

Hill Country Community Action Association, Inc.
Board of Directors
June 23, 2020
Lampasas Multi-Service Center
901 South Live Oak, Lampasas, Texas

M I N U T E S

President Bill Schumann called the meeting to order at 4:04 P.M. A quorum was established; The following members joined by teleconference call: Ray Ashby, Steve Young, Cindy Travers, Dale Jaecks, Kay Shelton, Roxanne Achmad, Byron Theodosis and Angie Chandler. The attendance roster is attached. President Schumann welcomed everyone to the Board meeting. Frank Somera, Jr. gave the invocation and President Schumann led everyone in the Pledge of Allegiance to the Flags.

There were no corrections to the minutes of the March 10, 2020 Board meeting or the May 12, 2020 Executive Committee Meeting. Anna Velez made a motion with a second by Frank Somera, Jr. to accept the minutes as presented. Motion passed unanimously.

President Schumann stated that the following people have been selected to serve on the Board of Directors:

Paula Gore, Private Sector Representative, Mills County
Melissa Esau, Private Sector Representative, Bell County
Denise Edmonson, Private Sector Representative, Bell County

President Schumann stated that the following members resigned from the Board:

Jennifer Rogers, Low Income Sector Representative, At Large
Tanya Palacio, Low Income Sector Representative, Mason County

Frank Somera, Jr. made a motion with a second by Anna Velez to approve the new Board Members and Board Members resignations. Motion passed unanimously.

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

• **EXECUTIVE COMMITTEE Items Presented to the Board**

- Travel Documents and Leave Reports of Tama Shaw, CEO
- Revised Entry Level Salary Schedules – These schedules were included in the Board packet. Tama Shaw explained that the following schedules were evaluated and adjustments were made to entry levels for various positions and new positions were added. Three new positions were added: Data Entry Clerk, Community Services Team Leader and Computer Specialist. Adjustments were made to the entry levels of Office Assistant, CSBG Case Manager, Energy Assistance Director and Weatherization Office Coordinator to be more in line with other positions of equal job duties. Also addressed were the salary schedules for the Bell County HELP



Centers, RSVP and Child Care Services. The entry levels for these three Programs have not been adjusted for a several years.

Ms. Shaw also reported that we are starting to roll out new firewalls across the entire agency. These firewalls will allow us to have VPN connectivity into the main office from remote sites. We will be able to control computer settings from a central point which will allow us to be able to enforce security policies. Along with this rollout, we are starting the implementation of our new phone system. After researching various companies who can provide a single call resolution VOIP system and getting costs comparisons, we have contracted with Nextiva. There are many positive aspects to this change: One single bill that can be allocated to all programs based on the number of phone instruments used by each program. It will eliminate the coding of about 60 phone bills a month by 10 different programs. There will be an estimated costs savings of 60%. We will be able to maintain our current Central Office phone number and customers can reach all remote locations through one advertised phone number. There is also rapid set-up videoconferencing with multiple remote sites at once. Board meeting and training workshops can be held remotely as needed. This will also save the additional cost of meeting rooms and travel expenses.

➤ Current Board Vacancies and Discussion of Recruitment of Members – There are no vacancies at this time.

• **FINANCE AND AUDIT COMMITTEE items Presented to the Board:**

- Compass MasterCard Credit Card Reports - President Schumann stated that reports for the months of April, May and June, 2020 were available and reviewed.
- Bank Reconciliation – President Schumann stated the bank statements and records for the months of March, April & May, 2020 were available and reviewed.

Tama Shaw gave a report on the following financial reports which were included in the Board packet:

- Financial Reports
 - Form 425 Reports for Head Start and RSVP: Ms. Shaw explained that these are Federal reports that are submitted on a quarterly or semi-annual basis which reflects the amount of funding requested, expensed and on hand.
 - Agency Wide Balance Sheet & Revenue & Expense Statements as of 5/31/20: Ms. Shaw explained each of the different categories on the Balance Sheet. This report shows our current assets, liabilities and fund balance which indicates that the agency is in good financial position.
 - Head Start / Early Head Start Balance Sheet & Revenue & Expense Statements as of 5/31/20: Ms. Shaw reviewed the categories of this report with the Board. Ms. Shaw stated that we have received additional Cost of Living, Quality Improvement



and One-Time funds adding close to a million dollars to the budget. A lot of the One-Time funding will be used for repair and maintenance of buildings and playground equipment. A 2 % salary increase will be given out of the Cost of Living Allowance increase and .40 cents per hour will be given to all Head Start employees out of QI funds. Both the 2% and .40 cent increase has been added to the HS/EHS entry level schedules which were approved at the last Executive Committee meeting.

