

NUECES COUNTY COMMUNITY ACTION AGENCY

101 South Padre Island Drive Corpus Christi, Texas 78405-4102 (361) 883-7201 FAX: (361) 883-9173

Linda R. Carrillo
Chief Executive Officer

TO: NCCAA Board of Directors

FROM:  Vic Medina, Chairperson

DATE: March 12, 2024

SUBJECT: Monthly Board of Directors Meeting – March 2024

Please be advised that the **NCCAA Board of Directors will hold a regularly scheduled meeting on Thursday, March 28, 2024 at 5:30 P.M.** The NCCAA Board of Directors will conduct the meeting in-person. The meeting will be at the NCCAA Central Administration Office located at 101 South Padre Island Dr., Corpus Christi, TX, 78405.

Enclosed you will find your agenda for this meeting, please review the agenda and have it available during the meeting. **No need to print it, you will receive a hard copy through the USPS.** This information will also be placed on our website www.nccaatx.org for public comments/participation.

If you have any questions, please email Linda R. Carrillo, Chief Executive Officer at linda.carrillo@nccaatx.org or Cindy Longoria, Chief Operating Officer at cynthia.longoria@nccaatx.org. We look forward to seeing you on Thursday, March 28, 2024. Thank you for your service to our community.

Thursday, March 28, 2024
5:30 P.M. NCCAA Board of Directors Meeting
101 South Padre Island Drive



**Nueces County Community Action Agency
BOARD OF DIRECTORS
AGENDA**

**Thursday, March 28, 2024
Regular Meeting**

Please Silence Your Cell Phone

The Promise of Community Action

Community Action changes people’s lives, embodies the spirit of hope, improves communities, and makes America a better place to live. We care about the entire community, and we are dedicated to helping people help themselves and each other.

Mission Statement

NCCAA works with partners to apply comprehensive strategies to eliminate the causes of poverty for people of Nueces County.

I. Call to Order – 5:30 PM

- A. Roll Call
- B. Establish Quorum

II. Invocation, The Pledge of Allegiance, Community Action Promise, and NCCAA Mission Statement

III. Public Comments: Presentations limited to three minutes. Persons who need a translator will be given at least twice the time as a member of the public who does not require such assistance.

Complies with H.B. No. 2840.

H.B. 2840 seeks to give the public increased access to the decision-making process by providing for public comment before or during the consideration of each item on the meeting agenda.

IV. Approval of the Minutes

- A. February 29, 2024, NCCAA Regular Board Meeting.....Pages 4 – 8

V. Action Items

Public comment may be made on any agenda item before or during the consideration of the item.

- A. Board/Committee - Appointments/Resignations/Terminations - None.

- B. Discussion and Possible Action of the 2023 – 2024 Board Compliance Report. Effective August 25, 2016 - NCCAA Board Approved the Recommendation for Board Compliance Requirements for the Open Meetings Act, Public Information Act, CACFP (Child Adult Care Food Program) and Civil Rights Training. All Board of Directors are required to complete the Civil Rights Training course annually. The course is available online from the Institute of Child Nutrition (TheICN.org). **All board members are required to submit their required documents within 45 days of being seated on the Board. Failure to submit the required documents may result in board termination.**
Board Member Compliance Report.....Page 9
Out of Compliance – Esmeralda Teran (CACFP Civil Rights Training)
Favorable review given by the Executive Committee and the Fiscal/Audit Committee.

VI. Informational Items

- A. Program Updates
 - 1. Administration – Program Update
 - a. Board Recruitment – Representative of Private Sector – ongoing efforts to recruit for the two vacant board seats.
 - b. Spring Break Staff Training – March 11 – 13, 2024
 - c. NCCAA 60th Anniversary Celebration May 17, 2024 – Save the Date.
 - 2. Community Services – Program Update – None.
 - 3. Birth-to-Five Head Start – Program Update – None.

- B. Monthly Activity Reports (February 2024).....Pages 10 - 12
- C. Checks between \$1,500 and <\$5,000 (February 2024).....Page 13
- D. Checks \$5,000 and over (February 2024).....Page 14
- E. Expenditure/Encumbrance Budget Report (February 2024).....Pages 15 - 16
- F. Financial Reports (December 2023 – February 2024).....Pages 17 - 22
- G. Board Calendar (April 2024).....Page 23
- H. Committee Minutes (March 2024).....Pages 24 - 27
- I. Neighborhood Council Reports (February 2024).....Pages 28 – 31
- J. Item of Interest - None

VIII. Executive Session

IX. Chairman's Comments

X. Good and Welfare of Agency - Please limit presentations to two minutes.

XI. Adjournment

The Board may elect to go into closed session at any time for:

- A. Consultation between the Board and its attorney.
- B. Discussion with respect to real property.
- C. Personnel issues.
- D. Any matter specifically made confidential by law or regulation.

**NUECES COUNTY COMMUNITY ACTION AGENCY
BOARD OF DIRECTORS
Thursday, February 29, 2024**

REGULAR MONTHLY MEETING MINUTES

MEMBERS PRESENT

Vic Medina
Dr. Nicholas Adame
Zulema Zapata
Jean Gaskins
Jennipher Garcia

State Representative Dist. 32 Todd Hunter
LULAC Council #1
State Representative Dist. 34 Abel Herrero
Austin/Zavala Neighborhood Council
Birth-to-Five Head Start Policy Council

MEMBERS ABSENT

Vacant
Vacant
Maria Pacheco – excused sick
Aminta Garcia – excused sick
Priscilla Quintanilla – excused sick
Esmeralda Teran – excused sick
Aidee Hernandez – excused (transportation)

Texas A & M Health Science Center – CBHEC
Representative of Private Sector - Attorney
United Council of Robstown Neighborhood Council
Banquete Neighborhood Council
County Commissioner Pct. 3 John Marez
Westside Business Association
County Commissioner Pct. 2 Joe A. Gonzalez

STAFF PRESENT
Linda R. Carrillo, Chief Executive Officer (Virtual)
Cindy Longoria, Chief Operating Officer
Martha Benavides, Chief Financial Officer
Stephanie Castro, Supervising Accountant
GUEST PRESENT
Alonso Mackrizz, Staff Auditor with Park Fowler & Co., CPA

CALL TO ORDER:

The Nueces County Community Action Agency (NCCAA) Board of Directors met Thursday, February 29, 2024, for a regularly scheduled meeting at the NCCAA Central Administrative Office, 101 South Padre Island Drive.

