

# NUECES COUNTY COMMUNITY ACTION AGENCY

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

Alma A. Barrera  
Chief Executive Officer

DATE: November 19, 2021  
TO: All 2021-2022 POLICY COUNCIL MEMBERS  
FROM: Sarah Martinez, 2021-2022 CHAIRPERSON  
SUBJECT: AGENDA, November 29, 2021 REGULAR MEETING



The Nueces County Head Start Policy Council has scheduled its **Regular Meeting via Face-to-Face and ZOOM** at **5:30 p.m.**, Tuesday, November 29, 2021. The Face-to-Face meeting will be held at the NCCAA Board Room, 101 South Padre Island Dr., Corpus Christi, TX 78405 The link to the Zoom meeting is below.

**Please join the meeting via Zoom from your smartphone or laptop; please silence as much background noise as possible (put your phone on mute when you are not speaking). Policy Council members must be visible on camera in order to count toward the quorum and in order to vote. The all presenters will need to be visible while presenting information. Please remember to eliminate all background noise, as it will interfere with the call and with the ability for other Policy Council members to hear as the meeting is being conducted.**

**Topic:** HS Policy Council Meeting

**Time:** November 29, 2021 5:30 PM Central Time (US and Canada)

**Join Zoom Meeting**

<https://us06web.zoom.us/j/89554803743?pwd=Z1FST3pxVjV6dVY1eVhrSUdINHJ4dz09>

**Meeting ID:** 895 5480 3743

**Passcode:** Xz1Wx9

One tap mobile

+13462487799,,89554803743#,,,\*766803# US (Houston)

Dial by your location

+1 346 248 7799 US (Houston)

Meeting ID: 895 5480 3743

Passcode: 766803



**BIRTH-TO-FIVE HEAD START POLICY COUNCIL  
REGULAR MEETING AGENDA  
November 29, 2021**

**I. Call to Order- Meeting Started at: \_\_\_\_\_**

- A. Roll Call
- B. Establish Quorum

**II. Moment of Silence, Recitation of 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**

- A. October 19, 2021, Annual Policy Council Meeting.....
- B. October 22, 2021, Annual Policy Council Meeting.....

**IV. Calendar.....**

**V. Action Items:**

**A. Treasurer’s Report .....Amber Rodriguez.....Action Item**

- 1. Approval of Bank Statement
  - a) Bank Reconciliation, Period Ending October 31, 2021
  - b) Bank Statement, Period Ending October 31, 2021

**B. Committee Reports**

**1. Bylaws Committee.....No Meeting/No Action**

- a. Approval of New Member - Newly-elected Policy Council Representatives for 2021-2022 are listed below. Additional names, if available, will be provided as a handout. Documentation confirming election is available for review in the Head Start Binders in the Head Start Secretary’s office.

Name	Representing	Policy Council Seat
Joe Hayen	Northwest	Representative
Valerie Salazar	Austin	Alternate
Maira Fuentes	Board of Directors	Representative
Marla Mora	Kids of the Neighborhood	Alternate

**2. Personnel Committee.....Action Item**

Approval of minutes for October 19, 2021.....

**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. Budget: Program Expenditures and Credit Card**

**Reports ..... Adel Rowland, Fiscal Director ..Action Item**

Encumbrance Reports for 10/1/2021-10/31/2021

Credit Card Reports for Reporting periods ending 10/31/21 (.pdf file of the credit card reports included in agenda e-mail)

**VII. Old Business:**

**VIII. New Business -**

- A. Approval of NCCAA Employee Handbook Proposed Revisions Policy #151 Covid 19 Mandate Policy ..... Jose Trabal, HR Manager..... Action Item
- B. Approval of NCCAA Employee Handbook Proposed Revisions Policy #328, 010, 111, 115, 135, 202, 301, 302, 313, 323, 401.....Jose Trabal, HR Manager..... Action Item

**IX. Informational Items:**

- 1. **HR Staffing Report**.....Jose Trabal, HR Manager.....**Information**

	# Employees	New Hires	Terminations	Resignations	Discharges
11/16/21		EHS -	EHS -	EHS -	EHS -
		HS -	HS -	HS -	HS -

- 2. **Board Update**.....Angelita Garza.....**Information**

- 3. **Birth-to-Five Head Start Director’s Report, Program Information Report (PIR), and Licensing Report for October 31, 2021** .....Cindy Davila.....**Information**

**4. Program Plans for Approval: None**

Current Approval Dates for Program Plans	Approval Date
Integrated Programs Plans for 2020-2021	May, 2020
Training and Technical Assistance (T/TA) Plan for 2020-2021	May 2020

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

Current Approval Dates for Program Adjustments	Approval Date
<b>Program</b>	<b>Approval Date</b>
Grievance Policy for Parents and General Public	2020-2021
Prioritization and Selection Criteria for 2020-2021	April 2019

- 6. **Flyer for Community Services Program** .....**Information**

- 7. **Flyer for Immunization Event** .....**Information**

**X. Public Comments** (PC may refer any issues to committee for further review)

**XII. Good and Welfare** (Comments limited to 2 minutes)

**XIII. Adjournment:** \_\_\_\_\_

**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 19, 2021  
REGULAR MEETING MINUTES**

**Policy Council Members Via Zoom:**

Ashley Payne	Sarah Martinez	Angelita Garza	Yesna Medellin Hernandez
Lucy Munoz	Amber Gonzales	Maricruz Silva	Destiney Barbontin
Eloisa Juarez	Leslie Rivera		

**Staff and Guests Present:**

Cindy Davila	Alicia Mancha	Linda Carrillo	Alma Barrera
Jose Trabal	Adel Rowland	Jeannine Johnson	Patricia Ramos
Esmeralda Hernandez			