- CSBG Balance Sheet & Revenue and Expenses as of 5/31/20: Ms. Shaw stated that there are three separate categories of CSBG funds – Regular CSBG, CSBG Special & CSBG CARES. The Balance Sheet includes all three funds. The Revenue and Expense Report shows the different Fund Codes. We only recently received the CARES Act funding therefore no revenue and expenses reported at this time.
- Nutrition Revenue and Expense Reports by Service Site as of 5/31/20: Ms. Shaw reviewed the report with the Board and stated that we have received additional funding in the amount of \$304,295 from CTCOG to serve seniors age 60 and older that were impacted by the COVID-19 pandemic. The additional funding has significantly decreased the Nutrition program deficit. Additional funding is also available to cover costs specifically associated with the COVID-19 Pandemic and provide other assistance to Seniors. Ms. Shaw stated that Bea’s Kitchen in Cameron that we have been operating for years with private foundation funding had to be closed due to loss of this funding. We hope to convert it to a Title III operated center.
- A report of Community Services Provided by County as of 5/31/20 was included in the Board packet. Ms. Shaw explained that this report reflects program funds spent by location.
- Allocation Overview – Ashley Johnson stated that at a previous Board meeting the Finance and Audit Committee asked a question about how we were allocating Administration and Accounting expenses to the programs. Ms. Johnson said that we have an allocation module in our accounting software that is based on the following: Administration expenses are based on labor hours and Accounting expenses are based on number of transactions. The Finance Committee wanted a report that reflects percentage breakout by fund. This report was included in the Board packet.

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.

Bill Schumann made a motion with a second by Frank Somera, Jr. to approve the items reported above. Motion passed unanimously.

- HEAD START COMMITTEE

Kim Daniel, Head Start Program Director, reported on the following items:

- Information Memorandums from Administration for Children and Families
 - Coronavirus Disease 2019 (COVID-19) Fiscal Flexibilities
 - Update to Funding for FY 2020 Supplemental Funds in Response to the Coronavirus Disease 2019 (COVID-19)
- Budget Amendment –Head Start / Early Head Start Carryover Supplemental Application - Ms. Daniel reported that we are requesting carry over funds from 2019 in the amount of \$94,442.71 for Head Start and \$6,877.21 for Early Head Start. The Head Start funds will be used to purchase small playground equipment to replace old worn equipment and replacement of pea gravel in the fall zone areas on the playground with shredded rubber mulch.

The Early Head Start funds will be used to purchase supplies for the classroom in preparation of the proposed conversion of 17 Head Start slots to 8 Early Head Start slots.

- School Readiness Data Analysis Report - Ms. Daniel stated that this Child Assessment Data report reflects data for the Fall, Winter and Spring period for Early Head Start and Head Start. Ms. Daniel said that even though we had to closed Mid-March due to COVID-19, we were still able to provide educational services to the children and gather data to enter into our system which reflected that improvements were made throughout the program. Ms. Daniel said that the teachers are doing an excellent job.
- Head Start / Early Head Start Standards of Conduct – Ms. Daniel stated that were are required to obtain these completed forms on an annual basis. There were forms available for members to complete at the Board meeting and forms will be sent out to those who were not present.
- Head Start / Early Head Start Program Report - Kim Daniel stated that the highlight of her report was that the Office of Head Start required us to maintain our enrollment through the COVID-19 pandemic which we were able to do. Our Teaching staff continued to provide educational activities to the children providing materials and virtual book readings. The Family Service staff made sure that all the families we serve had adequate food resources during this time with the assistance of most of the school districts.