Chairperson Medina called the meeting to order at 5:43 p.m. at which time a quorum was present.

INVOCATION, PLEDGE OF ALLEGIANCE, COMMUNITY ACTION PROMISE:

Invocation, Pledge of Allegiance and Community Action Promise led by Board Chairperson, Vic Medina and Board Member, Jean Gaskins.

NCCAA MISSION STATEMENT:

NCCAA works with partners to apply comprehensive strategies to eliminate the causes of poverty for people of Nueces County.

NCCAA Mission Statement led by Board Chairperson Vic Medina.

PUBLIC COMMENTS: Presentations limited to three minutes. Persons who need a translator will be given at least twice the time as a member of the public who does not require such assistance. Complies with H.B. No. 2840.

H.B. 2840 seeks to give the public increased access to the decision-making process by providing for public comment before or during the consideration of each item on the meeting agenda.

PUBLIC COMMENTS: Hearing none.

APPROVAL OF MINUTES:

Chairperson Medina entertained a motion to approve the minutes of the January 25, 2024 Board of Directors regular meeting.

MOTION: by Ms. Jennipher Garcia, seconded by Dr. Nicholas Adame, to approve the minutes of the January 25, 2024 Board of Directors regular.

DISCUSSION: Hearing none.

PUBLIC COMMENTS: Hearing none.

ALL APPROVED. MOTION CARRIES.

ACTION ITEMS:

Public comment may be made on any agenda item before or during the consideration of the item.

- Item A. Board/Committee - Appointments/Resignations/Terminations
1. Board Resignation – Starr Flores, Representative of Private Sector, representing the TAMU Health Science Center – Coastal Bend Health Education Center. Presented by Cindy Longoria, Chief Operating Officer.

Chairperson Medina entertained a motion to accept the board resignation of Starr Flores, Representative of Private Sector, representing the TAMU Health Science Center – Coastal Bend Health Education Center.

MOTION: by Dr. Nicholas Adame, seconded by Ms. Jean Gaskins, to accept the board

resignation of Starr Flores, Representative of Private Sector, representing the TAMU Health Science Center – Coastal Bend Health Education Center.

DISCUSSION: Hearing none.

PUBLIC COMMENTS: Hearing none.

ALL APPROVED. MOTION CARRIES.

Item B. Discussion and Possible Action of the Independent Audit Report for the Year Ended 08/31/2023. Presentation by Alonso Mackrizz, Staff Auditor with Park Fowler & Co., Certified Public Accountants and Independent Auditor.

CSBG Organizational Standard 8.1 – The organization’s annual audit (or audited financial statements) is completed by a Certified Public Accountant on time in accordance with Title 2 of the Code of Federal Regulations, Uniform Administrative Requirements, Cost Principles, and Audit Requirement (if applicable) and/or State audit threshold requirements.

CSBG Organizational Standard 8.3 – The organization’s auditor presents the audit to the governing board.

CSBG Organizational Standard 8.4 – The governing board formally receives and accepts the audit.

Favorable review given by the Executive Committee and the Fiscal/Audit Committee.

Chairperson Medina entertained a motion to accept the Independent Audit Report for the Year Ended 08/31/2023.

MOTION: by Dr. Nicholas Adame, seconded by Ms. Jennipher Garcia, to accept the Independent Audit Report for the Year Ended 08/31/2023.

DISCUSSION: Hearing none.

PUBLIC COMMENTS: Hearing none.

ALL APPROVED. MOTION CARRIES.

Item C. Discussion and Possible Action of the NCCAA Accounting Policies and Procedures Manual updated February 29, 2024. (Page 13 – Updates to transfers used to cover COLA and performance evaluations.) Presented by Martha Benavides, Chief Financial Officer.

CSBG Organizational Standard 8.10 – The fiscal policies have been reviewed by staff within the past 2 years, updated as necessary, with changes approved by the governing board.

Favorable review given by the Executive Committee and the Fiscal/Audit Committee.

Chairperson Medina entertained a motion to accept the NCCAA Accounting Policies and Procedures Manual updated February 29, 2024. (Page 13 - Updates to transfers used to cover COLA and performance evaluations.)

MOTION: by Ms. Jean Gaskins, seconded by Ms. Jennipher Garcia, to accept the NCCAA Accounting Policies and Procedures Manual updated February 29, 2024 (Page 13 – updates to transfers used to cover COLA and performance evaluations.)

DISCUSSION: Hearing none.

PUBLIC COMMENTS: Hearing none.

ALL APPROVED. MOTION CARRIES.

Item D. Discussion and Possible Action of the 2023 – 2024 Board Compliance Report. Effective August 25, 2016 - NCCAA Board Approved the Recommendation for Board Compliance Requirements for the Open Meetings Act, Public Information Act, CACFP (Child Adult Care Food Program) and Civil Rights Training. All Board of Directors are required to complete the Civil Rights Training course annually. The course is available online from the Institute of Child Nutrition (<https://theicn.docebosaa.com/learn/signin>). **All board members are required to submit their required documents within 45 days of being seated on the Board. Failure to submit the required documents may result in board termination.** Presented by Cindy Longoria, Chief Operations Officer. **Favorable review given by the Executive Committee and the Fiscal/Audit Committee.**

Chairperson Medina entertained a motion to accept the board compliance report.

MOTION: by Dr. Nicholas Adame, seconded by Ms. Zulema Zapata, to accept the board compliance report.

DISCUSSION: Hearing none.

PUBLIC COMMENTS: Hearing none.

ALL APPROVED. MOTION CARRIES.

INFORMATIONAL ITEMS:

Chairperson Medina asked staff to address the program updates. Staff addressed the following program updates:

A. Program Updates

1. Administration – Program Updates – None.
2. Community Services – Program Update – None.
3. Birth-to-Five Head Start – Program Update – None.

