

**Minutes**  
**Hill Country Community Action Association, Inc.**  
Board of Directors Meeting  
Lampasas Multi-Service Senior Center  
901 South Live Oak St., Lampasas, TX 76550  
December 5, 2023 – 4:00 p.m.

**Call To Order**

President Bill Schumann welcomed everyone and called the meeting to order at 4:00 p.m. Frank Somera, Jr. led everyone in the opening prayer. The President stated that a Quorum had been established and proceeded to review the items on the Consent Agenda.

**This meets organizational Standard 5.5. The organization's board meets in accordance with the frequency and quorum requirements and fills board vacancies as set out in its bylaws.**

**Consent Agenda**

- a. Minutes – September 21, 2023, Board Meeting
- b. Attendance Record
- c. Committees List
- d. Budget Approvals
  - i. CSBG – OCI
  - ii. CSBG – DCA
- e. CSBG Balance Sheet & Revenue and Expense Statement
- f. Head Start Balance Sheet & Revenue and Expense Statement
- g. Form 425 Report for Head Start and RSVP
- h. Hill Country Community Action Holiday Schedule 2024
- i. Board Meeting Schedule 2024

President Schumann stated all items of the Consent Agenda were considered routine and did not require a separate discussion or vote and may be considered under a single motion; however, at the request of any board member any of these items may be removed from the Consent Agenda, discussed, and voted on separately. The President asked for a motion or if anyone would like to pull any of the items. With no further discussion requested, Roxanne Flores gave the motion to accept the Consent Agenda with a second by Commissioner Lloyd Huggins. The motion passed unanimously with no questions or abstentions.

With reference to the Holiday Schedule, President Schumann asked Hill Country Community Action (HCCAA) to reflect on the upcoming eclipse and the effect it may have on the community. He stated HCCAA may want to consider making April 8<sup>th</sup> an alternative holiday vs. something else, but to consider that that day may not be a normal day, nor the days prior to or to follow.

**This meets Org Standard 2.4 The organization documents the number of volunteers and hours mobilized in support of its activities. Board minutes clearly showing which members were present and not present, along with the start and end time of each meeting.**

## Action Items

President Schumann introduced the Action Items available at everyone's table for review. He then asked for a motion to approve the following, respectively:

- a. Form 990  
Marlene DiLilo made the motion to approve with a second by Angie Chandler. The motion passed unanimously with no questions or abstentions.
- b. Resolution Authorizing Extension of Audit Contract – Single Audit & IRS 990; and, Resolution Authorizing Extension of Audit Contract – 401(k)  
Commissioner Lloyd Huggins made the motion to approve with a second by L. C. Richards. The motion passed unanimously with no questions or abstentions.
- c. Resolution Authorizing Continuation – 3% Agency Contribution to 401(k) Qualified Profit-Sharing Plan  
Angie Chandler made the motion to approve with a second by Commissioner Lloyd Huggins. The motion passed unanimously with no questions or abstentions.
- d. Resolution Authorizing Delegation of Duties – CEO  
This resolution gives CEO Ashley Johnson the authority to delegate some of her activities to other members of the organization. Marlene DiLilo made the motion to approve with a second by Anna Velez. The motion passed unanimously with no questions or abstentions.
- e. Salary Schedule  
CEO Ashley Johnson stated the only change was the addition of an Assistant to Aging Services. The individual was added to split time between the RSVP and Nutrition Programs. This position will assist in billing and other duties freeing the Nutrition Director to address program oversight, budgeting, etc. Frank Somera, Jr. made the motion to approve with a second by L.C. Richards. The motion passed unanimously with no questions or abstentions.

## Committee Reports – Action Items

The following committees met at 3:00 p.m. prior to the initiation of the Board meeting. President Schumann introduced the Committee Reports and Commissioner Huggins to begin the first report.

