

# NUECES COUNTY COMMUNITY ACTION AGENCY

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

Linda Carrillo  
Chief Executive Officer

DATE: March 19, 2024  
TO: All 2023-2024 POLICY COUNCIL MEMBERS  
FROM: Ann Johnson, 2023-2024 CHAIRPERSON  
SUBJECT: AGENDA, March 19, 2024 REGULAR MEETING



The Nueces County Head Start Policy Council has scheduled its **Regular Meeting via ZOOM** at **10:30 a.m., Tuesday, March 19, 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:** March 19, 2024 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  
March 19, 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. February 13, 2024, Regular Policy Council Meeting.....Pages 4-6

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

V. Action Items:

- A. Treasurer’s Report .....Rachel Garcia.....Action Item.....Pages 9-10

1. Approval of Bank Statement

- a) Bank Reconciliation, Period Ending January 31, 2023
- b) Bank Statement, Period Ending January 31, 2023
- c.) Bank Reconciliation, Period Ending February 29, 2024
- d.) Bank Statement, Period Ending February 29, 2024

B. Committee Reports

- 1. Bylaws Committee.....No Meeting/No Action
- 2. Personnel Committee.....Action Item.....Pages 11-16  
Approval of Personnel Committee Meeting Minutes for 2/22/2024  
Approval of Personnel Committee Meeting Minutes for 3/6/2024
- 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 Benavidess, Chief Financial Officer.....Pages 17-19  
.....Action Item  
Encumbrance Reports for February 1,2023 through February 29, 2024  
Credit Card Reports for Reporting periods ending February 29, 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
3/19/24		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 February 2024.....Alicia Mancha, Birth to Five Head Start.....pages 20-21.....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>	<b>Approval Date</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  
February 13, 2024**

**REGULAR MEETING MINUTES**

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

Cierra Felix	Ann Johnson (Chairperson)	Claudia Infante	Rachel Garcia
Vic Medina			

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

Stephanie Castro	Colette Buff	Gabriela Ortegon	

- I. **Call to Order- Meeting Started at: 10:50am Called to order by Ann Johnson**
  - A. Roll Call- Gabriela Ortegon
  - B. Establish Quorum- **Quorum was established.**
  
- 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: January 9, 2024 Regular Policy Council Meeting Minutes approved. Motioned by Cierra Felix. Second motion by Vic Medina.**
  
- IV. **Calendar – Calendar months for February and March 2024. 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. March 4-8- Dr Seuss Week, March 6<sup>th</sup>-Education Data Outcome Meeting, March 7<sup>th</sup> 2024 – Partners in Education (P.I.E) Meeting, March 11-15, 2024 – Children’s Spring Break, March 11, 2024 – Staff Development Day, March 12, 2024 – Staff Development Day/Policy Council, March 13, 2024 – Staff Development Day, March 14<sup>th</sup>, 2024 – CDA. March 18<sup>th</sup> 2024 – March 22, 2024 – “Sports Day With Dad” Week at centers, March 25-29 2024 – Picturing American Day at the Museum” Week at centers. March 27<sup>th</sup> 2024 – PIE meeting, March 29, 2024 – Agency Holiday.**
  
- V. **Action Items:**
  - A.
    1. **Treasurer’s Report:** The Treasurer’s report for January 2024 and Bank Statements were presented by Ann Johnson. There was no activity and no service charge for this account in January 2024. Ending balance for the month of January was 8,884.10. First motion was made by Vic Medina to accept the treasurers report for January 2024, second by **Cierra Felix.**
  - B. **Committee Reports:**
    1. **By-laws Committee:** No Meeting; No Action.

2. **Personnel Committee:** Approval of personnel Committee Minutes for January 3, 2024, January 16, 2024, January 24, 2024 and February 1, 2024. Ann Johnson moved to accept the Personnel Committee Minutes, Seconded by Vic Medina. 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 January 1, 2024 -January 31, 2024 were presented by Supervising Accountant, Stephanie Castro. Encumbrance Budget for January 1, 2024 - January 31, 2024/including Travel, Early Head Start budget, Head Start Budget and TTA budget CDA were reviewed. Cierra Felix moved to accept the Financial reports presented, second by Rachel Garcia.

**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
2/13/2024	EHS/HS - 239	EHS-3	EHS-6	EHS-3	EHS-3
		HS-6	HS-1	HS-0	HS-1

Meeting went into Closed Session. Closed Session was Adjourned at 11:06am. First Motion to approve terminated/new staff for EHS/HS by: **Rachel Garcia**. Seconded by **Claudia Infante**. Closed Session adjourned at 11:06am.

