

NUECES COUNTY COMMUNITY ACTION AGENCY

1

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

Linda Carrillo
Chief Executive Officer

DATE: November 14, 2023

TO: All 2023-2024 POLICY COUNCIL MEMBERS

Alicia M. Mancha

FROM: Ann Johnson, 2023-2024 CHAIRPERSON

SUBJECT: AGENDA, November 14, 2023 REGULAR MEETING

The Nueces County Head Start Policy Council has scheduled its **Regular Meeting via Face-to-Face and ZOOM** at **10:30 a.m., Tuesday**, November 14, 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.

ELECTION DAY!!

Congratulations on the officers and committee members for our 2023-2024 Policy Council! We will vote and get these positions approved during this meeting

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: November 14, 2023 10:30 AM Central Time (US and Canada)

Join Zoom Meeting

<https://us06web.zoom.us/j/87058893752?pwd=cW1KNi9DcXNNOWVmZXFzUjFkVUVTZz09>

Meeting ID: 870 5889 3752

Passcode: 768777



**BIRTH-TO-FIVE HEAD START POLICY COUNCIL
REGULAR MEETING AGENDA
November 14, 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. October 10, 2023, Regular Policy Council Meeting.....Pages 6-8

IV. Calendars.....Pages 9-10

V. Action Items:

- A. Treasurer’s ReportRachel Garcia.....Action Item.....Page 11

1. Approval of Bank Statement

- a) Bank Reconciliation, Period Ending September 30,, 2023
- b) Bank Statement, Period Ending September 30, 2023

B. Committee Reports

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

Approval of New Members

Newly-elected Policy Council Representatives for 2023-2024 are listed below. Additional names, if available will be provided as a handout. Documentation confirming election is available for review in the Head Start Binder in the Head Start TTA Office.

Name	Representing	Alternate
<u>Ann Johnson</u>	Austin	<u>Destiny Martinez</u>
<u>Cici Alaniz</u>	Centro De Ninos	<u>Analy Ramirez</u>
<u>Norma Munoz</u>	Community Partner	<u>Marisol Gomez</u>
<u>Chancene Leal</u>	Cliff Maus	<u>Karizma Cruz</u>
<u>Christal Colton</u>	Gulfway	<u>Tiffany Butler</u>
<u>Michelle Luna</u>	Kids Of The Neighborhood	<u>Analiza Garza</u>
<u>Yasmin Lerma</u>	La Armada	<u>Alyssa Sepulveda</u>
	Little Hornet	
<u>Dallas Bath</u>	Los Pequenos	<u>Victoria Leal</u>
	Navarro	
<u>Rachel Garcia</u>	Navigation Point	

<u>Cierra Felix</u>	Northwest	<u>Sonja Adame</u>
Claudia Infante	Riversquare	Juliana Ramos
<u>Vanessa Hernandez</u>	Salazar	
<u>Jennifer Garcia</u>	Soledad	
Jose Flores	Spirit Of Hope	
Laurena Trevino	Stepping Stone	Angela Garcia

- 2. Personnel Committee.....Action Item.....Pages 12-16
 Approval of Personnel Committee Meeting Minutes for 10/6/2023
 Approval of Personnel Committee Meeting Minutes for 10/19/2023
- 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.....Martha Benavidess, Chief Financial Officer.....Pages 17-19**
Action Item
 Encumbrance Reports for October 1,2023 through October 31, 2023
 Credit Card Reports for Reporting periods ending October 31, 2023
 (.pdf file of the credit card reports included in agenda e-mail)

VII. New Business

A. Election of Officers (Nominations had been previously Discussed at Policy Council Orientation)

- 1.) **Chairperson** (The Chairperson shall conduct the meeting and be responsible for informing the members as to all the meetings to be held. Draft an agenda for each meeting with the help of his or her officers.)

