



# Hill Country Community Action Association, Inc.

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## Minutes

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.

### CALL TO ORDER

President Bill Schumann called the meeting to order at 3:34 p.m. The president stated that a quorum was established with confirmation from Elizabeth Poe. Frank Somera, Jr. opened with a prayer then the meeting commenced.

**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

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 – Pulled from Consent Agenda during board meeting.
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

With no further discussion requested, Bill Schumann gave the motion to accept the Consent Agenda excluding item 7 with a second by Frank Somera. The motion passed unanimously with no questions or abstentions.

#### 7. 2024 Agency-wide Budget

Marlene DiLillo gave the motion to accept the 2024 Agency-Wide Budget with a second by Anna Velez. The motion passed unanimously with no questions or abstentions.

**This meets Org Standard 8.9 The Governing Board annually approves an organization-wide budget.**

### COMMITTEE REPORTS – ACTION ITEM

#### 4. Executive/Finance Committee – 3:00 P.M. – Bill Schumann

1. Agency Balance Sheet & Revenue & Expense Statement
2. Agency Budget to Actual
3. Community Services by County Report
4. Bank Statements
5. Credit Card Statements
6. CEO Travel Documents

Bill brought the board's attention to item 3 to let members know they can see what is going on broken down by their county. That way members can see the impact of Hill Country on their area.

Bill Schumann gave the motion to accept the Executive/Finance Committee items with a second by Frank Somera. 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.**

#### 7. CEO Performance Evaluation – Separate action

Bill Schumann let the board know that this was discussed in the Executive Committee.

However, Board Members could review the evaluation documents if needed. Bill stated that Ashley did quite well in her evaluation. There was no other discussion.

Bill Schumann gave the motion to accept CEO Performance Evaluation with a second by Ron Cunningham. The motion passed unanimously with no questions or abstentions.

**This meets Org Standard 7.4 – The Governing Board conducts a performance appraisal of the CEO/executive director within each calendar year.**

#### 8. CEO Salary Review – Separate Action

This was also discussed in the Executive Committee, Bill let board members know the Salary was reviewed and adjusted appropriately.

Jamie Smart gave the motion to accept the CEO Salary Review with a second by Angie Chandler. The motion passed unanimously with no questions or abstentions.

**This meets Org Standard 7.5 – The Governing Board reviews and approves CEO/executive director compensation within every calendar year.**

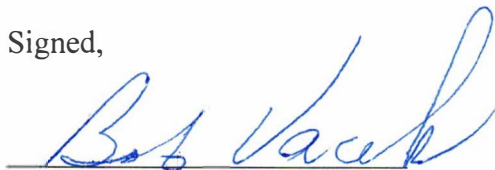
**This meets Org Standard 5.9 – The organization’s governing board receives programmatic reports at each regular meeting.**

## CEO ANNOUNCEMENTS

Ashley announced our new employee Stephanie Dozier as the Director of Data Analytics. This position was created after interviewing Stephanie. She will be able to work on agency data that will help our agency tremendously in areas where information is needed. She is currently working on our Community Needs Assessment. This is something our agency has lacked. Elizabeth Green has been a long-time employee but is now the RSVP director. Ashley mentioned that all members of the board need to note the change at the next board meeting. It is now May 7, 2024. There were also the Agency Bylaws and Conflict of Interest documents for the board members as well as acknowledgements of receipt. If all members could sign and return it to an HCCAA staff member. She then made an announcement for our baskets for our members who made all meetings in 2023, they received a basket. Those members were, Bill Schumann, Bob Vacek, Anna Velez, and Frank Somera.

The meeting was adjourned at 4:06 pm.

Signed,



Bob Vacek, Secretary

 **RESOLUTION**

On the 6th day of February, 2024 at a regular meeting of the Board of Directors of Hill Country Community Action Association, Inc, doing business in the state of Texas, was held at the Lampasas Senior Center, Lampasas County, where a quorum of Directors were present and received information that was discussed, duly moved and seconded as business conducted therefore:

**BE IT RESOLVED**, the Board of Directors of the above corporation do hereby **Approve** the submission of the Killeen CDBG/HOME Pre-Application 2024-2025 to the City of Killeen, Texas for CDBG program funds in the amount of \$ 15,754.92 under the Public Service category to provide the agency with supplemental funding for the HCCAA Nutrition program where the funds will be used for salary, benefits, and payroll taxes of a part-time (30 hours per week) meal delivery driver

and upon authorized eligibility by City, **complete and submit** the formal Application for Funding 2024-2025 (*Killeen AFF 2024-25*) for same; and,

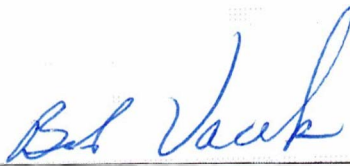
**BE IT RESOLVED**, the Board of Directors of the above corporation do hereby **commit financial resources** from Hill Country Community Action Association, Inc. in the amount of \$ 5,251.63 which serves as the primary funding source to be combined with an award of CDBG funding for the program as described above.

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

I certify the above and foregoing constitute a true and correct copy of a portion of the minutes of a meeting of the Board of Directors of Hill Country Community Action Association, Inc.

held on the 6th day of February, 2024

Bob Vacek  
Printed Name of Secretary

  
Signature



# Hill Country Community Action Association, Inc.

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**Consent 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 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.*

- 1. CALL TO ORDER** – Bill Schumann, President
  - a. Roll Call, Establishment of Quorum
  - b. Opening Prayer – Frank Somera
  
- 2. CONSENT AGENDA:**
  - a. Minutes – December 5, 2023, Board Meeting – pg. 1
  - b. Attendance Record – pg. 7
  - c. Committees List – pg. 9
  - d. CSBG Balance Sheet & Revenue and Expense Statement – pg. 10
  - e. Head Start Balance Sheet & Revenue and Expense Statement – pg. 13
  - f. Ratification of Board Members – pg. 19
  - g. New mileage rates – pg. 20
  - h. Application & Budget Approvals:
    1. Nutrition: City of Killceen CDBG – pg. 21
    2. Nutrition: United Way Greater Tri-County - \$35,000 – pg. 22
    3. Nutrition: United Way Central Texas - \$20,000 – pg. 23
    4. Nutrition: City of Copperas Cove - \$10,000 – pg. 24
    5. HELP Centers: United Way of Greater Tri County - \$20,000 – pg. 25
    6. CCS: Central Texas Workforce Board – pg. 26
  - i. Contract Approvals:
    1. CEAP 2024 (Regular) – pg. 28
    2. CEAP 2024 (Supplement) – pg. 30
    3. WX LIHEAP 2024 – pg. 32

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).



# Hill Country Community Action Association, Inc.

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## Application Approval

### City of Killeen

**For: Salary, benefits, and payroll taxes of a part-time (30 hours per week) meal delivery driver.**

**Program: Nutrition**

**Budget Amount: TBD**

**Funding Period: 01/01/2024 – 12/31/2024**