

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 8, 2022

TO: All 2022-2023 POLICY COUNCIL MEMBERS

FROM: Sarah Martinez, 2022-2023 CHAIRPERSON

Alia M. Mancha

SUBJECT: AGENDA, November 8, 2022 REGULAR MEETING

The Nueces County Head Start Policy Council has scheduled its **Regular Meeting** via **Face-to-Face** and **ZOOM** at **9:00a.m.**, Tuesday, November 8, 2022. 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 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 8, 2022 9:00 AM Central Time (US and Canada)

Join Zoom Meeting

<https://us06web.zoom.us/j/89016111639?pwd%3DVEZSRWp3ckx5Y2NJeVFFN01DZTNPUT09>

Meeting ID: 890 1611 1639

Passcode: 836775

One tap mobile:

+13462487799,,89016111639#,,,,*836775# US (Houston)

Dial by your location:

+1 346 248 7799 US (Houston)

Meeting ID: 890 1611 1639

Passcode: 836775



**BIRTH-TO-FIVE HEAD START POLICY COUNCIL
REGULAR MEETING AGENDA
November 8, 2022**

- 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 11, 2022, Regular Policy Council Meeting.....Pages 4-6**

- IV. **Calendar.....None**

- V. **Action Items:**
 - A. **Treasurer’s ReportClaudia Infante.....Action Item..... Page 7**
 - 1. **Approval of Bank Statement**
 - a) Bank Reconciliation, Period Ending September 30, 2022
 - b) Bank Statement, Period Ending September 30, 2022

 - B. **Committee Reports**
 - 1. **Bylaws Committee.....No Meeting/ NO Action**
Approval of New Members
 Newly-elected Policy Council Representatives for 2022-2023 for Los Pequenos. Documentation confirming election is available for review in the Head Start Binders in the Head Start T/TA office.

Name	Representing	Alternate
Lauren Trevino	Los Pequenos	

- 2. **Personnel Committee.....Sarah Martinez.....Page 8**
Action Item
 Approve Personnel Committee Meeting Minutes for October 14, 2022

- 3. **Scholarship Committee.....No Meeting/No Action**

- 4. **Fundraiser Committe.....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.....Pages 9-13**
Action Item
 Encumbrance Reports for October 1, 2022-October 31, 2022
 Credit Card Reports for Reporting periods ending 10/31/2022
 (.pdf file of the credit card reports included in agenda e-mail)

VII. New Business

None

VIII. Informational Items:

1. **HR Staffing Report.....Jennifer Ruiz, HR Director.....Information**

	# Employees	New Hires	Terminations	Resignations	Discharges
11/8/22		EHS -	EHS -	EHS -	EHS -
		HS -	HS -	HS -	HS -

2. **Board Update.....Information**
3. **Birth-to-Five Head Start Director’s Report, Program Information Report (PIR), and Licensing Report for October 2022..... Alicia Mancha, Birth to Five Head Start Director.....Pages 14-15**
Information
4. **Update on the Follow Up Monitoring Review for NCCAA..Alicia Mancha...Pages 16-22**
Information
5. **2022-2023 NCCAA Board of Directors and Birth-to-Five Head Start Policy Council Orientation January 6-8, 2022.....Alicia Mancha, Birth to Five Head Start Director.....Pages 23-24**
Information
6. **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 2022-2023	March 2022

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

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

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

X. 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 11, 2022**

REGULAR MEETING MINUTES

Policy Council Members via Face to Face and Zoom:

Melissa Martinez (zoom)	Sarah Martinez (zoom)	Janelle Garcia (zoom)	Amely Trujillo(zoom)
Tameka Serrano (zoom)	Jennipher Garcia	Brianna Flores (zoom)	Desiree Munoz (zoom)
Cierra Felix (zoom)	Claudia Infante (zoom)	Cynthia Muraira (zoom)	Hilaria Hobbs
Angela Marroquin (zoom)	Sonja Adame (zoom)	Talia Gutierrez (zoom)	

Staff and Guests Present (Face to Face):

Alma Barrera	Alicia Mancha	Adel Rowland	Yvette Jordan-Fillmore
Jennifer Ruiz	Stacey Brooks		

I. Call to Order- Meeting Started at: 10:31 am Called to order by Stacey Brooks.

- A. Roll Call- Stacey Brooks
- B. Establish Quorum- Stacey Brooks

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 of the August 12, 2022 Regular Meeting Minutes were presented for approval. Cynthia Muraira moved to approve the minutes as presented, second by Hilaria Hobbs. Motion carried.

Minutes of the September 13, 2022 Regular Meeting minutes were presented for approval. Cynthia Muraira moved to approve the minutes as presented, second by Hilaria Hobbs. Motion carried.