- I. The meeting was called to order by Staff Member, Jeannine Johnson, followed by a moment of silence at 11:35 a.m.
- II. 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. **Roll Call and Setting the Agenda**  
Roll was called and a quorum was established. The agenda was set as published
- IV. **Approval of Minutes**  
Minutes of the September 21, 2021 Regular Meeting were presented for approval. Sarah Martinez moved to approve the Minutes as presented, second by Lucy Munoz. **Motion Carried.**

**Calendar** – The October/November calendars were accepted:

Calendars are as follows October 6, Cardboard Challenge & Early release EHS/HS, October 7, PIE Meeting, October 11, Agency Holiday, October 21, PIE Meeting, October 27, Family Engagement Mini Conference, October 29 Early Release for EHS/HS. November 05, HSAC Meeting, November 11, Agency Holiday (Veteran’s Day), November 16, Policy Council Meeting, November 22-26 Student Holiday (Thanksgiving),

**V. Committee Reports:**

- A. **By-laws Committee:** No Meeting, no minutes for approval.
- B. **Personnel Committee:** Lucy Munoz moved to accept and ratify actions of the Personnel Committee Minutes of September 2021, second by Angelita Garza. **Motion Carried.** Jose Trabal, Human Resources Manager, gave the monthly HR Report

Date	# Employees	New Hires	Terminations	Resignations	Discharges
10/19/21	264	EHS –2	EHS – 6	EHS -3	EHS - 3
		HS – 8	HS -10	HS – 6	HS – 4

Jose Trabal moved to go into Closed Session, second by Lucy Munoz. **Motion Carried.** Lucy Munoz moved to approve staff recommendations for staff for EHS/HS, second by Angelita Garza **Motion Carried** The closed session began at 11:45 a.m. and ended at 11:49 a.m.

Name	EHS/HS	Position/Location
Patricia Uballe	HS	FT, Teacher. Los Peuenos
Eva Arguello	HS	FT, Assistant Teacher, Austin
Emily Rodriguez	HS	FT Special Needs Assistant, Central
Heather Zavala	HS	FT, Education Coach, Central
Josie Davis	HS	FT, Education Coach, (Alternate)
Diego Alvarez	HS	FT, Driver/Cook Kitchen
Micheal Ramirez	HS	FT, Driver/Cook Kitchen

- C. **Scholarship Committee:** No Meeting; No Action
- D. **Budget Committee:** No Meeting; No Action.
- E. **Fundraiser Committee:** No Meeting; No Action
- F. **Executive Committee:** No Meeting, No Action.

G. **Treasurer’s Report:** The Treasurer’s Report for September 30, 2021 was presented by Angelita Garza. There was no activity in the account in September and the ending balance remains at \$10,152.20. Angelita Garza moved to accept the Treasurer’s Report for September 2021, second by Lucy Munoz. **Motion Carried.**

**H. Board Update:** Angleita Garza reported the board meeting budgets were discussed and the budgets were approved by the board. Mrs. Alma Barrera reported that at the board meeting the TOMA went into effect September 1, 2021. TOMA states that there are rules that must be followed, hybrid meetings must be offered, during the meeting the officers must be in the face-to-face meeting, a quorum has to be met with those who are attending face to face. For those attending the meeting virtually must keep cameras on at all times.

**G. VI. Old Business. None**

**VII. Program Governance**

**A. Administration:**

1. Program Expenditures for 09/01/21 to 09/30/2021: Program Encumbrance Reports and Credit Card Reports for September were included in the mailed agenda. Adel Rowland, Fiscal Director, reviewed the encumbrance reports, COVID Supplements, CARES and the American Rescue Plan Covid, NCCAA Organization Wide-Budget and asked for questions from the floor. There were none. Lucy Munoz moved to accept the Program Expenditures and Credit Card Activity Reports for September 2021, second by Angelita Garza. **Motion Carried.**

**B. Directors' Report**

Cindy Davila, Director, Birth-to-Five Head Start, reported that ERSEA continues to enroll children for the program year 2021-2022. Recruitment for HS/EHS will continue year round. Recruitment for staff will continue year round. The agency is working with KQC in search of a building or land on the Southside of town. Once a location has been found Mrs. Davila will share information with Policy Council and the board. The effort to continue encouraging the vaccine has intensified due to the Office of Head Start mandates. The agency is really pushing for the vaccine to be taken so that we can continue to protect the children and families. Updates on Soledad Center, licensing will be coming within the next two weeks to license the facility. Update for Stepping Stone Center is that a donation of \$50,000 has been donated by the Rochelle Foundation to Stepping Stone toward replacement of the ACF panel that is required by the Fire Marshall. The total cost for the upgrade is \$58,000, the remaining \$8000 of the cost for the ACF panel is being donated to Head Start from Promesa. The goal is to have both sites licensed before Christmas break so that the children can receive face-to-face class once they return from Christmas Break. At this moment, the children are receiving virtual services. Mrs. Davila asked policy council that due to the holidays are upon us did the Policy Council want to conduct November and Decembers meeting together. Lucy Munoz and Angelita Garza both stated it would probably be best to do so because families will be busy during that time of the year. The election of officers was rescheduled for October 22, 2021 due to representatives from the 2021-2022 Policy Council did not attend today's meeting. The elections will take place at New Policy Council Orientation. Angelita Garza shared with Mrs. Davila that she is willing to call parents to remind them of the upcoming Policy Council meetings. It was also suggested to Mrs. Davila that the Site Base Managers should share that Policy Council representatives are required to attend all meeting and are comfortable with face-to-face meetings and that these meetings must be taken seriously.

**C. Program Plans. None**

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

**VIII. New Business- None**

**IX. Public Comments: None**

**X. Good and Welfare:** Mrs. Bartley stated that she has enjoyed working the parents, she announced that she is retiring and that she appreciated all the work that the Policy Council has done over the past years.

