

# 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: February 13, 2024  
TO: All 2023-2024 POLICY COUNCIL MEMBERS  
FROM: Ann Johnson, 2023-2024 CHAIRPERSON  
SUBJECT: AGENDA, February 13, 2024 REGULAR MEETING

*Alicia March*

The Nueces County Head Start Policy Council has scheduled its **Regular Meeting via ZOOM at 10:30 a.m., Tuesday, February 13, 2024.** 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:** February 13, 2024 10:30 AM Central Time (US and Canada)

**Join Zoom Meeting**

<https://us06web.zoom.us/j/87058893752?pwd=cWJKNi9DcXNNOWVmZXFzUjFkVUVTZz09>

**Meeting ID: 870 5889 3752**  
**Passcode: 768777**



BIRTH-TO-FIVE HEAD START POLICY COUNCIL  
REGULAR MEETING AGENDA  
February 13, 2024

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. January 9, 2024, Regular Policy Council Meeting.....Pages 4-6

IV. Calendars.....Pages 7-8

V. Action Items:

- A. Treasurer’s Report .....Rachel Garcia.....Action Item.....Page 9

- 1. Approval of Bank Statement
  - a) Bank Reconciliation, Period Ending December 31, 2023
  - b) Bank Statement, Period Ending December 31, 2023

B. Committee Reports

- 1. Bylaws Committee.....No Meeting/No Action
- 2. Personnel Committee.....Action Item.....Pages 10-19
  - Approval of Personnel Committee Meeting Minutes for 1/3/2024
  - Approval of Personnel Committee Meeting Minutes for 1/16/2024
  - Approval of Personnel Committee Meeting Minutes for 1/24/2024
  - Approval of Personnel Committee Meeting Minutes for 2/1/2024
- 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 Benavides, Chief Financial Officer.....Pages 20-22  
.....Action Item  
Encumbrance Reports for November 1,2023 through January 31, 2024  
Credit Card Reports for Reporting periods ending January 31, 2024  
(.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
2/13/24		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 January 2024.....Alicia Mancha, Birth to Five Head Start.....pages 23-24 .....Information**

**4. 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

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

Current Approval Dates for Program Adjustments	Approval Date
<b>Program</b>	
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  
January 9, 2024**

**REGULAR MEETING MINUTES**

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

Claudia Infante	Ann Johnson (Chairperson)	Jennipher Garcia	Joanna Ramos
Michelle Luna	Vanessa Hernandez		

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

Linda Carrillo	Martha Benavides	Alicia Mancha	gabriela Ortegon
Jennifer Ruiz	Heather Zavala		

- I. Call to Order- Meeting Started at: 10:44am Called to order by Ann Johnson.**
- A. Roll Call- Heather Zavala
  - B. Establish Quorum- **Quorum was established.**
  - C.
- 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: November 14th, 2023 Regular Policy Council Meeting Minutes approved. Motioned by Ann Johnson. Second motion by Jennipher Garcia.**
- IV. Calendar – Calendar months for January 2024 and February 2024 were reviewed with council members. Calendar dates are as follows: January 1, 2024-New Years Day, January 1-3rd 2024 Childrens Winter break, January 3rd Staff Development Day/CDA, January 4, 2024- Children return, January 9, 2024 - Policy Council, January 11,2024- Partners in Education (P.I.E) meeting, January 15, 2024- Agency Holiday-Martin Luther King Day, January 17, 2024- Fall Family Engagement Mini Conference, January 19, 2024 - School Readiness Family Engagement Advisory, January 25, 2024 - Partners in Education (PIE)meeting/Board meeting, January 26, 2024 - Early Release/CDA, January 31, 2024 - EHS Transition Meeting @ noon. February 5-9th- Multicultural Festival week, February 8, 2024 - Partners in Education, February 9, 2024 Health/Safety Advisory Committee Meeting, February 12-16 2024 - Family Science Fairs Week, February 13, 2024 - Policy Council, February 14, 2024 - Early Release @ 12:00pm, February S.E.A.T meeting, February 19, 2024 - Agency Holiday Presidents Day, February 29, 2024 - Board Meeting.**

**V. Action Items:**

- A.
  - 1. **Treasurer's Report:** The Treasurers report for November 2023 and December 2024 were presented by Ann Johnson. There was no activity and no service charge for this account in November and December 2023. Ending balance for the month was 8,883.28. First motion was made by Ann Johnson to accept the treasurers report for November and December 2023, second by Claudia Infante.
- B. **Committee Reports:**
  - 1. **By-laws Committee:** No Meeting; No Action.