Ms. Daniel said that the plan for starting our new school year is tentatively set for the 3rd or 4th week of August.

Bill Schumann made a motion with a second by Shelly Worley to approve the budget amendment for requesting Carry Over funds for the Head Start / Early Head Start program as noted above as well as the Head Start Committee report. Motion passed unanimously.

- SENIOR SERVICES COMMITTEE

- Nutrition Financial Report – Ms. Hobbs stated that this report was included in the Board packet and Ms. Shaw reported on it earlier in the meeting.
- Consideration and action regarding Board Resolution Authorizing Submission of the Service Delivery/Operation Plan for the period covering October 1, 2020 through September 30, 2022 to the Capital Area Council of Governments Area Agency on Aging – Ms. Hobbs stated that this funding is for Llano County and the application is due Friday, June 26th.
- Nutrition Program Report – Ms. Hobbs reported that as Ms. Shaw had stated earlier, over the past few months we have received additional funding in the amount of \$304,295 from the Central Texas Council of Governments to provide meals for seniors age 60 and over that have been impacted by the COVID-19 pandemic. To date we have signed up 1,550 temporary clients. The following is a breakdown by County of those clients: Bell – 866; Coryell – 100; Hamilton – 12; Lampasas – 148; Milam – 365; Mills – 8 and San Saba – 51. As of the end of May we had expended \$237,000 which leaves us with about \$67,000 which will be spent in June. She also stated that we are expecting to receive additional funds from CTCOG to provide additional meals to these clients.

Ms. Hobbs stated that in addition to the COVID-19 meals, we have served 34,281 congregate meals and 44,586 home-delivered meals in the CTCOG area since October 1, 2019. In the CAPCOG area, we have served 2,125 congregate meals and 10,037 home delivered meals.

- RSVP Program Report - Ronnie Ault stated that due to COVID-19 and the Senior Centers being closed, the volunteers were not coming in so we were having trouble getting hours, but the Corporation has waived requirements for the program year which ended in March. They waived the requirements for in-kind match that we have to provide. We still were able to meet our goals for volunteer numbers which are 117.5 volunteers in a focus area and we had 500 which was met during the time period of April, 2019 through September 30, 2019. Ms. Ault stated that we are thankful for all the volunteers who are delivering meals during this time.

Bill Schumann made a motion with a second by Marlene DiLillo to approve all matters as presented by the Senior Services Committee including the Resolution as noted above authorizing submission of the Service Delivery/Operation Plan to the Capital Area Council of Governments. Motion passed unanimously.

- COMMUNITY SERVICES COMMITTEE

- Weatherization Program Report – Christy Pierce reported that due to COVID-19, we had to stop production for a few months, however we have begun entering homes again. As of March 31, 2020 we have completed 11 DOE homes and completed our 2019 LIHEAP contract. We have begun looking for apartments to complete HVAC only work to expend our 2020 TACAA contract in the amount of \$230,000. We have completed 111 unites for the 2019-2020 ATMOS contract in the amount of \$37,000 which ends in June. The Weatherization Coordinator has been working with the CARES money that the agency has received managing our newly created Kiosk center for clients.
- Project Approval – Bell County Temporary Emergency Relief (Phase 37) – FY2020 Funded by FEMA Emergency Food & Shelter Program. Ashley Johnson reported that we are applying for funds in the amount of \$112,407.

Lloyd Huggins made a motion with a second by Frank Somera, Jr. to approve the Project Approval for the Application for funding for Bell County Temporary Emergency Relief (Phase 37) as noted above. Motion passed unanimously.

- Project Approval – Bell County Temporary Emergency Relief (Phase Cares) – FY2020 – Funded by FEMA Emergency Food and Shelter Program. Ashley Johnson reported that we are applying for funds in the amount of \$160,260.

Marlene DiLillo made a motion with a second by Anna Velez to approve the Project Approval for the Application for funding for Bell County Temporary Emergency Relief (Phase Cares) as noted above. Motion passed unanimously.