**XI. Adjournment:**

There being no further business, Ashley Payne moved to adjourn the meeting, second by Lucy Munoz. The meeting was adjourned by Cindy Davila at 12:18 p.m.

**Birth-to-Five Head Start Policy Council Meeting  
October 22, 2021**

**ANNUAL MEETING MINUTES**

**Policy Council Members via Face to Face and Zoom:**

Alliah Rivera (Zoom)	Sarah Martinez(Zoom)	Michelle Costilla (F2F)	Ashley Payne (F2F)
Amber Rodriguez (Zoom)	Sonja Adame(Zoom)	Angelita Garza (F2F)	Eloisa Juarez(F2F)
Brittany Martinez (Zoom)	Ysena Medellin(Zoom)	Claudia Infante(F2F)	Crystal Rodriguez (Phone)
Belinda Caudillo-Duran(Zoom)	Krystal Newman(Zoom)		
Melanie Jordan(Zoom)	Virginia Kennard(Zoom)		

**Staff and Guests Present (Face to Face):**

Cindy Davila	Alma Barrera	Yvette Jordan-Fillmore	Alicia Mancha
Jeannine Johnson	Esmeralda Hernandez	Esther Jones	Ruth Bartley (zoom)
Minnie Alaniz	Claudia Escobedo	Patricia Ramos	

I. The meeting was called to order by Chairperson Jeannine Johnson by a moment of silence at 09:16a.m. 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.”*

II. **Roll Call and Setting the Agenda.....Jeannine Johnson**

III. **New Business –**

A. **Election of Officers (Nominations from the floor):**

1. **Chairperson:** Sarah Martinez, 2021-2022 Chairperson was nominated to run for office of Chairman. There were no other nominations from the floor. Sarah Martinez was elected to the office of Chairperson by acclamation.
2. **Vice-Chairperson:** Ysena Medellian, Vice-Chairperson for 2021-2022 was nominated to run for office of Vice-Chair. There were no other nominations from the floor. Ysena Medellian was elected by acclamation.
3. **Secretary/Treasurer.** Michelle Costilla and Amber Rodriguez were nominated to the office of Secretary/Treasurer. By a show of hands and polling of Zoom attendees, Amber Rodriguez was elected to the office of Secretary/Treasurer.
4. **Parliamentarian:** Michelle Costilla were nominated for the office of Parliamentarian. There were no other nominations from the floor. Michelle Costilla was elected to the office of Parliamentarian.
5. **Board Representative:** Angelita Garza volunteered to run for office of Board Representative. No other nominations on the floor. Angelita Garza was elected to serve as Board Representative.

B. **STANDING COMMITTEES**

<b>Personnel Committee</b>	<b>Budget Committee</b>	<b>By-Laws Committee</b>
Angelita Garza	Claudia Infante	Sonja Adame
Ashley Payne	Michelle Castillo	Michelle Castillo
Belinda Caudilla-Duran	Belinda Caudilla-Duran	Angelita Garza
Sarah Martinez ( <i>ex officio</i> )	Sarah Martinez ( <i>ex officio</i> )	Sarah Martinez ( <i>ex officio</i> )

Issued 10/22/2022

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**C. AD HOC COMMITTEES**

<b>Fundraiser Committee</b>	<b>Scholarship Committee</b>	<b>Recruitment</b>
Ysena Medellian	Sonjia Adame	Angelita Garza
Crystal Garcia	Belinda Caudilla-Duran	Michelle Castillo
Belinda Caudilla-Duran	Claudia Infante	Amber Rodriguez
Sarah Martinez ( <i>ex officio</i> )	Sarah Martinez ( <i>ex officio</i> )	Sarah Martinez ( <i>ex officio</i> )

Ashely Payne moved to approve and accept the committee appointments, second by Michelle Castillo. **Motion Carried.**

**IX. Public Comments:** It was voted to change the time of Policy Council Meetings from 11.30 a.m.to 5:30 p.m. Meetings will be Hybrid via Zoom and Face to Face. All officers will be Face to Face, all other members can choose to join through Zoom or Face to Face.

**X. Good and Welfare:** None

**XI. Adjournment:**

There being no further business, Angelita Garza moved to adjourn the meeting, second by Michelle Castillo. The meeting was adjourned by Angelita Garza at 10:00 a.m.





Nueces County Community Action Agency  
 Birth-to-Five Head Start  
 Policy Council

# November 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5 HSAC Meeting 11:30-1:00	6
7	8	9	10	11 Agency Holiday Veteran's Day 	12	13
14	15	16 Policy Council Meeting	17	18 Board Meeting	19	20
21	22 Staff Development	23 Staff Development	24 Teachers Work Day	25 Agency Holiday 	26 Agency Holiday 	27
28	29	30				



*Nueces County Community Action Agency*  
**Birth-to-Five Head Start**  
**Policy Council**

# December 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2 <i>P.I.E. Meeting</i>  <i>(Parents In Education)</i>	3	4
5	6	7	8	9	10	11
12	13	14	15 <i>Early Release 12:00</i>  <i>Christmas Wellness Festival</i>	16 <i>P.I.E. Meeting</i>  <i>(Parents In Education)</i>	17	18
19	20 <i>Teacher Work Day</i>  Children's Winter Break—12/20/21—01/04/22	21 <i>Teacher Work Day</i>	22 <i>Teacher Work Day</i>	23	24 <i>Agency Holiday Christmas Eve</i>	25 
26	27  Children's Winter Break—12/20/21—01/04/22	28	29	30	31	



*Nueces County Community Action Agency*  
**Birth-to-Five Head Start**  
**Policy Council**

