



Helping People, Changing Lives

Cornerstone Community Action Agency
114 Needham Street
Coleman, Texas 76834

(325) 625-4167 (325) 625-3335 (fax)

TO: CCAA Board of Directors
FROM: Danny Neal, Chairperson
DATE: January 26th, 2021
SUBJECT: Board of Directors Meeting

Cornerstone Community Action Agency will hold a Board of Directors meeting on:
Tuesday, January 26th, 2021 at 2:00 p.m.
located at 114 Needham Street Coleman, TX 76834 or virtually through Go To Meeting:
Please join my meeting from your computer, tablet or smartphone.
<https://global.gotomeeting.com/join/671099949>

You can also dial in using your phone.
United States (Toll Free): [1 866 899 4679](tel:18668994679)
United States: [+1 \(571\) 317-3116](tel:+15713173116)

Access Code: 671-099-949

Please make every effort to attend this important meeting.

The Board of Directors of Cornerstone Community Action Agency reserves the right to adjourn into Executive Session at any time during the course of this meeting to discuss any of the matters as listed below, as authorized by Texas Government Code Sections: 551.071 (Consultation with Attorney), 551.072 (Deliberations about Real Property), 551.073 (Deliberations about Gifts and Donations) 551.074 (Personnel Matters), 551.076 (Deliberations about Security Devices) and 551.087 (Economic Development)

AGENDA

- I CALL MEETING TO ORDER** Danny Neal
- II ROLL CALL** Danny Neal
- III INVOCATION**..... Mike Corley
- IV PLEDGE OF ALLEGIANCE**.....Connie Sue Carroll
- V VISION, MISSION, AND VALUES**..... Michelle Miller
- VI ACTION ITEMS**
 - A. Consent Agenda Danny Neal
 - 2020 Comprehensive Energy Assistance Program Amendment No. 3
 - January Agency Programmatic Dashboard (OS 5.9)
 - B. Monitoring Report Desk ReviewHanna Adams
 - C. Addendum for Emergency Paid Time Off in Regards to COVID-19 Rebecca Connell
 - D. Comprehensive Energy Assistance Program Contract 2021 Shenika Arredondo
 - E. Community Services Block Grant Contract 2021 Shenika Arredondo
 - F. The GroMore Good Grassroots Grants 2021 Grant Application..... Laverne Davis
- VII DISCUSSION ITEMS**
 - A. Program Reports.....Program Director
 - B. TACAA MembershipSierra Keeney
- VIII STAFF REPORTS**
 - A. Community Services Report Shenika Arredondo
 - B. Financial Report (OS 8.7)..... Brandy Crowder
 - C. Executive Director ReportHanna Adams
- IX OPEN FORUM** Danny Neal

ADJOURN MEETING

Persons with disabilities who plan to attend the meeting and may need auxiliary aids are requested to call (325) 625-4167 at least two (2) days prior to the meeting so appropriate arrangements can be made.



*Cornerstone Community Action Agency
114 Needham Street
Coleman, Texas 76834
(325)625-4167 (325)625-3335 (fax)*

**BOARD OF DIRECTORS MEETING
January 26th, 2021**

MINUTES

Cornerstone Community Action Agency held its Board of Directors meeting on Tuesday, January 26th 2021 located at 114 Needham Street, Coleman, TX. 76834 OR

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Board Members present: Danny Neal, Tom Bailey, Mike Corley, Connie Sue Carroll, Kenneth Slimp, Stacey Mendoza, Marjorie Isaacs, and Michelle Miller.

Staff Members present: Hanna Adams, Sierra Keeney, Brandy Crowder, Shenika Arredondo, Mayra Martinez, LaVerne Davis, Wayne Kauffman, Rebecca Connell, Willena Benson, and Mandy Ridgeway.

ROLL CALL – Danny Neal called the roll of the Board of Directors and called the meeting to order. A quorum was established, 8 of 9 members present. Meeting was called to order at 2:05 PM.

INVOCATION – Mike Corley led the group in prayer.

PLEDGE OF ALLEGIANCE – Connie Sue Carroll led the Pledge of Allegiance.

VISION, MISSION, & VALUES – Michelle Miller read the Vision, Mission, and Values to the members.

ACTION ITEMS

CONSENT AGENDA: The consent agenda consisted of the 2020 CEAP Amendment #3, and January Agency Programmatic Dashboard. Tom Bailey made a motion to approve the consent agenda and Connie Sue Carroll seconded the motion. A vote was taken and all were in favor with no opposition.

