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: George R. Rosas, Chairperson

DATE: February 16, 2017

SUBJECT: Monthly Board of Directors Meeting – February

The NCCAA Board of Directors meeting has been scheduled for **Thursday, February 23, 2017 at 6:00 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, February 23, 2017
6:00 P.M. Board of Directors Meeting

NCCAA Central Office,
101 South Padre Island Drive

GRR/AAB/cal
Enclosure

NeighborWorks®
CHARTERED MEMBER

community Action PARTNERSHIP
Helping People. Changing Lives.

Nueces County Community Action Agency
BOARD OF DIRECTORS
AGENDA
Thursday, February 23, 2017

I. **Call to Order – 6:00 PM**
   A. Roll Call
   B. Establish Quorum

II. **Invocation, Pledge of Allegiance and Community Action Promise**

III. **Approval of the Minutes**
   A. January 26, 2017, NCCAA Board Meeting..... **Pages 4 – 8**

IV. **Action Items**

   A. Board Appointments/Resignations/Terminations – None

   B. Discussion and Possible Action of the Independent Audit Report FYE 08/31/2016. Presentation by Juaquin "Jake" Sanchez, CPA and Independent Auditor.
      1. Audit for the Year Ended August 31, 2016 and 2015.....**Pages 9 – 63**
      2. Communication with Those Charged with Governance.....**Pages 64 - 65**

      Favorable Review given by the Planning Committee, Fiscal/Audit Committee, Executive Committee and pending review from the Birth-to-Five Head Start Policy Council.

   C. Discussion and Possible Action of the NCCAA New Job Descriptions
      1. Intake Worker/Data Entry.....**Pages 66 - 68**
      2. Education Coach.....**Pages 69 - 71**

      Education Technician.....**Pages 72 - 74**

      Favorable Review given by the Personnel Committee, Planning Committee, Fiscal/Audit Committee, Executive Committee and pending review from the Birth-to-Five Head Start Policy Council.

D. Discussion and Possible Action of the NCCAA Summary of Job Description Changes.....**Page 75**

1. Associate Director of Site Based Management changed to Associate Director of Program Services and Compliance
2. Curriculum & Instruction Coordinator
3. Education Resource Mentor
4. Site Based Manager
5. Disability Coordinator changed to Disability/Mental Health Coordinator
6. Mental Health Technician changed to Disability/Mental Health Mentor
7. Health Coordinator
8. Family and Community Partnership Coordinator
9. ERSEA Coordinator
10. Family Advocate
11. Associate Director of Comprehensive Services changed to Associate Director Facilities Management and Nutrition
12. Training & Technical Assistance Specialist

Favorable Review given by the Personnel Committee, Planning Committee, Fiscal/Audit Committee, Executive Committee and pending review from the Birth-to-Five Head Start Policy Council.

E. Discussion and Possible Action of the NCCAA Revised Birth-to-Five Head Start Program Organizational Chart.....**Page 76**

Favorable Review given by the Personnel Committee, Planning Committee, Fiscal/Audit Committee, Executive Committee and pending review from the Birth-to-Five Head Start Policy Council.

F. Discussion and Possible Action of the NCCAA Birth-to-Five Head Start Program Improvement Plan – Leadership Governance & Management.....**Page 77**

Favorable Review given by the Planning Committee, Fiscal/Audit Committee, Executive Committee and pending review from the Birth-to-Five Head Start Policy Council.

G. Discussion and Possible Action of the NCCAA Corporate Resolution Designating Alma A. Barrera, Chief Executive Officer as the Authorized Representative for the Agency.....**Page 78**

Favorable Review given by the Planning Committee, and Fiscal/Audit Committee. The Executive Committee voted for a Favorable Review and to ratify all prior actions and signatures that Alma A. Barrera, Chief Executive Officer, made as of July 1, 2016.

V. Informational Items

A. Program Updates - None
B. Monthly Activity Reports (January 2017)..... **Pages 79 - 85**
C. Checks between $1,500 and <$5,000 (January 2017)..... **Page 86**
D. Checks $5,000 and over (January 2017) ..... **Page 87**
E. Expenditure/Encumbrance Budget Report (January 2017).....**Pages 88 - 89**
F. Financial Report (January 2017)..... **Pages 90 - 91**
G. Calendar (March 2017) ..... **Pages 92 - 93**
H. Committee Minutes (February 2017).....**Pages 94 - 109**
I. Neighborhood Council Reports (January 2017) ..... **Pages 110 - 114**
J. 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, January 26, 2017

REGULAR MONTHLY MEETING MINUTES

MEMBERS PRESENT

George R. Rosas	County Commissioner Pct. 3 John Marez
Rene Guzman	LULAC Council #1
Olga Gonzales	Nueces County Senior Citizens
Vicki N. Garza	City Council Member At Large Paulette Guajardo
Vic Medina	State Representative Dist. 32 Todd Hunter
Maureen Brooks	Salvation Army
Maria Pacheco	United Council of Robstown
Norma L. Cantu	State Representative Dist. 34 Abel Herrero
Felicia Hajek	County Commissioner Pct. 1 Mike Pulsey
Joel Mumphord	Hialco Neighborhood Council
Venancio (Bene) Figueroa, Jr.	Labor Council for Latin American Advancement
Betty Jean Longoria	Westside Business Association
Adan Chapa	Austin / Zavala Neighborhood Council
Stephanie Hernandez	Justice of the Peace Precinct 1, Place 1 Joe Benavides
Steve Garza	Birth-to-Five Head Start Policy Council
Sandra Santos	County Commissioner Pct. 2 Joe A. Gonzalez

MEMBERS ABSENT

Terry Mills (excused–working)	NAACP
Starr Flores (excused – working OTT)	Texas A&M Health Science Center
Lucinda J. Garcia (excused – working)	Lucinda J. Garcia, Attorney
Deborah Henry (excused – working)	Track 16 Neighborhood Council
Aminta Garcia (excused – sick)	Banquete Neighborhood Council

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

STAFF PRESENT
Isabel Valle-Carpenter, Director of Community Services
Dorothy Wade, Associate Director Community Services
Monica Diaz, Director of Human Resources & Communications
Adel Rowland, Chief Financial Officer
Cindy Casiano, Director of Birth-to-Five Head Start
GUEST PRESENT
None

CALL TO ORDER:
The Nueces County Community Action Agency (NCCAA) Board of Directors met Thursday, January 26, 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 6:00 p.m. at which time a quorum was present.