# January 2022

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1 
2	3  <i>Children's Winter Break</i>	4 <i>Staff Development</i>	5 <b><i>Classes Resumes</i></b>	6 <i>P.I.E. Meeting</i>  <i>(Parents In Education)</i>	7	8
9	10	11	12 <i>Early Release 12:00</i>	13	14 <i>School Readiness &amp; Family Engagement Advisory</i>	15
16	17 <i>Agency Holiday</i> 	18 <i>Policy Council</i>	19 <i>Family Engagement Mini Conference</i>	20	21	22
23	24	25	26	27 <i>P.I.E. Meeting</i>  <i>(Parents In Education)</i>	28	29
30	31 <i>Teacher Work Day Non Class Day</i>					



PO Box 81349  
Corpus Christi, TX 78468  
361-386-4300  
800-822-3676

**STATEMENT OF ACCOUNT**  
10-31-2021  
MEMBER NUMBER:  
PAGE: 1 of 1

RETURN SERVICE REQUESTED NOV 08 2021

170159-1.11.0.16-1.1 box

N.C.C.A.A.

NUECES COUNTY HEAD START POLICY COUNCIL  
AMBER N GONZALES-MONDRAGON  
CYNTHIA A DAVILA  
101 SOUTH PADRE ISLAND DR  
CORPUS CHRISTI TX 78405

Automated Teller Machine Deposits  
In accordance with our Funds Availability Policy, the first \$225 of deposits in our Automated Teller Machines (ATMs) will be made available the same business day as your deposit. The remaining funds from the deposit may not be made available until the 2nd business day after day of deposit, unless a longer hold applies.

**STATEMENT SUMMARY**

Account Number	Type	Balance
	Business Simple Checking	\$8,852.03
	Business Share Savings	\$1,300.17
<b>Share Account Total:</b>		<b>\$10,152.20</b>

**Transaction History for**

There is no activity for this account

**Summary of Overdraft and Returned Item Fees**

	Total for this Period	Total Year-to-Date
Total Overdraft Fees	0.00	0.00
Total Returned Item Fees	0.00	0.00

**BUSINESS SHARE**

Starting Balance	Deposits	Dividends Paid	Withdrawals	Service Charges	Ending Balance
\$1,300.17	\$0.00	\$0.00	\$0.00	\$0.00	\$1,300.17

Dividend Earned 10-01-2021 to 10-31-2021: \$0.17  
 Average Daily Balance for Statement Period: \$1,300.17  
 Minimum Balance during Statement Period: \$1,300.17  
 Annual Percentage Yield Earned (APYE): 0.154%  
 Dividend Paid Year-to-Date: \$1.46

**Transaction History for**

There is no activity for this account.

To access your check reconciliation form and Billing Rights Summary information, click [here](http://www.navyarmyccu.com/wp-content/uploads/CheckRecon.pdf) or type <http://www.navyarmyccu.com/wp-content/uploads/CheckRecon.pdf> into your web browser.

**NUECES COUNTY COMMUNITY ACTION AGENCY  
POLICY COUNCIL BANK RECONCILIATION**

NAME Policy Council MONTH October 31, 2021  
 BANK Navy Army FCU

CHECK BOOK BALANCE	\$10,096.20	BALANCE PER BANK STMT Suffix 0 & 2	\$ 10,152.20
ADD DEBITS:		AS OF 10/31/2021	
Deposit		ADD DEBITS IN TRANSIT	
Interest earned	0	Deposit to be made	
TOTAL DEBITS		TOTAL IN TRANSIT	
SUBTOTAL	\$ 10,096.20	SUBTOTAL	\$ 10,152.20
LESS CREDITS:		LESS OUTSTANDING CKS	
		Kostal Kopies	56.00
TOTAL CREDITS		TOTAL CREDITS	56.00
BANK BALANCE PER BOOKS	\$ 10,096.20	BANK BALANCE PER BOOKS	\$ 10,096.20

Difference

**PERSONNEL COMMITTEE MEETING**

DATE: October 19, 2021  
 NCCAA Main Office, Corpus Christi, Texas

Committee Members Present:	Staff Present:
Maricruz Silva	Patricia Ramos
Amber Gonzales	Cynthia Davila

- The meeting was called to order at 11:30 by Jose Trabal. Purpose of the meeting was review staff recommendations for terminations and/or new hires for needed staff.
- Motion to go into closed session by Lucy Munoz, second by Angela Garza. Call for Vote. (All in favor, opposed same sign) **(Motion Carried/Motion Failed)**. Closed session began at 11:45 (pm/am). Closed session ended at 11:49 (pm/am).
- Motion to approve staff recommendations for new hires/terminations by \_\_\_\_\_, second by \_\_\_\_\_. **(Motion carried/Motion Failed)**.

**Staff Recommendations:**

**New Hires: (Attach list from HR)**

Name	EHS	PT	Position/Location
Kimberly Macias	EHS	PT	Infant & Toddler Caregiver, Soledad
Alessandra Hernandez	EHS	PT	Infant & Toddler Caregiver, La Armada
Carol Sly	HS	FT	Teacher, Gulfway
Tammy Avitua	HS	FT	Teacher, Navarro
Lisa Hicks	HS	FT	Teacher, Centro De Ninos
Jasmine Alwendyan	HS	FT	Assistant Teacher, Gulfway
Amber Ovalle	EHS	FT	Child Development Specialist, Navigation
Olga Jaramillo	HS	PT	Janitorial Specialist
Christopher Statzer:	HS	FT	Compliance Officer
Marco Pena	HS	FT	Compliance Officer

**Transfers/Promotions (Information Only—no vote required)**

Name	Transfer/Promotion	From Position/Location	To: Position/Location

Terminations: **Emp # Only, No. Names**

Other Business?

