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: Rene Guzman, Chairperson

DATE: September 21, 2017

SUBJECT: Monthly Board of Directors Meeting – September

The NCCAA Board of Directors meeting has been scheduled for **Thursday, September 28, 2017 at 5:30 p.m. at the NCCAA Central Administrative Office, 101 South Padre Island Drive,** Corpus Christi, Texas.

Should you have questions or if you will be unable to attend the Board meeting, please call and inform Alma A. Barrera, Chief Executive Officer, at (361) 654-7921 or email abarrera@nccaatx.org. You may also contact Cindy Longoria at (361) 654-7941 or email clongoria@nccaatx.org. Thank you.

Thursday, September 28, 2017
5:30 P.M. Board of Directors Meeting

NCCAA Central Office,
101 South Padre Island Drive

RG/AAB/cal
Enclosure

NeighborWorks®
CHARTERED MEMBER

community Action PARTNERSHIP
Helping People. Changing Lives.

Nueces County Community Action Agency
BOARD OF DIRECTORS
AGENDA
Thursday, September 28, 2017

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

II. Invocation, Pledge of Allegiance and Community Action Promise

III. Approval of the Minutes
A. August 31, 2017, NCCAA Board Meeting.....**Pages 4 – 8**

IV. Action Items

A. Board Appointments/Resignations/Terminations – None

B. Discussion and Possible Action of the FFY 2018 CSBG (Community Services Block Grant) Budget.....**Pages 9 – 18**
Favorable Review given by the Fiscal/Audit Committee and the Executive Committee.

C. Discussion and Possible Action of the NeighborWorks® America Funds to Assist with the Hurricane Harvey Recovery and Reconstruction of the Coastal Bend area.....**Page 19**
Favorable Review given by the Fiscal/Audit Committee and the Executive Committee.

D. Discussion and Possible Action of the TDHCA (Texas Department of Housing and Community Affairs) Funds for Hurricane Harvey Disaster Relief. NCCAA received $176,710 for income eligible individuals in Nueces County.....**Page 20**
Favorable Review given by the Fiscal/Audit Committee and the Executive Committee.

E. Discussion and Possible Action of the NCCAA Updated Purchasing Policies and Procedures.....**Pages 21 - 36**

<u>CSBG Organizational Standard 8.11</u> – A written procurement policy is in place and has been reviewed by the governing board within the past 5 years.

Favorable Review given by the Fiscal/Audit Committee and the Executive Committee.

F. Discussion and Possible Action of the NCCAA Organization-Wide Budget for September 1, 2017 to August 31, 2018.....**Pages 37 - 38**

<u>CSBG Organizational Standard 8.9</u> – The governing body annually approves an organization-wide budget.

Favorable Review given by the Fiscal/Audit Committee and the Executive Committee.

G. Discussion and Possible Action of the BKCW Final Results of the RFP. Presentation by Tad Dorroh, BKCW Employee Benefits Brokerage Company.

Favorable Review given by the Executive Committee.
This action item is being removed from the September agenda.
We are still under negotiations with the providers. Final results to be presented to the Board in October 2017.

V. <u>Informational Items</u>

A. Program Updates
   1. Community Services – NCCAA has been awarded a $50,000 Strategic Investment Fund Grant from NeighborWorks® America. The funds will be used to expand the Birth-to-Five Head Start Program Central Kitchen 2 and consolidate the Central Kitchens 1 & 2.....**Page 39**

B. Annual Meeting will directly follow the Regular Meeting. Elections for the 2017 – 2018 Board of Directors and Officers will be held during the Annual Meeting.

C. Monthly Activity Reports (August 2017)..... **Pages 40 - 44**
D. Checks between $1,500 and <$5,000 (August 2017)..... **Page 45**
E. Checks $5,000 and over (August 2017) ..... **Page 46**
F. Expenditure/Encumbrance Budget Report (August 2017).....**Pages 47 - 48**
G. Financial Report (August 2017) ..... **Pages 49 - 50**
H. Calendar (October 2017) ..... **Pages 51 - 52**
I. Committee Minutes (September 2017).....**Pages 53 - 64**
J. Neighborhood Council Reports (August & September 2017)..... **Pages 65 - 75**
K. Item of Interest

VI. **Executive Session**

VII. **Public Comments From the Audience** - Please limit presentations to three minutes.

VIII. **Chairman's Comments**

IX. **Good and Welfare of Agency**

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, August 31, 2017

REGULAR MONTHLY MEETING MINUTES

MEMBERS PRESENT

George R. Rosas	County Commissioner Pct. 3 John Marez
Rene Guzman	LULAC Council #1
Vic Medina	State Representative Dist. 32 Todd Hunter
Maureen Brooks	Salvation Army
Maria Pacheco	United Council of Robstown
Steve Garza	Birth-to-Five Head Start Policy Council
Terry Mills	NAACP
Venancio (Bene) Figueroa, Jr.	Labor Council for Latin American Advancement
Adan Chapa	Austin / Zavala Neighborhood Council
Joel Mumphord	Hialco Neighborhood Council
Deborah Henry	Track 16 Neighborhood Council
Felicia Hajek	County Commissioner Pct. 1 Mike Pulsey

MEMBERS ABSENT

Starr Flores (excused – working OTT)	Texas A & M Health Science Center
Aminta Garcia (excused – sick)	Banquete Neighborhood Council
Sandra Santos (excused- working)	County Commissioner Pct. 2 Joe A. Gonzalez
Stephanie Hernandez (unexcused)	Justice of the Peace Precinct 1, Place 1 Joe Benavides
Lucinda J. Garcia (excused working OTT)	Lucinda J. Garcia, Attorney
Vicki N. Garza (unexcused- no call)	City Council Member At Large Paulette Guajardo
Betty Jean Longoria (excused – family illness)	Westside Business Association
Vacant	Nueces County Senior Citizens
Vacant	State Representative Dist. 34 Abel Herrero

GUEST PRESENT

Tad Dorroh	BKCW (Employee Benefits Company)

STAFF PRESENT
Alma A. Barrera, Chief Executive Officer
Cindy Longoria, Chief Operating Officer

STAFF PRESENT
Isabel Valle-Carpenter, Director of Community Services
Leslie Smith, Director of Human Resources & Communications
Adel Rowland, Chief Financial Officer
Cindy Casiano, Director of Birth-to-Five Head Start
Alicia Mancha, Associate Director of Birth-to-Five Head Start
Linda Carrillo, Planner

CALL TO ORDER:
This is a re-scheduled meeting. The Board meeting was original scheduled for Thursday, August 24, 2017. The meeting was rescheduled due to Hurricane Harvey.

The Nueces County Community Action Agency (NCCAA) Board of Directors met Thursday, August 31, 2017, at the NCCAA Central Administrative Office, 101 South Padre Island Drive, for a regularly scheduled meeting.

Chairman George R. Rosas called the meeting to order at 5:30 p.m. at which time a quorum was present.

INVOCATION and PLEDGE OF ALLEGIANCE:
Invocation led by Alma A. Barrera, Chief Executive Officer. Pledge of Allegiance led by V. Bene Figueroa, Jr.

COMMUNITY ACTION PROMISE:
Community Action Promise led by Alma A. Barrera, Chief Executive Officer.

PROCLAMATION HONORING GEORGE R. ROSAS:
Proclamation presented to George R. Rosas by Rene Guzman, First Vice Chairperson and Alma A. Barrera, Chief Executive Officer. At the conclusion of this meeting, Mr. Rosas will retire after 25 years of service as a volunteer to the Agency.

APPROVAL OF MINUTES:
Chairperson Rosas entertained a motion to approve the minutes of the May 25, 2017 Board of Directors Regular Meeting.

MOTION: by Mr. Mills, seconded by Mr. Chapa, to approve the minutes of the May 25, 2017 Board of Directors Regular Meeting.

DISCUSSION: Hearing none.

ALL APPROVED. MOTION CARRIED.

Chairperson Rosas entertained a motion to approve the no quorum of the June 29, 2017 Board of Directors Regular Meeting.

MOTION: by Mr. Figueroa, seconded by Mr. Mills, to approve the no quorum of the June 29, 2017 Board of Directors Regular Meeting.

DISCUSSION: Hearing none.

ALL APPROVED. MOTION CARRIED.

Chairperson Rosas entertained a motion for a Board Ratification of the Executive Committee minutes of June 21, 2017.

MOTION: by Mr. Mills, seconded by Mr. Chapa, to ratify the Executive Committee minutes of June 21, 2017.

DISCUSSION: Hearing none.

ALL APPROVED. MOTION CARRIED.

PRESENTATION AND INTRODUCTION OF GUEST:
Presentation by Tad Dorroh, BKCW, Employee Benefits Company. Mr. Dorroh presented the Plan of Work for the Employee Benefits.

ACTION ITEMS:
Item A. Board Appointments/Resignations/Terminations – None.

Item B. Discussion and Possible Action of the Revised FFY 2017 CSBG (Community Services Block Grant). Presented by Isabel Valle-Carpenter, Director of Community Services.

Chairperson Rosas entertained a motion to approve the Revised FFY 2017 CSBG (Community Services Block Grant).

MOTION: by Mr. Mumphord, seconded by Mr. Mills, to approve the Revised FFY 2017 CSBG (Community Services Block Grant).

DISCUSSION: Hearing none.

ALL ACCEPTED. MOTION CARRIED.

Item C. Discussion and Possible Action of the NCCAA Community Needs Assessment (CNA) Timeline. Presented by Linda Carrillo, Planner.

Chairperson Rosas entertained a motion to approve the NCCAA Community Needs Assessment (CNA) Timeline.

MOTION: by Mr. Mumphord, seconded by Mr. Mills, to approve the NCCAA Community Needs Assessment Timeline.

DISCUSSION: Hearing none.

ALL ACCEPTED. MOTION CARRIED.

Item D. Discussion and Possible Action of the Chief Executive Officer's Annual Evaluation. The Executive Committee recommendation is to increase the CEO's base salary from $97,000 to $103,850 with the understanding of the Executive Committee's expectations as discussed at their August 16, 2017 meeting. The salary increase will become effective upon the approval of the Board of Directors at the August 31, 2017 meeting and will be retroactive to the CEO's anniversary date of July 1, 2017. Presented by Rene Guzman, First Vice-Chairperson.

Chairperson Rosas entertained a motion to accept the Chief Executive Officer's Annual Evaluation and salary increase from $97,000 to $103,850, retroactive to July 1, 2017, as recommended by the Executive Committee.

MOTION: by Mr. Mills, seconded by Mr. Chapa, to accept the Chief Executive Officer's Annual Evaluation and salary increase from $97,000 to $103,850, retroactive to July 1, 2017, as recommended by the Executive Committee.

DISCUSSION: Hearing none.

ALL APPROVED. MOTION CARRIED.

INFORMATIONAL ITEMS:

Chairperson Rosas asked staff to address the program updates. Staff addressed the following program updates:

- Birth-to-Five Head Start Program $342,012 Carry Forward Funds to FY 2017 - 2018;
- Birth-to-Five Head Start Program Notice of Intent to Vacate Lamar Early Head Start (CCISD) 2212 Morris, Corpus Christi, TX effective August 28, 2017;

- Housing Program Report – NCCAA received an Exemplary rating from NeighborWorks® America. NCCAA went from a Strong rating to Exemplary;
- Results of the NCCAA Board Self-Evaluation Survey;
- Preparation for the Annual Meeting. Currently, recruiting Public Sector and Private Sector members. Elections for the 2017 – 2018 Board of Directors will take place at the September annual meeting;
- monthly activity reports;
- board calendar for the month of September 2017;
- Committee minutes; and the neighborhood council reports.
- The Financial Reports were presented by Adel Rowland, Chief Financial Officer. The members reviewed the following reports for June and July 2017: checks between $1,500 and less than $5,000; checks $5,000 and over; expenditure/encumbrance budget report, and financial reports.

PUBLIC COMMENTS FROM THE AUDIENCE:
None.

CHAIRPERSON'S COMMENTS:
Chairperson Rosas thanked all members for their service to the community. Chairperson Rosas appointed Adan Chapa as the Nominating Committee Chair. Mr. Rosas turned the Board Chairmanship over to Rene Guzman, First Vice-Chair. Mr. Guzman will serve as the Board Chairman until the end of the current board year ending September 30, 2017.

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

EXECUTIVE SESSION:
None.

ADJOURNMENT:
Chairperson Rosas adjourned the meeting at 6:53 P.M.

Respectfully submitted by Cynthia Ann Longoria, Chief Operating Officer.

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

TEXAS DEPARTMENT OF HOUSING AND COMMUNITY AFFAIRS
COMMUNITY SERVICES BLOCK GRANT PROPOSED BUDGET
FFY 2018

Please enter the requested information into the YELLOW cells on each page and sign the Summary Page below

Subrecipient:	**Nueces County Community Action Agency**
Service Area:	Nueces County

CSBG ALLOCATION:	**$**	**436,937**

IMPORTANT! ***This "Summary Page" will self-populate as you complete each of the Budget Support Sheets (B1 - B6):***

BUDGET CATEGORIES		AMOUNT
B.1 Personnel (Detailed on Budget Support Sheet B.1)	**$**	**63,437**
B.2 Fringe Benefits (Detailed on Budget Support Sheet B.2)	**$**	**18,283**
B.2 Travel (Detailed on Budget Support Sheet B.2)	**$**	**32,756**
B.2 Supplies (Detailed on Budget Support Sheet B.2)	**$**	**5,717**
B.3 Equipment (Detailed on Budget Support Sheet B.3)	**$**	**-**
B.4 Contractual (Detailed on Budget Support Sheet B.4)	**$**	**3,360**
B.5 Other (Detailed on Budget Support Sheet B.5)	**$**	**40,281**
B.6 TOP and Direct Customer Support (Detailed on Budget Support Sheet B.6)	**$**	**273,104**
B.7 Indirect Costs (Your agency has an approved Cost Allocation Plan? If "YES," enter detail on Budget Support Sheet B.7).	**$**	**-**
TOTAL BUDGET*	**$**	**436,937**
TOTAL BUDGET" must equal the "CSBG Allocation" above.	Diff.:	**$ (0)**

Subrecipient Approval

Signature of Preparer:			
Printed Name:		*Date:*	
Signature of Approver:			
Printed Name		*Date:*	

COMMUNITY SERVICES BLOCK GRANT PROPOSED BUDGET

FFY 2018

Budget Support Sheet B.1

Subrecipient: **Nueces County Community Action Agency**

PERSONNEL

BUDGET CATEGORIES JOB TITLE-CSBG ONLY (EXCLUDING Direct Client Support Staff)	NO OF MONTHS	ANNUAL SALARY	% OF CSBG SUPPORT	AMOUNT OF CSBG FUNDS
Chief Executive Officer	12	$ 104,894	3.0%	$ 3,147.00
Community Services Director	12	$ 56,763	35.0%	$ 19,867.00
Community Services Asst. Director	12	$ 52,458	15.0%	$ 7,869.00
Fiscal Director	12	$ 72,925	5.0%	$ 3,646.00
Controller	12	$ 54,080	5.0%	$ 2,704.00
Procurement/Inventory Specialist	12	$ 40,622	5.0%	$ 2,031.00
Accounts Payable Clerk	12	$ 31,200	8.0%	$ 2,496.00
Accounts Payable Clerk	12	$ 31,200	8.0%	$ 2,496.00
Human Resources Director	12	$ 54,080	2.0%	$ 1,082.00
Payroll Specialist	12	$ 35,922	6.0%	$ 2,155.00
Human Resources Manager	12	$ 35,467	2.0%	$ 709.00
Human Resources Clerk	12	$ 25,409	2.0%	$ 508.00
Receptionist	12	$ 23,525	2.0%	$ 470.00
Maintenance	12	$ 26,458	3.0%	$ 794.00
Chief Operating Officer	12	$ 61,173	2.0%	$ 1,223.00
Planner	12	$ 47,528	2.0%	$ 951.00
IT Coordinator	12	$ 43,472	6.0%	$ 2,608.00
IT Coordinator	12	$ 43,472	6.0%	$ 2,608.00
				$ -
				$ -
				$ -
				$ -
				$ -
				$ -
				$ -
				$ -
				$ -
				$ -
				$ -
Sub-Total (CSBG ONLY):				$ 57,364.00
Sub-Total from tables 2 - 5 below (programs & positions CSBG supports):				$ 6,073.00
TOTAL PERSONNEL AMOUNT:				$ 63,437.00

Note: This "Page Total" must equal "Personnel" line item on the "Summary Page 1"

Scroll down to view tables 2 to 5 (if needed)!