INVOCATION & 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.

APPROVAL OF MINUTES:
Chairperson Rosas entertained a motion to approve the minutes of the December 1, 2016 Board of Directors Regular Meeting.

MOTION: by Mr. Chapa, seconded by Ms. Longoria, to approve the minutes of the December 1, 2016 Board of Directors Regular Meeting.

DISCUSSION: Hearing none.

ALL APPROVED. MOTION CARRIED.

ACTION ITEMS:

Item A. Board Appointments/Resignations/Terminations

1. Term Expired / Board Re-Appointment. Presented by Alma A. Barrera, Chief Operating Officer.
   a. George R. Rosas, Representative of Public Official, representing County Commissioner Pct. 3 Oscar Ortiz (retired December 31, 2016). Mr. Rosas was re-appointment by Council Commissioner Pct. 3 John Marez.
   b. Vicki N. Garza, Representative of Public Official, representing City Council Member At-Large Chad Magill (term expired December 31, 2016). Ms. Garza was re-appointed by City Council Member At-Large Paulette Guajardo.

Chairperson Rosas entertained a motion to approve the Term Expired / Board Re-Appointment for George R. Rosas and Vicki N. Garza.

MOTION: by Ms. Longoria, seconded by Mr. Guzman, to approve the Term Expired / Board Re-Appointment for George R. Rosas and Vicki N. Garza.

DISCUSSION: Hearing none.

ALL APPROVED. MOTION CARRIED.

Item B. Discussion and Possible Action of the NCCAA Employee Handbook Section 149 Social Media Policy. Presented by Monica Diaz, Director of Human Resources and Communications.

Chairperson Rosas entertained a motion to approve the NCCAA Employee Handbook Section 149 Social Media Policy.

MOTION: by Mr. Guzman, seconded by Mr. Figueroa, to approve the NCCAA Employee Handbook Section 149 Social Medial Policy.

DISCUSSION: Ms. Longoria commented that the policy was reviewed in detail by the Personnel Committee.

ALL APPROVED. MOTION CARRIED.

Item C. Discussion and Possible Action of the NCCAA Birth-to-Five Head Start Policy Council Fundraiser (t-shirt sales). Presented by Cindy Casiano, Director of Birth-to-Five Head Start.

Chairperson Rosas entertained a motion to approve the NCCAA Birth-to-Five Head Start Policy Council Fundraiser (t-shirt sales).

MOTION: by Mr. Medina, seconded by Mr. Mumphord, to approve the NCCAA Birth-to-Five Head Start Policy Council Fundraiser (t-shirt sales).

DISCUSSION: Hearing none.

ALL APPROVED. MOTION CARRIED.

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

1. Mutual of America Plan Review of the NCCAA 403(b) Retirement Plan. The NCCAA Board Executive Committee is the Oversight Committee for the Agency 403(b) Retirement Plan. Mutual of America representatives Christopher Thompson and Shari Lavelle were on site to present to the Oversight Committee. The Oversight Committee reviewed the Benchmark Fee Report, Demographic Report, the MOA 2016 Third Quarter Comparative performance Report and the MOA Expense Analysis. Presented by Alma A. Barrera, Chief Executive Officer.

2. ACF (Administration for Children and Families) Overview of Findings – on 9/1/2016 ACF conducted a monitoring review of the NCCAA Head Start and Early Head Start Programs – Review Closed. No corrective action required. Presented by Alma A. Barrera, Chief Executive Officer.

3. Certification for CACFP (Child Adult Care Food Program) – New NCCAA Governing Body Members are required to sign a written declaration that they are aware of the organization's responsibilities and liabilities associated with participation in the CACFP. (IMPORTANT NOTE: All new board members are required to submit a copy of their utility bill and driver's license, along with a signed form. The following board member need to turn in Certification for CACFP: Felicia Hajek.)

Additional Program Updates Discussed: monthly activity reports; board calendar for the month of February 2017 (changes made to the February calendar include cancelling the Housing Committee meeting due to no action items to present, and changing the Planning Committee meeting date to Monday, February 13, 2017 – the Planning Committee and the Fiscal/Audit Committee will be a joint meeting); 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 November and December 2016: checks between $1,500 and less than $5,000; checks $5,000 and over; expenditure/encumbrance budget report, and financial reports.

Alma A. Barrera, Chief Executive Officer, thanked those members who attended the 2017 NCCAA Board of Directors and Birth-to-Five Head Start Policy Council Orientation in San Antonio, January 6 – 8, 2017. The training was very informative.

PUBLIC COMMENTS FROM THE AUDIENCE:
None.

CHAIRPERSON'S COMMENTS:
Chairperson Rosas thanked all members for their service to the community.

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

EXECUTIVE SESSION:
None.

ADJOURNMENT:
Chairperson Rosas adjourned the meeting at 6:20 P.M.

Respectfully submitted by Cynthia Ann Longoria, Chief Operating Officer.

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

NUECES COUNTY COMMUNITY ACTION AGENCY

ANNUAL FINANCIAL AND COMPLIANCE REPORT IN ACCORDANCE WITII CFR PART 200 UNIFORM ADMINISTRATIVE REQUIREMENTS

For The Year Ended August 31, 2016 and 2015

NUECES COUNTY COMMUNITY ACTION AGENCY
Audited Financial Statements, Other Financial Information
August 31, 2016 and 2015

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J U A Q U I N " J A K E " S A N C H E Z
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J.J.S. C.P.A.
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INDEPENDENT AUDITOR'S REPORT

Board of Directors
Nueces County Community Action Agency
Corpus Christi, Texas

Report on the Financial Statements

I have audited the accompanying financial statements of Nueces County Community Action Agency (a nonprofit organization), which comprise the statement of financial position as of August 31, 2016, and the related statements of activities, functional expenses, and cash flows for the year then ended, and the related notes to the financial statements.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

My responsibility is to express an opinion on these financial statements based on my audit. I conducted my audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards,* issued by the Comptroller General of the United States. Those standards require that I plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, I express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used

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I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my audit opinion.

