

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: October 16, 2024

SUBJECT: Monthly Board of Directors Meeting – October 2024

Please be advised that the NCCAA Board of Directors will hold a regularly scheduled meeting on Thursday, October 31, 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, Director of Operations at cynthia.longoria@nccaatx.org. We look forward to seeing you on Thursday, October 31, 2024. Thank you for your service to our community.

Thursday, October 31, 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, October 31, 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. September 26, 2024, NCCAA Regular Board Meeting.....**Pages 6 – 13**
- B. September 26, 2024, NCCAA Annual Board Meeting.....**Pages 14 - 17**

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
 - 1. Board Appointment – Jennipher Garcia, Representative of Low-Income, representing the NCCAA Birth-to-Five Head Start Policy Council.

- B. Discussion and Possible Action of the Mutual of America 403(b) NCCAA Retirement Plan Contract Amendment (Partial Plan Termination – when more than 20% of plan participants are terminated in one day.) Pending handout to be provided by Mutual of America.....**Page 18**
Board Officers postponed voting on this item until the October 31, 2024 board meeting, due to no handout provided by Mutual of America.

- C. Discussion and Possible Action of the NCCAA 403 (b) Thrift Plan Audit. Presentation by Alonso Mackrizz, Park Fowler & Company, PLLC.....**Pages 19 – 34**
Favorable review given by the Board Officers.

- D. Discussion and Possible Action of the NCCAA 2024 – 2025 Board Committee Assignments.....**Pages 35 - 36**
Favorable review given by the Board Officers.

- E. Discussion and Possible Action of the November and December Board Calendars. The NCCAA Board of Directors November/December Board Meeting will be on Thursday, November 21, 2024. The Board will be on Holiday Break during the month of December 2024. They will resume their normal meeting schedule in January 2025.**Pages 37 – 38**
Favorable review given by the Board Officers.

- F. Discussion and Possible Action of the Authorization to Close the Agency Monday, December 23, 2024 – Friday, January 3, 2025 as Paid Holidays. The Agency will resume a normal schedule on Monday, January 6, 2025.**Page 38**
Favorable review given by the Board Officers.

- G. Discussion and Possible Action of the NCCAA Board of Directors Attendance Roster and Attendance Policy. Executive Committee to Review Roster in accordance with the NCCAA By-Laws & Election Code.....**Pages 39 - 44**
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.
Favorable review given by the Board Officers.

- H. Discussion and Possible Action of the 2024 – 2025 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 45
Favorable review given by the Board Officers.

VI. Informational Items

A. Program Updates

1. Administration – Program Update

- a. 2024 – 2025 NCCAA Board of Directors Virtual Orientation. The orientation will be held virtually. You may complete your training courses online during December 21, 2024 - January 10, 2025. You will receive additional instructions as soon as plans have been finalized.
- b. Certification for CACFP (Child Adult Care Food Program) – All NCCAA Governing Body Members are required to sign a written declaration that they are aware of the organization’s responsibilities and liabilities associated with participation in the CACFP. (IMPORTANT NOTE: All board members are required to submit a copy of their utility bill and driver’s license, along with a signed form. The following board member is required to turn in Certification for CACFP: All Board Members). **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).....Pages 46 - 48**
- c. New Board Member Training – Required by TDHCA – The Texas Department of Housing & Community Affairs is requiring that all NCCAA Board Members complete a training course in Open Meetings and Open Records. You may complete the training on your own using the Texas Attorney General website. Please turn in your Certificate of Course Completion for both trainings as soon as possible. The new board members for 2024 – 2025 are required to turn in course completion certificates: **All Board Members are currently in compliance.**
- d. Review the NCCAA Mission Statement, The Promise of Community Action and the NCCAA Pledge.....Page 49
CSBG Organizational Standard 4.1 – The governing board has reviewed the organization’s mission statement within the past 5 years and assured that: 1. The mission statement addresses poverty; and 2. The organization’s programs and services are in alignment with the mission.

- e. Review the NCCAA By-Laws and Election Code..... **Copy of NCCAA By-Laws & Election Code Mailed to All Board Members on October 16, 2024, along with the October board agenda.....Page 50**
CSBG Organizational Standard 5.4 – The organization documents that each governing board member has received a copy of the bylaws within the past 2 years.
- f. Review the 2024 – 2025 Board of Directors Disclosure of Conflict of Interest.**Page 51**
CSBG Organizational Standard 5.6 – Each governing board member has signed a conflict of interest policy within the past 2 years.
- g. Review the 2024 – 2025 Board Member Code of Ethics.....**Page 52**
- h. Review the 2024 – 2025 CHDO (Community Housing Development Organization) Board Member Statement.....**Pages 53 – 54**
- i. Review the 2024 – 2025 CACFP (Child Adult Care Food Program) Board Member Forms.....**Pages 55 – 56**
- j. The following required forms will be distributed to the 2024 – 2025 NCCAA Board members will receive the forms to sign at the October 31, 2024 board meeting. **Each member will be asked to sign and return all required forms.**
 - 1. Review the NCCAA Mission Statement, The Promise of Community Action and the NCCAA Pledge.
 - 2. Review the NCCAA By-Laws and Election Code.
 - 3. 2024 – 2025 Board of Directors Disclosure of Conflict of Interest.
 - 4. 2024 – 2025 Board Member Code of Ethics.
 - 5. 2024 – 2025 Board Member CHDO Certification.
 - 6. 2024 – 2025 Board Member CACFP Forms.

- 2. Community Services – Program Update
 - a. Texas Department of Housing and Community Affairs (TDHCA) Letter PY2025 CEAP Service Delivery Plan Accepted.....**Page 57**
- 3. Birth-to-Five Head Start – Program Update
 - a. Birth-to-Five Head Start Program Last Day Notice.....**Page 58**

- B. Monthly Fiscal Reports – September 2024
 - 1. Checks between \$1,500 and <\$5,000 (September 2024)...**Page 59**
 - 2. Checks \$5,000 and over (September 2024).....**Page 60**
 - 3. Expenditure/Encumbrance Budget Report (September 2024).....**Pages 61 - 62**
 - 4. Financial Reports (September 2024).....**Pages 63 – 65**

- C. Monthly Activity Reports
 - 1. CEO and Director Activity Reports.....Pages 66 – 69
 - 2. Neighborhood Council Reports.....Pages 70 – 77
 - 3. Committee Minutes (October 2024).....Pages 78 - 89
 - 4. Board Calendar (November & December 2024).....Pages 37 - 38
 - 5. Item of Interest
 - a. Upcoming Board Meetings
 - November 21, 2024
 - December 2024 – board holiday break – no meetings
 - January 30, 2025
 - b. NCCAA 2024 – 2025 Board of Directors List.....Page 90

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.

2024-2025 NCCAA BOARD OF DIRECTORS:

Vic Medina, Chairperson	Maria Pacheco
Dr. Nicholas Adame, Vice Chairperson	Aminta Garcia
Priscilla Quintanilla, Secretary	Vacant – Rep. of Public Sector
Aidee Hernandez, Treasurer	Vacant – Rep. of Private Sector
Jennipher Garcia, Parliamentarian	Vacant – Rep. of Private Sector
Jean Gaskins	Vacant – Rep. of Private Sector (Attorney)

**NUECES COUNTY COMMUNITY ACTION AGENCY
BOARD OF DIRECTORS
Thursday, September 26, 2024**

REGULAR MONTHLY MEETING MINUTES

MEMBERS PRESENT

Vic Medina
Dr. Nicholas Adame
Aidee Hernandez
Jean Gaskins
Jennipher Garcia
Priscilla Quintanilla
Esmeralda Teran

State Representative Dist. 32 Todd Hunter
LULAC Council #1
County Commissioner Pct. 2 Joe A. Gonzalez
Austin/Zavala Neighborhood Council
Birth-to-Five Head Start Policy Council
County Commissioner Pct. 3 John Marez
Westside Business Association

MEMBERS ABSENT

Vacant
Vacant
Zulema Zapata– excused OTT
Aminta Garcia – excused sick
Maria Pacheco – excused no transportation

Representative of Private Sector - Attorney
Representative of Private Sector
State Representative Dist. 34 Abel Herrero
Banquete Neighborhood Council
United Council of Robstown Neighborhood Council

STAFF PRESENT
Alicia Mancha, Director of Birth-to-Five Head Start
Cindy Longoria, Director of Operations
Jennifer Ruiz, Director of Human Resources
Martha Benavides, Chief Financial Officer
GUEST PRESENT
None

CALL TO ORDER:

The Nueces County Community Action Agency (NCCAA) Board of Directors met Thursday, September 26, 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 5:36 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 August 22, 2024 Board of Directors regular meeting.

MOTION: by Ms. Jean Gaskins, seconded by Ms. Aidee Hernandez, to approve the minutes of the August 22, 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
Supplemental Agenda

Board Termination – Kimberly Head, Representative of Private Sector, representing Education for Employment Partners, fiscal agent of Elevate 361 Young Adult Re-engagement Center. Ms. Head resides in Aransas County. According to the NCCAA By-Laws & Election Code, Article IV, Section 4.05 B. Failure to maintain residence either within Nueces County or within a target area a member represents. Presented by Alicia Mancha, Director of Birth-to-Five Head Start.

Chairperson Medina entertained a motion to accept the board termination of Kimberly Head, Representative of Private Sector, representing Education for Employment Partners, fiscal agent of Elevate 361 Young Adult Re-engagement Center, per the NCCAA By-Laws & Election Code, Article IV, Section 4.05 B. Failure to maintain residence either within Nueces County or within a target area a member represents.

MOTION: by Ms. Aidee Hernandez, seconded by Ms. Jennipher Garcia, to accept the board termination of Kimberly Head, Representative of Private Sector, representing Education for Employment Partners, fiscal agent of Elevate 361 Young Adult Re-engagement Center, per the NCCAA By-Laws & Election Code, Article IV, Section 4.05 B. Failure to maintain residence either within Nueces County or within a target area a member represents.

DISCUSSION: Hearing none.

PUBLIC COMMENTS: Hearing none.

ALL APPROVED. MOTION CARRIES.

Item B. Discussion and Possible Action of the NCCAA Organization-Wide Budget September 1, 2024 to August 31, 2025. Presented by Alicia Mancha, Director of Birth-to-Five Head Start.

CSBG Organizational Standard 8.9 – The governing body annually approves an organization-wide budget.

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

Chairperson Medina entertained a motion to accept the NCCAA Organization-Wide Budget September 1, 2024 to August 31, 2025.

MOTION: by Ms. Jennipher Garcia, seconded by Ms. Aidee Hernandez, to accept the NCCAA Organization-Wide Budget September 1, 2024 to August 31, 2025.

DISCUSSION: Hearing none.

PUBLIC COMMENTS: Hearing none.

ALL APPROVED. MOTION CARRIES.

Item C. Discussion and Possible Action of the NCCAA CSBG (Community Services Block Grant) 2025 Proposed Budget Summary Page and Notice of Public Hearing. Presented by Alicia Mancha, Director of Birth-to-Five Head Start.

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

Chairperson Medina entertained a motion to accept the NCCAA CSBG (Community Services Block Grant) 2025 Proposed Budget Summary Page and Notice of Public Hearing.

MOTION: by Ms. Aidee Hernandez, seconded by Ms. Jennipher Garcia, to accept the NCCAA CSBG (Community Services Block Grant) 2025 Proposed Budget Summary Page and Notice of Public Hearing.

DISCUSSION: Hearing none.

PUBLIC COMMENTS: Hearing none.

ALL APPROVED. MOTION CARRIES.

Item D. Discussion and Possible Action of the NCCAA Community Action Plan (CAP) 3rd Year Progress and Outcomes. Presented by Alicia Mancha, Director of Birth-to-Five Head Start.

CSBG Organizational Standard 4.2 - The organization's Community Action plan is outcome-based, anti-poverty focused, and ties directly to the community assessment.

CSBG Organizational Standard 4.3 - The organization's Community Action plan and strategic plan document the continuous use of the full Results Oriented Management and Accountability (ROMA) cycle or comparable system assessment, planning, implementation, achievement of results, and evaluation). In addition, the organization documents having used the services of a ROMA-certified trainer (or equivalent) to assist in implementation.

CSBG Organizational Standard 4.4 – The governing board received the annual update on the success of specific strategies included in the Community Action Plan.

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

Chairperson Medina entertained a motion to accept the NCCAA Community Action Plan (CAP) 3rd Year Progress and Outcomes.

MOTION: by Ms. Jennipher Garcia, seconded by Ms. Aidee Hernandez, to accept the NCCAA Community Action Plan (CAP) 3rd Year Progress and Outcomes.

DISCUSSION: Hearing none.

PUBLIC COMMENTS: Hearing none.

ALL APPROVED. MOTION CARRIES.

- Item E. Discussion and Possible of the NCCAA Customer Satisfaction Survey Results. Presented by Alicia Mancha, Director of Birth-to-Five Head Start.
- CSBG Organizational Standard 1.3** – The organization has a systematic approach for collecting, analyzing, and reporting customer satisfaction data to the governing board.
- CSBG Organizational Standard 6.4** – Customer satisfaction data and customer input, collected as part of the community assessment, is included in the strategic planning process.
- Favorable review given by the Executive Committee and the Fiscal/Audit Committee.**

Chairperson Medina entertained a motion to accept the NCCAA Customer Satisfaction Survey Results.

MOTION: by Ms. Aidee Hernandez, seconded by Ms. Priscilla Quintanilla, to accept the NCCAA Customer Satisfaction Survey Results.

DISCUSSION: Hearing none.

PUBLIC COMMENTS: Hearing none.

ALL APPROVED. MOTION CARRIES.

- Item F. Discussion and Possible Action of the NCCAA Board of Directors Attendance Roster. Executive Committee to Review Roster in accordance with the NCCAA By-Laws & Election Code. Presented by Alicia Mancha, Director of Birth-to-Five Head Start.
- 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.
- Favorable review given by the Executive Committee and the Fiscal/Audit Committee.**

Chairperson Medina entertained a motion to accept the NCCAA Board of Directors Attendance Roster.

MOTION: by Ms. Jean Gaskins, seconded by Ms. Esmeralda Teran, to accept the NCCAA Board of Directors Attendance Roster.

DISCUSSION: Hearing none.

PUBLIC COMMENTS: Hearing none.

ALL APPROVED. MOTION CARRIES.

Item G. 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.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.** Presented by Alicia Mancha, Director of Birth-to-Five Head Start.
Board Member Compliance Report
Out of Compliance – Esmeralda Teran (CACFP Civil Rights Training)
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. Jennipher Garcia, to accept the board compliance report.

DISCUSSION: Hearing none.

PUBLIC COMMENTS: Hearing none.

ALL APPROVED. MOTION CARRIES.

Item H. Discussion and Possible Action of the Chief Executive Officer Annual Evaluation and the CEO compensation. (Annual evaluation completed by the Executive Committee members.) Presented by Alicia Mancha, Director of Birth-to-Five Head Start.

CSBG Organizational Standard 7.4 – The governing board conducts a performance appraisal of the CEO/executive director within each calendar year.

CSBG Organizational Standard 7.5 – The governing board reviews and approves CEO/executive director compensation within each calendar year. **Executive Committee rating was 4.978 out of 5.00. Recommendation by the Executive Committee to approve the rating. Executive Committee reviewed and approved the CEO compensation. The Executive Committee is to revisit the CEO salary increase by March 1, 2025, or no later than 6 months. At that time, subject to further review a 3% increase may be recommended. Favorable review given by the Executive Committee.**

Chairperson Medina entertained a motion to accept the Chief Executive Officer Annual Evaluation and the CEO compensation.

MOTION: by Dr. Nicholas Adame, seconded by Ms. Jean Gaskins, to accept the Chief Executive Officer Annual Evaluation and the CEO compensation.

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 – Presented by Alicia Mancha, Director of Birth-to-Five Head Start.
 - a. Preparation for Annual Meeting - NCCAA Board of Directors Recruitment for 2024 – 2025. **Board appointment forms have been mailed out to the Low-Income Sector, Public Sector, and Private Sector. Board appointment forms were due on or before Tuesday, September 3, 2024.** Copies of the appointment forms were emailed to all current NCCAA board members. If you are interested in serving on the 2024 – 2025 NCCAA Board of Directors, please contact the organization/public official that you represent. Board elections for 2024 – 2025 will take place at the Annual Board Meeting on Thursday, September 26, 2024. **If you are interested in a Board Officer position for 2024 – 2025, please submit your nomination by Friday, September 20, 2024.**
 - b. NCCAA 2025 Board of Directors Orientation will be Virtual. More information to come at a later date.
 - c. NCCAA Letter to Board of Directors – Birth-to-Five Head Start Team Cease Operations December 31, 2024.
 - d. NCCAA Letter to Policy Council – Birth-to-Five Head Start Team Cease Operations December 31, 2024.
2. Community Services – Program Update – Presented by Alicia Mancha, Director of Birth-to-Five Head Start.
 - a. TDHCA PY2024 On-Site Monitoring Review CAP Contract No. 58240004029, CEAP Contract No. 58940004177, CSBG Contract No. 61240004141, DOE Contract No. 56240004272, DOE BIL Contract No. 55220004061, LIHEAP Contract No. 81240004109.