Nominations _____ Ann Johnson _____

- 2.) **Vice Chairperson** (The Vice Chairperson will assist the chairperson with all of the Councils functions and activities. The vice chairperson will assume the duties of the chairperson’s Office upon his or her absence. Any other duties as assigned by the chairperson)

Nominations _____ Chancene Leal _____

- 3.) **Secretary/Treasurer** (The Secretary/Treasurer will present the minutes of all meetings and Seek the Council's approval at the succeeding regular meetings. The secretary/treasurer will be the custodian and will present any activity for approval to the Birth to Five Head Start Policy Council. The Secretary/treasurer will review all transactions involving the Birth to Five Head Start Policy Council funds.)

Nomination _____ Vanessa Hernandez _____

4.) Parliamentarian (Parliamentarian shall maintain order in accordance with Robert’s Rules of order.)

Nomination _____ Michelle Luna _____

5.) Board Representative (The Policy Council Representative will be responsible for informing the Nueces County Community Action Agency Board of Directors of all Policy Council activities. Responds to requested information and inquires concerning the Policy Council business and procedures.

Nomination _____ Jennipher Garcia _____

Approval of Committees:

STANDING COMMITTEES

By Laws Committee

Personal Committee

Budget Committee

- Rachel Garcia
- Ann Johnson
- Michelle Luna
- Tiffany Butler
- Alyssa Sepulveda

AD HOC Committees

Fundraiser Committee

Scholarship Committee

Recruitment Committee

- Alyssa Sepulveda
- Michelle Luna
- Juliana Ramos
- Ann Johnson
- Chancene Leal

B.) Project Summary/Abstact - Head Startr/Early Head Startr Recipient-Communities In The State of Texas.....Alicia Mancha, Birth to Five Head Start Director.....Page 20.....Action Item

C.) Nueces County Community Action Agency Board of Directors Attestation..... Alicia Mancha, Birth To Five Head Start Director.....Page 21.....Action Item

VIII. Informational Items:

1. HR Staffing ReportJennifer Ruiz, HR Director.....Information

	# Employees	New Hires	Terminations	Resignations	Discharges
11/14/23		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 October 2023Alicia Mancha, Birth to Five Head Start Director..... Pages 22-23Information

8. Program Plans for Approval: *None*

Current Approval Dates for Program Plans	Approval Date
Integrated Programs Plans for 2023-2024	April 2023
Training and Technical Assistance (T/TA) Plan for 2023-2024	April 2023

9. 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	April 2023
Prioritization and Selection Criteria for 2023-2024	April 2023

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 10, 2023

REGULAR MEETING MINUTES

Policy Council Members via Face to Face and Zoom:

Vic Medina	Jennifer Garcia	Ann Johnson (Chairperson)	Vanessa Hernandez
Christal Colton	Cierra Felix		

Staff and Guests Present (Face to Face):

Linda Carrillo	Martha Benavides	Collette Buff	Alicia Mancha
Jeannine Johnson	Heather Zavala	Gabriela Ortegón	

I. Call to Order- Meeting Started at: _____ Called to order by __Ann Johnson__.

A. Roll Call- Heather Zavala

B. Establish Quorum- Quorum was established - Ann Johnson

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

III. Approval of Minutes

Minutes for the August 14th, Regular Policy Council Meeting were presented for approval. Vic Medina moved to approve the minutes as presented, second by Jennifer Garcia. Motion carried.