Opinion

In my opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Nueces County Community Action Agency as of August 31, 2016, and the changes in its net assets and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Other Information
My audit was conducted for the purpose of forming an opinion on the financial statements as a whole. The accompanying schedule of expenditures of federal awards, as required by Title 2 U.S. *Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements,* Cost *Principles, and Audit Requirements for Federal Awards,* and the project schedules are presented for purposes of additional analysis and are not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In my opinion, the information is fairly stated, in all material respects, in relation to the financial statements as a whole.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards,* I have also issued my report dated February 8, 2017, on my consideration of Nueces County Community Action Agency's internal control over financial reporting and on my tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of my testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Nueces County Community Action Agency' internal control over financial reporting and compliance.

Jake Sanchez

Juaquin "Jake" Sanchez
CERTIFIED PUBLIC ACCOUNTANT

NUECES COUNTY COMMUNITY ACTION AGENCY
STATEMENT OF FINANCIAL POSITION
AUGUST 31, 2016 AND 2015

ASSETS	2016	2015
Current Assets		
Cash and Cash Equivalents	$ 1,216,248	$ 1,822,336
Contracts and Grants Receivable		
Grants Receivable	1,273,912	1,199,853
Others	31	256
Other Assets	92,004	96,870
Total Current Assets	$ 2,582,195	$ 3,119,316
Noncurrent Assets		
Loans Receivable	$ 171,770	$ 207,609
Property Held For Resale	144,938	144,938
Property Held For Resale, Restricted	165,835	165,835
Property and Equipment, Net	2,724,327	2,787,415
Total Noncurrent Assets	$ 3,206,870	$ 3,305,796
TOTAL ASSETS	$ 5,789,065	$ 6,425,112
LIABILITIES AND NET ASSETS		
Current Liabilities		
Accounts Payable	$ 264,641	$ 275,049
Accrued Expenses	675,413	824,685
Compensated Absences	43,604	29,240
Total Current Liabilities	$ 983,657	$ 1,128,974
Noncurrent Liabilities		
Loans Payable	$ 171,771	$ 207,610
CCCIC Note	1,636,322	1,728,852
Compensated Absences	169,490	228,533
Total Noncurrent Liabilities	$ 1,977,583	$ 2,164,995
TOTAL LIABILITIES	$ 2,961,240	$ 3,293,969
NET ASSETS		
Unrestricted	$ 1,484,184	$ 1,498,774
Unrestricted-designated	-	-
Temporarily Restricted	164,415	202,255
Permanently Restricted	1,179,225	1,430,114
TOTAL NET ASSETS	$ 2,827,824	$ 3,131,143
TOTAL LIABILITIES AND NET ASSETS	$ 5,789,065	$ 6,425,112

See accompanying notes

NUECES COUNTY COMMUNITY ACTION AGENCY
STATEMENT OF ACTIVITIES
YEARS ENDED AUGUST 31, 2016 AND 2015

	Unrestricted	Temporarily Restricted	Permanently Restricted	2016 Total	2015 Total
Revenue and support:					
Federal Awards	$14,281,774	-	-	$14,281,774	$14,885,111
Other	315,405	85,835	-	401,240	751,818
Net assets released from restrictions	123,675	(123,675)	-	-	-
Total revenue and support	14,720,853	(37,840)	-	14,683,013	15,636,929
Expenditures:					
Program Services	14,741,570	-	-	$14,741,570	17,982,114
Supporting Services	244,762	-	-	244,762	316,117
Total Expenditures	14,986,332	-	-	14,986,332	18,298,231
Increase (decrease) in net assets	(265,479)	(37,840)	-	(303,319)	(2,661,302)
Other Changes					
Depreciation Reclass	250,889		(250,889)		
Net Changes	(14,590)	(37,840)	(250,889)	(303,319)	(2,661,302)
Net assets - beginning of year	1,498,774	202,255	1,430,114	3,131,143	2,915,506
Net assets - end of year	$ 1,484,184	$ 164,415	$1,179,225	$ 2,827,824	$ 254,204

See accompanying notes

NUECES COUNTY COMMUNITY ACTION AGENCY
STATEMENT OF CASH FLOW
YEARS ENDED AUGUST 31, 2016 AND 2015

	2016	2015
CASH FLOWS FROM OPERATING ACTIVITIES		
Change in Net Assets	$ (303,319)	$ 215,637
Adjustments to Reconcile Change in Net Assets		
to Net Cash Provided by (Used In) Operating Activities:		
Depreciation	168,728	250,889
CCCIC Note Amortization	(92.530)	(67,805)
Prior Year Adjustment		-
(Increase) Decrease in Assets		
Accounts Receivable		
Government Entities	(74,059)	(328,040)
Other	225	6,898
Prepaid	4,865	18,332
Property Held for Resale	0	(89,136)
Loans Receivable	35,838	53,997
Increase (Decrease) in Liabilities		
Accounts Payable and Accrued Liabilities	(159,680)	79,477
Other Payables	(35.839)	(53,998)
Compensated Absences	(44.678)	15,658
Net Cash Provided By (Used In) Operating Activities	$ (500,449)	$ 101,908
CASH FLOWS FROM INVESTING ACTIVITIES		
Purchase of Property and Equipment	$ (105,640)	$ -
Disposal of Property and Equipment	-	-
Net Cash Provided By (Used In) Investing Activities	$ (105,640)	$ -
CASH FLOWS FROM FINANCING ACTIVITIES		
Payment on Long Term Borrowing	$ -	$ -
CCCIC Note	-	-
Net Cash Provided By (Used In) Financing Activities	$ -	$ -
Increase (Decrease) in Cash and Cash Equivalents	$ (606.089)	$ 101,908
CASH AND CASH EQUIVALENTS, AT SEPTEMBER 1	1,822,336	1,720,428
CASH AND CASH EQUIVALENTS, AT AUGUST 31	$ 1.216.247	$ 1,822,336
SUPPLEMENTAL DISCLOSURES		
Interest Paid	$ -	$ -
Income Tax	-	-