- b. City of Corpus Christi / NCCAA 2023 HOME Monitoring Close Out Letter - 3220 Houston Street – Review Closed.
3. Birth-to-Five Head Start – Program Update – Presented by Alicia Mancha, Director of Birth-to-Five Head Start.
 - a. 2023 – 2024 School Year in Review Birth-to-Five Head Start Parent Feedback.
 - b. ACF Office of Head Start Grant 06CH012858-01-00 Notice of Award 4-month grant award 08/31/2024 – 12/31/2024.

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 July and August 2024.

Additional Informational Items. Presented by Alicia Mancha, Director of Birth-to-Five Head Start:

- Monthly Activity Reports – July and August 2024;
- Board calendar for the month of October 2024;
- Committee minutes – September 2024;
- Neighborhood Council Reports – August 2024;
- Items of Interest – Press Release – NCCAA Birth-to-Five Head Start Program Ceases Operation December 31, 2024.

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 6:20 P.M.

Respectfully submitted by Cynthia Ann Longoria, Director of Operations.

ATTEST:

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

**NUECES COUNTY COMMUNITY ACTION AGENCY
BOARD OF DIRECTORS**

Thursday, September 26, 2024

ANNUAL BOARD MEETING MINUTES

MEMBERS PRESENT

Vic Medina	State Representative Dist. 32 Todd Hunter
Nicholas Adame	LULAC Council #1
Aidee Hernandez	County Commissioner Pct. 2 Joe A. Gonzalez
Jean Gaskins	Austin/Zavala Neighborhood Council
Priscilla Quintanilla	County Commissioner Pct. 3 John Marez
Jennipher Garcia	Birth-to-Five Head Start Policy Council
Esmeralda Teran	Westside Business Association

MEMBERS ABSENT

Zulema Zapata – excused OTT	State Representative Dist. 34 Abel Herrero
Maria Pacheco – excused no transportation	United Council of Robstown
Aminta Garcia – excused sick	Banquete Neighborhood Council
Vacant	Rep. of Private Sector (Attorney)
Vacant	Rep. of Private Sector

STAFF PRESENT

Alicia Mancha, Director of Birth-to-Five Head Start

Cindy Longoria, Director of Operations

Jennifer Ruiz, Director of Human Resources

CALL TO ORDER:

The Nueces County Community Action Agency (NCCAA) Board of Directors met Thursday, September 26, 2024, for the annual meeting. The Board Chairperson, Vic Medina, conducted the meeting at the NCCAA Administrative office located at 101 South Padre Island Drive.

Chairperson Medina called the meeting to order at 6:21 p.m. at which time a quorum was present.

INVOCATION:

Invocation previously led by Ms. Jean Gaskins, Board Member.

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 SEPTEMBER 28, 2023 ANNUAL BOARD MEETING

MINUTES:

Chairperson Medina entertained a motion to approve the minutes of the September 28, 2023 Annual Board of Directors meeting.

MOTION: by Ms. Jean Gaskins to, seconded by Dr. Nicholas Adame, to approve the minutes of the September 28, 2023 Annual Board of Directors meeting.

DISCUSSION: Hearing none.

PUBLIC COMMENTS: Hearing none.

ALL APPROVED. MOTION CARRIED.

LETTER OF APPOINTMENTS:

Presented by Alicia Mancha, Director of Birth-to-Five Head Start. The deadline to submit letters of appointment was Tuesday, September 3, 2024.

- A. Representatives of Low-Income. Board Recruitment Letters have been received from the following Low-Income Sector. Their representatives are to be considered for the NCCAA 2024– 2025 Board of Directors. They are as follows:

Austin/Zavala Neighborhood Council	Jean F. Gaskins
Banquete Neighborhood Council	Aminta Garcia
United Council of Robstown	Maria Pacheco
Birth-to-Five Head Start Policy Council	To Be Determined

Letters of appointment were received from three Low-Income Sector groups before the established deadline. As required by the Office of Head Start Performance Standards, a representative of the Birth-to-Five Head Start Policy Council will be elected and seated. The Birth-to-Five Head Start Policy Council has a mandated seat on the board. As required by the

Office of Head Start Performance Standards, an Educator (Maria Pacheco, representing United Council of Robstown) has a mandated seat on the board.

B. Representatives of Public Officials. Board Recruitment Letters have been received from the following Public Officials. Their representatives are to be considered for the NCCAA 2024 – 2025 Board of Directors. They are as follows:

Joe A. Gonzalez County Commissioner Pct. 2	Aidee Hernandez
John Marez County Commissioner Pct. 3	Priscilla Quintanilla
Todd Hunter State Representative District 32	Vic Medina
Vacant (Abel Herrero State Representative District 34)	No Response

Letters of appointment were received from three Public Officials before the established deadline.

C. Representatives of Private Sector. Board Recruitment Letters have been received from the following Private Sector (Organizations). Their representatives to be considered for the NCCAA 2024 – 2025 Board of Directors. They are as follows:

Attorney	Vacant – No Response
LULAC Council #1	Dr. Nicholas L. Adame
No Other Responses	

Letter of appointment received from one Private Sector – Organization before the established deadline. As required by the Office of Head Start Performance Standards, an Attorney (Vacant, Attorney) has a mandated seat on the board.

Chairperson Medina entertained a motion to accept all appointments to the Low-Income Sector, Public Sector and Private Sector as recorded in items A, B, and C.

MOTION: by Dr. Nicholas Adame, seconded by Ms. Aidee Hernandez, to accept all appointments to the Low-Income Sector, Public Sector and Private Sector as recorded in items A, B, and C.

DISCUSSION: Hearing none.

PUBLIC COMMENTS: Hearing none.

ALL APPROVED. MOTION CARRIED.

RECOMMENDATION OF NOMINATING COMMITTEE CONCERNING THE ELECTION OF OFFICERS:

Mr. Medina presented the Nominating report provided by the Director of Operations. No nominations were submitted for the following officer positions: Chairperson, Vice Chairperson,

Secretary, and Parliamentarian. One board member was nominated for Treasurer (Aidee Hernandez).

ELECTION OF OFFICERS FOR 2024 - 2025:

Mr. Medina opened and called for nominations from the floor three times for Chairperson, Vice Chairperson, Secretary, Treasurer and Parliamentarian. Nominations were made from the floor for Chairperson – Vic Medina, Vice-Chairperson – Dr. Nicholas Adame, Secretary – Priscilla Quintanilla and Parliamentarian - Jennipher Garcia.

Mr. Medina entertained a motion to cease nominations from the floor and seat by acclamation Vic Medina as Board Chairperson, Dr. Nicholas L. Adame as Vice Chairperson, Priscilla Quintanilla as Secretary, Aidee Hernandez as Treasurer and Jennipher Garcia, Parliamentarian.

MOTION: by Ms. Jean Gaskins, seconded by Dr. Nicholas Adame, to cease nominations from the floor and seat by acclamation Vic Medina as Board Chairperson, Dr. Nicholas L. Adame as Vice Chairperson, Priscilla Quintanilla as Secretary, Aidee Hernandez as Treasurer and Jennipher Garcia as Parliamentarian.

DISCUSSION: Hearing none.

PUBLIC COMMENTS: Hearing none.

ALL APPROVED. MOTION CARRIED.

Mr. Medina advised the Board that the following officers were elected.

The 2024 - 2025 Board of Directors officers are as follows:

- Vic Medina - Chairperson
- Dr. Nicholas L. Adame - Vice Chairperson
- Priscilla Quintanilla - Secretary
- Aidee Hernandez - Treasurer
- Jennipher Garcia - Parliamentarian

The 2024 – 2025 NCCAA Board Officers first meeting will be on Tuesday, October 15, 2024 at 5:30 PM.

ADJOURNMENT:

No further business. NCCAA Board of Directors Annual Meeting adjourned at 6:33 p.m.

Respectfully submitted by Cynthia A. Longoria, Director of Operations.

ATTEST:

Board Secretary or Chairperson of NCCAA BOD

BOARD OF DIRECTORS RESOLUTION

WHEREAS, the Board of Directors of Nueces County Community Action Agency (the Employer) has assembled in a meeting this: 31st day of October, 2024;

WHEREAS, the Employer established the 403(b) Thrift Plan (the Plan) to provide retirement benefits for employees of the Employer; and

WHEREAS, the Employer has the right to amend the Plan pursuant to the provisions of the Plan.

NOW, THEREFORE, BE IT RESOLVED THAT:

- 1) The Board of Directors hereby approves the amendment of the plan to fully Vest all Participants subject to the termination of employment due to the loss of the Head Start Grant, effective December 31, 2024.
- 2) The appropriate officers, named below, are authorized to execute the Plan Amendment once finalized and approved.
- 3) All other provisions and conditions of the Plan remain unchanged; and
- 4) Linda R. Carrillo, Chief Executive Officer (Officer(s) and agent(s) of the Employer)
(Name and Title) is/are hereby authorized and directed to take such further action as may be necessary, appropriate or advisable to effectuate the foregoing resolutions. This will include a review and approval of the final Plan Amendment.

The undersigned Vic Medina, (Board Chairperson) of the Employer hereby certifies that the foregoing resolutions were duly adopted by the Board of Directors on the 31st day of October, 2024.

Vic Medina, NCCAA Board Chairperson

Date

**403(b) Thrift Plan for Nueces
County Community Action
Agency**

**Audited Financial Statements
and Supplemental Information**

December 31, 2023



PARK FOWLER & CO.

*Certified Public Accountants & Management Consultants
A Professional Limited Liability Company*

403(b) THRIFT PLAN FOR NUECES COUNTY COMMUNITY ACTION AGENCY
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PARK FOWLER & CO.

Certified Public Accountants & Management Consultants
A Professional Limited Liability Company

MANAGING PARTNER:
Ronald H. Park, CPA

IN-OFFICE COUNCIL:
Daniel T.A. Cotts, JD, LLM

ASSOCIATES:
Clara A. Moreno, CPA
Pamela De La Pena, CPA

INDEPENDENT AUDITOR'S REPORT

To the Board of Directors of the
403(b) Thrift Plan for Nueces County Community Action Agency
Corpus Christi, Texas

Scope and Nature of the ERISA Section 103(a)(3)(C) Audit

We have performed audits of the financial statements of the 403(b) Thrift Plan for Nueces County Community Action Agency, an employee benefit plan subject to the Employee Retirement Income Security Act of 1974 (ERISA), as permitted by ERISA Section 103(a)(3)(C) (ERISA Section 103(a)(3)(C) audit). The financial statements comprise the statements of net assets available for benefits as of December 31, 2023 and 2022, and the related statement of changes in net assets available for benefits for the year ended December 31, 2023, and the related notes to the financial statements.

Management, having determined it is permissible in the circumstances, has elected to have the audits of the 403(b) Thrift Plan for Nueces County Community Action Agency's financial statements performed in accordance with ERISA Section 103(a)(3)(C) pursuant to 29 CFR 2520.103-8 of the Department of Labor's Rules and Regulations for Reporting and Disclosure under ERISA. As permitted by ERISA Section 103(a)(3)(C), our audits need not extend to any statements or information related to assets held for investment of the plan (investment information) by a bank or similar institution or insurance carrier that is regulated, supervised, and subject to periodic examination by a state or federal agency, provided that the statements or information regarding assets so held are prepared and certified to by the bank or similar institution or insurance carrier in accordance with 29 CFR 2520.103-5 of the Department of Labor's Rules and Regulations for Reporting and Disclosure under ERISA (qualified institution).

Management has obtained certifications from a qualified institution as of December 31, 2023 and 2022, and for the year ended December 31, 2023, stating that the certified investment information, as described in Note G to the financial statements, is complete and accurate.

Opinion

In our opinion, based on our audits and on the procedures performed as described in the Auditor's Responsibilities for the Audit of the Financial Statements section:

- The amounts and disclosures in the financial statements referred to above, other than those agreed to or derived from the certified investment information, are presented fairly, in all material respects, in accordance with accounting principles generally accepted in the United States of America.
- The information in the financial statements referred to above related to assets held by and certified to by a qualified institution agrees to, or is derived from, in all material respects, the information prepared and certified by an institution that management determined meets the requirements of ERISA Section 103(a)(3)(C)

Basis for Opinion

We conducted our audits in accordance with auditing standards generally accepted in the United States of America (GAAS). Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report.

We are required to be independent of the 403(b) Thrift Plan for Nueces County Community Action Agency to meet our other ethical responsibilities in accordance with the relevant ethical requirements relating to our audits. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our ERISA Section 103(a)(3)(C) audit opinion.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error. Management's election of the ERISA Section 103(a)(3)(C) audit does not affect management's responsibility for the financial statements.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the 403(b) Thrift Plan for Nueces County Community Action Agency's ability to continue as a going concern for one year after the date the financial statements are available to be issued.

Management is also responsible for maintaining a current plan instrument, including all plan amendments; administering the plan; and determining that the plan's transactions that are presented and disclosed in the financial statements are in conformity with the plan's provisions, including maintaining sufficient records with respect to each of the participants, to determine the benefits due or which may become due to such participants.

Auditor's Responsibilities for the Audit of the Financial Statements

Except as described in the Scope and Nature of the ERISA Section 103(a)(3)(C) Audit section of our report, our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with generally accepted auditing standards, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the 403(b) Thrift Plan for Nueces County Community Action Agency's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the 403(b) Thrift Plan for Nueces County Community Action Agency's ability to continue as a going concern for a reasonable period of time.

Our audits did not extend to the certified investment information, except for obtaining and reading the certification, comparing the certified investment information with the related information presented and disclosed in the financial statements, and reading the disclosures relating to the certified investment information to assess whether they are in accordance with the presentation and disclosure requirements of accounting principles generally accepted in the United States of America.

Accordingly, the objective of an ERISA Section 103(a)(3)(C) audit is not to express an opinion about whether the financial statements as a whole are presented fairly, in all material respects, in accordance with accounting principles generally accepted in the United States of America.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

Supplemental Schedules Required by ERISA

The supplemental schedules listed in the Table of Contents as of or for the year ended December 31, 2023, are presented for purposes of additional analysis and are not a required part of the financial statements but are supplementary information required by the Department of Labor's Rules and Regulations for Reporting and Disclosure under ERISA. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information included in the supplemental schedules, other than that agreed to or derived from the certified investment information, has been subjected to auditing procedures applied in the audits of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with generally accepted auditing standards. For information included in the supplemental schedules that agreed to or is derived from the certified investment information, we compared such information to the related certified investment information.

In forming our opinion on the supplemental schedules, we evaluated whether the supplemental schedules, other than the information agreed to or derived from the certified investment information, including their form and content, are presented in conformity with the Department of Labor's Rules and Regulations for Reporting and Disclosure under ERISA.

In our opinion:

- The form and content of the supplemental schedules, other than the information in the supplemental schedules that agreed to or is derived from the certified investment information, are presented, in all material respects, in conformity with the Department of Labor's Rules and Regulations for Reporting and Disclosure under ERISA.
- The information in the supplemental schedules related to assets held by and certified to by a qualified institution agrees to, or is derived from, in all material respects, the information prepared and certified by an institution that management determined meets the requirements of ERISA Section 103(a)(3)(C).

Park Fowler & Co., PLLC

Corpus Christi, Texas
October 3, 2024

403(b) THRIFT PLAN FOR NUECES COUNTY COMMUNITY ACTION AGENCY
 STATEMENTS OF NET ASSETS AVAILABLE FOR BENEFITS
 December 31, 2023 and 2022

	<u>2023</u>	<u>2022</u>
ASSETS		
INVESTMENTS		
Investments at Fair Value	5,494,534	5,008,013
Investments at Contract Value	<u>1,200,757</u>	<u>1,397,287</u>
TOTAL INVESTMENTS	6,695,291	6,405,300
RECEIVABLES		
Participant Contributions	8,947	1,427
Employer Contributions	12,654	1,093
Note Receivables from Participants	<u>91,163</u>	<u>51,077</u>
TOTAL RECEIVABLES	<u>112,764</u>	<u>53,597</u>
TOTAL ASSETS	6,808,055	6,458,897
LIABILITIES		
Accrued Expenses	<u>146</u>	<u>97</u>
TOTAL LIABILITIES	<u>146</u>	<u>97</u>
NET ASSETS AVAILABLE FOR BENEFITS	<u>\$ 6,807,909</u>	<u>\$ 6,458,800</u>

See notes to audited financial statements.