CSBG Support for Staff Salaries for OTHER PROGRAM(S) (include both administrative and program staff): List other program(s) & Job Titles being supported ***(Please use separate attachment if more space is needed, and transfer the totals from the separate attachments to a line on any of the available pages below):***

PROGRAM:	LIHEAP/WAP

BUDGET CATEGORIES - JOB TITLE	NO OF MONTHS	ANNUAL SALARY	% OF CSBG SUPPORT	AMOUNT OF CSBG FUNDS
Weatherization Manager (Program)	12	$ 47,611	5.0%	$ 2,381.00
Weatherization Specialist I (Program)	12	$ 34,320	5.0%	$ 1,716.00
Weatherization Specialist II (Program)	12	$ 39,520	5.0%	$ 1,976.00
				$ -
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				$ -
				$ -
SUB-TOTAL:				$ 6,073.00

Please complete page, if applicable.

COMMUNITY SERVICES BLOCK GRANT PROPOSED BUDGET

FFY 2018

Budget Support Sheet B.2

Subrecipient: **Nueces County Community Action Agency**

FRINGE BENEFITS, TRAVEL, & SUPPLIES

CSBG FRINGE BENEFITS (EXCLUDING Direct Client Support Staff)			
Items			**AMOUNT**
F.I.C.A			$ 4,853
Unemployment			$ 63
Workman's Comp. Insurance			$ 634
Health Insurance			$ 9,516
Life Insurance			$ 44
Retirement Contribution			$ 3,172
Others (List):			$ -
			$ -
			$ -
CSBG FRINGE BENEFITS:			**$ 18,283**
OTHER PROGRAM(S) FRINGE BENEFITS:			**$ -**
TOTAL FRINGE BENEFITS AMOUNT:			**$ 18,283**
TRAVEL (all staff)			
	Miles	**x Fed. Rate***	
Local Travel (*Rate cannot be higher than the Federal rate)	1,400	0.54	$ 756
Per Diem			$ 9,500
Non-Local Travel			$ 7,500
Board Training			$ 15,000
TOTAL TRAVEL AMOUNT:			**$ 32,756**
SUPPLIES			
Office Supplies			$ 5,217.00
Maintenance Supplies			
Program Supplies			
Postage			$ 500.00
Others (List):			
TOTAL SUPPLIES AMOUNT:			**$ 5,717.00**

Note: "CSBG Budgeted Amount" must equal "Fringe Benefits," "Travel," & "Supplies" on the "Summary Page 1"

Scroll down to view tables on pages 2 to 3 (if needed)!

COMMUNITY SERVICES BLOCK GRANT PROPOSED BUDGET

FFY 2018

Budget Support Sheet B.3

Subrecipient: Nueces County Community Action Agency

EQUIPMENT

Note: Subrecipient is a reminded to follow procurement policies/procedures. Please review TDHCA's guidance on Procurement at the link below:

http://www.tdhca.state.tx.us/community-affairs/procurement/index.htm

EQUIPMENT DESCRIPTION	# OF UNIT	BRAND & MODEL	UNIT COST	TOTAL COST	% CHARGED TO CSBG	AMOUNT($) CHARGED TO CSBG
PURCHASES						
				$0.00		$ -
				$0.00		$ -
				$0.00		$ -
				$0.00		$ -
				$0.00		$ -
				$0.00		$ -
				$0.00		$ -
				$0.00		$ -
				$0.00		$ -
				$0.00		$ -
LEASES						
				$0.00		$ -
				$0.00		$ -
				$0.00		$ -
				$0.00		$ -
				$0.00		$ -
				$0.00		$ -
				$0.00		$ -
				$0.00		$ -
				$0.00		$ -
				$0.00		$ -
Sub-Total (CSBG):						$ -
Sub-Total (Other Programs Supported by CSBG):						$ -
TOTAL EQUIPMENT AMOUNT:						$ -

Note: "TOTAL" on this page must equal "Equipment" line item on the "Summary Page 1"

Scroll down to view tables on page 2 (if needed)!

COMMUNITY SERVICES BLOCK GRANT PROPOSED BUDGET

FFY 2018

Budget Support Sheet B.4

Subrecipient: **Nueces County Community Action Agency**

CONTRACTUAL

CSBG BUDGET ITEMS (CATEGORIES)	TOTAL COST	% CHARGED TO CSBG	AMOUNT CHARGED TO CSBG
Legal Services			$ -
Audit Services	$28,000.00	12%	$ 3,360.00
Accounting Services			$ -
List others:			$ -
			$ -
			$ -
			$ -
			$ -
Sub-Total (CSBG):			**$ 3,360.00**
Sub-Total (Other Program(s) supported by CSBG:			**$ -**
TOTAL CONTRACTUAL AMOUNT:			**$ 3,360.00**

Note: "TOTAL" on this page must equal "Contractual" line item on the "Summary Page 1"

CSBG Support For Other Program(s) - List all Program(s) being supported:			
PROGRAM:			
Legal Services			$ -
Audit Services			$ -
Accounting Services			$ -
List others:			$ -
			$ -
			$ -
			$ -
			$ -
Sub-Total:			$ -

Scroll down to view tables on page 2 (if needed)!

SUBRECIPIENT: **Nueces County Community Action Agency**

OTHER BUDGET CATEGORIES

OTHER BUDGET CATEGORIES	TOTAL COSTS ($)	% CHARGED TO CSBG	AMOUNT ($) CHARGED TO CSBG
List the items below:			
Temporary Services	$41,159.00	1.6%	$ 646.00
Gasoline	$30,304.00	0.2%	$ 61.00
Rental of Space	$242,076.00	4.0%	$ 9,683.00
Utilities-Electricity	$188,571.00	1.0%	$ 1,886.00
Utilities-Gas & Water	$82,770.00	1.0%	$ 828.00
Fumigation	$20,964.00	0.4%	$ 73.00
Refuse Pickup	$50,466.00	0.4%	$ 177.00
Security Services	$4,435.00	0.9%	$ 40.00
Rentals	$115,348.00	1.5%	$ 1,730.00
Insurance and Bonding	$197,885.00	7.5%	$ 14,841.00
Employee Certification	$18,513.00	1.0%	$ 185.00
Software & Licensing (Client Tracking)	$38,033.00	0.5%	$ 190.00
Printing	$20,097.00	1.0%	$ 201.00
Subscriptions and Publications	$54,093.00	0.3%	$ 162.00
Advertising	$17,746.00	5.0%	$ 887.00
Repairs & Maintenance	$311,096.00	0.5%	$ 1,555.00
Registration Fees, Dues and Memberships	$88,198.00	2.0%	$ 1,764.00
Telephone & Internet Service	$143,540.00	2.0%	$ 2,871.00
Depreciation Allowance	$50,019.00	5.0%	$ 2,501.00
			$ -
SUB-TOTAL (CSBG):			**$ 40,281.00**
SUB-TOTAL (OTHER PROGRAM(S)):			**$ -**
TOTAL OTHER AMOUNT:			**$ 40,281.00**

Note: "TOTAL AMOUNT" must equal "Other" on the "Summary Page 1"

Scroll down to view tables on pages 2 to 3 (if needed)!

COMMUNITY SERVICES BLOCK GRANT PROPOSED BUDGET

FFY 2018

Budget Support Sheet B.6

Subrecipient: **Nueces County Community Action Agency**

TOP AND DIRECT CLIENT SUPPORT

BUDGET CATEGORY TOP DIRECT CLIENT SUPPORT	TOTAL COSTS ($)	% CHARGED TO CSBG	AMOUNT ($) CHARGED TO CSBG
TOP Direct Client Support for Case Management Clients working to Transition Out of Poverty (TOP). Note: Subrecipients receiving an award over $250,000 must allocate at least **10%** of CSBG funds to assist clients in transitioning out of poverty (TOP) to self-sufficiency.	*$436,937.00*		**Top Direct Client Support Subtotal**
	10.0%		
	$43,694	100.0%	$ 43,694
List the type of TOP client assistance to be provided with the TOP budgeted funds (EXCLUDING Direct Client Services Support Staff salary and fringe benefits):			
Tuition, books, tools, supplies, gas/food cards, uniforms, etc.			
			$ 43,694
			$ -
			$ -
			$ -
Sub-Total for TOP Direct Client Support for Case Management Clients (CSBG):			**$ 43,694**

Direct Customer Support Costs (including staff, fringe benefits and direct support costs). Note: Subrecipients receiving an award over $250,000 must allocate at least **20%** of CSBG funds to costs related to direct client services, including related salaries and fringe.	*$436,937.00*		**Direct Customer Support Costs Subtotal**
	33.0%		
	$144,053.84	100.0%	$ 144,053.84

Identify Direct Customer Support Staff and Salary Amounts:

BUDGET CATEGORIES DIRECT CUSTOMER SUPPORT STAFF	ANNUAL SALARY	NO OF MONTHS	% OF CSBG SUPPORT	AMOUNT OF CSBG FUNDS
Eligibility Specialist	$ 34,674	12	50%	$ 17,337.00
Eligibility Specialist	$ 39,894	12	50%	$ 19,947.00
Intake Worker	$ 28,038	12	35%	$ 9,813.00
Intake Worker	$ 20,800	12	35%	$ 7,280.00
Intake Worker	$ 31,845	12	35%	$ 11,146.00
Intake Worker	$ 21,840	12	35%	$ 7,644.00
CS Program Clerk	$ 20,800	12	35%	$ 7,280.00
CS Program Clerk	$ 26,707	12	35%	$ 9,348.00
Community Programs Coordinator	$ 42,120	12	35%	$ 14,742.00
Intake Worker/Case Mgr	$ 20,800	12	35%	$ 7,280.00
Sub-Total Direct Customer Support Staff (CSBG):				**$ 111,817.00**

BUDGET CATEGORIES FRINGE BENEFIT ITEMS FOR DIRECT CUSTOMER SUPPORT STAFF :		Fringe Amount
F.I.C.A		$ 8,554
Unemployment		$ 123
Workman's Comp. Insurance		$ 1,118
Health Insurance		$ 16,773
Life Insurance		$ 78
Retirement Contribution		$ 5,591
		$ -
Others (List):		$ -
		$ -
		$ -
Sub-Total Fringe Benefits for Direct Customer Support Staff (CSBG):		**$ 32,237**

BUDGET CATEGORIES DIRECT CUSTOMER SUPPORT (CLIENT ASSISTANCE) ITEMS:	
List the types of direct clients assistance which may be provided (EXCLUDING Direct Customer Support Staff and Fringe Benefits and excluding TOP client assistance):	**Direct Client Services Amount**
Emergency assistance	$ 85,356
	$ -
	$ -
	$ -
	$ -
	$ -
	$ -
	$ -
	$ -
	$ -
	$ -
	$ -
Sub-Total Direct Customer Support (Client Assistance) Items (CSBG):	**$ 85,356**
SUB-TOTAL TOP DIRECT CLIENT SUPPORT FOR CASE MANAGEMENT CLIENTS, DIRECT CUSTOMER SUPPORT STAFF AND FRINGE BENEFITS, AND DIRECT CUSTOMER SUPPORT ITEMS (CSBG):	**$ 273,104**
SUB-TOTAL (OTHER PROGRAM(S) Supported by CSBG):	**$ -**
TOTAL TOP AND DIRECT CUSTOMER SUPPORT AMOUNT:	**$ 273,104**

Note: "TOTAL TOP and Direct Customer Support AMOUNT" must equal "Direct Customer Support" on the "Summary Page 1"

Scroll down to use tables on below, if needed!

COMMUNITY SERVICES BLOCK GRANT PROPOSED BUDGET

FFY 2018

Budget Support Sheet B.7

Subrecipient: **Nueces County Community Action Agency**

INDIRECT COSTS

BUDGET CATEGORIES			CSBG AMOUNT
Indirect Costs			
%	**Base**	**CSBG Indirect Costs**	**$0.00**
		$0.00	
Space left blank intentionally			
Sub-Total (CSBG):			$ -
Sub-Totals (Program(s) Supported by CSBG):			$ -
TOTAL INDIRECT COSTS AMOUNT:			$ -

Note: This page "Total Amount" must equal "Indirect Costs" line item on the "Summary Page 1"

CSBG Support For Other Program(s) - List all Program(s) being supported:

PROGRAM:			
BUDGET CATEGORIES			**AMOUNT**
Indirect Costs			
%	**Base**	**Indirect Cost**	$0.00
		$0.00	
Sub-Total (Other Program):			$ -

Enter Next Program

PROGRAM:			
BUDGET CATEGORIES			**AMOUNT**
Indirect Costs			
%	**Base**	**Indirect Cost**	$0.00
		$0.00	
Sub-Total (Other Program):			$ -

Enter Next Program

PROGRAM:			
BUDGET CATEGORIES			**AMOUNT**
Indirect Costs			
%	**Base**	**Indirect Cost**	$0.00
		$0.00	
Sub-Total (Other Program):			$ -

NCCAA Community Services

Action Items:

- NeighborWorks America is seeking funds to assist with the recovery and reconstruction of the Coastal Bend area as a result of Hurricane Harvey. Sheila Anderson, Senior Relations Manager is negotiating funds from NWA on NCCAA's behalf. The amount of funding and how it is to be used is being determined. However, Ms. Anderson has explicitly indicated that funds may be used as needed in all surrounding counties affected by the hurricane as NCCAA sees fit.

NCCAA Community Services

Action Items:

- The Texas Department of Housing and Community Affairs are providing funds for Hurricane Harvey disaster relief. NCCAA received $176,710. Specifics on how and where these funds are to be spent are currently being discussed by TDHCA and agencies that are recipient of these funds. These funds are to be used in Nueces County for income eligible clients.

PURCHASING POLICIES AND PROCEDURES

Overview

THE POLICIES DESCRIBED IN THIS SECTION APPLY TO ALL PURCHASES MADE BY NUECES COUNTY COMMUNITY ACTIN AGENCY (NCCAA).

Nueces County Community Action Agency requires the practice of ethical, responsible, and reasonable procedures related to purchasing, agreements and contracts, and related forms of commitment. The policies in this section describe the principles and procedures that all staff shall adhere to in the completion of their designated responsibilities.

The goal of these procurement policies is to ensure that materials and services are obtained in an effective manner and in compliance with the provisions of applicable federal statutes and grant requirements.

Responsibility for Purchasing

All department heads or their designees shall have the authority to initiate purchases on behalf of their department, within the guidelines described here. Department directors shall inform the Finance Department of all individuals that may initiate purchases or prepare purchase requisitions. The Finance Department shall maintain a current list of all authorized purchasers.

The Finance Department shall be responsible for processing purchase orders. The Chief Executive Officer has approval authority over all purchases and contractual commitments, and shall make the final determination on any proposed purchases where budgetary or other conditions may result in denial.