- Next meeting scheduled: \_\_\_\_\_ (date/time)
- There being no further business, Lucy Munoz moved to adjourn, second by Ashley Payne. The meeting was adjourned at 11 : 49 a .m.

Nueces County Community Action Agency  
 Encumbrance Budget - Fiscal Comm Rep 1

22 - 22 Head Start

From 10/1/2021 Through 10/31/2021

Account Code	Account Title	Current Period Actual	YTD Actual	YTD Encum.	YTD Budget	YTD Budget Variance
6A	SALARIES	549,937.42	849,944.78	0.00	9,148,325.00	8,298,380.22
6B	FRINGE BENEFITS	133,864.20	195,872.71	0.00	2,635,632.00	2,439,759.29
6D	EQUIPMENT	0.00	32,936.00	58,685.00	0.00	(91,621.00)
6E	SUPPLIES	12,746.20	50,184.38	19,124.88	74,100.00	4,790.74
6F	CONTRACTUAL	3,995.00	5,100.00	1,360.00	39,900.00	33,440.00
6H	OTHER COSTS	129,090.38	321,387.38	43,878.97	596,261.00	230,994.65
6IK	INKIND	0.00	81,521.23	0.00	3,129,338.00	3,047,816.77
Total 22 - 22 Head Start		829,633.20	1,536,946.48	123,048.85	15,623,556.00	13,963,560.67

Nueces County Community Action Agency  
 Encumbrance Budget - Fiscal Comm Rep 1  
 28A - 28A EHS TTA  
 From 10/1/2021 Through 10/31/2021

Account Code	Account Title	Current Period Actual	YTD Actual	YTD Encum.	YTD Budget	YTD Budget Variance
6E	SUPPLIES	16,319.70	16,470.70	438.74	0.00	(16,909.44)
6H	OTHER COSTS	10,147.05	13,525.14	151.25	95,564.00	81,887.61
6IK	INKIND	0.00	0.00	0.00	0.00	0.00
	Total 28A - 28A EHS TTA	26,466.75	29,995.84	589.99	95,564.00	64,978.17

Nueces County Community Action Agency  
 Encumbrance Budget - Fiscal Comm Rep 1  
 30 - 30 HS TTA CDA  
 From 10/1/2021 Through 10/31/2021

Account Code	Account Title	Current Period Actual	YTD Actual	YTD Encum.	YTD Budget	YTD Budget Variance
6E	SUPPLIES	13,352.49	13,476.03	358.95	0.00	(13,834.98)
6H	OTHER COSTS	2,741.79	4,560.54	123.75	78,162.00	73,477.71
6IK	INKIND	0.00	0.00	0.00	0.00	0.00
	Total 30 - 30 HS TTA CDA	16,094.28	18,036.57	482.70	78,162.00	59,642.73
<b>Report Total</b>		<b>885,785.95</b>	<b>1,610,885.69</b>	<b>124,121.54</b>	<b>16,037,282.00</b>	<b>14,302,274.77</b>



Nueces County Community Action Agency  
 Encumbrance Budget - Fiscal Comm Rep 1\_Covid  
 22E - HS COVID Supplemental  
 From 10/1/2021 Through 10/31/2021

Account Code	Account Title	Current Period Actual	YTD Actual	YTD Encum.	YTD Budget	YTD Budget Variance
6D	EQUIPMENT	0.00	138,119.60	0.00	251,860.00	113,740.40
6E	SUPPLIES	0.00	30,553.18	0.00	26,536.00	(4,017.18)
6H	OTHER COSTS	0.00	0.00	0.00	0.00	0.00
	Total 22E - HS COVID Supplemental	0.00	168,672.78	0.00	278,396.00	109,723.22

Nueces County Community Action Agency  
 Encumbrance Budget - Fiscal Comm Rep 1\_Covid  
 22F - American Rescue Plan\_COVID  
 From 10/1/2021 Through 10/31/2021

Account Code	Account Title	Current		YTD Encum.	YTD Budget	YTD Budget Variance
		Period Actual	YTD Actual			
6A	SALARIES	4,192.00	4,192.00	0.00	0.00	(4,192.00)
6B	FRINGE BENEFITS	650.17	650.17	0.00	0.00	(650.17)
6D	EQUIPMENT	0.00	0.00	0.00	351,030.00	351,030.00
6E	SUPPLIES	9,149.80	33,998.15	0.00	346,214.00	312,215.85
6F	CONTRACTUAL	1,020.00	1,070.00	0.00	0.00	(1,070.00)
6H	OTHER COSTS	250.99	195,098.41	0.00	409,519.00	214,420.59
	Total 22F - American Rescue Plan_COVID	15,262.96	235,008.73	0.00	1,106,763.00	871,754.27

NCCAA Employee Handbook Proposed Revisions	
Policy #	Title
151 (New)	<p>151 COVID 19 Mandate Policy.</p> <p>On September 9, 2021, The Office of the President published an Executive Order requiring, amongst others, that all Head Start personnel be vaccinated against COVID 19, by January 2022. This Order was followed by guidance from the Director of the Office of Head Start, reiterating the guidance from the Executive Order. This policy applies only to personnel who fall under the Head Start program. All personnel are required to provide proof of vaccination to HR; the copy of the vaccination card will be kept in the employee's medical file.</p> <p>Nueces County Community Action Agency allows for exemptions to COVID-19 immunization requirements as a reasonable accommodation to assist any employee who is disabled, has a qualifying medical condition that is a contraindication to the vaccination, or who objects based on sincerely held religious beliefs and practices. Please contact the HR Department if you require an accommodation. The deadline to submit a Request for Accommodation is November 30, 2021.</p> <p>If the Office of Community Services chooses to follow the Executive Order's mandate, or publishes their own mandate, (either with the executive mandate deadline, or their own deadline), this policy will also apply to all Community Services employees.</p> <p>NCCAA might make changes to this policy based on additional guidance from the Office of Head Start (Interim Final Ruling, etc). Office of Community Services, Occupational Safety and Health Administration (OSHA), or any other federal agency. Policy subject to Court decision.</p> <p>Failure to follow this guidance will result in termination.</p>