403(b) THRIFT PLAN FOR NUECES COUNTY COMMUNITY ACTION AGENCY
 STATEMENT OF CHANGES IN NET ASSETS AVAILABLE FOR BENEFITS
 For The Year Ended December 31, 2023

ADDITIONS

Additions to Net Assets Attributed to:

Investment Income:

Net Appreciation in Fair Value of Investments	\$ 879,175
Interest and Dividends	<u>19,025</u>
	898,200

Interest Income on Notes Receivables from Participants	2,657
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Contributions:

Participants	251,090
Employer	288,220
Rollovers	<u>34,719</u>
	<u>574,029</u>

TOTAL ADDITIONS	1,474,886
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DEDUCTIONS

Deductions From Net Assets Attributed To:

Benefits Paid to Participants	1,123,267
Administrative Expenses	<u>2,510</u>

TOTAL DEDUCTIONS	<u>1,125,777</u>
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NET INCREASE	349,109
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NET ASSETS AVAILABLE FOR BENEFITS

Beginning of Year	<u>6,458,800</u>
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END OF YEAR	<u>\$ 6,807,909</u>
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NOTE A – DESCRIPTION OF THE PLAN

The following description of the 403(b) Thrift Plan for Nueces County Community Action Agency (the “Plan”) is provided for general information purposes. Participants should refer to the Plan agreement for a more complete description of the Plan's provisions.

General: The Plan is a defined contribution plan covering all employees except nonresident aliens with no U.S. source income and those who are classified or treated as independent contractors, (even if a government agency or court with the jurisdiction determines that such persons re deemed to be employees for any purpose under common-law principles or federal, state, or local law) who meet eligibility requirements detailed in the plan document. As detailed in the plan document, employer matching contributions are not provided under this plan, there is no minimum age requirement or service requirement to make salary reduction contributions to the plan. An employee becomes eligible for employer contributions after turning 18 years of age and one year of service which requires at least 1,000 hours worked by the employee. The Plan is subject to the provisions of the Employee Retirement Income Security Act of 1974 (“ERISA”).

Contributions: In accordance with plan provisions, the employer contributes five percent of base compensation earned during the plan year for qualified participants. Active participants may contribute up to 25% of salary reduction as defined in the plan, not to exceed the maximum dollar amount as set forth by the Internal Revenue Code (“IRC”). Participants who have attained age 50 before the end of the Plan year are eligible to make catch-up contributions. For the year ended December 31, 2023, employer contributions totaled \$12,654.

For the year ended December 31, 2023 the maximum amount a participant can contribute on a before-tax or after-tax basis during the participant's taxable year is \$22,500 and in accordance with IRC Section 402(g)(3). For the year ended December 31, 2023, the participants remitted contributions totaled \$251,090. Participants who have attained the age of 50 before the end of the Plan year are eligible to make catch-up contributions in accordance with and subject to the limitations of, IRC Section 414(v). The maximum catch-up contributions that a participant may defer during the Plan's year ended December 31, 2023, is \$7,500.

Participants may also contribute amounts representing distributions from other qualified defined benefit or contribution plans. Participants direct the investment of their contributions into interest accumulation accounts or pooled fund accounts. Participants can change the contribution percentage they have previously elected at any time via the Plan's online portal.

Participant Accounts: Each participant's account is credited with the participant's contribution and Plan Sponsor base plan contributions for eligible participants, as well as allocations of the Plan earnings. Allocations are based on participant earnings, account balances, or specific participant transactions, as defined. The benefit to which a participant is entitled is the benefit that can be provided from the participant's vested account.

NOTE A – DESCRIPTION OF THE PLAN - Continued

Vesting of Benefits: Participants are immediately vested in their own contributions, rollover contributions, basic matching contributions, qualified non-elective contributions, and safe harbor matching contributions. The employer contributions and non-elective contributions account will vest based on years of vesting service, in accordance with the following schedule:

Vesting Schedule	
Years of Service	Percentage
Less than 2 years	0%
2 years	25%
3 years	50%
4 years	75%
5 years or more	100%

Note Receivables from Participants: Participants can borrow from their account a minimum of \$1,000 up to the maximum equal to the lesser of 50 percent of the account value or \$50,000 of their vested account balance. The loans are secured by a portion of the participant’s vested amounts in the Interest Accumulation Account and shall bear a reasonable rate of interest as determined by the Plan Administrator based on prevailing interest rates charged by individuals in the business of lending money on loans which would be made under similar circumstances. Principal and interest are paid ratably through payroll deductions. Participants may only have one loan outstanding at any time. As of December 31, 2023 and 2022, the Plan had note receivables from participants of \$91,163 and \$51,077, respectively.

Payment of Benefits: On termination of service due to death, disability, or retirement, a participant may elect to receive either a lump-sum amount equal to the value of the participant’s vested interest in his or her account, a partial lump-sum or receive required minimum installments distributions for a period of no more than your assumed life expectancy, but must begin withdrawing funds from his or her account upon attaining age 72. For termination of service due to other reasons, a participant may receive the value of the vested interest in his or her account as a lump-sum distribution.

The Plan provides for participants withdrawals in the event of financial hardship. Financial hardships include the participant’s purchase or construction of a primary residence, medical or educational expenses, to prevent eviction or foreclosure of primary residence. The Sponsor must approve hardship withdrawals.

Forfeited Accounts: Forfeitures of terminated participant’s nonvested employer contribution accounts are first to be applied to the payment of the Plan’s administrative expenses and any excess available to be allocated to the employer contribution accounts of the remaining participants to reduce employer profit sharing and matching contributions. For the year ending December 31, 2023, forfeitures of nonvested accounts totaled \$45,681 and were used to reduce employer contributions. As of December 31, 2023, there was no ending forfeited account balance.

Investment Options: Upon enrollment in the Plan, participants may direct investment of their individual accounts among alternative investment funds provided under the Plan. Participants may change their investment elections at any time, as well as transfer existing balance between investment funds. The Plan currently offers various registered mutual funds, which include various target retirement funds and a money market fund. The Plan also offers an interest accumulation discussed in Note D.

Funding Policy: Participant deferrals and employee base contributions are remitted each pay period to the Plan Custodian and are invested per participant instructions. Employer discretionary contributions are deposited annually.

NOTE B – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Basis of Accounting: The Plan's financial statements are prepared using the accrual basis of accounting. Employee contributions are recognized as revenues in the period in which salaries are earned. Employer discretionary contributions are recognized as revenues in the period in which it is determined. Benefit payables are recognized when due and payable in accordance with terms of the Plan.

Use of Estimates: The preparation of financial statements in accordance with accounting principles generally accepted in the United States of America ("GAAP") requires the Plan administrator to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results may differ from those estimates.

Note Receivables from Participants: Note receivables from participants are measured at their unpaid principal balance plus any accrued, but unpaid, interest. Interest income is recorded on an accrual basis. Related fees are charged directly to the borrowing participant's accounts. As of December 31, 2023 and 2022, no allowance for credit losses has been recorded. If a participant ceases to make loan repayments and the plan administrator deems the participant loan to be in default, the participant loan balance is reduced, and a benefit payment is recorded based on the terms of the plan document.

Investments, Valuation, and Income Recognition: Investments held by a defined contribution plan are required to be reported at fair value, except for fully benefit-responsive investment contracts. Fair value is the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date. See Note C for the discussion of fair value measurements. Purchases and sales of securities are recorded on a trade-date basis. Interest income is recorded on an accrual basis. Dividends are recorded on the ex-dividend date. Net appreciation and depreciation include the Plan's gains and losses on investments bought and sold as well as held during the year. Contract value is the relevant measure for that portion of the net assets available for benefits for a defined contribution plan attributable to fully benefit-responsive investment contracts because contract value is the amount participants normally would receive if they were to initiate permitted transactions under the terms of the Plan.

Excess Contributions Payable: Amounts payable to participants for contributions in excess of amounts allowed by the IRS are recorded as accounts payable, with a corresponding reduction to contributions. The Plan distributes the excess contributions prior to March 15 of the following year. For the years ended December 31, 2023 and 2022, there were no excess contributions.

Payment of Benefits: Benefits are recorded when paid and totaled \$1,123,267 for the years ended December 31, 2023.

Expenses: Certain expenses of maintaining the Plan are paid by the Plan, unless otherwise paid directly by the Plan Sponsor. Expenses that are paid by the Plan Sponsor are not included in these financial statements. Fees related to the administration of notes receivable from participants are charged directly to the participant's account and are included in administrative expenses. Investment related expenses are included in net appreciation or depreciation of fair value of investments.

Recently Issued Accounting Pronouncements Not Yet Adopted: Management is not aware of any new accounting pronouncements that have been released, and are not yet effective, which will have a significant impact to its financial position or results of operations in future periods.

Date of Management's Review: Subsequent events were evaluated through October 3, 2024, which is the date the financial statements were available to be issued.

NOTE C – FAIR VALUE MEASUREMENTS

The Plan accounts for certain assets and liabilities at fair value. The hierarchy below lists three levels of fair value based on the extent to which inputs used in measuring fair value are observable in the market. The Plan categorizes each of our fair value measurements in one of these three levels based on the lowest level input that is significant to the fair value measurement in its entirety. These levels are:

- Level 1 – Unadjusted quoted prices available in active markets for identical investments as of the reporting date.
- Level 2 – Observable inputs to the valuation methodology are other than Level 1 inputs, which are either directly or indirectly observable as of the reporting date, and fair value can be determined through the use of models or other valuation methodologies.
- Level 3 – Inputs to the valuation methodology are unobservable inputs in situations where there is little or no market activity for the asset or liability, and the reporting entity makes estimates and assumptions related to the pricing of the asset or liability including assumptions regarding risk.

The Plan’s financial instruments carried at fair value on a recurring basis by the fair value hierarchy levels discussed as of December 31, 2023 and 2022, are as follows:

	2023			
	Plan Assets at Fair Value			
	Level 1	Level 2	Level 3	Total
Money Market Funds	\$ 478			\$ 478
Mutual Funds	5,494,056			5,494,056
Total Investments at Fair Value	\$ 5,494,534			\$ 5,494,534

	2022			
	Plan Assets at Fair Value			
	Level 1	Level 2	Level 3	Total
Money Market Funds	\$ 108			\$ 108
Mutual Funds	5,007,905			5,007,905
Total Investments at Fair Value	\$ 5,008,013			\$ 5,008,013

Shares of money market funds and mutual funds are categorized as Level 1 and are valued at quoted prices that represent the net asset value of shares held by the Plan at year end.

Realized and Unrealized Gains and losses included in changes in net assets available for benefits for the years ended December 31, 2023 and 2022, are reported in net appreciation or depreciation in fair value of investments.

The Plan’s policy is to recognize significant transfers between levels at the actual date of the event or circumstances that caused the transfer. For the years ended December 31, 2023 and 2022, there were no transfers in or out of levels 1, 2, or 3.

NOTE D – GUARANTEED INVESTMENT CONTRACT WITH INSURANCE COMPANY

The Plan offers a traditional fully benefit-responsive guaranteed investment contract with Mutual of America Life Insurance Company (“Mutual of America”). The guaranteed investment contract (referred to as the Interest Accumulation Account) offers a fixed rate of return that is periodically set by Mutual of America’s Rate Committee and is not subject to fluctuations based on market conditions. The calculation of accrued interest and daily fund balances for the interest accumulation account is performed automatically and run systematically daily. Interest rates for the interest accumulation account used for participant and employer fund balance calculation is based on the rates approved the Mutual of America’s Rate Committee.

The guaranteed investment contract is presented on the face of the statement of net assets available for benefits at contract value. Contract value, as reported to the Plan by Mutual of America, represents contributions made under the contract, plus earnings, less participant withdrawals and administrative expenses. Participants may ordinarily direct the withdrawal or transfer of all or a portion of their investment at contract value.

There are no reserves against contract value for credit risk of the contract issuer or otherwise. The contract value of the investment contract at December 31, 2023 and 2022, was \$1,200,757 and 1,397,287, respectively.

Certain events limit the ability of the Plan to transact at contract value with the issuer. Such events may include the following: (1) amendments to the plan documents (including complete or partial plan termination or merger with another plan), (2) changes to Plan's prohibition on competing investment options or deletion of equity wash provisions, (3) bankruptcy of the plan sponsor or other plan sponsor events (for example, divestitures or spin-offs of a subsidiary) that cause a significant withdrawal from the plan, or (4) the failure of the trust to qualify for exemption from federal income taxes or any required prohibited transaction exemption under Employee Retirement Income Security Act of 1974. The plan administrator does not believe that the occurrence of any such value event, which would limit the Plan's ability to transact at contract value with participants, is probable.

NOTE E – PLAN TERMINATION

Although it has not expressed any intent to do so, the Sponsor has the right under the Plan to discontinue its contributions at any time and to terminate the Plan subject to the provisions of ERISA. In the event of termination or complete discontinuance of contributions, participants would become 100% vested in their employer contribution.

NOTE F – TAX STATUS

The Plan has been designed to qualify under Section 403(b) of the Internal Revenue Code (Code). The terms of the Plan have been prepared to conform with the sample language provided by the Internal Revenue Service (IRS) in Revenue Procedure 2007-71. The Plan is required to operate in conformity with the Code to maintain the tax-exempt status for plan participants under Section 403(b). The plan administrator believes that the Plan is currently designed and being operated in compliance with the applicable requirements of the Code and therefore, believes the Plan is qualified and exempt.

Accounting principles generally accepted in the United States of America require the plan administrator to evaluate tax positions taken by the Plan and recognize tax liability for any uncertain position that more likely than not would not be sustained upon examination by the IRS. The Plan is subject to routine audits by tax authorities; however, there are currently no audits for any tax period in progress. The Plan administrator believes the Plan is no longer subject to income tax examinations for years prior to 2019.

NOTE G – INFORMATION PREPARED AND CERTIFIED BY TRUSTEE OF THE PLAN

The following is a summary of the unaudited information regarding the Plan, included in the Plan’s financial statements and supplemental schedule that was prepared by or derived from information reported by the Trustee of the Plan. The Plan administrator has obtained certifications from the Trustee that such information is complete and accurate at December 31, 2023 and 2022, as follows:

	<u>2023</u>	<u>2022</u>
Statements of Net Assets Available for Benefits		
Investments at Fair Value	\$ 5,494,534	\$ 5,008,013
Investments at Contract Value	1,200,757	1,397,287
Statement of Changes in Net Assets Available for Benefits		
Net Appreciation in Fair Value of Investments	\$ 879,175	
Interest and Dividends	19,025	
Interest Income on Note Receivables from Participants	2,657	

The Trustee of Plan also certifies all investment balances and investment information in Note C, excluding the classification of investments by level.

NOTE H – RISKS AND UNCERTAINTIES

The Plan invests in multiple investment securities that are exposed to various risks such as interest rate, market and credit risks. Due to the level of risk associated with certain investment securities, it is at least reasonably possible that changes in the values Of the investment securities will occur in the near term and that such changes could materially affect participants’ account balances and the amounts reported in the Statements of Net Assets Available for Benefits.

NOTE I – PARTY-IN-INTEREST TRANSACTIONS

Net Assets Available for Benefits include Notes Receivable from Participants at December 31, 2023. As a result, these assets and all transactions relating to these assets qualify as party-in-interest transactions. Related loan fees and interest are charged directly to the borrowing participant’s account. For the year ended December 31, 2023, related loan fees and interest charged directly to the borrowing participant’s account were \$48 and \$2,657, respectively. These party-in-interest transactions are exempt from the prohibited transaction rules of ERISA.

Net Assets Available for Benefits include investments managed by Mutual of America at December 31, 2023. As a result, these assets and all transactions relating to these assets qualify as party-in-interest transactions. For the year ended December 31, 2023, fees paid by the Plan to Mutual of America for administrative services totaled \$2,510. These party-in-interest transactions are exempt from the prohibited transaction rules of ERISA.

