NUECES COUNTY COMMUNITY ACTION AGENCY

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

Alma A. Barrera
Chief Executive Officer

TO: NCCAA Board of Directors

FROM: Vic Medina, Chairperson

DATE: January 20, 2021

SUBJECT: Monthly Board of Directors Meeting – January

Please be advised that the **NCCAA Board of Directors will hold a teleconference meeting on Thursday, January 28, 2021 at 5:30 P.M. Due to COVID-19 Concerns the meeting will be conducted as a Go To Meeting teleconference call.**

To access Go To Meeting, please call in to the toll free number listed below at 5:25 PM. You will then enter your access code number (listed below) and you will be connected to the NCCAA Board of Directors meeting. Our Chairperson will call for quorum at 5:30 PM. The meeting will proceed as normal. The only difference is you will be calling from your home/office. Please remember to eliminate all background noise, as it will interfere with the call and with the ability for other committee members to hear as the meeting is being conducted. This information will also be placed on our website www.nccaatx.org for public comments/participation.

Enclosed you will find your agenda for this meeting, please review the agenda and have it available during the meeting. **No need to print it, you will receive a hard copy through the USPS.**

Below are the details for Go To Meeting teleconference.

NCCAA Board of Directors Meeting 1/28/2021
Thursday, January 28, 2021 5:30 - 7:30 PM (CDT)

Please join the meeting from your computer, tablet or smartphone.
https://global.gotomeeting.com/join/815561501

You can also dial in using your phone.
United States (Toll Free): 1-877-568-4106

Access Code: 815-561-501

If you have any questions, you may email abarrera@nccaatx.org or clongoria@nccaatx.org. We look forward to hearing from you on Thursday, January 28, 2021. Thank you for your service to our community. Stay well.

Thursday, January 28, 2021
5:30 P.M. Board of Directors Meeting
Go To Meeting Teleconference

NeighborWorks®
CHARTERED MEMBER

community Action PARTNERSHIP
Helping People. Changing Lives.

Nueces County Community Action Agency
BOARD OF DIRECTORS
AGENDA
Thursday, January 28, 2021
Go To Meeting Teleconference

PLEASE MUTE YOUR PHONE UNTIL READY TO SPEAK

Go To Meeting Teleconference
NCCAA Board of Directors Meeting
Thursday, January 28, 2021 5:30 - 7:30 PM (CDT)

Please join my meeting from your computer, tablet or smartphone.

You can also dial in using your phone.
United States (Toll Free): 1 877-568-4106

Access Code: 815-561-501

https://global.gotomeeting.com/join/815561501

Mission Statement

NCCAA works with partners to apply comprehensive strategies to eliminate the causes of poverty for people of Nueces County.

I. **Call to Order – 5:30 PM**
   A. Roll Call
   B. Establish Quorum

II. **Invocation, The Pledge of Allegiance, Community Action Promise, and NCCAA Mission Statement**

III. **Public Comments:** Presentations limited to three minutes. Persons who need a translator will be given at least twice the time as a member of the public who does not require such assistance.

Complies with H.B. No. 2840.

H.B. 2840 seeks to give the public increased access to the decision making process

by providing for public comment before or during the consideration of each item on the meeting agenda.

IV. Approval of the Minutes

A. November 19, 2020, NCCAA Regular Board Meeting ..... **Pages 4 – 8**

V. Action Items

Public comment may be made on any agenda item before or during the consideration of the item.

A. Board/Committee - Appointments/Resignations/Terminations

1. Board Appointment – Hermelinda Lozano, Representative of Public Official, representing Justice of the Peace Precinct 1, Place 1 Judge Joe Benavides.....**Page 9**

2. Board Resignation – Lucinda J. Garcia, Representative of Organizations, representing Lucinda J, Garcia, Attorney.....**Page 10**

VI. Informational Items

A. Program Updates

1. BKCW – Tad Dorroh Employee Benefits Consultant Presentation – Humana Credit.....**Pages 11 - 13**

2. Birth-to-Five Head Start – Program Updates - None

3. Community Services – Program Updates - None

B. 2020 – 2021 Board Compliance Report.....**Page 14**
Effective August 25, 2016 - NCCAA Board Approved the Recommendation for Board Compliance Requirements for the Open Meetings Act, Public Information Act, CACFP (Child Adult Care Food Program) and Civil Rights Training. All Board of Directors are required to complete the Civil Rights Training course annually. The course is available online from the Texas Department of Agriculture. **All board members are required to submit their required documents within 45 days of being seated on the Board. Failure to submit the required documents may result in board termination.**

Board Member Compliance Reports Due:
Open Meetings Act & Public Information Act = Hermelinda Lozano

CACFP Civil Rights Training = Sinoel Contreras, Sara Salvide, Dr. Nicholas Adame, and Terry Mills.

C. NCCAA Board of Directors and Birth-to-Five Head Start Policy Council 2021 Virtual Orientation completed on January 12, 2021. Thank you to all the Board and Policy Council members who participated in our Virtual Orientation. We hope that you gained valuable information about our Agency.

D. Monthly Activity Reports (November 2020) ..... **Pages 15 - 19**
E. Checks between $1,500 and <$5,000 (November 2020)..... **Pages 20 - 21**
F. Checks $5,000 and over (November 2020) ..... **Page 22**
G. Expenditure/Encumbrance Budget Report (November 2020) .... **Pages 23 - 24**
H. Financial Report (November 2020) ..... **Pages 25 – 26**
I. Checks between $1,500 and <$5,000 (December 2020)..... **Pages 27 - 29**
J. Checks $5,000 and over (December 2020) ..... **Page 30**
K. Expenditure/Encumbrance Budget Report (December 2020) ..... **Pages 31 - 32**
L. Financial Report (December 2020) ..... **Pages 33 – 34**
M. Board Calendar (February 2021) ..... **Page 35**
N. Committee Minutes (January 2021)..... **Pages 36 - 41**
O. Neighborhood Council Reports (November & December 2020)... **Pages 42 - 47**
P. Item of Interest

VII. Executive Session

VIII. Chairman's Comments

IX. Good and Welfare of Agency - Please limit presentations to two minutes.

X. Adjournment

The Board may elect to go into closed session at any time for:

A. Consultation between the Board and its attorney.
B. Discussion with respect to real property.
C. Personnel issues.
D. Any matter specifically made confidential by law or regulation.

NUECES COUNTY COMMUNITY ACTION AGENCY
BOARD OF DIRECTORS
Thursday, November 19, 2020

REGULAR MONTHLY MEETING MINUTES

MEMBERS PRESENT

Vic Medina	State Representative Dist. 32 Todd Hunter
Lucinda J. Garcia	Lucinda J. Garcia, Attorney
Rose Soto	County Commissioner Pct. 3 John Marez
Sinoel Contreras	County Commissioner Pct. 2 Joe A. Gonzalez
Maria Pacheco	United Council of Robstown
Jean Gaskins	Austin/Zavala Neighborhood Council
Daniel Gonzalez	Birth-to-Five Head Start Policy Council
Aminta Garcia	Banquete Neighborhood Council
Betty Jean Longoria	Westside Business Association

MEMBERS ABSENT

Norma Handy - Resigned 11/17/2020	Justice of the Peace Precinct 1, Place 1 Joe Benavides
Sara Salvide - unexcused	Nueces County Senior Citizens, Inc.
Terry Mills – Excused working	NAACP
Nicholas Adame - unexcused	LULAC Council # 1
Angie Ramos - unexcused	State Representative Dist. 34 Abel Herrero
Maira Fuentes - unexcused	Texas A & M Health Science Center - CBHEC

GUEST PRESENT

Dr. Anthony Chandler, NeighborWorks® America

STAFF PRESENT
Alma A. Barrera, Chief Executive Officer
Cindy Longoria, Chief Operating Officer
Adel Rowland, Chief Financial Officer
Cindy Davila, Director of Birth-to-Five Head Start
Isabel Valle-Carpenter, Director of Community Services
Carlos Cardenas, IT Support Specialist
Jose Trabal, Human Resources Manager
Linda Carrillo, Planner

CALL TO ORDER:
The Nueces County Community Action Agency (NCCAA) Board of Directors met Thursday, November 19, 2020, for a regularly scheduled meeting. The Board Chairperson, Vic Medina, NCCAA Chief Executive Officer, Alma A. Barrera, NCCAA Chief Operating Officer Cindy Longoria, and NCCAA IT Support Specialist Carlos Cardenas were present for the meeting at the NCCAA Central Administrative Office, 101 South Padre Island Drive. Due to concerns of COVID-19 all other board members, guest and staff participated through a Go To Meeting teleconference. Members called in to 1-877-309-2073 and entered the Go To Meeting access code # 823-462-717. The meeting was recorded utilizing the record option through Go To Meeting.

Chairperson Medina called the meeting to order at 5:30 p.m.at which time a quorum was present.

INVOCATION, PLEDGE OF ALLEGIANCE, COMMUNITY ACTION PROMISE:
Invocation, Pledge of Allegiance and Community Action Promise led by Alma A. Barrera, Chief Executive Officer, board chairperson Vic Medina and board member Jean Gaskins.

NCCAA MISSION STATEMENT:
NCCAA works with partners to apply comprehensive strategies to eliminate the causes of poverty for people of Nueces County.
NCCAA Mission Statement led by board chairperson Vic Medina.

PUBLIC COMMENTS: Presentations limited to three minutes. Persons who need a translator will be given at least twice the time as a member of the public who does not require such assistance. Complies with H.B. No. 2840.

H.B. 2840 seeks to give the public increased access to the decision making process by providing for public comment before or during the consideration of each item on the meeting agenda.

PUBLIC COMMENTS: Hearing none.

INTRODUCTION OF GUEST:
Board Chairperson welcomed and thanked Dr. Anthony Chandler, NeighborWorks® America Relationship Manager, for attending our meeting.

APPROVAL OF MINUTES:
Chairperson Medina entertained a motion to approve the minutes of the October 29, 2020 Board of Directors regular meeting.

MOTION: by Mr. Contreras, seconded by Ms. Gaskins, to approve the minutes of the October 29, 2020 Board of Directors regular meeting.

PUBLIC COMMENTS: Hearing none.

DISCUSSION: Hearing none.

ALL APPROVED. MOTION PASSES.

ACTION ITEMS:
Public comment may be made on any agenda item before or during the consideration of the item.

Item A. Board/Committee - Appointments/Resignations/Terminations
Presented by Alma A. Barrera, Chief Executive Officer.

1. Board Resignation – Norma Handy, Representative of Public Official, representing Justice of the Peace Precinct 1, Place 1 Joe Benavides. Resignation submitted on 11/17/2020 after the mail out of this agenda. Judge Benavides has been sent a letter requesting another board representative to be appointed.

