



# Hill Country Community Action Association, Inc.

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## Board of Directors Meeting Minutes

HCCAA Board of Directors Meeting  
Killeen Civic Center  
3601 S W S Young Dr, Killeen, TX 76542  
February 21, 2023 – 3:00 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.*

President Bill Schumann called the meeting to order at 2:55 P.M. A quorum was established.  
Attendance roster attached.

1. **CALL TO ORDER** – Bill Schumann welcomed everybody, and we started with all the directors standing up to give their board reports.
2. **CONSENT AGENDA: (Distributed prior to meeting).**
  - a. Minutes – December 6, 2022, Board Meeting
  - b. Attendance Record
  - c. Committees List
  - d. Approval of New Board Members and Resignation of Board Members
  - e. Contract Approvals
    - i. Weatherization Refunding: Low-Income Home Energy Assistance Program (LIHEAP) - \$426,555.00 (Contract #81230003883)
    - ii. CEAP Refunding: Comprehensive Energy Assistance Program - \$2,086,768.26 (Contract #58220003587)
    - iii. CCS Refunding: Child Care Services - \$328,375.00 (Contract #4719-4)
  - f. Application Approvals
    - i. Nutrition: City of Killeen CDBG - \$12,558.30
  - g. Form 425 Report for Head Start and RSVP
  - h. Head Start/Early Head Start – Balance Sheet & Revenue & Expense Statement
  - i. CSBG Balance Sheet & Revenue and Expense Statement

**Anna Velez made a motion to accept the Consent Agenda with a second by Roxanne Flores.  
Motion passed unanimously.**

### 3. ACTION ITEMS

- a. Election for secretary  
**Anna Velez nominated Bob Vacek with a second by L.C. Richards to vote Bob Vacek as secretary of the board. There were no opposers. Motion passed unanimously.**
- b. Resolution to open local bank account for the Cameron Senior Center (Bea's Kitchen).

**Frank Somera made a motion to approve the opening of a bank account with a second by Roxanne Flores. Motion passed unanimously.**

c. Revised Salary Schedules – Kimbra Hobbs, p

Ashley explained who received raises and why. This was the HELP centers based on their workload and CCS to match the Workforce salaries in other offices.

**Motion made by L.C. Richards to accept the new salaries with a second by Lloyd Huggins. Motion passed unanimously.**

d. Cost Allocation Plan revision

The only changes were job titles and updated the dates.

**Motion made by Frank Somera with a second by Anna Velez to accept the Cost Allocation Plan. Motion passed unanimously.**

e. Agency Wide Annual Budget for 2023

**4. Motion made by Marlene DiLillo with a second by Anna Velez to accept the Cost Allocation Plan. Motion passed unanimously.**

## **5. COMMITTEE REPORTS – ACTION ITEM**

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

1. Agency Balance Sheet & Revenue & Expense Statement (separate attachment)
2. Agency Budget to Actual
3. Senior Nutrition TDA and Local Support Funds and TDA 2021 Compared to 2022

Christy Peirce presented the financial reports. There were separate handouts for the agency reports and financial sheets. Christy presented the agency wide budget and the expenditures for 2022. All programs have expended excluding those that do not have December 2022 end dates. The TDA grant amounts for each county were listed these are based on .50 cents per meal that is not covered by federal funding. Board Member Michelle Ferguson asked if they would be receiving Nutrition reports by county again. Ashley Johnson and Christy both confirmed that will pick back up next board meeting. Board Member David Blackburn asked what our fiscal year is – which is January through December, however we have many programs and contracts that end all throughout the year. Ashley Johnson wanted to add that during our agency study we inquired about identifying how to best present this information. These will be changes this year. Less reports and more dashboards and charts to be able to look at the programs more separate and to get a more clear idea of exactly what these reports are showing. Great things are in the works!

### **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
2. OHS Monitoring Review Report, January 9-11, 2023 – Program Performance Summary Report
3. School Readiness Data Analysis Report
4. December Monthly Report
5. Supplementary Information on Establishing an Evidence based COVID-19 Mitigation Policy

Kim Daniel Presented her board report and said the results from the federal review done in January has been received and included in the packet. The monitoring went really well. There was one area that was cited in the staff monitoring the reason is there are 3 HS teachers that have not completed their

CDA yet. Teachers work on this as they are working. HS applied for the nonfederal waiver. Recruitment is starting up and policy council. March 16<sup>th</sup> is the Annual Training Meeting, and all Board Members are invited to attend. The school readiness report which is done 3 times a year is included and it is broken down by children ages and dual language criteria. There was a significant increase in those domains. The monthly report lists number of meals, attendance and the credit card statement. Normally it is sent via email but was able to make it in the packet this time.