- Bell County HELP Centers Program Report – Cynthia Zepeda stated that the HELP Centers are taking applications for CEAP, CEAP CARES, Case Management, CSBG CARES, Weatherization and Bell County. They are currently working on their 2020 Waitlist and are also taking emergency clients as well as taking application for COVID-19 related applicants. A breakdown of clients served under each program for 2020 was included in the Board packet.
- Budget Amendment – Texas Department of Housing and Community Affairs – 01/01/2020 – 12/31/2020
 - Community Services Block Grant Program – Increase current budget of \$509,856 by \$15,458 for a total budget of \$525,314

Karen DeZarn made a motion with a second by Shelly Worley to approve the Budget Amendment for the Community Services Block Grant Program as noted above. Motion passed unanimously.

- Budget Approval – Texas Department of Housing and Community Affairs – 03/27/20 – 07/31/21

- Community Services Block Grant Program – CARES Act – Budget Amount - \$715,348 – These funds will be used to assist clients who have been affected by COVID-19. Ms. Johnson stated that we will have a CAP Plan and budget for review for this funding at the next Board Meeting.

Jamie Smart made a motion with a second by Marlene DiLillo to approve the Budget Approval for the CSBG CARES ACT funding as noted above. Motion passed unanimously.

- CSBG Performance Reports / Dashboard – This report was included in the Board packet. Ms. Johnson stated that we are not quite half-way through the year. A lot of the Head Start Education data is collected during the summer from the Head Start PIR report and those numbers will be reflected in a future report.
- Community Services Block Grant Program Report – Cynthia Zepeda stated that the CSBG program is currently taking applications for Case Management. In 2020 we are looking for quality TOP clients, increasing partnerships in our service area and getting our name out there in the public more. We received CSBG Discretionary and CSBG CARES funds which is being used to provide services such as food gift cards, rental assistance, utility assistance, child care, medical bills and prescription assistance for all applicants affected by COVID-19.

Ms. Zepeda stated that our goal is to hit our target of 20 for Transitioning Out of Poverty (TOP) clients this year. All of our caseworkers are working extremely hard to make that possible. We have a few families that have started the transitioning process that we are monitoring very closely. We did have a family TOP at the beginning of June, so right now we have 4 TOP clients. Our current caseload is 70 individuals in 17 families that are currently on Case Management.

The question was asked whether we have a follow up process to determine the long-term success rate of the clients who have transitioned out of poverty. Ms. Zepeda has TOP clients who remain in touch with her and give her updates on their progress. She also stated that also included in the Board packet was a thank you letter from a client who we have assisted and will be transitioning in the near future.

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

- CEAP Production Schedule Tool – Ms. Johnson stated that we have almost completely expended our regular CEAP Contract funds. So we will begin using our CEAP CARES funds.
- Budget Approval – Texas Department of Housing and Community Affairs – 03/27/20 – 07/30/21



- Comprehensive Energy Assistance Program (CEAP) – CARES Act – Budget Amount - \$1,434,747 – These funds will be used to assist clients who have been effected by COVID-19.

Jason Williams made a motion with a second by Lloyd Huggins to approve the Budget Approval for the CEAP CARES ACT funding as noted above. Motion passed unanimously.

- Energy Assistance Program Report – This report was included in the Board packet. Clovia Ketchum stated that the regular CEAP program funds are expended at 95%. She said we have started using the CEAP CARES funds. The report showed a summary of Energy Assistance paid through May 29, 2020 by location.

Bill Schumann made a motion with a second by Marlene DiLillo to approve all other matters as presented by the Community Services Committee. Motion passed unanimously.

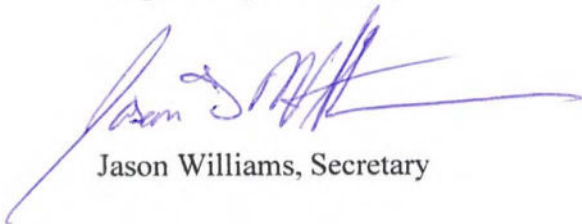
- ANNOUNCEMENTS

The next Governing Board Meeting is scheduled for Tuesday, August 25, 2020.

The meeting was adjourned at 5:04 P.M..

THE FOLLOWING BOARD MEMBERS, GUESTS AND STAFF WERE PRESENT:
(See attached list of board members categorized according to the representation of the membership on the Board and list of guests & staff).