Chairperson Medina entertained a motion to approve the board resignation of Norma Handy, Representative of Public Official, representing Justice of the Peace Precinct 1, Place 1 Joe Benavides.

MOTION: by Mr. Contreras, seconded by Ms. Soto, to approve the board resignation of Norma Handy, Representative of Public Official, representing Justice of the Peace Precinct 1, Place 1 Joe Benavides.

PUBLIC COMMENTS: Hearing none.

DISCUSSION: Hearing none.

ALL APPROVED. MOTION PASSES.

INFORMATIONAL ITEMS:
Chairperson Medina asked staff to address the program updates. Staff addressed the following program updates:

A. Program Updates
   1. Birth-to-Five Head Start – Program Updates
      a. B5HS Letter to CCISD and Parents regarding the Zavala Birth-to-Five Head Start Center Closure.
      b. B5HS Letter to Parents regarding the El Tejanito Birth-to-Five Head Start Center Temporary Closure for Construction.

      Presented by Cindy Davila, Director of Birth-to-Five Head Start.

   2. Community Services – Program Updates – CSBG Organizational Standards – Notification from TDHCA – NCCAA Met 100% Compliance. Presented by Isabel Valle-Carpenter, Director of Community Services. Board members Lucinda J. Garcia and Betty Jean Longoria congratulated staff for their achievement.

B. 2020 - 2021 Board Compliance Report - Effective August 25, 2016 - NCCAA Board Approved the Recommendation for Board Compliance Requirements for the Open Meetings Act, Public Information Act, CACFP (Child Adult Care Food Program) and Civil Rights Training. All board members are required to submit their required documents within 45 days of being seated on the Board. Failure to submit the required documents may result in board termination. The Board of Directors are required to complete the Civil Rights Training course annually. The course is available online from the Texas Department of Agriculture.

Board Member Compliance Reports Due:

– All Members are in Compliance for Open Meetings Act & Public Information Act.

- CACFP received from: Vic Medina, Maira Fuentes, Betty Jean Longoria and Daniel Gonzalez. All other member must submit their course completion certificate.

Presented by Alma A. Barrera, Chief Executive Officer.

C. The following required forms have been distributed to the 2020 – 2021 NCCAA Board members by USPS mail and the forms are due on or before the board meeting on Thursday, October 29, 2020. Each member has been asked to sign and return an acknowledgement of receipt. Presented by Alma A. Barrera, Chief Executive Officer.

1. Review the NCCAA Mission Statement, The Promise of Community Action and the NCCAA Pledge.
2. Review the NCCAA By-Laws and Election Code.
3. 2020 – 2021 Board of Directors Disclosure of Conflict of Interest
4. 2020 – 2021 Board Member Code of Ethics
5. 2020 – 2021 Board Member CHDO Certification

The following board members need to submit their required signed documents: Aminta Garcia and Sara Salvide.

D. NCCAA Board of Directors and Birth-to-Five Head Start Policy Council Orientation will be held virtually in January 2021. You will receive instructions as soon as plans have been finalized. Board member orientation manuals will be mailed in mid-December. Presented by Alma A. Barrera, Chief Executive Officer.

E. Upcoming Board Meetings – December 2020 – board holiday break, no meetings in December, and January 28, 2021. Presented by Alma A. Barrera, Chief Executive Officer. Board Virtual On-line Orientation January 5 – 12, 2021.

Additional Informational Items Presented:

- Monthly Activity Reports – October 2020;
- Board calendar for the month of December 2020 and January 2021;
- Committee minutes – November 2020;
- Neighborhood Council Reports - October 2020;

- The Checks between $1,500 and <$5,000, Checks $5,000 and over, Expenditure/Encumbrance Budget Report and Financial Reports for October 2020. Presented by Adel Rowland, Chief Financial Officer.
- Item of Interest – Obituary for Ms. Olga Gonzales, former NCCAA Board Member.

CHAIRPERSON'S COMMENTS:
Chairperson Medina thanked all members for their service to the community, stay safe and away from COVID-19.

GOOD AND WELFARE OF THE AGENCY:
Several members presented information.

EXECUTIVE SESSION:
None.

ADJOURNMENT:
Chairperson Medina adjourned the meeting at 6:00 P.M.

Respectfully submitted by Cynthia Ann Longoria, Chief Operating Officer.

ATTEST: _____
(SECRETARY OF BOARD) or (CHAIRPERSON OF NCCAA BOARD)

NUECES COUNTY COMMUNITY ACTION AGENCY

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

Alma A. Barrera
Chief Executive Officer

PUBLIC OFFICIAL REPRESENTATIVE APPOINTEE FORM

Date: 12-1-20

I, JOE BENAVIDES,
(Print Name of Public Official))

901 LEOPARD St. Rm. 116, C.C. TX 78401,
(Print address, city, zip, and telephone #)

request that I be considered for a seat on the NCCAA Board of Directors.

If elected, I appoint HERMELINDA LOZANO.
(Please Print Appointee's Name)

to be my representative for the year of 2020 - 2021.

JUDGE JOE BENAVIDES
(Please Print Name)

(Signature of Public Official)

APPOINTEE NAME	Hermelinda Lozano
MAILING ADDRESS	113 Condee Dr.
CITY, STATE, ZIP	Corpus Christi, TX 78415
CELL TEL. NO.	(361) 793-1884
WORK TEL. NO.	(361) 888-0201 ext 0287
EMAIL ADDRESS	hlozano41@yahoo.com

NeighborWorks®
CHARTERED MEMBER

RECEIVED
DEC 03 2020
N.C.C.A.A.

community Action PARTNERSHIP
Helping People. Changing Lives

WOOD, BOYKIN & WOLTER
A PROFESSIONAL CORPORATION
LAWYERS

615 NORTH UPPER BROADWAY, SUITE 1100
CORPUS CHRISTI, TEXAS 78401-0748

TELEPHONE: 361/888-9201
FACSIMILE: 361/888-8353

RALPH R. WOOD (1901-1965)
MARSHALL BOYKIN III (1925-2014)
ROBERT C. WOLTER (Retired)
STEWART N. RICE
JOHN D. BELL**
FREDERICK J. McCUTCHON§
PETER B. AVOTS
LUCINDA J. GARCIA
SCOTT E. LANDRETH
DANIEL O. GONZALEZ
JOSEPH B. BAUCUM
MARIAH N. MAUCK
RHONNIE N. SMITH

**BOARD CERTIFIED-COMMERCIAL REAL ESTATE LAW
§BOARD CERTIFIED-LABOR & EMPLOYMENT LAW
TEXAS BOARD OF LEGAL SPECIALIZATION

January 11, 2021

Alma Barrera
Nueces County Community Action Agency
101 SPID
Corpus Christi, Texas 78405-4102

Dear Alma,

It has been my honor to serve as a member of the Board of Directors. With the New Year, and after considerable thought and prayers, I have decided to resign my position from the Board effective immediately. I take this action without intending that this action reflect negatively on the Agency, the Board, or you.

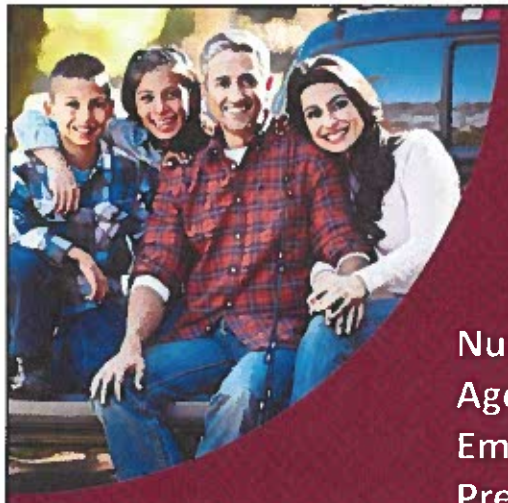
I am proud that I served on the Search Committee that selected you as the President and Chief Executive Officer of the Agency. You have demonstrated the leadership needed for the Agency to meet the demands of our community and you have done so earnestly and with the utmost respect for the dignity of those that the Agency serves. You have a staff that excels in implementing policies and services. You have a Board of Directors who serve with distinction adhering to the duties and responsibilities required of each member.

I wish you, staff, and the Board continued success.

Very truly yours,
WOOD, BOYKIN & WOLTER, P.C.

lucinda j. garcia

ljg/mg



Nueces County Community Action Agency
Employee Benefits Consultant
Presentation January 2021

BKCW

Presentation Highlights

- Open Enrollment
- Humana Credit

Page 11

Open Enrollment

Open Enrollment

Everything has been transmitted and all plans updated

Continued Digital transformation with PlanSource as technology platform.

Humana Credit

Humana has provided a full month statement credit to the agency

1. Equivalent to nearly $100,000

2. Agency has been able to give employees a Premium Holiday as well resulting in greater paychecks during the Holiday season when it was needed most.

Questions?

2020 - 2021
Board Compliance Requirements

Effective August 25, 2016 - NCCAA Board Approved the Recommendation for Board Compliance Requirements for the Open Meetings Act, Public Information Act, CACFP (Child Adult Care Food Program) and Civil Rights Training. All board members are required to submit their required documents **within 45 days of being seated on the Board**. Failure to submit the required documents may result in board termination.

The following Board Members need to Submit Required Documents for:

Open Meetings Act Completion Certificate (TDHCA Requirement)	
Date Due	**Board Member Name**
March 14, 2021	**Hermelinda Lozano**

Public Information Act Completion Certificate (TDHCA Requirement)	
Date Due	**Board Member Name**
March 14, 2021	**Hermelinda Lozano**

CACFP (Child Adult Care Food Program Requirement) Signed Form, Copy of Utility Bill, and Copy of Driver's License	
Date Due	**Board Member Name**
March 14, 2021	**Hermelinda Lozano**

Civil Rights Training (CACFP Requirement)	
Date Due	**Board Member Name**
Dec. 13, 2020	**All NCCAA Board Members are required to complete the Civil Rights Training annually. Please turn in a course completion certificate and documentation before December 13, 2020.** **Pending Completion: Sinoel Contreras, Sara Salvide, Nicholas Adame, Terry Mills, Hermelinda Lozano** **2020 – 2021 Board of Directors** **Received from: Vic Medina, Daniel Gonzalez, Maira Fuentes, Betty Jean Longoria, Aminta Garcia, Jean Gaskins, Maria Pacheco, Lucinda J. Garcia, Angie Ramos, Rose Soto**

Updated: January 19, 2021

NUECES COUNTY COMMUNITY ACTION AGENCY
MONTHLY ACTIVITY REPORT

TO: NCCAA Board of Directors

FROM: Alma A. Barrera, Chief Executive Officer

DATE: January 5, 2021

SUBJECT: November and December 2020 Activity Report

Chief Executive Officer's Report

- Participated in the Texas Association for Community Action Agencies Board of Director's Special Called Zoom meeting.
- Met with leadership team to finalize the agenda for the virtual Board and Policy Council Orientation to be held on January 5-12, 2021.
- Leadership team and I virtually met with our new Texas Mutual representative.
- National Community Action Foundation (NCAF) hosted several Pre and Post Presidential election and program funding webinars.
- Participated in a Community Services program updates Zoom meeting with Community Services eligibility specialist and Birth to Five Family advocates.
- 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.
- Participated in a NeighborWorks America Zoom meeting to begin discussion about pre-construction ideas for NCCAA's Houston property.
- Reached out to Corpus Christi's Mayor-Elect Ms. Paulette Guajardo. Good to inform you that NCCAA has a partner at City Hall!
- Hosted and participated in an Agency-wide Zoom "Mental Health and Christmas Party".
- Provided an Agency-wide Zoom "COVID 19: Best practices and precautions while on Christmas and New Year's break" in the hope that our staff adhered to all Agency, Local, state and CDC guidelines.
- 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.