See accompanying notes

NUECES COUNTY COMMUNITY ACTION AGENCY
STATEMENT OF FUNCTIONAL EXPENDITURES
YEARS ENDED AUGUST 31, 2016 AND 2015

	PROGRAM SERVICES					SUPPORTING SERVICES		
	CHILDREN SERVICES	COMMUNITY SERVICES	ENERGY SERVICES	HOUSING SERVICES	TOTAL PROGRAM SERVICES	LOCAL FUND	2016 TOTAL	2015 TOTAL
EXPENDITURES								
Salaries	$ 7,171,870	$ 357,018	$ 179,462	$ 7,509	$ 7,715,859	$ 42,577	$ 7,758,436	$ 7,708,298
Fringe Benefits	2,085,840	32,483	33,939	9,715	2,161,978	4,648	2,166,626	2,087,200
Travel	77,535	33,130	6,423	6,298	123,385	(7)	123,378	83,891
Program Support	2,449,505	191,987	1,933,250	39,605	4,614,347	154,818	4,769,165	5,291,013
Subtotal	$ 11,784,750	$ 614,618	$ 2,153,074	$ 63,127	$14,615,569	$ 202,036	$ 14,817,605	$ 15,170,403
Depreciation	35,777	4,501	8,484	77,240	126,002	42,726	168,728	250,889
TOTAL EXPENDITURES	$ 11,820,527	$ 619,119	$ 2,161,558	$ 140,367	$14,741,570	$ 244,762	$ 14,986,332	$ 15,421,292

See accompanying notes

ORGANIZATION AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

A. ORGANIZATION

Nueces County Community Action Agency (NCCAA) is a private, not-for-profit Corporation dedicated to providing residential revitalization, new construction, weatherization, energy assistance, and infant to toddler education in Nueces County. NCCAA source of revenue is as follows:

Federal Awards	2016	2015
Head Start	$ 10,766,900	$ 10,618,180
Comprehensive Energy Assist. Prog	1,710,178	1,705,271
Child Care Food Program	1,006,074	915,326
Community Services Block Grant	612,441	456,119
LIHEAP Weatherization Assist.	254,281	482,874
CDBG	54,612	45,388
Texas Home Visiting Program	15,683	196,550
NeighborWorks America	60,368	116,520
Emergency Food and Shelter Program	2,703	1,600
DOE Weatherization Assist.	97,688	79,193
Total Federal Awards	$ 14,580,928	$ 14,617,021
Other Award	226,671	301,993
Inkind	2,923,275	2,876,939
Total Source of Revenue	$ 17,730,874	$ 17,795,953

B. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Basis of Accounting

The financial statements, prepared in accordance with generally accepted accounting principles, are presented on the accrual basis.

Basis of Presentation
The Organization's financial statements are presented in accordance with Financial Accounting Standards Board (FASB) Accounting Standards Codification (ASC) FASB ASC Topic 958-205, Financial Statements of Not-for-profit Organization. Under FASB ASC Topic 958-205, net assets, revenues, expenses, gains, and losses are classified based on the existence or absence of donor-imposed restrictions. Accordingly, net assets of the Organization and changes therein are classified and reported as follows:

Unrestricted net assets- Net assets that are not subject to donor-imposed stipulations.

Temporarily restricted net assets- Net assets subject to donor-imposed stipulations that may or will be met, either by actions of the Organization and/or the passage of time. When a restriction expires, temporarily restricted net assets are reclassified to unrestricted net assets and reported in the statement of activities as net assets released from restrictions.

Permanently restricted net assets- Net assets subject to donor-imposed stipulations that they be maintained permanently by the Organization. The net book value property and equipment is reported here.

The financial statements are presented in accordance with generally accepted accounting principles (GAAP). Under GAAP, an Organization is required to report information regarding its financial position and activities according to three classes of net assets: unrestricted net assets, temporarily restricted net assets, and permanently restricted net assets.

NeighborWorks America Capital Projects Fund – represents funds provided by NeighborWorks America for making loans and for capital projects. All resources granted to this fund must be maintained permanently. The Organization is permitted to transfer or expend the *income* (or other economic benefits) derived from capital assets in *excess* of the relevant Capital Fund Agreement.

Cash and Cash Equivalents

NCCAA considers all highly liquid instruments, which are to be used for current operations and have an original maturity of three months or less, to be cash and cash equivalents. All other highly liquid instruments, which are to be used for the long-term purposes of the NCCAA are classified as investments. NCCAA maintains its cash in bank deposit accounts that are federally insured.

Contributions
The entity reports donor- restricted contributions whose restrictions are met in the same reporting period as unrestricted support.

Use of Estimates
The preparation of the financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect certain reported amounts of assets

and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenue and expenses during the reporting period. Actual results could differ from those estimates.

Functional Allocation of Expenses

The costs of providing various programs and supporting activities have been summarized on a functional basis in the financial statements. Accordingly, certain costs have been allocated among the programs and supporting services benefited.

Commitments and Contingencies

In the normal course of operations, NCCAA participates in a number of Federal assisted grant programs. These programs are subject to audit by the grantors or their representatives. Such audits could lead to request for reimbursement to the grantor agency for expenditures disallowed under the terms of the grant. Presently, NCCAA has no such request pending, and in the opinion of management, any such amounts would not be considered material.

Contributed Services and Use of Property

NCCAA currently administers the Head Start and Early Head Start program which has a third party in-kind requirement. NCCAA must provide 20% match of the total project costs expended. Project costs is defined as all allowable costs, as set forth in the applicable Federal cost principles, incurred by a recipient and the value of the contributions made by third parties in accomplishing the objectives of the award during the project period. Third party in-kind contribution is the value of non-cash contributions provided by non-Federal third parties which may be in the form of real property, equipment supplies and other expendable property, and the value of goods and services directly benefiting and specifically identifiable to the project or program.