- i. **Executive/Finance Committee – Lloyd Huggins, Treasurer**
  1. Agency Balance Sheet and Revenue & Expense Statement
  2. Agency Budget to Actual
  3. Bank and Credit Card Statements
  4. CEO Travel Documents
  5. 401(k) Audit

Board members were provided with a copy of the financial presentation that reviews an organization-wide report on revenue and expenditures that compares budget to actual, categorized by program, and the balance sheet or statement of financial position. Treasurer Lloyd Huggins stated the Balance Sheet and Revenue Expense Statement beginning on page five had been reviewed and only brought attention to the excess deficit shown on page

seven. This deficit was due to timing when revenue was booked, being booked the prior year. Sufficient funds are present, and this was more of a calendar issue.

Things looked normal in the Agency Budget to Actual found on page ten except this format is grouped by fiscal year and continued to address the target percentages regarding the timing of when funds can actually be expended.

Treasurer Huggins stated the Bank and Credit Card Statements were available for review as well as CEO travel documents.

The 401(k) Audit was a clean audit and available for review.

Treasurer Huggins stated that by presentation of this information this formed a motion for acceptance of these financial statements and now required a second. Frank Somera, Jr. gave the second. The motion passed unanimously with no questions or abstentions.

**This meets Org 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.**

ii. **Head Start Committee – Jana Messer**

1. Head Start/Early Head Start Program Report – Kim Daniel, Director
2. New Rule Proposed to Improve Head Start Program Quality and Support the Workforce
3. Fall 2023 School Readiness Report

Ms. Messer introduced the Head Start Progress Report on page 11 highlighting this program currently has 458 children enrolled, 348 in Head start and 117 in Early Head Start.

She directed everyone to page 12 reflecting the new national initiative by the Head Start Program to help incentivize employees such as better wages and benefits. These are areas that have not been changed since 2017.

Ms. Messer then reviewed the GOLD Standards Report on page 14 highlighting that out of a possible 328 children, all 328 children met the GOLD Standard.

President Schumann stated the Head Start Committee report would be accepted in the form of a motion and asked for a second. Anna Velez gave the second. The motion passed unanimously with no questions or abstentions.

iii. **Senior Services / Community Services Committee – Marlene DiLilo**

1. Nutrition Report – Jamie Hunt, Aging Services Director
2. Retired Senior Volunteer Program (RSVP) Report – Patricia Vaughn, RSVP Director
3. Community Services Block Grant (CSBG) – Cynthia Zepeda, CSBG Director

4. Bell County Reports - Cynthia Zepeda, CSBG Director
5. Weatherization Program Report – Cindy Hawkins, Weatherization Coordinator
6. Comprehensive Energy Assistance Program (CEAP) – Clovia Ketchum Director
7. Low Income Household Water Assistance Program (LIHWAP) – Maggie Gonzalez, LIHWAP Coordinator

Ms. DiLilo reviewed the total meals served for the CAPCOG and CTCOG service areas with a grand total of 212,124 meals to date.

She stated San Saba Senior Center has a new Center Director. Ms. Vaughn, the RSVP Director for the past three months, recently accepted the position which began in December. The RSVP Director position has been posted and interviews have already begun. Ms. DiLilo continued referring everyone to page 18 of the Director's report. She highlighted a RSVP Volunteers' Recognition held in Lampasas and a new partnership with the Agri-Life Extension Agency and the availability of some new programs this Spring. The Director will also be attending HCCAA's annual staff training to be held December 14-15 in Killeen.

Ms. DiLilo then reviewed the CSBG Report on page 19 highlighting the success of the organizational standards receiving a 94.83% and the National Performance Indicators (NPIs) on pages 20-21 through October. The Bell County reports on pages 22-23 highlighted the success of the Thanksgiving food distribution by the Temple Help Center.

She then reviewed the Weatherization Program Report on page 24 highlighting the completion of the 2023 TACAA contract with 35 units being completed, the majority being an apartment complex in Killeen. She also reminded everyone of the new DOE-BIL contract received effective July 1, 2023, which will enable the program to address more clients' homes.

The Energy Assistance Program report on page 25 outlined how the program will have depleted their funds by the end of the fiscal year. Ms. DiLilo congratulated Ms. Ketchum's efficiency in spending her budget every year.