Policy #	Title	
151 (New)	COVID 19 Mandate Policy	<p>On September 9, 2021, The Office of the President published an Executive Order requiring, amongst others, that all Head Start personnel be vaccinated against COVID 19, by January 2022. This Order was followed by guidance from the Director of the Office of Head Start, reiterating the guidance from the Executive Order. As of today, this policy applies only to personnel who fall under the Head Start program.</p> <p>Based on the guidance published on November 4, 2021, by the Occupational Safety and Health Administration (OSHA) Emergency Temporary Standard (ETS), by January 4, 2021:</p> <ol style="list-style-type: none"><li>1. NCCAA is required to determine the vaccination status of each employee, obtain acceptable proof of vaccination, maintain records of each employee's vaccination status, and maintain a roster of each employee's vaccination status.</li><li>2. NCCAA will support vaccination by providing employees reasonable time, including up to four hours of paid time, to receive each vaccination dose, and reasonable time (1 to 2 days) and paid sick leave to recover from side effects experienced following each dose (see Policy 302 Sick Leave Benefits for guidelines).</li><li>3. NCCAA will ensure that :<ol style="list-style-type: none"><li>a. all NCCAA employees who are not fully vaccinated are tested for COVID-19 at least weekly (before reporting to work, on the first day of the week), or within 7 days before returning to work (if away from the workplace for a week or longer). The Agency will not pay for any costs associated with testing. The testing will be conducted prior to reporting to work (see Policy 401 Attendance Standards guidelines).</li><li>i. Copy of negative test results (no antigen or self-administered test) result will be provided to HR. Positive test results will be sent directly to HR (hr@nccaatx.org, or text to 361.906.4484).</li></ol></li></ol>

Policy #	Title	
151 (New)	COVID 19 Mandate Policy	<p>4. NCCAA requires employees to promptly provide notice when they receive a positive COVID-19 test or are diagnosed with COVID-19; immediately remove any employee from the workplace, regardless of vaccination status, who received a positive COVID-19 test or is diagnosed with COVID-19 by a licensed healthcare provider; keep removed employees out of the workplace until they meet criteria for returning to work.</p> <p>5. All employees who are not fully vaccinated must wear a face covering when indoors or when occupying a vehicle with another person for work purposes, except in certain limited circumstances (briefly while eating, or drinking). Fully vaccinated employees may wear face covering at their discretion.</p> <p>6. provide employees the following in a language and at a literacy level the employee understands:</p> <ul style="list-style-type: none"><li>a. information about the requirements of the ETS and workplace policies and procedures established to implement the ETS (this policy);</li><li>b. the CDC document "Key Things to Know About COVID-19 Vaccines";</li><li>c. information about protections against retaliation and discrimination (Policy 103 EEOC); and</li><li>d. information about laws that provide for criminal penalties for knowingly supplying false statements or documentation (Policy 403 Work Performance Standards).</li></ul> <p>7. The Agency will report work-related COVID-19 fatalities to OSHA within 8 hours of learning about them, and work-related COVID-19 in-patient hospitalizations within 24 hours of the employer learning about the hospitalization.</p> <p>8. make available for examination and copying an employee's COVID-19 vaccine documentation and any COVID-19 test results to that employee and to anyone having written authorized consent of that employee; make available to an employee, or an employee representative, the aggregate number of fully vaccinated employees at a workplace along with the total number of employees at that workplace.</p> <p>Further guidance from the Office of Head Start, or the Office of Community Services, will be provided in a separate revision or addendum. Policy subject to Court decision.</p> <p>Failure to follow this guidance will result in disciplinary action, up to, and including termination.</p>

NCCAA Employee Handbook Proposed Revisions

Proposed  
 Removed: ~~strikethrough~~ Added: underlined

Title

Policy #

**328 Lactating/Expressing Milk**

NCCAA supports breastfeeding mothers by accommodating the mother who wishes to express breast milk during her workday when separated from her newborn child.

Accommodation for Lactating Mothers

For up to one year after the child's birth, any employee who is breastfeeding her child will be provided reasonable break times to express breast milk for her baby. NCCAA has designated rooms located at various centers/offices for this purpose. Employees who work offsite or in other locations will be accommodated/transferred as necessary. The employee is responsible to provide a cooling container to safely store the milk during the day.

Compensation

Lactating/expressing milk breaks are not compensated; employee must notify supervisor when at the beginning of the breaks, and at the end of the breaks. At the end of the day, the supervisor will add the amount of time used during the breaks, and subtract this amount of time from the hours worked during the day. Employees are allowed to use sick leave or annual leave in order to be fully compensated for the pay-period. Failure to follow this guidance can result in disciplinary action, up to, and including termination.