IV. Calendar –December 2022 Calendar was accepted. It is as follows: 12/1/22 PIE Meeting, 12/7/22 Education Data Outcomes Meeting, 12/13/22 Policy Council, 12/15/22 STEP Class, 12/22/22 CDA Class, Children’s Winter Festival, Health Fair, Board Meeting (not scheduled), 12/23/22-12/31/22 Children’s Winter Break, 12/26/22 Agency Holiday, Christmas Break

V. Action Items:

A. Treasurer’s Report: The treasurer’s report for July 2022 and August 2022 was presented by Stacey Brooks. There was no activity for this account in July and the ending balance was \$7,598.03. There was no activity for this account in August and the ending balance was \$7,596.03. Cynthia Muraira moved to accept the treasurer’s report for May and June 2022, second by Hilaria Hobbs. Motion carried.

B. Committee Reports:

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

A. Approval of New Members: New members were elected for Policy Council Representatives for 2022-2023. Cynthia Muraira moved to accept the newly elected policy council representatives for 2022-2023, second by Hilaria Hobbs. Motion carried.

Issued 10/11/2022

G:\Shared drives\Policy Council\2021-2022\Agendas and Minutes\Minutes\Policy Council Minutes 2022-10-11.docx

2. Personnel Committee: Approval of Personnel Committee minutes for 8/26/22, 9/6/22, 9/19/22 Hilaria Hobbs moved to accept the Personnel Committee minutes, second by Cinthia Muraira
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, 2022 to August 31, 2022 and September 01, 2022 to September 30, 2022. Program Encumbrance Reports and Credit Card Reports for August and September were included in the agenda. Adel Rowland, Chief Financial Officer reviewed the encumbrance reports, COVID Supplements, American Rescue Plan COVID, CDA, and CARES. Updates to the Purchasing Policies and Procedures were shared. Questions were asked from the floor. Hilaria Hobbs moved to accept the program expenditures and credit card activity reports for August and September 2022, second by Cinthia Muraira. **Motion carried.**

VII. New Business-

A. Election of Officers

1. Motion to elect Sarah Martinez as Chairperson by acclimation for 2022-2023 by Cinthia Muraira, second by Hilaria Hobbs. **Motion carried.**
2. Motion to elect Hilaria Hobbs as Vice Chairperson by acclimation for 2022-2023 by Jennifer Garcia, second by Desiree Munoz. **Motion carried.**
3. Motion to elect Claudia Infante as Secretary/Treasurer by acclimation for 2022-2023 by Hilaria Hobbs, second by Cierra Felix. **Motion carried.**
4. Motion to elect Cierra Felix as Parliamentarian by acclimation for 2022-2023 by Hilaria Hobbs, second by Brianna Flores. **Motion carried.**
5. Motion to elect Tameka Serrano as Board Representative by acclimation for 2022-2023 by Hilaria Hobbs, second by Desiree Munoz. **Motion carried.**

B. Appointment of Committees

By-Laws Committee-Cinthia Muraira
 Personnel Committee-Angela Marroquin, Hilaria Hobbs, Cierra Felix, Claudia Infante, Brianna Flores
 Budget Committee-Claudia Infante, Angela Marroquin
 Fundraiser Committee-Claudia Infante, Cierra Felix
 Scholarship Committee-Claudia Infante, Hilaria Hobbs
 Recruitment Committee-Hilaria Hobbs, Claudia Infante, Tameka Serrano
 Motion to accept Committee Appointments for 2022-2023 by Hilaria Hobbs, second by Desiree Munoz. **Motion carried.**

VIII. Informational Items

1. 403(b) 5500 report 12/31/21 was audited by Park Fowler. Adel Rowland, CFO, stated that everything looked great and NCCAA is one of the few organizations that submits documentation on time.
2. Adel Rowland, CFO, shared the Annual Return/Report of Employee Benefit Plan 01/01/2021-12/31/2021.
3. HR Staffing Report.....Jennifer Ruiz.....Director of HR.....Information

Date	# Employees	New Hires	Terminations	Resignations	Discharges
10/11/2022	248	EHS-6	EHS-1	EHS-2	EHS-0
		HS-4	HS-0	HS-5	HS-0

Cinthia Muraira moved to go into closed session at 10:47 a.m., second by Hilaria Hobbs. **Motion carried.**

Cinthia Muraira moved to approve staff recommendations for staff for NCCAA, second by Hilaria Hobbs. **Motion carried.** The closed session began at 10:47 am. and ended at 10:59 a.m.