Additional Informational Items. Presented by Cindy Longoria, Chief Operating Officer:

- Monthly Activity Reports – January 2024;
- Board calendar for the month of March 2024;
- Committee minutes – February 2024;
- Neighborhood Council Reports – January 2024;
- Items of Interest – None.

Fiscal Reports. Presented by Martha Benavides, Chief Financial Officer.

- The Checks between \$1,500 and <\$5,000, Checks \$5,000 and over, Expenditure/Encumbrance Budget Report and Financial Reports for January 2024.

Additional Informational Items. Presented by Linda R. Carrillo, Chief Executive Officer:

- Nueces County Community Action Agency upcoming 60 Year Celebration – more details to follow.
- NWA (NeighborWorks® America) and potential government shutdown
- CEO will be traveling and attending additional program training in the upcoming months.

CHAIRPERSON’S COMMENTS:

Chairman Medina thanked the board for attending the meeting.

GOOD AND WELFARE OF THE AGENCY:

None.

EXECUTIVE SESSION:

None.

ADJOURNMENT:

Chairperson Medina adjourned the meeting at 6:03 P.M.

Respectfully submitted by Cynthia Ann Longoria, Chief Operating Officer.

ATTEST:

(SECRETARY OF BOARD) or (CHAIRPERSON OF NCCAA BOARD)

2023 - 2024

Board Compliance Requirements

Effective August 25, 2016 - NCCAA Board Approved the Recommendation for Board Compliance Requirements for the Open Meetings Act, Public Information Act, CACFP (Child Adult Care Food Program) and Civil Rights Training. All board members are required to submit their required documents within 45 days of being seated on the Board. Failure to submit the required documents may result in board termination.

The following Board Members need to Submit Required Documents for:

Board Required Documents – Signed and Submitted	
Acknowledgement of By-Laws & Election Code Board Member Code of Ethics Board Member Conflict of Interest Mission Statement, Promise of CA, NCCAA Pledge CHDO Board Member Information CACFP Governing Body Member Declaration CACFP Board Member Information	
Date Due	Board Member Name
November 30, 2023	The following Board Members Are Required to Complete: All Board Members in Compliance with Required Documents 2023 – 2024 Board of Directors Received from: Vic Medina, Dr. Nicholas Adame, Zulema Zapata, Jean Gaskins, Aidee Hernandez, Maria Pacheco, Starr Flores, Priscilla Quintanilla, Aminta Garcia, Jennipher Garcia, Esmeralda Teran

Open Meetings Act Completion Certificate (TDHCA Requirement)	
Date Due	Board Member Name
November 30, 2023	All Board Members in Compliance with OMA

Public Information Act Completion Certificate (TDHCA Requirement)	
Date Due	Board Member Name
November 30, 2023	All Board Members in Compliance with PIA

CACFP (Child Adult Care Food Program Requirement) Signed Form, Copy of Utility Bill, and Copy of Driver's License	
Date Due	Board Member Name
November 30, 2023	All Board Members in Compliance

Civil Rights Training (CACFP Requirement)	
Date Due	Board Member Name
November 30, 2023	All NCCAA Board Members are required to complete the Civil Rights Training annually. Required from all board members. Pending Completion: Esmeralda Teran 2023 – 2024 Board of Directors Received from: Vic Medina, Starr Flores, Jean Gaskins, Aidee Hernandez, Zulema Zapata, Jennipher Garcia, Priscilla Quintanilla, Maria Pacheco, Aminta Garcia, Dr. Nicholas Adame



MONTHLY ACTIVITY REPORT

TO: NCCAA Board of Directors
FROM: Linda Romero-Carrillo, Chief Executive Officer
DATE: March 2024
SUBJECT: February Activity Report

Attended

- NeighborWorks America Rural Initiatives Call-Introduction of rural resources for ED/CEOs and opportunities.
- Attended TACAA Board Meeting in Austin, Texas-updates on Community Services Departments; DOE-BIL and CSBG funding
- Held Executive Leadership meeting-planning of future programs, program/department updates.
- Met with HG Jones consulting regarding Community Needs Assessment and Competitive grant process.
- Participated in Compliance Officer 1st and 2nd Interviews
- Attended the NeighborWorks America VISTA program webinar-potential program
- Provided training assistance with case management process-trained Case Management process and ROMA implementation overview for case management specialist
- Hosted Colonias Meeting-Community Partner Collaborative provided information of our services and vision
- Met with OHS T/TA Trainer Angela Hawkins - received training to improve policies and procedures, including Davis Bacon.
- NeighborWorks America Field Operations Division Focus Group-Information sharing regarding issues in rural areas in and around Texas and what initiatives are taking place.

- Attended NeighborWorks America Executive Director/CEO Symposiums in San Francisco, CA-Required training provided resources and tools for ED/CEOs with funder and networking opportunities with other NWA charter members.
- Held 1st 60th Community Action Celebration committee meeting-shared vision and started initial planning for our upcoming celebration
- Attended NCCAA Head Start Mandatory Meetings regarding Communication
- Met with WIPFLI regarding wage compatibility consulting- seeking input on resources to gathering information pertaining to wage compatibility and proposals on consulting through the process.
- .Attended CCAP course via Zoom for recertification of CCAP certification.

NCCAA
Community Services
February Monthly Activity Report-2024
Diana Hernandez, Director of Community Services

Heating and Cooling – For the Month of February, served 2 households and 2 individuals

Weatherization – Using DOE BIL Funds, served 10 Households and 10 Individuals.

Housing – Currently 0 vacancies; Housing is working on annual renewal lease agreements that are due for 2024.

Comprehensive Energy Assistance Program (CEAP) –236 Households and 441 Individuals were provided with utility assistance.

Low-Income Home Water Assistance Program (LIHWAP) –26 Households and 56 Individuals were provided with water assistance.

