

HCCAA Board of Directors Meeting  
Jack Calvert Municipal Building  
302 E 3rd St., Lampasas, TX 76550  
April 4, 2023 – 3:00 P.M.

**MINUTES**

President Bill Schumann called the meeting to order at 3:11 P.M. A quorum was established. Attendance roster is attached.

1. **CALL TO ORDER** – President Schumann welcomed everyone to the Board meeting. Frank Somera, Jr. gave the invocation.

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

2. **CONSENT AGENDA:**

- a. Minutes – February 21, 2023, Board Meeting
- b. Attendance Record
- c. Committees List
- d. Approval of New Board Members and Resignation of Board Members
  - i. Resignation:
    1. Ray Ashby – Public Sector, Coryell County
    2. Georgia Harris – Private Sector, San Saba County
  - ii. New Board Members:
    1. Scott Weddle – Public Sector, Coryell County
- e. Resolution to open local bank account for the Copperas Cove Senior Center
- f. Budget Approvals
  - i. Comprehensive Energy Assistance Program (CEAP Emergency Supplemental) – \$696,768 (Contract #58930003990)
  - ii. Head Start (CACFP 2023 Refunding) - \$568,269.20
  - iii. 2023 HS/EHS Cost of Living and Quality Improvement Funds - \$527,652
  - iv. Retired Seniors and Volunteer Program Federal Grant - \$117,930
- g. CSBG Balance Sheet & Revenue and Expense Statement

**Bill Schumann made a motion with a second by Frank Somera, Jr. to approve the Consent Agenda as noted above. Motion passed unanimously.**

3. **ACTION ITEMS**

- a. Succession Plan for CEO – (Separate handout)

Minor changes were made to update yearly. Example the board list and various insurance policy numbers were updated.

**Jamie Smart made a motion with a second by Bob Vacek to approve the Succession Plan as noted above. Motion passed unanimously.**

**Meets Organizational Standards 4.5 the organization has a written succession plan in place for the CEO/ executive director, approved by the governing board, which contains procedures for covering an emergency/ unplanned, short- term absence of 3 months or less, as well as outlines the process for filling a permanent vacancy.**

b. Budget Approval

i. Bell Co – (Phase 40) - \$50,000

**Marlene DiLillo made a motion with a second by Jamie Smart to approve the Bell County Budget Approval as noted above. Motion passed unanimously.**

**4. COMMITTEE REPORTS – ACTION ITEMS**

**i. Executive Committee – Ashley Johnson**

1. Title XX Termination (Separate handout)

Ashley Johnson and HCCAA employee Jan Edwards broke down the explanation of the meal reimbursement rate that is capped due to our contract with Title XX. Terminating this contract will tremendously help the nutrition program financially. In 2022 we missed out on roughly \$96,000 by accepting Title XX meals. Each client on this program will be placed on a new program either with HCCAA or another agency. HCCAA will not leave any individual without meals during this transition period. There will be a final update at the July meeting.

**Frank Somera Jr made a motion with a second by Jamie Smart to approve the Executive Committee Report as presented. Motion passed unanimously.**

2. EEOC Charge No. 450 2022 05201, PH v. HCCAA-Settlement Agreement (Separate handout)

The Executive Committee met after the board meeting to discuss the item listed above. Open session started at 4:00 pm and was adjourned at 4:13 pm.

There was a charge against an HCCAA employee for discrimination over race. There is a settlement claim of \$1,200 to claimant and agreement that all employees receive Title VII's prohibition against employment discrimination, harassment, and retaliation, including race discrimination. HCCAA will have two staff members certified to be Title VII trainers so we can continue to train all staff annually and at orientation.

**ii. Finance Committee – Christy Peirce, CFO**

1. Agency Balance Sheet & Revenue & Expense Statement

Christy Peirce mentioned there are not many changes to any of the balance and budget sheets. She did create and provide a comparison for 2022 to 2023. We are comparably right around the same as last year for budgets spent.

2. Agency Budget to Actual

Ashley Johnson broke down the sheet and explained there might be more excess now due to one time money we receive yearly that will not be seen on the sheets again.

**Bill Schumann made a motion with a second by Marlene DiLillo to approve the Financial Reports as presented. Motion passed unanimously.**

**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.**

**Head Start Committee** – Kim Daniel gave the committee report as follows:

1. Head Start / Early Head Start Program Report – Kim Daniel, Early Head Start/Head Start Director

Kims report stated the February enrollment is 314 Head Start children with a waitlist of 34 applications and 102 Early Head start children with a waitlist of 55 applications. The program currently has 14 vacancies across the coverage area.