Code of Conduct in Purchasing

(2 CFR Part 200.318 (c)(1))

Ethical conduct in managing the Organization's purchasing activities is absolutely essential. Staff must always be mindful that they represent the Board of Directors and share a professional trust with other staff and funding sources.

- Staff shall discourage the offer of, and decline, individual gifts or gratuities that might influence the purchase of supplies, equipment, and/or services.
- Staff shall notify their immediate supervisor if they are offered such gifts.
- No officer, Board member, employee, or agent shall participate in the selection or administration of a contractor if a real or apparent conflict of interest would be involved.

- Such a conflict would arise if an officer, Board member, employee or agent, or any member of his or her immediate family, his or her spouse or partner, or an organization that employs or is about to employ any of the parties indicated herein, has a financial or other interest in the contractor selected.
- Officers, Board members, employees, and agents shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to sub-agreements.
- Unsolicited gifts with a value of $75 or less may be accepted with the approval of the Chief Executive Officer.

Competition

(2 CFR Part 200.319)

In order to promote open and full competition, purchasers will:

- Be alert to any internal potential conflicts of interest.
- Be alert to any noncompetitive practices among contractors that may restrict, eliminate, or restrain trade.
- Not permit contractors who develop specifications, requirements, or proposals to bid on such procurements.
- Award contracts to bidders whose product or service is most advantageous in terms of price, quality, and other factors.
- Issue solicitations that clearly set forth all requirements to be evaluated.
- Reserve the right to reject any and all bids when it is in the Organization's best interest.
- Not give preference to state or local geographical areas unless such preference is mandated by federal statute. *(200.319(b))*
- "Name brand or equivalent" description may be used as a means to define the performance or requirements. *(200.319(c)(1))*
- Research GSA website www.sam.gov, to ensure potential vendors/contractors do not appear on the Excluded Parties List.

Nondiscrimination Policy

All contractors who are the recipients of Organization funds or who propose to perform any work or furnish any goods under agreements with Nueces County Community Action Agency, shall agree to these important principles:

1. Contractors will not discriminate against any employee or applicant for employment because of race, religion, color, sexual orientation, or national origin, except where religion, sex, or national origin is a bona fide occupational qualification reasonably necessary to the normal operation of the contractors.

2. Contractors agree to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause. Notices, advertisements, and solicitations placed in accordance with federal law, rule, or regulation shall be deemed sufficient for meeting the intent of this section.

Procurement Procedures

The following are Nueces County Community Action Agency's procurement procedures:

1. NCCAA shall avoid purchasing items that are not necessary or duplicative for the performance of the activities required by a federal award. *(2 CFR Part 200.318(d))*

2. Where appropriate, an analysis shall be made of lease and purchase alternatives to determine which would be the most economical and practical procurement for the federal government. *(2 CFR Part 200.318(d))*. This analysis should only be made when both lease and purchase alternatives are available to the program.

3. Purchasers are encouraged to enter into state and local inter-governmental or inter-entity agreements where appropriate for procurement or use of common or shared goods and services. *(2 CFR Part 200.318(e))*

4. Purchasers are encouraged to use federal excess and surplus property in lieu of purchasing new equipment and property whenever such use is feasible and reduces project costs. *(2 CFR Part 200.318(f))*

5. Documentation of the cost and price analysis associated with each procurement decision in excess of $25,000 shall be retained in the contractor procurement file. *(2 CFR Part 200.323)*

6. All pre-qualified lists of persons, firms or products which are used in acquiring goods and services must be current and include enough qualified sources to ensure maximum open and full competition. *(2 CFR Part 200.319(d))*

7. NCCAA will maintain records sufficient to detail the history of procurement, including: *(2 CFR Part 200.318(i))*
   a. Rationale for the method of procurement;
   b. Selection of contract type;
   c. Contractor selection or rejection; and
   d. The basis for the contract price.

8. NCCAA shall make all procurement files available for inspection upon request by a federal or pass-through awarding agency.

9. NCCAA shall not utilize the cost-plus-a-percentage-of-costs or percentage of construction cost methods of contracting. *(2 CFR Part 200.323(d))*

All staff members with the authority to approve purchases will receive a copy of, and be familiar with, 2 CFR Part 200.400 – 475, Cost Principles.

Authorizations and Purchasing Limits

All completed purchase orders must be signed by the Procurement Officer. The following table lists required approval levels and solicitation processes:

Amount of Purchase	Required Approvals	Required Solicitation	Required Documentation
≤ $3,500 (micro-purchase limit (≤ $2,000 for purchases subject to Davis-Bacon)	• Department Director • Chief Executive Officer	• Price must be considered reasonable based on similar purchases in the past • Purchase can be made from a contractor successfully used in the past • If a contractor used in the past cannot be used, at least 2 price quotes are required • As much as possible, micro-purchases should be rotated among qualified suppliers as long as the price is comparable	• Receipt approved by Department Director • Evidence of price comparison, if not using past contractor • Procurement checklist
$3,501 ≤ $25,000	• Department Director • Chief Executive Officer	3 written bids (catalogue, Internet, written)	• Documentation of bids received • How decision was made • Procurement checklist

Amount of Purchase	Required Approvals	Required Solicitation	Required Documentation
➢ $25,000	• Department Director • Chief Executive Officer	3 written bids (Request for Bids or Request for Proposals)	• Copy of RFB or RFP • Proposal scoring grids including who participated in the scoring • Proposal and contract of winning bid • Procurement checklist

The Chief Executive Officer is authorized to enter into any contract on behalf of Nueces County Community Action Agency.

Pre-Qualified Contractors

NCCAA encourages departments to develop lists of approved contractors that can be used throughout the year. The process to identify an approved contractor is as follows.

1. Develop a list of similar, commonly-purchased items that can be acquired from a single contractor. Examples are office supplies and classroom supplies.

2. Get cost estimates for the list in total, not for each item. Include shipping costs, if necessary.

3. Obtain 2 or 3 quotes, depending on the level of expected spending for the year

4. Compare the quotes.

5. The contractors with lowest prices, including shipping, will be approved for use during the year.

6. This process could result in multiple approved contractors if the prices are within 5% of each other.

This process should be repeated annually. Contractors may be added throughout the year. All contractors will be reevaluated annually.

Use of Purchase Requisitions

NCCAA utilizes an electronic purchase requisition system.
A properly completed purchase requisition shall be required for each purchase decision, with the exception of travel advances and expense reimbursements, which require the preparation of a separate form described elsewhere in this manual. A properly completed purchase requisition shall contain the following information, at a minimum:

1. Specifications or statement of services required

2. Contractor name, address, point of contact and phone number

3. Source of funding (if applicable)

4. Delivery or performance schedules

5. Delivery, packing, and transportation requirements

6. Special conditions (if applicable)

7. Catalog number, page number, etc. (if applicable)

8. Net price per unit, less discount, if any

9. Total amount of order

10. Authorized signature

11. Date purchase order was prepared

Non Competitive Purchases (Sole Source)

Emergencies:
Where equipment, materials, parts, and/or services are needed, quotations will not be necessary if the health, welfare, safety, etc., of staff and protection of Organization property is involved. The reasons for such purchases will be documented in the procurement file.

Single Distributor/Source:
Sole source purchases may be made when one or more of the following circumstances apply:

- The item or service is only available from a single source;
- The situation is an emergency and will not permit a delay resulting from competitive solicitation;
- The awarding agency expressly authorizes a noncompetitive proposal in response to a written request; or
- After solicitation, competition is deemed inadequate (insufficient bidders).

Approval from the awarding agency may be required.

Required Solicitation of Quotations from Contractors

Solicitations for goods and services (requests for proposals (RFPs)) should provide for all of the following:

1. A clear and accurate description of the technical requirements for the material, product, or service to be procured. Descriptions shall not contain features which unduly restrict competition. *(2 CFR Part 200.319(c)(1))*

2. Requirements which the bidder/offeror must fulfill and all other factors to be used in evaluating bids or proposals. (See EVALUATION OF ALTERNATIVE CONTRACTORS below for required criteria.) *(2 CFR Part 200.319(c)(2))*

3. Technical requirements in terms of functions to be performed or performance required, including the range of acceptable characteristics or minimum acceptable standards. *(2 CFR Part 200.319(c)(1))*

4. The specific features of "brand name or equal" descriptions that bidders are required to meet when appropriate. *(2 CFR Part 200.319(c)(1))*

5. A description of the format, if any, in which proposals must be submitted, including the name of the person to whom proposals should be sent.

6. The date by which proposals are due.

7. Required delivery or performance dates/schedules.

8. Clear indications of the quantity(ies) requested and unit(s) of measure.

Extension of Due Dates and Receipt of Late Proposals

Solicitations should provide for sufficient time to permit the preparation and submission of offers before the specified due date. However, an extension may be granted if a prospective offeror so requests.

Contractor proposals are considered late if received after the due date and time specified in the solicitation. Late proposals shall be so marked on the outside of the envelope and retained, unopened, in the procurement folder. Contractors that submit late proposals shall be sent a letter notifying them that their proposal was late and could not be considered for award.

Evaluation of Alternative Proposers

Proposers shall be evaluated on a weighted scale that considers some or all of the following criteria as appropriate for the purchase:

1. Adequacy of the proposed methodology
2. Skill and experience of key personnel
3. Demonstrated experience
4. Other technical specifications designated by the department requesting proposals
5. Compliance with administrative requirements of the request for proposal (format, due date, etc.)
6. Proposer's financial stability
7. Proposer's demonstrated commitment to the nonprofit sector
8. Results of communications with references supplied by proposer
9. Ability/commitment to meeting time deadlines
10. Cost
11. Minority, small business, women-owned business status of proposer, or labor surplus firm
12. Other criteria (to be specified by the department requesting proposal)

Not all of the preceding criteria may apply in each purchasing scenario. However, the Procurement Officer shall establish the relative importance of the appropriate criteria prior to requesting proposals based on criteria submitted by the requesting department and shall evaluate each proposal on the basis of the criteria and weighting that have been determined.

Affirmative Consideration of Minority, Small Business, Women-Owned Businesses, and Labor Surplus Area Firms

(2 CFR Part 200.321)

Positive efforts shall be made by NCCAA to utilize small businesses, minority-owned firms, women's business enterprises, and labor surplus area firms whenever possible. Therefore, the following steps shall be taken:

1. Ensure that small business, minority-owned firms, women's business enterprises, and labor surplus area firms are used to the fullest extent practicable. *(2 CFR Part 200.321)*

2. Make information on forthcoming opportunities available and arrange time frames for purchases and contracts to encourage and facilitate participation by small business,

minority-owned firms, women's business enterprises, and labor surplus area firms. *(2 CFR Part 200.321(b)(4))*

3. Consider in the contract process whether firms competing for larger contracts tend to subcontract with small businesses, minority-owned firms, women's business enterprises, and labor surplus area firms. *(2 CFR Part 200.321(b)6))*

4. Encourage contracting with consortiums of small businesses, minority-owned firms, women's business enterprises, and labor surplus area firms when a contract is too large for one of these firms to handle individually. *(2 CFR Part 200.321(b)(3))*

5. Use services and assistance, as appropriate, of such organizations as the Small Business Administration and the Department of Commerce's Minority Business Development Agency. *(2 CFR Part 200.321(b)(5))*

Availability of Procurement Records

NCCAA shall, on request, make available for the federal awarding agency, pre-award review and procurement documents, such as requests for proposals, when any of the following conditions apply:

- The process does not comply with the procurement standards in 2 CFR Part 200.
- The procurement is expected to exceed $25,000 and is to be awarded without competition or only one bid is received.
- The procurement exceeds $25,000 and specifies a "name brand" product.
- The proposed award exceeds the $25,000 and is to be awarded to other than the apparent low bidder under a sealed-bid procurement.
- A proposed contract modification changes the scope of a contract or increases the contract amount by more than $25,000.

Provisions Included in All Contracts

(2 CFR Part 200 Appendix II)

NCCAA includes all of the following provisions, as applicable, in all contracts charged to federal awards (including small purchases) with contractors and subgrants to grantees:

1. **Contracts** for more than $25,000 must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as appropriate.

2. All contracts in excess of $10,000 must address termination for cause and for convenience by the non-federal entity including the manner by which it will be effected and the basis for settlement.

3. **Equal Employment Opportunity:** All contracts that meet the definition of " federally assisted construction contract" in 41 CFR Part 60-1.3 must include the equal opportunity clause provided under 41 CFR 60-1.4(b), in accordance with E.O. 11246, "Equal Employment Opportunity," as amended by E.O. 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and as supplemented by regulations at 41 CFR Part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor."

4. **Davis-Bacon Act, as amended (40 U.S.C. 3141-3148):** When required by federal program legislation, all prime construction contracts in excess of $2,000 awarded by Sample Organization and its subrecipients must include a provision for compliance with the Davis-Bacon Act (40 U.S.C. 3141-3144 and 3146-3148) and as supplemented by Department of Labor regulations (29 CFR part 5, "Labor Standards Provisions Applicable to Contracts Governing Federally Financed and Assisted Construction").

5. The contracts must also include a provision for compliance with the **Copeland "Anti-Kickback" Act (40 U.S.C. 3145)**, as supplemented by Department of Labor regulations (29 CFR part 3). The Act provides that each contractor or subrecipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled.

6. **Contract Work Hours and Safety Standards Act** (40 U.S.C. 3701-3708). Where applicable, all contracts awarded by the non-federal entity in excess of $100,000 that involve the employment of mechanics or laborers must include provisions concerning overtime pay and working conditions in compliance with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5).

7. **Rights to Inventions Made Under a Contract or Agreement:** If the federal award meets the definition of "funding agreement" under 37 CFR 401.2(a) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, the recipient or subrecipient must comply with the requirements of 37 CFR Part 401, "Rights to Inventions Made by Nonprofit Organization and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements," and any implementing regulations issued by the award agency.

8. **Clean Air Act (42 U.S.C. 7401-7671q) and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387), as amended:** Contracts and subgrants of amounts in excess of $150,000 must contain a provision that requires the non-federal award to agree to comply with all applicable standards, orders, or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401-7671q) and the Federal Water Pollution Control Act, as amended (33 U.S.C. 1251-13287). Violations must be reported to the federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).

9. **Debarment and Suspension (E.O.s 12549 and 12689):** A contract award must not be made to the parties listed on the government-wide exclusions in the System for Award Management (SAM), in accordance with E.O.'s 12549 and 12689, "Debarment and Suspension." SAM Exclusions contains the names of parities debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than E.O. 12549.

10. **Byrd Anti-Lobbying Amendment (31 U.S.C. 1352):** Contractors that apply or bid for an award exceeding $100,000 must file the required certification that it will not and has not used federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any federal contract, grant, or any other award covered by 31 U.S.C. 1352.

Right to Audit Clause

NCCAA requires a "Right to Audit" clause in all contracts between the Organizations and contractors that either:

1. Take any form of temporary possession of assets directed for the Organization, or

2. Process data that will be used in any financial function of the Organization.

This Right to Audit clause shall permit access to, and review of, all documentation and processes relating to the contractor's operations that apply to NCCAA, as well as all documents maintained or processed on behalf of NCCAA, for a period of three years. The clause shall state that such audit procedures may be performed by NCCAA employees or any outside auditor or contractor designated by the Organization.

Contractor Files and Required Documentation

The Finance Department shall mail a blank Form W-9 to new contractor and request that the contractor complete and sign the W-9 (or provide equivalent, substitute information) and return it in the postage-paid envelope provided (or via email). A completed, signed Form W-9 is necessary for payment.