IV. Calendar – October 5th -Partners in Education (P.I.E) meeting, October 9th- Agency Holiday, October 10th- Policy Council meeting, October 11th- Cardboard Challenge Festivals @ the centers/Early Release, October 20-Fall Family Engagement Mini Conference, October 26th Partners in Education (P.I.E) meeting/Board Meeting, October 27th Early release/CDA. November 3rd HSAC, November 9th Partners in Education (P.I.E) meeting, November 10th-Agency Holiday, November 11th-Veterans Day, November 13th-17th (Fathers Actively Involved Through Head Start (F.a.i.t.h)Festivals @ Centers, November 14th-Policy Council Meeting, November 17th Early Release, November 20th-24th Childrens Thanksgiving break, November 23rd Agency Holiday, November 24th Agency Holiday, November 29th EHS Transition Mtg@ noon, November 30th Partners In Education (P.I.E) Meeting/Board Meeting

V. Action Items:

A. Treasurer's Report: The Treasurers report for August 31, 2023 were presented by Ann Johnson. There was no activity and no service charge for this account in August. Ending balance for the month was 8,882.46. Vic Medina moved to accept the treasurers report for August, second by Vanessa Hernandez.

B. Committee Reports:

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

2. Personnel Committee: Approval of personnel Committee Minutes for July 31, 2023, August 10th, 2023, August 17, 2023 and September 15, 2023. **Cierra Felix** moved to accept the Personnel Committee Minutes, Seconded by **Jennifer Garcia**. 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 and Credit Card Reports for August 1, 2023 -August 31, 2023 /September 1, 2023-September 30, 2023 were presented by Chief Finance Officer Martha Benavides. Encumbrance Budget for August 1, 2023 - August 31, 2023/September 1, 2023-September 30, 2023including Travel, Early Head Start budget, Head Start Budget and TTA budget CDA were reviewed. Questions were asked from the floor. **Jennifer Garcia** moved to accept the Financial reports presented, second by **Cierra Felix**.

VII. New Business - None

VIII. Informational Items

- 1. **HR Staffing Report.....Colette Buff, HR Generalist.....Information**

Date	# Employees	New Hires	Terminations	Resignations	Discharges
10/10/23	226	EHS - 13	EHS- 6	EHS -5	EHS -1
		HS - 5	HS - 6	HS - 6	HS - 0

Closed Session Not required.

Board Update- Presented by CEO Linda Carrillo

- 3. **Directors' Report** Alicia Mancha, Director of Birth to Five Head Start stated she and Associate Director Jeannine Johnson are currently working with Coordinators to collect data for the Community Needs Assessment. Birth to Five is currently recruiting children and staff for the classrooms and are improving numbers. The Agency has signed a 2 year contract for Soledad Head Start Center, Money is being spent to repairs at centers such as ramps and exit doors at La Armada Head Start. The Regular Budget for the year has been approved and includes Cost of Living (COLA) Raises for staff as well as including a QII (Quality Improvement Increase) for teaching and field staff. These increases are to help with staff retention and to keep staff employed with NCCAA. Budget funds are also going toward contractors for water leaks at Northwest, Spirit of Hope and Cliff Maus (Over \$50,000) to avoid further water damages. Alicia Mancha also reviewed the Administration for Children and Families Office of Head Start Notice received in regards to completion of a monitoring review of NCCAA Head Start and Early Head Start Programs to determine whether previously identified findings had been corrected. Letter states the findings that had previously been identified are now closed and a future follow up review will take place to determine the compliance status of the program.

4. Program Plans. None

- 5. **Revision and Update to Program Narrative:** CEO Linda Carrillo thanked everyone for attending today's meeting and voiced the importance of the Policy Council commitment. Alicia Mancha Director of Birth to Five Head Start Program voiced her appreciation of everyone's time and commitment to the agency and thanked participants for their time and efforts in helping make the program successful.

X. Public Comments:


XII. Good and Welfare: None

XIII. Adjournment: There being no further business, Vanessa Hernandez adjourned the meeting , second by Christal Colton. Meeting adjourned at 11:50am.