Ms. DiLilo reviewed the Water Assistance Program report on page 26 stating this program would be ending in December, not to be renewed, with the majority of funds being depleted by month end, approximately \$6,000 remaining.

Ms. DiLilo then submitted this report as a motion. Anna Velez gave the second. The motion passed unanimously with no questions or abstentions.

**This meets Org Standard 4.4 - The governing board receives an annual update on the success of specific strategies included in the Community Action plan. (Board Minutes and copy of CSBG Performance Reports/Dashboard from Board packet).**

**This meets Org Standard 5.9 – The organization’s governing board receives programmatic reports at each regular meeting.**

**CEO Report – Inadvertently left off the agenda.**

Ashley Johnson gave her report in the form of the following announcements:

1. The next meeting is tentatively scheduled for Tuesday, February 6, 2024.
2. Patricia Vaughn, the previous RSVP Director, accepted the position as the new director for the San Saba Senior Center. Her goal is to revamp/revitalize the center and plan a grand re-opening to engage more members of the community into a wider array of services they can enjoy.
3. Most of the additional funding HCCAA has been receiving (COVID, CARES, ARPA, CAA) will be ending December 31, 2023. Next year will look a lot different as far as overall budget and service capacity. HCCAA will begin working with pre-COVID budgets again, especially with the Energy Program.
4. The Water Program will be ending, and nobody really foresees it being picked up again.
5. The CEAP Program will return to what looks like 2019 funding levels.

Ms. Johnson stated HCCAA will not have near the capacity for a lot of those services they have had over the past several years. The number of people they have been able to help in the past three years has been amazing but will no longer be realistic. She warned members of the board, especially public officials, they would more than likely be receiving a lot of calls about the need for services. HCCAA’s capacity will be greatly consolidated next year.

6. One thing HCCAA does have for the next year or two is the Weatherization BIL money, which is close to a million dollars of weatherization money. We will be engaging in a huge push for weatherization. Houses are needed. Any referrals the Board Members can make for people to the Weatherization Program will be greatly appreciated as a lot of houses will be needed to spend that money and complete the contract.
7. We are going to be pushing fundraising and Kimeri Sloan will be speaking to you about some fun things that have been going on with the Agency as far as fundraising goes. HCCAA is really trying to raise funds to support the Nutrition Program. Head Start has a “Give Butter” donation site as well where people donate online to the program of their choice. The Head Start Program raises money, especially for Christmas presents, because they can’t use Federal funds to do things like this for the kids.

So there is a Head Start “Give Butter” and a Nutrition “Give Butter”. Give Butter is HCCAA’s new fundraising platform. They are able to do different fundraising campaigns, raffles, all kinds of different things. People can also donate locally. If they want to donate to a specific center, donations can be made specifically to each center. Kimeri will be sharing more information on the Give Butter platform.

Ms. Johnson went on to say that she was extremely, extremely, thankful for the support of the Board over the last year. February’s Board meeting will have pecan gift baskets for all members

with perfect attendance. She welcomed any calls or emails with questions or comments from the Board.

**Fundraising**

Kimeri Sloan addressed cards with a QR Code along with the website that had been placed on the tables to share with members of the Board. The code will take members directly to Give Butter where they can donate to the Senior Centers. A separate card is available for those wishing to donate to Head Start. This information was also available in the newsletter emailed recently, but she can also email directly to members upon request. Donations can be made via credit card, debit card, or Venmo. Giving can be set up for monthly, quarterly, or annual donations.

President Bill Schumann asked for any comments or questions. He further stated that with the installation of the new CEO, one thing they had requested of Ashley Johnson was to make the meetings a little shorter and information provided to the Board in a manner that would allow them to be most effective. This meeting had set a record for those objectives and thanked her for her efforts.

With no other comments or announcements, President Schumann wished everyone a very Merry Christmas and safe travels returning home and over the holiday.

The meeting was adjourned at 4:23 p.m.

Signed,



Bob Vacek  
Bob Vacek, Secretary