4. **Scholarship Program**-Stacey Brooks, TTA Coordinator, shared that former Policy Council Rep/Treasurer, is working on a scholarship for Del Mar College and TAMUCC for Birth to Five Head Start Parents. This is being carried to the scholarship committee.
 5. **Board Update**-Alma Barrera, CEO, stated that the Executive Board approved the agency wide budget and the succession plan was also approved.
 6. **Director's Report**-Alicia Mancha, Director of Birth to Five Head Start, stated that virtual services have started as of today at Stepping Stones due to extreme staff shortages. We operate to where it is safe for our children. Children have a hard time seeing different staff everyday, it is not being effective, nor is it conducive for children and families, until we get additional staff we will be operating virtually. Federal Review was in January-concerns about staffing and corrective plan through Regional Office-Kim Chalk we had a follow up review submitted and will get an answer within 45 days. We are interviewing for maintenance positions and will reach out to parents for interviews. Funds are available to help staff go back to school, helping recruit qualified, good staff will be helpful. Conversion-Nine classroom are doing virtual classes and need license and staff. After getting the license and enough staff, classes will open on projected date-mid November. Policy council representative, Hilaria Hobbs, asked if CDA is needed to work with head start. Mrs. Mancha explained our policies and regulations to her.
 7. **Program Plans.** none
 8. **Revision and Update to Program Narrative:** none
 9. **Scholarship Committee:** none
- IX. **Public Comments:** no comments
- X. **Good and Welfare:** None
- XI. **Adjournment:** There being no further business, **Cinthia Muraira** moved to adjourn the meeting, second by **Hilaria Hobbs, Stacey Brooks** adjourned the meeting at **11:51 a.m.**

Chairperson Printed Name	Chairperson Signature	Date
<u>Sarah E. Martinez</u>	<u><i>Sarah E. Martinez</i></u>	<u>10/11/2022</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
POLICY COUNCIL BANK RECONCILIATION

NAME _____ Policy Council MONTH _____ September 30, 2022
BANK _____ Navy Army FCU

CHECK BOOK BALANCE	\$8,839.66	BALANCE PER BANK STMT Suffix 0 & 2	\$8,896.15
ADD DEBITS		AS OF 9/30/2022	
Deposit		ADD DEBITS IN TRANSIT	
Interest earned	0.49	Deposit to be made	
TOTAL DEBITS		TOTAL IN TRANSIT	
SUBTOTAL	\$ 8,840.15	SUBTOTAL	\$ 8,896.15
LESS CREDITS		LESS OUTSTANDING CKS.	
Service Charge	2.00	Kostal Copies	56.00
TOTAL CREDITS		TOTAL CREDITS	
BANK BALANCE PER BOOKS	\$ 8,840.15	BANK BALANCE PER BOOKS	\$ 8,840.15
		Difference	\$



PO Box 81349
Corpus Christi, TX 78488
361-988-4500
800-822-3631

RETURN SERVICE REQUESTED

18885-19.24 07350-1.4 1oz

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

STATEMENT OF ACCOUNT
09-30-2022
MEMBER NUMBER:
PAGE:

WE HAVE BIG NEWS!

See enclosed quarterly newsletter for an important announcement from our President/CEO, Gerry Morrow or go to www.navyarmyccu.com for more information.

www.navyarmyccu.com

STATEMENT SUMMARY

Account Number

Share Account Total:	Type	Dividends Paid	Withdrawals	Service Charges	Ending Balance
BUSINESS SIMPLE	Business Simple Checking	\$0.00	\$0.00	\$2.00	\$7,594.03
Starting Balance	Business Share Savings				\$1,302.12
\$7,596.03					\$8,896.15

Transaction History for 701281770

Date	Description	Withdrawals	Deposits	Balance
09-01-2022	Starting Balance			\$7,596.03
09-30-2022	Paper Statement Fee	-2.00		\$7,594.03

Summary of Overdraft and Returned Item Fees

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

BUSINESS SHARE

Starting Balance	Deposits	Dividends Paid	Withdrawals	Service Charges	Ending Balance
\$1,301.63	\$0.00	\$0.49	\$0.00	\$0.00	\$1,302.12

Dividend Earned 09-01-2022 to 09-30-2022: \$0.16
Average Daily Balance for Statement Period: \$1,301.63
Minimum Balance during Statement Period: \$1,301.63
Annual Percentage Yield Earned (APYE): 0.1500%
Dividend Paid Year-to-Date: \$1.46

RECEIVED

OCT 11 2022

N C C A

PERSONNEL COMMITTEE MEETINGDATE: 10-14-2022

NCCAA Main Office, Corpus Christi, Texas

Committee Members Present:	Staff Present:
Cierra Felix	Alicia Mancha
Brianna Flores	
Hillaria Hobbs	