2. 2023 Federal Poverty Guidelines

This is used to determine eligibility and new guidelines come out yearly.

3. 2023 Community Assessment Update

HS is required to do an assessment every 5 years and update annually. Provided was just the updated version for this year.

4. Program Goals and Objectives for 2024

The planning meeting for next year was held in March. They went over strengths and weaknesses. They were able to write out the goals for the year 5 grant which will be next year. Lots of pre planning.

**Bill Schumann made a motion with a second by Anna Velez to accept the Head Start Reports as presented. Motion passed unanimously.**

**Senior Services Committee** – Each program director presented their program’s report.

1. Nutrition Report – Jamie Hunt, Aging Services Director

The Nutrition program has 3 vacancies at the moment, 2 for Killeen and 1 for Copperas Cove.

Through February 28 in the CTCOG area, 78,981 meals were served and for CAPCOG 5,875 total meals were served. The Nutrition Program has applied for multiple grants and funds and is waiting to hear the status of those applications.

2. Retired Senior Volunteer Program (RSVP) Report - Ronnie Ault, RSVP Director

Ronnie has been busy with RSVP attending several meetings in person and online as well as over events to help promote the program. Ronnie will be attending the National Convening in May.

**Bill Schumann made a motion with a second by Marlene DiLillo to approve the Senior Services Reports as noted above. Motion passed unanimously.**

**Community Services Committee** – Each program director presented their program’s report.

1. Community Services Block Grant Report (CSBG) – Cynthia Zepeda, CSBG Director

CSBG currently has 38 individuals in 10 families in Case Management. They are accepting applications for rental assistance in the rural counties and are confident that the discretionary funds for rental assistance will be expended within the next month.

- a. CSBG Dashboard

The dashboard has been updated with a new feature to show comparison with the previous year, current status, and the target wanted within the current status. We are on track to meet these targets.

**Meets Organizational Standard 4.4 - The governing board receives an annual update on the success of specific strategies included in the Community Action plan.**

2. Weatherization Program Report – Cindy Hawkins, WX Coordinator

Weatherization has been busy helping residents lower their utility bills and expending contracts. Weatherization continues to work with clients and referrals from other organizations and groups to add clients to our waitlist.

3. Energy Assistance Program - Clovia Ketchum, Energy Assistance Program Director

CEAP has been very busy getting money spent. Through February 935,000 has been spent. Once this contract has been spent the program can start spending money on another contract received.

4. Low Income Household Water Assistance Program (LIHWAP) – Kristen Brown, LIHWAP Coordinator

From 1-1-2022 to now the program has expended \$364,714.24 of a \$897,604 contract. This must be expended by September 30, 2023. LIHWAP now has a credit option that has really helped with spending the current funds. The program can pay for restoration of water services, pas due bills and current bills as well. The program is still actively pursuing vendor agreements.

5. Bell County Reports - Cynthia Zepeda, CSBG Director

Both HELP Centers are fully staffed. Temple has expended all the CEAP funds and are currently just adding to the waitlist for energy assistance. HCCAA (Bell County) was awarded the Phase 40 award of \$50,000 to help with rent in Bell County. These funds will be split down the middle and given to each center.

6. Community Outreach Report – Kimeri Sloan

Kimeri Sloan put together the report and mentioned a lot of members across the agency wore blue on Monday in honor of Child Abuse Prevention month. She listed the February, March and April employee and volunteers of the month. As she attends vendor fairs, she is actively working to get more partners.

**Meets Organizational Standard 5.9 - The organization's governing board receives programmatic reports at each regular board meeting.**

**Bill Schumann made a motion with a second by Frank Somera, Jr. to accept the Community Services Reports as presented. Motion passed unanimously.**

5. ANNOUNCEMENTS

Bill Schumann adjourned the general board meeting at 3:59 p.m. and announced that the next Governing Board Meeting is tentatively scheduled for Tuesday, July 18, 2023.

Following the adjournment of the general board meeting, the Executive Committee met for an open session to discuss some Human Resources issues. The meeting started at 4:00 pm and was adjourned at 4:13 pm. The minutes for this meeting is above under the Executive Committee.

THE FOLLOWING BOARD MEMBERS, GUESTS AND STAFF WERE PRESENT: (See attached list.)

