

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: December 6, 2024

SUBJECT: Special Called Board of Directors Meeting – December 2024

Please be advised that the NCCAA Board of Directors will hold a **Special Called Meeting** scheduled on **Thursday, December 12, 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, December 12, 2024. Thank you for your service to our community.

Thursday, December 12, 2024
5:30 P.M. NCCAA Board of Directors
Special Called Meeting
101 South Padre Island Drive



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

**Thursday, December 12, 2024
Special Called 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. November 21, 2024, NCCAA Regular Board Meeting.....**Pages 3 – 7**

V. Action Items

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

- A. Board/Committee - Appointments/Resignations/Terminations - None.
- B. Discussion and Possible Action of the Birth-to-Five Head Start Grant Number 06CH012858 Request for Low-Cost Extension Budget and Budget Narrative.....**Pages 8 - 12**

VI. Informational Items

- A. Program Updates
 - 1. Administration – Program Update – None.
 - 2. Community Services – Program Update – None.
 - 3. Birth-to-Five Head Start – Program Update – None.
- B. Monthly Fiscal Reports – None.
- C. Monthly Activity Reports - None.

VIII. Executive Session

IX. Chairman’s Comments

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

XI. Adjournment

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

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

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
Jennifer Garcia, Parliamentarian	Vacant – Rep. of Private Sector
Jean Gaskins	Vacant – Rep. of Private Sector (Attorney)

**NUECES COUNTY COMMUNITY ACTION AGENCY
BOARD OF DIRECTORS
Thursday, November 21, 2024**

REGULAR MONTHLY MEETING MINUTES

MEMBERS PRESENT

Vic Medina	State Representative Dist. 32 Todd Hunter
Jean Gaskins	Austin/Zavala Neighborhood Council
Jennipher Garcia	Birth-to-Five Head Start Policy Council
Aminta Garcia	Banquete Neighborhood Council
Maria Pacheco	United Council of Robstown Neighborhood Council
Aidee Hernandez	County Commissioner Pct. 2 Joe A. Gonzalez
Priscilla Quintanilla	County Commissioner Pct. 3 John Marez

MEMBERS ABSENT

Dr. Nicholas Adame – unexcused no show	LULAC Council #1
Vacant	Representative of Private Sector - Attorney
Vacant	Representative of Private Sector
Vacant	Representative of Private Sector
Vacant	Representative of Public Sector State Rep. Dist. 34

STAFF PRESENT
Linda R. Carrillo, Chief Executive Officer
Cindy Longoria, Director of Operations
Alicia Mancha, Director of Birth-to-Five Head Start
GUEST PRESENT
None

CALL TO ORDER:

The Nueces County Community Action Agency (NCCAA) Board of Directors met Thursday, November 21, 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 5:30 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 October 31, 2024 Board of Directors regular meeting.

MOTION: by Ms. Jean Gaskins, seconded by Ms. Priscilla Quintanilla, to approve the minutes of the October 31, 2024 Board of Directors regular meeting.

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 – None.

Item B. Discussion and Possible Action of the Mutual of America 403(b) NCCAA Retirement Plan Contract Amendment Board Resolution (Partial Plan Termination – when more that 20% of plan participants are terminated in one day.) Presented by Linda R. Carrillo, Chief Executive Officer.

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

Chairperson Medina entertained a motion to approve the Mutual of America 403(b) NCCAA

Retirement Plan Contract Amendment Board Resolution (Partial Plan Termination – when more than 20% of plan participants are terminated in one day.)

MOTION: by Ms. Aidee Hernandez, seconded by Ms. Jennipher Garcia, to approve the Mutual of America 403(b) NCCAA Retirement Plan Contract Amendment Board Resolution (Partial Plan Termination – when more than 20% of plan participants are terminated in one day.)

DISCUSSION: Hearing none.

PUBLIC COMMENTS: Hearing none.

ALL APPROVED. MOTION CARRIES.

Item C. Discussion and Possible Action of the NCCAA Employee Handbook Policy Amendments. Presented by Linda R. Carrillo, Chief Executive Officer.
a. Policy #211 Longevity Pay
b. Policy #323 Holidays
Favorable review given by Executive Committee and the Fiscal/Audit Committee.

Chairperson Medina entertained a motion to accept the NCCAA Employee Handbook Policy Amendments (Policy #211 Longevity Pay and Policy #323 Holidays.)

MOTION: by Ms. Aidee Hernandez, seconded by Ms. Jean Gaskins, to accept the NCCAA Employee Handbook Policy Amendments (Policy #211 Longevity Pay and Policy #323 Holidays.)

DISCUSSION: Hearing none.

PUBLIC COMMENTS: Hearing none.

ALL APPROVED. MOTION CARRIES.