Issued 06/15/2023

G:\Shared drives\Policy Council\2022-2023\Agendas and Minutes\Minutes\Policy Council Minutes 2023-06-15.docx

2. **Personnel Committee:** Approval of personnel Committee Minutes for December 20, 2023, Vanessa Hernandez moved to accept the Personnel Committee Minutes, Seconded 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 and Credit Card Reports for November 1, 2023 -November 30, 2023 /December 1, 2023- were presented by Chief Finance Officer Martha Benavides. Encumbrance Budget for November 1, 2023 - November 30, 2023/December 1, 2023-December 30, 2023 including Travel, Early Head Start budget, Head Start Budget and TTA budget CDA were reviewed. Jennifer Garcia moved to accept the Financial reports presented, second by Claudia Infante.

**VII. New Business**

**A. Action Items**

**VIII. Informational Items**

1. **HR Staffing Report (June/July).....Colette Buff..... HR Generalist.....Information**

Date	# Employees	New Hires	Terminations	Resignations	Discharges
1/9/2024	EHS/HS - 231	EHS-0	EHS-2	EHS-2	EHS-0
		HS-1	HS-0	HS-0	HS-0

2. **Board Update-** Presented by PC Representative Jennifer Garcia. Jennifer reported there was no meeting in December due to the Winter Holiday and the January meeting is taking place on January 25, 2024. Jennifer stated the Board Orientation took place January 5, 2024 and was very successful. Jennifer reported the orientation attendees received useful information for ERSEA and program procedures.
3. **Director's Report-** Directors report was presented by Birth to Five Head Start Director Alicia Mancha. Little Hornet Head Start has received new flooring as flooring was recently replaced due to safety concerns. Repairs have been completed to the roof at the Northwest facility, Moisture damages at La Armada were torn out and replaced, AC systems were replaced at Los Pequeños, AC duct work was replaced in Room A at Austin Head Start. The contract with Stepping Stone has been renewed for the remainder of the school year, and a decision is in the process of being made to see if facility will continue to be used after the 2023/2024 school year. NCCAA is still consistently recruiting staff and actively hiring in all positions. Lastly, Head Start continues to work with HG Jones to assist with the Grant.
4. **Nueces County Community Action Agency Christmas Festival Health Fair Data** was presented by Alicia Mancha. It was reported that the recent Health Fair was a success with 345 parents/families in attendance and families were able to be provided with health services such as vision screenings, hearing screenings, lead and anemia screenings and covid vaccinations. The Health Fair also presented a nutrition taste testing where parents were able to try new food options for possible upcoming menu items for the EHS/HS program. Great feedback from parents was received.
5. Fall 2023 Data Outcomes Summary was presented by Alicia Mancha. It was reported in Fall 2023 7 infant classrooms were observed, 18 toddler classrooms were observed and 10 Pre-K classrooms were observed. CLASS

Issued 06/15/2023

G:\Shared drives\Policy Council\2022-2023\Agendas and Minutes\Minutes\Policy Council Minutes 2023-06-15

.docx

average for the Infant classroom for 2022 was 6.22 (4 classrooms) and 5.88 for 2023 (7 classrooms), Emotional Behavioral Support in the Toddler classrooms was 6.50, and engaged learning support for learning was 5.03.

- 6. Program Plans for Approval. none
- 7. Revision and Update to Program Narrative. none

IX. **Public Comments:**

X. **Good and Welfare:** none

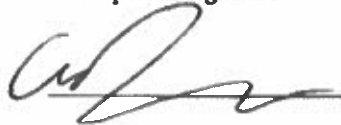
XI. **Adjournment:** Meeting was adjourned at 11:21pm by Ann Johnson. First motion was made by Norma Munoz to end the meeting. Second motion was made by Claudia Infante.