Contractor files shall have the following information:

1. Completed and signed Form W-9. Contractors being reactivated are required to complete a new Form W-9 to verify current name, address, and tax ID number.
2. Contractors with a post office (PO) box shall provide a physical location address for the master file. The PO Box number may be used for postal purposes.

The following procedures will be performed prior to creating or re-activating all contractor files to help ensure that each contractor only has one master file:

1. Search for existence of the tax ID number in the master file
2. Search for name variations and name standardization (entity resolution) (e.g. Doe, John; J Doe; John Doe)
3. Search for matching or similar addresses
4. Perform an online search of the contractor and the physical address to determine validity
5. Search for matches against the employee master file

Contractor Master File Maintenance

NCCAA will monitor the contractor master file on a regular basis, with a full review of the master listing completed every year prior to year-end.

The Finance Department will review the master file for:

1. Duplicate contractors. Contractors with the same or similar tax ID number, name, address, email, contact, and other information. Duplicate contractors will be inactivated.
2. Contractors with a post office (PO) box address. Contractors with only a PO Box will be required to provide a physical location address for the master file.
3. Contractors without activity in the past year will be inactivated. Inactivated contractors must go through the contractor creation process before being re-activated.

Procurement Grievance Procedures

Any bidder may file a grievance with NCCAA following a competitive bidding process. Once a selection is made, bidders must be notified in writing of the results. The written communication mailed to bidders must also inform them that they may have a right to appeal the decision. Information on the Organization's appeal procedures must be made available to all prospective contractors or subgrantees upon request, including the name and address of a contact person, and a deadline for filing the grievance.

Grievances are limited to violations of federal laws or regulations, or failure of the Organization to follow its own procurement policies.

Receipt and Acceptance of Goods

A designated accounting clerk shall inspect all goods received. Upon receipt of any item from a contractor, the following actions shall immediately be taken:

1. Review bill of lading for correct delivery point.
2. Verify the quantity of boxes/containers with the bill of lading.
3. Examine boxes/containers for exterior damage and note on the bill of lading any discrepancies (missing or damaged boxes/containers, etc.).
4. Sign and date the bill of lading.
5. Remove the packing slip from each box/container.
6. Compare the description and quantity of goods per the purchase order to the packing slip.
7. Examine goods for physical damage.
8. Count or weigh items, if appropriate, and record the counts on the purchase order.

This inspection must be performed in a timely manner to facilitate prompt return of goods and/or communication with contractors.

Contract Administration

NCCAA is required to have policies and procedures on contract administration. *(2 CFR Part 200.318(b))*

1. Contract administration files shall contain:
   a. The required documentation specified in the authorizations and purchasing limits table for the original scope of work and for all amendments.
   b. Where the contract work is identified in the grant award or budget, the identification and scope of the work contained in the award or budget, and all approved changes.

2. Authorization of work:
   a. No work shall be authorized until the contract for the work has been approved and fully executed.
   b. No change in the work shall be authorized until an amendment to the contract for the work has been approved and fully executed.
   c. No amendment of a contract for work shall be executed until it has been approved and authorized as required in the Authorizations and Purchasing Limits table and, where required by the terms of the grant award or budget, approval by the funding source.

3. Conformance of work:
   a. For each grant award, based on applicable laws, regulations and grant provisions, the Program Director shall establish and maintain a system to reasonably assure that the contractor:
      i. Is in conformance with the terms, conditions, and specifications of the contract, and
      ii. Provides timely follow-up of all purchases to assure such conformance and adequate documentation.

4. The Program Director will authorize payment of invoices to contracts after final approval of work products.

NCCAA
Procurement Checklist

Updated 05/2017

Note: Use this form as a guide for procurements (acquisition of goods and services, including consultants). The completed form is to be filed with related procurement records.

1. Requester's Name _____

2. Date _____

3. Contractor Name _____

4. Goods/services are allowable and necessary under the grant? Yes☐ No☐

5. If this is a technology purchase, was IT consulted? Yes☐ No☐

6. Contractor selected from an approved list? Yes☐ No☐

7. If not, list method of selection (RFP, newspaper ad, etc.):

8. Required approvals received? Yes☐ No☐

9. Required documentation received? Yes☐ No☐

Amt. of Purchase	Required Approvals	Required Solicitation
≤ $3,500	Dept. Director CEO	2 price quotes if new contractor
$3,501 ≤ $25,000	Dept. Director CEO	3 documented price quotes
>$25,001	Dept. Director CEO	Request for Bids, or RFP

10. Was a purchase order filled out? Yes☐ No☐

11. Is this a new contractor? Yes☐ No☐

12. If Yes, was the following information provided to the Finance Department?
    a. Name Yes☐ No☐
    b. Physical location/street address Yes☐ No☐
    c. Form W-9 completed and signed by contractor Yes☐ No☐
    d. Insurance certificate Yes☐ No☐
    e. Sales tax exemption form, if applicable Yes☐ No☐

13. If Yes, does the contractor appear on the Excluded Parties List at the GSA website www.sam.gov? Yes☐ No☐

Comments/Notes:

_____ _____
Authorized Signature

NCCAA Organization-Wide Budget
September 1, 2017 to August 31, 2018

FUND	TOTAL	CEAP PA58		CSBG PA05		LIHEAP PA21		WAP DOE PA18	
Budget Period		Sept-Dec	Jan-Aug	Sept-Dec	Jan-Aug	Sept-Dec	Jan-Aug	Sept-June	July-Aug
REVENUE									
Federal	14,626,248	489,428	1,004,389	150,855	292,748	97,666	197,263	76,074	15,582
Other	175,000								
TOTAL REVENUE	14,801,248		1,493,817		443,602		294,929		91,656
TOTAL EXPENDITURES	14,801,248	612,379	881,438	42,993	400,609	101,604	193,325	79,219	12,436
Personnel	7,450,747	123,194	232,701	0	0	33,963	64,153	0	0
								0	
Fringe benefits	1,022,243	16,902	31,927	0	0	4,660	8,802	0	0
Health Ins	1,117,612	18,479	34,905	0	0	5,094	9,623	0	0
Salary Allocations	951,159	36,266	72,531	5,101	10,202	6,225	12,450	181	
Trnsf To/Fr	0	0	-331,657	6,315	331,657	-6,315	-16,876	*16,876*	0
Facilities									
Space	241,740	5,800	11,000	6,600	11,800	0	0	0	0
Utilities	205,809	4,500	4,658	1,500	2,500	990	2,010	830	221
Communication									
Phones	126,600	2,500	3,500	2,000	3,000	693	1,407	830	170
Postage	5,400	150	150	200	400	0	0	0	0
IT									
Software	15,518	0	3,500	18	0	0	0	0	0
Supplies & Minor Equip	208,484	500	1,500	1,500	2,809	300	608	483	75
Insurance	193,296	600	600	6,000	10,000	1,155	2,345	2,653	543
Memberships/Dues/Subs	57,715	200	200	200	600			75	0
Travel	66,900	396	804	5,000	5,000	0	0	0	0
T/TA	186,849					660	1,340	19,111	3,914
Professional Services	71,000	600	600	500	1,500	0	0	664	136
Rentals	102,000				5,000				
Printing & Advertising	23,800	1,000	1,000	200	700	200	200	0	
Registration Fees	27,640	1,500	1,500	500	500	440		1,500	0
Depreciation	53,100	2,310	4,690	759	1,541	990	2,010	664	136
Materials,Labor&Prog Supplies	315,563					34,650	68,913	26,145	5,355
CDA & Certifications	21,200								
Parent Activity	4,000								
Licensing Fees, Permits	10,500								
Local Mileage & Gasoline	32,500								
Repairs & Maintenance	260,052								
Security	5,100								
Food & Food Supplies	699,578								
Direct Support									
Assistance	20,000	0	0	6,600	13,400				
Household Crisis	602,405	198,741	403,665						
Utility Assistance	647,405	198,741	403,665		0				
Health and Safety	65,333	0	0	0	0	17,899	36,340	9208	1886

NCCAA Organization-Wide Budget
September 1, 2017 to August 31, 2018

FUND	HS/EHS PA22/28		Food Program PA74		Housing PA41/01B		Other Awards	
Budget Period	Sept-Aug		Sept	Oct-Aug		Sept-Aug		Sept-Aug
REVENUE								
Federal	11,312,651		82,466	907,127				
Other						140,000		35,000
TOTAL REVENUE	11,312,651			989,593		140,000		35,000
TOTAL EXPENDITURES	11,312,651		20,169	969,424		140,000		35,000
Personnel	6,811,235		12,532	150,385		22,584		
Fringe benefits	934,501		1,719	20,633		3,099		
Health Ins	1,021,685		1,880	22,558		3,388		
Salary Allocations	746,626		4,038	44,418		13,121		
Trnsf To/Fr	*0*	0	*0*	0	*0*	0	*0*	0
Facilities								
Space	189,540			17,000				
Utilities	150,000			28,000		10,600		
Communication								
Phones	100,000			5,000		7,500		
Postage	4,400			100				
IT								
Software	12,000					0		
Supplies & Minor Equip	188,000			12,000		709		
Insurance	145,000			4,400		20,000		
Memberships/Dues/Subs	56,440			0				
Travel	48,700			0		7,000		
T/TA	161,824							
Professional Services	65,000			0		2,000		
Rentals	95,000			2,000				
Printing & Advertising	20,000			500				
Regristration Fees	21,700			0				
Depreciation	40,000							
Materials,Labor&Prog Supplies	175,000			5,500				
CDA & Certifications	20,000			1,200				
Parent Activity	4,000							
Licensing Fees, Permits	10,000			500				
Local Mileage & Gasoline	27,000			5,500				
Repairs & Maintenance	200,000			10,052		50,000		
Security	5,000			100				
Food & Food Supplies	60,000			639,578				
Direct Support								
Assistance								
Household Crisis								
Utility Assistance								45,000
Health and Safety								

NCCAA Community Services

Informational Item:

- NCCAA has been awarded a Strategic Investment Fund grant totaling $50,000 from Neighbor Works America. This money will be used to expand Central Kitchen 2 to be utilized as the sole kitchen for the NCCAA Birth-to-Five Head Start Program.

NUECES COUNTY COMMUNITY ACTION AGENCY

MONTHLY ACTIVITY REPORT

TO: NCCAA Board of Directors

FROM: Alma A. Barrera, Chief Executive Officer

DATE: September 19, 2017

SUBJECT: August 2017 Activity Report

Chief Executive Officer's Report

- Attended the Texas Association of Community Action Association (TACAA) Board of Directors meeting in Austin, Texas.
- Continued meeting with BKCW, our new insurance broker.
- Met with Mutual of America representatives.
- Attended and held numerous meetings throughout the month.

Community Services Division
Monthly Activity Report
August 2017

- The Comprehensive Energy Assistance Program (CEAP) served 2,094 individuals in August and continues to assist individuals.
- The Weatherization Assistance Program (WAP) weatherized 3 homes in August under the Low Income Home Energy Assistance Program (LIHEAP) and Department of Energy (DOE) programs.
- Under the CEAP program, 13 air condition units were installed in homes.
- Under the Housing Initiatives Program, all 19 units are currently occupied and are being maintained.
- Some Community Service staff received one-on-one training by Texas Department of Housing and Community Affairs staff on Aug. 16, 2017. This training was on the Community Action Plan and Organizational Standards reporting.

A. Enrollment and Program Information as of AUGUST 31, 2017 - Start of school delayed

Enrollment	Current
(Funded 1136) HS PA22	1136
(Funded 208) EHS PA28	208
(Funded 10) Pregnant Women	10
Wait List *(rept232S) For 2015-16*	
HS	538
EHS	428

Children with Disabilities *(rept300)*	
HS requires 114	107
EHS requires 10	27
Total Enrolled	134

Homeless Children & Families	
HS	0
EHS	0
Number of Operational Days	
School Delayed August HS	0
School Delayed August EHS	0
Volunteers	
August HS	0
August EHS	0
Overincome *(PIR8)*	
(w/qualifying disability) HS	0
(w/qualifying disability) EHS	0

Number of Children with Health Insurance		
Medicaid/CHIP		
	HS	0
	EHS	0
Private Insurance		
	HS	0
	EHS	0
Military Coverage		
	HS	0
	EHS	0
No Insurance		
	HS	0
	EHS	0
Health Screening (Physical & Dentals)		
Medical	HS	0
(PIR C-8)	EHS	0
Dental *(Pir C-17)*	HS	0
	EHS	0
Lead Screening *(rept406)*		
For the month	HS	0
For the month	EHS	0
Immunization up todate *(rept 421)*		0
For the month	HS	0
	EHS	0
Opted Out	HS/EHS	0/0
ADA *(report 201)*		
	HS	0.00%
	EHS	0.00%

ChildrenTotal Meals

HS PA22 August	# of Meals			Total	
(new reimbursement rate $1.71) Breakfast	0	@	1.71	$0.00	Projected unaudited total
(new reimbursement rate $3.16) Lunch	0	@	3.16	$0.00	
(new reimbursement rate $.86) Snack	0	@	0.86	$0.00	
				$0.00	

EHS PA 28 August	# of Meals				
(new reimbursement rate $1.71) Breakfast	0	@	1.71	$0.00	Projected unaudited total
(new reimbursement rate $3.16) Lunch	0	@	3.16	$0.00	
(new reimbursement rate $.86) Snack	0	@	0.86	$0.00	
				$0.00	
			Combined meals $	**$0.00**	

YTD Projected Revenue through October - July -(Contract period Oct to Sept) **$1,288,396.50**
YTD Actual CACFP Revenue Received for contract year thru July **$904,025.98**

STAFFING

Pre-School Division

Teachers:	
Total Positions	56
MS	3
BA	16
AA	31
CDA	2
No CDA	3
Vacancies	1

Asst. Teachers:	
Total Positions	67
BA/ECE	14
AA/ECE	0
CDA	32
No CDA	20
Vacancies	1

Infant Toddler Division

Child Dev. Specialists	
Total Positions	52
Vacancies	1
PHD	0
Masters	0
BA	2
BA Other	1
AA	11
AA Other	2
CDA	23
No CDA	12

Infant Toddler Caregivers	
Total Positions	12
Vacancies	2
BA/ECE	0
BA Other	0
AA/ECE	0
AA Other	0
CDA	4
No CDA	6

PROGRAM ACTIVITIES

Training

1. No trainings scheduled for this month

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

Operations

1. The carry over funds will have to be carried over to the new program year since Trinity has not yet been completed
2. CCISD classrooms have been licensed
3. The program exceeded its inkind amount this past program year
4. All licensing fees have been paid for the new program year
5. Planning begins this program year for conversion
6. Our program goal is to increase our Early Head Start Program and double in size
7. Licenses for closed centers have been surrendered to the State.