**iii. SENIOR SERVICES COMMITTEE – 3:00 P.M. –**

1. Nutrition Report – Jamie Hunt, Aging Services Director
2. Retired Senior Volunteer Program (RSVP) Report - Ronnie Ault, RSVP Director
3. Select a Committee Chair

Bill Schumann agreed with Ashley Johnson that it would be best to wait till the next board meeting to choose a committee chair since committees did not meet this time around due to the training. This will be moved to the April 4<sup>th</sup> agenda. Jamie Hunt presented the nutrition report. There are 2 meal delivery driver openings in Killeen. Nutrition submitted the United Way grant applications in January and is currently working on the CDBG Killeen application now. Marlene asked if we are going to have to return any previous CDBG money due to the driver openings in Killeen as that money is used for salaries. Ashley confirmed we do not have to give any back as we do have a driver employed that the CDBG money has been paying for. Title XX was brought up again and asked how that effects the meal counts that were listed on the graph. Ashley said there will be a lot more info given from here to May. We will work to retain as many of those clients as possible and they will not go without a meal. HCCAA will ensure that someone will pick up those clients to make sure everyone is still getting their meals. More information about how that transition will work will be sent out soon for all members to go through. Ronnie presented the RSVP report with little updates from last board meeting.

**iv. COMMUNITY SERVICES COMMITTEE – 3:00 P.M. – Marlene DiLillo**

1. Community Services Block Grant (CSBG) – Cynthia Zepeda, CSBG Director
  - a. CSBG Dashboard
2. Weatherization Program Report – Cindy Hawkins, WX Coordinator, p.
3. Energy Assistance Program - Clovia Ketchum, Energy Assistance Program Director
4. Low Income Household Water Assistance Program (LIHWAP) – Kristen Isham, LIHWAP Coordinator
5. Bell County Reports
6. Community Outreach Report

Cynthia Zepeda presented the CSBG and the Bell County reports. There are 37 individuals and 10 families enrolled in Case Management. The 2022 goal was met. The target was 20 and exceeded by 1. The 2023 contracts have been received. These contracts will cover case management and used for rental assistance for the rural areas. This will be all our counties excluding Bell and Coryell County. These counties are limited in funds as they do not have the same funding sources as Bell and Coryell. The CSBG dashboard goes over the NPIs that must be met by the end of year. Right now everything is at 0 as we are just beginning, however these will increase throughout the year. The target numbers are identified based on historical data. So we estimate our targets and if we hit below or above the targets we have to justify the reasoning. A lot of thought goes into the process and choosing the target to eliminate as much questions as to why they don't match as possible. Bell County are only seeing clients by appointment only. The vendor agreements for Bell County have been sent out and the United Way of Greater Fort Hood and Central Texas applications have been submitted. David Blackburn



asked why the centers are open for appointment only. For Temple they are short staffed for Killeen this is for safety. There was a very in-depth discussion with the board as to what is going on, such as very unruly clients, threats etc. Staff are in great fear. New updated camera systems are getting installed. Ashley said we are now starting to deny the clients who act rude, abusive, and unruly. This policy has been discussed with the state. Killeen is the only location that we have that has that level of hostility. David Blackburn mentioned that there is a possibility of the office being moved as several other offices are starting to be moved. He also mentioned it might be a great idea to budget for a security guard and to request funding (Bell Co) to pay for a security guard at the Killeen location.

Cindy Hawkins presented the Weatherization report, some highlights include the 2023 funding has been received. Charts are the status of all the applications in progress right now and what stage they are at in assistance. Weatherization continues to be excited about partnerships and sister agencies to help with referrals and helping get clients signed up for weatherization and the importance of lowering cooling and heating costs.

Clovia Ketchum presented the CEAP report and gladly commented that the 2023 budget of over 2 million has been received and runs from January through December. All of 2022 funds have been expended. The report mentions that vulnerable households can receive up to 12 months of assistance and non-vulnerable households can receive up to 6 months of assistance. The caseworkers have already spent around 46% of the 2023 contract budget.

Kristen Brown went over her LIHWAP report. The program was extended from March to September. Right now, LIHWAP has a new update that has been very helpful spending the budget. Clients can receive a current payment plus a credit of \$85 per month till the end of the year. There is a breakdown of priority ratings broken down. To put in perspective how the new credit has helped the program the last board meeting in December they were only at 8% expended and now we are at around 30%.

