**NUECES COUNTY COMMUNITY ACTION AGENCY**

**MONTHLY ACTIVITY REPORT**

**TO:** NCCAA Board of Directors

**FROM:** Alma A. Barrera, Chief Executive Officer

**DATE:** February 9, 2021

**SUBJECT:** January 2021 Activity Report

Chief Executive Officer’s Report

 

* Conducted the first on-line and virtual 2021 Board of Directors and Policy Council Orientation.
* Attended a Zoom meeting with the newly appointed Executive Director of the Texas Association of Community Action Agencies.
* Attended quarterly meeting with the Texas Mutual representative.
* Attended virtual Audit Entry conference with Jake Sanchez, Independent Auditor.
* Attended virtual meeting with Anthony Chandler, NeighborWorks America relationship manager.
* Attended a COVID webinar.
* Met with Leadership to plan and coordinate a COVID 19 vaccine event for NCCAA staff. There is a potential that Amistad Health Center can provide this service for NCCAA.
* Met with IT team to discuss upgrading NCCAA’s internet systems.
* Met with Leadership team to discuss some NCCAA offices and center closures based on high levels of COVID positive cases.
* Hosted/attended/participated in numerous COVID 19 meetings, webinars, and conference calls.
* Attended the B5HS Policy Council Meeting.
* Hosted/attended/participated in numerous Senior Leadership and staff meetings.
* Continue to communicate new developments or status reports with all NCCAA staff via Electronic Timekeeping system (EWS).
* Continue to monitor the progress and make changes as needed within the Birth-to-Five Head Start (B5HS) face-to-face instruction.
* Continue to successfully provide committee and board of director meetings via “Go to Meeting” platform.