



# Hill Country Community Action Association, Inc.

---

## AGENDA

HCCAA Board of Directors Meeting  
Lampasas Multi-Service Center  
901 South Liveoak, Lampasas, TX  
March 15, 2022 – 4:00 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.*

### 1. **CALL TO ORDER** – Bill Schumann, President

- 1) Roll Call, Establishment of Quorum
- 2) Opening Prayer
- 3) Attendance Record, **p. 1**
- 4) Standing Committees & Terms of Office, **p. 2**

**+ CONVENE IN CLOSED SESSION PURSUANT TO TEXAS  
GOVERNMENT CODE SECTION 551.074 TO DELIBERATE  
THE EMPLOYMENT OF AN INTERIM DIRECTOR**

### 2. **ACTION ITEMS:**

- 1) Minutes – December 7, 2021 and January 27, 2022 Executive Committee Meeting, **p. 3**
- 2) Approval of Resignation of Board Members, **p. 18**
- 3) Current Board Vacancies and Discussion of Recruitment of Members, **p. 19**

### 3. **COMMITTEE REPORTS – ACTION ITEMS**

- **JOINT MEETING**  
EXECUTIVE COMMITTEE / FINANCE AND AUDIT COMMITTEE – **3:00 P.M.**

#### **Executive Committee - Bill Schumann, President**

- CEO's Performance Appraisal for 2021
- Review and Approval of CEO's Compensation
- Approve Revised Budget to Central Texas Workforce Board 01/01/2022 – 12/31/2022 – Child Care Services (Provider Payments) - Tama Shaw, **p. 20**
- Cost Allocation Plan Revision – Ashley Johnson, **p. 22**

- Board of Directors Conflict of Interest Policy, **p. 40**
- CEO Report – Tama Shaw, **p. 43**

**Finance Committee – Lloyd Huggins, Treasurer**

- Financial Reports – Ashley Johnson
  - Bank Reconciliation, **p. 45**
  - Form 425 Report for Head Start and RSVP, **p. 48**
  - Annual Budget for 2022, **p. 54**
  - Agency Balance Sheet & Revenue & Expense Statement, **p. 55**
  - Agency Budget to Actual by Line Item - 2022, **p. 57**
  - 2021 Budget Revisions, **p. 60**
  - Head Start / Early Head Start -Balance Sheet & Revenue & Expense Statement  
Head Start / Early Head Start Regular Funds and American Rescue Plan Act, **p. 61**
  - CSBG Balance Sheet & Revenue and Expense Statement, **p. 66**
  - Center Expense Report by Program for FY 2021, **p. 69**
  - Nutrition Analysis as of 12/31/2021, **p. 74**
  - Senior Nutrition TDA and Local Support Funds and TDA 2021 Compared to 2022,  
**p. 75**
- **HEAD START COMMITTEE – 3:00 P.M. – Shelly Worley**
  - Select Committee Chair
  - Information Memorandum from Administration for Children and Families Regarding Head Start Transportation Services and Vehicles During the COVID-19 Pandemic ACF-IM-HS-22-01- Kim Daniel, **p. 77**
  - Information Memorandum from Administration for Children and Families Regarding Documenting Services to Enrolled Pregnant Women ACF-IM-HS-22-02 - Kim Daniel, **p. 80**
  - Program Instruction from Administration for Children and Families Regarding Final Rule on Flexibility for Head Start Designation Renewals in Certain Emergencies ACF-PI-HS-22-01- Kim Daniel, **p. 84**

- Letter to Administration for Children and Families Requesting a Non-Federal Waiver for the Program Year January 1, 2021 through December 31, 2021, **p. 86**
- Head Start / Early Head Start Standards of Conduct, **p. 88**
- 2022 Poverty Guidelines, **p. 89**
- School Readiness Data Analysis Report – Kim Daniel, **p. 90**
- Enrollment / Selection Process, **p. 92**
- Head Start / Early Head Start Strategic Planning Meeting – March 17, 2022, **p. 93**
- Head Start / Early Head Start Program Report – Kim Daniel, Early Head Start/Head Start Director, **p. 94**
- **SENIOR SERVICES COMMITTEE – 3:00 P.M. – Kay Shelton**
  - Select Committee Chair
  - FY 2021 Nutrition and Senior Center Operations Desk Review by the Area Agency on Aging of the Capital Area, **p. 95**
  - FY 2021 Nutrition and Senior Center Operations On Site Monitoring Visits by the Area Agency on Aging of Central Texas Council of Governments, **p. 96**
  - Project Approval – City of Copperas Cove for Senior Nutrition Program – Funding Request for \$7,500 - 10/01/2022 – 09/30/2023 – Kimbra Hobbs, **p. 97**
  - Corporate Board of Directors Resolution Approving Submission of:
    - Pre-Application Funding Proposal to the City of Killeen for 2022 – 2023 CDBG Program for Funds in the amount of \$16,530 under the Public Services 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 service coordinator/driver.