Nueces County Community Action Agency
Checks \$1500 - \$4999
Month of February 2024

Check Number	Check Date	Payable To	Amount	Purpose
EFT	2/2/2024	Amazon.com Sales Inc.	\$ 1,566.93	Microsoft Surface Go 3 equipment for HS Maintenance Dept.
248120	2/2/2024	City of Corpus Christi	\$ 3,858.70	Water Assistance for 4 clients
EFT	2/2/2024	Coastal Office Solutions, Inc.	\$ 1,799.60	Replenish paper for HS
EFT	2/2/2024	D C Fence Company Inc.	\$ 4,590.00	Emergency gate repair for Northwest HS
EFT	2/2/2024	La Batt Food Service	\$ 4,932.94	To feed birth to five HS, January 2024; Total Food Cost
EFT	2/2/2024	La Batt Food Service	\$ 2,044.43	To feed birth to five HS, January 2024; Total Food Cost
248125	2/2/2024	NeighborWorks America	\$ 2,250.00	Registration for Neighborworks
248127	2/2/2024	Reliant Energy	\$ 1,616.17	Utility Assistance for 1 client
248128	2/2/2024	Sam's Club Direct	\$ 4,032.60	Christmas fest food FCP& January diaper order for HS Centers
248129	2/2/2024	TXU Energy Assistance Group	\$ 4,228.77	Utility Assistance for 3 clients
248130	2/2/2024	Vanton Security	\$ 1,646.99	Monthly fire alarm monitoring at Stepping Stone, Trubleshoot 3 cameras at Navarro
EFT	2/9/2024	Amazon.com Sales Inc.	\$ 1,679.45	Replenish HP printer ink for HR Dept
248137	2/9/2024	Community Act. Asso Region VI	\$ 2,000.00	Registration for CAA Region VI conference
EFT	2/16/2024	Home Performance Coalition	\$ 4,975.00	Registration for 2024 NHP
EFT	2/16/2024	Udemy, Inc.	\$ 4,121.60	Business licenses for Udemy training platform
248194	2/23/2024	Christ the King Catholic Church	\$ 2,100.00	Stepping Stone Rent for March 2024
EFT	2/23/2024	Commerce Bank	\$ 2,758.22	IdentoGo,FaxSiptl, SHRM
248198	2/23/2024	Direct Energy	\$ 2,378.38	Utility Assistance for 2 clients
248200	2/23/2024	Frontier Utilities LLC	\$ 1,588.06	Utility Assistance for 1 client
248202	2/23/2024	Green Mountain Energy	\$ 4,614.63	Utility Assistance for 4 clients
EFT	2/23/2024	La Batt Food Service	\$ 2,399.30	To feed birth to five HS, February 2024; Total Food Cost
248205	2/23/2024	My Preschool & Child Develop	\$ 1,670.50	Tuition Assistance for 1 client
248218	2/23/2024	Xerox Business Solutions SW	\$ 1,670.52	Xerox Overages 11/1/23-1/31/24

Nueces County Community Action Agency
Checks \$5000 and over
Month of February 2024

Check Number	Check Date	Payable To	Amount	Purpose
EFT	2/9/2024	American Express Co.	\$ 14,216.04	Travel, Airfare
EFT	2/9/2024	La Batt Food Service	\$ 7,606.46	To feed birth to five HS, January 2024; Total Food Cost
EFT	2/9/2024	La Batt Food Service	\$ 9,232.34	To feed birth to five HS, January 2024; Total Food Cost
248159	2/16/2024	City of Corpus Christi	\$ 13,992.32	Water Assistance for 18 clients
248164	2/16/2024	City of Robstown	\$ 9,209.90	Utility Assistance for 8 clients
248177	2/16/2024	Reliant Energy	\$ 15,360.62	Utility Assistance for 11 clients
248183	2/16/2024	TXU Energy Assistance Group	\$ 6,664.44	Utility assistance for 5 clients
248185	2/16/2024	Xerox Financial Services	\$ 6,097.81	Copier Lease payment January 2024
248191	2/23/2024	City of Corpus Christi	\$ 6,953.49	Water Assistance for 9 clients
248195	2/23/2024	City of Robstown	\$ 7,164.57	Utility Assistance for 5 clients
EFT	2/23/2024	Diocese of Corpus Christi	\$ 7,250.00	Holy Family Rent for Soledad - March 2024
EFT	2/23/2024	La Batt Food Service	\$ 7,094.90	To feed birth to five HS, February 2024; Total Food Cost
248212	2/23/2024	Reliant Energy	\$ 18,987.44	Utility Assistance for 15 clients
248213	2/23/2024	Sam's Club Direct	\$ 7,434.75	Replenish Diaper Supplies
248214	2/23/2024	Stream SPE, LTD	\$ 7,460.04	Utility Assistance for 5 clients
248216	2/23/2024	TXU Energy Assistance Group	\$ 14,123.53	Utility Assistance for 11 clients

**NUJECES COUNTY COMMUNITY ACTION AGENCY
COMPARATIVE EXPENDITURE/ENCUMBRANCE BUDGET REPORT
MONTH ENDED February 29, 2024**