SUPPLEMENTAL INFORMATION

SCHEDULE OF ASSETS HELD FOR INVESTMENT - FORM 5500, SCHEDULE H, LINE 4i

December 31, 2023

(a) Parties In Interest	(b) Identity of Issuer or Borrower	(c) Description of Investment	(d) Cost	(e) Current Value
	American Century VP Capital Appreciation Fund	Mutual Fund	N/A	\$ 17,121
	American Funds Insurance Series New World Fund	Mutual Fund	N/A	524
	Calvert VP SRI Balanced Portfolio	Mutual Fund	N/A	5,597
	DWS Capital Growth VIP	Mutual Fund	N/A	180,421
	Fidelity VIP Asset Manager Portfolio	Mutual Fund	N/A	22
	Fidelity VIP Contrafund Portfolio	Mutual Fund	N/A	241,501
	Fidelity VIP Equity-Income Portfolio	Mutual Fund	N/A	27
	Fidelity VIP Mid Cap Portfolio	Mutual Fund	N/A	32,417
	Invesco V.I. Main Street Fund	Mutual Fund	N/A	45,658
*	Mutual of America Aggressive Allocation Fund	Mutual Fund	N/A	39,972
*	Mutual of America All America Fund	Mutual Fund	N/A	28
*	Mutual of America Balanced Fund	Mutual Fund	N/A	11,326
*	Mutual of America Clear Passage 2015 Fund	Mutual Fund	N/A	3,325
*	Mutual of America Clear Passage 2020 Fund	Mutual Fund	N/A	10,574
*	Mutual of America Clear Passage 2025 Fund	Mutual Fund	N/A	333,643
*	Mutual of America Clear Passage 2030 Fund	Mutual Fund	N/A	690,689
*	Mutual of America Clear Passage 2035 Fund	Mutual Fund	N/A	1,176,546
*	Mutual of America Clear Passage 2040 Fund	Mutual Fund	N/A	553,441
*	Mutual of America Clear Passage 2045 Fund	Mutual Fund	N/A	890,668
*	Mutual of America Clear Passage 2050 Fund	Mutual Fund	N/A	181,559
*	Mutual of America Clear Passage 2055 Fund	Mutual Fund	N/A	187,325
*	Mutual of America Clear Passage 2060 Fund	Mutual Fund	N/A	145,277
*	Mutual of America Clear Passage 2065 Fund	Mutual Fund	N/A	49,572
*	Mutual of America Conservative Allocation Fund	Mutual Fund	N/A	73,870
*	Mutual of America Core Bond Fund	Mutual Fund	N/A	36,891
*	Mutual of America Equity Index Fund	Mutual Fund	N/A	88,240
*	Mutual of America Interest Accumulation Account	Contract	N/A	1,200,757
*	Mutual of America Intermediate Bond Fund	Mutual Fund	N/A	14,472
*	Mutual of America International Fund	Mutual Fund	N/A	5,673
*	Mutual of America Mid Cap Equity Index Fund	Mutual Fund	N/A	2,274
*	Mutual of America Mid Cap Value Fund	Mutual Fund	N/A	5,850
*	Mutual of America Moderate Allocation Fund	Mutual Fund	N/A	207,372
*	Mutual of America Money Market Fund	Money Market	N/A	478
*	Mutual of America Retirement Income Fund	Mutual Fund	N/A	4,211
*	Mutual of America Small Cap Growth Fund	Mutual Fund	N/A	48,431
*	Mutual of America Small Cap Value Fund	Mutual Fund	N/A	5,564

SCHEDULE OF ASSETS HELD FOR INVESTMENT - FORM 5500, SCHEDULE H, LINE 4i - Continued

December 31, 2023

(a) Parties In Interest	(b) Identity of Issuer or Borrower	(c) Description of Investment	(d) Cost	(e) Current Value
	PIMCO VIT Real Return Portfolio	Mutual Fund	N/A	19
	T. Rowe Price Blue Chip Growth Portfolio	Mutual Fund	N/A	114,906
	Vanguard VIF Diversified Value Portfolio	Mutual Fund	N/A	1,859
	Vanguard VIF International Portfolio	Mutual Fund	N/A	72,176
	Vanguard VIF Real Estate Index Portfolio	Mutual Fund	N/A	13,867
	Vanguard VIF Total Bond Market Index Portfolio	Mutual Fund	N/A	<u>1,148</u>
	Total Investments per Statement of Net Assets Available for Benefits		N/A	6,695,291
*	Note Receivable from Participants		4.60% - 5.85%	<u>91,163</u>
	Total Investments per Form 5500			<u>\$ 6,786,454</u>

* Denotes Party-In-Interest

NUECES COUNTY COMMUNITY ACTION AGENCY

Board of Directors Committee Composition 2024 - 2025

EXECUTIVE COMMITTEE: The Corporation shall have an Executive Committee consisting of not more than nine (Amended Oct. 25 2018) members. The Executive Committee shall include the Chairperson of the Board as its Chairperson as well as all members who are officers of the Corporation and Chairpersons of Standing Committees.

3rd Monday

REPRESENTATIVE OF PUBLIC SECTOR	REPRESENTATIVE OF PRIVATE SECTOR	REPRESENTATIVE OF THE LOW-INCOME SECTOR
VIC MEDINA State Representative Dist. 32 (Todd Hunter) CHAIRPERSON	DR. NICHOLAS L. ADAME LULAC Council #1 VICE CHAIRPERSON	JEAN GASKINS Austin/Zavala Neighborhood Council
AIDEE HERNANDEZ County Commissioner Pct. 2 (Joe A. Gonzalez) TREASURER	VACANT Attorney	MARIA PACHECO United Council of Robstown
PRISCILLA QUINTANILLA County Commissioner Pct. 3 (John Marez) SECRETARY	VACANT	JENNIPHER GARCIA Birth-To-Five Head Start Policy Council PARLIAMENTARIAN

FISCAL AND AUDIT COMMITTEE: The Chairperson of the Board of Directors, with the approval of the Board, shall appoint a Fiscal and Audit Committee to consist of no more than five (5) members. The Committee shall include the Treasurer. **Meets Jointly with the Executive Committee.**

REPRESENTATIVE OF PUBLIC SECTOR	REPRESENTATIVE OF PRIVATE SECTOR	REPRESENTATIVE OF THE LOW-INCOME SECTOR
VIC MEDINA CHAIRPERSON State Representative Dist. 32 (Todd Hunter)	DR. NICHOLAS L. ADAME LULAC Council #1 VICE CHAIRPERSON	JEAN GASKINS Austin/Zavala Neighborhood Council
AIDEE HERNANDEZ County Commissioner Pct. 2 (Joe A. Gonzalez) TREASURER BOD Member with Financial Expertise	VACANT Attorney	JENNIPHER GARCIA Birth-To-Five Head Start Policy Council PARLIAMENTARIAN

NCCAA Board of Directors
Appointees
2024 - 2025

NCCAA Board appointee to the Birth-to-Five Head Start Policy Council is Maria Pacheco and Vic Medina.

NCCAA Board appointee to the Texas Rio Grande Legal Aid, Inc. (term expires: Dec. 31, 2023) is Leonor "Lori" Cortez .

NCCAA Board Member - Financial Expertise – Aidee Hernandez
NCCAA Board Member – Attorney – Vacant as of Oct. 1, 2023
NCCAA Board Member – Educational Expertise – Maria Pacheco

Page 2 of 2 Updated: 10/31/2024

NCCAA BY-LAWS & ELECTION CODE
ARTICLE VII
Committees

Section 7.01. **Standing Committees.**

There shall be two (2) (Amended 03/30/2017) standing committees appointed by the Chairperson of the Board with the concurrence of the Board: Executive Committee and Fiscal and Audit Committee.

November

2024

NCCAA Board of Directors

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	<p>Note: Board November & December Meeting on Thursday, November 21, 2024.</p>				1	2
3	4	5	6	7	8	9
10	<p>Closed Agency Holiday Veterans' Day</p>	<p>5:30 PM Joint Executive & Fiscal/Audit Committee Meeting</p>	13	14	15	16
17	18	19	20	<p>5:30 PM NCCAA Board of Directors Meeting</p>	22	23
24	25	26	27	<p>Closed Agency Holiday Thanksgiving Day</p>	<p>Closed Agency Holiday Thanksgiving</p>	30

December

2024

NCCAA Board of Directors

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 Note: December Board Holiday Break No Meetings	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17 Last Day for NCCAA Birth-to- Five Head Start Children	18	19	20	21
22	23 Pending Board Approval Agency Holiday	24 Pending Board Approval Agency Holiday	25 Closed Agency Holiday Christmas Day	26 Pending Board Approval Agency Holiday	27 Pending Board Approval Agency Holiday	28
29	30 Pending Board Approval Agency Holiday	31 Pending Board Approval Agency Holiday NCCAA Birth-to- Five Head Start Grant Ends	Jan. 1, 2025 Closed Agency Holiday New Year's Day	Jan. 2, 2025 Pending Board Approval Agency Holiday	Jan. 3, 2025 Pending Board Approval Agency Holiday	

NUECES COUNTY COMMUNITY ACTION AGENCY BY-LAWS

ARTICLE IV Member

Section 4.05. Vacancies.

Vacancies on the Board shall occur whenever any of the following is applicable to any sector of membership:

- A. Failure of a member to attend three unexcused consecutive or four unexcused (Amended 6/28/2018) non-consecutive regularly called meetings of the Board or any Committee to which a member is appointed;
- B. Failure to maintain residence either within Nueces County or within a target area a member represents;
- C. Ceasing to be an elected official or appointed public official currently holding office;
- D. Removal or recall by the constituency the member represents;
- E. Failure or refusal to appoint or select another representative when required to do so in these By-Laws or the Election Code;
- F. Failure to comply with the selection procedures set forth in the Election Code; provided, however, the original designation and any subsequent replacement of members from the public sector shall be done solely by the designating local government official or officials subject to applicable federal rules and regulations;
- G. Resignation, removal, death and cessation of membership in the group one represents or replacement by the membership one represents; and,
- H. Failure of the organization or the representative of the organizations to comply with the Election Code or By-Laws.
- I. **Criteria for an Excused absence for Board and Committee Attendance**
 1. **Out of town on Work-related Business**
 2. **Out of town on Agency-related Business**
 3. **Illness (to include immediate family)**
 4. **Working**
 5. **Death in Board Member's immediate family**

All vacancies in membership shall be filled in the manner prescribed by the Election Code.

NUECES COUNTY COMMUNITY ACTION AGENCY

BOARD OF DIRECTORS MEETING

ATTENDANCE ROSTER

REPRESENTATIVES OF PUBLIC SECTOR (PUBLIC OFFICIALS)

2024 – 2025

NAME	TERM	OCT. 2024	NOV. & DEC. 2024	JAN. 10, 2025 *Board Orientation Virtual	JAN. 2025	FEB. 2025	MAR. 2025	APR. 2025	MAY 2025	JUNE 2025	JULY 2025 Board Summer Break	AUG. 2025	SEPT. 2025 Regular & Annual Meeting
VIC MEDINA (State Representative Dist. 32 Todd Hunter) CHAIRPERSON	10/01/2024 – 09/30/2025												
VACANT (State Representative Dist. 34 Abel Herrero)	10/01/2024 – 09/30/2025	VACANT											
PRISCILLA QUINTANILLA (County Commissioner PCT. 3 John Marez) SECRETARY	10/01/2024 – 09/30/2025												
AIDEE HERNANDEZ (County Commissioner PCT. 2 - Joe A. Gonzalez) TREASURER	10/01/2024 – 09/30/2025												

UPDATE 10/01/2024

*Attendance at the Board Orientation is for informational purposes only. This does not count against board attendance.

NUECES COUNTY COMMUNITY ACTION AGENCY
BOARD OF DIRECTORS MEETING
ATTENDANCE ROSTER
REPRESENTATIVES OF PRIVATE SECTOR (ORGANIZATIONS)
2024 – 2025

NAME	TERM	OCT. 2024	NOV. & DEC. 2024	JAN. 10, 2025 *Board Orientation Virtual	JAN. 2025	FEB. 2025	MAR. 2025	APR. 2025	MAY 2025	JUNE 2025	JULY 2025 Board Summer Break	AUG. 2025	SEPT. 2025 Regular & Annual Meeting
DR. NICHOLAS ADAME (LULAC Council#1) VICE CHAIRPERSON	10/01/2024 – 09/30/2025												
VACANT Rep. of Private Sector		VACANT											
VACANT Rep. of Private Sector		VACANT											
VACANT (Attorney) Rep. of Private Sector		VACANT											

UPDATED: 10/01/2024

* Attendance at the Board Orientation is for informational purposes only. This does not count against board attendance.

NUECES COUNTY COMMUNITY ACTION AGENCY

BOARD OF DIRECTORS MEETING

ATTENDANCE ROSTER

REPRESENTATIVES OF THE LOW-INCOME SECTOR

2024 – 2025

NAME	TERM	OCT. 2024	NOV. & DEC. 2024	JAN. 10, 2025 *Board Orientation Virtual	JAN. 2025	FEB. 2025	MAR. 2025	APR. 2025	MAY 2025	JUNE 2025	JULY 2025 Board Summer Break	AUG. 2025	SEPT. 2025 Regular & Annual Meeting
AMINTA GARCIA (Banquete Neighborhood Council)	10/01/2024 – 09/30/2025												
JEAN GASKINS (Austin/Zavala Neighborhood Council)	10/01/2024 – 09/30/2025												
MARIA PACHECO (United Council of Robstown)	10/01/2024 – 09/30/2025												
JENNIPHER GARCIA (B-5 Head Start Policy Council) PARLIAMENTARIAN	10/31/2024 – 09/30/2025												

*Attendance at the Board Orientation is for informational purposes only. This does not count against board attendance.

DATE: 10/01/2024

NUECES COUNTY COMMUNITY ACTION AGENCY EXECUTIVE COMMITTEE ATTENDANCE ROSTER

2024 – 2025

NAME	OCT. 2024	NOV. 2024	DEC. 2024	JANUARY 2025	FEBRUARY 2025	MARCH 2025	APRIL 2025	MAY 2025	JUNE 2025	JULY 2025 SUMMER BREAK	AUGUST 2025	SEPT. 2025
VIC MEDINA CHAIRPERSON (State Representative Dist. 32 Todd Hunter)	Present Officer Meeting		No Meeting Board Holiday Break							Board Summer Break No Meeting		
DR. NICHOLAS ADAME VICE CHAIRPERSON (LULAC Council #1)	Excused Another Commitment Officer Meeting		No Meeting Board Holiday Break							Board Summer Break No Meeting		
AIDEE HERNANDEZ TREASURER (County Commissioner Pct. 2 Joe A. Gonzalez)	Present Officer Meeting		No Meeting Board Holiday Break							Board Summer Break No Meeting		
PRISCILLA QUINTANILLA (County Commissioner Pct. 3 John Marez) SECRETARY	Excused Out of Town Officer Meeting		No Meeting Board Holiday Break							Board Summer Break No Meeting		
JENNIPHER GARCIA PARLIAMENTARIAN (Birth-to-Five Head Start Policy Council)	Present Officer Meeting		No Meeting Board Holiday Break							Board Summer Break No Meeting		
JEAN GASKINS (Austin/Zavala Neighborhood Council)	No Committee Formed		No Meeting Board Holiday Break							Board Summer Break No Meeting		
MARIA PACHECO (United Council of Robstown)	No Committee Formed		No Meeting Board Holiday Break							Board Summer Break No Meeting		
REP. OF PRIVATE SECTOR VACANT	No Committee Formed		No Meeting Board Holiday Break							Board Summer Break No Meeting		
REP. OF PRIVATE SECTOR VACANT (Attorney)	No Committee Formed	VACANT	No Meeting Board Holiday Break							Board Summer Break No Meeting		

*No Meeting = No Action Items to Present

NUECES COUNTY COMMUNITY ACTION AGENCY

FISCAL AND AUDIT COMMITTEE

ATTENDANCE ROSTER

2024 - 2025

NAME	OCT. 2024	NOV. 2024	DEC. 2024	JAN. 2025	FEB. 2025	MAR. 2025	APR. 2025	MAY 2025	JUNE 2025	JULY 2025 SUMMER BREAK	AUG. 2025	SEPT. 2025
VIC MEDINA BOARD CHAIRPERSON (State Representative Dist. 32 Todd Hunter)	No Committee Formed		No Meeting Board Holiday Break									
AIDEE HERNANDEZ (County Commissioner Pct. 2 Joe A. Gonzalez)	No Committee Formed		No Meeting Board Holiday Break									
BOARD MEMBER WITH FINANCIAL EXPERTISE TREASURER COMMITTEE CHAIRPERSON												
DR. NICHOLAS ADAME VICE CHAIRPERSON (LULAC Council #1)	No Committee Formed		No Meeting Board Holiday Break									
JEAN GASKINS (Austin/Zavala Neighborhood Council)	No Committee Formed		No Meeting Board Holiday Break									
JENNIPHER GARCIA (Birth-to-Five Head Start Policy Council) BOARD PARLIAMENTARIAN	No Committee Formed		No Meeting Board Holiday Break									
VACANT (Attorney)	No Committee Formed	VACANT	No Meeting Board Holiday Break									

*No Meeting = No Action Items to Present

2024 - 2025

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 14, 2024	The following Board Members Are Required to Complete the Required Documents: Dr. Nicholas Adame, Jean Gaskins, Maria Pacheco, Priscilla Quintanilla, Aminta Garcia 2024 – 2025 Board of Directors Received from: Vic Medina, Aidee Hernandez, Jennipher Garcia

Open Meetings Act Completion Certificate (TDHCA Requirement)	
Date Due	Board Member Name
November 14, 2024	All Board Members are in Compliance

Public Information Act Completion Certificate (TDHCA Requirement)	
Date Due	Board Member Name
November 14, 2024	All Board Members are in Compliance

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 14, 2024	Pending Signed Form from: Dr. Nicholas Adame, Jean Gaskins, Maria Pacheco, Priscilla Quintanilla, Aminta Garcia

Civil Rights Training (CACFP Requirement)	
Date Due	Board Member Name
November 14, 2024	All NCCAA Board Members are required to complete the Civil Rights Training annually. Required from all board members. Pending Completion: Vic Medina, Dr. Nicholas Adame, Jean Gaskins, Aidee Hernandez, Maria Pacheco, Priscilla Quintanilla, Aminta Garcia and, Jennipher Garcia 2024 – 2025 Board of Directors Received from:

Civil Rights Training is Moving



Effective May 15, 2022: Civil Rights training will be hosted through the Institute of Child Nutrition website.