- The meeting was called to order at 2:00 pm by Alicia Mancha. The purpose of this meeting was review staff recommendations for terminations and/or new hires for needed staff.
- Motion to go into closed session by Brianna Flores, second by Cierra Felix.
 - Call for Vote. (All in favor, opposed same sign) **Motion Carried** **Motion Failed**
 - Closed session began at 2:01. Closed session ended at 2:06
- Motion to approve staff recommendations for new hires by Cierra Felix, second by Brianna Flores.
 - Call for Vote. (All in favor, opposed same sign) **Motion carried** **Motion Failed**
- Motion to approve staff recommendations for termination by N/A, second by _____ .
 - Call for Vote. (All in favor, opposed same sign) **Motion carried** **Motion Failed**

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

Name	EHS	HS	PT	FT	Position/Location
Henry Sanchez	EHS	HS	PT	FT	Maintenance Coordinator / Warehouse
	EHS	HS	PT	FT	

Transfers/Promotions (Information Only—no vote required)

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

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

Other Business? N/A

- Next meeting scheduled: N/A (date/time)
- There being no further business, Hillaria Hobbs moved to adjourn, second by Cierra Felix. The meeting was adjourned at 2:07.

Nueces County Community Action Agency
 Encumbrance Budget - Fiscal Comm Rep 1
 22 - 22 Head Start

From 10/1/2022 Through 10/31/2022

Account Code	Account Title	Current Period Actual	YTD Actual	YTD Encum.	YTD Budget	YTD Budget Variance
6A	SALARIES	517,616.34	784,555.46	0.00	9,475,709.00	8,691,153.54
6B	FRINGE BENEFITS	122,735.37	182,516.35	0.00	2,317,665.00	2,135,148.65
6C	TRAVEL	14,226.20	15,515.44	0.00	58,460.00	42,944.56
6E	SUPPLIES	20,807.42	130,530.52	13,135.36	277,053.00	133,387.12
6F	CONTRACTUAL	534.69	1,356.57	0.00	60,074.00	58,717.43
6H	OTHER COSTS	56,203.50	190,709.94	21,982.18	648,209.00	435,516.88
6IK	INKIND	0.00	104,353.25	0.00	3,249,273.00	3,144,919.75
Total 22 - 22 Head Start		732,123.52	1,409,537.53	35,117.54	16,086,443.00	14,641,787.93

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

28A - 28A EHS TTA

From 10/1/2022 Through 10/31/2022

Account Code	Account Title	Current Period Actual	YTD Actual	YTD Encum.	YTD Budget	YTD Budget Variance
6H	OTHER COSTS	359.86	1,337.76	211.75	119,685.00	118,135.49
	Total 28A - 28A EHS TTA	359.86	1,337.76	211.75	119,685.00	118,135.49

Nueces County Community Action Agency
Encumbrance Budget - Fiscal Comm Rep 1
30 - 30 HS TTA CDA
From 10/1/2022 Through 10/31/2022

Account Code	Account Title	Current		YTD Encum.	YTD Budget	YTD Budget Variance
		Period Actual	YTD Actual			
6B	FRINGE BENEFITS	0.00	0.00	0.00	0.00	0.00
6H	OTHER COSTS	150.00	389.70	173.25	54,041.00	53,478.05
	Total 30 - 30 HS TTA CDA	150.00	389.70	173.25	54,041.00	53,478.05
Report Total		744,650.18	1,439,261.48	35,502.54	16,500,169.00	15,025,404.98

Nueces County Community Action Agency
 Encumbrance Budget - Fiscal Comm Rep 1_Covid
 22E - HS COVID Supplemental
 From 10/1/2022 Through 10/31/2022

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	83,961.53	47,816.82	26,536.00	(105,242.35)
6F	CONTRACTUAL	0.00	0.00	28,500.00	0.00	(28,500.00)
6H	OTHER COSTS	0.00	1,374.24	0.00	0.00	(1,374.24)
	Total 22E - HS COVID Supplemental	0.00	223,455.37	76,316.82	278,396.00	(21,376.19)

Nueces County Community Action Agency
 Encumbrance Budget - Fiscal Comm Rep 1_Covid
 22F - American Rescue Plan_COVID
 From 10/1/2022 Through 10/31/2022

Account Code	Account Title	Current Period Actual	YTD Actual	YTD Encum.	YTD Budget	YTD Budget Variance
6A	SALARIES	2,457.60	117,451.12	0.00	0.00	(117,451.12)
6B	FRINGE BENEFITS	577.27	25,284.21	0.00	0.00	(25,284.21)
6C	TRAVEL	114.22	260.23	0.00	0.00	(260.23)
6D	EQUIPMENT	0.00	0.00	0.00	351,030.00	351,030.00
6E	SUPPLIES	361.04	131,004.13	5,612.48	346,214.00	209,597.39
6F	CONTRACTUAL	0.57	23,088.61	0.00	0.00	(23,088.61)
6H	OTHER COSTS	162.61	311,600.00	7,957.83	409,519.00	89,961.17
	Total 22F - American Rescue Plan_COVID	3,673.31	608,688.30	13,570.31	1,106,763.00	484,504.39
Report Total		3,673.31	832,143.67	89,887.13	1,385,159.00	463,128.20