Item D. 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. Presented by Linda R. Carrillo, Chief Executive Officer.
CSBG Organizational Standard 5.5 – The organization’s governing board meets in accordance with the frequency and quorum requirements and fills board vacancies as set out in its bylaws.
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 and Attendance Policy.

MOTION: by Ms. Jennipher Garcia, seconded by Ms. Maria Pacheco, to accept the NCCAA Board of Directors Attendance Roster and Attendance Policy.

DISCUSSION: Hearing none.

PUBLIC COMMENTS: Hearing none.

ALL APPROVED. MOTION CARRIES.

Item E. 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 (<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 Linda R. Carrillo, Chief Executive Officer. CACFP Civil Rights Training will be done as a group training at the board orientation. **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 Ms. Jennipher Garcia, seconded by Ms. Priscilla Quintanilla, to accept the board compliance report.

DISCUSSION: Hearing none.

PUBLIC COMMENTS: Hearing none.

ALL APPROVED. MOTION CARRIES.

INFORMATIONAL ITEMS:

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

A. Program Updates

1. Administration – Program Updates – Presented by Linda R. Carrillo, Chief Executive Officer.
 - a. NCCAA Letter to Birth-to-Five Head Start Employees – October 31, 2024
Notice of Termination Under the WARN Act effective December 31, 2024.
2. Community Services – Program Update – Presented by Linda R. Carrillo, Chief Executive Officer.
 - a. Texas Department of Housing and Community Affairs (TDHCA)

Acknowledgement NCCAA PY 2025 CAP (Community Action Plan) and Budget Reviewed and Approved.

3. Birth-to-Five Head Start – Program Update – Presented by Alicia Mancha, Director of Birth-to-Five Head Start.
 - a. ACF Office of Head Start Grant 06CH010656 – Disposition Request/Report SF-428-C – Tangible Personal Property Disposition Request Approved.
 - b. Fall 2024 CLASS Data Outcomes Summary.
 - c. Birth-to-Five Head Start Policy Council Request to Dispose of NCCAA Policy Council Bank Account.

Fiscal Reports. Presented by Linda R. Carrillo, Chief Executive Officer.

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

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

- Monthly Activity Reports – October 2024;
- Board calendar for the month of January 2025;
- Committee minutes – November 2024;
- Neighborhood Council Reports – October 2024;
- Items of Interest –2025 NCCAA Board Orientation 2024 – 2025 NCCAA Board of Directors Virtual & In-Person Orientation. The orientation will be held virtually and In-Person on Friday, January 10, 2025. You may complete your virtual training courses online during December 21, 2024 - January 10, 2025. You will receive additional instructions as soon as plans have been finalized.

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 5:53 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
Birth-to-Five Head Start
Grant Number 06CH012858
Request for Low-Cost Extension**

Nueces County Community Action Agency (NCCAA) Birth-to-Five Head Start urgently requests a low-cost extension to close the interim grant, which will terminate on December 31, 2024. This extension is crucial for the successful completion of our program closeout processes.

The program requests to retain four staff members to complete closeout processes and to operate through March 31, 2024. All expenses will be allocated at 60 percent Early Head Start and 40 percent Head Start if approved.

The staff will be responsible for ensuring the completion of all final processes for the cessation of our long-standing program. Anticipated tasks include, but are not limited to, transferring center keys and Bills of Sale, terminating contracts, completing fiscal requirements, fiscal audits, and final reports.

EXPENDITURES:

Personnel:

Accrued Payroll- \$97,540.00

Accrued Vacation- \$4,644.00

The payroll and related expenses will cover the retention of four staff members working from January 1 through March 31, 2025. The staff who will continue to work during the 90-day extension are the Chief Fiscal Officer, Director of Birth-to-Five Head Start, Supervising Accountant, and Accounting Specialist.

Fringe:

Insurance:

Pension Contributions- \$ 2,926.00

Retirement Match of three percent

Payroll Taxes:

FICA-\$7,462.00

State Unemployment Insurance estimate- \$250,000.00

State Unemployment Insurance reimbursement- \$ 1,620.00

Workers Compensation- \$153.00

Currently, NCCAA does not have an accumulated reserve for unemployment expenses. These expenses are paid based on quarterly statements. NCCAA will pay to cover the anticipated claims due to the program termination and employee layoff.

Other Expenses:

Audit- \$51,000.00

Dues and subscriptions- \$15,000.00

Electric/Utilities/Fumigation- \$393.00

Internet- \$300.00

Telephone- \$540.00

The Office of Head Start requires an annual single audit (\$37,500) and an audit (\$13,500) for the 403B account.

The subscription expense will cover the accounting (MIP Fund Accounting is \$2,000 monthly for 3 months) and benefits (Plansource is \$3,000 monthly for 3 months) software. The subscription costs for the software to close out the program will end on March 31, 2024.