[TheICN.org](https://theicn.org)

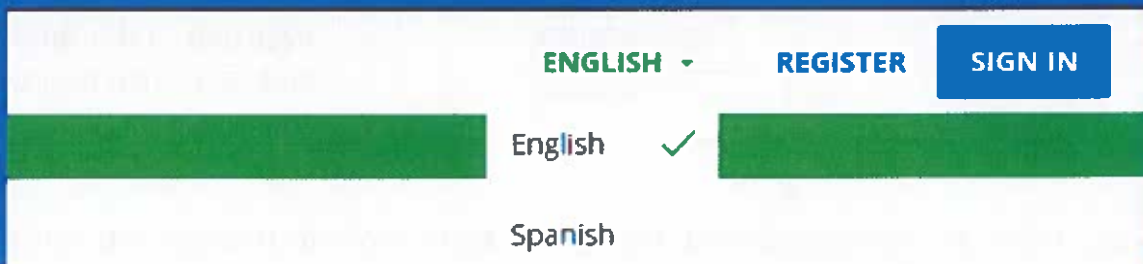
ICN Helpdesk: 800-321-3054

helpdesk@theicn.org

To enroll/register a new user:

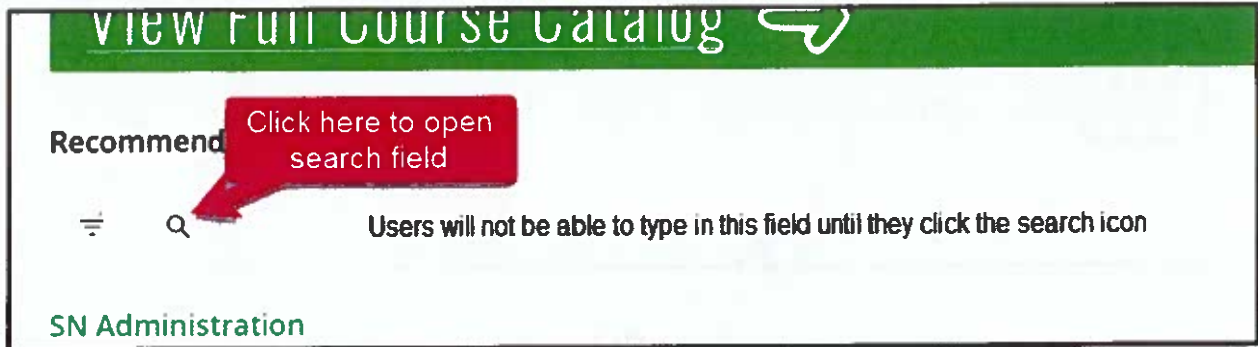
<https://theicn.docebosaaS.com/pages/40/school-nutrition-dashboard>

*English is the default language for the website. Select Spanish from the drop-down menu found in the upper right-hand corner:



1. Click “Enroll Now” to start a course.
2. There will be 2 pages asking for information regarding the program(s) and organization you work with.
3. As soon as registration is complete, you will have access to the entire ICN training library.
4. Use the search feature to find: *Civil Rights in Child Nutrition Programs* or *Derechos Civiles en los Programas de Nutrición Infantil* (English version and Spanish version).

Helpful Tips:

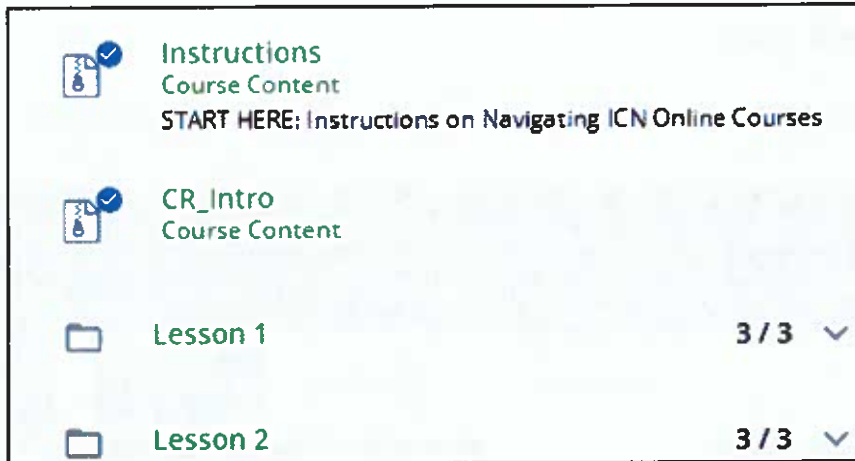


VIEW FULL COURSE CATALOG

Recommend **Click here to open search field**

Users will not be able to type in this field until they click the search icon

SN Administration



- Instructions Course Content
START HERE: Instructions on Navigating ICN Online Courses
- CR_Intro Course Content
- Lesson 1 3 / 3
- Lesson 2 3 / 3

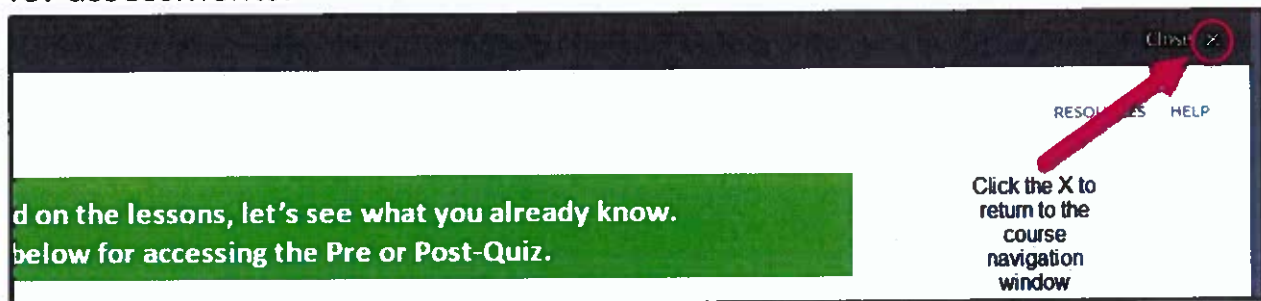
There are 3 Lessons with 3 sections each:

Pre-Quiz – users can review their score and answers to identify areas to focus on in the lesson

Lesson – reviews the materials covered in the Pre-Quiz explaining how they relate to Civil Rights

Post-Quiz - Taken after the lesson and the score is recorded to count toward course completion

Users will close the “Lesson” window to return to the navigation panel for assessments:



Close X

RESOURCES HELP

Click the X to return to the course navigation window

...d on the lessons, let's see what you already know. below for accessing the Pre or Post-Quiz.

After completing the course, users will take a short survey and receive a message regarding completion of the course and a certificate that should be retained as evidence of completion.

Reminders:

- TDA does not own or control the website or training module – if users experience technical difficulties with the functionality of the website or training modules, they should direct their concerns to ICN (**Helpdesk: 800-321-3054 Email: helpdesk@theicn.org**)
- If a caller requests multiple certificates: managers/supervisors/trainers may use the training to facilitate training multiple people and document the attendance. Documentation should include data found in the Continuing Education/Training Tracking Record found on SquareMeals Forms Database ([form](#))



Civil Rights in Child Nutrition Programs

EN | 1h 00m

★ 5.0

 E-Learning



Derechos Civiles en los Programas de Nutrición Infantil

ES | 1h 00m

★ 5.0

 E-Learning



Click on either version to be taken directly to the training modules

Nueces County Community Action Agency



Mission Statement

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

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.

NCCAA Pledge

We promise to provide you with courtesy, dignity, respect and confidentiality in the delivery of service.

CSBG Organizational Standard 4.1 – The governing board has reviewed the organization's mission statement within the past 5 years and assured that: 1. The mission statement addresses poverty; and 2. The organization's programs and services are in alignment with the mission.

Board Member (Print Name):

SAMPLE

Signature & Date:

SAMPLE

Board of Directors
Acknowledgment of Receipt of the
NCCAA By-Laws & Election Code

CSBG Organizational Standard 5.4

The organization documents that each governing board member has received a copy of the bylaws within the past 2 years.

I certify that I have received a copy of the Nueces County Community Action Agency By-Laws & Election Code.

Board Member (Print Name):

SAMPLE

Signature & Date:

SAMPLE

Board of Directors

Disclosure of Conflict of Interest

CSBG Organizational Standard 5.6

Each governing board member has a signed conflict of interest policy within the past 2 years.

Nueces County Community Action Agency – ByLaws & Election Code

Section 4.07. Conflicts of Interest

- A. No person shall be eligible to be a member of the Board of Directors in the following circumstances:
1. He/She is an officer or an employee of any organization receiving funds under contract with the Corporation;
 2. He/She is an employee of the Corporation, or other corporation funding source; or
 3. His/Her membership violates any conflict of interest, policy, rule, procedure or regulation of funding source.
- B. No Federal employee may serve on the Board of Directors in a capacity which will require him/her to represent the Corporation in its dealing with any other Federal Agency.
- C. No member of the Board of Directors or employee of the Corporation (including the immediate family of such member or employee) shall be eligible to participate in the programs or projects of the Corporation if:
1. It would violate any provision of these By-Laws;
 2. It would violate any policy, rule, procedure, or regulation of the applicable funding source; or,
 3. Such eligibility is in no way due to his or her status with the Corporation.

I certify that I have read and understand Section 4.07 of the Nueces County Community Action Agency By-Laws & Election Code and that I have not knowingly withheld disclosure of any information.

Board Member (Print Name): SAMPLE

Signature & Date: SAMPLE

Board Member CODE OF ETHICS

As a member of this board I will:

1. Represent the interests of all people served by this organization, and not favor special interests inside or outside of this nonprofit.
2. Not use my service on this board for my own personal advantage or for the advantage of my friends or supporters.
3. Keep confidential information confidential.
4. Approach all board issues with an open mind; prepare to make the best decisions for everyone involved.
5. Do nothing to violate the trust of those who elected or appointed me to the board of those we serve.
6. Focus my efforts on the mission of the nonprofit and not on my personal goals.
7. Never exercise authority as a Board Member except when acting in a meeting with the full board or as I am delegated by the board.

SAMPLE

Board Member Signature

Date

BOARD MEMBER INFORMATION

Each board member **MUST** complete this form:

As a board member of a designated Community Housing Development Organization (CHDO), please provide the following information.

Name of Organization: Nueces County Community Action Agency

Board Member: _____

Home Address: _____

Phone #: _____ E-mail: _____

Occupation: _____

Business Address: _____

Please check any of the following that apply to you:

- () I am a resident of a low-income neighborhood. (This does not mean that you must be a low income person only that your residence is in a low-income neighborhood.)
- () I am a low-income resident of the community. (Community can mean neighborhood, the city, county, or metropolitan area.)
- () I am an elected representative of a low-income neighborhood organization. (A low-income neighborhood organization is an organization composed primarily of residents of a low-income neighborhood. Examples are: block groups, town watch organizations, civic associations, neighborhood church groups, etc.)
- () I am a representative of the public sector. (A public sector representative is any elected public official, any appointed public official, any public/government employee of a public agency or department, or any individual who is appointed by a public official to serve on a CHDO board.)

I certify that the information is correct as of the date indicated below.

SAMPLE

Board Member Signature

Date

(Invalid if not signed by Board Member)

LOW-INCOME SELF CERTIFICATION
 Community Housing Development Organization Board of Directors
 Self-Certification of Household Income

Please complete a form for each Board Member serving in the capacity of a low-income resident.

Name of Organization: Nueces County Community Action Agency

<p align="center">INCOME ELIGIBILITY AFFIDAVIT</p> <p>Board Member Name (Please Print)</p> <p>_____</p> <table style="width:100%; border-collapse: collapse;"> <tr> <td style="width:50%; border-bottom: 1px solid black;">First Name</td> <td style="width:50%; border-bottom: 1px solid black;">Last Name</td> </tr> </table> <table style="width:100%; border-collapse: collapse;"> <tr> <td style="width:70%; border-bottom: 1px solid black;">Names of all household members</td> <td style="width:30%; border-bottom: 1px solid black;">Ages</td> </tr> <tr><td style="border-bottom: 1px solid black;"> </td><td style="border-bottom: 1px solid black;"> </td></tr> <tr><td style="border-bottom: 1px solid black;"> </td><td style="border-bottom: 1px solid black;"> </td></tr> <tr><td style="border-bottom: 1px solid black;"> </td><td style="border-bottom: 1px solid black;"> </td></tr> <tr><td style="border-bottom: 1px solid black;"> </td><td style="border-bottom: 1px solid black;"> </td></tr> <tr><td style="border-bottom: 1px solid black;"> </td><td style="border-bottom: 1px solid black;"> </td></tr> <tr><td style="border-bottom: 1px solid black;"> </td><td style="border-bottom: 1px solid black;"> </td></tr> <tr><td style="border-bottom: 1px solid black;"> </td><td style="border-bottom: 1px solid black;"> </td></tr> </table> <p>Gross Annual Income of all household members 18 years of age or older.</p> <p>Name: _____</p> <p>Gross Annual Income \$ _____</p> <p>Name: _____</p> <p>Gross Annual Income \$ _____</p> <p>Name: _____</p> <p>Gross Annual Income \$ _____</p> <p>Name: _____</p> <p>NOTE: Gross Annual income is annual income before taxes paid from salaries, wages, social security, retirement funds and pensions.</p> <p>Falsifying or intentionally withholding information of any part of this affidavit will be reported to the U.S. Department of Housing and Urban Development (HUD).</p> <p>SAMPLE</p> <p>Board Member Signature <i>(invalid if not signed by Board Member)</i></p> <p>DATE _____</p>	First Name	Last Name	Names of all household members	Ages															<p align="center">CHDO BOARD MEMBER CERTIFICATION (this section for CHDO use only)</p> <p>Board Member: _____</p> <p>Address: _____ _____</p> <p>Family Size: _____</p> <p>Total Gross Salary of household members: \$ _____</p> <p>HUD Household Income Limits: \$ _____</p> <p>Income Limits Effective: _____</p> <p>Meets Eligibility: ___ YES ___ NO</p> <p>Notes: _____ _____ _____</p> <p>Certified By: _____</p> <table style="width:100%; border-collapse: collapse;"> <tr> <td style="width:70%; border-bottom: 1px solid black;">City of Corpus Christi CHDO Director</td> <td style="width:30%; border-bottom: 1px solid black;">Date</td> </tr> </table>	City of Corpus Christi CHDO Director	Date
First Name	Last Name																				
Names of all household members	Ages																				
City of Corpus Christi CHDO Director	Date																				

GOVERNING BODY MEMBER

Name of Organization: Nueces County Community Action Agency

Name of Governing Body Member: SAMPLE

Home Street Address: _____
(If different from mailing
Address provided in TX-UNPS) _____

Relationship with any other member or employee of the organization; and compensation, if any, that you receive for services provided to the organization:

Written Declaration:

As a member of the governing body of this organization, I am aware of the organization's responsibilities and liabilities associated with participation in the CACFP as detailed in the Code of Federal Regulations, Texas Administrative Code, CACFP Handbooks and any additional instruction or guidance issued by the Texas Department of Agriculture.

Signature of Governing Body Member:

_____ SAMPLE _____

Date of Signature: _____

Board Member Name - SAMPLE

NCCAA Board of Directors 2024- 2025 – Child Adult Care Food Program

Please complete the following information.

CACFP Information	
1. Name	
2. Occupation	
3. Date of Birth	
4. Email Address	
5. Phone	
6. Current Employer	
7. Employer Address	
8. Employer Address	
9. Employer City	
10. Employer State	
11. Home Address	
12. Home Address	
13. City	
14. State & Zip	
15. Board Member Type	
16. Length of Time on Board	___ years
Start Date	October 1
End Date	September 30
17. Is this member related to other board members or staff? If yes, Name & Position held.	

From: **Madison Lozano** <Madison.Lozano@tdhca.texas.gov>
Date: Mon, Sep 30, 2024 at 12:22 PM
Subject: 2025 SDP Acceptance
To: Linda Carrillo <linda.carrillo@nccaatx.org>, Diana Hernandez <diana.hernandez@nccaatx.org>
Cc: Isela Dove <isela.dove@tdhca.texas.gov>

Dear Nueces Community Action Agency,

In accordance with the Comprehensive Energy Assistance Program (CEAP) contract and 10 TAC §6.306, the Texas Department of Housing and Community Affairs (the Department) is required to secure from each CEAP Subrecipient, prior to expending any funds, a Service Delivery Plan. **The Department has accepted your PY2025 CEAP Service Delivery Plan.** The implementation of your Service Delivery Plan will be evaluated during an onsite monitoring review.

The Department's [CEAP Program Guidance webpage](#), contains tools and guides to assist in efficient and effective use of CEAP funds and serving clients. Subrecipients should utilize this site to assure that changes are made and implemented according to guidance.

If you have any questions, please contact the Department.

Best regards,

Madison Lozano
Program Specialist
Planning, Training and Technical Assistance
Community Affairs Division
Texas Department of Housing and Community Affairs
221 E. 11th Street | Austin, TX 78701
Office: 512.936.7798

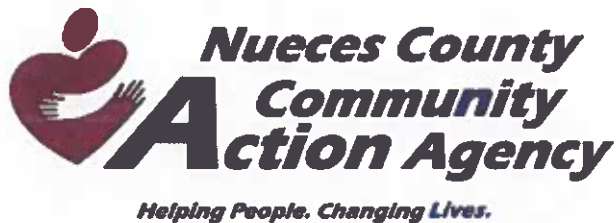
About TDHCA

The Texas Department of Housing and Community Affairs is committed to expanding fair housing choice and opportunities for Texans through the administration and funding of affordable housing and homeownership opportunities, weatherization, and community-based services with the help of for-profits, nonprofits, and local governments. For more information about fair housing, funding opportunities, or services in your area, please visit www.tdhca.texas.gov or the [Learn about Fair Housing in Texas](#) page.



Important Announcement

**Nueces County Community
Action Agency
Birth-to-Five Head Start Program
last day of class services
will be
December 17, 2024
12:00 p.m.**



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

Check Number	Check Date	Payable To	Amount	Purpose
249053	9/4/2024	Ambit Energy Assistance	\$ 2,000.35	Utility Assistance for 8 clients
EFT	9/4/2024	Capstone Fire & Security	\$ 1,600.00	Fire panel inspections for HS Centers
249057	9/4/2024	Direct Energy	\$ 3,335.73	Utility Assistance for 6 clients
EFT	9/4/2024	Everon LLC	\$ 1,702.57	Repairs to fire alarm at KOTN/Kitchen
EFT	9/4/2024	La Batt Food Service	\$ 1,870.11	To feed birth to five HS, August 2024 Total Food Cost
EFT	9/4/2024	La Batt Food Service	\$ 3,025.49	To feed birth to five HS, August 2024 Total Food Cost
249068	9/4/2024	Reliant Energy	\$ 3,843.25	Utility Assistance for 9 clients
249070	9/4/2024	Stream SPE, LTD	\$ 2,108.44	Utility Assistance for 6 clients
249071	9/4/2024	TXU Energy Assistance Group	\$ 3,595.30	Utility Assistance for 9 clients
249074	9/13/2024	BugPro Inc	\$ 2,380.00	Monthly rodent control, Little Hornet, Central Office, CM, SOH, Navarro
249077	9/13/2024	City of Robstown	\$ 3,570.09	Water Assistance for 10 clients
249084	9/13/2024	Colombican LLC	\$ 3,295.00	Landscape maintenance for HS centers
EFT	9/13/2024	Lower Your Electrical Bill	\$ 3,735.00	Weatherization for 1 client
249091	9/13/2024	Pinnacle Medical Mgmt. Corp.	\$ 2,013.00	TB Test, Physical Capability, Non Dot Physical for New Hires
249168	9/20/2024	Frontier Utilities LLC	\$ 2,319.74	Utility Assistance for 3 clients
EFT	9/20/2024	La Batt Food Service	\$ 1,594.61	To feed birth to five HS, August 2024 Total Non Food Cost
EFT	9/20/2024	La Batt Food Service	\$ 2,884.41	To feed birth to five HS, August 2024 Total Food Cost
249176	9/20/2024	NEC - COOP Energy	\$ 4,839.17	Utility Assistance for 7 clients
EFT	9/20/2024	Ryan Diagnostics Inc.	\$ 2,542.00	Replenish supplies for HS Health
249164	9/20/2024	Trietagle 1, LLC	\$ 1,711.05	Utility Assistance for 3 clients
249206	9/20/2024	Walmart Community BRC	\$ 2,520.46	To feed birth to five HS, August 2024
EFT	9/27/2024	Abila Inc	\$ 2,293.69	Monthly Abila services C01226, October 2024
249208	9/27/2024	ATT	\$ 2,709.67	Office on Hand for HS Centers
249221	9/27/2024	Certified Collision Works, LLC	\$ 1,926.73	Repairs to HS Vehicle
249218	9/27/2024	City of Corpus Christi	\$ 1,701.34	Northwest, Serv: 08/13/24-09/12/24

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

Check Number	Check Date	Payable To	Amount	Purpose
249054	9/4/2024	Bodine-Scott Air Cond. Co. Inc	\$ 8,933.00	AC not cooling at Houston #7 , Heating & Cooling for 2 clients
EFT	9/4/2024	La Batt Food Service	\$ 7,186.98	To feed birth to five HS, August 2024 Total Food Cost
EFT	9/4/2024	La Batt Food Service	\$ 7,739.41	To feed birth to five HS, August 2024 Total Food Cost
EFT	9/4/2024	Lakeshore	\$ 5,515.70	Supplies for HS Classroom
249069	9/4/2024	Sam's Club Direct	\$ 5,202.70	Replenish diapers & supplies for HS
EFT	9/4/2024	Scott Electric Company	\$ 11,760.00	Repairs to AC unit at Soledad HS
EFT	9/13/2024	Child Plus Software	\$ 22,871.00	Annual subscription for Child Plus Software09/30/24-09/30/25
249081	9/13/2024	Direct Energy	\$ 8,649.90	Utility Assistance for 12 clients
249087	9/13/2024	Green Mountain Energy	\$ 24,578.23	Utility Assistance for 35 clients
EFT	9/13/2024	Lower Your Electrical Bill	\$ 7,830.91	Weatherization for 1 client
EFT	9/13/2024	Lower Your Electrical Bill	\$ 9,917.66	Weatherization for 1 client
249089	9/13/2024	NEC - COOP Energy	\$ 8,670.28	Utility Assistance for 12 clients
249090	9/13/2024	Nueces Electric Co-Op	\$ 5,569.34	Utility Assistance for 13 clients
249100	9/13/2024	Reliant Energy	\$ 76,797.59	Utility Assistance for 111 clients
249103	9/13/2024	Stream SPE, LTD	\$ 16,618.91	Utility Assistance for 26 clients
249117	9/13/2024	TXU Energy Assistance Group	\$ 61,810.81	Utility Assistance for 80 clients
249120	9/13/2024	Xerox Business Solutions SW	\$ 5,554.32	Acct NC23:291864, Xerox overage 05/01/24-07/31/24
249163	9/20/2024	City of Robstown	\$183,586.13	Water Assistance for 310 clients
249165	9/20/2024	Direct Energy	\$ 5,037.88	Utility Assistance for 7 clients
249172	9/20/2024	Green Mountain Energy	\$ 22,478.20	Utility Assistance for 33 clients
EFT	9/20/2024	La Batt Food Service	\$ 7,660.94	To feed birth to five HS, August 2024 Total Food Cost
249178	9/20/2024	Nueces Electric Co-Op	\$ 8,007.90	Utility Assistance for 20 clients
249189	9/20/2024	Reliant Energy	\$ 95,191.81	Utility Assistance for 136 clients
249191	9/20/2024	Stream SPE, LTD	\$ 11,727.30	Utility Assistance for 19 clients
249204	9/20/2024	TXU Energy Assistance Group	\$ 65,823.27	Utility Assistance for 86 clients
249227	9/27/2024	Texas Department of Housing	\$ 7,672.50	TDHCA reimburstment refund LIHEAP 81230003884 ADV
EFT	9/27/2024	Texas Mutual Insurance Co.	\$ 38,278.00	Workers Comp Insurance Policy 10/1/24-10/1/25 Q004790589

**NUJECES COUNTY COMMUNITY ACTION AGENCY
COMPARATIVE EXPENDITURE/ENCUMBRANCE BUDGET REPORT
MONTH ENDED September 30, 2024**

ACCOUNT TITLE	REVENUE RECEIVED TO-DATE	CURRENT PERIOD EXPENDITURES	EXPENDITURES TO-DATE	ENCUMBRANCES	TOTAL BUDGETS	BUDGET VARIANCE	PERCENT EXPANDED	AWARD PERIOD PERCENT EXPANDED
01 LOCAL ACCOUNT BUDGET PERIOD: 09/2024 THRU 08/2025		373.97	373.97	0.00	100,000.00	99,626.03	0.37%	8.33%
01B LOCAL HOME PROGRAM-RENTAL BUDGET PERIOD: 09/2024 THRU 08/2025		0.00	0.00	0.00	100,000.00	100,000.00	0.00%	8.33%
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
06L COMMUNITY SERVICES BLOCK GRANT BUDGET PERIOD: 01/24 THRU 12/2024	48,835.00	33,537.76	82,456.70	274.11	502,876.00	420,145.19	16.45%	75.00%
19B DOE.BIL BUDGET PERIOD: 07/2023 THRU 06/2025	253,496.51	3,668.54	257,973.17	737.09	942,261.00	683,550.74	27.46%	62.50%
19C DOE.BIL BUDGET PERIOD: 07/2024 THRU 06/2025	0.00	0.00	0.00	0.00	150,751.00	150,751.00	0.00%	25.00%
27A L.I.H.E.A.P. -W.A.P. BUDGET PERIOD: 01/2024 THRU 12/2024	52,772.47	2,321.00	55,364.53	12.45	83,039.00	27,662.02	66.69%	75.00%
22 HEAD START PROGRAM Budget Period: 09/2024 Thru 12/2024	275,839.44	504,708.81	504,708.81	55,790.67	4,727,765.00	4,167,265.52	11.86%	25.00%
INKIND		0.00	0.00	1,196,419.00	1,196,419.00	1,196,419.00	0.00%	
PA-22 TOTAL	275,839.44	504,708.81	504,708.81	55,790.67	5,924,184.00	5,363,684.52		
28A EARLY HEAD START - TTA/CDA PROGRAM Budget Period: 09/2024 Thru 12/2024		32.96	32.96	258.46	39,895.00	39,603.58	0.73%	25.00%
PA-28A TOTAL		32.96	32.96	258.46	39,895.00	39,603.58		
30 H.S.-TTA/CDA PROGRAM Budget Period: 09/2024 Thru 12/2024		0.00	0.00	211.46	18,015.00	17,803.54	1.17%	25.00%
PA-30 TOTAL		0.00	0.00	211.46	18,015.00	17,803.54		
40C NEIGHBORWORKS AMERICA Hurricane Supplies BUDGET PERIOD: N/A	12,500.00	0.00	12,468.28	0.00	12,500.00	31.72	99.75%	N/A
40E NEIGHBORWORKS AMERICA Pandemic Suppl BUDGET PERIOD: N/A	20,000.00	0.00	19,537.96	0.00	20,000.00	462.14	97.69%	N/A
40G NEIGHBORWORKS AMERICA Rental Resilience BUDGET PERIOD: N/A	25,000.00	58.20	21,129.70	0.00	25,000.00	3,870.30	84.52%	N/A
40H NEIGHBORWORKS AMERICA Training BUDGET PERIOD: N/A	14,500.00	0.00	12,457.93	0.00	14,500.00	2,042.07	85.92%	N/A
40I NEIGHBORWORKS AMERICA Pandemic Recovery BUDGET PERIOD: N/A	20,000.00	0.00	19,952.32	0.00	20,000.00	47.68	99.76%	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
40L NEIGHBORWORKS AMERICA Winter Storm URI BUDGET PERIOD: N/A	20,000.00	0.00	19,995.18	0.00	20,000.00	4.82	99.98%	N/A
40M NEIGHBORWORKS AMERICA Suppl Training BUDGET PERIOD: N/A	11,750.00	0.00	10,310.95	0.00	11,750.00	1,439.05	87.75%	N/A
40N NEIGHBORWORKS AMERICA_NWA Week BUDGET PERIOD: N/A	3,000.00	0.00	1,865.47	0.00	2,000.00	134.53	93.27%	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	317.03	67,132.64	636.86	75,000.00	7,230.50	90.36%	N/A
41V	NEIGHBORWORKS AMERICA_Rural BUDGET PERIOD: N/A	26,867.00	0.00	26,847.00	0.00	26,867.00	20.00	99.93%	N/A
43	NEIGHBORWORKS AMERICA BUDGET PERIOD: N/A	177,000.00	26,790.34	117,278.87	3,130.35	177,000.00	56,590.78	68.03%	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	40,075.40	0.00	66,416.00	26,340.60	60.34%	N/A
57	CPL-NIN6 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
61C	COMPREHENSIVE ENERGY ASSISTANCE PROGRAM BUDGET PERIOD: 01/2024 - 12/2024	1,696,262.61	680,450.44	2,354,483.78	1,100.84	2,806,539.00	450,954.38	83.93%	75.00%
74	CHILD CARE FOOD PROGRAM - HS BUDGET PERIOD: 10/2023 THRU 09/2024	585,843.85	22,059.56	691,104.29	28,731.00	723,508.35	3,673.06	99.49%	100.00%
	TOTAL FUNDS	3,979,665.77	1,274,318.61	4,597,352.74	90,883.29	11,017,149.32	6,328,913.29		
	TOTAL INKIND	-	0.00	0.00	0.00	1,196,419.00	1,196,419.00		
	GRAND TOTAL	3,979,665.77	\$1,274,318.61	\$4,597,352.74	\$90,883.29	\$12,213,568.32	\$7,525,332.29		

Nueces County Community Action Agency
Statement of Financial Position
As of 9/30/2024

	Current Year Balance
Current Assets	
Cash and Cash Equivalents	1,490,767.16
Accounts Receivable	
Grants Receivable	(149,719.45)
Other	(15,632.00)
Total Accounts Receivable	(165,351.45)
Other Assets	(84,282.90)
Temp MIP	286,766.06
Total Current Assets	1,527,898.87
Noncurrent Assets	
Loans Receivable	(721,049.18)
Property Held for Resale	13,272.81
Property Held For Resale, Restricted	276,000.00
Property and Equipment	3,181,064.09
Operating Lease - Right of Use	158,384.00
Accumulated Depreciation	(1,215,051.40)
Accumulated Amortization	(72,402.00)
Total Noncurrent Assets	1,620,218.32
ASSETS	3,148,117.19
Current Liabilities	
Accounts Payable and Accrued Liabilities	(703,898.53)
Operating Lease Liability, Current	80,669.00
Finance Lease Liability, Current Portion	72,470.00
Temp MIP	286,766.06
Total Current Liabilities	(263,993.47)
Noncurrent Liabilities	
Loans Payable	(721,049.18)
City of CC Chodo Note	953,610.23
Accumulated Comp Absences	259,723.65
Operating Lease Liability, NC	77,715.00

Nueces County Community Action Agency
Statement of Financial Position
As of 9/30/2024

	Current Year Balance
Finance Lease Liability, NC	70,834.00
Total Noncurrent Liabilities	640,833.70
Net Assets	
Unrestricted Assets	2,696,297.64
Temporarily Restricted Assets	1,029,795.67
Permanently Restricted - Property & Equipment	(954,816.35)
Total Net Assets	2,771,276.96
LIABILITIES AND NET ASSETS	3,148,117.19

Nueces County Community Action Agency
Statement of Activities
From 9/1/2024 Through 9/30/2024

	<u>Program Services</u>	<u>Supporting Services</u>	<u>Total</u>
Support			
Federal Awards	275,839.44	0.00	275,839.44
Other	0.00	19,470.51	19,470.51
Total Support	<u>275,839.44</u>	<u>19,470.51</u>	<u>295,309.95</u>
Expenditures			
Salaries	203,338.07	0.00	203,338.07
Fringe Benefits	45,045.44	0.00	45,045.44
Travel	2,223.38	0.00	2,223.38
Program Support	<u>1,050,880.15</u>	<u>373.97</u>	<u>1,051,254.12</u>
Total Expenditures	<u>1,301,487.04</u>	<u>373.97</u>	<u>1,301,861.01</u>
Increase (Decrease In Net Assets)	<u><u>(1,025,647.60)</u></u>	<u><u>19,096.54</u></u>	<u><u>(1,006,551.06)</u></u>



MONTHLY ACTIVITY REPORT

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

- Met with BKCWand Curative benefit demonstration
- Follow-Up on HS Center Leases
- Met with NHSA and ESC-EL Paso Head Start regarding bilingual training project
- Met with OHS regarding the pre-transition orientation call
- Attended the HIP Board Meeting
- Attended HS Staff Communication Meeting regarding grant status
- Met with CS staff regarding HS award status and future outlook
- Met with OHS 2nd Transition Call
- Met with Fiscal, Director of Operations, and CS Key staff regarding audit prep
- Attended TACAA/NCAP New ED Training (Virtual)
- Met with Jana Shoe from 211 regarding update of services
- Held CS staff training
- Met with Exec. Leadership regarding OHS timelines
- 2 Day transition meeting with OHS and new HS awardee UpBring
- Met with Mutual of America regarding 403B changes and updates
- Attended TDHCA CEAP Special Meeting
- Attended UpBring Staff Informational Event at St. Theresa's
- Met with NeighborWorks America regarding agency updates and future outlook



NCCAA

September Monthly Activity Report-2024 Community Services CEAP, HOUSING, & CSBG Diana Hernandez, Community Services Supervising Manager

Housing

- Currently 4 vacancies: #2 and #10 Houston Apts, Staples Apt #A and House Robstown-832 Martinez.. Pending (make readies) work on them.

Comprehensive Energy Assistance Program (CEAP)

- SEPTEMBER–Served 2672 Households and 4337 Individuals with utility assistance

Community Service Block Grant (CSBG)

- SEPTEMBER–Served 27 Households and 10 Individuals

Heating and Cooling(CEAP)

- SEPTEMBER–Served 1 Households and 3 Individuals

A. Enrollment and Program Information as of September 30, 2024

Enrollment	Current
(Funded 563) HS PA22	215
(Funded 352) EHS PA28	346
(Funded 10) Pregnant Women	11
Wait List For 2024-2025	
*HS	52
On-line incomplete applications	
*EHS	113
On-line incomplete applications	
Children with Disabilities	
returning children HS requires 56	9
returning children EHS requires 35	11
Total Enrolled 10%	10.00%
Homeless Children & Families	
HS	2
EHS	6
Number of Operational Days	
September HS	19
September EHS	19
Volunteers	
September HS	
September EHS	
Overincome (PIRa)	
(w/qualifying disability) HS	10
(w/qualifying disability) EHS	8

Children Total Meals	May		Total	
(2024-25 reimbursement rate \$2.37) Breakfast	7993	@	2.37	\$18,943.41
(2024-25 reimbursement rate \$4.43) Lunch	7989	@	4.43	\$35,391.27
(2024-25 reimbursement rate \$1.21) Snack	7410	@	1.21	\$8,966.10
				\$63,300.78
			CIL	2,396.70
				\$65,697.48

Projected unaudited total

YTD Actual CACFP Revenue Received for contract year, October - September \$128,188.50
 *All applicants on Wait List have been offered enrollment at sites with openings, but have refused due to available locations.

PROGRAM ACTIVITIES

Operations

Working on the Transition Process from NCCAA to Upbring

Maintenance

- Los Pequeños - Replace AC on October 25th
- Gulfway - Repair Ramp
- LA - Fence Repairs
- Cleaning up and organizing Warehouse
- Little Homet- Replace Storage Shed
- Austin- Ramp Repairs

Issues and Planning:

STAFFING

Pre-School Division

Teachers:	
Total Positions	17
Vacancies	2
MS	0
BA	9
AA	6
CDA	0
No CDA	0

Asst. Teachers:

Total Positions	17
Vacancies	2
BA/ECE	1
AA/ECE	3
CDA	7
No CDA	4

Infant Toddler Division

Child Dev. Specialists	
Total Positions	93
Vacancies	24
PHD	0
Masters	0
BA	2
BA Other	5
AA	8
AA Other	3
CDA	30
No CDA	21

IT Caregivers

Total Positions	29
Vacancies	7
BA/ECE	0
BA Other	2
AA/ECE	1
AA Other	1
CDA	9
Need CDA	9

In-kind Goal for EHS 2024/2025	Month	Monthly	Column1
	September	\$82,306.37	
	October		
	November		
	December		
	January		
	February		
	March		
	April		
	May		
	June		
	July		
	August		
	September		
	YTD	\$82,306.37	\$860,975.00

In-kind Goal for HS 2024/2025	Month	Monthly	Column1
	September	\$33,813.18	
	October		
	November		
	December		
	January		
	February		
	March		
	April		
	May		
	June		
	July		
	August		
	September		
	YTD	\$33,813.18	\$301,610.82

AUSTIN/ZAVALA NEIGHBORHOOD COUNCIL REPORT

DATE OF MEETING: September 10 , 2024

Month	No. in Attendance	Month	No. In Attendance
October 11, 2023	12	June 12, 2024	8
November 2, 2023	No Meeting	July 30, 2024	9
December 28, 2023	No Meeting	August 13, 2024	13
January 9, 2024	20	September 17, 2024	12
February 21, 2024	No Meeting	October 15, 2024	
March 13, 2024	9	November 19, 2024	
April 10, 2024	12	December 17, 2024	
May 8, 2024	7		

Meeting Called To Order: 10:08 pm David Reyes, Motioned and Gloria Garza, Seconded Motion

Approval of Minutes: Jean Gaskins, Motion and Nina Flores, Seconded Motion

Treasurer's Report:

Old Business: Update of Sept 2024 pledges mail out to members.

New Business: Group meeting for October , November and December to cancel meetings, due to many going out of town, holidays. Molly Chapa, Motioned and Johnnie Miller, second motion

Information Items: Next meeting will be held January 14, 2025.

<u>UNITED COUNCIL OF AUSTIN/ZAVALA OFFICERS</u> <u>2023-2024</u>	
Council Chairperson	David Reyes
Council Secretary	Gloria Garza
Council Board Representative	Jean Gaskins

**Meeting Adjourned: 10:33 am Severa Gonzalez Motioned for meeting adjourned
Maria Ramirez Seconded the motion**

Number Invited: 30

Number Attended: 12

Staff Persons: Gabby Hernandez

DAVID REYES
Council Chairperson

Ms. Gaskins , Council Chairperson
Representative



Austin / Zavala Neighborhood Council Meeting Agenda

Date: September 10, 2024

10:08 AM At this time Mr. David Reyes, the new Chairman for 2024 to 2025, September called to order the Austin / Zavala Neighborhood Council with a prayer and followed by Mrs. Gloria

Invocation and Pledge of Allegiance: Garga leading the group with the pledge of allegiance to the United States of the United States. Following

Mr. Reyes went over the minutes of August 13, 2024 regarding an update of the September 2024 of the most current status of pledges now

Approval of Minutes: being sent out to all members. Mrs. Gaskins motioned to accept and approve the minutes as read and second by Mrs. Nina Flores. Following all approved the

Motion to accept minutes: minutes. Next, we were then very privileged to have Ms. Gabriela Hernandez, 2nd Motion to accept minutes:

from 22nd Street who reviewed the September pledges for our Council that they were all in Old Business: the works. Mrs. Gloria Garga motioned to accept this information and second by Mrs. Gaskins and all approved.

New Business: Next Mrs. Molly Chapa motioned to vote on cancelling the group's meeting for 2024 in October, November and December due to many members going out of town for the holidays and

Adjournment: several members coming down with Covid 19. Mrs. Johnnie Miller motioned to accept Motion to adjourn Meeting: and Mrs. Daniela second it and all approved and none of the agenda

era. Gonzalez motioned to adjourn 3:33 PM meeting and Mrs. Maria Ramirez second. The next meeting will be held in January 14, 2025.

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AUSTIN/ ZAVALA NEIGHBORHOOD COUNCIL SIGN - IN SHEET

DATE OF MEETING: 9-10-24

Name	Signature	Address	City / Zip	Phone
Chair: David Reyes			CITY 78416	361 834-9694
Vice - Chair:				
Secretary: Gloria Cury		546 Backward	CITY 78405	361 67881193
Treasurer: Janina Rep. Harding	J. Harding	276 Mohamud St	CITY 78405	361 883-1655

Name	Address	City	Zip	Phone
Mayra Colon	4626 Guin	City	78416	361 853 1300
Nithin Daniel	1025 Backward	City	78905	361-558 9490
DAVID REYES	2234 BOLIVAR ST.	City	78416	361 834 9694
Maria Flores	1606 Sherman ST	City	78416	361-854 3004
Johnnie Miller	4823 Bluebell h.	City	78416	361-563 5771
Luzmila Gonzalez	3610 Wright	City	78405	361-633-5836
Hector Rodriguez	2746 Mason	City	78405	(361) 704 5836
Maria Rami	2746 Mason	-	78405	361 888 7152
Melissa Chapa	4650 Old Brownsville	-	78405	361 360 9538

ROBSTOWN NEIGHBORHOOD COUNCIL REPORT

DATE OF MEETING: September 17, 2024

Month	No. in Attendance	Month	No. In Attendance
October 17, 2023	No Meeting	June 18, 2024	No Meeting
November 21, 2023	No Meeting	July 16, 2024	No Meeting
December 19, 2023	No Meeting	August 20, 2024	11
January 16, 2024	No Meeting due to weather	September 17, 2024	12
February 20, 2024	12	October 15, 2024	
March 19, 2024	10	November 19, 2024	
April 16, 2024	No Meeting	December 17, 2024	
May 21, 2024	Canceled/TACAA		

Meeting Called To Order: 3:03 pm Maria Pacheco

Approval of Minutes: N/A

Treasurer's Report: N/A

Old Business: N/A

New Business: N/A

Information Items: N/A

<u>UNITED COUNCIL OF ROBSTOWN OFFICERS</u> <u>2023-2024</u>	
Council Chairperson	Maria Pacheco
Council Vice-Chairperson	Barbarita Ramirez
Council Board Representative	Maria Pacheco

Meeting Adjourned: 3:11 pm Amalia Infante motion/Lupita Santos 2nd motion

Number Invited: 18

Number Attended: 12

Staff Persons: Gabby Hernandez

Maria Pacheco

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

Sept. 17, 2024
NCCA Meeting
Robstown, Council

Barluta Rey - 361-726-7989

Sylvester Pongoria

Elisa R Pongoria

Lupita Santos

ESPERANZA SOLIZ

Amalia Infante

ERNESTO VICLELA

Mania Pacheco

Conna Gonzalez

U Gabby Hernandez

Ben McAnzu

Amelia Infante

Lupe Santos



Diana Hernandez <diana.hernandez@nccaatx.org>

Robstown Neighborhood Council Meeting 09/17/2024 3P Notes & Sign In Sheet

1 message

Gabby Hernandez <gabby.hernandez@nccaatx.org>
To: Diana Hernandez <diana.hernandez@nccaatx.org>

Mon, Sep 23, 2024 at 10:30 AM

Hi good morning,

These are the notes taken and the sign in sheet Ms. Pacheco asked if the sign in sheet and notes would be turned in to you on her behalf.

Notes: September 17, 2024

Meeting called to order by Ms. Pacheco at 3:03pm

Opened with prayer and pledge of allegiance.

Old news: Attendance of members to stay informed.

New business: none. Next meeting set for October 22, 2024 at 3p

Close: Amalia Infante motioned to close the meeting at 3:11p. Lupita Santos seconded the motion. Meeting closed at 3:12p

If you have any questions please let me know. Thank you,
KEEP SOARING & SHINING!!!

Gabby Hernandez
Case Management Specialist



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Sept, 17, 2024
NCCA Meeting
Robstown, Council

Barbara Rey - 361-726-7989

Sylvester Ponzana

Elisa R Ponzana

Lupita Santos

ESPERANZA SOLIZ

Amalia Infante

ERNESTO VICLELA

María Pacheco

Conita Gonzalez

U Gabby Hernandez

Ben McArthur

Amelia Infante

Lupe Santos

BANQUETE NEIGHBORHOOD COUNCIL REPORT

DATE OF MEETING: September 17, 2024

Month	No. in Attendance	Month	No. In Attendance
October 17, 2023	No Meeting	May 21, 2024	Canceled/TACAA
November 21, 2023	No Meeting	June 18, 2024	No Meeting
December 19, 2023	No Meeting	July 16, 2024	No Meeting
January 16, 2024	No Meeting	August 20, 2024	11
February 20, 2024	No Meeting	September 17, 2024	No Meeting
March 19, 2024	15	October 15, 2024	
April 16, 2024	17	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> <u>2022-2023</u>	
Council Chairperson	Aminta Garcia
Council Vice-Chairperson	Josefa Trevino
Council Board Representative	Aminta Garcia

Meeting Adjourned:

Number Invited:

Number Attended:

Staff Persons:

Aminta Garcia
 cil Chairperson
Page 77

Aminta Garcia , Council Chairperson
 Aminta Garcia, Representative

**NCCAA Board of Directors
OFFICER MEETING**

**MINUTES
October 15, 2024**

OFFICER MEETING

MEMBERS PRESENT

Vic Medina
Aidee Hernandez
Jennipher Garcia

MEMBERS ABSENT

Dr. Nicholas Adame - excused another commitment
Priscilla Quintanilla – excused OTT

STAFF PRESENT

Linda R. Carrillo
Cindy Longoria
Alicia Mancha
Jennifer Ruiz
Stephanie Castro

GUEST PRESENT

Alonso Mackriss, Park Fowler & Company, PLLC.

CALL TO ORDER:

Chairperson Vic Medina declared a quorum and called the meeting to order at 5:32 p.m. The officer meeting was conducted in-person at the NCCAA Central Administrative Office located at 101 South Padre Island Dr., 78405.

APPROVAL OF MINUTES:

None.

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.

Chairperson Vic Medina requested to move Action Item #A.2, 403(b) Thrift Plan Audit, to the beginning of the meeting.

ITEMS OF BUSINESS:

- A. Action Items
 - 2. Discussion and Possible Action of the NCCAA 403(b) Thrift Plan Audit. Presented by Alonso Mackrizz with Park Fowler & Company, PLLC. Unmodified opinion. No items to disclose. No issues or findings.

Chairperson Medina entertained a motion for a favorable review of the NCCAA 403 (b)Thrift Plan Audit.

MOTION: by Ms. Aidee Hernandez, seconded by Ms. Jennipher Garcia, for a favorable review of the NCCAA 403(b) Thrift Plan Audit

DISCUSSION: Hearing none.

PUBLIC COMMENTS: Hearing none.

ALL APPROVED. MOTION CARRIES.

1. Discussion and Possible Action of the Mutual of America 403(b) NCCAA Retirement Plan Contract Amendment (Partial Plan Termination – when more than 20% of plan participants are terminated in one day.) Presented by Linda R. Carrillo, Chief Executive Officer. No handout provided by Mutual of America representative Christopher Thompson.

Chairperson Medina postponed the action item until the board meeting. When the board receives the Mutual of America handout.

MOTION: None.

DISCUSSION: None.

PUBLIC COMMENTS: None.

NO MOTION

3. Discussion and Possible Action of the NCCAA 2024 – 2025 Board Committee Assignments. Presented by Linda R. Carrillo, Chief Executive Officer.
Executive Committee Assignments: Vic Medina, Aidee Hernandez, Priscilla Quintanilla, Dr. Nicholas Adame, Jean Gaskins, Maria Pacheco and Jennipher Garcia.
Fiscal/Audit Committee Assignments: Vic Medina, Aidee Hernandez, Dr. Nicholas Adame, Jean Gaskins and Jennipher Garcia.

Chairperson Medina entertained a motion for a favorable review of the NCCAA 2024 – 2025 Board Committee Assignments.

MOTION: by Ms. Jennipher Garcia, seconded by Ms. Aidee Hernandez, for a favorable review of the NCCAA 2024 – 2025 board committee assignments.

DISCUSSION: Hearing none.

PUBLIC COMMENTS: Hearing none.

ALL APPROVED. MOTION CARRIES.

4. Discussion and Possible Action of the November and December Board Calendars. The NCCAA Board of Directors November/December board meeting will be on Thursday, November 21, 2024. The board will be on Holiday Break during the month of December 2024. They will resume their normal meeting schedule in January 2025. Presented by Linda R. Carrillo, Chief Executive Officer.

Chairperson Medina entertained a motion for a favorable review of the November and December Board Calendars.

MOTION: by Ms. Jennipher Garcia, seconded by Ms. Aidee Hernandez, for a favorable review of the November and December board calendars.

DISCUSSION: Hearing none.

PUBLIC COMMENTS: Hearing none.

ALL APPROVED. MOTION CARRIES.

5. Discussion and Possible Action of the Authorization to Close the Agency Monday, December 23, 2024 – Friday, January 3, 2025 as Paid Holidays. The Agency will resume a normal schedule on Monday, January 6, 2025. Presented by Linda R. Carrillo, Chief Executive Officer.

Chairperson Medina entertained a motion for a favorable review of the authorization to close the agency Monday, December 23, 2024 – Friday, January 3, 2025 as Paid Holidays. The Agency will resume a normal schedule on Monday, January 6, 2025.

MOTION: by Ms. Aidee Hernandez, seconded by Ms. Jennipher Garcia, for a favorable review of the authorization to close the agency Monday, December 23, 2024 – Friday, January 3, 2025 as Paid Holidays. The Agency will resume a normal schedule on Monday, January 6, 2025.

DISCUSSION: Hearing none.

PUBLIC COMMENTS: Hearing none.

ALL APPROVED. MOTION CARRIES.

6. Discussion and Possible Action of the NCCAA Board of Directors Attendance Roster and Attendance Policy. Executive Committee to Review Roster in accordance with the NCCAA By-Laws & Election Code

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. Jennipher Garcia, seconded by Ms. Aidee Hernandez, for a favorable review of the NCCAA Board of Directors Attendance Roster.

DISCUSSION: Hearing none.

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PUBLIC COMMENTS: Hearing none.

ALL APPROVED. MOTION CARRIES.

