



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
February 6, 2024 – 3:30 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

1. Roll Call, Establishment of Quorum
2. Opening Prayer – Frank Somera

2. CONSENT AGENDA:

1. Minutes – December 5, 2023, Board Meeting
2. Attendance Record –
3. Committees List –
4. CSBG Balance Sheet & Revenue and Expense Statement
5. Head Start Balance Sheet & Revenue and Expense Statement
6. Form 425 Report for Head Start & RSVP
7. Ratification of Board Members
8. New mileage rates
9. Application & Budget Approvals:
 1. Nutrition: City of Killeen CDBG
 2. Nutrition: United Way Greater Tri-County - \$35,000
 3. Nutrition: United Way Central Texas - \$20,000
 4. Nutrition: City of Copperas Cove - \$10,000
 5. HELP Centers: United Way of Greater Tri County - \$20,000
 6. CCS:
10. Contract Approvals:
 1. CEAP 2024 (Regular)
 2. CEAP 2024 (Supplement)
 3. WX LIHEAP 2024

3. ACTION ITEMS

1. Application Approval – pg. 1
 1. Bell County: Phase 41 - \$50,000
2. Contract Approval – pg. 2
 1. Weatherization: TACAA - \$240,000
3. Financial Policies – pg. 3
4. Salary Schedule – pg. 19

5. Cost Allocation Plan – pg. 20
6. 2024 Agency-wide Budget – pg. 35

4. COMMITTEE REPORTS – ACTION ITEM

1. Executive/Finance Committee – 3:00 P.M. - Lloyd Huggins, Treasurer

1. Agency Balance Sheet & Revenue & Expense Statement – pg. 41
2. Agency Budget to Actual – pg. 44
3. Community Services by County Report – pg. 47
4. Bank Statements - **Separate attachment (on table for review)**
5. Credit Card Statements – **Separate attachment (on table for review)**
6. CEO Travel Documents – **Separate attachment (on table for review)**
7. CEO Performance Evaluation – **Separate action - Separate attachment (on table for review)**
8. CEO Salary Review – **Separate Action - Separate attachment (on table for review)**

2. 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 – Kim – pg. 51
2. Head Start Strategic Planning Meeting Letter – pg. 52
3. Office of Head Start CLASS Video Review Letter – pg. 53
4. Federal Reporting of Standard Forms 425 and 428 - ACF-PI-OHS-24-01 – pg. 55
5. Enrollment/Selection Criteria – pg. 59

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

1. Nutrition Report – Jamie Hunt, Aging Services Director – pg. 60
2. Retired Senior Volunteer Program (RSVP) Report – Elizabeth Green, RSVP Director – pg. 61
3. Community Services Block Grant (CSBG) – Cynthia Zepeda, CSBG Director – pg. 62
 - a. CSBG Dashboard – pg. 63
4. Bell County Reports - Cynthia Zepeda, CSBG Director – pg. 66
5. Weatherization Program Report – Cindy Hawkins, WX Coordinator – pg. 67
6. Energy Assistance Program - Clovia Ketchum, Energy Assistance Program Director – pg. 68
7. Community Outreach Report – Kimeri Sloan – pg. 69

5. CEO ANNOUNCEMENTS

1. Attendance Gifts

The next Governing Board Meeting is tentatively scheduled for May 7, 2024. – **Note Change**

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).