	ACCOUNT TITLE	REVENUE RECEIVED TO-DATE	CURRENT PERIOD EXPENDITURES	EXPENDITURES TO-DATE	ENCUMBRANCES	TOTAL BUDGETS	BUDGET VARIANCE	PERCENT EXPENDED	AWARD PERIOD PERCENT EXPIRED
01	LOCAL ACCOUNT BUDGET PERIOD: 09/2023 THRU 08/2024	37.13	125.90	114,542.54	0.00	140,000.00	25,457.46	81.82%	50.00%
01B	LOCAL HOME PROGRAM-RENTAL BUDGET PERIOD: 09/2023 THRU 08/2024	15,785.00	13,872.69	50,007.12	4,012.38	100,000.00	45,980.50	54.02%	50.00%
01R	HEB Donation BUDGET PERIOD: N/A	5,000.00	0.00	0.00	0.00	5,000.00	5,000.00	0.00%	N/A
	<i>Contract amendment</i>								
06K	COMMUNITY SERVICES BLOCK GRANT BUDGET PERIOD: 01/23 THRU 3/2024	347,697.73	2,636.81	350,346.35	1,955.67	466,181.00	113,878.98	75.57%	93.33%
	COMMUNITY SERVICES BLOCK GRANT BUDGET PERIOD: 01/2024 THRU 12/2024	0.00	0.00	0.00	0.00	317,174.62	317,174.62	0.00%	N/A
19A	DOE-WEATHERIZATION ASSISTANCE PROGRAM BUDGET PERIOD: 07/2023 THRU 06/2024	32,327.89	254.88	32,919.37	226.70	176,771.00	143,624.93	18.75%	66.67%
19B	DOE BUDGET PERIOD: 07/2023 THRU 06/2025	16,196.30	0.00	16,196.30	0.00	706,581.00	690,384.70	2.29%	33.33%
27	LIHEAP-W.A.P. BUDGET PERIOD: 01/2023 THRU 03/2024	251,115.53	0.00	252,578.00	0.00	252,578.00	0.00	100.00%	93.33%
27A	LIHEAP-W.A.P. BUDGET PERIOD: 01/2024 THRU 12/2024	0.00	56.34	56.34	0.00	173,918.00	173,861.66	0.03%	16.67%
23A	LIHWA? BUDGET PERIOD: 01/2022 THRU 3/2024	514,390.57	16,352.50	554,693.21	1,165.69	566,868.00	13,009.10	97.71%	96.30%
22	HEAD START PROGRAM BUDGET PERIOD: 09/2023 THRU 08/2024	5,406,729.96	796,070.05	5,461,978.35	76,596.66	13,857,639.00	8,319,063.99	39.97%	50.00%
	INKIND	933,576.72	0.00	933,576.72	0.00	3,507,841.00	2,574,264.28	26.61%	
	PA-22 TOTAL	364,932.47	796,070.05	6,395,555.07	76,596.66	17,365,480.00	10,893,328.27		
28A	EARLY HEAD START - ITA/CDA PROGRAM BUDGET PERIOD: 09/2023 THRU 08/2024		2,617.40	18,670.30	5,646.05	119,685.00	95,368.65	20.32%	50.00%
	PA-28A TOTAL		2,617.40	18,670.30	5,646.05	119,685.00	95,368.65		
30	H S-IT/CDA PROGRAM BUDGET PERIOD: 09/2023 THRU 08/2024		810.00	14,821.74	4,414.94	54,041.00	34,804.32	35.60%	50.00%
	PA-30 TOTAL		810.00	14,821.74	4,414.94	54,041.00	34,804.32		
40C	NEIGHBORWORKS AMERICA Hurricane Supplies BUDGET PERIOD: N/A	12,500.00	0.00	12,364.33	0.00	12,500.00	135.67	98.91%	N/A
40E	NEIGHBORWORKS AMERICA Pandemic Suppl BUDGET PERIOD: N/A	20,000.00	0.00	17,913.38	0.00	20,000.00	2,086.62	89.57%	N/A
40G	NEIGHBORWORKS AMERICA Rental Resilience BUDGET PERIOD: N/A	25,000.00	725.00	1,549.00	0.00	25,000.00	23,451.00	6.20%	N/A
40H	NEIGHBORWORKS AMERICA Training BUDGET PERIOD: N/A	14,500.00	0.00	7,767.45	750.00	9,000.00	482.55	94.64%	N/A
40I	NEIGHBORWORKS AMERICA Pandemic Recovery BUDGET PERIOD: N/A	20,000.00	0.00	19,668.32	41.60	20,000.00	290.08	98.55%	N/A
40J	NEIGHBORWORKS AMERICA Disaster Kits BUDGET PERIOD: N/A	500.00	0.00	496.84	0.00	500.00	3.16	99.37%	N/A

**NUECES COUNTY COMMUNITY ACTION AGENCY
COMPARATIVE EXPENDITURE/ENCUMBRANCE BUDGET REPORT
MONTH ENDED February 29, 2024**

	ACCOUNT TITLE	REVENUE RECEIVED TO-DATE	CURRENT PERIOD EXPENDITURES	EXPENDITURES TO-DATE	ENCUMBRANCES	TOTAL BUDGETS	BUDGET VARIANCE	PERCENT EXPENDED	AWARD PERIOD PERCENT EXPIRED
40L	NEIGHBORWORKS AMERICA Winter Storm JRI BUDGET PERIOD: N/A	20,000.00	0.00	18,800.18	4,000.00	20,000.00	(2,800.18)	114.00%	N/A
40M	NEIGHBORWORKS AMERICA Suppl Training BUDGET PERIOD: N/A	11,750.00	455.00	6,545.39	1,250.00	11,750.00	3,954.61	66.34%	N/A
40N	NEIGHBORWORKS AMERICA_NWA Week BUDGET PERIOD: N/A	2,000.00	0.00	296.39	0.00	2,000.00	1,703.61	14.82%	N/A
41R	NEIGHBORWORKS AMERICA BUDGET PERIOD: N/A	105,000.00	0.00	104,999.93	0.00	105,000.00	0.07	100.00%	N/A
41S	NEIGHBORWORKS AMERICA SIF_Disasters BUDGET PERIOD: N/A	75,000.00	0.00	66,320.42	0.00	75,000.00	8,679.58	88.43%	N/A
41V	NEIGHBORWORKS AMERICA_Rural BUDGET PERIOD: N/A	26,867.00	0.00	25,867.00	0.00	26,867.00	1,000.00	96.28%	N/A
41X	NEIGHBORWORKS AMERICA BUDGET PERIOD: N/A	155,000.00	0.00	155,000.00	0.00	155,000.00	0.00	100.00%	N/A
41Z	NEIGHBORWORKS AMERICA BUDGET PERIOD: N/A	177,000.00	0.00	177,000.00	0.00	177,000.00	0.00	100.00%	N/A
52	NUECES ELECTRIC COOPERAT BUDGET PERIOD: N/A	38,861.32	0.00	7,538.68	0.00	43,837.00	36,298.32	17.20%	N/A
53A	Green Mountain Energy BUDGET PERIOD: N/A	12,674.43	0.00	12,339.37	0.00	12,673.97	334.60	97.36%	N/A
54	RELIANT ENERGY BUDGET PERIOD: N/A	61,417.09	0.00	39,643.21	0.00	66,416.00	26,772.79	59.69%	N/A
57	CPL-NN6 BUDGET PERIOD: N/A	159,206.61	0.00	154,956.20	0.00	159,956.00	4,999.80	96.87%	N/A
57B	DIRECT ENERGY NNP BUDGET PERIOD: N/A	2,500.00	0.00	1,471.91	0.00	24,500.00	23,028.09	6.01%	N/A
61B	COMPREHENSIVE ENERGY ASSISTANCE PROGRAM BUDGET PERIOD: 01/2023 - 12/2023	1,623,432.57	0.00	1,624,738.00	0.00	1,624,738.00	0.00	100.00%	100.00%
61C	COMPREHENSIVE ENERGY ASSISTANCE PROGRAM BUDGET PERIOD: 01/2024 - 12/2024	0.00	99,328.17	160,520.21	0.00	1,425,365.00	1,264,844.79	11.26%	16.67%
61Z	COMPREHENSIVE ENERGY ASSISTANCE PROGRAM BUDGET PERIOD: 01/2023 - 03/2024	641,756.00	0.00	641,756.00	0.00	641,756.00	0.00	100.00%	93.33%
74	CHILD CARE FOOD PROGRAM - HS BUDGET PERIOD: 10/2023 THRU 09/2024	277,200.12	60,279.21	345,198.70	(25,501.74)	723,508.35	403,811.39	44.19%	41.67%
	TOTAL FUNDS	10,436,377.72	993,583.95	10,469,560.53	74,557.95	22,320,803.94	11,776,685.46		
	TOTAL INKIND	933,576.72	0.00	933,576.72	0.00	3,507,841.00	2,574,264.28		
	GRAND TOTAL	11,369,954.44	\$993,583.95	\$11,403,137.25	\$74,557.95	\$25,828,644.94	\$14,350,949.74		