Respectfully submitted,



Jason Williams, Secretary



BOARD ATTENDANCE RECORDS
HCCAA BOARD OF DIRECTORS' MEETING
June 23, 2020 - Lampasas Multi-Service Center
Belton, Texas

REPRESENTATIVES OF PUBLIC SECTOR

Yes	No		
_____	* _____	Judge David Blackburn	Bell County
_____	* _____	Commissioner John Driver	Bell County
✓ _____	_____	Comm. Bill Schumann	Bell County
✓ _____	_____	Comm. Ray Ashby	Coryell County
_____	_____	Don Jones - Alternate	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
✓ _____	_____	Judge Steve Young	Milam County
✓ _____	_____	Comm. Jason Williams	Mills County
✓ _____	_____	Judge Byron Theodosis	San Saba County
_____	* _____	Pat Pool - Alternate	San Saba County

REPRESENTATIVES OF PRIVATE SECTOR

_____	* _____	Melissa Esau	Bell County
✓ _____	_____	Denise Edmonson	Bell County
✓ _____	_____	Frank D. Somera, Jr.	Coryell County
✓ _____	_____	Jim Keay	Hamilton County
✓ _____	_____	Karen DeZarn	Lampasas County
✓ _____	_____	Cindy Travers	Llano County
✓ _____	_____	Anna Velez	Mason County
✓ _____	_____	Dale Jaecks	Milam County
✓ _____	_____	Paula Gore	Mills County
✓ _____	_____	Georgia Harris	San Saba County
✓ _____	_____	Roxanne Achmad	AT Large

REPRESENTATIVES OF LOW INCOME SECTOR

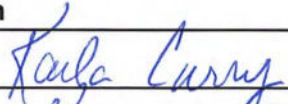
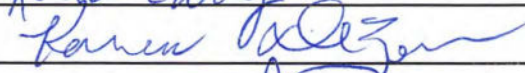


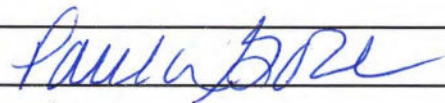
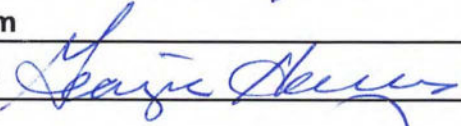
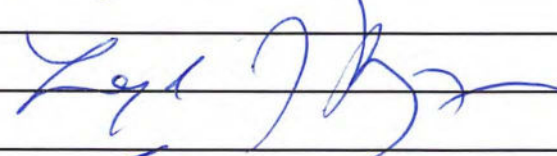
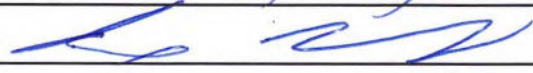


Yes	No		
✓ _____	_____	Marlene DiLillo	Bell County
✓ _____	_____	Shelly Worley	Bell County
_____	* _____	Rita Hotz	Coryell County
✓ _____	_____	Karla Curry	Hamilton County
✓ _____	_____	Kay Shelton	Lampasas County
_____	* _____	Jessica Graham	Llano County
_____	* _____	Tanya Palacio	Mason County
_____	* _____	L.C. Richards	Milam County
_____	* _____	Sharon Casbeer	Mills County
✓ _____	_____	Angie Chandler	San Saba County

REPRESENTATIVE OF HEAD START POLICY COUNCIL

_____	* _____	Jennifer Rogers	AT LARGE
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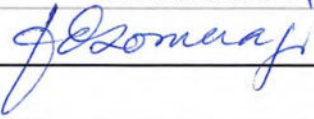
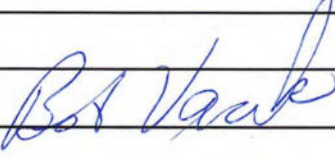