Chairperson Printed Name

Chairperson Signature

Date

Ann Johnson



1-12-24

**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

# February 2024

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8 Partners In Education (P.I.E) Meeting	9	10
Multicultural FESTIVAL Week						
11	12	13 Policy Council	14 <b>Early Release</b>	15 S.E.A.T meeting	16	17
Family Science Fair Week						
18	19 Agency Holiday 	20	21	22 Partners In Educa- tion (P.I.E) Meeting	23 Height/ Weight All Children 2-5 yrs	24
25	26	27	28	29 Board Meeting		



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

# March 2024

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6 Education Data Outcomes Meeting	7 Partners In Education (P.I.E) Meeting	8	9
<p>Dr. Seuss Week at Centers</p>						
10	11 Staff Development Day	12 Staff Development Day/ Policy Council	13 Staff Development Day	14 CDA	15	16
<b>Children's Spring Break</b>						
17	18	19	20	21	22	23
<p>“Sports Day With Dad” Week @ Centers</p>						
24	25	26	27 P.I.E Meeting	28	29 A/H	30
<p>“Picturing America Day at the Museum” Week @ Centers</p>						





**Policy Council**  
***PERSONNEL COMMITTEE – 2023-2024***

**Call & Sign-in Sheet**

<b>Date of Meeting:</b>	1/3/2024	<b>Time of Meeting:</b>	6:00 p.m.
<b>Location:</b>	Google Meet	<b>Needed for Quorum:</b>	3 (1 present + 2 telecon)
<b>Called by:</b>	Human Resources	<b>Total Attending:</b>	3

	Will Attend?			Signature
	Yes	No	Other	
<b>Committee Members</b>				
Ann Johnson – PC Chair 713-501-0073 <a href="mailto:AJohnson1998717@gmail.com">AJohnson1998717@gmail.com</a>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		Attended Virtually
Dallas Bath – Los Pequeños EHS/HS 361-252-1233 <a href="mailto:Dbath696@yahoo.com">Dbath696@yahoo.com</a>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		Attended Virtually
Cierra Felix – Northwest Campus 361-402-0311 <a href="mailto:Felixcierra18@yahoo.com">Felixcierra18@yahoo.com</a>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		Attended Virtually
Vanessa Hernandez – Salazar EHS/HS 361-461-2804 <a href="mailto:Vcastro.vh@gmail.com">Vcastro.vh@gmail.com</a>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
	<input type="checkbox"/>	<input type="checkbox"/>		

**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	

**PERSONNEL COMMITTEE MEETING**

DATE: 1/3/2024

NCCAA Main Office, Corpus Christi, Texas

<b>Committee Members Present:</b>	<b>Staff Present:</b>
Dallas Bath	Colette Buff
Ann Johnson	
Cierra Felix	

- The meeting was called to order at 6:00 p.m. by Ann Johnson. 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 Dallas Bath.
  - Call for Vote. (All in favor, opposed same sign)  **Motion Carried**     **Motion Failed**
  - Closed session began at 6:01 p.m. Closed session ended at 6:06 p.m.
- Motion to approve staff recommendations for new hires by Ann Johnson, second by Dallas Bath.
  - Call for Vote. (All in favor, opposed same sign)  **Motion carried**     **Motion Failed**
- Motion to approve staff recommendations for termination by Ann Johnson, second by Dallas Bath.
  - 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
Ariana Gonzalez	EHS	FT	Apprentice CDS at Centro de Ninos

**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
223336	Violation of policies	<input checked="" type="checkbox"/>	<input type="checkbox"/>

**Other Business?**

- Next meeting scheduled: TBD or next Policy council meeting (date/time)
- There being no further business, Ann Johnson moved to adjourn, second by Dallas Bath. The meeting was adjourned at 6:09 p.m.

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

<b>Date of Meeting:</b>	1/16/2024	<b>Time of Meeting:</b>	2:15 p.m.
<b>Location:</b>	Google Meet	<b>Needed for Quorum:</b>	3 (1 present + 2 telecon)
<b>Called by:</b>	Colette Buff, HR	<b>Total Attending:</b>	5

	Will Attend?			Signature
	Yes	No	Other	
<b>Committee Members</b>				
Ann Johnson – PC Chair 713-501-0073 <a href="mailto:Ajohnson1998717@gmail.com">Ajohnson1998717@gmail.com</a>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Dallas Bath – Los Pequeños EHS/HS 361-252-1233 <a href="mailto:Dbath696@yahoo.com">Dbath696@yahoo.com</a>	<input type="checkbox"/>	<input type="checkbox"/>		
Cierra Felix – Northwest Campus 361-402-0311 <a href="mailto:Felixcierra18@yahoo.com">Felixcierra18@yahoo.com</a>	<input type="checkbox"/>	<input type="checkbox"/>		
Vanessa Hernandez – Salazar EHS/HS 361-461-2804 <a href="mailto:Vcastro.vh@gmail.com">Vcastro.vh@gmail.com</a>	<input type="checkbox"/>	<input type="checkbox"/>		
	<input type="checkbox"/>	<input type="checkbox"/>		

**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	
Cliff Maus	Chancene Leal	
Kids of the Neighborhood	Michelle Luna	
Navarro	Rachel Garcia	
Riversquare	Claudia Infante	

**PERSONNEL COMMITTEE MEETING**

DATE: 1/16/2024

NCCAA Main Office, Corpus Christi, Texas

Committee Members Present:	Staff Present:
Ann Johnson	Colette Buff
Claudia Infante	
Michelle Luna	
Chancene Leal	
Rachel Garcia	

- The meeting was called to order at 2:17 p.m. by Ann Johnson. 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 Claudia Infante, second by Ann Johnson.
  - Call for Vote. (All in favor, opposed same sign)  **Motion Carried**    **Motion Failed**
  - Closed session began at 2:18 p.m. Closed session ended at 2:37 p.m.
- Motion to approve staff recommendations for new hires by Ann Johnson, second by Claudia Infante.
  - Call for Vote. (All in favor, opposed same sign)  **Motion carried**    **Motion Failed**
- Motion to approve staff recommendations for termination by Michelle Luna, second by Rachel 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
Alma Lara-Moreno	HS	FT	Teacher at Soledad
Bianca Medrano	EHS	FT	Apprentice CDS at Cliff Maus
Laura Perez	EHS	FT	Apprentice CDS at Kids of the Neighborhood
Elizabeth Garcia	EHS	FT	Apprentice CDS at Los Pequenos
Kella Koehler	EHS	FT	Apprentice CDS at Navarro
Rose Ann Sanchez	EHS	PT	Apprentice ITC at La Armada

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

Name	Transfer/Promotion	From Position/Location	To: Position/Location
Carmen Cerda	Promotion	Child Development Specialist	Family Advocate at Spirit of Hope
Kelly Ramirez	Promotion	Apprentice CDS	CDN

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

Employee ID #	Reason for Term	Approved	Not Approved
286705	Violation of policies and Minimum Standards	X	

Other Business?

- Next meeting scheduled: TBD (date/time)
- There being no further business, Claudia Infante moved to adjourn, second by Chancene Leal.

The meeting was adjourned at 2:41 p.m.

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

<b>Date of Meeting:</b>	1/24/2024	<b>Time of Meeting:</b>	6:00 p.m.
<b>Location:</b>	Google Meet	<b>Needed for Quorum:</b>	3 (1 present + 2 telecon)
<b>Called by:</b>	Colette Buff, HR	<b>Total Attending:</b>	3

	Will Attend?		Other	Signature
	Yes	No		
<b>Committee Members</b>				
Ann Johnson – PC Chair 713-501-0073 <a href="mailto:Ajohnson1998717@gmail.com">Ajohnson1998717@gmail.com</a>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Dallas Bath – Los Peuenos EHS/HS 361-252-1233 <a href="mailto:Dbath696@yahoo.com">Dbath696@yahoo.com</a>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Cierra Felix – Northwest Campus 361-402-0311 <a href="mailto:Felixcierra18@yahoo.com">Felixcierra18@yahoo.com</a>	<input type="checkbox"/>	<input type="checkbox"/>		
Vanessa Hernandez – Salazar EHS/HS 361-461-2804 <a href="mailto:Vcastro.vh@gmail.com">Vcastro.vh@gmail.com</a>	<input type="checkbox"/>	<input type="checkbox"/>		
	<input type="checkbox"/>	<input type="checkbox"/>		

**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	
Riversquare	Claudia Infante	

**PERSONNEL COMMITTEE MEETING**

DATE: 1/24/2024

NCCAA Main Office, Corpus Christi, Texas

Committee Members Present:	Staff Present:
Ann Johnson	Colette Buff
Claudia Infante	
Dallas Bath	

- The meeting was called to order at 6:10 p.m. by Ann Johnson. 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 Claudia Infante, second by Ann Johnson.
  - Call for Vote. (All in favor, opposed same sign)  **Motion Carried**     **Motion Failed**
  - Closed session began at 6:11 p.m. Closed session ended at 6:22 p.m.
- Motion to approve staff recommendations for new hires by Claudia Infante, second by Ann Johnson.
  - Call for Vote. (All in favor, opposed same sign)  **Motion carried**     **Motion Failed**
- Motion to approve staff recommendations for termination by Ann Johnson, second by Claudia Infante.
  - 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
Alyssa Silva	HS	FT	Assistant Teacher at Spirit of Hope
Samson Serna	HS	FT	Maintenance Specialist at Warehouse
Robert Haertig	HS	FT	Maintenance Specialist at Warehouse

**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
284843	Violation of policies and Minimum Standards	X	
287211	Violation of policies and Minimum Standards	X	

**Other Business?**

- Next meeting scheduled: Friday, 1/26/2024 at 6:00 p.m. (date/time)
- There being no further business, Claudia Infante moved to adjourn, second by Dallas Bath. The meeting was adjourned at 6:25 p.m.



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

<b>Date of Meeting:</b>	2/1/2024	<b>Time of Meeting:</b>	9:00 a.m.
<b>Location:</b>	Google Meet	<b>Needed for Quorum:</b>	3 (1 present + 2 telecon)
<b>Called by:</b>	Human Resources	<b>Total Attending:</b>	3

	Will Attend?			Signature
	Yes	No	Other	
<b>Committee Members</b>				
Ann Johnson – PC Chair 713-501-0073 <a href="mailto:Ajohnson1998717@gmail.com">Ajohnson1998717@gmail.com</a>	<input type="checkbox"/>	<input type="checkbox"/>		
Dallas Bath – Los Pequeños EHS/HS 361-252-1233 <a href="mailto:Dbath696@yahoo.com">Dbath696@yahoo.com</a>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Cierra Felix – Northwest Campus 361-402-0311 <a href="mailto:Felixcierra18@yahoo.com">Felixcierra18@yahoo.com</a>	<input type="checkbox"/>	<input type="checkbox"/>		
Vanessa Hernandez – Salazar EHS/HS 361-461-2804 <a href="mailto:Vcastro.vh@gmail.com">Vcastro.vh@gmail.com</a>	<input type="checkbox"/>	<input type="checkbox"/>		
	<input type="checkbox"/>	<input type="checkbox"/>		

**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	
Navarro	Rachel Garcia	
Cliff Maus	Chancene Leal	

**PERSONNEL COMMITTEE MEETING**

DATE: 2/1/2024

NCCAA Main Office, Corpus Christi, Texas

Committee Members Present:	Staff Present:
Dallas Bath	Colette Buff
Rachel Garcia	
Chancene Leal	

- The meeting was called to order at 9:05 a.m. by Dallas Bath. 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 Rachel Garcia, second by Chancene Leal.
  - Call for Vote. (All in favor, opposed same sign)  **Motion Carried**     **Motion Failed**
  - Closed session began at 9:06 a.m. Closed session ended at 9:16 a.m.
- Motion to approve staff recommendations for new hires by Chancene Leal, 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 Chancene Leal, second by Dallas Bath.
  - 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
Tayler Rodriguez	HS	FT	Assistant Teacher @ Soledad
Courtney Ruiz	EHS	PT	Apprentice ITC @ Cliff Maus
Leila Arellano	EHS	FT	Apprentice CDS @ Centro de Ninos
Maddlyn Aguirre	EHS	FT	Child Development Specialist @ Centro de Ninos
Meledy Ramos	EHS	FT	Apprentice CDS @ Kids of the Neighborhood
Belveth Reyes	EHS	FT	Apprentice CDS @ Navarro
Michelle Corcida	EHS	FT	Apprentice CDS @ La Armada
Xenia Cox	HS	FT	Teacher @ Austin

**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
227729	Violation of policies	X	

Other Business?

- Next meeting scheduled: TBD (date/time)
- There being no further business, Rachel Garcia moved to adjourn, second by Dallas Bath. The meeting was adjourned at 9:19 a.m.

Nueces County Community Action Agency  
 Encumbrance Budget - Fiscal Comm Rep 5

22 - 22 Head Start

From 1/1/2024 Through 1/31/2024

Account Code	Account Title	Current		YTD Encum.	YTD Budget	YTD Budget Variance
		Period Actual	YTD Actual			
6A	SALARIES	557,007.36	2,937,123.35	0.00	10,238,000.00	7,300,876.65
6B	FRINGE BENEFITS	128,624.86	617,389.32	0.00	2,361,975.00	1,744,585.68
6C	TRAVEL	2,814.55	12,081.89	0.00	65,369.00	53,287.11
6E	SUPPLIES	3,988.09	55,719.65	(1,832.43)	307,818.00	253,930.78
6F	CONTRACTUAL	0.00	56,722.50	(16,050.00)	64,612.00	23,939.50
6H	OTHER COSTS	84,230.16	876,230.76	9,526.69	819,865.00	(65,892.45)
6IK	INKIND	0.00	570,845.05	0.00	3,507,841.00	2,936,995.95
	Total 22 - 22 Head Start	776,665.02	5,126,112.52	(8,355.74)	17,365,480.00	12,247,723.22

Nueces County Community Action Agency  
 Encumbrance Budget - Fiscal Comm Rep 5

28A - 28A EHS TTA

From 1/1/2024 Through 1/31/2024

Account Code	Account Title	Current Period Actual	YTD Actual	YTD Encum.	YTD Budget	YTD Budget Variance
6C	TRAVEL	1,649.26	7,123.79	0.00	0.00	(7,123.79)
6F	CONTRACTUAL	0.00	160.00	0.00	0.00	(160.00)
6H	OTHER COSTS	2,308.85	7,620.95	3,754.05	119,685.00	108,310.00
	Total 28A - 28A EHS TTA	3,958.11	14,904.74	3,754.05	119,685.00	101,026.21

Nueces County Community Action Agency  
 Encumbrance Budget - Fiscal Comm Rep 5

30 - 30 HS TTA CDA

From 1/1/2024 Through 1/31/2024

Account Code	Account Title	Current Period Actual	YTD Actual	YTD Encum.	YTD Budget	YTD Budget Variance
6C	TRAVEL	710.22	6,184.79	0.00	0.00	(6,184.79)
6F	CONTRACTUAL	0.00	160.00	0.00	0.00	(160.00)
6H	OTHER COSTS	1,419.00	5,237.00	2,866.94	54,041.00	45,937.06
	Total 30 - 30 HS TTA CDA	2,129.22	11,581.79	2,866.94	54,041.00	39,592.27
Report Total		782,752.35	5,152,599.05	(1,734.75)	17,539,206.00	12,388,341.70