Nueces County Community Action Agency
Statement of Activities
From 12/1/2023 Through 12/31/2023

	<u>Program Services</u>	<u>Supporting Services</u>	<u>Total</u>
Support			
Federal Awards	1,597,241.15	0.00	1,597,241.15
Other	0.00	19,226.88	19,226.88
In-Kind	<u>132,966.03</u>	<u>0.00</u>	<u>132,966.03</u>
Total Support	<u>1,730,207.18</u>	<u>19,226.88</u>	<u>1,749,434.06</u>
Expenditures			
Salaries	1,027,711.13	0.00	1,027,711.13
Fringe Benefits	198,138.65	0.00	198,138.65
Travel	478.49	0.00	478.49
Program Support	381,712.82	30,277.21	411,990.03
In Kind	<u>132,966.03</u>	<u>0.00</u>	<u>132,966.03</u>
Total Expenditures	<u>1,741,007.12</u>	<u>30,277.21</u>	<u>1,771,284.33</u>
Increase (Decrease In Net Assets)	<u>(10,799.94)</u>	<u>(11,050.33)</u>	<u>(21,850.27)</u>

Nueces County Community Action Agency
Statement of Financial Position
As of 12/31/2023

	Current Year Balance
Current Assets	
Cash and Cash Equivalents	1,867,829.15
Accounts Receivable	
Grants Receivable	512,386.91
Total Accounts Receivable	512,386.91
Other Assets	
	539.83
Total Current Assets	2,380,755.89
Noncurrent Assets	
Loans Receivable	
	1,503.94
Property Held For Resale	
	276,000.00
Property and Equipment	
	5,810,286.06
Accumulated Depreciation	
	(3,434,391.36)
Total Noncurrent Assets	2,653,398.64
ASSETS	5,034,154.53
Current Liabilities	
Accounts Payable and Accrued Liabilities	
	332,368.61
Total Current Liabilities	332,368.61
Noncurrent Liabilities	
Loans Payable	
	1,503.94
City of CC Chodo Note	
	953,610.23
Accumulated Comp Absences	
	259,723.65
Total Noncurrent Liabilities	1,214,837.82
Net Assets	
Unrestricted Assets	
	2,506,859.32
Temporarily Restricted Assets	
	326,336.79
Permanently Restricted - Property & Equipment	
	735,987.80
Total Net Assets	3,569,183.91
LIABILITIES AND NET ASSETS	5,116,390.34

Nueces County Community Action Agency
Statement of Activities
From 1/1/2024 Through 1/31/2024

	<u>Program Services</u>	<u>Supporting Services</u>	<u>Total</u>
Support			
Federal Awards	1,254,871.13	0.00	1,254,871.13
Other	15,268.13	38,712.08	53,980.21
In-Kind	362,731.67	0.00	362,731.67
Total Support	<u>1,632,870.93</u>	<u>38,712.08</u>	<u>1,671,583.01</u>
Expenditures			
Salaries	674,848.41	0.00	674,848.41
Fringe Benefits	153,473.37	0.00	153,473.37
Travel	20,196.68	0.00	20,196.68
Program Support	226,555.92	21,120.47	247,676.39
In Kind	362,731.67	0.00	362,731.67
Total Expenditures	<u>1,437,806.05</u>	<u>21,120.47</u>	<u>1,458,926.52</u>
Increase (Decrease In Net Assets)	<u>195,064.88</u>	<u>17,591.61</u>	<u>212,656.49</u>

Nueces County Community Action Agency
Statement of Financial Position
As of 1/31/2024

	Current Year Balance
Current Assets	
Cash and Cash Equivalents	1,961,680.59
Accounts Receivable	479,440.73
Grants Receivable	479,440.73
Total Accounts Receivable	479,440.73
Other Assets	9,930.94
Total Current Assets	2,451,052.26
Noncurrent Assets	
Loans Receivable	1,503.94
Property Held For Resale	276,000.00
Property and Equipment	5,810,101.06
Accumulated Depreciation	(3,434,391.36)
Total Noncurrent Assets	2,653,213.64
ASSETS	5,104,265.90
Current Liabilities	
Accounts Payable and Accrued Liabilities	189,823.49
Total Current Liabilities	189,823.49
Noncurrent Liabilities	
Loans Payable	1,503.94
City of CC Chodo Note	953,610.23
Accumulated Comp Absences	259,723.65
Total Noncurrent Liabilities	1,214,837.82
Net Assets	
Unrestricted Assets	2,719,515.81
Temporarily Restricted Assets	326,336.79
Permanently Restricted - Property & Equipment	735,987.80
Total Net Assets	3,781,840.40
LIABILITIES AND NET ASSETS	5,186,501.71

Nueces County Community Action Agency
Statement of Financial Position
As of 2/29/2024