Chairperson Printed Name

Ann Johnson

Chairperson Signature



Date

10/10/2023




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
 Birth-to-Five Head Start
 Policy Council

November 2023

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3 HSAC	4
5	6	7	8	9 Partners In Education (P.I.E) Meeting	10 Agency Holiday	11 
12	13	14 Policy Council	15	16	17 Early Release	18 
Fathers Actively Involved Through Head Start (F.A.I.T.H) Festivals @ Centers						
19	20	21	22	23 A/H 	24 Agency Holiday	25
Childrens Thanksgiving Break						
26	27	28	29 EHS Transition Mtg. @ noon	30 Partners In Education (P.I.E) Meeting Board Meeting		



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

December 2023

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6 Education Data Outcomes meeting	7 Partners In Education Meeting	8	9
10	11	12 Policy Council	13	14	15 Health Fair and Christmas Wellness Festival	16 
17	18	19	20	21 Early Release	22 Childrens Winter Break	23 
24	25 Agency Holiday 	26	27	28 Board Meeting (Not Scheduled)	29	30
Children's Winter Break →						



PO Box 81349
Corpus Christi, TX 78468-1349
381-886-4500
800-622-3631

STATEMENT OF ACCOUNT

09-30-2023
MEMBER NUMBER:
PAGE: 1 of 2

RETURN SERVICE REQUESTED

204024-8-24 0 2432-1-4 1oz

NUJECES COUNTY HEAD START POLICY COUNCIL
CIVILIAN GONZALES-MONDRAGON
101 SOUTH PADRE ISLAND DR
CORPUS CHRISTI TX 78405

RALLY RATES ROCK!

Earn up to 5.25% APY* on a 6-Month Certificate of Deposit, and 3.01% APY* on a qualifying Liberty Checking balance. That's banking worth checking for! Go to www.rallycu.com/rates/ to view all of our deposit and loan rates.
*Annual Percentage Yield

STATEMENT SUMMARY

Account Number	Type	Balance
[REDACTED]	Business Simple Checking	\$7,578.03
[REDACTED]	Business Share Savings	\$1,305.25
Share Account Total:		\$8,883.28

BUSINESS SIMPLE : 701281770

Starting Balance	Deposits	Dividends Paid	Withdrawals	Service Charges	Ending Balance
\$7,578.03	\$0.00	\$0.00	\$0.00	\$0.00	\$7,578.03

Transaction History for 701281770

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 : 100128177000

Starting Balance	Deposits	Dividends Paid	Withdrawals	Service Charges	Ending Balance
\$1,304.43	\$0.00	\$0.82	\$0.00	\$0.00	\$1,305.25

Dividend Earned 09-01-2023 to 09-30-2023: \$0.27
Average Daily Balance for Statement Period: \$1,304.43
Minimum Balance during Statement Period: \$1,304.43
Annual Percentage Yield Earned (APYE): 0.252%
Dividend Paid Year-to-Date: \$2.43

RECEIVED

OCT 11 REC'D

N.C.C.A.A.

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

NAME: Policy Council MONTH: 9/1/2023 - 9/30/2023
BANK: Rally Credit Union

CHECK BOOK BALANCE	\$8,883.28	BALANCE PER BANK STMT. Suffix: 0 & 2 AS OF 8/30/2023	\$8,883.28
ADD DEBITS:		ADD DEPOSITS IN TRANSIT:	
Deposit		Deposit to be made	
		Service Fee	\$0.00
Interest earned			
TOTAL DEBITS		TOTAL IN TRANSIT	
SUBTOTAL	\$ 8,883.28	SUBTOTAL	\$ 8,883.28
LESS CREDITS:		LESS OUTSTANDING CHS.	
TOTAL CREDITS		TOTAL CREDITS	
BANK BALANCE PER BOOKS	\$ 8,883.28	BANK BALANCE PER BOOKS	\$ 8,883.28
		Difference	\$

Policy Council
PERSONNEL COMMITTEE – 2023-2024
Call & Sign-in Sheet

Date of Meeting:	10/25/2023	Time of Meeting:	11:45 a.m.
Location:	Zoom	Needed for Quorum:	3 (1 present + 2 telecon)
Called by:	Human Resources	Total Attending:	3

Committee Members	Will Attend?			Signature
	Yes	No	Other	
Ann Johnson – PC Chairperson				
Rachel Garcia - Navigation	X			
Michelle Luna – Kids of the Neighborhood				
Tiffany Buttler - Gulfway	X			
Anna Sepulveda – La Armada				
Norma Munoz – Community Partner				

An alternate may serve on any committee; however, if the center rep and alternate are both present, only the center rep may vote.