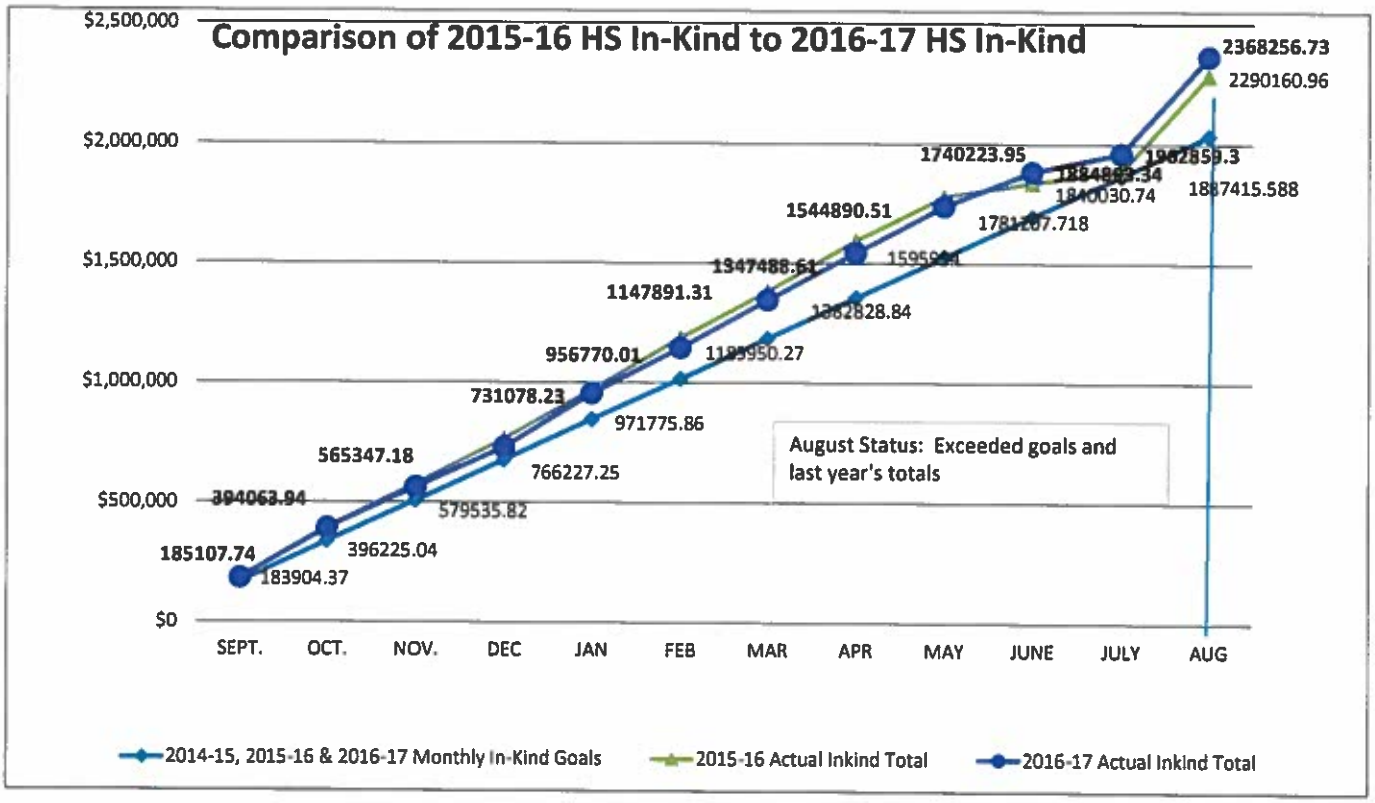
Maintenance

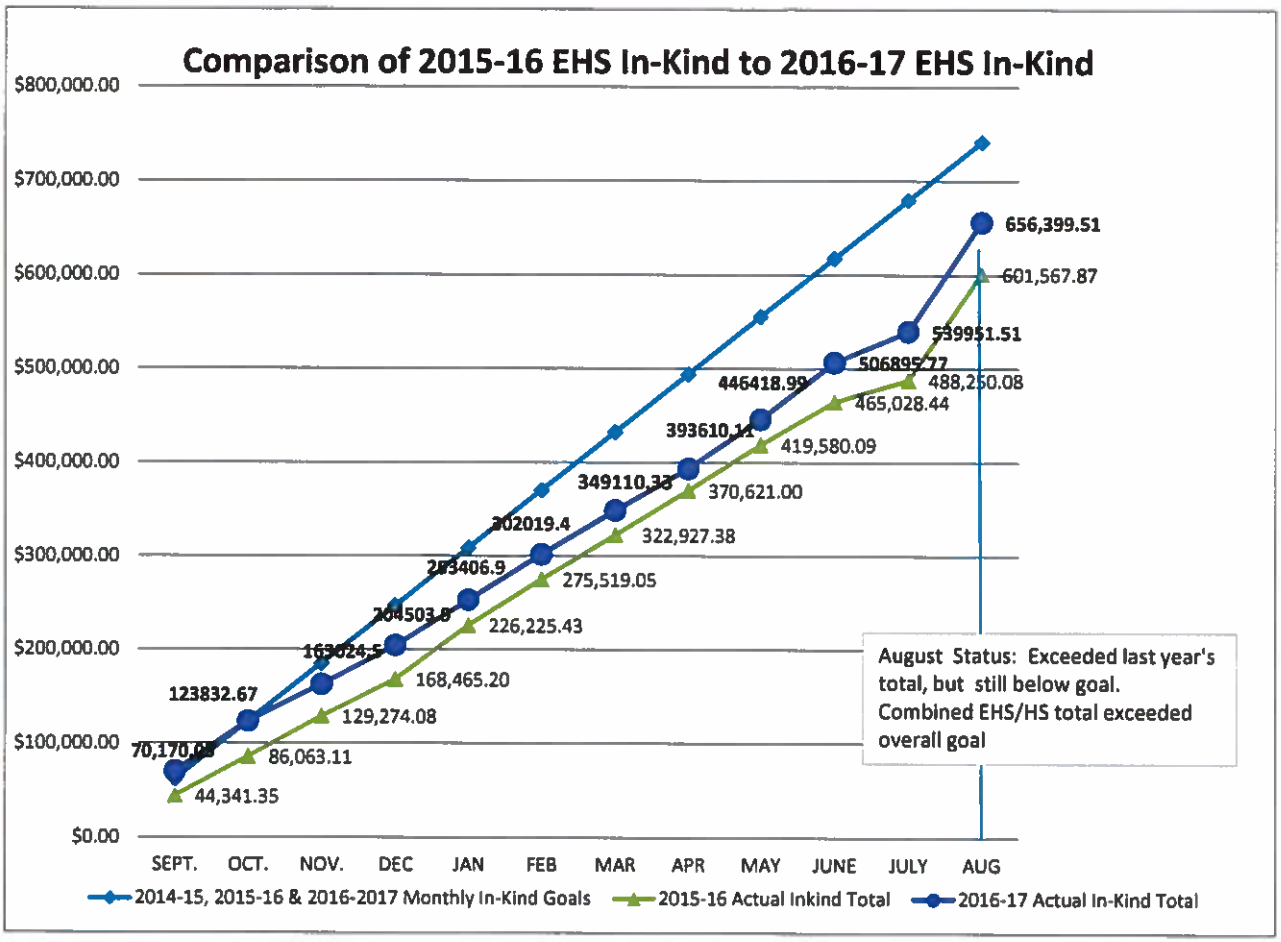
1. Maintenance will also be remodeling the old Zavala Head Start which will be renamed and will serve infants and toddlers

Financial

1. The new funding for fiscal year 2017-2018 began September 1, 2017

Issues and Planning:




Comparison of 2015-16 EHS In-Kind to 2016-17 EHS In-Kind
$800,000.00
$700,000.00
$600,000.00
$500,000.00
$400,000.00
$300,000.00
$200,000.00
$100,000.00
$0.00
SEPT.
OCT.
NOV.
DEC
JAN
FEB
MAR
APR
MAY
JUNE
JULY
AUG
656,399.51
601,567.87
539951.51
506895.77
488,250.08
465,028.44
446418.99
419,580.09
393610.11
370,621.00
349110.33
322,927.38
302019.4
275,519.05
283406.9
226,225.43
204503.8
168,465.20
163024.5
129,274.08
123832.67
86,063.11
70,170.08
44,341.35
August Status: Exceeded last year's total, but still below goal. Combined EHS/HS total exceeded overall goal
2014-15, 2015-16 & 2016-2017 Monthly In-Kind Goals
2015-16 Actual Inkind Total
2016-17 Actual In-Kind Total

Nueces County Community Action Agency
Checks $1500 - $4999
Month of August 2017

CK #	CK DATE	PAYABLE TO	AMOUNT	PURPOSE
226980	8/2/2017	Abila, Inc	$ 1,508.20	Upgrade user license
226984	8/2/2017	AC Distribution DBA Air Pro	$ 2,187.07	AC Quarterly Maintenance-Central office
227004	8/2/2017	CPL Retail Energy	$ 2,577.85	12 Utility Assitance
227017	8/2/2017	Green Mountain Energy Compa	$ 1,538.87	9 Utility Assitance
227027	8/2/2017	Office Depot, Inc.	$ 4,509.60	Office supplies
227030	8/2/2017	Provantage LLC	$ 2,495.96	Toner, Ink, Computer
227033	8/2/2017	Sam's Club Direct	$ 2,281.50	Folding chairs and tables
227036	8/2/2017	Stream Gas & Electric Ltd	$ 2,154.08	6 Utility Assitance
227042	8/2/2017	Tuloso Midway ISD	$ 4,515.68	Meals for May 1 to 24, 2017
227043	8/2/2017	TXU Energy Assistance Group	$ 2,460.03	6 Utility Assitance
227050	8/11/2017	Absolute Waste Inc.	$ 3,706.98	Utitlities for 19 sites
227052	8/11/2017	Alice/Home & Garden Pest Cor	$ 1,526.75	Monthly services
227056	8/11/2017	B & R Telephone LLC	$ 3,105.00	Replace DVR for sites
227065	8/11/2017	Craftsman Glass	$ 2,807.00	Replace worn out stones on door
227084	8/11/2017	Malkan Broadcasting	$ 3,431.50	Advertise radio ads for recruitment
227086	8/11/2017	Mission Ice Equipment Compar	$ 2,070.98	Replace broken freezer
227151	8/11/2017	Nueces Electric Co-Op	$ 4,932.43	19 Utility Assitance
227197	8/18/2017	City of Corpus Christi	$ 2,463.80	Utitlities for 8 sites
227200	8/18/2017	CPL Retail Energy	$ 1,724.69	9 Utility Assitance
227205	8/18/2017	Home Depot Credit Services	$ 2,322.12	Repairs to sites
227215	8/18/2017	Mission Ice Equipment Compar	$ 2,911.95	Replace broken stove
227219	8/18/2017	Nueces Electric Retail	$ 2,169.86	8 Utility Assitance
227221	8/18/2017	Office Depot, Inc.	$ 3,004.58	Office Supplies
227231	8/18/2017	Teachstone, Inc	$ 2,050.00	API 08/15/17
227237	8/18/2017	TXU Energy Assistance Group	$ 1,611.46	8 Utility Assitance
227250	8/18/2017	Xerox Financial Services	$ 2,085.00	Copier Lease
227252	8/18/2017	Xerox Financial Services	$ 4,179.24	Copier Lease
227254	8/18/2017	Law Office of Gay E. Gilson	$ 4,166.66	287386 Service
227255	8/18/2017	Law Office of Gay E. Gilson	$ 4,166.66	054147 Service
227258	8/18/2017	Claim for Employee 054147	$ 4,166.67	054147
227259	8/18/2017	Claim for Employee 287386	$ 4,166.67	287386
227266	8/25/2017	AT & T	$ 3,927.62	Serv. 8/3-9/2/17 Acct # 512-A07-0026 330 7 for 17 Sites
227269	8/25/2017	B & R Telephone LLC	$ 3,762.50	Replacement phone system & phones
227274	8/25/2017	City of Corpus Christi	$ 2,226.90	Utilities for 7 sites
227275	8/25/2017	Commerce Bank	$ 1,563.93	Purchase ablebits and classroom supplies
227283	8/25/2017	Education Service Ctr Region 2	$ 4,500.00	Cooperative fee for services
227285	8/25/2017	Ferguson Enterprises, Inc. #61	$ 1,596.85	Replaces toilets at Zavala
227290	8/25/2017	Green Mountain Energy Compa	$ 1,925.12	6 Utility Assitance
227297	8/25/2017	Lakeshore	$ 4,538.40	Classroom supplies.
227299	8/25/2017	LK Jordan & Associates, Corpu	$ 2,659.40	2 Temp Employees for 2 weeks

Nueces County Community Action Agency
Checks $5000 & Over
Month of August 2017

CK #	CK DATE	PAYABLE TO	AMOUNT	PURPOSE
226987	8/2/2017	APLUS PAVING & CONSTRUC	$ 8,500.00	Re Seal & Paint Stripes @ Kids
226991	8/2/2017	A & W Office Supply	$ 7,756.02	Office furniture
226993	8/2/2017	Bodine-Scott Air Cond. Co. Inc	$ 11,168.56	10 Utility Assitance
227020	8/2/2017	Lakeshore	$ 45,676.72	Classroom Supplies
227024	8/2/2017	National Edu. Systems, Inc.	$ 15,000.00	Professional development training services
227028	8/2/2017	OMNIPOTECH, Ltd	$ 5,731.53	Virus Protection Program for Agencys Computers
227054	8/11/2017	American Express Co.	$ 8,878.18	Flight and lodging
227057	8/11/2017	Bodine-Scott Air Cond. Co. Inc	$ 16,903.00	10 HVAC Assitance
227059	8/11/2017	C. C. Refrigeration, Inc.	$ 5,420.00	Service call and repairs
227062	8/11/2017	Child Plus Software	$ 6,875.00	2017 Las Vegas Training Scramble
227070	8/11/2017	DC02, LLC	$ 19,300.75	14 Utility Assitance
227071	8/11/2017	Del Mar College	$ 8,283.00	Tuition for 4 people
227072	8/11/2017	Discount School Supply	$ 5,241.60	CLASSROOM MATERIAL
227076	8/11/2017	First Choice Power Company	$ 5,100.44	35 Utility Asstiance
227081	8/11/2017	Kaplan School Corporation	$ 10,812.12	Classroom supplies
227087	8/11/2017	National Edu. Systems, Inc.	$ 9,258.60	Rubber mulch to be used at playground/centers
227093	8/11/2017	Ramos Home Improvement	$ 22,560.00	Replace bad floors at Austin
227123	8/11/2017	City of Robstown	$ 40,158.68	173 Utility Assitance
227140	8/11/2017	CPL Retail Energy	$ 36,034.60	217 Utility Asstiance
227148	8/11/2017	Green Mountain Energy Compa	$ 16,007.58	87 Utility Asstiance
227163	8/11/2017	Reliant Energy	$ 24,221.21	144 Utility Asstiance
227171	8/11/2017	Stream Gas & Electric Ltd	$ 13,249.42	93 Utility Asstiance
227188	8/11/2017	Gulf Coast Professionals	$ 9,135.00	Reseal and Paint floors at CK2
227207	8/18/2017	Kaplan School Corporation	$ 13,533.82	Classroom Supplies
227216	8/18/2017	National Edu. Systems, Inc.	$ 19,408.87	Classroom Supplies
227230	8/18/2017	Teaching Strategies LLC	$ 9,054.00	TRAINING ON NEW SOFTWARE
227240	8/18/2017	Zobrio, Inc	$ 12,200.00	Cash management software user licenses
227241	8/18/2017	Aransas Autoplex	$ 82,109.88	Purchase of 3 cargo vans
227243	8/18/2017	DC02, LLC	$ 6,789.47	HH 101750 Amelia Campos
227247	8/18/2017	Pac-Van, Inc.	$ 5,000.00	Purchase for storage of classroom furniture
227248	8/18/2017	Reliant Energy	$ 15,890.77	Acct: 8 000 122 961 - 8 Utilities Bill 20 Sites
227270	8/25/2017	Bodine-Scott Air Cond. Co. Inc	$ 6,733.00	5 HVAC Assitance
227286	8/25/2017	Fun Abounds, Inc.	$ 14,958.98	Playground structure for Trinity Center
227292	8/25/2017	Home Depot Credit Services	$ 7,832.14	Supplies for repairs, refridgerators
227294	8/25/2017	Juaquin Jake Sanchez	$ 10,000.00	Audit 403b FYE 12/31/16
227302	8/25/2017	Microtek Sales, Inc.	$ 6,713.25	Upgrade wireless network