Community Services Division
Monthly Activity Report
November 2020

- **Case Management** – We continue to work on Transitioning People Out of Poverty. NCCAA hired one of our Case Management clients. This individual was at 54 percent when she asked for assistance. After three months of working with NCCAA she is no longer considered in poverty as she is now 38 percent above the poverty guideline. In addition, she is now eligible for benefits such as health insurance, sick leave and annual leave. She has now transitioned out of poverty!! To date, 74 people are being case managed.

- Under the **Comprehensive Energy Assistance Program**, 85 households were assisted in November and 181 individuals were served.

- **CEAP-CARES** – NCCAA provides utility assistance for individuals directly affected by COVID-19. Fifteen household were served in November

- **Weatherization Assistance Program (WAP)** – Currently there is one home in progress in Corpus Christi. The WAP team is also making preparations to weatherize a 52-unit apartment complex in Robstown.

- **CSBG-CARES Act Program** – CSBG-CARES offers rental/mortgage assistance and water, and emergency assistance to eligible households on a one-time payment.

  In November 24 households were served saving 64 individuals from eviction. Mortgage assistance was provided to 2 household keeping 6 individuals from losing their homes. Emergency assistance was also provided in the form of gift cards to 2 households.

Community Services Division
Monthly Activity Report
December 2020

- **Case Management** – In December, five individuals graduated from Del Mar College Associate Degrees in Dental Hygiene and one with a degree in Occupational Safety and Health Administration. One graduate obtained a job and is getting paid approximately $80 an hour and receives benefits: health care, sick leave, annual leave.
  To date, 74 people are being case managed. These individuals are taking classes in Process Technology, Commercial Driver's License, Liberal Arts, Nursing, Culinary Arts, Dental Hygiene, Real Estate, Engineering, Business, OSHA Safety, Criminal Justice, Radiology, Hospitality, Welding, Pipe Fitting, Business, Counseling, Surgical Technology, Kinesiology and Social Work.

- Under the **Comprehensive Energy Assistance Program**, 18 households were assisted in December and 56 individuals were served.

- **CEAP-CARES** – NCCAA provides utility assistance for individuals directly affected by COVID-19. Thirteen household were served in December.

- **Rental Units** – All rental units in Houston Street had extensive maintenance work done on their heating and cooling units. This will keep all units operating properly.

- **Weatherization Assistance Program (WAP)** – One home was completed in Corpus Christi. The WAP team is also making preparations to weatherize a 52-unit apartment complex in Robstown.

- **CSBG-CARES Act Program** – CSBG-CARES offers rental/mortgage assistance and water, and emergency assistance to eligible households on a one-time payment.

  In December 28 households were served saving 110 individuals from eviction. Mortgage assistance was provided to 1 household keeping 3 individuals from losing their homes. Emergency assistance was also provided in the form of gift cards to 2 households.

A. Enrollment and Program Information as of DECEMBER 31, 2020

Enrollment	Current
(Funded 563) HS PA22	418
(Funded 352) EHS PA28	324
(Funded 10) Pregnant Women	10
Wait List *For 2020-21*	
*HS	97
On-line incomplete applications	210
*EHS	99
On-line incomplete applications	277
Children with Disabilities	
returning children HS requires 56	64
turning children EHS requires 35	26
Total Enrolled 10%	9.83%
Homeless Children & Families	
HS	5
EHS	4
Number of Operational Days	
DEC HS	14
DEC EHS	14
Volunteers	
DEC HS	108
DEC EHS	113
Overincome *(PIRa)*	
(w/qualifying disability) HS	60
(w/qualifying disability) EHS	41

Number of Children with Health Insurance		
Medicaid/CHIP		
	HS	437
	EHS	357
Private Insurance		
	HS	N/A
	EHS	N/A
Military Coverage		
	HS	N/A
	EHS	N/A
No Insurance		
	HS	N/A
	EHS	N/A
Health Screening (Physical & Dentals)		
Medical	HS	456
(PIR C-5)	EHS	370
Dental *(Pir C-16)*	HS	457
	EHS	359
Lead Screening		
For the month	HS	0
For the month	EHS	0
Immunization up todate *(PIR C.10)*		
Cumulative for Year	HS	407
	EHS	288
Opted Out *(PIR C12*	HS/EHS	3/5
ADA		
	HS	89,81%
	EHS	89.10%

ChildrenTotal Meals

NOVEMBER				Total	
2018-19 reimbursement rate $1.79) Breakfast	5373	@	1.89	$10,154.97	Projected unaudited total
(2018-19 reimbursement rate $3.31) Lunch	5335	@	3.51	$18,725.85	
(2018-19 reimbursement rate $.91) Snack	4741	@	0.96	$4,551.36	
				$33,432.18	
			CIL	1,165.47	
				$34,597.65	

YTD Actual CACFP Revenue Received for contract year, October - November **$65,473.00**

***All applicants on Wait List have been offered enrollment at sites with openings, but have refused due to available locations.**

STAFFING

Pre-School Division

Teachers:	
Total Positions	**36**
Vacancies	8
MS	0
BA	8
AA	17
CDA	1
No CDA	2

Asst. Teachers:	
Total Positions	**36**
Vacancies	7
BA/ECE	0
AA/ECE	0
CDA	19
No CDA	10

Infant Toddler Division

Child Dev. Specialists	
Total Positions	**88**
Vacancies	14
PHD	0
Masters	1
BA	3
BA Other	4
AA	10
AA Other	3
CDA	28
No CDA	25

I/T Caregivers	
Total Positions	**23**
Vacancies	11
BA/ECE	0
BA Other	0
AA/ECE	2
AA Other	0
CDA	5
Need CDA	5

PROGRAM ACTIVITIES

1. The program continues to monitor Covid-19 closely and follows the CDC guidelines.
2. The program has consolidated most of the sites and has shut down the few centers where enrollment has fallen below 50%.
3. Face-to-face instruction continues as well as virtual learning for those who are in fear of Covid.

Operations

1. The Agency is still working from home and comes to conduct business periodically at Central Office.
2. Head Start program will continue to provide face-to-face instruction and virtual to those who request virtual.
3. The Head Start Program continues to do year around calendar this program year - 2021.

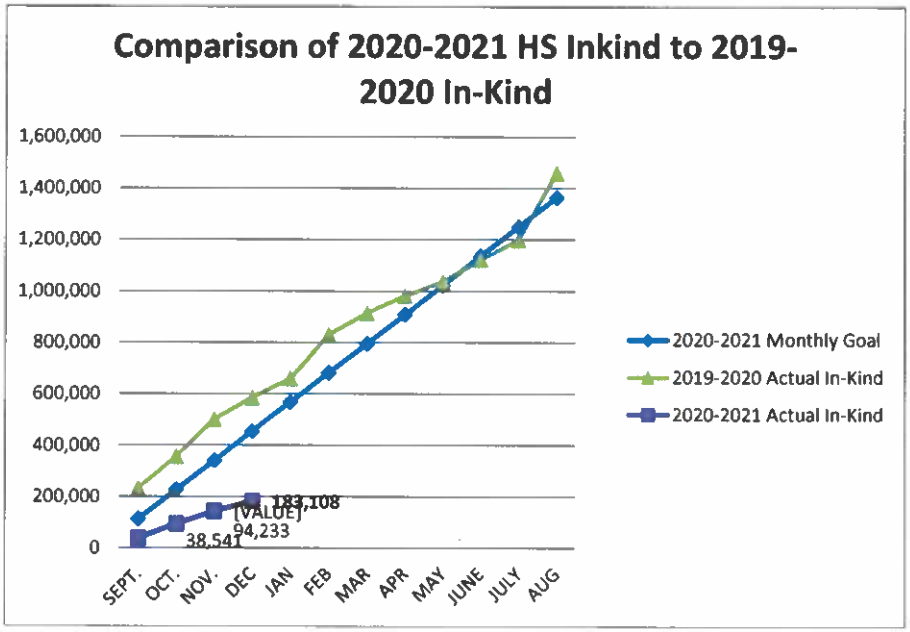
Maintenance

1. Promesa may no longer offer services for pre-k thru Kinder at their current location, beginning September 2021. Pre-K and Kinder will be offered at Christ the King. (Still Pending)
2. El Tejanito has been completed and is now reconstructed into individual classrooms.
3. Spirit of Hope will be the final open concept classroom to be reconstructed into individual classrooms.

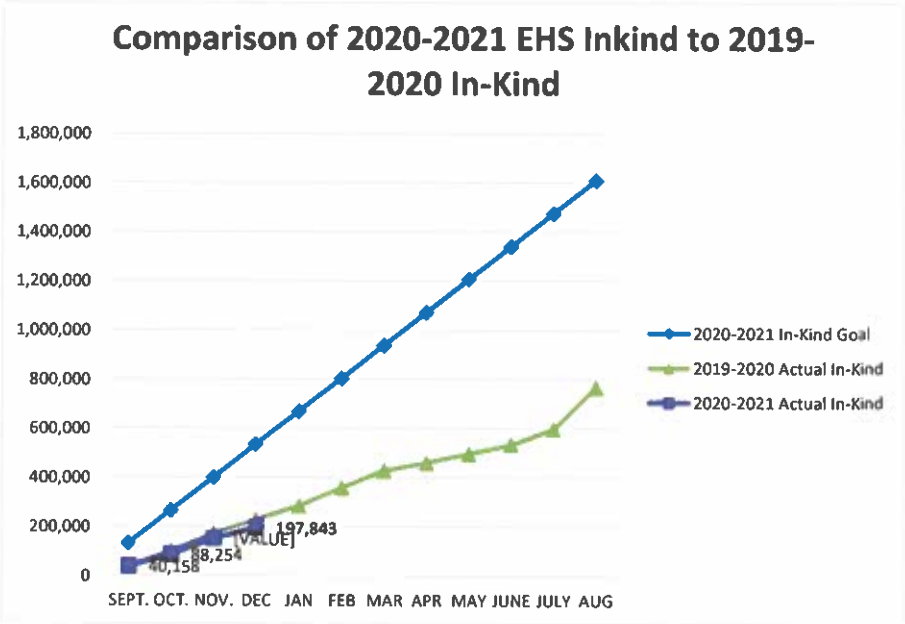
Financial

1. In-Kind for December was submitted.

Issues and Planning:



December YTD below goal...need to pick up the pace.



