



Hill Country Community Action Association, Inc.

AGENDA

HCCAA Board of Directors Meeting
Lampasas Multi-Service Senior Center
801 South Live Oak St., Lampasas, TX 76550
September 12, 2023 – 4:00 P.M.

Required by HB No. 2840 Enacted by the State Legislature During the 86th 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
 - a. Roll Call, Establishment of Quorum
 - b. Opening Prayer

- 2. CONSENT AGENDA:**
 - a. Minutes – July 25, 2023, Board Meeting – pg 1
 - b. Attendance Record – pg 7
 - c. Committees List – pg 8
 - d. Budget Approvals
 - i. Neighbor 2 Neighbor funds for Direct Energy customers – pg 9
 - ii. DOE BIL Budget/Project Approval – pg 10
 - iii. DOE Re-funding – pg 12
 - iv. RSVP State Refunding – pg 14
 - e. CSBG Balance Sheet & Revenue and Expense Statement – pg 16
 - f. Head Start Balance Sheet & Revenue and Expense Statement – pg 19
 - g. Form 425 Report for Head Start & RSVP – pg 27

- 3. ACTION ITEMS**
 - a. 2022 Single Audit presentation – Neil Phillips – Jarred, Gilmore & Phillips, PA – **(Separate Handout)**
 - b. 2022 Form 990 – **(if completed)**
 - c. Revised Salary Schedules – pg 33
 - d. Safety Manual Update – **(Distributed prior to meeting)**
 - e. Employee Handbook Update – **(Distributed prior to meeting)**
 - f. 2024 Head Start/Early Head Start Refunding Budget Approval – pg 34
 - g. 2024 Head Start/Early Head Start Program Goals – pg 36
 - h. Strategic Plan Update – Accept or Modify – pg 43

- 4. COMMITTEE REPORTS – ACTION ITEM**
 - i. Executive/Finance Committee – Lloyd Huggins, Treasurer**
 1. Agency Balance Sheet & Revenue & Expense Statement – pg 45
 2. Agency Budget to Actual – pg 50
 3. Agency Reports – **(Separate Handout)**

4. Bank & Credit Card Statements – **Separate attachment (on table for review)**
5. CEO Travel Documents – **(Separate attachment (on table for review))**

ii. HEAD START COMMITTEE – 3:00 P.M. – Jana Messer

1. Head Start / Early Head Start Program Report – Kim Daniel, Early Head Start/Head Start Director – pg 51
2. 2022-2023 Performance Indicator Report – pg 52

iii. SENIOR SERVICES / COMMUNITY SERVICES COMMITTEE – 3:00 P.M. – Marlene DiLillo

1. Nutrition Report – Jamie Hunt, Aging Services Director – pg 57
2. Retired Senior Volunteer Program (RSVP) Report – Patricia Vaughn, RSVP Director – pg 58
3. Community Services Block Grant (CSBG) – Cynthia Zepeda, CSBG Director – pg 59
 - a. CSBG Dashboard – pg 60
4. Bell County Reports - Cynthia Zepeda, CSBG Director – pg 62
5. Weatherization Program Report – Cindy Hawkins, WX Coordinator – pg 63
6. Energy Assistance Program - Clovia Ketchum, Energy Assistance Program Director – pg 64
7. Low Income Household Water Assistance Program (LIHWAP) – Maggie Gonzalez, LIHWAP Coordinator – pg 65

5. ANNOUNCEMENTS

The next Governing Board Meeting is tentatively scheduled for December 5, 2023.

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).