NUECES COUNTY COMMUNITY ACTION AGENCY
COMPARATIVE EXPENDITURE/ENCUMBRANCE BUDGET REPORT
MONTH ENDED August 31, 2017

	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: 09/2016 THRU 08/2017	75,120.28	1,506.91	43,851.92	3,538.96	100,000.00	52,609.12	47.39%	100.00%
01B	LOCAL: HOME PROGRAM-RENTAL BUDGET PERIOD: 09/2016 THRU 08/2017	140,892.00	2,157.50	142,571.81	0.00	145,000.00	2,428.19	98.33%	100.00%
05V	*Contract amendment - add'l $115,250.* COMMUNITY SERVICES BLOCK GRANT BUDGET PERIOD: 01/2016 THRU 03/31/17	460,999.00	0.00	460,999.00	0.00	460,999.00	0.00	100.00%	100.00%
05X	COMMUNITY SERVICES BLOCK GRANT BUDGET PERIOD: 09/2016 THRU 03/21/17	10,596.00	0.00	10,596.00	0.00	12,000.00	1,404.00	88.30%	100.00%
05Y	*Contract amendment - add'l $114,284* COMMUNITY SERVICES BLOCK GRANT BUDGET PERIOD: 01/2017 THRU 12/2017	184,304.66	23,245.08	185,078.37	30.21	457,135.00	272,026.42	40.49%	66.67%
05Z	COMMUNITY SERVICES BLOCK GRANT BUDGET PERIOD: 03/2017 THRU 12/2017	16,250.00	0.00	16,250.00	0.00	16,250.00	0.00	100.00%	60.00%
18U	*Contract amendment - add'l $12,261* DOE-WEATHERIZATION ASSISTANCE PROGRAM BUDGET PERIOD: 07/2016 THRU 06/2017	78,222.93	369.36	78,592.29	0.00	91,080.00	12,487.71	86.29%	100.00%
18V	DOE-WEATHERIZATION ASSISTANCE PROGRAM BUDGET PERIOD: 07/2017 THRU 06/2018	-	1,098.78	1,098.78	0.00	91,656.00	90,557.22	1.20%	16.67%
21T	*Contract amendment - add'l $4,605* L.I.H.E.A.P.-W.A.P. BUDGET PERIOD: 01/2016 THRU 06/2017	287,252.52	0.00	287,252.52	0.00	295,959.00	8,706.48	97.06%	100.00%
21U	*Contract amendment - add'l $33,097* L.I.H.E.A.P.-W.A.P. BUDGET PERIOD: 01/2017 THRU 12/2017	232,574.74	31,088.52	234,070.41	14.08	294,422.00	60,337.51	79.51%	66.67%
22	HEAD START PROGRAM BUDGET PERIOD: 09/2016 THRU 08/2017		771,974.32	7,663,740.80	54,503.99	8,203,855.00	485,610.21	94.08%	100.00%
	INKIND	3,054,966.80	405,397.48	2,304,964.84		2,050,964.00	(254,000.84)	112.38%	
	PA-22 TOTAL	11,061,957.45	1,177,371.80	9,968,705.64	54,503.99	10,254,819.00	231,609.37		
22D	HEAD START CARRY OVER FUNDS BUDGET PERIOD: 09/2016 THRU 08/2017		131,809.46	318,148.05	16,795.65	697,879.00	362,935.30	47.99%	100.00%
	INKIND		0.00	0.00		0.00	0.00	0.00%	
	PA-22D TOTAL		136,081.20	177,079.99	16,795.65	697,879.00	362,935.30		
28	EARLY HEAD START PROGRAM BUDGET PERIOD: 09/2016 THRU 08/2017		314,273.63	2,755,009.80	30,114.29	2,946,972.00	161,847.91	94.51%	100.00%
	INKIND		118,978.34	680,671.69		736,743.00	56,071.31	92.39%	
	PA-28 TOTAL		433,251.97	3,435,681.49	30,114.29	3,683,715.00	217,919.22		
28A	EARLY HEAD START - TTA/CDA PROGRAM BUDGET PERIOD: 09/2016 THRU 08/2017		14,332.71	57,378.44	0.00	71,443.00	14,064.56	80.31%	100.00%
	INKIND		0.00	6,110.50		17,858.00	11,747.50	34.22%	
	PA-28A TOTAL		14,332.71	63,488.94	0.00	89,301.00	25,812.06		
30	H.S.-TTA/CDA PROGRAM BUDGET PERIOD: 09/2016 THRU 08/2017		1,528.45	51,736.91	0.00	90,381.00	38,644.09	57.24%	100.00%
	INKIND		0.00	63,219.77		22,595.00	(40,624.77)	279.80%	
	PA-30 TOTAL		1,528.45	114,956.68	0.00	112,976.00	(1,980.68)		
41M	NEIGHBORWORKS AMERICA COMMUNITY STABILIZATION GRANT_WATER SYSTEM BUDGET PERIOD: 02/2015 THRU 01/2017	25,000.00	0.00	25,000.00	0.00	25,000.00	0.00	100.00%	100.00%
41N	NEIGHBORWORKS AMERICA BUDGET PERIOD: 02/2016 THRU 01/2017	30,000.00	0.00	30,000.00	0.00	30,000.00	0.00	100.00%	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
41O	NEIGHBORWORKS AMERICA Stratigic Investment Fund BUDGET PERIOD: 10/2016 THRU 09/2017	50,000.00	282.30	6,632.24	0.00	50,000.00	43,367.76	13.26%	91.67%
41P	NEIGHBORWORKS AMERICA BUDGET PERIOD: 02/2017 THRU 01/2018	100,000.00	3,103.63	50,232.07	74.79	100,000.00	49,693.14	50.31%	58.33%
52	NUECES ELECTRIC COOPERAT BUDGET PERIOD: 09/2013 THRU 08/2017	25,139.76	1,088.53	3,585.33	0.00	25,139.76	21,554.43	14.26%	100.00%
53A	Green Mountain Energy BUDGET PERIOD: 09/2016 THRU 08/2017	5,000.00	300.00	4,619.16	0.00	5,000.00	380.84	92.38%	100.00%
54	RELIANT ENERGY BUDGET PERIOD: 09/2013 THRU 08/2017	59,459.38	300.00	25,687.55	0.00	56,459.38	30,771.83	45.50%	100.00%
55	TXU ENERGY AID BUDGET PERIOD: 09/2013 THRU 08/2017	58,048.30	2,387.54	53,470.46	0.00	52,048.30	(1,422.16)	102.73%	100.00%
57	CPL-NN6 BUDGET PERIOD: 09/2013 THRU 08/2017	136,206.61	2,440.15	124,596.26	187.59	138,706.61	13,922.76	89.96%	100.00%
58T	*Contract amendment - add'l $52,769* COMPREHENSIVE ENERGY ASSISTANCE PROGRAM BUDGET PERIOD: 01/2016 THRU 08/2017	1,483,115.00	0.00	1,483,115.00	0.00	1,483,115.00	0.00	100.00%	100.00%
58U	*Contract amendment - add'l $168,851* COMPREHENSIVE ENERGY ASSISTANCE PROGRAM BUDGET PERIOD: 01/2017 THRU 12/2017	882,466.06	251,293.25	891,750.26	85.00	1,499,088.00	607,252.74	59.49%	66.67%
74	CHILD CARE FOOD PROGRAM - HS BUDGET PERIOD: 10/2016 THRU 09/2017	903,845.98	25,609.35	750,787.23	74,550.69	980,410.00	155,072.08	84.18%	91.67%
	TOTAL FUNDS	16,306,450.67	1,716,270.67	15,932,930.65	196,690.90	19,117,877.05	2,847,187.44		
	TOTAL INKIND	3,054,966.80	524,375.82	3,054,966.80	0.00	2,828,160.00	(226,806.80)		
	GRAND TOTAL	19,361,417.47	$2,240,646.49	$18,987,897.45	$196,690.90	$21,946,037.05	$2,620,380.64		

Nueces County Community Action Agency
Statement of Financial Position
As of 8/31/2017

	Current Year Balance
Current Assets	
Cash and Cash Equivalents	1,211,297.04
Accounts Receivable	
Grants Receivable	2,344,108.74
Other	30.72
Total Accounts Receivable	2,344,139.46
Other Assets	86,935.33
Total Current Assets	3,642,371.83
Noncurrent Assets	
Loans Receivable	171,770.92
Property Held For Resale	310,772.81
Property and Equipment	7,240,043.75
Accumulated Depreciation	(4,515,716.81)
Total Noncurrent Assets	3,206,870.67
ASSETS	6,849,242.50
Current Liabilities	
Accounts Payable and Accrued Liabilities	870,863.11
Accumulated Comp Absences	43,604.48
Total Current Liabilities	914,467.59
Noncurrent Liabilities	
Loans Payable	171,770.92
City of CC Chodo Note	1,636,321.63
Accumulated Comp Absences	169,490.31
Total Noncurrent Liabilities	1,977,582.86
Net Assets	
Unrestricted Assets	2,736,802.01
Temporarily Restricted Assets	209,892.29
Permanently Restricted - Property & Equipment	1,010,497.75
Total Net Assets	3,957,192.05
LIABILITIES AND NET ASSETS	6,849,242.50

Nueces County Community Action Agency
Statement of Activities
From 8/1/2017 Through 8/31/2017

	Program Services	Supporting Services	Total
Support			
Federal Awards	1,933,347.12	0.00	1,933,347.12
Other	6,000.00	0.45	6,000.45
In-Kind	524,375.82	0.00	524,375.82
Total Support	2,463,722.94	0.45	2,463,723.39
Expenditures			
Salaries	863,824.21	0.00	863,824.21
Fringe Benefits	228,032.78	0.00	228,032.78
Travel	3,419.95	0.00	3,419.95
Program Support	863,359.52	3,665.01	867,024.53
In Kind	524,375.82	0.00	524,375.82
Total Expenditures	2,483,012.28	3,665.01	2,486,677.29
Increase (Decrease In Net Assets)	(19,289.34)	(3,664.56)	(22,953.90)

October 2017

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
8	9 Closed Agency Holiday - Columbus Day	10	11	12	13	14
15	16	17 11:30AM B5HSPC	18 5:30 PM NCCAA Board Officer Meeting	19	20	21
22	23	24	25	26 5:30 PM NCCAA Board of Directors Meeting	27	28
29	30	31 Happy Halloween!	NCCAA Board of Directors			

October 2017

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
8	9 Closed Agency Holiday - Columbus Day	10 Hialco NC Meeting Track 16 NC Meeting	11	12 Austin/ Zavala NC Meeting	13	14
15	16 Robstown NC Meeting	17 Banquete NC Meeting	18	19	20	21
22	23	24	25	26 5:30 PM NCCAA Board of Directors Meeting	27	28
29	30	31 Happy Halloween!				

NCCAA Neighborhood Councils

* For meeting times, please call Matilda Garcia at (361) 882-4193 ext 2

FISCAL/AUDIT COMMITTEE
MEETING MINUTES
September 18, 2017

FISCAL/AUDIT COMMITTEE

MEMBERS PRESENT	MEMBERS ABSENT	STAFF PRESENT
Vic Medina	Starr Flores – excused working OTT	Alma Barrera
Steve Garza	Vacant – Rep. of Low-Income	Cindy Longoria
Maureen Brooks		Adel Rowland
		Isabel Valle-Carpenter

CALL TO ORDER:
Chairperson Medina declared a quorum and called the meeting to order at 5:26 p.m.

APPROVAL OF MINUTES:
Chairperson Medina entertained a motion to approve the minutes of the August 14, 2017 Fiscal/Audit Committee meeting.

MOTION: by Ms. Brooks, seconded by Mr. Garza, to approve the minutes of the August 14, 2017 Fiscal/Audit Committee meeting.

DISCUSSION: Hearing none

ALL APPROVED.

MOTION CARRIED.

ITEMS OF BUSINESS:

A. Action Items

1. Discussion and Possible Action of the FFY 2018 CSBG (Community Services Block Grant) Budget. Presented by Isabel Valle-Carpenter, Director of Community Services.

Chairperson Medina entertained a motion for a favorable review of the FFY 2018 CSBG Budget.

MOTION: by Mr. Garza, seconded by Ms. Brooks, for a favorable review of the FFY 2018 CSBG Budget.

DISCUSSION: Hearing none.

ALL APPROVED.

MOTION CARRIED.

2. Discussion and Possible Action of the NeighborWorks® America Funds to Assist with the Hurricane Harvey Recovery and Reconstruction of the Coastal Bend Area. Presented by Isabel Valle-Carpenter, Director of Community Services. Sheila Anderson, NWA Relationship Manager, is trying to find funds for the recovery and reconstruction of the Coastal Bend area.

Chairperson Medina entertained a motion for a favorable review of the NeighborWorks® America Funds to Assist with the Hurricane Harvey Recovery and Reconstruction of the Coastal Bend area.

MOTION: by Ms. Brooks, seconded by Mr. Garza, for a favorable review of the NeighborWorks® America Funds to Assist with the Hurricane Harvey Recovery and Reconstruction of the Coastal Bend area.

DISCUSSION: Hearing none.

ALL APPROVED.

MOTION CARRIED.

3. Discussion and Possible Action of the TDHCA (Texas Department of Housing and Community Affairs) Funds for Hurricane Harvey Disaster Relief. NCCAA received $176,710 for Disaster Relief for low-income individuals in Nueces County. Presented by Isabel Valle-Carpenter, Director of Community Services.

Chairperson Medina entertained a motion for a favorable review of the TDHCA (Texas Department of Housing and Community Affairs) Funds for Hurricane Harvey Disaster Relief. NCCAA received $176,710 for Disaster Relief for low-income individuals in Nueces County.

MOTION: by Mr. Garza, seconded by Ms. Brooks, for a favorable review of the TDHCA (Texas Department of Housing and Community Affairs) Funds for Hurricane Harvey Disaster Relief. NCCAA received $176,710 for Disaster Relief for low-income individuals in Nueces County.

DISCUSSION: Hearing none.

ALL APPROVED.

MOTION CARRIED.

4. Discussion and Possible Action of the NCCAA Updated Purchasing Policies and Procedures. Presented by Adel Rowland, Chief Financial Officer.

CSBG Organizational Standard 8.10 – The fiscal policies have been reviewed by staff within the past 2 years, updated as necessary, with changes approved by the governing board.

Chairperson Medina entertained a motion for a favorable review of the NCCAA Updated Purchasing Policies and Procedures.

MOTION: by Mr. Garza, seconded by Ms. Brooks, for a favorable review of the NCCAA Updated Purchasing Policies and Procedures.

DISCUSSION: Hearing none.

ALL APPROVED.

MOTION CARRIED.

5. Discussion and Possible Action of the NCCAA Organization-Wide Budget for September 1, 2017 to August 31, 2018. Presented by Adel Rowland, Chief Financial Officer.

CSBG Organizational Standard 8.9 – The governing body annually approves an organization-wide budget.

Chairperson Medina entertained a motion for a favorable review of the NCCAA Organization-Wide Budget for September 1, 2017 to August 31, 2018.

MOTION: by Ms. Brooks, seconded by Mr. Garza, for a favorable review of the NCCAA Organization-Wide Budget for September 1, 2017 to August 31. 2018.

DISCUSSION: Hearing none.

ALL APPROVED.

MOTION CARRIED.

B. Informational Items

1. Program Updates
   a. Community Services – NCCAA has been awarded a $50,000 Strategic Investment Fund Grant from NeighborWorks® America. The funds will be used to expand Central Kitchen 2 and consolidate the Birth-to-Five Central Kitchens 1 & 2. Presented by Isabel Valle-Carpenter, Director of Community Services.