MONITORING REPORT DESK REVIEW: Hanna presented the desk review to the board members, she discussed the suggestions and any findings. Three programs that are funded through TDHCA were audited; CEAP, CSBG, and HOMES. They asked that we respond by January 18th about any concerns or suggestions they had. The first finding was concerning the cost allocation plan, Brandy explained how it works and submitted the explanation. The payroll process was also explained to respond to a concern. A finding found in the HOMES program was how we calculate income, Mayra contacted the HOMES program specialist and came to an agreement on how to calculate income. There was a finding for the CEAP program for a client being over income, Shenika sent an explanation of how the income wasn't recorded properly. Hanna went over the concern they had for ensuring the board members receive the board packet 5 days in advance, we will potentially revisit the bylaws and change the time frame to having the board packet to the members 72 hours in advance. Mike Corley made a motion to approve the Monitoring Report Desk Review and Stacey Mendoza seconded the motion. A vote was taken and all were in favor with no opposition.

ADDENDUM FOR EMERGENCY PAID TIME OFF IN REGARDS TO COVID-19 : Rebecca Connell presented the addendum for emergency PTO regarding COVID-19 to the board members. The grant for the emergency PTO states we provide our employees with 80 extra hours of PTO for full time employees, and 50 hours of PTO for part time employees. The contract ended December 31, 2020. However the hours can be extended to March 31, 2021 for employees to use for COVID-19 related time off. Connie Sue Carroll made a motion to approve the addendum for emergency paid time off in regards to COVID-19 and Kenneth Slimp seconded the motion. A vote was taken and all were in favor with no opposition.

COMPREHENSIVE ENERGY ASSISTANCE PROGRAM (CEAP) CONTRACT 2021 :

Shenika presented to 2021 CEAP contract for the upcoming program year. 1.3 million dollars was awarded to our agency, 80% is allocated to client services based on population size of the 7 counties we serve. Tom Bailey made a motion to approve the CEAP Contract 2021 and Michelle Miller seconded the motion. A vote was taken and all were in favor with no opposition.

COMMUNITY SERVICES BLOCK GRANT (CSBG) CONTRACT 2021: Shenika presented the 2021 CSBG contract for the upcoming program year to the board members. \$45,000 dollars was awarded to our agency that is a portion of the \$187,000. Stacey Mendoza made a motion to approve the CSBG Contract 2021 and Mike Corley seconded the motion. A vote was taken and all were in favor with no opposition.

THE GROMORE GOOD GRASSROOTS GRANTS 2021 GRANT APPLICATION: LaVerne Davis presented the GroMORE Good Grassroots grant. This grant will have 75 of the awards will be \$500, and 25 of the awards will be \$1,000. This grant will give any program that serves children start a garden. Mike Corley made a motion to approve the GroMORE Good Grassroots Grant 2021 and Kenneth Slimp second the motion. A vote was taken and all were in favor with no opposition.

DISCUSSION ITEMS

PROGRAM REPORTS: We asked the board if they have any questions about the program reports that were put into the board packet. No questions were asked.

TACAA MEMBERSHIP: Sierra Keeney went over the TACAA membership with the board members.

STAFF REPORTS

COMMUNITY SERVICES REPORT: Shenika presented the community services report to the board members. We assisted 2141 clients using CARES funds and PRF (Pandemic Response Funds). We served 121 clients from July-December 2020 for the VA program. Our Payee program currently consist of 99 payee clients, and we have a total of 4 staff members for that program. Our goal for August 2021 is to have 160 payee clients. CEAP CARES has served 775 clients, and CEAP has served 2087 clients with regular funds as of today. Hunters for the Hungry had 1,250 lbs of venison donated to local churches, and food pantries that will feed 625 families.

FINANCIAL REPORT (OS 8.7): Brandy Crowder went over the Financial Report with the members. 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.

EXECUTIVE DIRECTOR REPORT: Hanna Adams gave the Executive Director report to the board members. The Jacksboro location lease will hopefully be executed by February of 2021 so we can begin renovations on the center. For a building in Weatherford we are working on getting permission to build a new building for our Weatherford center, or purchasing a building. Boyd ISD was on lock down due to something that was going on in the community, they are currently not in lock down and everyone is safe. The welding program has been moved from Ranger College to Cisco College, and we have hauled the program and we will reapply when COVID-19 isn't keeping people off campuses. VITA will start filing taxes February 11th, 2021. We had Servant Leadership training in the beginning of January, and we grew as leaders together. Judge Danny Neal will be retiring from our board as of this month.

OPEN FORUM

With no further announcements, the meeting and public hearing were adjourned at 3:15 PM.

Connie Sue Carroll, Vice Chair

Mike Corley, Secretary/Treasurer