December In-Kind below goal...need to pick up the pace.

Nueces County Community Action Agency
Checks $1500 - $4999
Month of November 2020

CK #	CK DATE	PAYABLE TO	AMOUNT	PURPOSE
239189	11/6/2020	City of Robstown	$ 1,845.38	Utility assistance for 9 clients
239200	11/6/2020	Green Mountain Energy	$ 1,881.25	Utility assistance for 4 clients
239208	11/6/2020	Office Depot, Inc.	$ 1,982.43	Replenish supplies for Fiscal/Payroll; Supplies for CEO and COO; Supplies for ERSEA, Toner for TTA; Replenish supplies for coordinators
239211	11/6/2020	Reliant Energy	$ 2,656.07	Utility assistance for 7 clients
239218	11/6/2020	TXU Energy Assistance Group	$ 4,334.18	Utility assistance for 10 clients
239228	11/13/2020	CPL Retail Energy	$ 2,381.48	Utility assistance for 15 clients
239234	11/13/2020	Reliant Energy	$ 2,382.51	Utility assistance for 7 clients
239235	11/13/2020	Roger Rioux	$ 1,900.00	CARES Rental Assistance for 1 client
239236	11/13/2020	Sea Breeze Seniors LP	$ 1,600.00	CARES Rental Assistance for 1 client
239238	11/13/2020	TXU Energy Assistance Group	$ 2,218.47	Utility assistance for 7 clients
239241	11/13/2020	Absolute Waste Inc.	$ 2,838.26	Refuse for 17 locations: Central Office, Annaville, Austin, Centro de Ninos, Cliff Maus, El Tejanito, Gulfway, Kids of the Neighborhood, La Armada, Little Hornet, Los Pequenos, Miramar, Navarro, CASC, Head Start at the Y, Northwest Campus, and Spirit of Hope
239246	11/13/2020	Commerce Bank	$ 1,619.30	Replenish cleaning supplies for classrooms; CDA renewal
239251	11/13/2020	Shoreline Plumbing Co.	$ 1,751.20	Plumbing repair, Spirit of Hope HS and Centro de Ninos
239271	11/20/2020	ABILA INC.	$ 1,735.11	MIP advance Migration; addt'l users, subscription
239277	11/20/2020	Home Depot Credit Services	$ 2,958.72	Replenish supplies; education, Replenish supplies for Warehouse, Northwest, Maintenance supplies
239278	11/20/2020	Lakeshore	$ 1,691.94	Replenish supplies for classrooms; EHS
239283	11/20/2020	Oak Farms	$ 2,740.96	To feed birth to five HS, October 2020
239294	11/20/2020	784XX Property Center LLC	$ 2,419.74	CARES Rental Assistance for 1 client
239298	11/20/2020	CECC LLC	$ 2,150.00	CARES Rental Assistance for 1 client
239333	11/20/2020	Direct Energy	$ 2,826.49	Utility assistance for 31 clients
239336	11/20/2020	First Choice Power Company	$ 2,380.38	Utility assistance for 27 clients
239346	11/20/2020	Lexington Manor Apartments	$ 1,979.00	CARES Rental Assistance for 1 client
239348	11/20/2020	NEC - COOP Energy	$ 1,577.12	Utility assistance for 16 clients
239351	11/20/2020	Nueces Electric Co-Op	$ 3,753.34	Utility assistance for 32 clients
239389	11/20/2020	Martha Yzaguirre	$ 1,800.00	CARES Rental Assistance for 1 client

Nueces County Community Action Agency
Checks $1500 - $4999
Month of November 2020

CK #	CK DATE	PAYABLE TO	AMOUNT	PURPOSE
239395	11/27/2020	AT & T	$ 2,509.76	Phone Service for 14 Head Start Sites Serv 11/3-12/2/2020
239416	11/27/2020	J&L Insulation and Energy	$ 4,525.00	ADA compliance of bathroom for home in rural area
239422	11/27/2020	Oak Farms	$ 1,680.00	To feed birth to five HS, November 2020
239441	11/27/2020	Walmart Community BRC	$ 1,936.64	To feed birth to five HS, November 2020
239443	11/27/2020	Corona Business Park, LLC	$ 3,979.36	Rent CAEHS - DECEMBER 2020
239444	11/27/2020	Corona Business Park, LLC	$ 4,905.00	Rent Y - DECEMBER 2020
239447	11/27/2020	T. G. Properties, Inc.	$ 2,892.69	Rent ET A-B - DEC 2020
239448	11/27/2020	T. G. Properties, Inc.	$ 3,120.00	Rent Warehouse - DEC 2020

Nueces County Community Action Agency
Checks $5000 and over
Month of November 2020

CK #	CK DATE	PAYABLE TO	AMOUNT	PURPOSE
239205	11/6/2020	Kaplan School Corporation	$ 22,844.80	Covid-19 Replenish PPE
239222	11/6/2020	Walmart Community BRC	$ 8,100.39	Supplies for EHS/HS; Gift cards for CSBG CARES
239225	11/13/2020	City of Corpus Christi	$ 5,136.16	Utility assistance for 5 clients
239261	11/13/2020	La Batt Food Service	$ 12,182.77	To feed birth to five HS, October and November 2020
239289	11/20/2020	Texas Mutual Insurance Co.	$ 12,181.00	Policy 0001082228 Final Audit
239297	11/20/2020	City of Corpus Christi	$ 6,548.06	Utility assistance for 4 clients
239317	11/20/2020	City of Robstown	$ 19,696.03	Utility assistance for 247 clients
239330	11/20/2020	CPL Retail Energy	$ 16,749.30	Utility assistance for 165 clients
239345	11/20/2020	Green Mountain Energy	$ 10,761.50	Utility assistance for 99 clients
239362	11/20/2020	Reliant Energy	$ 14,032.23	Utility assistance for 138 clients
239370	11/20/2020	Stream Energy	$ 8,191.27	Utility assistance for 80 clients
239388	11/20/2020	TXU Energy Assistance Group	$ 23,768.70	Utility assistance for 224 clients
239417	11/27/2020	La Batt Food Service	$ 9,706.84	To feed birth to five HS, November 2020
239429	11/27/2020	Sam's Club Direct	$ 5,318.42	Replenish diapers for EHS

NUECES COUNTY COMMUNITY ACTION AGENCY
COMPARATIVE EXPENDITURE/ENCUMBRANCE BUDGET REPORT
MONTH ENDED NOVEMBER 30, 2020

	ACCOUNT TITLE	REVENUE RECEIVED TO-DATE	CURRENT PERIOD EXPENDITURES	EXPENDITURES TO-DATE	ENCUMBRANCES	TOTAL BUDGETS	BUDGET VARIANCE	PERCENT EXPENDED	AWARD PERIOD PERCENT EXPIRED
01	LOCAL ACCOUNT BUDGET PERIOD: 09/2020 THRU 08/2021	16,358.00	620.05	1,806.28	0.00	100,000.00	98,193.72	1.81%	25.00%
01B	LOCAL: HOME PROGRAM-RENTAL BUDGET PERIOD: 09/2020 THRU 08/2021	35,904.00	1,807.73	26,813.92	0.00	140,000.00	113,186.08	19.15%	25.00%
01R	HEB Donation BUDGET PERIOD: N/A	5,000.00	0.00	0.00	0.00	5,000.00	5,000.00	0.00%	N/A
06H	COMMUNITY SERVICES BLOCK GRANT BUDGET PERIOD: 01/2020 THRU 12/2020	202,387.75	9,962.10	227,377.65	346.54	444,455.00	216,730.81	51.24%	91.67%
06V	CSBG Discretionary COVID BUDGET PERIOD: 03/27/20 - 07/31/21	9,100.00	0.00	22,005.07	0.00	22,097.00	91.93	99.58%	50.00%
06Z	CSBG CARES BUDGET PERIOD: 03/27/20 - 07/31/21	69,605.10	56,203.63	130,461.46	6,000.00	602,160.00	465,698.54	22.66%	50.00%
18X	***Contract amended and extended*** DOE-WEATHERIZATION ASSISTANCE PROGRAM BUDGET PERIOD: 07/2019 THRU 06/2021	59,028.80	858.79	62,619.88	19.99	280,062.00	217,422.13	22.37%	70.83%
21W	***Contract extended*** L.I.H.E.A.P.-W.A.P. BUDGET PERIOD: 01/2019 THRU 09/2020	357,035.97	0.00	378,845.19	0.00	401,700.00	22,854.81	94.31%	100.00%
21X	L.I.H.E.A.P.-W.A.P. BUDGET PERIOD: 01/2020 THRU 12/2020	81,086.83	4,486.08	93,723.85	64.30	347,022.00	253,233.85	27.03%	91.67%
22	HEAD START PROGRAM BUDGET PERIOD: N/A		789,631.86	2,343,990.28	51,440.78	12,343,626.00	9,948,194.94	19.41%	25.00%
	INKIND	296,297.54	64,804.28	296,297.54		2,983,352.00	2,687,054.46	9.93%	
	PA-22 TOTAL	1,939,566.29	854,436.14	2,640,287.82	51,440.78	15,326,978.00	12,635,249.40		
28A	EARLY HEAD START - TTA/CDA PROGRAM BUDGET PERIOD: N/A		2,611.25	15,885.83	125.00	95,564.00	79,553.17	16.75%	25.00%
	PA-28A TOTAL		2,611.25	15,885.83	125.00	95,564.00	79,553.17		
30	H.S.-TTA/CDA PROGRAM BUDGET PERIOD: N/A		985.14	9,436.74	125.00	78,162.00	68,600.26	12.23%	25.00%
	PA-30 TOTAL		985.14	9,436.74	125.00	78,162.00	68,600.26		
40E	NEIGHBORWORKS AMERICA Pandemic Suppl BUDGET PERIOD: N/A	20,000.00	0.00	11,590.38	0.00	20,000.00	8,409.62	0.00%	N/A
40F	NEIGHBORWORKS AMERICA Pandemic Supplies BUDGET PERIOD: N/A	17,029.00	0.00	9,800.00	0.00	17,029.00	7,229.00	0.00%	N/A
40G	NEIGHBORWORKS AMERICA Rental Resilience BUDGET PERIOD: N/A	0.00	0.00	0.00	0.00	25,000.00	25,000.00	0.00%	N/A
41R	NEIGHBORWORKS AMERICA BUDGET PERIOD: 04/2018 THRU 09/2019	105,000.00	1,725.00	104,038.47	0.00	105,000.00	961.53	99.08%	100.00%
41S	NEIGHBORWORKS AMERICA SIF BUDGET PERIOD: 09/2018 THRU 08/2019	75,000.00	0.00	43,409.00	0.00	75,000.00	31,591.00	57.88%	100.00%