2. Monthly Fiscal Reports - The Financial Reports were presented by Adel Rowland, Chief Financial Officer. The committee reviewed the following reports for August 2017: checks from $1,500 to - $4,999.99, checks $5,000 and over, expenditure/encumbrance budget reports, bank statement, and credit card statement.

3. Monthly Financial Reports – The committee reviewed the Statement of Financial Position as of 08/31/2017 and the Statement of Activities from 08/01/2017 through 08/31/2017. Presented by Adel Rowland, Chief Financial Officer.

PAST BUSINESS: None.

NEW BUSINESS: Mr. Garza discussed the Birth-to-Five Head Start classroom library and in-kind.

ADJOURNMENT:
No further business. Meeting adjourned at 6:00 P.M.

EXECUTIVE COMMITTEE
MEETING MINUTES
September 20, 2017

EXECUTIVE COMMITTEE

MEMBERS PRESENT	MEMBERS ABSENT	STAFF PRESENT
Rene Guzman	Vic Medina – excused working OTT	Alma Barrera
Vicki Garza	Betty Jean Longoria – excused OTT	Cindy Longoria
Maureen Brooks	Vacant – First Vice-Chair	Cindy Davila
Adan Chapa	Vacant – Second Vice-Chair	Isabel Valle-Carpenter
Joel Mumphord		Leslie Smith
Steve Garza		Adel Rowland
Lucinda J. Garcia		

GUEST PRESENT
Tad Dorroh, BKCW Employee Benefits Broker

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

APPROVAL OF MINUTES:
Chairperson Guzman entertained a motion to approve the minutes of the August 16, 2017 Executive Committee meeting.

MOTION: by Ms. Garcia, seconded by Mr. Mumphord, to approve the minutes of the August 16, 2017 Executive Committee meeting.

DISCUSSION: Hearing none

ALL APPROVED.

MOTION CARRIED.

ITEMS OF BUSINESS:

A. **Action Items**

1. Discussion and Possible Action of the FFY 2018 CSBG (Community Services Block Grant) Budget. Presented by Isabel Valle-Carpenter, Director of Community Services.

Chairperson Guzman entertained a motion for a favorable review of the FFY 2018 CSBG (Community Services Block Grant) Budget.

MOTION: by Mr. Chapa, seconded by Mr.Garza, for a favorable review of the FFY 2018 CSBG Budget.

DISCUSSION: Hearing none.

ALL APPROVED.

MOTION CARRIED.

2. Discussion and Possible Action of the NeighborWorks® America Funds to Assist with the Hurricane Harvey Recovery and Reconstruction of the Coastal Bend Area. Presented by Isabel Valle-Carpenter, Director of Community Services.

Chairperson Guzman entertained a motion for a favorable review of the NeighborWorks® America Funds to Assist with the Hurricane Harvey Recovery and Reconstruction of the Coastal Bend Area.

MOTION: by Ms. Garza, seconded by Mr. Chapa, for a favorable review, of the NeighborWorks® America Funds to Assist with the Hurricane Harvey Recovery and Reconstruction of the Coastal Bend Area.

DISCUSSION: Hearing none.

ALL APPROVED.

MOTION CARRIED.

3. Discussion and Possible Action of the TDHCA (Texas Department of Housing and Community Affairs) Funds for Hurricane Harvey Disaster Relief. NCCAA received $176,710 to be used Hurricane Harvey Disaster Relief for income eligible clients in Nueces County. Presented by Isabel Valle-Carpenter, Director of Community Services.

Chairperson Guzman entertained a motion for a favorable review of the TDHCA (Texas Department of Housing and Community Affairs) Funds for Hurricane Harvey Disaster Relief. NCCAA received $176,710 to be used Hurricane Harvey Disaster Relief for income eligible clients in Nueces County.

MOTION: by Mr. Chapa, seconded by Mr. Mumphord, for a favorable review, of the TDHCA (Texas Department of Housing and Community Affairs) Funds for Hurricane Harvey Disaster Relief. NCCAA received $176,710 to be used Hurricane Harvey Disaster Relief for income eligible clients in Nueces County.

DISCUSSION: Hearing none.

ALL APPROVED.

MOTION CARRIED.

4. Discussion and Possible of the NCCAA Updated Purchasing Policies and Procedures. Presented by Adel Rowland, Chief Financial Officer. Correction to agenda. CSBG Organizational Standard incorrectly stated as 8.10. Correct Standard is 8.11.

   CSBG Organizational Standard 8.11 – A written procurement policy is in place and has been reviewed by the governing board within the past 5 years.

Chairperson Guzman entertained a motion for a favorable review of the NCCAA Updated Purchasing Policies and Procedures.

MOTION: by Mr. Mumphord, seconded by Ms. Garza, for a favorable review, of the NCCAA Updated Purchasing Policies and Procedures.

DISCUSSION: Hearing none.

ALL APPROVED.

MOTION CARRIED.

5. Discussion and Possible Action of the NCCAA Organization-Wide Budget for September 1, 2017 to August 31, 2017. Presented by Adel Rowland, Chief Financial Officer.

Chairperson Guzman entertained a motion for a favorable review of the NCCAA Organization-Wide Budget for September 1, 2017 to August 31, 2017.

MOTION: by Mr. Mumphord, seconded by Ms. Garza, for a favorable review, of the NCCAA Organization-Wide Budget for September 1, 2017 to August 31, 2017.

DISCUSSION: Hearing none.

ALL APPROVED.

MOTION CARRIED.

6. Discussion and Possible Action of the BKCW Final Results of the RFP. Presentation by Tad Dorroh, BKCW Employee Benefits Broker. Mr. Dorroh presented BKCW's the results of the RFP. Negotiations are still in progress. Mr. Dorroh will discuss the results with the NCCAA Senior Leadership Team on Thursday, September 21, 2017. The final recommendation will be presented to the Board of Directors at their regularly scheduled meeting.

Chairperson Guzman entertained a motion for a favorable review of the BKCW Final Results of the RFP.

MOTION: by Mr. Mumphord, seconded by Mr. Chapa, for a favorable review, of the BKCW Final Results of the RFP.

DISCUSSION: Hearing none.

ALL APPROVED.

MOTION CARRIED.

B. **Informational Items**

1. Program Update
   a. Community Services – NCCAA has been awarded a $50,000 Strategic Investment Fund Grant from NeighborWorks® America. The funds will be used to expand the Birth-to-Five Head Start Program Central Kitchen 2 and consolidate the Central Kitchens 1 and 2. Ms. Sheila Anderson, NWA Relationship Manager was instrumental in getting this grant for NCCAA.

2. Compliance Review of Board/Committee Attendance Roster. Presented by Alma A. Barrera, Chief Executive Officer. Committee Members reviewed the report and did not request letters of warning or termination to be sent.

3. Preparation for the Annual Meeting. Recruiting Public Sector and Private Sector members. Elections for the 2017 – 2018 Board of Directors will take place at the September annual meeting.

PAST BUSINESS: None.

NEW BUSINESS: None.

ADJOURNMENT:
No further business. Meeting adjourned at 6:17 P.M.

Birth-to-Five Head Start Policy Council Meeting
September 19, 2017
REGULAR MEETING MINUTES

Policy Council Members Present:

Crystal Arellano	Yvonne Torres	Andy Alvarez	Sarah Ford
Daniel Gonzalez	Crystal Arellano	Audrey Luera	Steve Garza – Via phone

Staff and Guests Present:

Alma Barrera	Cindy Casiano	Eric Medellin	Leslie Smith
Ruth Bartley			

I. The meeting was called to order by Vice-Chairperson Crystal Arellano, followed by a moment of silence at 11:35 a.m.

II. **Roll Call and Setting the Agenda**
Roll was called and a quorum was established. The agenda was amended to add Item V.A.1. "Seating of New Member." Sarah Ford moved to approve the amended agenda; second by Audrey Luera. **Motion Carried.**

III. **Approval of Minutes**
Minutes of the August 15, 2017 Regular Meeting were presented for approval. Audrey Luera moved to approve the Minutes as presented, second by Sarah Ford. **Motion Carried.**

IV. **Calendar** – The following items was added to the calendar:
Wednesday, 10/11/2017 12:30 p.m. Fundraiser Committee McDonald's at Greenwood and SPID

V. **Committee Reports:**

A. By-laws Committee:
1. New Members: Sarah Ford moved to accept new member, Daniel Gonzalez of Tuloso-Midway Head Start, second by Audrey Luera. **Motion Carried.**
2. Second Reading of By-Laws Changes: Audrey Luera moved to accept and approve proposed changes to Policy Council By-Laws Article IV, Article VI, and Article XI, second by Yvonne Torres. **Motion Carried.** The proposed changes are in Attachment A.

B. Personnel Committee: No Meeting, No Action
Leslie Smith, Human Resources Director, gave the September HR statistics, as follows:

Date	# Employees	New Hires	Terminations	Resignations	Discharges
09/19/2017	291	EHS – 0	EHS – 0	EHS - 1	EHS – 0
		HS – 5	HS - 0	HS – 10	HS – 0

C. Scholarship Committee: No Meeting; No Action

D. Budget Committee: No Meeting; No Action.

E. Fundraiser Committee: No Meeting; No Action.

F. Treasurer's Report: The Treasurer's Report for August was presented by Sarah Ford. The August 31, 2017 balance is $8,365.33. There was no activity in the account. Daniel Gonzalez moved to accept the Treasurer's Report for August 2017, second by Yvonne Torres. **Motion Carried.**

G. Board Update: Steve Garza, PC Representative to the Board, reported via teleconference. He stated that the Board had reviewed the Request for Qualifications and had chosen BKCW as the benefits brokerage firm. The CSBG Block Grant was reviewed and the final amount of the grant is $457,135. The CEO's annual evaluation was reviewed and the Board voted to increase the base salary of the CEO. Board President, George Rosas, retired after 25 years of service, effective August 31, 2017.

VI. **Old Business. None**

VII. **Program Governance**

A. Administration:

1. Program Expenditures for 08/01/2017- 08/31/2017: Program Encumbrance Reports for August were in the mailed agenda and Credit Card Reports were provided as handouts. Eric Medellin, Accountant, reviewed the reports and asked for questions. There were none. Sarah Ford moved to accept the Program Expenditures and Credit Card Activity Reports for August, 2017, second by Andy Alvarez. **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 September: The Birth-to-Five Head Start Director's Report, Program Information Report (PIR), On-Going Monitoring Report were provided as a handout.

Cindy Davila, Head Start Director, reviewed the report. All the new centers are licensed and licenses for closed centers have been returned to the State. There were no inspection results to report. Work on Trinity Center has begun; however, $342,012 in Carryover funds will be transferred to the budget for the 2017-2018 fiscal year to allow for additional time to complete renovation/remodeling. The In-Kind Goal for 2016-2017 has been exceeded.

C. Program Plans. None

D. Revision and Update to Program Narrative - None

VIII. New Business

A. Approval of NCCAA Updated Purchasing Policies and Procedures. Eric Medellin, Controller, reviewed the NCCAA Updated Purchasing Policies and Procedures. Changes were minimal and included additional of a procurement checklist. Audrey Luera moved to approve the NCCAA Updated Purchasing Policies and Procedures, second by Daniel Gonzalez. **Motion Carried.**

B. Approval of NCCAA Organization-Wide Budget, September 1, 2017 – August 31, 2018. Eric Medellin, Controller, reviewed the NCCAA Organization-wide budget which is a compilation of all the NCCAA funding sources, and asked for questions from the floor. There were none. Sarah Ford moved to approve NCCAA Organization-Wide Budget, September 1, 2017 – August 31, 2018 second by Andy Alvarez. **Motion Carried.**

C. Results of RFP, BKCW Employee Benefits Brokerage Company. Alma Barrera, Chief Executive Officer, explained that the brokerage firm will be presenting a benefits proposal to the Executive Committee on September 20, 2017. The Leadership Group will then meet to choose a benefits package for NCCAA employees. The information on that package will be presented to the Policy Council for approval on October 17, 2017.

IX. Public Comments:

X. Good and Welfare:

Daniel Gonzalez asked about the status of the playground at Tuloso-Midway. Ms. Davila stated that we are getting a waiver from the State for the requirement to present manufacturer's data sheets on the playground equipment since it previously installed at a different location.

XI. Adjournment:

There being no further business, Sarah Ford moved to adjourn the meeting, second by Audrey Luera. The meeting was adjourned by Crystal Arellano at 12:00 p.m.

APPENDIX A – Proposed Changes to By-Laws
Second Reading

Article IV, Composition, Membership, Right, Termination and Alternates of Policy Council

Section 4 Termination of Membership

1. Any member who misses three (3) consecutive meetings or any four (4) meetings in a year will automatically lose his/her seat on the Council. If the center is represented by an elected alternate, the member's absence will not be included in the four absences allowed., Warning or Termination letters will be sent to members with copies forwarded to Head Start Director and Family Advocate and Site Base Manager of that site. Members who have received a warning letter are not eligible for travel. In the case of a community partner, a notice will be forwarded to the sponsoring agency.

2. A member is allowed one (1) excused absence for the year. The Excused Absence will not count as an absence if the center is represented by an elected alternate.

Section 6 Vacancies

~~A. Parent Committees will make every attempt to fill vacancies at every monthly meeting.~~

~~1. In the case Policy Council monthly meeting attendance falls below 85% of membership, a Recruiting Committee subcommittee will be formed (ref. Article VII, Section 2.C)~~

Article VII, Committees,

Section 2 Special Committees

C. ~~Recruiting Committee and Duties: (Ad Hoc)~~

1. ~~Membership shall consist of no less than (5) members.~~
2. ~~Plan and determine which centers need recruiting of Policy Council members and alternates.~~
3. ~~Committee will communicate with Family Advocate at Centers with low Policy Council attendance.~~
4. ~~Committee will help recruit new Policy Council representatives.~~
5. ~~Committee must go to recruiting sites as a committee.~~
6. ~~Any three (3) members present constitutes a quorum,~~

Article XI, Policy Council, Policy Committee and Parent Committee Reimbursement

~~Section 2 Local Transportation~~

~~Local transportation in agency vehicles is provided upon request for Policy Council members only due to liability issues.~~

~~a. Policy Council members requiring or needing transportation and child activities must notify the NCCAA program in advance in order to comply with transportation regulations. Parents with children~~

~~will be picked up by bus and parents are to provide size/age appropriate car seats. Only children enrolled in Head Start can be transported in agency vehicles.~~

~~**Section 3 Meals**~~

A. ~~A light meal will be provided for each PC member and their families when attending local meetings, training, or functions. Members are encouraged to RSVP.~~

B. ~~**Section 4 Child Activities**~~

~~a. Child activities will be available to Policy Council members during the Policy Council monthly meeting for children ages 3 to 5. Younger children will remain with their parents during the meeting.~~

~~b. Parents will be responsible for providing baby needs, i.e., formula, bottles, diapers, baby wipes, etc.~~

NUECES COUNTY COMMUNITY ACTION AGENCY
NEIGHBORHOOD COUNCIL ATTENDANCE ROSTER
FROM OCTOBER 1, 2016 THRU SEPTEMBER 30, 2017

MONTH →	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May	June	July	Aug.	Sept.
YEAR →	2016	2016	2016	2017	2017	2017	2017	2017	2017	2017	2017	2017
Neighborhood Council ↓	Date & # Attended	Date & # Attended	Date & # Attended	Date & # Attended	Date & # Attended	Date & # Attended	Date & # Attended	Date & # Attended	Date & # Attended	Date & # Attended	Date & # Attended	Date & # Attended
Hialco	Oct. 11 # 13	Nov. 8 # 8	Dec. 13 Cancelled	Jan. 12 # 13	Feb. 14 # 16	Mar. 14 Cancelled	April 11 Cancelled	May 9 # 12	June 19 # 32	July 11 Cancelled	August 8 # 17	Sept. 12 # 28
Tract 16	Oct. 11 # 10	Nov. 8 # 15	Dec. 13 Cancelled	Jan. 10 # 18	Feb. 14 # 14	Mar. 14 # 14	April 11 # 22	May 9 Cancelled	June 13 # 10	July 20 Cancelled	August 8 # 9	Sept 12 # 17
Austin / Zavala	Oct. 13 # 9	Nov. 10 # 10	Dec. 8 Cancelled	Jan. 12 # 11	Feb. 9 # 15	Mar. 9 # 18	April 6 # 18	May 11 # 16	June 9 # 7	July 13 Cancelled	August 10 Cancelled	Sept 14 # 24
Robstown	Oct. 17 # 28	Nov. 21 Cancelled	Dec. 19 Cancelled	Jan. 9 Cancelled	Feb. 13 # 17	Mar. 20 # 22	April 17 # 23	May 16 # 12	June 19 # 23	July 17 Cancelled	August 21 # 20	Sept. 18 # 22
Banquete	Oct. 11 # 15	Nov. 21 Cancelled	Dec. 20 Cancelled	Jan. 17 Cancelled	Feb. 21 # 10	Mar. 21 # 12	April 18 # 13	May 15 # 24	June 20 Cancelled	July 18 Cancelled	August 15 # 17	Sept. 19 # 11
Totals	75	33	0	42	72	66	76	64	72	0	63	102

m.g.