	<u>Current Year Balance</u>
Current Assets	
Cash and Cash Equivalents	1,998,430.94
Accounts Receivable	249,032.03
Grants Receivable	249,032.03
Total Accounts Receivable	249,032.03
Other Assets	11,653.90
Total Current Assets	2,259,116.87
Noncurrent Assets	
Loans Receivable	1,503.94
Property Held For Resale	276,000.00
Property and Equipment	5,810,101.06
Accumulated Depreciation	(3,434,391.36)
Total Noncurrent Assets	2,653,213.64
ASSETS	4,912,330.51
Current Liabilities	
Accounts Payable and Accrued Liabilities	148,671.30
Total Current Liabilities	148,671.30
Noncurrent Liabilities	
Loans Payable	1,503.94
City of CC Chodo Note	953,610.23
Accumulated Comp Absences	259,723.65
Total Noncurrent Liabilities	1,214,837.82
Net Assets	
Unrestricted Assets	2,563,232.61
Temporarily Restricted Assets	331,836.79
Permanently Restricted - Property & Equipment	735,987.80
Total Net Assets	3,631,057.20
LIABILITIES AND NET ASSETS	4,994,566.32

Nueces County Community Action Agency
Statement of Activities
From 2/1/2024 Through 2/29/2024

	<u>Program Services</u>	<u>Supporting Services</u>	<u>Total</u>
Support			
Federal Awards	948,475.17	0.00	948,475.17
Other	0.00	22,628.83	22,628.83
Total Support	<u>948,475.17</u>	<u>22,628.83</u>	<u>971,104.00</u>
Expenditures			
Salaries	623,707.43	0.00	623,707.43
Fringe Benefits	138,908.21	0.00	138,908.21
Travel	3,327.56	0.00	3,327.56
Program Support	147,527.65	13,998.59	161,526.24
Total Expenditures	<u>913,470.85</u>	<u>13,998.59</u>	<u>927,469.44</u>
Increase (Decrease In Net Assets)	<u>35,004.32</u>	<u>8,630.24</u>	<u>43,634.56</u>

April

2024

NCCAA Board of Directors

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 Agency Holiday Closed Easter Monday	2	3	4	5	6
7	8	9	10	11	12	13
14	15 5:30 PM Executive Committee & Fiscal/Audit Committee Meeting	16	17	18	19	20
21	22	23	24	25 5:30 PM NCCAA Board of Directors Meeting	26	27
28	29	30				

**JOINT MEETING
EXECUTIVE COMMITTEE
FISCAL/AUDIT COMMITTEE**

**MEETING MINUTES
March 11, 2024**

EXECUTIVE COMMITTEE

MEMBERS PRESENT

Vic Medina
Dr. Nicholas Adame
Jean Gaskins
Aidee Hernandez
Jennifer Ruiz

MEMBERS ABSENT

Vacant – Rep. of Private Sector (attorney)
Vacant – Rep. of Private Sector
Zulema Zapata – excused Out of Town
Maria Pacheco – excused no transportation
Jennipher Garcia – excused sick

STAFF PRESENT

Linda R. Carrillo
Cindy Longoria
Alicia Mancha
Martha Benavides
Diana Hernandez

FISCAL/AUDIT COMMITTEE

MEMBERS PRESENT

Vic Medina
Jean Gaskins
Aidee Hernandez

MEMBERS ABSENT

Vacant – Rep. of Private Sector (Starr Flores resigned 2/14/2024)
Jennipher Garcia – excused sick

CALL TO ORDER:

Chairperson Vic Medina declared a quorum and called the meeting to order at 5:38 p.m. The joint committee meeting was conducted in-person at the NCCAA Central Administrative Office located at 101 South Padre Island Dr., 78405.

APPROVAL OF MINUTES:

Chairperson Medina entertained a motion to approve the minutes of the February 20, 2024 Executive Committee & Fiscal/Audit Committee Joint Meeting. Presented by Vic Medina, Chairperson.

MOTION: by Ms. Jean Gaskins, seconded by Ms. Aidee Hernandez, to approve the minutes of the February 20, 2024 Executive Committee & Fiscal/Audit Committee Joint Meeting.

DISCUSSION: Hearing none.

PUBLIC COMMENTS: Hearing none.

ALL APPROVED. MOTION CARRIES.

PUBLIC COMMENTS: Presentations limited to three minutes. Persons who need a translator will be given at least twice the time as a member of the public who does not require such assistance. Complies with H.B. No. 2840.

H.B. 2840 seeks to give the public increased access to the decision-making process by providing for public comment before or during the consideration of each item on the meeting agenda.

PUBLIC COMMENTS: Hearing none.

ITEMS OF BUSINESS:

A. Action Items

1. Discussion and Possible Action of the NCCAA Board of Directors Attendance Roster. Executive Committee to review the roster in accordance with the NCCAA By-Laws & Election Code. Presented by Linda Carrillo, Chief Executive Officer. **CSBG Organizational Standard 5.5** – The organization’s governing board meets in accordance with the frequency and quorum requirements and fills board vacancies as set out in its bylaws.

Chairperson Medina entertained a motion for a favorable review of the NCCAA Board of Directors Attendance Roster.

MOTION: by Ms. Jean Gaskins, seconded by Ms. Aidee Hernandez, for a favorable review of the NCCAA Board of Directors Attendance Roster.

DISCUSSION: Hearing none.

PUBLIC COMMENTS: Hearing none.

ALL APPROVED. MOTION CARRIES.

2. Discussion and Possible Action of the 2023 – 2024 Board Compliance Report. Effective August 25, 2016 - NCCAA Board Approved the Recommendation for Board Compliance Requirements for the Open Meetings Act, Public Information Act, CACFP (Child Adult Care Food Program) and Civil Rights Training. All Board of Directors are required to complete the Civil Rights Training course annually. The course is available online from the Texas Department of Agriculture. **All board members are required to submit their required documents within 45 days of being seated on the Board. Failure to submit the required documents may result in board termination.** Presented by Linda Carrillo, Chief Executive Officer.