	ACCOUNT TITLE	GRANT TO-DATE REVENUE RECEIVED	CURRENT PERIOD EXPENDITURES	GRANT TO-DATE EXPENDITURES	ENCUMBRANCES	TOTAL BUDGETS	BUDGET VARIANCE	PERCENT EXPENDED	AWARD PERIOD PERCENT EXPIRED
41T	NEIGHBORWORKS AMERICA BUDGET PERIOD: 04/2019 THRU 09/2020	115,000.00	5,898.18	84,814.90	540.55	115,000.00	29,644.55	74.22%	100.00%
41V	NEIGHBORWORKS AMERICA _Rural BUDGET PERIOD: N/A	25,867.00	4,525.00	9,132.86	0.00	25,867.00	16,734.14	0.00%	N/A
41W	NEIGHBORWORKS AMERICA BUDGET PERIOD: 03/2020 THRU 09/2021	127,500.00	0.00	0.00	0.00	127,500.00	127,500.00	0.00%	50.00%
52	NUECES ELECTRIC COOPERAT BUDGET PERIOD: 09/2013 THRU 08/2021	31,737.17	0.00	5,959.04	0.00	28,513.61	22,554.57	20.90%	90.63%
53A	Green Mountain Energy BUDGET PERIOD: 09/2015 THRU 08/2021	12,674.43	298.46	11,588.57	0.00	12,673.97	1,085.40	91.44%	85.00%
54	RELIANT ENERGY BUDGET PERIOD: 09/2013 THRU 08/2021	61,417.09	0.00	33,731.44	0.00	61,417.09	27,685.65	54.92%	90.63%
55	TXU ENERGY AID BUDGET PERIOD: 09/2013 THRU 08/2021	73,048.30	0.00	69,781.35	0.00	78,048.30	8,266.95	89.41%	90.63%
57	CPL-NN6 BUDGET PERIOD: 09/2013 THRU 08/2021	142,206.61	0.00	151,123.96	0.00	150,206.61	(917.35)	100.61%	90.63%
57B	DIRECT ENERGY NNP BUDGET PERIOD: 09/2015 THRU 08/2021	16,000.00	0.00	1,471.91	0.00	2,500.00	1,028.09	58.88%	85.00%
58X	COMPREHENSIVE ENERGY ASSISTANCE PROGRAM BUDGET PERIOD: 01/2020 THRU 12/2020	1,220,341.44	169,249.59	1,668,133.92	1,673.06	2,094,982.00	425,175.02	79.71%	91.67%
58Z	CEAP CARES BUDGET PERIOD: 03/27/20 - 07/31/21	3,470.63	14,314.69	29,487.90	0.00	1,321,470.00	1,291,982.10	2.23%	50.00%
74	CHILD CARE FOOD PROGRAM - HS BUDGET PERIOD: 10/2019 THRU 09/2020	9,937.15	53,794.30	98,464.52	18,740.50	715,454.00	598,248.98	16.38%	16.67%
	TOTAL FUNDS	4,831,301.56	1,116,971.85	5,645,494.37	79,075.72	19,835,509.58	14,110,939.49		
	TOTAL INKIND	296,297.54	64,804.28	296,297.54	0.00	2,983,352.00	2,687,054.46		
	GRAND TOTAL	5,127,599.10	$1,181,776.13	$5,941,791.91	$79,075.72	$22,818,861.58	$16,797,993.95		

Nueces County Community Action Agency
Statement of Financial Position
As of 11/30/2020

	Current Year Balance
Current Assets	
Cash and Cash Equivalents	
	1,295,687.45
Accounts Receivable	
Grants Receivable	193,765.17
Total Accounts Receivable	193,765.17
Other Assets	
	210,128.95
Total Current Assets	1,699,581.57
Noncurrent Assets	
Loans Receivable	
	72,015.72
Property Held For Resale	
	310,772.81
Property and Equipment	
	6,982,700.71
Accumulated Depreciation	
	(4,555,965.87)
Total Noncurrent Assets	2,809,523.37
ASSETS	4,509,104.94
Current Liabilities	
Accounts Payable and Accrued Liabilities	
	112,763.94
Total Current Liabilities	112,763.94
Noncurrent Liabilities	
Loans Payable	
	72,015.72
City of CC Chodo Note	
	1,343,731.03
Total Noncurrent Liabilities	1,415,746.75
Net Assets	
Unrestricted Assets	
	1,655,262.25
Temporarily Restricted Assets	
	612,426.35
Permanently Restricted - Property & Equipment	
	712,905.65
Total Net Assets	2,980,594.25
LIABILITIES AND NET ASSETS	4,509,104.94

Nueces County Community Action Agency
Statement of Activities
From 11/1/2020 Through 11/30/2020

	Program Services	Supporting Services	Total
Support			
Federal Awards	452,292.30	0.00	452,292.30
Other	0.00	19,864.87	19,864.87
In-Kind	64,804.28	0.00	64,804.28
Total Support	517,096.58	19,864.87	536,961.45
Expenditures			
Salaries	679,029.73	0.00	679,029.73
Fringe Benefits	93,457.96	0.00	93,457.96
Travel	305.04	0.00	305.04
Program Support	370,919.66	2,427.78	373,347.44
In Kind	64,804.28	0.00	64,804.28
Total Expenditures	1,208,516.67	2,427.78	1,210,944.45
Increase (Decrease In Net Assets)	(691,420.09)	17,437.09	(673,983.00)

Nueces County Community Action Agency
Checks $1500 - $4999
Month of December 2020

CK #	CK DATE	PAYABLE TO	AMOUNT	PURPOSE
239462	12/4/2020	Express Services, Inc.	$ 2,181.76	2 Temp employees, Week of 10/11/20 and 11/15/20
239467	12/4/2020	La Batt Food Service	$ 4,462.17	To feed birth to five HS, November 2020
239477	12/4/2020	Armon Bay Apartments	$ 2,136.27	Rental assistance for 1 client
239488	12/4/2020	Direct Energy	$ 1,569.28	Utility assistance for 3 clients
239491	12/4/2020	Green Mountain Energy Company	$ 2,153.34	Utility assistance for 5 clients
239495	12/4/2020	J&L Insulation and Energy	$ 1,550.00	Monthly yard work; residential properties
239496	12/4/2020	Jeffery Rew	$ 1,500.00	Rental assistance for 1 client
239497	12/4/2020	Richard Jenkins	$ 3,000.00	Rental assistance for 1 client
239498	12/4/2020	Nationstar Mortgage Holdings	$ 1,693.70	Rental assistance for 1 client
239501	12/4/2020	Reliant Energy	$ 2,271.56	Utility assistance for 11 clients
239503	12/4/2020	Stephen Walker Dean	$ 2,175.00	Rental assistance for 1 client
239509	12/4/2020	TXU Energy Assistance Group	$ 3,884.90	Utility assistance for 14 clients
239517	12/11/2020	ABILA INC.	$ 1,735.11	MIP advance Migration; addt'l users, subscription
239520	12/11/2020	BugPro Inc	$ 2,019.50	Annual ant control for center playgrounds; Monthly rodent maintenance for 2 centers: Little Hornet and Curtis Place
239525	12/11/2020	Brookes Publishing	$ 1,523.45	ASQ Enterprise Annual Subscription and online screenings
239526	12/11/2020	Calallen ISD	$ 1,723.86	Reimbursement for Electricity/Utilities/Insurance
239539	12/11/2020	Geno Vargas	$ 1,800.00	Life and soft skills training for new employees
239543	12/11/2020	Home Depot Credit Services	$ 1,831.48	Supplies for maintenance; Interior paint for classrooms
239549	12/11/2020	National Neighborworks	$ 3,500.00	2021 NNA Membership Dues
239553	12/11/2020	Oak Farms	$ 1,547.11	To feed birth to five HS, November 2020
239564	12/11/2020	Top Notch Movers	$ 1,665.00	Move and store furniture; El Tejanito
239570	12/11/2020	Alicia Cisneros	$ 2,600.00	Rental assistance for 1 client
239572	12/11/2020	Arts Apartments at Ocean Drive	$ 1,536.72	Rental assistance for 1 client
239573	12/11/2020	City of Corpus Christi	$ 2,418.51	Utility assistance for 4 clients
239577	12/11/2020	Demitrius Dimas	$ 2,009.00	Rental assistance for 1 client
239580	12/11/2020	Holly Park Apartments	$ 1,850.00	Rental assistance for 1 client
239584	12/11/2020	Reliant Energy	$ 1,954.02	Utility assistance for 6 clients
239585	12/11/2020	Jose A Reyes	$ 2,600.00	Rental assistance for 1 client
239586	12/11/2020	Arturo Javier Silva	$ 2,300.00	Rental assistance for 1 client
239588	12/11/2020	Student Bookstore #254	$ 3,056.14	Book assistance for 12 clients
239589	12/11/2020	TXU Energy Assistance Group	$ 2,018.00	Utility assistance for 10 clients

Nueces County Community Action Agency
Checks $1500 - $4999
Month of December 2020