- 2. **Board Update-** Presented by Vic Medina, Board Representative. Mr. Medina reported there was an orientation that recently took place after Christmas Break and stated it was very successful and informative. Mr. Medina stated he was glad to meet everyone and discuss the upcoming year. Mr. Medina praised the teaching staff and mentioned how staff work so hard and do so much for NCCAA.
- 3. **Director’s Report-** Directors report was presented by Training and Technical Assistance Specialist Gabriela Ortegon. Ms. Ortegon reported the Enrollment and Program Information as of January 2024 which included Wait list application numbers, Number of children with insurance, Funded Head Start and Head Start children and children with Disabilities. Ms. Ortegon reported the numbers of staff in Head Start/Early Head Start, vacancies and staff with degrees/certifications. Ms. Ortegon read the notes provided by Head Start Director Ms. Alicia Mancha stated NCCAA is submitting Purchase Requisitions to have the roof at Spirit of Hope (\$23,700.00) and La Armada (\$19,250.16). NCCAA HS/EHS is requesting to do a budget amendment to move money from personnel into equipment and maintenance. Ms. Ortegon also informed attendees that a reportable incident involving an unsupervised child. Questions were asked on the floor. Any additional information was provided by HR Generalist Colette Buff which answered any questions asked.
- 4. **Program Plans for Approval.** none
- 5. **Revision and Update to Program Narrative.** none

**IX. Public Comments:**

**X. Good and Welfare:** none

Issued 06/15/2023

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

.docx

**XI. Adjournment:** Meeting was adjourned at 11:32am by Ann Johnson. First motion was made by Cierra Felix to end the meeting. Second motion was made by Claudia Infante.

Chairperson Printed Name

Chairperson Signature

Date

Ann Johnson



03/13/2024

**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**

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**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 <b>Education Data Outcomes Meeting</b>	7 <b>Partners In Education (P.I.E) Meeting</b>	8	9
 <b>Dr. Seuss Week at Centers</b>						
10	11 <b>Staff Development Day</b>	12 <b>Staff Development Day/ Policy Council</b>	13 <b>Staff Development Day</b>	14 <b>CDA</b>	15	16
<b>Children's Spring Break</b>						
17	18	19	20	21	22	23
<b>"Sports Day With Dad" Week @ Centers</b>						
24	25	26	27 <b>P.I.E Meeting</b>	28	29 <b>A/H</b>	30
<b>"Picturing America Day at the Museum" Week @ Centers</b>						



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

# April 2024

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	<b>1</b> <b>Agency Holiday</b> 	2	<b>3</b> <b>FALL Family Engagement Mini Conference</b>	<b>4</b> <b>Partners In Education (P.I.E) Meeting</b>	5	6
7	8	<b>9</b> <b>Policy Council</b>	<b>10</b> <b>Early Release</b>	11	12	13
<b>Week of the Young Child activities @ Centers</b>						
14	15	16	17	18	19	20
21	22	23	24	<b>25</b> <b>Partners in Education (P.I.E) Meeting Board Meeting</b>	26	27
<b>Marcha De las Escobas/ Earth Week</b>						
28	29	30				





PO Box 81349  
Corpus Christi, TX 78468 1349  
361-986-4500  
300-622-3631

**STATEMENT OF ACCOUNT**  
01-31-2024  
MEMBER NUMBER: [REDACTED]  
PAGE: 1 of 2

**RETURN SERVICE REQUESTED**

210672-3.10.0.2259-1.2 Ver.

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

**2023 IRS Tax Forms Available**

Rally IRS Tax forms were mailed to all members. If you are enrolled in eStatements, forms are also available via online banking.  
1. Go to www.rallycu.com.  
2. Log in to online banking.  
3. Go to Services.  
4. Click on Statements.

NAME: Policy Council MONTH: January 1, 2024 - January 31, 2024  
BANK: Rally Credit Union

CHECK BOOK BALANCE	\$8,883.28	BALANCE PER BANK STMT. Suffix 0 & 2	\$8,883.28
ADD DEBITS:		AS OF 8/30/2023	
Deposit		ADD DEPOSITS IN TRANSIT:	
		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 CKS.	
TOTAL CREDITS		TOTAL CREDITS	
BANK BALANCE PER BOOKS	\$ 8,883.28	BANK BALANCE PER BOOKS	\$ 8,883.28
		Difference	\$

STATEMENT SUMMARY				
Account Number	Type	Balance		
701281770	Business Simple Checking	\$7,578.03		
100128177000	Business Share Savings	\$1,306.07		
Share Account Total:		\$8,884.10		

BUSINESS SIMPLE :				
Starting Balance	Deposits	Dividends Paid	Service Charges	Ending Balance
\$7,578.03	\$0.00	\$0.00	\$0.00	\$7,578.03

Transaction History for [REDACTED]  
There is no activity for this account.

Summary of Overdraft and Returned Item Fees

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

BUSINESS SHARE :					
Starting Balance	Deposits	Dividends Paid	Withdrawals	Service Charges	Ending Balance
\$1,306.07	\$0.00	\$0.00	\$0.00	\$0.00	\$1,306.07

Dividend Earned 01-01-2024 to 01-31-2024: \$0.28  
Average Daily Balance for Statement Period: \$1,306.07  
Minimum Balance during Statement Period: \$1,306.07  
Annual Percentage Yield Earned (APYE): 0.2533%  
Dividend Paid Year-to-Date: \$0.00

Transaction History for [REDACTED]  
There is no activity for this account.

**RECEIVED**  
FEB 09 2024  
N.C.C.A.A.

9



PO Box 81349  
Corpus Christi, TX 78469-1349  
361-966-4500  
800-622-3831

**STATEMENT OF ACCOUNT**

STATEMENT DATE: 02-29-2024  
MEMBER NUMBER: [REDACTED]  
PAGE: 1 of 2

**RETURN SERVICE REQUESTED**

212542-9.0.2006-1.2 102

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

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\*Qualifications apply.

**STATEMENT SUMMARY**

Account Number	[REDACTED]			Balance	\$7,578.03
Type	Business Simple Checking				\$1,306.07
Share Account Total:	Business Share Savings				\$8,884.10
<b>BUSINESS SIMPLE:</b>					
Starting Balance					\$7,578.03
Deposits	\$0.00	Dividends Paid	\$0.00	Service Charges	\$0.00
Withdrawals	\$0.00				
Ending Balance					\$7,578.03

**Transaction History for [REDACTED]**

There is no activity for this account

**Summary of Overdraft and Returned Item Fees**

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

**BUSINESS SHARE:**

Starting Balance	\$1,306.07	Deposits	\$0.00	Dividends Paid	\$0.00	Withdrawals	\$0.00	Service Charges	\$0.00	Ending Balance	\$1,306.07
Dividend Earned 02-01-2024 to 02-29-2024: \$0.26											
Average Daily Balance for Statement Period: \$1,306.07											
Minimum Balance during Statement Period: \$1,306.07											
Annual Percentage Yield Earned (APYE): 0.251%											
Dividend Paid Year-to-Date: \$0.00											

**Transaction History for [REDACTED]**

There is no activity for this account

NAME: Policy Council MONTH: February 1, 2024 - February 29, 2024  
BANK: Rally Credit Union

CHECK BOOK BALANCE	\$8,884.10	BALANCE PER BANK STMT. Suffix: 0 & 2 AS OF 8/30/2023	\$8,884.10
ADD DEBITS:		ADD DEPOSITS IN TRANSIT:	
Deposit		Deposit to be made	
		Service Fee	\$0.00
Interest earned			
TOTAL DEBITS SUBTOTAL	\$ 8,884.10	TOTAL IN TRANSIT SUBTOTAL	\$ 8,884.10
LESS CREDITS:		LESS OUTSTANDING CKS:	
TOTAL CREDITS		TOTAL CREDITS	
BANK BALANCE PER BOOKS	\$ 8,884.10	BANK BALANCE PER BOOKS	\$ 8,884.10
		Difference	

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

<b>Date of Meeting:</b>	2/22/2024	<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>	4

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

**PERSONNEL COMMITTEE MEETING**

DATE: February 22, 2024

NCCAA Main Office, Corpus Christi, Texas

Committee Members Present:	Staff Present:
Vanessa Hernandez	Colette Buff
Dallas Bath	
Cierra Felix	
Ann Johnson	

- The meeting was called to order at 6:08 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 6:09 p.m.. Closed session ended at 6:17 p.m.
- Motion to approve staff recommendations for new hires by Dallas Bath, 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 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
Amanda Ramos	EHS	FT	Child Development Specialist @ Los Peuenos
Melissa Champion	HS	FT	Assistant Teacher @ Soledad
Symphony Garza	HS	FT	Assistant Teacher (Alternate) @ Northwest
Brianna Sanchez	EHS	PT	Apprentice ITC @ Navarro
Sindy Martinez Sanchez	EHS	FT	Apprentice CDS @ Spirit of Hope
Bethany Cisneros	EHS	FT	Apprentice CDS @ Navarro
Ariel Garza	EHS	PT	Apprentice CDS @ Los Peuenos
Christina Moya	EHS	FT	Apprentice CDS @ Cliff Maus
Daniella Rivas	EHS	FT	Apprentice CDS @ Los Peuenos

**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
228709	Violation of policy and procedure	X	

Other Business?

- Next meeting scheduled: 2/29/24 @ 6:00 pm, if needed (date/time)
- There being no further business, Dallas Bath moved to adjourn, second by Cierra Felix. The meeting was adjourned at 6:21 pm.

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

<b>Date of Meeting:</b>	3/6/2024	<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>	4

Committee Members	Will Attend?		Other	Signature
	Yes	No		
Ann Johnson – PC Chair 713-501-0073 <a href="mailto:Ajohnson1998717@gmail.com">Ajohnson1998717@gmail.com</a>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		Virtual
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"/>		Virtual
Cierra Felix – Northwest Campus 361-402-0311 <a href="mailto:Felixcierra18@yahoo.com">Felixcierra18@yahoo.com</a>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		Virtual
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"/>		Virtual
	<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	Virtual
Cliff Maus	Chancene Leal	Virtual

**PERSONNEL COMMITTEE MEETING**

DATE: March 6, 2024

NCCAA Main Office, Corpus Christi, Texas

Committee Members Present:	Staff Present:
Dallas Bath	Colette Buff
Chancene Leal	
Cierra Felix	
Ann Johnson	

- The meeting was called to order at 6:04 p.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 Dallas Bath, second by Chancene Leal.
  - Call for Vote. (All in favor, opposed same sign)  **Motion Carried**     **Motion Failed**
  - Closed session began at 6:05 p.m. Closed session ended at 6:16 p.m.
- Motion to approve staff recommendations for new hires by Chancene Leal, 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 Cierra Felix, second by Ann Johnson.
  - 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
Megan Cisneros	EHS	FT	Apprentice CDS @ La Armada
Catherin Rodriguez	EHS	FT	Apprentice CDS @ Cliff Maus
Mary Lou Sanchez	Both	FT	Cook @ Central Kitchen
Marta Tapia	HS	FT	Teacher @ Soledad
Paulina Garza	EHS	FT	Apprentice CDS @ Kids of the Neighborhood
Rachel Alvarez	EHS	FT	Child Development Specialist @ Centro de Ninos
Norma Andrews	HS	FT	Teacher @ Soledad
Natalia Burnias	EHS	FT	Apprentice CDS @ 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
224876	Violation of policy and procedure	X	

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 6:20 pm.



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

From 2/1/2024 Through 2/29/2024

Account Code	Account Title	Current Period Actual	YTD Actual	YTD Encum.	YTD Budget	YTD Budget Variance
6A	SALARIES	636,912.32	3,641,075.04	0.00	10,238,000.00	6,596,924.96
6B	FRINGE BENEFITS	138,829.99	768,531.36	0.00	2,361,975.00	1,593,443.64
6C	TRAVEL	861.06	20,067.28	0.00	65,369.00	45,301.72
6D	EQUIPMENT	0.00	0.00	26,080.62	0.00	(26,080.62)
6E	SUPPLIES	3,800.00	69,351.17	(4,165.85)	307,818.00	242,632.68
6F	CONTRACTUAL	0.00	57,717.50	31,440.00	64,612.00	(24,545.50)
6H	OTHER COSTS	96,324.31	993,613.00	17,753.08	819,865.00	(191,501.08)
6IK	INKIND	0.00	933,576.72	0.00	3,507,841.00	2,574,264.28
Total 22 - 22 Head Start		876,727.68	6,483,932.07	71,107.85	17,365,480.00	10,810,440.08

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Nueces County Community Action Agency  
 Encumbrance Budget - Fiscal Comm Rep 1  
 28A - 28A EHS TTA  
 From 2/1/2024 Through 2/29/2024

Account Code	Account Title	Current Period Actual	YTD Actual	YTD Encum.	YTD Budget	YTD Budget Variance
6C	TRAVEL	1,093.07	10,192.70	0.00	0.00	(10,192.70)
6F	CONTRACTUAL	0.00	160.00	0.00	0.00	(160.00)
6H	OTHER COSTS	1,460.00	8,253.27	5,646.05	119,685.00	105,785.68
	Total 28A - 28A EHS TTA	2,553.07	18,605.97	5,646.05	119,685.00	95,432.98