During the years ended August 31, 2016 and 2015, NCCAA received contributions of services and use of property as the required match contribution to the Headstart and Early Head Start Programs. These amounts are not reflected in the financial statements because they do not meet FASB-ASC 958-605-25-16 criteria, which requires non- financial asset enhancement or specialized skills. The amounts received in FYE 2016 and 2015 are $2,923,275 and $2,876,939 respectively.

Fair Value of Financial Instruments

The following methods and assumptions were used by the Organization in estimating its fair value disclosures for financial statements:

Cash and Receivables: The carrying amounts reported in the Statement of Financial Position approximate the fair value because of the short maturities of those instruments. Receivables are stated at the amount management expects to collect for outstanding balances.

C. CAPITALIZATION POLICIES

Capital expenditures are recorded at cost. Donated assets are recorded at fair market value as of the date of donation for donated assets. NCCAA capitalizes assets whether purchased or donated for real property, property or equipment that have a value of $5,000 or more and a life expectancy of more than one year. Depreciation of capitalized assets is computed using the straight-line method over the estimated useful life of the assets, ranging from five to thirty years.

D. CONCENTRATIONS

NCCAA's primary source of revenues is various Federal grants. The Head Start grant and related Child Care Food Program account for eighty percent of the revenue.

E. INCOME TAX STATUS

NCCAA has been granted exemption by the Internal Revenue Service (IRS) from Federal income taxes under Section 501(c)(3) of the Internal Revenue code and is required to report unrelated business income under applicable state laws and to the IRS. NCCAA did not have any unrelated business income for the years ended August 31, 2016 and 2015, respectively.

F. PENSION PLAN

NCCAA has established a 403(b) custodial account for the retirement benefit of its employees. The plan is composed of contributions made by the employer and contributions made by the employee. Under the plan, once an employee has been employed by NCCAA for one year, a predetermined contribution is made to the account of individual employees based on the biweekly compensation level. Currently, NCCAA contributes 5% of the employee's salary into the account representing the employer's portion. NCCAA's contribution as of August 31, 2016 and 2015 was $299,236 and $199,776.

Additionally, the employee may contribute monies as legally allowed under Federal Law into the employee portion of the plan. There is no waiting period for employee contributions.

The vesting schedule for *Employer* part of the plan is as follows:

After 2 years of employment, 25% vested;
After 3 years of employment, 50% vested;
After 4 years of employment, 75% vested; and,
After 5 years of employment 100% vested.

The employee is 100% vested in all funds deposited by them into the employee portion of the plan.

G. COMPENSATED ABSENCES

NCCAA accrues compensated absences as follows:

All actively employed regular, full-time employees earn eight hours of annual leave per month. Regular, part-time employees earn four hours of annual leave per month.

Employees are not allowed to carry over more than 144 hours, the equivalent of eighteen days, of earned annual leave from one calendar year to the next. All annual leave hours exceeding 144 are removed from each employee's annual leave bank on January 2 of each year. The total amount of earned compensated absences as of August 31, 2016 and 2015 is $213,095 and $257,773.

H. CONTRACTS AND GRANTS RECEIVABLE

The Agency operates several reimbursements type programs. This amount represents the amount due to the Agency for earned expenditures in excess of reimbursements to date as of August 31, 2016. The following is the amount due from government entities:

CONTRACTS AND GRANTS RECEIVABLE

	2016	2015
U.S. Dept. of Health & Human Services		
Head Start	$769,618	$655,937
Comprehensive Energy Assistance	288,058	323,281
LIHEAP WAP	37,946	88,871
Community Services Block Grant	109,825	38,691
U.S. Dept. of Energy		
Weatherization Assistance Program	2,595	1,031
U.S. Dept. of Agriculture		
Child Care Food Program	65,870	61,720
City of Corpus Christi, CDBG	-	12,520
United Way of CB ACA Home Visiting Program	-	17,802
Total	$1,273,912	$1,199,853

No allowances for uncollectible is recorded because all amounts due for government entities are 100% collectible.

I. LOANS RECEIVABLE AND LOAN PAYABLES

NCCAA received grants to rehabilitate and construct new homes. The grant provided homes and rehabilitation grants ranging from $22,366 to $85,000. Other grants were received to provide down payment assistance. These grants ranged from $13,000 to $20,000 to qualified homebuyers.

The full amounts of the individual loans are amortized on a monthly basis based on continuous ownership and occupancy. In the event of sale or lease of the home or in the event of the homeowner ceasing to occupy the home, the balance of the unearned forgivable loan immediately becomes due and payable by the homeowner to NCCAA.

NCCAA has the option to return the funds to the awarding agency or use the proceeds to fund related home programs. The election will be made at the time the proceeds are received.

The amounts at FYE 2016 and 2015 are $171,770 and $207,610 respectively.

J. PROPERTY AND EQUIPMENT

Property and equipment are recorded as permanently restricted assets at cost. The assets are purchased with explicit restrictions regarding their use. Contributions of cash that must be used to acquire property and equipment are reported as restricted support. The changes for the property and equipment for August 31, 2016 is a follows:

	Balance 09/01/15	Additions	Deletions	Balance 08/31/16
Furniture & Equipment	$ 1,710,189	$ -	$ (40,990)	$ 1,669,199
Building	4,135,638	-	-	4,135,638
Improvements	213,871	-	-	213,871
Land	218,316	105,640	-	323,956
Construction In Progress	-	-	-	-
Vehicles	897,380	-	-	897,380
Subtotal	$ 7,175,394	$ 105,640	$ (40,990)	$ 7,240,044
Less: Accumulated Depreciation	4,387,980	168,727	(40,990)	4,515,717
Total	$ 2,787,414	$ (63,087)	$ -	$ 2,724,327

K. PROPERTY HELD FOR RESALE

Property held for resale is recorded at cost when acquired or constructed, with allowances made to reflect the lower of cost or market. At August 31, 2016, NCCAA held $310,773 worth of land and land infrastructure for resale for which $276,000 was financed by the NeighborWorks America.