A. Enrollment and Program Information as of October 31, 2022

Enrollment	Current
(Funded 563) HS PA22	411
(Funded 352) EHS PA28	424
(Funded 10) Pregnant Women	10
Wait List For 2022-2023	
*HS	114
On-line incomplete applications	61
*EHS	237
On-line incomplete applications	78
Children with Disabilities	
turning children HS requires 56	40
ring children EHS requires 35	54
Total Enrolled 10%	11.15%
Homeless Children & Families	
HS	4
EHS	11
Number of Operational Days	
October HS	19
October EHS	19
Volunteers	
October HS	
October EHS	
Overincome (PIRa)	
(w/qualifying disability) HS	14
(w/qualifying disability) EHS	28

Number of Children with Health Insurance		
Medicaid/CHIP		
	HS	380
	EHS	425
Private Insurance		
	HS	7
	EHS	5
Military Coverage		
	HS	0
	EHS	0
No Insurance		
	HS	46
	EHS	16
Health Screening (Physical & Dentals)		
Medical	HS	344
(PIR C-5)	EHS	411
Dental (PIR C-16)	HS	341
	EHS	390
Lead Screening		
For the month	HS	60
For the month	EHS	131
Immunization up to date (PIR C.10)		
Cumulative for Year	HS	354
	EHS	400
Opted Out (PIR C12 HS/EHS)		4/5
ADA		
	HS	86.11%
	EHS	84.13%

Children Total Meals

October			Total	
(2021-22 reimbursement rate \$1.97) Breakfast	9549	@	2.21	\$21,103.29
(2021-22 reimbursement rate \$3.66) Lunch	9391	@	4.03	\$37,845.73
(2021-22 reimbursement rate \$1.00) Snack	8414	@	1.18	\$9,928.52
				\$68,877.54
			CIL	2,817.30
				\$71,694.84

Projected unaudited total

YTD Actual CACFP Revenue Received for contract year, October - September \$71,694.84

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

PROGRAM ACTIVITIES

Operations

Job Fair on 10-21-2022, we were able to make recommendations for 27 positions, including classroom, maintenance, and Family Advocates
We have recently had incidents with children that have had to be reported to Child Care Licensing and the Office of Head Start (Los Pequeños an

Maintenance

Maintenance Coordinator and Technician have been hired
We are currently seeking bids for lawn services at the centers the previous vendor stated that they were not able to meet the conditions that we expected
We are currently seeking bids to repair the building easement at Navarro Head Start

Financial

The program will be gathering quotes to replace playground equipment at the locations that are owned by the program

Issues and Planning:

Stepping Stones Birth-to-Five HEad Start is operating virtually due to a lack of staffing.
The goal is to re-open Stepping Stones when the children return from Thanksgiving Break

STAFFING

Pre-School Division	
Teachers:	
Total Positions	26
Vacancies	5
MS	0
BA	9
AA	10
CDA	2
No CDA	0
Asst. Teachers:	
Total Positions	26
Vacancies	2
BA/ECE	0
AA/ECE	0
CDA	15
No CDA	9
Infant Toddler Division	
Child Dev. Specialists	
Total Positions	88
Vacancies	13
PHD	0
Masters	2
BA	4
BA Other	3
AA	10
AA Other	5
CDA	37
No CDA	14
I/T Caregivers	
Total Positions	31
Vacancies	11
BA/ECE	0
BA Other	0
AA/ECE	1
AA Other	0
CDA	16
Need CDA	3

In-kind Goal for HS 2021-2022	Month	Monthly	Column1
\$1,381,802.61	September	37,058.81	
	October	40,035.42	
	November		
	December		
	January		
	February		
	March		
	April		
	May		
	June		
	July		
	August		
	September		
	YTD	77,094.23	\$1,304,708.38

In-kind Goal for EHS 2021-2022	Month	Monthly	Column1
\$1,699,110.00	September	67,294.44	
	October	84,118.43	
	November		
	December		
	January		
	February		
	March		
	April		
	May		
	June		
	July		
	August		
	September		
	YTD	151,412.87	\$1,547,697.13



ADMINISTRATION FOR
CHILDREN & FAMILIES

Office of Head Start | 330 C St., SW, 4th Floor, Washington DC 20201 | eclkc.ohs.acf.hhs.gov

October 25, 2022

Nueces County Community Action Agency

Re: Grant No. 06CH010656

Dear Head Start Grant Recipient:

The Administration for Children and Families (ACF), Office of Head Start (OHS) recently conducted a monitoring review of your program. The attached report contains information about your agency's performance and compliance with the requirements of the Head Start Program Performance Standards, Public Law 110-134, Improving Head Start for School Readiness Act of 2007, and other applicable regulations.