Board Compliance Requirements	Members Pending Compliance
Board Members Pending the Return of the Required Board Documents: Due November 30, 2023	All board members are in compliance.
Board Members Pending Completion of the Open Meetings Act training:	All board members are in compliance.
Board Members Pending Completion of Public Information Act training:	All board members are in compliance.
Board Members Pending the Return of Compliance CACFP Forms: copy of driver's	All board members are in compliance.

license and utility bill.	
Board Members Pending Completion of the Civil Rights Training.	Pending Completion: Esmeralda Teran. Out of Compliance.

Chairperson Medina entertained a motion for a favorable review of the 2023 - 2024 Board Compliance Report.

MOTION: by Ms. Aidee Hernandez, seconded by Ms. Jean Gaskins, for a favorable review of the Board Compliance Report.

DISCUSSION: Hearing none.

PUBLIC COMMENTS: Hearing none.

ALL APPROVED. MOTION CARRIES.

B. Informational Items

1. Program Update – Administration
 - a. Board Recruitment – Representative of Private Sector – ongoing efforts to recruit for the two vacant board seats. Presented by Linda R. Carrillo, Chief Executive Officer.
 - b. Spring Break Staff Training in process this week.
 - c. NCCAA 60th Anniversary Celebration May 17, 2024 – Save the Date.
2. Program Update – Community Services – None.
3. Program Update - Birth-to-Five Head Start – None.
4. Monthly Fiscal Reports – February 2024 – Presented by Martha Benavides, Chief Financial Officer.
 - a. Checks \$1,500 - \$4,999.99
 - b. Checks \$5,000 and over
 - c. Expenditure/Encumbrance Budget Reports
 - d. Bank Reconciliation
 - e. Credit Card Statements
5. Monthly Financial Reports – December 2023 through February 2024 – Presented by Martha Benavides, Chief Financial Officer.
 - a. Statement of Financial Position as of 12/31/2023
 - b. Statement of Activities from 12/01/2023 through 12/31/2023
 - c. Statement of Financial Position as of 01/31/2024
 - d. Statement of Activities from 01/01/2024 through 01/31/2024
 - e. Statement of Financial Position as of 02/29/2024
 - f. Statement of Activities from 02/01/2024 through 02/29/2024

PAST BUSINESS: None.

NEW BUSINESS: None.

ADJOURNMENT: No further business. Meeting adjourned at 5:46 P.M.

BANQUETE NEIGHBORHOOD COUNCIL REPORT

DATE OF MEETING: February 20, 2024

Month	No. in Attendance	Month	No. In Attendance
October 17, 2023	No Meeting	May 21, 2024	
November 21, 2023	No Meeting	June 18, 2024	
December 19, 2023	No Meeting	July 16, 2024	
January 16, 2024	No Meeting	August 20, 2024	
February 20, 2024	No Meeting	September 17, 2024	
March 19, 2024		October 15, 2024	
April 16, 2024		November 19, 2024	
		December 17, 2024	

Meeting Called To Order:

Approval of Minutes:

Treasurer's Report:

Old Business:

New Business:

Information Items:

1.

<u>UNITED COUNCIL OF BANQUETE OFFICERS</u> 2022-2023	
Council Chairperson	Aminta Garcia
Council Vice-Chairperson	Josefa Trevino
Council Board Representative	Aminta Garcia

Meeting Adjourned:

Number Invited:

Number Attended:

Staff Persons:

Aminta Garcia
 Council Chairperson

Aminta Garcia , Council Chairperson
 Aminta Garcia, Representative

ROBSTOWN NEIGHBORHOOD COUNCIL REPORT

DATE OF MEETING: February 20, 2024

Month	No. in Attendance	Month	No. In Attendance
October 17, 2023	No Meeting	June 18, 2024	
November 21, 2023	No Meeting	July 16, 2024	
December 19, 2023	No Meeting	August 20, 2024	
January 16, 2024	No Meeting due to weather	September 17, 2024	
February 20, 2024	12	October 15, 2024	
March 19, 2024		November 19, 2024	
April 16, 2024		December 17, 2024	
May 21, 2024			

Meeting Called To Order: 3:08 pm

Approval of Minutes: None

Treasurer's Report: None

Old Business: None

New Business: Discussion of application processing only, no new information

Information Items: n/a

<u>UNITED COUNCIL OF ROBSTOWN OFFICERS</u> <u>2022-2023</u>	
Council Chairperson	Maria Pacheco
Council Vice-Chairperson	Barbarita Ramirez
Council Board Representative	Maria Pacheco

Meeting Adjourned: 3:32 pm

Number Invited: 14

Number Attended: 12

Staff Persons: n/a

Maria Pacheco
Council Chairperson

**Maria Pacheco , Council Chairperson
and Council Board Representative**

Council Meeting
Meeting for 2-20-24

Juanita Garcia
Margarita Mendoza
Amalia Infante
Elisa X Fortsonia
SB Songora
Jose Soliz
Esperanza Soliz
Guadalupe Santos
Corina Gonzalez
Ernesto Veliz

3:08pm-meeting order
3:32p.m adjourn meeting

Maria Pacheco - Chairperson
Barbara Ryz - Vice-Chairperson

No New News

AUSTIN/ZAVALA NEIGHBORHOOD COUNCIL REPORT

DATE OF MEETING: February 21, 2024

Month	No. in Attendance	Month	No. In Attendance
October 11, 2023	12	June 18, 2024	
November 2, 2023	No Meeting	July 16, 2024	
December 28, 2023	No Meeting	August 20, 2024	
January 9, 2024	20	September 17, 2024	
February 21, 2024	No Meeting	October 15, 2024	
March 20, 2024		November 19, 2024	
April 17, 2024		December 17, 2024	
May 21, 2024			

Meeting Called To Order: _____ **Motioned and** _____ **Seconded**

Approval of Minutes:

Motion to Approve _____ **Seconded the motion** _____.

Treasurer's Report:

Old Business: None

New Business: None

Information Items:

1.

UNITED COUNCIL OF AUSTIN/ZAVALA OFFICERS 2023-2024	
Council Chairperson	Ms. Gaskins
Council Vice-Chairperson	
Council Board Representative	

Meeting Adjourned: _____ **Motioned for meeting adjourned**
 _____ **Seconded the motion**

Number Invited:

Number Attended:

Staff Persons: