

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: January 10, 2023
TO: All 2022-2023 POLICY COUNCIL MEMBERS
FROM: Sarah Martinez, 2022-2023 CHAIRPERSON
SUBJECT: AGENDA, January 10, 2023 REGULAR MEETING

Alma A. Barrera

The Nueces County Head Start Policy Council has scheduled its Regular Meeting via Face-to-Face and ZOOM at 9:00a.m., Tuesday, January 10, 2023. 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: Birth to Five Head Start Policy Council Meeting
Time: January 10, 2023 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
January 10, 2023**

- 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. December 13, 2022, Regular Policy Council Meeting.....Pages 4-6

- IV. **Calendar**.....Page 7-8

- V. **Action Items:**

- A. Treasurer’s ReportClaudia Infante.....Action Item..... Page 9

- 1. Approval of Bank Statement
 - a) Bank Reconciliation, Period Ending November 30, 2022
 - b) Bank Statement, Period Ending November 30, 2022

- B. Committee Reports

- 1. Bylaws Committee.....Action Item
Approval of New Members
Newly-elected Policy Council Representatives for 2022-2023 for La Armada. Documentation confirming election is available for review in the Head Start Binders in the Head Start T/TA office.

Name	Representing	Alternate
Yasmin Lerma	La Armada	

- 2. Personnel Committee.....Sarah Martinez.....Page 10
.....Action Item

Approval of Personnel Committee Meeting Minutes for December 16, 2022

- 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.....Pages 11-15**
Action Item
 Encumbrance Reports for December 1, 2022-December 31, 2022
 Credit Card Reports for Reporting periods ending December 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
1/10/23		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 December 2022..... Alicia Mancha, Birth to Five Head Start Director.....Pages 16-17**
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 2022-2023	March 2022

- 5. **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

December 13, 2022

REGULAR MEETING MINUTES

Policy Council Members via Face to Face and Zoom:

Sarah Martinez(zoom)	Janelle Garcia(zoom)	Jennifer Garcia (zoom)	Cierra Felix (zoom)
Claudia Infante (zoom)	Hilaria Hobbs (zoom)	Krystal Newman(zoom)	Cinthia Muraira (zoom)
Amely Trujillo (zoom)			

Staff and Guests Present (Face to Face):

Alma Barrera (zoom)	Alicia Mancha	Adel Rowland (zoom)	Jennifer Ruiz (zoom)
Patricia Ramos	Stacey Brooks		

- I. **Call to Order- Meeting Started at: 09:04 am Called to order by Sarah Martinez.**
- A. **Roll Call- Stacey Brooks**
 B. **Establish Quorum- Sarah Martinez**
- 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 November 08, 2022 Regular Meeting Minutes were presented for approval. **Claudia Infante** moved to approve the minutes as presented, second by **Jennifer Garcia**. Motion carried.
- IV. **Calendar –January 02, 2023-Agency Holiday New Year's Day, January 03, 2023-CDA & Staff Development Day, January 04, 2023-children return, January 10, 2023-Policy Council, January 12, 2023-PIE Meeting, January 16, 2023-Agency Holiday Martin Luther King Jr. Day, January 18, 2023-Winter Mini Conference, January 20, 2023-School Readiness and Family Engagement Advisory, January 26, 2023-STEP Class Board Meeting, January 27, 2023-CDA & Staff Development Day**
- V. **Action Items:**
- A. **Treasurer's Report:** The treasurer's report for October 31, 2022 was presented by Stacey Brooks. There was no activity for this account in October and the ending account balance was \$8,894.15. **Cierra Felix** moved to accept the treasurer's report for October, second by **Jennifer Garcia**. 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 at Stepping Stone Head Start. **Cinthia Muraira** moved to accept the newly elected policy council representative for 2022-2023, second by **Cierra Felix**. Motion carried.

Issued 12/13/2022

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2. Personnel Committee: Approval of Personnel Committee minutes for November 04, 2022, November 14, 2022, November 15, 2022, November 17, 2022, December 06, 2022. Cierra Felix moved to accept the Personnel Committee minutes, second by Claudia Infante. Motion carried.

- 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 November 01, 2022 to November 30, 2022. Program Encumbrance Reports and Credit Card Reports for November were included in the agenda. Adel Rowland, Chief Finance Officer, reviewed the encumbrance reports for Head Start, Early Head Start and CDA. Questions were asked from the floor. Cierra Felix moved to accept the program expenditures and credit card activity reports for November 2022, second by Claudia Infante. Motion carried.

VII. New Business-No Meeting; No Action.

VIII. Informational Items

1. HR Staffing Report.....Jennifer Ruiz.....Director of HR.....Information

Date	# Employees	New Hires	Terminations	Resignations	Discharges
12/13/22	244	EHS-11	EHS-6	EHS-3	EHS-3
		HS-3	HS-3	HS-1	HS-2

Claudia Infante moved to go into closed session at 09:18 a.m., second by Sarah Martinez. Motion carried.

Sarah Martinez moved to approve staff recommendations/terminations for NCCAA, second by Hilaria Hobbs. Motion carried. The closed session began at 09:19 am. and ended at 09:22 a.m.

- 2. Board Update-Alma Barrera, CEO of NCCAA, stated that Jennipher Garcia was approved to represent the board for NCCAA. Also, the monitoring report from a few months back is now closed.
- 3. Director's Report-Alicia Mancha, Director of Birth to Five Head Start, stated that we met full enrollment. It is important because if we go four consecutive months without full enrollment then we will have to go on an action plan. We are currently doing self assessment. Two compliance officers go to sites and take pictures and add those items to the shared drive. This is to strengthen our centers. Everything is looked at including conditions of supplies. Coordinators audit children's records. This tool is used to guide us in quality and to see things that need to be repaired. We have a new maintenance coordinator and he is building on team work. He met with Site Base Managers to get things fixed. Navarro Head Start is getting repairs due to weather and a leak that caused rotten wood. They will need an engineer to complete some repairs and we have to make sure we are in compliance with wind insurance. When meeting with Kaplan for very large playground equipment for our sites, it is still a work in progress. Due to covid, availability is minimal. In January 2023, we will begin budget workshops for carry over funds. All coordinators will be having meetings/workshops and parents will be included.
- 4. Program Plan for Approval-none
- 5. Revision and Update to Program Narrative-none

IX. Public Comments: Stacey Brooks, T/TA Coordinator, stated that our agency is struggling with getting parents to sit in for interviews. She explained that we must have a parent attend the interviews in order to proceed with the hiring process.

Alma Barrera asked if they have the option to attend virtually which she stated, yes. Policy Council Members, Cierra Felix, Hilaria Hobbs and Krystal Newman stated that they can assist with interviews.

Issued 12/13/2022

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X. Good and Welfare: None

XI. Adjournment: There being no further business, Cierra Felix moved to adjourn the meeting, second by Hilaria Hobbs, Sarah Martinez adjourned the meeting at 09:37 a.m.

Chairperson Printed Name	Chairperson Signature	Date
<u>Sarah E, Martinez</u>	<u><i>Sarah E. Martinez</i></u>	12/13/2022

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- 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
Birth-to-Five Head Start
Policy Council


January 2023

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2  Agency Holiday New Year's	3 CDA Class Staff Devel- opment	4 Children Return	5	6	7
8	9	10 Policy Council	11	12 PIE Meeting	13	14
15	16 Agency Holiday MLK Day 	17	18 Winter Mini Con- ference	19	20 School Read- iness & Fami- ly Engage- ment Adviso- ry	21
22	23	24	25	26 STEP Class Board Meeting	27 CDA Class Staff Devel- opment	28
29	30	31				



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

February 2023

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9 <i>PIE Meeting</i>	10 <i>Early Release 12:00 CDA</i>	11
		Multicultural Week				
12	13	14 <i>Policy Council</i> 	15	16 <i>S.E.A.T Meeting</i>	17	18
		Family Science Week				
19	20 <i>Agency Holiday President's Day</i> 	21	22	23 <i>STEP Class Board Meeting</i>	24 <i>Health Advisory Staff Dev./ CDA</i>	25
26	27	28				

MUECES COUNTY COMMUNITY ACTION AGENCY
POLICY COUNCIL BANK RECONCILIATION

Policy Council MONTH November 30, 2022
NavyArmy FCU

BALANCE	\$ 884 15	BALANCE PER BANK STMT	Build 6 & 7	\$ 882 15
AS OF	11/30/2022	AS OF	11/30/2022	
ADD DEPOSITS IN TRANSIT				
LESS OUTSTANDING C/S				
TOTAL IN TRANSIT				
SUBTOTAL	\$ 884 15			\$ 882 15
LESS OUTSTANDING C/S				
TOTAL CREDITS				
BANK BALANCE PER BOOKS	\$ 884 15			\$ 884 15

Difference 1



STATEMENT OF ACCOUNT
STATEMENT DATE: 11-30-2022
MEMBER NUMBER:
PAGE 1 of 1

RETURN SERVICE REQUESTED

MEMBER INFORMATION
MUECES COUNTY HEAD START POLICY COUNCIL
AMBER H. GONZALEZ-MONDRAGON
CYNTHIA A. DAYVA
101 SOUTH PAPER ISLAND DR
CORPUS CHRISTI TX 78405

NOTICE: Overdraft Coverage Effective 11/20/22
NavyArmy offers Overdraft Privilege (Courtesy Pay) to checking account holders who maintain their accounts in good standing.
Please see enclosed statement alert for upcoming changes related to Courtesy Pay and your checking account.
For more information, please email info@navyarmyfcu.com.

Account Number	Type	Balance
	Business Single Checking	\$7,560.00
	Business Money Market	\$1,302.12
		\$8,862.12

Starting Balance	Deposits	Dividends Paid	Withdrawals	Service Charges	Ending Balance
\$7,560.00	\$0.00	\$0.00	\$0.00	\$2.00	\$7,560.00

Date	Description	Withdrawals	Deposits	Balance
11-01-2022	Starting Balance			\$7,560.00
11-30-2022	Paper Statement Fee	-2.00		\$7,560.00

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

Starting Balance	Deposits	Dividends Paid	Withdrawals	Service Charges	Ending Balance
\$7,560.12	\$0.00	\$0.00	\$0.00	\$0.00	11,302.12

Dividend Earned 11-01-2022 to 11-30-2022 \$4.28
Average Daily Balance for Statement Period \$1,302.12
Minimum Balance during Statement Period \$1,302.12
Annual Percentage Yield Earned (APYE) 0.243%
Dividend Paid Year-to-Date \$1.68

RECEIVED
DEC 08 2022
N.C.C.A.A.

PERSONNEL COMMITTEE MEETING

DATE: 12/16/2022

NCCAA Main Office, Corpus Christi, Texas

Committee Members Present:	Staff Present:
Sarah Martinez	Colette Buff
Cierra Felix	
Hilaria Hobbs	

- The meeting was called to order at 1:39 pm by Sarah Martinez. 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 Cierra Felix, second by Sarah Martinez.
 - Call for Vote. (All in favor, opposed same sign) **Motion Carried** **Motion Failed**
 - Closed session began at 1:40 pm Closed session ended at 1:43 pm
- Motion to approve staff recommendations for new hires by _____, second by _____.
 - Call for Vote. (All in favor, opposed same sign) **Motion carried** **Motion Failed**
- Motion to approve staff recommendations for termination by Hilaria Hobbs, second by Sarah Martinez.
 - 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

Transfers/Promotions (Information Only—no vote required)

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

Terminations: Emp # Only, No Names

Employee ID #	Reason for Term	Approved	Not Approved
280841	Violation of Absenteeism Policy	X	

Other Business?

- Next meeting scheduled: TBD (date/time)
- There being no further business, Cierra Felix moved to adjourn, second by Hilaria Hobbs. The meeting was adjourned at 1:44 pm

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

From 12/1/2022 Through 12/31/2022

Account Code	Account Title	Current Period Actual	YTD Actual	YTD Encum.	YTD Budget	YTD Budget Variance
6A	SALARIES	764,149.44	2,190,761.55	0.00	9,475,709.00	7,284,947.45
6B	FRINGE BENEFITS	150,700.71	481,062.51	0.00	2,317,665.00	1,836,602.49
6C	TRAVEL	218.84	20,897.15	0.00	58,460.00	37,562.85
6E	SUPPLIES	2,234.45	150,325.32	17,663.47	277,053.00	109,064.21
6F	CONTRACTUAL	0.00	1,449.22	0.00	60,074.00	58,624.78
6H	OTHER COSTS	64,012.30	349,966.19	19,012.14	648,209.00	279,230.67
6IK	INKIND	78,792.00	499,699.20	0.00	3,249,273.00	2,749,573.80
	Total 22 - 22 Head Start	1,060,107.74	3,694,161.14	36,675.61	16,086,443.00	12,355,606.25

Nueces County Community Action Agency
 Encumbrance Budget - Fiscal Comm Rep I
 28A - 28A EHS TTA

From 12/1/2022 Through 12/31/2022

Account Code	Account Title	Current Period Actual	YTD Actual	YTD Encum.	YTD Budget	YTD Budget Variance
6H	OTHER COSTS	4,582.00	6,827.62	211.75	119,685.00	112,645.63
	Total 28A - 28A EHS TTA	4,582.00	6,827.62	211.75	119,685.00	112,645.63

Nueces County Community Action Agency
 Encumbrance Budget - Fiscal Comm Rep 1
 30 - 30 HS TTA CDA

From 12/1/2022 Through 12/31/2022

Account Code	Account Title	Current Period Actual	YTD Actual	YTD Encum.	YTD Budget	YTD Budget Variance
6B	FRINGE BENEFITS	0.00	0.00	0.00	0.00	0.00
6H	OTHER COSTS	0.00	1,893.74	173.25	54,041.00	51,974.01
	Total 30 - 30 HS TTA CDA	0.00	1,893.74	173.25	54,041.00	51,974.01
Report Total		1,064,689.74	3,702,882.50	37,060.61	16,260,169.00	12,520,225.89

Nueces County Community Action Agency
Encumbrance Budget - Fiscal Comm Rep 1 Covid
22E - HS COVID Supplemental
From 12/1/2022 Through 12/31/2022

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	84,198.08	47,816.82	26,536.00	(105,478.90)
6F	CONTRACTUAL	0.00	28,500.00	0.00	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	252,191.92	47,816.82	278,396.00	(21,612.74)

Nueces County Community Action Agency
 Encumbrance Budget - Fiscal Comm Rep 1_Covid
 22F - American Rescue Plan_COVID
 From 12/1/2022 Through 12/31/2022

Account Code	Account Title	Current Period Actual	YTD Actual	YTD Encum.	YTD Budget	YTD Budget Variance
6A	SALARIES	5,283.84	133,052.36	0.00	0.00	(133,052.36)
6B	FRINGE BENEFITS	1,203.72	28,812.71	0.00	0.00	(28,812.71)
6C	TRAVEL	8,004.95	12,328.30	0.00	0.00	(12,328.30)
6D	EQUIPMENT	0.00	0.00	0.00	351,030.00	351,030.00
6E	SUPPLIES	10,895.78	149,299.50	9,866.14	346,214.00	187,048.36
6F	CONTRACTUAL	0.00	23,248.72	0.00	0.00	(23,248.72)
6H	OTHER COSTS	1,878.38	330,708.10	26,691.60	409,519.00	52,119.30
	Total 22F - American Rescue Plan COVID	27,266.67	677,449.69	36,557.74	1,106,763.00	392,755.57
Report Total		27,266.67	929,641.61	84,374.56	1,385,159.00	371,142.83

Birth to Five Head Start Director's Report Program Information Report (PIR) and On-Going Monitoring A. Enrollment and Program Information as of December 31, 2022.