7. Discussion and Possible Action of the 2024 – 2025 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.** 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 14, 2024	Dr. Nicholas Adame, Jean Gaskins, Maria Pacheco, Priscilla Quintanilla, and Aminta Garcia
Board Members Pending Completion of the Open Meetings Act training:	None. All members are in compliance.
Board Members Pending Completion of Public Information Act training:	None. All members are in compliance.
Board Members Pending the Return of Compliance CACFP Forms: copy of driver's license and utility bill.	The following require only the signed CACFP forms: Dr. Nicholas Adame, Jean Gaskins, Maria Pacheco, Priscilla Quintanilla, and Aminta Garcia
Board Compliance Requirements	Members Pending Compliance
Board Members Pending Completion of the Civil Rights Training.	Vic Medina, Aidee Hernandez, Jennipher Garcia, Dr. Nicholas Adame, Jean Gaskins, Maria Pacheco, Priscilla Quintanilla, and Aminta Garcia

Chairperson Medina entertained a motion for a favorable review of the 2024 - 2025 Board Compliance Report.

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

DISCUSSION: Hearing none.

PUBLIC COMMENTS: Hearing none.

ALL APPROVED. MOTION CARRIES.

B. Informational Items

1. Administration Program Update – Presented by Linda R. Carrillo, Chief Executive Officer.

- a. 2024 – 2025 NCCAA Board of Directors Virtual Orientation. The orientation will be held virtually. You may complete your training courses online during December 21, 2024 - January 10, 2025. You will receive additional instructions as soon as plans have been finalized.
2. Community Services Program Update – Presented by Linda R. Carrillo, Chief Executive Officer.
 - a. Texas Department of Housing and Community Affairs (TDHCA) Letter PY2025 CEAP Service Delivery Plan Accepted.
3. Birth-to-Five Head Start Program Update - Presented by Alicia Mancha, Director of Birth-to-Five Head Start
 - a. Birth-to-Five Head Start Program Last Day Notice.
4. Monthly Fiscal Reports – September 2024 – Presented by Stephanie Castro, Supervising Accountant.
 - 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 – September 2024 – Presented by Stephanie Castro, Supervising Accountant
 - a. Statement of Financial Position as of 09/30/2024
 - b. Statement of Activities from 09/01/2024 through 09/30/2024
6. Certification for CACFP (Child Adult Care Food Program) – All NCCAA Governing Body Members are required to sign a written declaration that they are aware of the organization’s responsibilities and liabilities associated with participation in the CACFP. (IMPORTANT NOTE: All board members are required to submit a copy of their utility bill and driver’s license, along with a signed form. The following board member is required to turn in Certification for CACFP: All Board Members). **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).** Presented by Linda R. Carrillo, Chief Executive Officer.
7. New Board Member Training – Required by TDHCA – The Texas Department of Housing & Community Affairs is requiring that all NCCAA Board Members complete a training course in Open Meetings and Open Records. You may complete the training on your own using the Texas Attorney General website. Please turn in your Certificate of Course Completion for both trainings as soon as possible. The new board members for 2024 – 2025 are required to turn in course completion certificates: **All Board Members are currently in compliance.** Presented by Linda R. Carrillo, Chief Executive Officer.

8. Review the NCCAA Mission Statement, The Promise of Community Action and the NCCAA Pledge. Presented by Linda R. Carrillo, Chief Executive Officer.
CSBG Organizational Standard 4.1 – The governing board has reviewed the organization’s mission statement within the past 5 years and assured that: 1. The mission statement addresses poverty; and 2. The organization’s programs and services are in alignment with the mission.

9. Review the NCCAA By-Laws and Election Code. Copy of NCCAA By-Laws & Election Code emailed to All Board Members on October 4, 2024. Presented by Linda R. Carrillo, Chief Executive Officer.
CSBG Organizational Standard 5.4 – The organization documents that each governing board member has received a copy of the bylaws within the past 2 years.

10. Review the 2024 – 2025 Board of Directors Disclosure of Conflict of Interest. Presented by Linda R. Carrillo, Chief Executive Officer.
CSBG Organizational Standard 5.6 – Each governing board member has signed a conflict of interest policy within the past 2 years.

11. Review the 2024 – 2025 Board Member Code of Ethics. Presented by Linda R. Carrillo, Chief Executive Officer.

12. Review the 2024 – 2025 CHDO (Community Housing Development Organization) Board Member Statement. Presented by Linda R. Carrillo, Chief Executive Officer.

13. Review the 2024 – 2025 CACFP (Child Adult Care Food Program) Board Member Forms. Presented by Linda R. Carrillo, Chief Executive Officer.

14. The following required forms will be distributed to the 2024 – 2025 NCCAA Board Members at the October 31, 2024 board meeting. Each member will be asked to sign and return the required board forms.
 - a. Review the NCCAA Mission Statement, The Promise of Community Action and the NCCAA Pledge.
 - b. Review the NCCAA By-Laws and Election Code.
 - c. 2024 – 2025 Board of Directors Disclosure of Conflict of Interest.
 - d. 2024 – 2025 Board Member Code of Ethics.
 - e. 2024 – 2025 Board Member CHDO Certification.
 - f. 2024 – 2025 Board Member CACFP Forms.

15. Upcoming Board Meetings: October 31, 2024, November 21, 2024, December 2024 – Board Holiday Break (no meetings in December), and January 30, 2025.

16. NCCAA 2024 – 2025 Board of Directors List.

PAST BUSINESS: None.

NEW BUSINESS: None.

ADJOURNMENT: No further business. Meeting adjourned at 6:14 P.M.

Birth-to-Five Head Start Policy Council Meeting

September 12, 2024

REGULAR MEETING MINUTES

Policy Council Members via Face to Face and Zoom:

Vic Medina	Cierra Felix	Chancene Leal (Vice-Chairperson)	Norma Munoz
Jennifer Garca			

Staff and Guests Present (Face to Face):

Jeannine Johnson	Stephanie Castro	Heather Zavala	Richard Lopez

I. Call to Order- Meeting Started at: 3:12pm Called to order by Heather Zavala.

- A. Roll Call- Heather Zavala
- B. Establish Quorum- **Quorum established**

II. Moment of Silence, The Council recited the NCCAA Mission Statement, "NCCAA works with partners to apply comprehensive strategies to eliminate the causes of poverty for people of Nueces County."

III. Approval of Minutes:
Minutes for the August 16, 2023 Regular Meeting Minutes were presented for approval. Cierra Felix motioned to approve the minutes as presented, second by Jennifer Garcia. Motion carried.

IV. Calendar: September 2nd - Labor Day, September 3-6th - Grandparents Celebration at Centers, September 10th - Policy Council Meeting (Rescheduled for September 12th due to not meeting quorum), September 12th - P.I.E Meeting, September 13th- Grand Parent Conference @ Del Mar, September 19th - S.E.A.T Meeting, September 26th - Board Meeting/ P.I.E Meeting, September 27th - Staff Development Day/ CDA Class for Staff - 1-5pm. October 7-11th Card Board Challenge @ Centers, October 10th Early Release @ 12:00pm/DMHS Support Meeting , October 14th- Indigenous Peoples Day, October 18th - Fall Mini Conference, October 24 - P.I.E Meeting, October 25- Staff Development Day, October 31- Board Meeting.

V. Action Items:

A. **Treasurer's Report:** The treasurer's report for July 31, 2024 was presented by Heather Zavala. There was no service charge for this account in July and the ending account balance was \$8,885.72. Chancene Leal motioned to accept the treasurer's report for July, second by Cierra Felix. Motion carried.

B. **Committee Reports:**

- 1. **By-laws Committee:** No Meeting: No Action

2. **Personnel Committee:** No Meeting; No Action
3. **Scholarship Committee:** No Meeting; No Action.
4. **Fundraiser Committee:** No Meeting; No Action
5. **Budget Committee:** No Meeting, No Action.

VI. Program Governance

A. Administration:

1. **Program Expenditures for August 01, 2024 to August 31, 2024.** Program Encumbrance Reports and Credit Card Reports for August were included in the agenda. Stephanie Castro, Benefits and Payroll Accountant, reviewed the encumbrance reports for 22 Head Start, 28A EHS TTA and 30 HS TTA CDA. Cierra Felix motioned to accept the program expenditures and credit card activity reports for August 2024. Second motion made by Chancene Leal. Motion carried.

VII. New Business - Action Items

1. **Longevity and Retention Pay Policy** presented by TTA Coordinator Heather Zavala. Ms. Zavala explained the Longevity policy has had a revision to include that Longevity pay can be paid out in the same year as Retention Pay or paid one at a time based on the budget. The Retention Pay Policy was also reviewed and Heather Zavala stated Retention pay is a way for the agency to provide support to staff by strengthening the agency foundation. Retention pay is based on the number of months of continuous service to NCCAA and will be paid out in tiers of pay that are associated with the total period of employment. Retention Pay will be disbursed based on budget and grant availability. This policy is subject to adjustments or cancellation and will be determined through executive collaboration. Chancene Leal motioned to approve the Longevity and Retention Pay Policy. Second motion made by Cierra Felix. Motion Carried.
2. **Education Assistance Guidelines and Revisions** was presented by Training and Technical Assistance Coordinator Heather Zavala. The revisions included in the Education Assistance Guidelines include that staff can obtain online course credit from accredited colleges or licensed recourses as well as classes will be reimbursed to any staff who needs advanced education fir their current position with verification of denial of financial aid. And finally, Professional development training and courses will be paid for by NCCAA as needed.

VIII. Informational Items

1. **HR Staffing Report - Not reported due to HR representative not being present. Staffing report will be reviewed at next PC meeting.**

Date	# Employees	New Hires	Terminations	Resignations	Discharges
9/12/24		EHS -	EHS-	EHS -	EHS -
		HS -	HS -	HS -	HS -

Closed Session Not required.

2. **Board Update-** Mr. Vic Medina presented the Board Update. Mr. Medina stated the Board of Directors received a letter from NCCAA Chief Executive Officer Linda Carrillo, which notified the board of the grant not being received and the program being taken over by a new entity as of January 1, 2024. Mr. Medina voiced not knowing what lies ahead but encourages everyone to assist the new entity for the best interest of the program and the families we serve. Mr. Medina thanked the agency for the ongoing support and community assistance that the agency has provided to children and families and hopes the families will continue to be served as there is still a need in the community.

3. **2024 Customer Satisfaction Survey Results** were presented by Training and Technical Assistance Coordinator Heather Zavala. Ms. Zavala reported that pages 20-24 included the results of the satisfaction survey that showed the results for overall experience, Quality of Services, Customer Service, Quality of Professionalism and Recommendation to the Community.
4. **Head Start Parent Feedback** was presented by Jeannine Johnson. Ms. Johnson stated the feedback included that NCCAA has served 1,212 children ages birth through 6 years old this past school year as well as given feedback on the parentpowered app as parents voiced their experiences while using the app and making access easy for families.
5. **Directors' Report** The Directors Report was presented by Associate Director Jeannine Johnson. Ms. Johnson stated maintenance is currently working hard with moving furniture and supplies out of Stepping Stone and Soledad HS centers as staff and children will be relocated to ensure safety of the children and staff.
6. **Notice Of Award Notification** presented by Associate Director Jeannine Johnson. Ms. Johnson notified the PC participants that the new grant awarded will be from August 31, 2024 - December 31st 2024 and the budget for four month period is for \$4,785,675.00 plus \$1,196,419.00 that is the total approved for inkind match which calculates to a total of \$5,982,094.00.
7. **Letter to Policy Council Head Start Team Cease Operations** was presented by Jeannine Johnson. Ms. Johnson. Ms. Johnson reported that NCCAA has received notification from the Office of Head Start regarding the 5 year grant and unfortunately the grant was awarded to a new entity. Ms. Johnson stated the NCCAA Head Start program will operate until December 31, 2024 while the transition of operations take place. Comments were voiced on the floor. Mr. Vic Medina stated he is glad services will not be interrupted and hes glad NCCAA is assisting on supporting the new entity during the transition to ensure the changes go smoothly. Vic Medina voiced how thankful he is to the program and all the hard work that has been done to keep the agency running and successful.

4. **Program Plans.** None

5. **Revision and Update to Program Narrative:** None

X. **Public Comments:** None

XII. **Good and Welfare:** None

XIII. **Adjournment:** Meeting adjourned at 3:50pm. First motion to end the meeting was made by Cierra Felix. Seconded by Chancene Leal. Motion carried. Meeting adjourned.

Chairperson Printed Name

Chancene Leal

Chairperson Signature

Chancene Leal september

Date

9-19-24

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

- Consultation between the Policy Council and its attorney
- Discussion with respect to real property
- Personnel Issues
- Any matter specifically made confidential by law or regulation

Birth-to-Five Head Start Policy Council Meeting

October 1, 2024

REGULAR MEETING MINUTES

Policy Council Members via Face to Face and Zoom:

Cierra Felix	Jennifer Garcia	Rocky Pena	Vic Medina
Victoriana Romo	Casandra Rosales	Jaqueline De La Paz	

Staff and Guests Present (Face to Face):

Heather Zavala	Alicia Mancha	Jeannine Johnson	Minnie Alaniz
Jasmin Romero	Gabriela Ortegon		

I. Call to Order- Meeting Started at: 12:08 pm Called to order by Heather Zavala

II. New Business-

A. Election of Officers

1. Motion to elect Cierra Felix as Chairperson by acclamation for 2024-2025 by Rocky Pena, second by Victoriana Romo. Motion carried.

2. Motion to elect Rocky Pena as Vice Chairperson by acclamation for 2024-2025 by Jennifer Garcia, second by Jaqueline De La Paz. Motion carried.

3. Motion to elect Jaqueline De La Paz as Secretary/Treasurer by acclamation for 2024-2025 by Vic Medina, second by Cierra Felix. Motion carried.

4. Motion to elect Vic Medina as Parliamentarian by acclamation for 2024-2025 by Cierra Felix, second by Jennifer Garcia. Motion carried.

5. Motion to elect Jennifer Garcia as Board Representative by acclamation for 2024-2025 by Victoriana Romo, second by Vic Medina. Motion carried.

B. Appointment of Committees

By-Laws Committee-

Personnel Committee- Vic Medina, Jennifer Garcia ,Cierra Felix

Budget Committee-

Fundraiser Committee-

Scholarship Committee-

Recruitment Committee-

Motion to accept Committee Appointments for 2024-2025 by Jennifer Garcia, second by Cierra Felix. Motion carried.

Program Plans. none

1. Revision and Update to Program Narrative: none

2. Scholarship Committee: none


III. Public Comments: no comments

IV. Good and Welfare: None

Issued 10/11/2022

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V. **Adjournment:** There being no further business, **Cierra Felix** moved to adjourn the meeting, second by **Victoriana Romo. Heather Zavala** adjourned the meeting at **1:03 p.m.**

Chairperson Printed Name	Chairperson Signature	Date
<u>Cierra Felix</u>	<u></u>	<u>10/07/2024</u>

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

- Consultation between the Policy Council and its attorney**
- Discussion with respect to real property**
- Personnel issues**
- Any matter specifically made confidential by law or regulation**

NUECES COUNTY COMMUNITY ACTION AGENCY

Board of Directors

2024 – 2025

REPRESENTATIVE OF PUBLIC SECTOR	REPRESENTATIVE OF LOW-INCOME SECTOR	REPRESENTATIVE OF PRIVATE SECTOR
<p>Vic Medina 1802 Brazos Dr. Corpus Christi, TX 78412 Cell: 361-658-2910 State Representative Dist.32 Todd Hunter nolongputters@gmail.com</p>	<p>Aminta Garcia P.O. Box 65 Banquete, TX 78339 361-480-2205 Banquete Neighborhood Council garciaaminta35@yahoo.com</p>	<p>Dr. Nicholas L. Adame P.O. Box 270113 Corpus Christi, TX 78427 Cell: 361-445-8720 Work: 361-888-4518 LULAC Council #1 drnickadame@gmail.com</p>
<p>Aidee Hernandez 7017 Hannah Circle Corpus Christi, TX 78413 Cell: 361-425-9526 County Commissioner Pct. 2 (Joe A. Gonzalez) ayd.razo@gmail.com</p>	<p>Jean Gaskins 226 Mohawk Corpus Christi, TX 78405 361-883-1655 Austin/Zavala Neighborhood Council</p>	<p>VACANT Representative of Private Sector Attorney</p>
<p>Priscilla Quintanilla 900 Perkins St. Robstown, TX, 78380 Cell: 361-726-8628 Work: 361-387-1151 County Commissioner Pct. 3 (John Marez) priscilla.quintanilla@nuecesco.com</p>	<p>Maria Pacheco 477 Cenizo Drive Robstown, TX 78380 361-236-8150 United Council of Robstown mariasandovalpacheco@gmail.com</p>	<p>VACANT Representative of Private Sector</p>
<p>VACANT Representative of Public Sector State Representative Dist.34 Abel Herrero</p>	<p>Jennifer Garcia 4629 Arlene Dr. Corpus Christi, TX 78411 361-742-5312 Birth-to-Five Head Start Policy Council jennalee5908@gmail.com</p>	<p>VACANT Representative of Private Sector</p>

CHAIRPERSON = Vic Medina
 VICE CHAIRPERSON = Dr. Nicholas Adame
 SECRETARY = Priscilla Quintanilla
 TREASURER = Aidee Hernandez
 PARLIMENTARIAN = Jennifer Garcia