CK #	CK DATE	PAYABLE TO	AMOUNT	PURPOSE
239590	12/11/2020	Case Walnut Ridge Apartments LP	$ 1,784.37	Rental assistance for 1 client
239591	12/11/2020	9320 SPID LLC Waters Edge	$ 2,823.39	Rental assistance for 1 client
239610	12/18/2020	ABILA INC.	$ 1,735.11	MIP advance Migration; addt'l users, subscription
239612	12/18/2020	Absolute Waste Inc	$ 2,838.26	Refuse for 17 locations: Central Office, Annaville, Austin, Centro de Ninos, Cliff Maus, El Tejanito, Gulfway, Kids of the Neighborhood, La Armada, Little Hornet, Los Pequenos, Miramar, Navarro, CASC, Head Start at the Y, Northwest Campus, and Spirit of Hope
239618	12/18/2020	Express Services, Inc	$ 3,581.60	2 Temp employees, Maintenance; Week of 11/29/20 and
239624	12/18/2020	Oak Farms	$ 3,388.44	To feed birth to five HS, December 2020
239635	12/18/2020	Vanton Security	$ 1,735.95	Access/control pads for Kids of the Neighborhood
239637	12/18/2020	3002 AntelopeCCTX LLC	$ 1,545.00	Rental assistance for 1 client
239639	12/18/2020	Arts Apartments at Ocean Drive	$ 3,000.00	Rental assistance for 1 client
239640	12/18/2020	Bodine-Scott Air Cond. Co. Inc	$ 3,702.05	Heating & cooling assistance for 1 client
239641	12/18/2020	City of Corpus Christi	$ 2,566.32	Utility assistance for 5 clients
239675	12/18/2020	Direct Energy	$ 3,499.51	Utility assistance for 36 clients
239678	12/18/2020	First Choice Power Company	$ 2,413.86	Utility assistance for 28 clients
239689	12/18/2020	Guild Mortgage Company	$ 3,000.00	Rental assistance for 1 client
239691	12/18/2020	J5 Resources LLC	$ 2,085.00	Rental assistance for 1 client
239692	12/18/2020	Kathy Hogan	$ 1,700.00	Rental assistance for 1 client
239694	12/18/2020	Mac Lamar Management LLC	$ 2,250.00	Rental assistance for 1 client
239697	12/18/2020	NEC - COOP Energy	$ 1,624.61	Utility assitance for 17 clients
239700	12/18/2020	Nueces Electric Co-Op	$ 2,289.41	Utility assistance for 28 clients
239722	12/18/2020	Julie V Trevino	$ 3,000.00	Rental assistance for 1 client
239741	12/18/2020	Wells Fargo Financial Leasing	$ 3,000.00	Rental assistance for 1 client
239744	12/25/2020	A & C Fire Equipment Co. Inc.	$ 2,015.25	Annual maintenance for fire extinguisher
239478	12/25/2020	Arturo Z Meza	$ 3,000.00	Rental assistance for 1 client
239750	12/25/2020	AT & T	$ 3,256.59	Phone Service for 14 Head Start Sites, Service dates 12/3/20-1/2/21
239753	12/25/2020	B & R Telephone LLC	$ 3,973.90	Camera install for Los Pequenos
239758	12/25/2020	C. C. Refrigeration, Inc.	$ 4,197.00	A/C repairs and maintenance for 9 locations: Cliff Maus, Los Pequenos, La Armada, Northwest Campus cafeteria, Spirit of Hope, Austin, HSY, Warehouse, and Centro de Ninos
239759	12/25/2020	City of Corpus Christi	$ 4,342.91	Utility assistance for 6 clients
239774	12/25/2020	Corona Business Park, LLC	$ 3,979.36	Rent CAEHS - JANUARY 2021
239775	12/25/2020	Corona Business Park, LLC	$ 4,905.00	Rent Y - JANUARY 2021

Nueces County Community Action Agency
Checks $1500 - $4999
Month of December 2020

CK #	CK DATE	PAYABLE TO	AMOUNT	PURPOSE
239776	12/25/2020	CPL Retail Energy	$ 1,940.45	Utility assistance for 8 clients
239780	12/25/2020	First Choice Power Company	$ 2,757.96	Utility assistance for 5 clients
239782	12/25/2020	Augustine Garcia	$ 2,100.00	Rental assistance for 1 client
239784	12/25/2020	Corina Gonzalez	$ 3,000.00	Rental assistance for 1 client
239788	12/25/2020	Janice K Richey	$ 1,578.00	Rental assistance for 1 client
239789	12/25/2020	Keith R. Grant	$ 2,925.00	Rental assistance for 1 client
239791	12/25/2020	LM & JM Investments	$ 2,010.00	Rental assistance for 1 client
239799	12/25/2020	Reliant Energy	$ 1,754.93	Utility assistance for 7 clients
239802	12/25/2020	Roger Rioux	$ 2,540.32	Rental assistance for 1 client
239804	12/25/2020	JoEllen Skrobarcek	$ 1,502.57	Rental assistance for 1 client
239808	12/25/2020	T. G. Properties, Inc.	$ 2,892.69	Rent ET A-B - JANUARY 2021
239809	12/25/2020	T. G. Properties, Inc.	$ 3,120.00	Rent Warehouse - JANUARY 2021
239820	12/25/2020	TXU Energy Assistance Group	$ 3,623.92	Utility assistance for 18 clients

Nueces County Community Action Agency
Checks $5000 and over
Month of December 2020

CK #	CK DATE	PAYABLE TO	AMOUNT	PURPOSE
239450	12/4/2020	R. Aguilar Electric, Inc.	$ 11,155.00	Warehouse security lights; Emergency repair for Los Pequenos, install 2-30 amp 220v AC heat circuits in portable builing (Room 1&2); Electrical repairs for Northwest cafeteria, install new subfeeder, Ran 175' new conduit from newest power to existing breaker box - 16 circuits in breaker box
239454	12/4/2020	C. C. Refrigeration, Inc.	$ 30,000.00	Install 4 AC units; Navarro
239472	12/4/2020	South Texas Canvas, LP	$ 5,310.00	Fabricate single pole canvas; Promesa and Austin HS
239550	12/11/2020	Nitro Software Inc	$ 13,537.50	Nitro eSign and PDF Solution; for digital signatures for Head Start, Community Services, HR, and Fiscal
239558	12/11/2020	Shah Software, Inc.	$ 16,635.00	2021 Annual software licensing
239566	12/11/2020	Walmart Community BRC	$ 6,000.00	Gift Cards for Community Services
239568	12/11/2020	Xerox Financial Services	$ 6,097.81	Copier lease payment, 11/1-11/30/20 for 21 locations
239621	12/18/2020	La Batt Food Service	$ 13,321.93	To feed birth to five HS, December 2020
239630	12/18/2020	The Stand Enterprises, LLC	$ 34,125.00	Covid repairs; install interior doors, plexi glass walls, etc
239660	12/18/2020	City of Robstown	$ 17,771.29	Utility assistance for 237 clients
239672	12/18/2020	CPL Retail Energy	$ 14,601.38	Utility assistance for 154 clients
239688	12/18/2020	Green Mountain Energy	$ 10,766.26	Utility assistance for 106 clients
239693	12/18/2020	Lower Your Electrical Bill	$ 9,303.30	Assistance for 1 client
239713	12/18/2020	Reliant Energy	$ 14,149.14	Utility assistane for 144 clients
239721	12/18/2020	Stream Energy	$ 8,416.95	Utility assistance for 92 clients
239740	12/18/2020	TXU Energy Assistance Group	$ 22,012.80	Utility assistance for 231 clients
239790	12/25/2020	La Batt Food Service	$ 5,477.63	To feed birth to five HS, December 2020
239810	12/25/2020	The Stand Enterprise, LLC	$ 10,900.00	Paint and prepare new site

NUECES COUNTY COMMUNITY ACTION AGENCY
COMPARATIVE EXPENDITURE/ENCUMBRANCE BUDGET REPORT
MONTH ENDED DECEMBER 31, 2020

	ACCOUNT TITLE	REVENUE RECEIVED TO-DATE	CURRENT PERIOD EXPENDITURES	EXPENDITURES TO-DATE	ENCUMBRANCES	TOTAL BUDGETS	BUDGET VARIANCE	PERCENT EXPENDED	AWARD PERIOD PERCENT EXPIRED
01	LOCAL ACCOUNT BUDGET PERIOD: 09/2020 THRU 08/2021	16,358.00	1,053.78	2,860.06	0.00	100,000.00	97,139.94	2.86%	25.00%
01B	LOCAL: HOME PROGRAM-RENTAL BUDGET PERIOD: 09/2020 THRU 08/2021	35,904.00	1,523.74	28,337.66	0.00	140,000.00	111,662.34	20.24%	25.00%
01R	HEB Donation BUDGET PERIOD: N/A	5,000.00	0.00	0.00	0.00	5,000.00	5,000.00	0.00%	N/A
06H	COMMUNITY SERVICES BLOCK GRANT BUDGET PERIOD: 01/2020 THRU 12/2020	202,387.75	518.16	227,895.81	238.06	444,455.00	216,321.13	51.33%	91.67%
06V	CSBG Discretionary COVID BUDGET PERIOD: 03/27/20 - 07/31/21	9,100.00	0.00	22,005.07	0.00	22,097.00	91.93	99.58%	50.00%
06Z	CSBG CARES BUDGET PERIOD: 03/27/20 - 07/31/21	69,605.10	62,004.46	192,465.92	10.33	602,160.00	409,683.75	31.96%	50.00%
18X	***Contract amended and extended*** DOE-WEATHERIZATION ASSISTANCE PROGRAM BUDGET PERIOD: 07/2019 THRU 06/2021	59,028.80	27.91	62,656.77	6.41	280,062.00	217,398.82	22.37%	70.83%
21W	***Contract extended*** L.I.H.E.A.P.-W.A.P. BUDGET PERIOD: 01/2019 THRU 09/2020	357,035.97	0.00	378,845.19	0.00	401,700.00	22,854.81	94.31%	100.00%
21X	L.I.H.E.A.P.-W.A.P. BUDGET PERIOD: 01/2020 THRU 12/2020	81,086.83	13,272.71	106,996.56	14.68	347,022.00	240,010.76	30.84%	91.67%
22	HEAD START PROGRAM BUDGET PERIOD: N/A		806,793.35	3,166,302.14	32,090.77	12,343,626.00	9,145,233.09	25.91%	25.00%
	INKIND	380,860.66	84,563.12	380,860.66		2,983,352.00	2,602,491.34	12.77%	
	PA-22 TOTAL	2,458,994.00	891,356.47	3,547,162.80	32,090.77	15,326,978.00	11,747,724.43		
28A	EARLY HEAD START - TTA/CDA PROGRAM BUDGET PERIOD: N/A		209.80	16,095.63	0.00	95,564.00	79,468.37	16.84%	25.00%
	PA-28A TOTAL		209.80	16,095.63	0.00	95,564.00	79,468.37		
30	H.S.-TTA/CDA PROGRAM BUDGET PERIOD: N/A		1,560.00	10,996.74	0.00	78,162.00	67,165.26	14.07%	25.00%
	PA-30 TOTAL		1,560.00	10,996.74	0.00	78,162.00	67,165.26		
40E	NEIGHBORWORKS AMERICA Pandemic Suppl BUDGET PERIOD: N/A	20,000.00	0.00	11,590.38	0.00	20,000.00	8,409.62	0.00%	N/A
40F	NEIGHBORWORKS AMERICA Pandemic Supplies BUDGET PERIOD: N/A	17,029.00	0.00	9,800.00	0.00	17,029.00	7,229.00	0.00%	N/A
40G	NEIGHBORWORKS AMERICA Rental Resilience BUDGET PERIOD: N/A	0.00	0.00	0.00	0.00	25,000.00	25,000.00	0.00%	N/A
41R	NEIGHBORWORKS AMERICA BUDGET PERIOD: 04/2018 THRU 09/2019	105,000.00	0.00	104,038.47	0.00	105,000.00	961.53	99.08%	100.00%
41S	NEIGHBORWORKS AMERICA SIF BUDGET PERIOD: 09/2018 THRU 08/2019	75,000.00	0.00	43,409.00	0.00	75,000.00	31,591.00	57.88%	100.00%