Lactating/  
Expressing Milk

328  
(New)

		Proposed	
Policy #	Title	Current	Removed: strikethrough Added: underlined
010	Welcome to NCCAA	All Staff participate in the new employee orientation within 60 days of hire	All Staff participate in the new employee orientation within <u>60 days of hire the first week of employment.</u>
111	Communicable Disease Policy	Examples of some of the most common Communicable Diseases include: Measles, Mumps, Influenza, Viral Hepatitis-A (infectious hepatitis), Viral Hepatitis-B (serum hepatitis), Human Immunodeficiency Virus (HIV), AIDS, AIDS - related complex (ARC), Leprosy, Severe Acute Respiratory Syndrome (SARS) and Tuberculosis (TB).	Examples of some of the most common Communicable Diseases include: Measles, Influenza, Viral Hepatitis-A (infectious hepatitis), Viral Hepatitis-B (serum hepatitis), Human Immunodeficiency Virus (HIV), AIDS, AIDS - related complex (ARC), Leprosy, Severe Acute Respiratory Syndrome (SARS), <u>COVID-19 (SARS CoV-2, Coronavirus)</u> and Tuberculosis (TB).
115	Trial Period	At the end of the Trial Period an <i>Employee Trial Period or Probation Performance Review</i> will be conducted and reviewed with the employee.	At the end of the Trial Period an <u>Employee Trial Period or Probation Performance Review, 90 Day Appraisal</u> will be conducted and reviewed with the employee.
135	Use of Agency-Owned Property	Any time Agency property is used in conjunction with employment; extra care should be exercised to minimize damage to the equipment or waste of supplies such as, but not limited to, office machines, maintenance equipment, tools, automobiles, pagers, mobile phones. These items should be properly cared for and, if applicable, safely stored when not in use. Agency employees who intentionally or negligently damage Agency property or equipment will be held monetarily responsible for the full replacement cost of the item damaged. Employees who refuse to reimburse the Agency will face disciplinary action up to and including termination.	<u>Agency property should only be used for employment purposes. Any time Agency property is used in conjunction with employment; Extra care should be exercised to minimize damage to the equipment or waste of supplies such as, but not limited to, office machines (furniture, computers, laptops, copiers/fax, etc.), maintenance equipment, tools, automobiles, pagers, mobile cell phones. These items should be properly cared for and, if applicable, safely stored when not in use. No cosmetic alterations will be made to any Agency property without prior approval of a supervisor, and/or Department Director. IT equipment will require the approval of the IT Coordinator, or designee, as well.</u> Agency employees who intentionally or negligently damage Agency property or equipment will be held monetarily responsible for the full replacement cost of the item damaged. Employees who refuse to reimburse the Agency will face disciplinary action up to and including termination.
202	Pay Periods and Hours	The Agency's payroll workweek begins at 12:01 a.m., Wednesday mornings (one minute after Tuesday midnight) of each week and ends on Tuesday at 12:00 (midnight) of the following week. Employees will work and document hours worked before the end of the workweek each Tuesday.	The Agency's payroll workweek begins at 12:01 a.m., Wednesday mornings (one minute after Tuesday midnight) of each week and ends on Tuesday at 12:00 (midnight) of the following week. Employees will work and document hours worked before the end of the workweek each Tuesday. <u>Full time employees (exempt and non-exempt) are required to work forty (40) hours a week, eight (8) hours per day. Part-time employees are required to work up to thirty-two (32) hours a week, or less, depending on their schedule. If an employee (exempt or non-exempt) has an attendance issue (i.e. leaves early, comes in late, etc.), please refer to Policy 401 Attendance Standards, and/or Policy 403 Work Performance Violations, for guidelines, and or, disciplinary action(s).</u>



NCCAA Employee Handbook Proposed Revisions		Proposed
Policy #	Title	Removed: <del>stratborough</del> Added: <u>underlined</u>
301	Annual Leave Benefits	<p>Trial Period Employees are not eligible to accrue Annual Leave benefit hours during the first 60 days of employment. Trial employees will start accruing Annual Leave hours on the first payday of each month following 60 days of employment.</p> <p>Trial Period Employees are not eligible to accrue Annual Leave benefit hours during the first 60 days of employment. Trial employees will start accruing Annual Leave hours on the first payday of each month following 60 days of employment.</p>
302	Sick Leave Benefits	<p>Trial Period Employees are not eligible to accrue Annual Leave benefit hours during the first 60 days of employment. Trial employees will start accruing Annual Leave hours on the first payday of each month following 60 days of employment.</p> <p>Trial Period Employees are not eligible to accrue Annual Leave benefit hours during the first 60 days of employment. Trial employees will start accruing Annual Leave hours on the first payday of each month following 60 days of employment.</p>
313	Educational Assistance	<p>The employee may be responsible for all costs associated with the acquisition or renewal of all professional licenses, certifications, credentials and continuing education.</p> <p>Time Off From Work</p> <p>For more information, see the Educational Assistance Guidelines; speak to your Supervisor, and/or Human Resources.</p> <ul style="list-style-type: none"> <li>Employees will be responsible for reimbursing NCCAA in full for fees incurred such as tuition and textbook(s) costs for the approved education activity via payroll deduction or otherwise at the option of the Agency.</li> </ul>
323	Holidays	<p>The Agency will observe the following Holidays: Only Regular, Full-Time and Part-Time employees are eligible for paid Holiday Leave:</p> <p>May- Memorial Day          July- Independence Day          Columbus Day</p> <p>October-          October-          Columbus-Day <u>Indigenous People's Day</u></p>
401	Attendance Standards	<p>Employees are expected to report to work on time each day to ensure the attainment of the Agency's goals and objectives and to minimize disruption in the workplace.</p> <p>Refer to <u>Policy 202 – Pay Periods and Hours, for pay periods and work-hours requirements.</u></p>



**A. Enrollment and Program Information as of October 31, 2021**

Enrollment	Current
(Funded 563) HS PA22	409
(Funded 352) EHS PA28	352
(Funded 10) Pregnant Women	10
<b>Wait List For 2021-2022</b>	
*HS	253
On-line incomplete applications	307
*EHS	252
On-line incomplete applications	415
<b>Children with Disabilities</b>	
turning children HS requires 56	49
turning children EHS requires 35	46
Total Enrolled 10%	10.38%
<b>Homeless Children &amp; Families</b>	
HS	6
EHS	6
<b>Number of Operational Days</b>	
September HS	20
September EHS	20
<b>Volunteers</b>	
september HS	
September EHS	
<b>Overincome (PIRa)</b>	
(w/qualifying disability) HS	6
(w/qualifying disability) EHS	6