The electric cost is based on the square footage of the four offices utilized by the remaining staff.

The internet is \$25 a month for three months for four employees, and the telephone is \$45 per line for three months for four employees.

Total- \$431,578.00

The current balance in the interim budget is \$200,000.00, but the Low-Cost Extension requests \$431,578.00 in additional funds.

06CH010656 Nueces County Community Action Agency

Available funding	\$	-	through 3/31/2025	Closeout-Need to Complete	Yes	No
Prior year COB available	\$0.00			Terminate contracts		
Cash on hand at grantee	\$200,000.00			Auto/Bus Insurance	x	
Balance at PMS (Rpt. Disb. 12/02/24)	\$0.00			Health Insurance		
Security Deposits				Lease for car/bus/van		
Telephone	\$0.00			Lease for computer		
Electric	\$0.00			Lease for Copier	x	
Natural Gas	\$0.00			Lease for facility		
Leased Facility	\$0.00			Lease for Telephone	x	
Leased Vehicles	\$0.00			Lease for Water Cooler		
Water and sewer	\$0.00			Pension	x	
				Property and Casualty Insurance		
				USDA / CACFP contract	x	
Total available cash	\$200,000.00			Dep of Motor Vehicle		
				Turn in plates		
Remaining expenses				Reports		
Payroll	\$97,540.00			Reconcile Final SF-425	x	
Accrued payroll	\$4,644.00			Reconcile Adm cap 15%		
Accrued Vacation	\$0.00			Reconcile Non Fed 20%		
Accrued Sick	\$0.00			Reconcile 1512 report		
Bonus	\$0.00			Reconcile PMS 272 / 425		
Insurance	\$0.00			Inventory list		
Health Insurance/Plan Source	\$0.00			Audit depreciation schedule	x	
Dental insurance	\$0.00			Federal Interest Schedule	x	
Vision Insurance	\$0.00			Office supplies		
Pension contribution	\$2,926.00			Inventory list		
Payroll Taxes	\$7,462.00			Classroom supplies		
FICA/PWT	\$0.00			Playground supplies		
State	\$0.00			Are any applicable?		
FUI	\$0.00			Corporation taxes		
SUI - estimate	\$250,000.00			Who prepares W-2	x	
SUI - reimbursement	\$1,620.00			Who prepares 990	x	
Workers Compensation	\$153.00			Who prepares 5500	x	
Corporation taxes	\$0.00			Facilities		
Federal 1120 tax	\$0.00					
State Corporation tax	\$0.00					
City Corporation Tax	\$0.00					
Other Expenses	\$0.00					
ADP Charges	\$0.00					
Audit	\$51,000.00					

	Is Title transferred
Cable	
Children Medical Expenses	
Custodial	
Dues and Subscriptions	x
Electric/Utilities/Fumigation	x
Food	
Garbage	
Insurance Property and Casualty	
Internet	
Professional Fees	
Licensing Fees/Permits	
Office Supplies	
Postage	
Printing	
Property Taxes	
Repairs and Maintenance	
Security	
Telephone	
Training	
Transportation/Gasoline for vehicles	
Travel	
Vehicles	
Transfer to USDA overage estimate	
Contractual	
Delegate agency contracts	
Lease Bus	
Early Termination clause lease	
Lease Car	
Early Termination clause Car	
Lease Computer	
Early Termination clause computer	
Lease Copier	
Early Termination clause Copier	
Lease Facility	
Early Termination clause facility lease	
Lease Telephone	
Early Termination clause telephone	
Lease Van	
Early Termination clause van	
Lease Water Cooler	
Early Termination clause water cooler	
Hard Costs	

Audit
 Last A-133 required
 Last Management Letter required

Land Acquisition Costs	\$0.00
Playground Costs	\$0.00
Demolition	\$0.00
Signs	\$0.00
Construction	\$0.00
Soft Costs	\$0.00
Tap Fees - water and Sewer	\$0.00
Architect	\$0.00
Engineering	\$0.00
Interest Costs	\$0.00
Principle Costs	\$0.00
Environmental	\$0.00
Property Taxes	\$0.00
Zoning	\$0.00
Finance Costs	\$0.00
Inspection fees	\$0.00
Appraisals	\$0.00
Transfer taxes	\$0.00
Recording Fees	\$0.00
Legal	\$0.00
Start Up	\$0.00
Moving	\$0.00
Equipment	\$0.00
Materials	\$0.00
Working Capital firms	\$0.00
Contingencies	\$0.00
Contigent Liabilities	\$0.00
Insurance audits	\$0.00
Interfund Borrowing	\$0.00
Law suits	\$0.00
Pension cost	\$0.00
Real estate Transfer tax	\$0.00
Storage - for record retention	\$0.00
COLA funds	\$0.00

Total expenses \$431,578.00

Total cash needed \$431,578.00