Respectfully submitted,



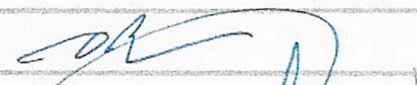


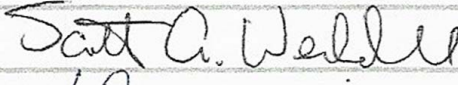


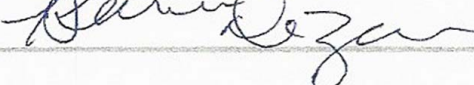





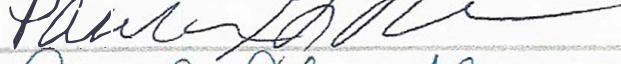



Bob Vacek, Secretary

HCCAA BOARD MEETING REGISTER

April 4, 2023

Jack Calvert Municipal Building, 302 E 3rd St. Lampasas, TX

**BOARD MEMBERS**

NAME	SIGNATURE	REPRESENTING
1 Roxanne Flores		Private Sector - Bell County
2 Stephanie Myers		Low-Income - Bell County
3 David Blackburn		Public Sector - Bell County
4 Marlene DiLillo		Low-Income - Bell County
5 Bill Schumann		Public Sector - Bell County
6 Celia Sellers		Low-Income - Coryell County
7 Scott Weddle		Public Sector - Coryell County
8 Frank D. Somera, Jr.		Private Sector - Coryell County
9 Lloyd Huggins		Public Sector - Hamilton County
10 Jamie Smart		Public Sector - Lampasas County
11 Karen DeZarn		Private Sector - Lampasas County
12 VACANT		Low-Income Sector - Lampasas County
13 Jana Messer		Low-Income Sector - Llano County
14 Ron Cunningham		Public Sector - Llano County
15 Cindy Travers		Private Sector - Llano County
16 Scott Zesch		Low-Income Sector - Mason County
17 Bob Vacek		Public Sector - Mason County
18 Anna Velez		Private Sector - Mason County
19 Michelle Ferguson		Private Sector - Milam County
20 L.C. Richards		Low-Income - Milam County
21 Jett Johnson		Public Sector - Mills County
22 Eva Watson		Low-Income Mills County
23 Paula Gore		Private Sector - Mills County
24 Angie Chandler		Low-Income Sector - San Saba County
25 VACANT		Private Sector - San Saba County
26 Jody Fauley		Public Sector - San Saba County
27 Robert Little		Low Income - At Large

TOTAL BOARD MEMBERS ATTENDING -

MEMBERS NEEDED FOR QUORUM - 13

HCCAA BOARD MEETING REGISTER

'April 4, 2023

Jack Calvert Municipal Bldg. 302 E 3rd St, Lampasas, TX

STAFF AND GUESTS

Elizabeth A. Poe

HCCAA

Kristen Brown

HCCAA

Jamie Hunt

HCCAA

~~Andy Hunt~~

HCCAA

Cynthia Lopez

HCCAA

~~Shannon~~

HCCAA

Clovia Ketcher

HCCAA

Tommie Pruitt

HCCAA - RS UP

K Hobbs

HCCAA

Kimberly Swan

HCCAA

Kevin Daniel

HCCAA

Karen Olzern

HCCAA

~~Joe Ector~~

Blank lines for additional entries.

**HILL COUNTRY COMMUNITY ACTION ASS'N., INC.  
CORPORATE BOARD OF DIRECTORS RESOLUTION**

STATE OF TEXAS

COUNTY OF \_\_\_\_\_

On the 4 day of April, 2023, at a meeting of the Board of Directors of Hill Country Community Action Association, a Corporation, held in the City of Lampasas, Lampasas County, with a quorum of the Directors present, the following business was conducted:

It was duly moved and seconded that the following Resolution be adopted:

BE IT RESOLVED that Ashley Johnson, Executive Director of the Corporation be, and hereby is, authorized, empowered and directed to establish, in the name and on behalf of the Corporation, such general and special bank accounts with First Texas Bank (the "Bank"), Copperas Cove, Texas Branch, that she in here sole discretion, from time to time deem necessary or advisable to promote the efficient conduct of the Corporation's financial affairs; and in connection with any such account, to execute the Bank's Standard Corporation resolution form, which resolution form, properly completed, is incorporated by reference and made a part of this resolution.

The above resolution was passed by a majority of those present and voting in accordance with the By-Laws and Articles of Incorporation.

I certify that the above and foregoing constitutes a true and correct copy of a part of the minutes of a meeting of the Board of Directors of HCCAA held on the 4 day of April, 2023.

Bob Vacek  
Secretary

Subscribed and sworn before me, Bob Vacek, a Notary Public, for the County of Mason, State of Texas, on the 26 day of April, 2023.

Becky Ortiz Martinez  
Signature