HIALCO NEIGHBORHOOD COUNCIL REPORT

DATE OF MEETING: August 8, 2017

Month	No. In Attendance	Month	No. in Attendance
October 11, 2016	13	April 11, 2017	Cancelled
November 8, 2016	8	May 9, 2017	12
December 13, 2016	Cancelled	June 19, 2017	32
January 10, 2017	13	July 11, 2017	Cancelled
February 14, 2017	16	August 8, 2017	17
March 14, 2017	Cancelled	September 12, 2017	

Meeting Called To Order: Meeting called to order by Maureen Brooks (Treasurer). Invocation and Pledge of Allegiance Followed.

Approval of Minutes: Approved as read.

Treasurer's Report: None

Old Business: Hialco Neighborhood Council will hold a Recognition of People in the Community on October 14th, 2017 @ Oveal Williams Senior Center.

New Business: Dorothy Wade (Staff) informed all members of documentation needed to apply for services for our program with Nueces County Community Action Agency – Community Services Center Comprehensive Energy Assistance Program and Weatherization Applications for Comprehensive Energy Assistance and Weatherization. Applications are being processed from July's Intake. Please check back with us for update of next application date and time. Hialco Neighborhood Council held Election of Officers members' in attendance unanimously voted for the following: Joel Mumphord Board Representative. Discussion Followed.

Meeting Adjourned: Next Meeting will be held in September 12, 2017 at 12:30 p.m.

Number Invited: 32

Number Attended: 17

Staff: Dorothy Wade

Joel Mumphord / m.g.

Council Secretary

Mae Milligan, Vice Chairperson
Joel Mumphord, Board Representative

TRACT 16 NEIGHBORHOOD COUNCIL REPORT

DATE OF MEETING: August 8, 2017

Month	No. In Attendance	Month	No. In Attendance
October 11, 2016	10	April 11, 2017	22
November 8, 2016	15	May 9, 2017	Cancelled
December 13, 2016	Cancelled	June 13, 2017	10
January 10, 2017	18	July 11, 2017	Cancelled
February 14, 2017	14	August 8, 2017	9
March 14, 2017	14	September 12, 2017	

Meeting Called To Order: Meeting cancelled by Deborah Henry (Chairperson).

Approval of minutes: None

Treasurer's Report: None

Old Business: None

New Business: Matilda Garcia (Staff) informed all members of documentation needed to apply for services for our program with Nueces County Community Action Agency – Community Services Center Comprehensive Energy Assistance Program and Weatherization Applications for Comprehensive Energy Assistance and Weatherization. Applications are being processed from July's Intake. Please check back with us for update of next application date and time. Tract 16 Neighborhood Council did not hold Election of Officers due to no forum. Election of Officers will be held on September 12, 2017 at 6 p.m. Discussion Followed.

Meeting Adjourned: Next Meeting will be held in September 12, 2017 at 6:00 p.m.

Number Invited: 30

Number Attended: 9

Staff Person:

Deborah Henry | m.g.

Council Secretary

Deborah Henry, Chairperson

AUSTIN/ZAVALA NEIGHBORHOOD COUNCIL REPORT

DATE OF MEETING: August 10, 2017

Month	No. In Attendance	Month	No. In Attendance
October 13, 2016	9	April 6, 2017	18
November 10, 2016	10	May 11, 2017	16
December 8, 2016	Cancelled	June 9, 2017	7
January 12, 2017	11	July 13, 2017	Cancelled
February 9, 2017	15	August 10, 2017	Cancelled
March 9, 2017	18	September 14, 2017	

Meeting Called To Order: Meeting cancelled by Adan Chapa (Chairperson).

Approval of Minutes: None

Treasurer's Report: None

Old Business: None

New Business: None

Meeting Adjourned: Next meeting will be held in September 14, 2017 at 10:30 a.m.

Number Invited:

Number Attended:

Staff Person:

Regina Chapa / m.g.

Council Secretary

Regina Chapa, Chairperson
Adan A. Chapa Representative

UNITED COUNCIL OF ROBSTOWN NEIGHBORHOOD COUNCIL REPORT

DATE OF MEETING: August 21, 2017

Month	No. In Attendance	Month	No. In Attendance
October 17 – 2016	28	April 17– 2017	23
November 21– 2016	Cancelled	May 15 –2017	24
December 19 – 2016	Cancelled	June 19– 2017	23
January 9 – 2017	Cancelled	July 17 – 2017	Cancelled
February 13– 2017	17	August 21 – 2017	20
March 20 - 2017	22	September 18– 2017	

Meeting Called To Order: By Maria Pacheco, Council Chairperson, followed by Invocation and the Pledge Of Allegiance.

Approval of Minutes: The Minutes approved as read

Old Business: None

New Business: The United Council Of Robstown held Election Of Officers on August 21, 2017. Ms. Maria Pacheco was elected as the Board Representative for the United Council Of Robstown.

Ms. Pacheco introduced two Guest Speakers from the Agency New Century Hopice they were Mr. Eleazar Rodriguez he is the Hospice Spiritual Counselor, and Mr. Sam Rodriguez, Senior Hospice Care Consultant. The following reading material was handed out to the Council members the Benefits of Earlier Admission to Hospice Care, and information on General Guidelines, and Patient Care Management.

The Nueces County Community Action Agency Staff Diana Flores informed the council on CEAP and Weatherization.

Meeting Adjourned: Next meeting will be held Monday September 18, 2017 @ 5:30 p.m.

Number Invited: 19

Number Attended: 20

Staff Person: Diana Flores & Tommie Garza

Maria Pacheco MG
Council Secretary

Maria Pacheco, Chairperson
Maria Pacheco, Representative

BANQUETE NEIGHBORHOOD COUNCIL REPORT

DATE OF MEETING: AUGUST 15, 2017

Month	No. in Attendance	Month	No. In Attendance
October 18 –2016	15	April 18 – 2017	13
November 15 –2016	Cancelled	May 16 – 2017	12
December 20 –2016	Cancelled	June 20– 2017	Cancelled
January 17 –2017	Cancelled	July 18– 2017	Cancelled
February 21 –2017	10	August 15– 2017	14
March 21–2017	12	September 19 – 2017	

Meeting Called To Order: By Aminta Garcia, Council Chairperson followed by Invocation and the Pledge of Allegiance.

Approval of Minutes: Minutes read and approved

Treasurer's Report: NONE

Old Business: NONE

New Business: Nueces County Community Action Agency staff Diana Flores informed the council on CEAP and Weatherization.

The Banquete Neighborhood Council held Election Of Officers and Officers were elected. The elected Board Representative for the Banquete Council is Aminta Garcia.

Meeting Adjourned: Next meeting will be held September 19, 2017 at 5:00p.m.

Number Invited: 19

Number Attended: 14

Staff Persons: Diana Flores & Tommie Garza

Aminta Garcia | mg
Council Secretary

Aminta Garcia-Chairperson
Aminta Garcia, Representative

HIALCO NEIGHBORHOOD COUNCIL REPORT

DATE OF MEETING: September 12, 2017

Month	No. In Attendance	Month	No. in Attendance
October 11, 2016	13	April 11, 2017	Cancelled
November 8, 2016	8	May 9, 2017	12
December 13, 2016	Cancelled	June 19, 2017	32
January 10, 2017	13	July 11, 2017	Cancelled
February 14, 2017	16	August 8, 2017	17
March 14, 2017	Cancelled	September 12, 2017	28

Meeting Called To Order: Meeasurereting called to order by Joel Mumphord (Board Representative). Invocation and Pledge of Allegiance Followed.

Approval of Minutes: Approved as read.

Treasurer's Report: None

Old Business: Hialco Neighborhood Council will hold a Recognition of People in the Community on October 14th, 2017 @ Oveal Williams Senior Center.

New Business: Dorothy Wade (Staff) informed all members applications for our programs with Nueces County Community Action Agency – Community Services Center Comprehensive Energy Assistance Program and Weatherization will not be accepting applications until further notice. Nueces County Community Action Agency Community Services Program will receive Disaster Relief Funds to assist victims of Hurricane Harvey The Community will be provided with times, dates and locations thru United Way for additional information please call Information and Referral Line 211. Discussion Followed.

Meeting Adjourned: Next Meeting will be held in October 10, 2017 at 12:30 p.m.

Number Invited: 32

Number Attended: 28

Staff: Dorothy Wade

Joel Mumphord / m.g.

Council Secretary

Mae Milligan, Vice Chairperson
Joel Mumphord, Board Representative

TRACT 16 NEIGHBORHOOD COUNCIL REPORT

DATE OF MEETING: September 12, 2017

Month	No. In Attendance	Month	No. In Attendance
October 11, 2016	10	April 11, 2017	22
November 8, 2016	15	May 9, 2017	Cancelled
December 13, 2016	Cancelled	June 13, 2017	10
January 10, 2017	18	July 11, 2017	Cancelled
February 14, 2017	14	August 8, 2017	9
March 14, 2017	14	September 12, 2017	17

Meeting Called To Order: Meeting called to order by Deborah Henry (Chairperson). Invocation and Pledge Allegiance Followed.

Approval of minutes: Approved as read.

Treasurer's Report: None

Old Business: None

New Business: Matilda Garcia (Staff) informed all members applications for our programs with Nueces County Community Action Agency – Community Services Center Comprehensive Energy Assistance Program and Weatherization will not be accepting applications until further notice. Nueces County Community Action Agency Community Services Program will receive Disaster Relief Funds to assist victims of Hurricane Harvey The Community will be provided with times, dates and locations thru United Way for additional information please call Information and Referral Line 211. Election of Officers was held Member's in attendance unanimously voted for the following;
Chairperson- Beatrice Delgado, Vice-Chairperson- Alice Caraway, Secretary- Norma Christan and Board Representative- Deborah Henry. Discussion Followed.

Meeting Adjourned: Next Meeting will be held in October 10, 2017 at 6:00 p.m.

Number Invited: 30

Number Attended: 17

Staff Person: Matilda Garcia & Dorothy Wade

Deborah Henry / m.g.

Council Secretary

Deborah Henry, Chairperson

AUSTIN/ZAVALA NEIGHBORHOOD COUNCIL REPORT

DATE OF MEETING: September 14, 2017

Month	No. In Attendance	Month	No. In Attendance
October 13, 2016	9	April 6, 2017	18
November 10, 2016	10	May 11, 2017	16
December 8, 2016	Cancelled	June 9, 2017	7
January 12, 2017	11	July 13, 2017	Cancelled
February 9, 2017	15	August 10, 2017	Cancelled
March 9, 2017	18	September 14, 2017	24

Meeting Called To Order: Meeting called to order by Adan Chapa (Chairperson). Invocation and Pledge of Allegiance Followed.

Approval of Minutes: None

Treasurer's Report: None

Old Business: None

New Business: Matilda Garcia (Staff) informed all members applications for our programs with Nueces County Community Action Agency – Community Services Center Comprehensive Energy Assistance Program and Weatherization will not be accepting applications until further notice. Nueces County Community Action Agency Community Services Program will receive Disaster Relief Funds to assist victims of Hurricane Harvey The Community will be provided with times, dates and locations thru United Way for additional information please call Information and Referral Line 211. Election of Officers was held Member's in attendance unanimously voted for the following;
Chairperson- Regina Chapa, Vice-Chairperson- Angie Ibanez, Secretary- Laurie DeLaGarza and Board Representative- Adan Chapa. Discussion Followed

Meeting Adjourned: Next meeting will be held in October 12, 2017 at 10:30 a.m.

Number Invited: 33

Number Attended: 24

Staff Person: Matilda Garcia & Dorothy Wade

Regina Chapa / m.g.

Council Secretary

Regina Chapa, Chairperson
Adan A. Chapa Representative

UNITED COUNCIL OF ROBSTOWN NEIGHBORHOOD COUNCIL REPORT

DATE OF MEETING: SEPTEMBER 18, 2017

Month	No. In Attendance	Month	No. In Attendance
October 17 – 2016	28	April 17 – 2017	23
November 21– 20116	Cancelled	May 15 –2017	24
December 19 – 2016	Cancelled	June 19– 2017	23
January 9 – 2017	Cancelled	July 17– 2017	Cancelled
February 13 – 2017	17	August 21– 2017	20
March 20 - 2017	22	September 18– 2017	22

Meeting Called To Order: By Maria Pacheco, Council Chairperson, followed by invocation and the pledge of allegiance.

Approval of Minutes: The minutes approved as read

Old Business: NONE

New Business:

The Nueces Community Action Agency staff informed the Council on status of the CEAP program and information on Weatherization.

The United Council of Robstown members celebrated the Birthdays for Robert Cantu and Tommie Garza.

Meeting Adjourned: Next meeting Monday October 16, 2017 at 5:30 p.m.

Number Invited: 19

Number Attended: 22

Staff Person: Diana Flores & Tommie Garza

Maria Pacheco/mg

Council Secretary

Maria Pacheco, Chairperson
Maria Pacheco, Representative

BANQUETE NEIGHBORHOOD COUNCIL REPORT

DATE OF MEETING: SEPTEMBER 19, 2017

Month	No. in Attendance	Month	No. In Attendance
October 168 –2016	15	April 18 – 2017	13
November 15 –2016	Cancelled	May 16 – 2017	12
December 20 –2016	Cancelled	June 20 – 2017	Cancelled
January 17 –2017	Cancelled	July 18 – 2017	Cancelled
February 21 –2017	10	August 15 – 2017	14
March 21–2017	12	September 19 – 2017	11

Meeting Called To Order: By Aminta Garcia, Council Chairperson, followed by Invocation and pledge of allegiance.

Approval of Minutes: Minutes approved as read

Treasurer's Report: NONE

Old Business: NONE

New Business: The Nueces County Community Action Agency staff informed the Council on the Status of the CEAP Program and information on the Weatherization Program.

The Council Chairperson announced the Banquete Council will not have a meeting in the month of November or December 2017.

Meeting Adjourned: Next meeting will be held October 17, 2017 @ 5:00 p.m.

Number Invited: 19

Number Attended: 11

Staff Persons: Diana Flores & Tommie Garza

Aminta Garcia | MG
Council Secretary

Aminta Garcia, Chairperson
Aminta Garcia, Representative