Enrollment	Current
(Funded 563) HS PA22	419
(Funded 352) EHS PA28	424
(Funded 10) Pregnant Women	10
Wait List For 2022-2023	
*HS	122
On-line incomplete applications	89
*EHS	243
On-line incomplete applications	127
Children with Disabilities	
turning children HS requires 56	40
turning children EHS requires 57	57
Total Enrolled 10%	11.51%
Homeless Children & Families	
HS	6
EHS	14
Number of Operational Days	
December HS	14
December EHS	14
Volunteers	
December HS	
December EHS	
Overincome (PIRa)	
(w/qualifying disability) HS	29
(w/qualifying disability) EHS	13

Number of Children with Health Insurance		
Medicaid/CHIP		
HS		429
EHS		450
Private Insurance		
HS		7
EHS		5
Military Coverage		
HS		0
EHS		0
No Insurance		
HS		21
EHS		18
Health Screening (Physical & Dentals)		
Medical	HS	417
(PIR C-5)	EHS	438
Dental (PIR C-16)	HS	413
	EHS	415
Lead Screening		
For the month	HS	10
For the month	EHS	14
Immunization up to date (PIR C.10)		
Cumulative for Year	HS	413
	EHS	433
Opted Out (PIR C12)	HS/EHS	3/5
ADA		
	HS	82.98%
	EHS	86.40%

STAFFING	
Pre-School Division	
Teachers:	
Total Positions	26
Vacancies	5
MS	0
BA	10
AA	10
CDA	1
No CDA	0
Asst. Teachers:	
Total Positions	26
Vacancies	5
BA/ECE	0
AA/ECE	0
CDA	19
No CDA	2
Infant Toddler Division	
Child Dev. Specialist:	
Total Positions	106
Vacancies	33
PHD	0
Masters	1
BA	4
BA Other	3
AA	11
AA Other	4
CDA	40
No CDA	10
IT Caregivers	
Total Positions	31
Vacancies	8
BA/ECE	0
BA Other	0
AA/ECE	1
AA Other	0
CDA	15
Need CDA	7

Children Total Meals					Projected unaudited total
	December			Total	
(2022-2023 reimbursement rate \$1.97) Breakfast	6898	@	2.21	\$15,244.58	
(2022-2023 reimbursement rate \$3.88) Lunch	6798	@	4.03	\$27,395.94	
(2022-2023 reimbursement rate \$1.00) Snack	6731	@	1.18	\$7,942.58	
				\$50,583.10	
			CIL	2,039.40	
				\$52,622.50	

YTD Actual CACFP Revenue Received for contract year, October - September \$183,218.64
 *All applicants on Wait List have been offered enrollment at sites with openings but have refused due to available locations.

PROGRAM ACTIVITIES

Operations

Board and Policy Council Orientation
 Staffing continues to be a hardship
 Children's hours of service have changed All children will dismiss at 2:30

Maintenance

Continue to work on repairs at Navarro
 Will be working with a contractor to make repairs to ramps at centers

Financial

Issues and Planning:

Attempting to initiate discussions with CCISD for collaboration

In-kind Goal for EHS 2022/2023	Month	Monthly	Column1
\$2,288,316.00	September	67,294.44	
	October	84,118.43	
	November	104,535.69	
	December	51,156.18	
	January		
	February		
	March		
	April		
	May		
	June		
	July		
	August		
	September		
	YTD	307,104.74	\$1,981,211.26

In-kind Goal for HS 2022/2023	Month	Monthly	Column1
\$878,670.00	September	37,058.81	
	October	40,035.42	
	November	87,864.41	
	December	27,635.82	
	January		
	February		
	March		
	April		
	May		
	June		
	July		
	August		
	September		
	YTD	192,594.46	\$686,075.54