Please contact your Regional Office for guidance should you have any questions or concerns. Your Regional Office will follow up on the content of this report and can work with you to identify resources to support your program's continuous improvement.

If the report has findings the corrective action period will begin 72 hours from the time this email was sent.

Sincerely,

OHS Monitoring Team



**ADMINISTRATION FOR
CHILDREN & FAMILIES**

Office of Head Start | 4th Floor – Switzer Memorial Building, 330 C Street SW, Washington DC 20024 eclkc.ohs.acf.hhs.gov

Program Performance Summary Report

To: Authorizing Official/Board Chairperson
Mr. Vic Medina
 Nueces County Community Action Agency
 101 South Padre Island Drive
 Corpus Christi, TX 78405 - 4102

Date: 10/24/2022
Katie Hamm

From: Responsible HHS Official

Acting Director, Office of Head Start

From September 27, 2022 to October 3, 2022, the Administration for Children and Families (ACF) conducted a monitoring review of Nueces County Community Action Agency Head Start and Early Head Start programs to determine whether the previously identified findings had been corrected. The Office of Head Start (OHS) would like to thank your governing body, policy council, staff, and parents of your program for their cooperation and assistance during the review. This monitoring report has been issued to Mr. Vic Medina, Authorizing Official/Board Chair, as legal notice to your agency of the results of the program review.

Based on the information gathered during this review, we have closed the previously identified findings which are included in this report. For any previous findings that are not included in this report and remain open, the recipient will receive a future follow-up review to determine the compliance status of those findings.

Please contact your Regional Office for guidance should you have any questions or concerns.

DISTRIBUTION OF THE REPORT

Copies of this report will be distributed to the following recipients:
 Mr. Kenneth Gilbert, Regional Program Manager
 Ms. Alma Barrera, Chief Executive Officer/Executive Director
 Ms. Alicia Mancha, Head Start Director
 Ms. Alicia Mancha, Early Head Start Director
 Nueces County Community Action Agency - 06CH010656/2022

Glossary of Terms

Compliant	No findings. Meets requirements of Head Start Program Performance Standard.
Area of Concern	An area for which the agency needs to improve performance. These issues should be discussed with the recipient's Regional Office of Head Start for possible technical assistance.
Area of Noncompliance	An area for which the agency is out of compliance with Federal requirements (including but not limited to the Head Start Act or one or more of the regulations) in one or more area of performance. This status requires a written timeline of correction and possible technical assistance or guidance from the recipient's program specialist. If not corrected within the specified timeline, this status becomes a deficiency.

Deficiency	<p>As defined in the Head Start Act, the term "deficiency" means:</p> <p>(A) a systemic or substantial material failure of an agency in an area of performance that the Secretary determines involves:</p> <ul style="list-style-type: none"> (i) a threat to the health, safety, or civil rights of children or staff; (ii) a denial to parents of the exercise of their full roles and responsibilities related to program operations; (iii) a failure to comply with standards related to early childhood development and health services, family and community partnerships, or program design and management; (iv) the misuse of funds received under this subchapter; (v) loss of legal status (as determined by the Secretary) or financial viability, loss of permits, debarment from receiving Federal grants or contracts, or the improper use of Federal funds; or (vi) failure to meet any other Federal or State requirement that the agency has shown an unwillingness or inability to correct, after notice from the Secretary, within the period specified; <p>(B) systemic or material failure of the governing body of an agency to fully exercise its legal and fiduciary responsibilities; or</p> <p>(C) an unresolved area of noncompliance.</p>
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Nueces County Community Action Agency - 06CH010656/2022

Performance Summary

Monitoring and Implementing Quality Education and Child Development Services	1302.91(e)(1)	06CH010656	ANC	N/A	Corrected
Monitoring and Implementing Quality Education and Child Development Services	1302.91(e)(2)(ii)	06CH010656	ANC	N/A	Corrected

Nueces County Community Action Agency - 06CH010656/2022



The recipient does not prepare teachers to implement the curriculum and support children's progress toward school readiness. FA-2 01/28/2022

ANC 1302.91(e)(1) Timeframe for Correction: 120 days

1302.91 Staff qualifications and competency requirements. (e) Child and family services staff. (1) Early Head Start center-based teacher qualification requirements. As prescribed in section 645A(h) of the Act, a program must ensure center-based teachers that provide direct services to infants and toddlers in Early Head Start centers have a minimum of a Child Development Associate (CDA) credential or comparable credential, and have been trained or have equivalent coursework in early childhood development with a focus on infant and toddler development.