Nueces County Community Action Agency  
 Encumbrance Budget - Fiscal Comm Rep I  
 30 - 30 HS TTA CDA  
 From 2/1/2024 Through 2/29/2024

Account Code	Account Title	Current Period Actual	YTD Actual	YTD Encum.	YTD Budget	YTD Budget Variance
6C	TRAVEL	(66.67)	6,548.07	0.00	0.00	(6,548.07)
6F	CONTRACTUAL	0.00	160.00	0.00	0.00	(160.00)
6H	OTHER COSTS	810.00	8,047.00	4,414.94	54,041.00	41,579.06
	Total 30 - 30 HS TTA CDA	743.33	14,755.07	4,414.94	54,041.00	34,870.99
Report Total		880,024.08	6,517,293.11	81,168.84	17,539,206.00	10,940,744.05

**Birth to Five Head Start Director's Report Program Information Report (PIR) and On-Going Monitoring**  
**A. Enrollment and Program Information as of February 29, 2024**

Enrollment	Current
(Funded 563) HS PA22	380
(Funded 352) EHS PA28	585
(Funded 10) Pregnant Women	21
<b>Wait List For 2023-2024</b>	
*HS	160
On-line incomplete applications	
*EHS	53
On-line incomplete applications	
<b>Children with Disabilities</b>	
returning children HS requires 30	26
returning children EHS requires 42	56
Total Enrolled 10%	11.37%
<b>Homeless Children &amp; Families</b>	
HS	7
EHS	17
<b>Number of Operational Days</b>	
February HS	20
February EHS	20
<b>Volunteers</b>	
February HS	
February EHS	
<b>Overincome (PIRa)</b>	
(w/qualifying disability) HS	7
(w/qualifying disability) EHS	8

Number of Children with Health Insurance		
<b>Medicaid/CHIP</b>		
	HS	308
	EHS	501
<b>Private Insurance</b>		
	HS	5
	EHS	11
<b>Military Coverage</b>		
	HS	0
	EHS	0
<b>No Insurance</b>		
	HS	67
	EHS	74
<b>Health Screening (Physical &amp; Dentals)</b>		
Medical	HS	303
(PIR C-5)	EHS	493
Dental (PIR C-17)	HS	303
	EHS	466
<b>Lead Screening</b>		
For the month	HS	3
For the month	EHS	26
Immunization up to date (PIR C.11)		
Cumulative for Year	HS	324
	EHS	533
Opted Out (PIR C13)	HS/EHS	2/4
<b>ADA (Average Daily Attendance)</b>		
	HS	89.75%
	EHS	91.23%

Children Total Meals					
	December		Total		
(2023-24 reimbursement rate \$2.28) Breakfast	8639	@	2.28	\$19,696.92	Projected unaudited total
(2023-24 reimbursement rate \$4.25) Lunch	9136	@	4.25	\$38,828.00	
(2023-24 reimbursement rate \$1.17) Snack	7807	@	1.17	\$9,134.19	
				\$67,659.11	
			CIL	2,695.12	
				\$70,354.23	

**YTD Actual CACFP Revenue Received for contract year, October - September** \$284,006.57  
 \*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 requisition to have the roof replaced at  
 1. Spirit of Hope \$23,700.00 Repairs completed week of 03-11-2024  
 2. La Armada \$19,250.16 Repairs completed week of 03-11-2024

**Financial:**  
 In the process of gathering quotes for all items to be included in the budget amendment

**Issues and Planning:**  
 Risk Assessment Notification (RAN) review

**STAFFING**

Pre-School Division	
<b>Teachers:</b>	
Total Positions	20
Vacancies	5
MS	0
BA	10
AA	4
CDA	0
No CDA	1

Asst. Teachers:	
Total Positions	20
Vacancies	0
BA/ECE	0
AA/ECE	1
CDA	10
No CDA	9

Infant Toddler Division	
<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

I/T Caregivers	
Total Positions	31
Vacancies	12
BA/ECE	0
BA Other	1
AA/ECE	1
AA Other	2
CDA	9
Need CDA	6

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	\$167,377.71	
	March		
	April		
	May		
	June		
	July		
	August		
	September		
	YTD	\$838,980.10	\$1,967,768.90

In-kind Goal for HS 2023/2024	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	\$147,452.51	
	March		
	April		
	May		
	June		
	July		
	August		
	September		
	YTD	\$409,426.84	\$291,665.16