Alternates, Visitors and Staff

Representation	Print Name	Signature
Human Resources	Colette Buff	
	Jennipher Garcia	

PERSONNEL COMMITTEE MEETING

DATE: 10/25/2023

NCCAA Main Office, Corpus Christi, Texas

Committee Members Present:	Staff Present:
Jennifer Garcia	Colette Buff
Rachel Garcia	
Tiffany Butler	

- The meeting was called to order at 11:49 a.m. by Jennifer Garcia. The purpose of this meeting was to review staff recommendations for terminations and/or new hires for needed staff.
- Motion to go into closed session by Jennifer Garcia, second by Tiffany Butler.
 - Call for Vote. (All in favor, opposed same sign) **Motion Carried** **Motion Failed**
 - Closed session began at 11:50 a.m. Closed session ended at 11:59 a.m.
- Motion to approve staff recommendations for new hires by Tiffany Butler, second by Rachel Garcia.
 - Call for Vote. (All in favor, opposed same sign) **Motion carried** **Motion Failed**
- Motion to approve staff recommendations for termination by _____, 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
Maira Rodriguez	EHS	PT	Apprentice ITC at Navarro
Nieves Garcia	HS	FT	Assistant Teacher at Gulfway
Olivia Burns	EHS	FT	Apprentice CDS at Cliff Maus
Destiny Suarez	EHS	FT	Apprentice CDS at Navarro
Mary Anguiano	EHS	FT	Child Development Specialist
Marina Trevino	EHS	PT	Apprentice ITC at CDN
Michelle Luna	HS	FT	Family Advocate at Cliff Maus
Aryel Herrera	EHS	PT	Apprentice ITC at Cliff Maus
Cierra Tomlinson	EHS	FT	Apprentice CDS at CDN
Roland Ortiz	Both	FT	Maintenance Coordinator at Warehouse
Cecilia Alaniz	EHS	FT	Apprentice CDS at Spirit of Hope
Tyra Izaguirre	HS	FT	Assistant Teacher at Spirit of Hope
Yasmin Lerma	EHS	FT	Apprentice CDS at Navigation

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

Other Business?

- Next meeting scheduled: TBD (date/time)
- There being no further business, Rachel Garcia moved to adjourn, second by Tiffany Butler. The meeting was adjourned at 12:01 p.m.

Policy Council
PERSONNEL COMMITTEE – 2023-2024
Call & Sign-in Sheet

Date of Meeting:	10/6/2023	Time of Meeting:	1:30 p.m.
Location:	Google Meet	Needed for Quorum:	3 (1 present + 2 telecon)
Called by:	Human Resources	Total Attending:	3

Committee Members	Will Attend?			Signature
	Yes	No	Other	
Ann Johnson – PC Chairperson				
Rachel Garcia - Navigation	X			
Michelle Luna – Kids of the Neighborhood				
Tiffany Buttler - Gulfway				
Anna Sepulveda – La Armada				
Norma Munoz – Community Partner				

An alternate may serve on any committee; however, if the center rep and alternate are both present, only the center rep may vote.