L. COMMUNITY BLOCK DEVELOPMENT GRANT LOAN

NCCAA has received a total of $1,850,604 loan for construction of the Houston Street Apartments and Crestbrook under the City of Corpus Christi's Community Development Block Grant Program (CDBG). Under the terms of the CHODO loan, NCCAA agreed that the City holds a lien on the properties for twenty years and fifteen years, respectively, from the completion of construction. For each month NCCAA utilizes the apartments to meet one of the national objectives of the Housing and Community Development Act of 1974, the City will waive and forgive the monthly amortization starting April 2013. The annual amount forgiven is a total of $94,295. The total amount of loan forgiveness as of August 31, 2016 is $216,047 resulting in a balance of $1,634,557.

M. TEMPORARILY RESTRICTED NET ASSETS

Temporarily restricted net assets at August 31, 2016 and 2015 were available for grant activities for the following periods:

	2016	2015
Frontier Associates	$ 809	$ 809
Citgo - Hands for Hillcrest	3,423	23,198
Citgo - Venezuela EELP	3,562	3,562
Head Start Body Start	30	30
Reliant Energy	25,500	17,393
City of Corpus Christi	31,498	31,498
Emergency Food and Shelter Progr	-	2,703
NeighborWorks America	7,115	37,483
TXU	18,399	28,931
TXU Energy EEAP	342	342
CPL	31,382	24,328
Bank of America	4,830	4,830
Nueces Electric Cooperative	23,489	20,830
Haas Foundation	1,154	1,154
DOE/Weatherization Assist.ARRA	4,896	4,896
CEAP	-	268
Green Mountain Energy	5,000	-
Home Visitor's Program	2,986	-
Total Temporarily Restricted Net Assets	$ 164,415	$ 202,255

N. PERMANENTLY RESTRICTED NET ASSETS

Permanently restricted net assets at August 31, 2016 and 2015 were restricted to:

	2016	2015
Property & Equipment	$ 903,225	$ 1,154,114
Investment in perpetuity, income from which expendable to support operations:		
Investment - Real Estate	-	-
NeighborWorks America	276,000	276,000
Total Permanently Restricted Net Assets	$ 1,179,225	$ 1,430,114

O. DESCRIPTION OF LEASING ARRANGEMENTS

Operating Leases

The Organization has several operating leases, primarily for various forms of equipment that expire at various dates through December 2021. Rental expenditures for those leases consist of $79,658 for 2016 and $21,288 for 2015.

Future minimum lease payments under operating leases that have remaining terms in excess of one year as of August 31, 2016 are:

Year Ending August 31,	
2017	91,688
2018	91,688
2019	81,263

The organization leases offices and other spaces under various space lease agreement. The following is a schedule by years of future minimum rental under the leases at August 31, 2016:

Year Ending August 31,	
2017	245,427
2018	239,772
2019	239,772

P. COLLATERALIZED DEPOSIT

NCCAA's bank deposits are covered by the Federal Deposit Insurance Corporation or by pledge collateral by the Agency's depository. The following is a summary of coverage at August 31, 2016:

	2016	2015
Deposits at August 31	$1,216,248	$1,822,336
FDIC Coverage	(250,000)	(250,000)
Excess (Deficit) Collateral	$ (966,248)	$ (1,572,336)

The Organization does not believe that it is exposed to any significant risk in connection with cash in excess of FDIC coverage.

Q. BASIS OF ACCOUNTING ON SUPPLEMENTAL SCHEDULES

The schedule of federal, state and other assistance and the supplemental schedules are prepared on the modified accrual basis. Under this basis, revenues are recognized when earned. The expenditures are recognized as they are incurred.

R. DATE OF MANAGEMENT REVIEW: SUBSEQUENT EVENTS

The Organization has evaluated subsequent events through February 8, 2017, the date which the financial statements were available to be issued. Management did not consider it necessary to make any change to the financial statements for the fiscal year ended August 31, 2016 and 2015 as a result of this evaluation.

SINGLE AUDIT SECTION

J U A Q U I N " J A K E " S A N C H E Z
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INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS*

Board of Directors
Nueces County Community Action Agency
Corpus Christi, Texas

I have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of Nueces County Community Action Agency (a nonprofit organization), which comprise the statement of financial position as of August 31, 2016, and the related statements of activities and cash flows for the year then ended, and the related notes to the financial statements, and have issued our report thereon dated February 8, 2017

Internal Control Over Financial Reporting

In planning and performing my audit of the financial statements, I considered Nueces County Community Action Agency's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing my opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of Nueces County Community Action Agency's internal control. Accordingly, I do not express an opinion on the effectiveness of Nueces County Community Action Agency's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

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My consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during my audit I did not identify any deficiencies in internal control that I consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether Nueces County Community Action Agency's financial statements are free from material misstatement, I performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of my audit, and accordingly, I do not express such an opinion. The results of my tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of the Report

The purpose of this report is solely to describe the scope of my testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the organization's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the organization's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Juaquin "Jake" Sanchez
CERTIFIED PUBLIC ACCOUNTANT
Corpus Christi, TX

February 8, 2017

J U A Q U I N "J A K E" S A N C H E Z
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INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE FOR EACH MAJOR PROGRAMAND ON INTERNAL CONTROL OVER COMPLIANCE REQUIRED BY THE UNIFORM GUIDANCE

Board of Directors
Nueces County Community Action Agency
Corpus Christi, Texas

Report on Compliance for Each Major Federal Program

I have audited Nueces County Community Action Agency's compliance with the types of compliance requirements described in the *OMB Compliance Supplement* that could have a direct and material effect on each of Nueces County Community Action Agency's major federal programs for the year ended August 31, 2016. Nueces County Community Action Agency's major federal programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

Management Responsibility

Management is responsible for compliance with federal statutes, regulations, and the terms and conditions of its federal awards applicable to its federal programs.