	ACCOUNT TITLE	GRANT TO-DATE REVENUE RECEIVED	CURRENT PERIOD EXPENDITURES	GRANT TO-DATE EXPENDITURES	ENCUMBRANCES	TOTAL BUDGETS	BUDGET VARIANCE	PERCENT EXPENDED	AWARD PERIOD PERCENT EXPIRED
41T	NEIGHBORWORKS AMERICA BUDGET PERIOD: 04/2019 THRU 09/2020	115,000.00	7,610.61	92,470.97	488.92	115,000.00	22,040.11	80.83%	100.00%
41V	NEIGHBORWORKS AMERICA _Rural BUDGET PERIOD: N/A	25,867.00	0.00	9,132.86	0.00	25,867.00	16,734.14	0.00%	N/A
41W	NEIGHBORWORKS AMERICA BUDGET PERIOD: 03/2020 THRU 09/2021	127,500.00	0.00	0.00	0.00	127,500.00	127,500.00	0.00%	50.00%
52	NUECES ELECTRIC COOPERAT BUDGET PERIOD: 09/2013 THRU 08/2021	31,737.17	0.00	5,959.04	0.00	28,513.61	22,554.57	20.90%	90.63%
53A	Green Mountain Energy BUDGET PERIOD: 09/2015 THRU 08/2021	12,674.43	75.26	11,663.83	0.00	12,673.97	1,010.14	92.03%	85.00%
54	RELIANT ENERGY BUDGET PERIOD: 09/2013 THRU 08/2021	61,417.09	0.00	33,731.44	0.00	61,417.09	27,685.65	54.92%	90.63%
55	TXU ENERGY AID BUDGET PERIOD: 09/2013 THRU 08/2021	73,048.30	0.00	69,781.35	0.00	78,048.30	8,266.95	89.41%	90.63%
57	CPL-NN6 BUDGET PERIOD: 09/2013 THRU 08/2021	142,206.61	0.00	151,123.96	0.00	150,206.61	(917.35)	100.61%	90.63%
57B	DIRECT ENERGY NNP BUDGET PERIOD: 09/2015 THRU 08/2021	16,000.00	0.00	1,471.91	0.00	2,500.00	1,028.09	58.88%	85.00%
58X	COMPREHENSIVE ENERGY ASSISTANCE PROGRAM BUDGET PERIOD: 01/2020 THRU 12/2020	1,220,341.44	104,978.50	1,773,112.42	5,495.91	2,094,982.00	316,373.67	84.90%	91.67%
58Z	CEAP CARES BUDGET PERIOD: 03/27/20 - 07/31/21	3,470.63	8,959.33	38,447.23	5.22	1,321,470.00	1,283,017.55	2.91%	50.00%
74	CHILD CARE FOOD PROGRAM - HS BUDGET PERIOD: 10/2019 THRU 09/2020	9,937.15	25,300.94	125,233.70	20,905.74	715,454.00	569,314.56	20.43%	16.67%
	TOTAL FUNDS	5,350,729.27	1,033,888.55	6,696,424.11	59,256.04	19,835,509.58	13,079,829.43		
	TOTAL INKIND	380,860.66	84,563.12	380,860.66	0.00	2,983,352.00	2,602,491.34		
	GRAND TOTAL	5,731,589.93	$1,118,451.67	$7,077,284.77	$59,256.04	$22,818,861.58	$15,682,320.77		

Nueces County Community Action Agency
Statement of Financial Position
As of 12/31/2020

	Current Year Balance
Current Assets	
Cash and Cash Equivalents	
	886,059.84
Accounts Receivable	
Grants Receivable	147,911.36
Total Accounts Receivable	147,911.36
Other Assets	
	225,808.96
Total Current Assets	1,259,780.16
Noncurrent Assets	
Loans Receivable	
	49,098.61
Property Held For Resale	
	310,772.81
Property and Equipment	
	7,018,050.71
Accumulated Depreciation	
	(4,555,965.87)
Total Noncurrent Assets	2,821,956.26
ASSETS	4,081,736.42
Current Liabilities	
Accounts Payable and Accrued Liabilities	
	43,222.29
Total Current Liabilities	43,222.29
Noncurrent Liabilities	
Loans Payable	
	49,098.61
City of CC Chodo Note	
	1,246,200.83
Total Noncurrent Liabilities	1,295,299.44
Net Assets	
Unrestricted Assets	
	1,376,076.83
Temporarily Restricted Assets	
	618,882.21
Permanently Restricted - Property & Equipment	
	748,255.65
Total Net Assets	2,743,214.69
LIABILITIES AND NET ASSETS	4,081,736.42

Nueces County Community Action Agency
Statement of Activities
From 12/1/2020 Through 12/31/2020

	Program Services	Supporting Services	Total
Support			
Federal Awards	519,427.40	0.00	519,427.40
Other	0.00	1.04	1.04
In-Kind	84,563.12	0.00	84,563.12
Total Support	603,990.52	1.04	603,991.56
Expenditures			
Salaries	591,942.60	0.00	591,942.60
Fringe Benefits	146,208.82	0.00	146,208.82
Travel	450.05	0.00	450.05
Program Support	358,589.02	2,577.52	361,166.54
In Kind	84,563.12	0.00	84,563.12
Total Expenditures	1,181,753.61	2,577.52	1,184,331.13
Increase (Decrease In Net Assets)	(577,763.09)	(2,576.48)	(580,339.57)

February 2021

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5	6
7	8	9	10	11	12	13
14 Happy Valentine's Day!	15 Closed Agency Holiday Presidents' Day	16 5:30 PM Executive Committee & Fiscal/Audit Committee Meeting	17	18	19	20
21	22	23	24	25 5:30 PM NCCAA Board of Directors Meeting	26	27
28		NCCAA Board of Directors				

JOINT MEETING
EXECUTIVE COMMITTEE
FISCAL/AUDIT COMMITTEE

MEETING MINUTES
January 19, 2021

Go To Meeting Teleconference
NCCAA Executive Committee & Fiscal/Audit Committee Meeting
Tuesday, January 19, 2021 5:30 PM (CDT)

Please join the meeting from your computer, tablet or smartphone.
https://global.gotomeeting.com/join/961359437

You can also dial in using your phone.
United States (Toll Free): 1 866-899-4679

Access Code: 961-359-437

EXECUTIVE COMMITTEE

MEMBERS PRESENT	MEMBERS ABSENT	STAFF PRESENT
Vic Medina	Vacant– Rep. of Organization	Alma Barrera
Angie Ramos	Sara Salvide – excused sick	Cindy Longoria
Terry Mills	Rose Soto – excused working	Carlos Cardenas
Jean Gaskins		Adel Rowland
Maira Fuentes		Isabel Valle-Carpenter
Daniel Gonzalez		Jose Trabal
		Linda Carrillo
		Laura Garcia
		Hillary Pena
		Cindy Davila

FISCAL/AUDIT COMMITTEE

MEMBERS PRESENT	MEMBERS ABSENT
Vic Medina	None
Terry Mills	
Jean Gaskins	
Maira Fuentes	
Daniel Gonzalez	

GUEST PRESENT
Tad Dorroh, BKCW – Employee Benefits Consultant

CALL TO ORDER:
Chairperson Vic Medina declared a quorum and called the meeting to order at 5:30 p.m.

APPROVAL OF MINUTES:
Chairperson Medina entertained a motion to approve the minutes of the November 9, 2020 Executive Committee and Fiscal/Audit Committee Joint Meeting. Presented by Vic Medina, Chairperson.

MOTION: by Mr.Mills, seconded by Mr. Gonzalez, to approve the minutes of the November 9. 2020 Executive Committee and Fiscal/Audit Committee Meeting.

PUBLIC COMMENTS: Hearing none.

DISCUSSION: Hearing none.

ALL APPROVED. MOTION PASSES.

PUBLIC COMMENTS: Presentations limited to three minutes. Persons who need a translator will be given at least twice the time as a member of the public who does not require such assistance. Complies with H.B. No. 2840.

H.B. 2840 seeks to give the public increased access to the decision making process by providing for public comment before or during the consideration of each item on the meeting agenda.

PUBLIC COMMENTS: Hearing none.

ITEMS OF BUSINESS:

A. Action Items

1. Discussion and Possible Action of the NCCAA Board of Directors Attendance Roster. Executive Committee to review the roster in accordance with the NCCAA By-Laws & Election Code. Presented by Alma A. Barrera, Chief Executive Officer.

   CSBG Organizational Standard 5.5 – The organization's governing board meets in accordance with the frequency and quorum requirements and fills board vacancies as set out in its bylaws.

Chairperson Medina entertained a motion for a favorable review of the NCCAA Board of Directors Attendance Roster.

MOTION: by Mr. Mills, seconded by Ms. Fuentes, for a favorable review of the NCCAA Board of Directors Attendance Roster.

PUBLIC COMMENTS: Hearing none.

DISCUSSION: Hearing none.

ALL APPROVED. MOTION PASSES.

2. Discussion and Possible Action of the 2020 – 2021 Board Compliance Report. Effective August 25, 2016 - NCCAA Board Approved the Recommendation for Board Compliance Requirements for the Open Meetings Act, Public Information Act, CACFP (Child Adult Care Food Program) and Civil Rights Training. All Board of Directors are required to complete the Civil Rights Training course annually. The course is available online from the Texas Department of Agriculture. **All board members are required to submit their required documents within 45 days of being seated on the Board. Failure to submit the required documents may result in board termination.** Presented by Alma A. Barrera, Chief Executive Officer.
   Board Members Pending Completion of Civil Rights Training = Sinoel Contreras, Hermelinda Lozano, Sara Salvide, Terry Mills and Nicholas Adame.

Chairperson Medina entertained a motion for a favorable review of the 2020 - 2021 Board Compliance Report.

MOTION: by Mr. Mills, seconded by Mr. Gonzalez, for a favorable review of the Board Compliance Report.

PUBLIC COMMENTS: Hearing none.

DISCUSSION: Hearing none.

ALL APPROVED. MOTION PASSES.

B. Informational Items

1. BKCW – Tad Dorroh Employee Benefits Consultant Presentation – Humana Credit. Presented by Alma A. Barrera, Chief Executive Officer.

2. Program Update – Community Services –None

3. Program Update – Birth-to-Five Head Start – None.

4. Monthly Fiscal Reports – November 2020 – Presented by Adel Rowland, Chief Financial Officer.
   a. Checks $1,500 - $4,999.99
   b. Checks $5,000 and over
   c. Expenditure/Encumbrance Budget Reports
   d. Bank Reconciliation
   e. Credit Card Statements

5. Monthly Financial Reports – November 2020 – Presented by Adel Rowland, Chief Financial Officer.
   a. Statement of Financial Position as of 11/30/2020
   b. Statement of Activities from 11/01/2020 through 11/30/2020

6. Monthly Fiscal Reports – December 2020 – Presented by Adel Rowland, Chief Financial Officer.
   a. Checks $1,500 - $4,999.99
   b. Checks $5,000 and over
   c. Expenditure/Encumbrance Budget Reports
   d. Bank Reconciliation
   e. Credit Card Statements

7. Monthly Financial Reports – December 2020 – Presented by Adel Rowland, Chief Financial Officer.
   a. Statement of Financial Position as of 12/31/2020
   b. Statement of Activities from 12/01/2020 through 12/31/2020

8. Board Resignation Letter – Lucinda J. Garcia, Representative of Organization. Presented by Alma A. Barrera, Chief Executive Officer.