Number of Children with Health Insurance		
<b>Medicaid/CHIP</b>		
	HS	367
	EHS	348
<b>Private Insurance</b>		
	HS	14
	EHS	8
<b>Military Coverage</b>		
	HS	0
	EHS	0
<b>No Insurance</b>		
	HS	60
	EHS	30
<b>Health Screening (Physical &amp; Dentals)</b>		
Medical	HS	363
(PIR C-5)	EHS	335
Dental (PIR C-16)	HS	359
	EHS	329
<b>Lead Screening</b>		
For the month	HS	25
For the month	EHS	8
<b>Immunization up to date (PIR C.10)</b>		
Cumulative for Year	HS	428
	EHS	379
Opted Out (PIR C12 HS/EHS)		7/3
<b>ADA</b>		
	HS	86.42%
	EHS	84.01%

**Children Total Meals**

October			Total	
(2021-22 reimbursement rate \$1.97) Breakfast	8507	@	1.97	\$16,758.79
(2021-22 reimbursement rate \$3.66) Lunch	8835	@	3.66	\$32,336.10
(2021-22 reimbursement rate \$1.00) Snack	7522	@	1.00	\$7,522.00
				<b>\$56,616.89</b>
			CIL	1,977.82
				<b>\$58,594.71</b>

Projected unaudited total

**YTD Actual CACFP Revenue Received for contract year, October - September \$58,594.71**

**\*All applicants on Wait List have been offered enrollment at sites with openings, but have refused**

**PROGRAM ACTIVITIES**

1. ERSEA continues to enroll for the program year 2021-2022
2. Soledad Center has been licensed and will be in operation with children 11/08/2021
3. Stepping Stone continues to have work done on ACF fire panel

**Operations**

1. The agency is working on a policy for the new mandate from the Biden Administration on the vaccine
2. The Policy Council Officers have a new meeting place. These meetings will be held in the new Soledad Conference Room
3. The agency will be closed for the Thanksgiving Holidays November 25 & 26

**Maintenance**

1. Maintenance is in the process of securing a cleaning crew for our facilities
2. Maintenance is up keeping yards and facilities

**Financial**

**Issues and Planning:**

**STAFFING**

Pre-School Division	
<b>Teachers:</b>	
Total Positions	35
Vacancies	7
MS	0
BA	13
AA	13
CDA	
No CDA	2

Asst. Teachers:	
Total Positions	35
Vacancies	7
BA/ECE	0
AA/ECE	0
CDA	19
No CDA	9

Infant Toddler Division	
<b>Child Dev. Specialist:</b>	
Total Positions	88
Vacancies	13
PHD	0
Masters	1
BA	3
BA Other	5
AA	8
AA Other	3
CDA	33
No CDA	22

I/T Caregivers	
Total Positions	23
Vacancies	3
BA/ECE	1
BA Other	0
AA/ECE	1
AA Other	0
CDA	10
Need CDA	8

In-kind Goal for HS 2021-2022	Month	Monthly	Column1
\$1,381,802.61	September	33,530.00	
	October	52,544.00	
	November		
	December		
	January		
	February		
	March		
	April		
	May		
	June		
	July		
	August		
	September		
	<b>YTD</b>	<b>86,074.00</b>	<b>\$1,295,728.61</b>

In-kind Goal for EHS 2021-2022	Month	Monthly	Column1
\$1,699,110.00	September	47,990.85	
	October	67,033.00	
	November		
	December		
	January		
	February		
	March		
	April		
	May		
	June		
	July		
	August		
	September		
	<b>YTD</b>	<b>115,023.85</b>	<b>\$1,584,086.15</b>



**Helping People. Changing Lives.**

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

## Community Services Program

Community Services is a division of Nueces County Community Action Agency (NCCAA) which provides a variety of programs intended to empower people and build thriving communities by providing services that directly impact households transitioning out of poverty.

Services we provide:

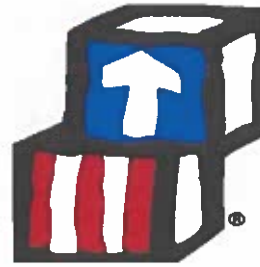
- Case Management
- Tuition Assistance
- Affordable Housing
- Utility Assistance
- Weatherization
- Heating and Cooling
- Home Preservation
- Information and Referral
- Public Notary

You can pick up an application at the following locations:

Community Action Service Center  
1006 22<sup>nd</sup>. St  
Corpus Christi, TX. 78405  
361-882-4193

Rural Service Center (Robstown)  
801 E. Main St.  
Robstown, TX. 78380  
361-387-1527

# NCCAA - BIRTH TO FIVE HEAD START PROGRAM



## Amistad Community Health Center

### - IMMUNIZATION EVENT -

**COVID-19 Vaccine: Moderna & Pfizer-FREE**

**COVID-19 Vaccine: Pfizer For children 5 – 11 Years Old**

**COVID-19 Booster: Moderna & Pfizer-FREE**

**COVID-19 Testing for Employees - FREE**

**Limited Flu Vaccine-need Insurance Card or \$35.00**

**For NCCAA Employees, Employees' Families,  
The Families we Serve and the  
St. Teresa Catholic Church Community**

**At**

**St. Teresa Catholic Church Parish Hall (vaccines)**

**&**

**Parking Lot (Mobile Unit testing)**

**1302 Lantana Street**

**Tuesday, November 23, 2021**

**2:30 p.m. – 4:30 p.m.**