Auditor's Responsibility

My responsibility is to express an opinion on compliance for each of Nueces County Community Action Agency's major federal programs based on my audit of the types of compliance requirements referred to above. I conducted my audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Those standards and the Uniform Guidance require that I plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about Nueces County Community Action Agency's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

I believe that my audit provides a reasonable basis for my opinion on compliance for each major federal program. However, my audit does not provide a legal determination of Nueces County Community Action Agency's compliance.

Opinion on Each Major Federal Program

In my opinion, Nueces County Community Action Agency complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended August 31, 2015.

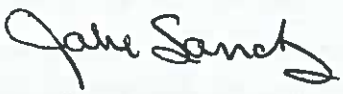
Report on Internal Control Over Compliance

Management of Nueces County Community Action Agency is responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements referred to above. In planning and performing my audit of compliance, I considered Nueces County Community Action Agency's internal control over compliance with the types of requirements that could have a direct and material effect on each major federal program to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance for each major federal program and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, I do not express an opinion on the effectiveness of Nueces County Community Action Agency's internal control over compliance.

A *deficiency in internal control over compliance* exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. A *material weakness in internal control over compliance* is a deficiency, or combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

My consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over compliance that might be material weakness or significant deficiencies. I did not identify any deficiencies in internal control over compliance that I consider to be a material weakness. However, material weakness may exist that have not been identified.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.



Juaquin "Jake" Sanchez
CERTIFIED PUBLIC ACCOUNTANT
Corpus Christi, TX

February 8, 2017

NUECES COUNTY COMMUNITY ACTION AGENCY
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
For the Year Ended August 31, 2016

SUMMARY OF AUDITOR'S RESULTS

1. The auditor's report expresses an unmodified opinion on whether the financial statements of Nueces County Community Action Agency were prepared in accordance with GAAP.

2. No significant deficiencies disclosed during the audit of the financial statements are reported in the Independent Auditor's Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with *Government Auditing Standards.*

3. No instances of noncompliance material to the financial statements of Nueces County Community Action Agency were disclosed during the audit.

4. No significant deficiencies in internal control over major federal award programs disclosed during the audit is reported in the Independent Auditor's Report on Compliance for Each Major Program and on Internal Control over Compliance required by Uniform Guidance (2CFR 200).

5. The auditor's report on compliance for the major federal awards programs for Nueces County Community Action Agency expresses an unmodified opinion on all major federal programs.

6. No audit findings that are required to be reported in accordance with 2 CFR Section 200.516(a) are reported in this Schedule.

7. The programs tested as major programs include:

93.568	Department of Health and Human Services Administration for Children and Families Low- Income Home Energy Assistance
93.600	Department of Health and Human Services Administration for Children and Families Head Start

8. The threshold for distinguishing Types A and B programs was $750,000.

9. Nueces County Community Action Agency was determined to be a low-risk auditee.

II. FINDINGS – FINANCIAL STATEMENT AUDIT REPORTED IN ACCORDANCE WITH GAGAS

NONE

III. FINDINGS AND QUESTIONED COSTS – MAJOR FEDERAL AWARD PROGRAMS AUDIT

NONE

AUDITOR'S COMMENTS ON AUDIT RESOLUTION MATTERS RELATING TO THE PRIOR YEAR AUDIT

Board of Directors
Nueces County Community Action Agency
Corpus Christi, TX

No findings reported in prior year audit ended August 31, 2015.

No resolution action required

NUECES COUNTY COMMUNITY ACTION AGENCY
SCHEDULE OF FEDERAL, STATE AND OTHER AWARDS
YEAR ENDED AUGUST, 31 2016

Federal or State Grantor Pass Through Grantor Program Title	CFDA NO.	AGENCY OR PASS-THRU NO.	PROGRAM OR AWARD AMOUNT	FUND BALANCE (ACCRUED) DEFERRED REVENUE 09/01/15	GRANT PROCEEDS RECEIVED	TOTAL PROGRAM EXPENSES	FUND BALANCE (ACCRUED) DEFERRED REVENUE 08/31/16
FEDERAL AWARDS							
U.S. Department of Agriculture							
Pass Through - Texas Department of Agriculture:							
Child Care Food Program FYE 09/31/15 (74/75)	10.558	02989	980,546	$ (61,720)	$ 155,273	$ 93,553	$ -
Child Care Food Program FYE 09/31/16 (74/75)	10.558	02989	1,010,262	-	846,651	912,521	(65,870)
Total Texas Department of Agriculture				$ (61,720)	$ 1,001,924	$ 1,006,074	$ (65,870)
Total U.S. Department of Agriculture				$ (61,720)	$ 1,001,924	$ 1,006,074	$ (65,870)
U.S. Department of Housing and Urban Development							
Pass Through - City of Corpus Christi, TX:							
Community Development Block Grants Period: (37P)	14.228	N/A	100,000	$ (12,520)	$ 67,132	$ 54,612	$ -
Total City of Corpus Christi, TX				$ (12,520)	$ 67,132	$ 54,612	$ -
Total U.S. Department of Housing and Urban Development				$ (12,520)	$ 67,132	$ 54,612	$ -
U.S. Department of Treasury							
Direct Programs:							
NeighborWorks America - Expendable FYE 01/31/16 (41L)	21.000	N/A	74,250	$ 12,483	$ -	$ 12,483	$ -
NeighborWorks America FYE 01/31/16 (41M)	21.000	N/A	25,000	25,000	-	21,290	3,710
NeighborWorks America FYE 01/31/16 (41N)	21.000	N/A	30,000	-	30,000	26,595	3,405
Total Direct Programs				$ 37,483	$ 30,000	$ 60,368	$ 7,115
Total U.S. Department of Treasury				$ 37,483	$ 30,000	$ 60,368	$ 7,115
U.S. Department of Energy							
Pass Through - Texas Department of Housing and Community Affairs:							
DOE/Weatherization Assist. Program-American Recovery & Reinvestment Act Period: 09/01/09-02/28/12 (19)	81.042	16090000669	5,419,161	$ 4,896	$ -	$ -	$ 4,896
DOE/Weatherization Assistance Program (18I) 07/2015-06/2016	81.042	56150002273	108,072	(1,031)	96,124	95,093	-
DOE/Weatherization Assistance Program (18U) 07/2016-06/2017	81.042	56160002498	91,080	-	-	2,595	(2,595)
Total Texas Department of Housing and Community Affairs				$ 3,865	$ 96,124	$ 97,688	$ 2,301
TOTAL U.S. Department of Energy				$ 3,865	$ 96,124	$ 97,688	$ 2,301

