



# Hill Country Community Action Association, Inc.

Executive Director – Tama Shaw

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**Case Management, Outreach, Energy, Weatherization, Aging, Nutrition, RSVP, Head Start, Family Planning**

Official Meeting – HCCAA Governing Board of Directors

December 6, 2011

Committee Meetings - 4:00 P.M. -Board Meeting Immediately Following

Lampasas Multi-Service Center, 901 S. Live Oak, Lampasas, Texas

## AGENDA

- 1) Call to Order, Establishment of Quorum – Dale Jaecks - Vice President
- 2) Opening Prayer
- 3) Approve October 11, 2011 Board Minutes, **Action Item**, p. 1
- 4) Ratification of Board Membership, **Action Item**, p.
- 5) Committee Reports – **Action Items**
  - EXECUTIVE COMMITTEE – Dale Jaecks – **4:00 P.M.**
    - Travel Documents of Tama Shaw, Executive Director
    - Executive Director’s Evaluation
    - Resolution Delegating Authority to Executive Director, p.
    - Review/ Approve Sale of 600 Feet of Land by Family Planning Administrative Office in San Saba, Texas, p.
    - Community Development Partnership Program Grant from LCRA, p.
    - Resolution for Budget - Workforce Development Board of Central Texas –10/01/11–09/30/12
      - Child Care Services (Provider Payments), p.
    - Cost of Living Increase for 2012
    - Notes from CSBG Monitoring - Board Attendance Issues, p.
    - Review/Approve Bylaw Revisions
    - Review/Approve Financial Policy and Procedures, p.
    - Executive Director’s Report – Tama Shaw, p.
  - FINANCE AND AUDIT COMMITTEE – Dale Jaecks – **3:00 P.M.**
    - Review/Approve Compass VISA Credit Card Report
    - Review/Approve Bank Reconciliation
    - Review/Approve Form 269 and 272 Reports for Head Start and RSVP, p.

AT 3:40 FILED O'CLOCK P M

DEC 01 2011

*Barbara Simpson*  
COUNTY CLERK, CORYELL CO., TEXAS

**Dedicated to providing opportunities and resources to improve the lives of Central Texans.**

*A United Way Agency*



- Financial Reports
  - Agency, p.
  - Head Start, p.
  - Family Planning, p.
- HEAD START COMMITTEE – Marlene DiLillo – **4:00 P.M.**
  - Head Start Information Memorandum from the Administration for Children and Families, p.
  - School Readiness/Child Outcomes Report, p.
  - Head Start Program Report - Kim Daniel, p.
- SENIOR SERVICES COMMITTEE – Michael Langford – **4:00 P.M.**
  - Nutrition Program Update
  - Resolution for Budget – United Way of Greater Fort Hood Area – 01/01/12– 12/31/12, p.
    - Nutrition Services – Copperas Cove
    - Nutrition Services – Killeen
  - Resolution for Budget – United Way of Central Texas – 01/01/12 12/31/12 p.
    - Nutrition Services – Belton,
    - Nutrition Services – Temple
  - Aging Services Program Report – Lewann Turner, p.
  - Resolution for Budget – Corporation for National and Community Service (CNS) – Texas Department of Aging and Disability Services (DADS – State Funding) – 09/01/11– 08/31/12
    - RSVP Program, p.
  - Resolution for Budget - University of North Texas - SVC1 - 09/01/11 - 08/31/12
    - RSVP Program, p.
  - Resolution for Budget – United Way of Central Texas - 01/01/12– 12/31/12, p.
    - RSVP Program – Temple/Belton
  - RSVP Program Report - Ronnie Ault, p.
- HEALTH AND COMMUNITY SERVICES COMMITTEE – Barry Thompson – **4:00 P.M.**
  - Resolution for Budget Amendment - Extension of Interim Budget - Department of State Health Services - FY 11-12 (9/1/11 - 1/14/12)
    - Family Planning Program, p.
  - Resolution for Budget – Department of State Health Services – FY 01/15/12 - 3/31/13
    - Family Planning Program, p.
  - Family Planning Program Report – Melody Ball, p.
  - Community Outreach and Assistance Program Report – Lydia McGhee, p.
  - Resolution for Budget Amendment - Texas Department of Housing and Community Affairs - 09/01/09 - 12/31/2011
    - ARRA Weatherization - Killeen, Texas - Bell County, p.
  - Resolution for Budget Amendment - Texas Department of Housing and Community Affairs - 09/01/09 - 12/31/2011
    - ARRA Weatherization, p.

- Resolution for Budget Amendment - Texas Department of Housing and Community Affairs - 09/01/09 - 12/31/2011
  - ARRA Weatherization - Georgetown
- Resolution for Budget Amendment - Texas Department of Housing and Community Affairs - 09/01/09 - 12/31/2011
  - ARRA Weatherization - Georgetown
- Monitoring of Weatherization Assistance Program - PY 09 ARRA WAP Unit Inspection Review by the Texas Department of Housing and Community Affairs on August 9 - 11, 2011, **p.**
- Monitoring of the Weatherization Assistance Program - DOE, LIHEAP, DOE/ARRA by the Texas Department of Housing and Community Affairs in 2010, **p.**
- Monitoring of Weatherization Program - TACAA ONCOR by the Texas Association of Community Action Agencies, **p.**
- Weatherization Program Report – Frances Little, **p.**
- Resolution for Budget - Texas Department of Housing and Community Affairs - 01/01/12 - 12/31/12
  - Community Services Block Grant, **p.**
- Community Services Block Grant Program Report - Lewann Turner, **p.**
- Energy Assistance Program Report – Clovia Ketchum, **p.**

**1) Business Items – Action Item**

- 2) Schedule of 2012 Regional Board Meetings, **p.**
- 3) Election of Board Members to Killeen Veranda Housing Corporation for 2012, **p.**
- 4) Election of Board Members to Hill Country Community Housing Corporation for 2012, **p.**
- 5) Hill Country Transit District – Carole Warlick, **p.**
- 6) Financial Report for Hill Country Transit District – Frances Little, **p.**
- 7) Attendance Record, **p.**
- 8) Announcements

The next Regional Board Meeting is scheduled for Tuesday, February 14, 2012.

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).

FILED  
AT 3:40 O'CLOCK P M

DEC 01 2011

Hill Country Community Action Association, Inc. *Barbara Simpson*  
CLERK, CORYELL CO., TEXAS  
Certification of Posting for Board Meeting

The attached notice of Hill Country Community Action Association, Inc. Board of Directors Meeting on December 6, 2011 to begin immediately following the 4:00 p.m. Committee Meetings at the Lampasas Multi-Service Center, 901 S. Live Oak, Lampasas, Texas was posted from December 2, 2011 through December 6, 2011 at the Coryell County Courthouse on the public notice bulletin boards and was readily accessible to the general public at all times.

Signed J Holder  
County Representative

Name Jennifer Holder  
Please Print

Date 12-1-11