CHAIRMAN'S COMMENTS: Mr. Medina thanked the committee members for attending this teleconference call. He urged everyone to stay safe during this pandemic.

PAST BUSINESS: None.

NEW BUSINESS: None.

ADJOURNMENT: No further business. Meeting adjourned at 5:56 P.M.

Birth-to-Five Head Start Policy Council Meeting
January 19, 2021
REGULAR MEETING MINUTES

Policy Council Members Zoom:

Ashley Garcia	Ashley Payne	Laura Sanchez	Ysenia Medellin Hernandez
Daniel Gonzalez	Selena Jimenez	Amber Gonzales	

Staff and Guests Present:

Cindy Davila	Alma Barrera	Adel Rowland	Ruth Bartley (F2F)

I. The meeting was called to order by Chairperson Amber Gonzales, followed by a moment of silence at 11:31 a.m. 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.*"

II. Roll Call and Setting the Agenda
Roll was called and a quorum was established. The agenda was set as published.

III. Approval of Minutes
Minutes of the November 17, 2020 Regular Meeting were presented for approval. Laura Sanchez moved to approve the Minutes as presented, second by Daniel Gonzalez. **Motion Carried.**

IV. Calendar – The January and February calendars were accepted as presented in the agenda packet.

V. Committee Reports:

A. By-laws Committee: No Meeting, No Minutes to be approved.

B. Personnel Committee: Laura Sanchez moved to accept and ratify actions of the Personnel Committee Minutes of December 8 and December 15, 2021, second by Daniel Gonzalez. **Motion Carried.** Jose Trabal, Human Resources Manager, gave the monthly HR Report:

Date	# Employees	New Hires	Terminations	Resignations	Discharges
01/19/2021	262	EHS – 3	EHS – 2	EHS - 1	EHS - 1
		HS – 3	HS -0	HS – 0	HS – 0

Laura Sanchez moved to go into closed session to discuss staff recommendations regarding personnel, second by Yesenia Medellin Hernandez. **Motion Carried.** The closed session began at 11:43 a.m. and ended at 11:44 a.m. Laura Sanchez moved to accept and approve the new hires recommended by staff, second by Ashley Payne. **Motion Carried.**

Staff Recommendations:

Name	EHS/HS	Position, Location
April Olivarez	EHS	FT – Regular, Child Development Specialist for Centro de Niños
Orfa Lopez	EHS	FT – Regular, Child Development Specialist for Northwest Campus
Darien Perez	EHS	FT – Regular, Child Development Specialist for Centro de Niños

C. Scholarship Committee: No Meeting; No Action

D. Budget Committee: No Meeting; No Action.

E. Fundraiser Committee: No Meeting; No Action

F. Executive Committee: No Meeting, No Action.

G. Treasurer's Report: The Treasurer's Reports for November and December were presented by Amber Gonzales. There was no activity in the account in November, so the ending balance remained at $10,093.92. Interest in the amount of $0.82 was earned in December, so the ending balance was $10,094.74. Daniel Gonzales moved to accept the Treasurer's Reports for November and December, 2020, second by Laura Sanchez. **Motion Carried.**

H. Board Update: Daniel Gonzales, reported that the Board of Directors have had numerous meeting, including the Board and PC Orientation via Zoom. Mr. Gonzalez reported that the meetings have been very informative; however, he misses the opportunity to meet face-to-face with the other board members.

VI. Old Business. None

VII. Program Governance

A. Administration:

1. Program Expenditures for 11/01-12/312020: Program Encumbrance Reports and Credit Card Reports for November and December were included in the mailed agenda. Adel Rowland, Fiscal Director, reviewed the encumbrance reports and asked for questions from the floor. There were none. Daniel Gonzales moved to accept the Program Expenditures and Credit Card Activity Reports for November and December 2020, second by Laura Sanchez. **Motion Carried.**

B. Directors' Report

1. Birth-to-Five Head Start Director's Report, Program Information Report (PIR), On-Going Monitoring and Licensing Reports for January: The Birth-to-Five Head Start Director's Report, Program Information Report (PIR), On-Going Monitoring Report and Licensing Report was included in the agenda package. Cindy Davila, Director, Birth-to-Five Head Start, reviewed the report and informed the Council that the program continues to monitor Covid-19 closely and is following CDC guidelines. Centers with less than 50% enrollment have temporarily been consolidated with other centers as of January 4, 2021. Face-to-face and virtual classes are being held and services are continuing. The program continues to utilize a year round calendar for program year 2021. Promesa will be relocating pre-k through kinder classes to Christ the Kind in September 2021 and Head Start will move with them. Construction of closed classrooms at El Tejanito is complete and construction will begin soon to end the open concept classrooms at Spirit of Hope. We will no longer have any open concept classrooms.

C. Program Plans. None

D. Revision and Update to Program Narrative: None

VIII. New Business – None

IX. Public Comments: None

X. Good and Welfare: None

XI. Adjournment:

There being no further business, Daniel Gonzalez moved to adjourn the meeting, second by Laura Sanchez. The meeting was adjourned by Amber Gonzales at 11:56 p.m.

ZAVALA/AUSTIN NEIGHBORHOOD COUNCIL REPORT
DATE OF MEETING: November 16, 2020.
10:30 AM

Month	No. in Attendance	Month	No. In Attendance
October 19, 2020	**No meeting (COVID-19)**	April 15, 2021	
November 16, 2020	**No Meeting (COVID-19)**	March 20, 2021	
December 21, 2020		June 17, 2021	
January 21, 2021		July 15, 2021	
February 18, 2021		August 19, 2021	
March 18, 2021		September 16, 2021	

Meeting Called to Order: Meeting was cancelled due to COVID-19 until further notice by Council Chairperson, Nina Flores.

Approval of Minutes: None

Treasurer's Report: None

Old Business: None

New Business: None

Meeting Adjourned:
Number of members Attended:

Attended: Nina Flores, Council Chairperson, Jean Gaskins, Board Representative

UNITED COUNCIL OF ROBSTOWN NEIGHBORHOOD COUNCIL REPORT

DATE OF NEETING: November 16, 2020

Month	No. In Attendance	Month	No. In Attendance
October 19, 2020	**Cancelled/COVID-19**	April 19, 2021	
November 16, 2020	**Cancelled/COVID-19**	March 17, 2021	
December 21,2020		June 21, 2021	
January 18, 2021		July 19, 2021	
February 15, 2021		August 16, 2021	
March 15, 2021		September 20, 2021	

Meeting Called to Order: Meeting was cancelled by Council Chairperson, Maria Pacheco until further notice.

Approval of Minutes:

Treasurer's Report:

Old Business:

Number Invited:

Meeting Adjourned:

Number Attended:

Staff Person:
Maria Pacheco
Council Chairperson

Maria Pacheco Chairperson
Representative

BANQUETE NEIGHBORHOOD COUNCIL REPORT

DATE OF MEETING: November 17, 2020.

Month	No. in Attendance	Month	No. In Attendance
October 20, 2020	**Cancelled/Covid-19**	Apri120, 2021	
November 17, 2020	**Cancelled/Covid-19**	May 18, 2021	
December 22, 2020		June 15, 2021	
January 19, 2021		July 20, 2021	
February 16, 2021		August 17, 2021	
March 16, 2021		September 21, 2021	

Meeting Called to Order: Meeting was cancelled by Council Chairperson, Aminta Garcia until further Notice.

Approval of Minutes:

Treasurer's Report:

Meeting Adjourned:

Number Invited:

Number Attended:

Staff Person:

Aminta Garcia _____ Aminta Garcia, Council Chairperson
Council Chairperson

ZAVALA/AUSTIN NEIGHBORHOOD COUNCIL REPORT
DATE OF MEETING: December 21, 2020.
10:30 AM

Month	No. in Attendance	Month	No. In Attendance
October 19, 2020	**No meeting (COVID-19)**	April 15, 2021	
November 16, 2020	**No Meeting (COVID-19)**	March 20, 2021	
December 21, 2020	**No Meeting (COVID-19)**	June 17, 2021	
January 21, 2021		July 15, 2021	
February 18, 2021		August 19, 2021	
March 18, 2021		September 16, 2021	

Meeting Called to Order: Meeting was cancelled due to COVID-19 until further notice by Council Chairperson, Nina Flores.

Approval of Minutes: None

Treasurer's Report: None

Old Business: None

New Business: None

Meeting Adjourned:
Number of members Attended:

Attended: Nina Flores, Council Chairperson, Jean Gaskins, Board Representative

UNITED COUNCIL OF ROBSTOWN NEIGHBORHOOD COUNCIL REPORT

DATE OF NEETING: December 21, 2020

Month	No. In Attendance	Month	No. In Attendance
October 19, 2020	**Cancelled/COVID-19**	April 19, 2021	
November 16, 2020	**Cancelled/COVID-19**	March 17, 2021	
December 21,2020	**Cancelled/COVID-19**	June 21, 2021	
January 18, 2021		July 19, 2021	
February 15, 2021		August 16, 2021	
March 15, 2021		September 20, 2021	

Meeting Called to Order: Meeting was cancelled by Council Chairperson, Maria Pacheco until further notice.

Approval of Minutes:

Treasurer's Report:

Old Business:

Number Invited:

Meeting Adjourned:

Number Attended:

Staff Person:
Maria Pacheco
Council Chairperson

Maria Pacheco Chairperson
Representative

BANQUETE NEIGHBORHOOD COUNCIL REPORT

DATE OF MEETING: December 22, 2020

Month	No. in Attendance	Month	No. In Attendance
October 20, 2020	**Cancelled/COVID-19**	Apri120, 2021	
November 17, 2020	**Cancelled/COVID-19**	May 18, 2021	
December 22, 2020	**Cancelled/COVID-19**	June 15, 2021	
January 19, 2021		July 20, 2021	
February 16, 2021		August 17, 2021	
March 16, 2021		September 21, 2021	

Meeting Called to Order: Meeting was cancelled by Council Chairperson, Aminta Garcia until further Notice.

Approval of Minutes:

Treasurer's Report:

Meeting Adjourned:

Number Invited:

Number Attended:

Staff Person:

Aminta Garcia
Council Chairperson

Aminta Garcia, Council Chairperson