Alternates, Visitors and Staff

Representation	Print Name	Signature
Human Resources	Colette Buff	
	Jennipher Garcia	
	Cierra Felix	

PERSONNEL COMMITTEE MEETING

DATE: 10/6/2023

NCCAA Main Office, Corpus Christi, Texas

Committee Members Present:	Staff Present:
Jennifer Garcia	Colette Buff
Rachel Garcia	
Cierra Felix	

- The meeting was called to order at 1:35 p.m. by Cierra Felix. The purpose of this meeting was to review staff recommendations for terminations and/or new hires for needed staff.
- Motion to go into closed session by Cierra Felix, second by Jennifer Garcia.
 - Call for Vote. (All in favor, opposed same sign) **Motion Carried** **Motion Failed**
 - Closed session began at 1:36 p.m. Closed session ended at 1:42 p.m.
- Motion to approve staff recommendations for new hires by Rachel Garcia, second by Jennifer Garcia.
 - Call for Vote. (All in favor, opposed same sign) **Motion carried** **Motion Failed**
- Motion to approve staff recommendations for termination by Rachel Garcia, second by Jennifer Garcia.
 - 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
Elizabeth Martinez	HS	FT	Family Advocate at Centro de Ninos
Estefania Aguayo	EHS	PT	Apprentice ITC at Austin
Stephanie Serrata	HS	FT	Family Advocate at Navarro

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
225147	Violation of policies and procedures		
225036	Violation of policies and procedures		

Other Business?

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

Nueces County Community Action Agency
 Encumbrance Budget
 22 - 22 Head Start

From 10/1/2023 Through 10/31/2023

Account Code	Account Title	Current Period Actual	YTD Actual	YTD Encum.	YTD Budget	YTD Budget Variance
6A	SALARIES	597,783.77	810,775.58	0.00	0.00	(810,775.58)
6B	FRINGE BENEFITS	121,656.44	166,172.86	0.00	0.00	(166,172.86)
6C	TRAVEL	1,614.56	6,611.40	0.00	0.00	(6,611.40)
6E	SUPPLIES	768.83	22,664.55	5,021.27	0.00	(27,685.82)
6F	CONTRACTUAL	0.00	8,082.50	4,212.50	0.00	(12,295.00)
6H	OTHER COSTS	77,899.09	482,741.16	29,806.02	0.00	(512,547.18)
6IK	INKIND	0.00	102,283.49	0.00	0.00	(102,283.49)
	Total 22 - 22 Head Start	799,722.69	1,599,331.54	39,039.79	0.00	(1,638,371.33)

Nueces County Community Action Agency
 Encumbrance Budget
 28A - 28A EHS TTA
 From 10/1/2023 Through 10/31/2023

Account Code	Account Title	Current Period Actual	YTD Actual	YTD Encum.	YTD Budget	YTD Budget Variance
6C	TRAVEL	1,911.82	1,911.82	0.00	0.00	(1,911.82)
6H	OTHER COSTS	150.00	2,731.59	811.25	0.00	(3,542.84)
	Total 28A - 28A EHS TTA	2,061.82	4,643.41	811.25	0.00	(5,454.66)

Nueces County Community Action Agency
 Encumbrance Budget
 30 - 30 HS TTA CDA
 From 10/1/2023 Through 10/31/2023

Account Code	Account Title	Current Period Actual	YTD Actual	YTD Encum.	YTD Budget	YTD Budget Variance
6C	TRAVEL	1,911.82	1,911.82	0.00	0.00	(1,911.82)
6H	OTHER COSTS	150.00	2,050.00	663.75	0.00	(2,713.75)
	Total 30 - 30 HS TTA CDA	2,061.82	3,961.82	663.75	0.00	(4,625.57)
Report Total		803,846.33	1,607,936.77	40,514.79	0.00	(1,648,451.56)

Project Summary/Abstract

Project Title: Head Start/Early Head Start Recipient—Communities in the State of Texas

Applicant Name: Nueces County Community Action Agency

Address: 101 South Padre Island Drive, Corpus Christi, Texas 78405

Contact Phone Number: 361-883-7201

Email address: info@nccaatx.org

Website Address: if applicable - www.nccaatx.org

The Applicant: A brief statement of your organization's name, history, and ability to fulfill the project:

Founded in Nueces County, Texas in 1964, Nueces County Community Action Agency (NCCAA) is still committed to its mission to work with partners to apply comprehensive strategies to eliminate the causes of poverty for people of Nueces County. NCCAA currently provides the most innovative and effective early care and education, health and social services solutions to help children and families in need. Annually, NCCAA provides support to over 940 children and families in Head Start and 10,240 household through a complete continuum of care (community service block grant, case management & family support services, tuition assistance and affordable housing, the Weatherization Assistance Program (WAP), and Comprehensive Energy Assistance Program (CEAP) that enables it to fully support children and families wherever they are in their journey to wholeness and healing in Nueces County.

The Problem: A description of the problem or need your organization is ready to tackle.

Nueces County within the state of Texas is considered a distress community that are considered childcare and food deserts which further negatively impacts the conditions of children and families in poverty. In addition, this area face key issues centered around poverty including foster-care, homelessness, social and emotional, and high-teen pregnancy rates. Many of the young teen mothers are significantly behind in their education, NCCAA plans to partner with the local school district as well as provides prenatal, post-partum, and family support services to get these young mothers back on track to graduate with a high school diploma or a GED.

The Solution: A description of the proposed solution to the problem (the project), including who will benefit, where and when it will take place, and who will provide the administrative oversight.

NCCAA intends to provide Early Head Start (EHS) to 434 infants and toddlers, ages 0-3 including expectant mothers and serve 297 preschool age children ages 3 – 5-year-old in Head Start. We recognize the importance of high-quality childcare for families who are going to school and/or working to better themselves and their families. NCCAA will offer center-based full-day, full-year care to meet the OHS expectation of no less than 1,380 hours. Hours of operation will range between 7:30 a.m. to 5:30 p.m., starting with select centers. The program will prioritize providing physical, social-emotional, and intellectual development using experienced, qualified teachers to prepare young children for success in school and offer families a full range of integrated and intensive support services to help them become independent and self-sufficient.

Financial Support: Funding needed for the project to be accomplished, as well as your organization's plan for future funding:

With the total funding of \$14,031,365 (*federal base operating funding of \$13,857,639, T/TA funds of \$173,726*), NCCAA proposes to enhance the quality of its current early care and educational services in Nueces County, Texas. NCCAA will align its early childhood programming with the Head Start Early Learning Outcome Framework and the Texas Early Learning Standards school readiness goals.

NUECES COUNTY COMMUNITY ACTION AGENCY

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

Linda R. Carrillo
Chief Executive Officer

Board of Directors Attestation

Date: November 30, 2023

To Whom It May Concern:

I, Vic Medina, NCCAA Board Chairperson, attest that Nueces County Community Action Agency collaborated with an external grant-writer(s), consultant(s), and/or contractor(s) on the development of the application submitted in response to the funding opportunity announcement. Further I, Vic Medina, attest that the governing Board of Nueces County Community Action Agency actively participated in the content development and commitments included in the applicant's proposal. On behalf of Nueces County Community Action Agency, I also confirm that its governing Board, and proposed Head Start and/or Early Head Start management staff are fully knowledgeable of the Head Start Page 60 of 60 regulatory requirements.

Vic Medina, NCCAA Board Chairperson

The assurance is signed by the Board Chair, who is the designated representative of the applicant with authority to act on the organization's behalf in matters related to the award and administration of grants.



Birth to Five Head Start Director's Report Program Information Report (PIR) and On-Going Monitoring

A. Enrollment and Program Information as of October 31, 2023

Enrollment	Current
(Funded 563) HS PA22	326
(Funded 352) EHS PA28	483
(Funded 10) Pregnant Women	12
Wait List For 2022-2023	
*HS	96
On-line incomplete applications	
*EHS	127
On-line incomplete applications	
Children with Disabilities	
returning children HS requires 56	22
returning children EHS requires 35	44
Total Enrolled 10%	9.20%
Homeless Children & Families	
HS	2
EHS	9
Number of Operational Days	
October HS	21
October EHS	21
Volunteers	
October HS	
October EHS	
Overincome (PIRa)	
(w/qualifying disability) HS	14
(w/qualifying disability) EHS	15

