		Low Income Sector - San Saba County
6 Ron Cunningham		Public Sector - Llano County
7 Karen DeZarn		Private Sector - Lampasas County
8 Marlene DiLillo		Low Income Sector - Bell County
9 John Driver		Public Sector - Bell County
10 Denise Edmonson		Private Sector - Bell County
11 Melissa Esau		Private Sector - Bell County
12 Paula Gore		Private Sector - Mills County
13 Georgia Harris		Private Sector - San Saba County
14 Rita Hotz		Low Income Sector - Coryell County
15 Lloyd Huggins		Public Sector - Hamilton County
16 Jana Messer		Low Income Sector - Llano County
17 L.C. Richards		Low Income Sector - Milam County
18 Bill Schumann		Public Sector - Bell County
19 Kay Shelton		Low Income Sector - Lampasas County
20 Jamie Smart		Public Sector - Lampasas County
21 Frank D. Somera, Jr.		Private Sector - Coryell County
22 Byron Theodosis		Public Sector - San Saba County
Pat Pool - Alt.		Public Sector - San Saba County
23 Cindy Travers		Private Sector - Llano County
24 Bob Vacek		Public Sector - Mason County
Jerry Bearden, Alt.		Public Sector - Mason County
25 Anna Velez		Private Sector - Mason County

HCCAA BOARD MEETING REGISTER,  
MAY 10, 2022  
LAMPASAS MULTI-SERVICE CENTER, 901 S. LIVEOAK, LAMPASAS, TX  
**BOARD MEMBERS**

NAME	SIGNATURE	REPRESENTING
26 Eva Watson		Low Income Sector - Mills County
27 Jason Williams		Public Sector - Mills County
28 Shelly Worley		Low Income Sector - Bell County
29 Steve Young		Public Sector - Milam County
30 Scott Zesch		Low Income Sector - Mason County
31 VACANT		Private Sector - Hamilton County
32 VACANT		Low Income Sector - Hamilton County
33 VACANT		Private Sector - Milam County

TOTAL BOARD MEMBERS ATTENDING -  
MEMBERS NEEDED FOR QUORUM - 15

## HCCAA BOARD MEETING REGISTER

MAY 10, 2022

LAMPASAS MULTI-SERVICE CENTER, 901 S. LIVEOAK, LAMPASAS, TX

## STAFF AND GUESTS

NAME	REPRESENTING
1. Christy Piere	HCCAA
2. Ashley Blinson	HCCAA
3. Cynthia Zegade	HCCAA
4. Kristen Asham	HCCAA
5. Elizabeth Poe	HCCAA
6. Elizabeth Muf	HCCAA
7. Deme Shaw	HCCAA
8. Gloria Kepher	ri
9. Bob Vane	
10. Kimba Hahn	HCCAA
11. Kim Hahn	HCCAA
12. HCCAA Fore	HCCAA
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