Kimeri Sloan presented the Community Outreach Report she has been working hard to make more social media posts about what is going on at all our centers. She went to a CTCOG health fair and a Consortium meeting. Please reach out to Kimeri if you know of events going on in your area.

**Bill Schumann wanted to approve all the board reports in one motion. A motion was made by Anna Velez and a second by Frank Somera to approve all the committee reports as presented. Motion passed unanimously.**

**Meeting was adjourned at 3:45 pm.**

## **6. ANNOUNCEMENTS**

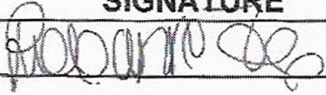
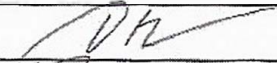
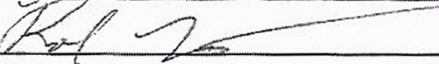
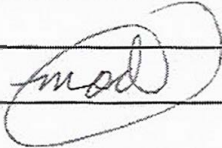
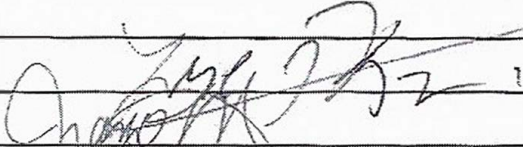
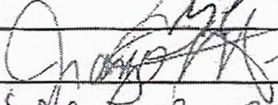
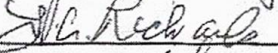
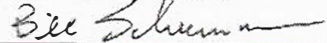
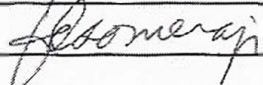
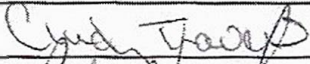
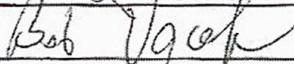
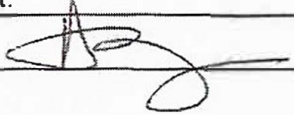
### **a. Invitation letter to Head Start Strategic Planning Session**

The next Governing Board Meeting is scheduled for Tuesday, April 4, 2023.

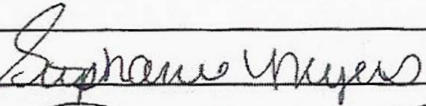
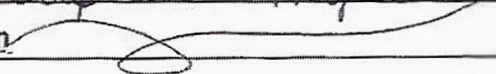
THIS meeting will be conducted pursuant to the Texas Government Code Section 551.001 et seq. At any time during this meeting Hill County Community Action Association, Inc. (HICCAA) reserves the right to adjourn into Executive Session on any of the above posted agenda items in accordance with the sections 551.071 (litigation and certain consultation with attorney), 551.072 (acquisition of interest in real property), 551.073 (contract for gift to HICCAA), 551.074 (certain personnel deliberations) or 551.076 (deployment/implementation of security personnel or devices).



HCCAA BOARD MEETING REGISTER  
 February 21, 2023  
 Killeen Civic Center, 3601 S W S Young Dr, Killeen, TX 76542  
**BOARD MEMBERS**

NAME	SIGNATURE	REPRESENTING
1 Roxanne Flores		Private Sector - At Large
2 Ray Ashby		Public Sector - Coryell County
3 David Blackburn		Public Sector - Bell County
4 Robert Little		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 Paula Gore		Private Sector - Mills County
10 VACANT		Private Sector - San Saba County
11 Celia Sellers		Low Income Sector - Coryell County
12 Lloyd Huggins		Public Sector - Hamilton County
13 Jana Messer		Low Income Sector - Llano County
14 L.C. Richards		Low Income Sector - Milam County
15 Bill Schumann		Public Sector - Bell County
16 VACANT		Low Income Sector - Lampasas County
17 Jamie Smart		Public Sector - Lampasas County
18 Frank D. Somera, Jr.		Private Sector - Coryell County
19 Jody Fauley		Public Sector - San Saba County
		Public Sector - San Saba County
20 Cindy Travers		Private Sector - Llano County
21 Bob Vacek		Public Sector - Mason County
Jerry Bearden, Alt.		Public Sector - Mason County
22 Anna Velez		Private Sector - Mason County



NAME	SIGNATURE	REPRESENTING
23 Eva Watson		Low Income Sector - Mills County
24 Jett Johnson		Public Sector - Mills County
25 Scott Zesch		Low Income Sector - Mason County
26 Stephanie Myers		Low Income Sector - Bell County
27 Michelle Ferguson		Private Sector - Milam County

TOTAL BOARD MEMBERS ATTENDING -13

MEMBERS NEEDED FOR QUORUM - 13