Number of Children with Health Insurance		
Medicaid/CHIP		
	HS	253
	EHS	417
Private Insurance		
	HS	4
	EHS	7
Military Coverage		
	HS	0
	EHS	0
No Insurance		
	HS	69
	EHS	47
Health Screening (Physical & Dentals)		
Medical	HS	248
(PIR C-5)	EHS	416
Dental (Pir C-17)	HS	249
	EHS	395
Lead Screening		
For the month	HS	0
For the month	EHS	0
Immunization up to date (PIR C.11)		
Cumulative for Year	HS	264
	EHS	423
Opted Out (PIR C13)	HS/EHS	2/4
ADA (Average Daily Attendance)		
	HS	91%
	EHS	90.82%

Children Total Meals		October		Total	Projected
(2021-22 reimbursement rate \$1.97) Breakfast	9513	@	2.21	\$21,023.73	unaudited total
(2021-22 reimbursement rate \$3.66) Lunch	9491	@	4.03	\$38,248.73	
(2021-22 reimbursement rate \$1.00) Snack	7959	@	1.18	\$9,391.62	
				\$68,664.08	
			CIL	2,799.85	
				\$71,463.93	

YTD Actual CACFP Revenue Received for contract year, October - September \$136,522.91
 *All applicants on Wait List have been offered enrollment at sites with openings, but have refused due to available locations.

PROGRAM ACTIVITIES

Operations

Lacking the following staff:

- 19 CDS's
- 5 I/Ts
- 2 FA

0 Asst. Teacher *Vacant Staff listed on PIR are not counting candidates in the onboarding phase of employment*

- 4 Teacher
- 1 SBM

Financial

I met with the Family and Community Coordinator and discussed the monthly amount required to be successful with in-kind

EHS=\$ 291,008.00
 HS=\$ 115,576.00

Issues and Planning:

Child left unattended in one of the EHS Classrooms the incident has been reported to the parent, Texas Child Care Licensing, and to the Office of Head Start

Continue to work with HG Jones regarding the DRS application. The goal is to submit the application by December 8th, 2023

The following repairs will be made at the centers during the Thanksgiving Break:

1. Complete replacement of flooring at
2. Wall replacement / Repair at La Armada Room B
3. Air Conditioning Repairs in two classrooms at Los Pequeños
4. Cleaning of the AC Ductwork at Austin

STAFFING

Pre-School Division

Teachers:

Total Positions	20
Vacancies	4
MS	0
BA	11
AA	5
CDA	0
No CDA	0

Asst. Teachers:

Total Positions	20
Vacancies	3
BA/ECE	1
AA/ECE	1
CDA	12
No CDA	3

Infant Toddler Division

Child Dev. Specialists

Total Positions	106
Vacancies	28
PHD	0
Masters	1
BA	3
BA Other	3
AA	12
AA Other	2
CDA	33
No CDA	24

IT Caregivers

Total Positions	31
Vacancies	13
BA/ECE	0
BA Other	1
AA/ECE	2
AA Other	1
CDA	10
Need CDA	4

In-kind Goal for EHS 2023/2024	Month	Monthly	Column1
\$2,524,308.00	September	\$69,766.71	
	October	\$126,479.55	
	November		
	December		
	January		
	February		
	March		
	April		
	May		
	June		
	July		
	August		
	September		
	YTD	\$196,246.26	\$2,328,061.74

In-kind Goal for HS 2022/2023	Month	Monthly	Column1
\$983,533.00	September	\$32,516.78	
	October	\$26,409.88	
	November		
	December		
	January		
	February		
	March		
	April		
	May		
	June		
	July		
	August		
	September		
	YTD	\$58,926.66	\$924,606.34