The recipient did not ensure all Early Head Start center-based teachers had a minimum of a Child Development Associate (CDA) credential or comparable credential.

A review of the Early Head Start teacher qualifications tracking document found the recipient identified 18 of 81 teachers did not have a minimum of a CDA credential or comparable credential with a focus on infant and toddler development. In a discussion, the Head Start director further stated 1 of the 18 teachers, hired in October 2020, was not enrolled in a CDA program and did not have a professional development plan to obtain the required qualifications.

The remaining 17 teachers had hire dates ranging between June 2021 and January 2022. A review of professional development plans confirmed teachers developed goals to complete a CDA credential. The director stated the teachers were enrolled in the recipient's in-house CDA program with an expected completion date of January 31, 2023.

The recipient did not ensure all Early Head Start center-based teachers had a minimum of a Child Development Associate (CDA) credential or comparable credential; therefore, it was not in compliance with the regulation.

Follow-up

Corrected Timeframe for Correction: N/A The grant recipient ensured all Early Head Start (EHS) center-based teachers had a minimum of a Child Development Associate (CDA) or comparable credential and were trained or had equivalent coursework in early childhood development with a focus on infant and toddler development.

In an interview, the director stated the program developed a recruitment plan and enhanced the hiring process for potential candidates. The program developed a prescreening tool to track and verify applicants' qualifications. A review of the tool found applicants' names, qualifications, experience, and if they were recommended for an interview. The training and technical assistance (T/TA) coordinator stated that by using the prescreening tool, more than one person reviewed the applicant's credentials, with the T/TA coordinator determining if applicants met the qualification requirements.

The program revised and implemented professional development plans (PDP) for newly hired staff. A new hire without the required credentials received a Qualifications Notification Letter, a CDA Commitment Letter, and completed a Teacher without Credentials PDP. The T/TA coordinator monitored the staff members' qualifications weekly to ensure they were progressing toward their PDP goals and that current CDAs were not expired. The staff qualifications were monitored using both a spreadsheet and a database system. A review of the EHS/Head Start Qualification Monitoring Form found that of the 79 EHS teachers, 20 were working toward obtaining a CDA and had expected timeframes for completion in the 2022-2023 program year. A review of sample PDPs confirmed the EHS teachers were enrolled to complete a CDA.

The director shared the program allocated funds to cover all fees related to obtaining the required credentials. The program also implemented an apprenticeship program that allowed staff and parents to obtain the required credentials at the program's expense. The program hired individuals as apprentices to offer them experience and further their education.

The grant recipient ensured all EHS center-based teachers had a minimum of a CDA or comparable credential and were trained or had equivalent coursework in early childhood development with a focus on infant and toddler development. This area of noncompliance is corrected.

FA-2 01/28/2022 ANC 1302.91(e)(2)(ii) Timeframe for Correction: 120 days

1302.91 Staff qualifications and competency requirements.(e) Child and family services staff. (2) Head Start center-based teacher qualification requirements. (ii) As prescribed in section 648A(a)(3)(B) of the Act, a program must ensure all center-based teachers have at least an associate's or bachelor's degree in child development or early childhood education, equivalent coursework, or otherwise meet the requirements of section 648A(a)(3)(B) of the Act.

The recipient did not ensure all Head Start center-based teachers had an associate's degree in child development, early childhood education, or equivalent coursework.

A review of the Head Start teacher qualifications document found the recipient identified 3 out of 24 Head Start center-based teachers, with hire dates between October 2020 and December 2021, did not have at least an associate's degree in early childhood education or equivalent coursework. In a discussion, the Head Start director stated one teacher did not meet the minimum qualifications, was not enrolled in an associate's degree program, and did not have a professional development plan to obtain the required qualifications. The other 2 teachers had professional development plans to obtain equivalent coursework through a preschool CDA credential with completion dates of March 2022 and January 2023.

The recipient did not ensure all Head Start center-based teachers had an associate's degree in child development, early childhood education, or equivalent coursework; therefore, it was not in compliance with the regulation.

Follow-up

Corrected Timeframe for Correction: N/A The grant recipient ensured all Head Start teachers had an associate's degree in child development, early childhood education, or equivalent coursework.

In an interview, the director stated the program developed a recruitment plan and enhanced the hiring process for potential candidates. The program developed a prescreening tool to track and verify applicants' education. The training and technical assistance (T/TA) coordinator stated that by using the prescreening tool, more than one person was reviewing the credentials of potential candidates, with the T/TA coordinator making the final determination that the individual met the qualification requirements.