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

**A. Enrollment and Program Information as of January, 2024**

Enrollment	Current
(Funded 563) HS PA22	295
(Funded 352) EHS PA28	410
(Funded 10) Pregnant Women	14
<b>Wait List For 2023-2024</b>	
*HS	130
On-line incomplete applications	
*EHS	86
On-line incomplete applications	
<b>Children with Disabilities</b>	
returning children HS requires 30	26
returning children EHS requires 42	55
Total Enrolled 10%	11.00%
<b>Homeless Children &amp; Families</b>	
HS	9
EHS	17
<b>Number of Operational Days</b>	
January HS	19
January EHS	19
<b>Volunteers</b>	
January HS	
January EHS	
<b>Overincome (PIRa)</b>	
(w/qualifying disability) HS	16
(w/qualifying disability) EHS	17

Number of Children with Health Insurance		
<b>Medicaid/CHIP</b>		
	HS	300
	EHS	486
<b>Private Insurance</b>		
	HS	5
	EHS	10
<b>Military Coverage</b>		
	HS	0
	EHS	0
<b>No Insurance</b>		
	HS	58
	EHS	66
<b>Health Screening (Physical &amp; Dentals)</b>		
Medical	HS	297
(PIR C-5)	EHS	475
Dental (PIR C-17)	HS	298
	EHS	453
<b>Lead Screening</b>		
	HS	4
For the month	EHS	40
<b>Immunization up to date (PIR C.11)</b>		
Cumulative for Year	HS	316
	EHS	502
Opted Out (PIR C13)	HS/EHS	2/4
<b>ADA (Average Daily Attendance)</b>		
	HS	86.40%
	EHS	86.25%

Children Total Meals					
	December		Total		
(2023-24 reimbursement rate \$2.28) Breakfast	9800	@	2.28	\$22,344.00	Projected unaudited total
(2023-24 reimbursement rate \$4.25) Lunch	9792	@	4.25	\$41,616.00	
(2023-24 reimbursement rate \$1.17) Snack	8787	@	1.17	\$10,280.79	
				<b>\$74,240.79</b>	
			CIL	2,888.64	
				<b>\$77,129.43</b>	

**YTD Actual CACFP Revenue Received for contract year, October - September** \$213,652.34  
 \*All applicants on Wait List have been offered enrollment at sites with openings, but have refused due to available locations.

**PROGRAM ACTIVITIES**

**Operations:**

- Submitting Purchase resuisition to haave the roof replaced at
1. Spirit of Hope \$23,700.00
  2. La Armada \$19,250.16

**Financial:**  
 Requesting to do a budget amendment to move money from personell in to equipment and maintenance

**Issues and Planning:**  
 Reportable Incident involving an unsupervised child

**STAFFING**  
 Pre-School Division

<b>Teachers:</b>	
Total Positions	20
Vacancies	6
MS	0
BA	10
AA	4
CDA	0
No CDA	0

<b>Asst. Teachers:</b>	
Total Positions	20
Vacancies	4
BA/ECE	1
AA/ECE	1
CDA	10
No CDA	4

<b>Infant Toddler Division</b>	
<b>Child Dev. Specialists</b>	
Total Positions	106
Vacancies	34
PHD	0
Masters	1
BA	4
BA Other	3
AA	11
AA Other	3
CDA	33
No CDA	17

<b>IT Caregivers</b>	
Total Positions	31
Vacancies	15
BA/ECE	0
BA Other	1
AA/ECE	2
AA Other	1
CDA	9
Need CDA	3

In-kind Goal for EHS 2023/2024	Month	Monthly	Column1
\$2,806,749.00	September	\$69,766.71	
	October	\$126,479.55	
	November	\$115,238.37	
	December	\$80,871.11	
	January	\$279,246.65	
	February		
	March		
	April		
	May		
	June		
	July		
	August		
	September		
	YTD	\$671,602.39	\$2,135,146.61

In-kind Goal for HS 2022/2023	Month	Monthly	Column1
\$701,092.00	September	\$32,516.78	
	October	\$26,409.88	
	November	\$67,467.73	
	December	\$52,094.92	
	January	\$83,485.02	
	February		
	March		
	April		
	May		
	June		
	July		
	August		
	September		
	YTD	\$261,974.33	\$439,117.67