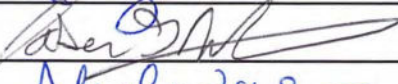

HCCAA BOARD MEETING REGISTER,
JUNE 23, 2020

LAMPASAS MULTI-SERVICE CENTER, 901 SOUTH LIVEOAK, LAMPASAS TX

BOARD MEMBERS		
NAME	SIGNATURE	REPRESENTING
1. Roxanne Achmad		Private Sector Rep. - At Large
2. Ray Ashby		Public Sector Rep. - Coryell County
Don Jones - Alt.		Public Sector Rep. - Coryell County
3. David Blackburn		Public Sector Rep. - Bell County
4. Sharon Casbeer		Low Income Sector Rep. - Mills County
5. Angie Chandler		Low Income Sector Rep. - San Saba County
6. Ron Cunningham		Public Sector Rep. - Llano County
7. Karla Curry		Low Income Sector - Hamilton County
8. Karen DeZarn		Private Sector Rep. - Lampasas County
9. Marlene DiLillo		Low Income Sector Rep. - Bell County
10. John Driver		Public Sector - Bell County
11. Denise Edmonson		Private Sector - Bell County
12. Melissa Esau		Private Sector - Bell County
13. Paula Gore		Private Sector - Mills County
14. Jessica Graham		Low Income Sector Rep. - Llano County
15. Georgia Harris		Private Sector Rep. - San Saba County
16. Rita Hotz		Low Income Sector Rep. - Coryell County
17. Lloyd Huggins		Public Sector Rep. - Hamilton County
18. Dale Jaecks		Private Sector Rep. - Milam County
19. Jim Key		Private Sector Rep. - Hamilton County
20. Tanya Palacio		Low Income Sector Rep. - Mason County
21. L.C. Richards		Low Income Sector Rep. - Milam County
22. Jennifer Rogers		Low Income Sector Rep. - At Large
23. Bill Schumann		Public Sector Rep. - Bell County
24. Kay Shelton		Low Income Sector Rep. - Lampasas County
25. Jamie Smart		Public Sector Rep. - Lampasas County

HCCAA BOARD MEETING REGISTER,
JUNE 23, 2020

LAMPASAS MULTI-SERVICE CENTER, 901 SOUTH LIVEOAK, LAMPASAS TX
BOARD MEMBERS

NAME	SIGNATURE	REPRESENTING
26. Frank D. Somera, Jr.		Private Sector Rep. - Coryell County
27. Byron Theodosis		Public Sector Rep. - San Saba County
Pat Pool - Alt.		Public Sector Rep. - San Saba County
28. Cindy Travers		Private Sector Rep. - Llano County
29. Bob Vacek		Public Sector Rep. - Mason County
Jerry Bearden, Alt.		Public Sector Rep. - Mason County
30. Anna Velez		Private Sector Rep. - Mason County
31. Jason Williams		Public Sector Rep. - Mills County
32. Shelly Worley		Low Income Sector Rep - Bell County
33. Steve Young		Public Sector Rep. - Milam County

TOTAL BOARD MEMBERS ATTENDING -

MEMBERS NEEDED FOR QUORUM - 17

HCCAA Board Meeting – June 23, 2020 – 4:00 P.M.

Members joining by Conference Call:

Commissioner Ray Ashby – **254-679-9314**

Judge Steve Young – **713-253-9600**

Cindy Travers – **210-219-3111**

Dale Jaecks – **512-429-1410**

Kay Shelton – **512-630-4866**

Roxanne Achmad – **254-220-5600**

Judge Byron Theodosis – **325-372-7002**

Angie Chandler – **325-205-3270**

HCCAA BOARD MEETING REGISTER

JUNE 23, 2020

LAMPASAS MULTI-SERVICE CENTER, 901 SOUTH LIVEOAK, LAMPASAS TX

STAFF AND GUESTS

NAME	REPRESENTING
1. Ashley Johnson	HCCAA
2. Elizabeth Nuy	HCCAA
3. Rodiee Cuel	HCCAA RSUP
4. K Hobbs	HCCAA
5. Cynthia Zepeda	HCCAA
6. Shiley Way	HCCAA
7. Anna Velez	Mason
8. Janis Smart	Lampasas Guest
9. Dora Shaw	HCCAA
10. Christine	HCCAA
11. Gloria Ketchum	"
12. Luzia Oliver	
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