The director stated the program continued to face challenges in hiring qualified staff and developed a job description for Waivered Teachers. A review of the job description found the program added Head Start Program Performance Standard 1302.91, requiring the acquisition of a Child Development Associate credential before completing the application for a waiver. In addition, the program developed a Waiver Teacher without Credentials Professional Development Plan (PDP). A review of PDPs for the program's two unqualified Head Start teachers found they included educational goals to obtain the required qualifications.

Head Start teachers were notified of the revised PDPs and job descriptions during the week of July 12, 2022. A review of the meeting agenda confirmed that staff received notification and signed the meeting agenda notes. The T/TA coordinator, associate director, and director met individually with each teacher who did not have the appropriate credentials. During the meeting, the staff was notified of the need to work toward the required degree and develop a PDP that included the steps needed to register for college-level classes. In an interview, the two unqualified teachers stated they had a PDP to obtain the required credentials and they would begin classes in January 2023.

The grant recipient ensured all Head Start teachers had an associate's degree in child development, early childhood education, or equivalent coursework. This area of noncompliance is corrected.

----- End of Report -----



Alicia Mancha <alicia.mancha@nccaatx.org>

TAR: Nueces County Community Action Agency (06CH010656)

2 messages

Baez, Andris <Andris.Baez@icf.com>

Tue, Nov 1, 2022 at 3:50 PM

To: Alicia Mancha <alicia.mancha@nccaatx.org>

Cc: "Guillory, Immaculate" <Immaculate.Guillory@icf.com>, "Ochoa, Nadia" <Nadia.Ochoa@icf.com>, "Carmouche, Tamika" <Tamika.Carmouche@icf.com>

Hello Ms. Alicia,

It was a pleasure working with you and your team, I appreciated your responsiveness and collaboration. This is to inform you that the TAR listed above has been officially closed. You may communicate with your Program Specialist to petition additional TTA support when necessary.

Thank you!!

Andris Baez | *Grantee Specialist, Region VI, HS TTA**ICF Remote Office | 823 Congress Avenue, Suite 1010*[Austin, TX 78701 US](#)Andris.baez@icf.com*Mobile | +1.210.410.0416***Alicia Mancha** <alicia.mancha@nccaatx.org>

Tue, Nov 1, 2022 at 6:27 PM

To: "Baez, Andris" <Andris.Baez@icf.com>

Cc: "Guillory, Immaculate" <Immaculate.Guillory@icf.com>, "Ochoa, Nadia" <Nadia.Ochoa@icf.com>, "Carmouche, Tamika" <Tamika.Carmouche@icf.com>

Thank you for your support!

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Alicia Mancha

Director of Birth-to-Five Head Start
Nueces County Community Action Agency

101 South Padre Island Drive | Corpus Christi, TX 78405

The 2022 - 2023 NCCAA Board of Directors and Birth-to-Five Head Start Policy Council Orientation is scheduled for January 6 - 8, 2022 in San Antonio, TX. The event is free to each board member/policy council member and one guest. The weekend will be full of important information to help you become a better, more informed board member or policy council member. We will discuss all NCCAA programs the Agency operates. During this training, your room and meals will be covered by the agency. The Agency will provide a bus to transport you and a guest to San Antonio.

To help plan for the event we are asking each board member to complete the attached survey. You may email the survey to cynthia.longoria@nccaatx.org or bring it to the next board meeting on Thursday, October 27, 2022.

If you have already submitted your survey, thank you for your response. A reservation will be made on your behalf.

The final day to register for the training is Friday, November 25, 2022. If you have any questions or concerns, please call Cindy Longoria at (361) 654-7941 or email cynthia.longoria@nccaatx.org.

Please refrain from responding to all members on this email. This is in keeping with the Texas Open Meetings Act.

Thank You. We are looking forward to a great training weekend in San Antonio.

Cindy Longoria

Nueces County Community Action Agency Board of Directors & B5HS Policy Council Orientation Survey

The 2022 - 2023 NCCAA Board of Directors and Birth-to-Five Head Start Policy Council Orientation is scheduled for January 6 - 8, 2022 in San Antonio, TX. The event is free to each board member/policy council member and one guest. Please help us plan for the event by answering the following:

Please Check One

Do you plan on attending? Yes No

If yes, will you bring a guest? Yes No

Will you use the Agency provided bus transportation to San Antonio? Yes No

(Please Note: if you travel on your own the Agency will not pay for mileage. You will be responsible for any charges incurred.)



Please Print

Name: _____

Address: _____

Phone #: _____

Name of Guest: _____

Thank You!

Please return survey today to Cindy Longoria.

NCCAA, 101 South Padre Island Drive, Corpus Christi, TX 78405

Final Day to Register is Friday, November 25, 2022

Call Cindy Longoria at (361) 654-7941 or email

cynthia.longoria@nccaatx.org