And upon authorized eligibility by City, HCCAA will complete and submit the formal Application for Funding for 2022 – 2023.

The Board of Directors of Hill Country Community Action Association, Inc. (HCCAA) commit financial resources from HCCAA in the amount of \$5,512.21 which serves as the primary funding source to be combined with an award of CDBG funding – Kimbra Hobbs, **p. 98**
  - Project Approval – City of Killeen – 10/01/2022 – 09/30/2023

- Community Development Block Grant (CDBG) Funds – Applied for \$16,530 to supplement the salary, benefits and payroll taxes of a part-time (30 hours per week) meal service coordinator/driver. County funds in the amount of \$5,512.21 will be used to pay the remaining payroll expenses for a total budget of \$22,042.21- Kimbra Hobbs, **p. 99**
  - Nutrition Report – Kimbra Hobbs, Aging Services Director, **p. 100**
  - Retired Senior Volunteer Program (RSVP) Report - Ronnie Ault, RSVP Director, **p. 101**
- **COMMUNITY SERVICES COMMITTEE – 3:00 P.M. – Marlene DiLillo**
  - Select Committee Chair
  - Community Services Block Grant (CSBG) – Cynthia Zepeda, CSBG Director
    - CSBG Performance Reports / Dashboard, **p. 102**
    - Community Services Block Grant Program Report, **p. 105**
  - Weatherization Program – Christy Pierce, HR/WAP Director
    - New Grant – Project Approval for Amy Young Barrier Removal Program, **p. 106**
    - Project Approval - Texas Department of Housing and Community Affairs for the LIHEAP Weatherization Program 1/1/22 – 12/31/22 – Total Budget of \$415,574 – Christy Pierce, **p. 107**
    - Project Approval – TACAA ONCOR Weatherization Project with the Texas Association of Community Action Agencies – 1/1/22 – 10/31/22 – Total Budget - \$245,000 – Christy Pierce, **p. 109**
    - Weatherization Program Report – Christy Pierce, HR/WAP Director, **p. 118**
  - Energy Assistance Program - Clovia Ketchum, Energy Assistance Program Director
    - Budget Amendment – Texas Department of Housing and Community Affairs for the Comprehensive Energy Assistance Program – 1/01/21 – 3/31/22 – Additional Funds in the amount of \$53,049 for a total budget of \$2,476,874 - Clovia Ketchum, **p. 119**
    - Project Approval - Texas Department of Housing and Community Affairs for the Comprehensive Energy Assistance Program 1/1/22 – 12/31/22- Total Budget of \$2,196,251– Clovia Ketchum, **p. 121**
    - Energy Assistance Program Report - Clovia Ketchum, **p. 123**
  - Low Income Household Water Assistance Program (LIHWAP) Report – Kristen Isham, **p. 124**

- Bell County Reports
  - Project Approval – Bell County Temporary Emergency Relief Funds (TERF) – 2022 (Phase 39) – CARES Funding Amount - \$50,000 - Cynthia Zepeda, **p. 127**
  - Bell County HELP Centers Report- Cynthia Zepeda, **p. 128**
  - Bell County Rent Relief Revised Budget – March 15, 2022 – December 31, 2022, **p. 129**
  - Emergency Rental Assistance Program Report – Kimbra Hobbs, **p. 130**

**+ CONVENE IN CLOSED SESSION PURSUANT TO TEXAS GOVERNMENT CODE SECTION 551.074 TO CONDUCT INTERVIEWS FOR THE POSITION OF INTERIM DIRECTOR**

#### **4. DISCUSSION AND POSSIBLE SELECTION ON INTERIM DIRECTOR FOR HCCAA**

#### **5. ANNOUNCEMENTS**

The next Governing Board Meeting is scheduled for Tuesday, May 10, 2022.

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).