NUECES COUNTY COMMUNITY ACTION AGENCY
SCHEDULE OF FEDERAL, STATE AND OTHER AWARDS
YEAR ENDED AUGUST, 31 2016

Federal or State Grantor Pass Through Grantor Program Title	CFDA NO.	AGENCY OR PASS-THRU NO.	PROGRAM OR AWARD AMOUNT	FUND BALANCE (ACCRUED) DEFERRED REVENUE 09/01/15	GRANT PROCEEDS RECEIVED	TOTAL PROGRAM EXPENSES	FUND BALANCE (ACCRUED) DEFERRED REVENUE 08/31/16
U.S. Department of Health and Human Services							
Direct Programs:							
Head Start - Full Day FYE 08/31/15 (22)	93.600	06CH7090/02	11,115,485	$ (655,937)	$ 655,937	$ -	$ -
Head Start - Full Day FYE 08/31/16 (22)	93.600	06CH7090/03	11,115,485	-	9,997,282	10,766,900	(769,618)
Total Direct Programs				$ (655,937)	$ 10,653,219	$ 10,766,900	$ (769,618)
Pass Through - HSBS Nat'l Center for Physical Develop & Outdoor Play:							
Play Space Enhancements FYE 06/30/12 (28D)	93.600	DE50	4,997	$ 30	$ -	$ -	$ 30
Total HSBS Nat'l Center for Physical Develop & Outdoor Play				$ 30	$ -	$ -	$ 30
Pass Through - United Way of the Coastal Bend:							
ACA Home Visiting Program FYE 09/29/2014 (65C)	93.505	N/A	195,095	$ (11,671)	$ 13,474	$ 5	$ 1,798
ACA Home Visiting Program FYE 09/29/2015 (65D)	93.505	N/A	195,094	(6,131)	22,997	15,678	1,188
Total United Way of the Coastal Bend				$ (17,802)	$ 36,471	$ 15,683	$ 2,986
Pass Through - Texas Department of Housing and Community Affairs:							
LIHEAP Weatherization Assist. FYE 03/31/16 (21S)	93.568	81150002150	286,746	$ (88,871)	$ 137,150	$ 48,279	$ -
LIHEAP Weatherization Assist. FYE 03/31/17 (21T)	93.568	81160002417	291,354	-	168,056	206,002	(37,946)
Comprehen. Energy Assist. Prog. FYE 12/31/15 (58S)	93.568	58150002119	1,542,480	(323,281)	1,253,989	930,708	-
Comprehen. Energy Assist. Prog. FYE 12/31/16 (58T)	93.568	58160002348	1,483,115	-	490,079	778,137	(288,058)
Comprehen. Energy Assist. Prog. FYE 09/30/15 (59B)	93.568	58140002240	320,724	268	1,065	1,333	-
Community Services Block Grant FYE 12/31/15 (05T)	93.569	61150002188	434,456	(38,691)	392,965	354,274	-
Community Services Block Grant 01/01/16-12/31/16 (05V)	93.569	61160002388	460,999	-	138,088	245,920	(107,832)
Community Services Block Grant FYE 2016 Discretionary (05W)	93.569	61150002445	12,000	-	10,254	12,247	(1,993)
Total Texas Department of Housing and Community Affairs				$ (450,575)	$ 2,591,646	$ 2,576,900	$ (435,829)
Total Pass Through Programs				$ (468,347)	$ 2,628,117	$ 2,592,583	$ (432,813)
Total U.S. Department of Health and Human Services				$ (1,124,284)	$ 13,281,336	$ 13,359,483	$ (1,202,431)
U.S. Department of Homeland Security							
Pass Through - United Way of the Coastal Bend							
Emergency Food and Shelter Program FYE 2015 (12R)	97.024	N/A	4,303	$ 2,703	$ -	$ 2,703	$ -
Total United Way of the Coastal Bend				$ 2,703	$ -	$ 2,703	$ -
Total U.S. Department of Homeland Security				$ 2,703	$ -	$ 2,703	$ -
TOTAL FEDERAL AWARDS				$ (1,154,473)	$ 14,476,516	$ 14,580,928	$ (1,258,885)

NUECES COUNTY COMMUNITY ACTION AGENCY
SCHEDULE OF FEDERAL, STATE AND OTHER AWARDS
YEAR ENDED AUGUST, 31 2016

Federal or State Grantor Pass Through Grantor Program Title	CFDA NO.	AGENCY OR PASS-THRU NO.	PROGRAM OR AWARD AMOUNT	FUND BALANCE (ACCRUED) DEFERRED REVENUE 09/01/15	GRANT PROCEEDS RECEIVED	TOTAL PROGRAM EXPENSES	FUND BALANCE (ACCRUED) DEFERRED REVENUE 08/31/16
OTHER AWARDS							
City of Corpus Christi							
Soledad Revitalization FYE 8/31/11 (17B)	N/A	N/A	N/A	$ 66,271	$ -	$ -	$ 66,271
C.C. Community Improvement Corp. FYE 8/31/14 (17C)	N/A	N/A	761,604	669,577	-	38,080	631,497
C.C. Community Improvement Corp. FYE 8/31/15 (40A)	N/A	N/A	1,089,000	1,059,275	-	56,215	1,003,060
Bank Of America FYE 8/31/09 (01F)	N/A	N/A	10,000	4,830	-	-	4,830
Frontier Associates FYE 12/31/12 (19E)	N/A	N/A	200,000	809	-	-	809
Frontier Associates FYE 12/31/14 (19H)	N/A	N/A	100,000	3,411	-	-	3,411
Citgo - Hands for Hillcrest FYE 09/30/14 (20A)	N/A	N/A	100,000	12	-	-	12
Citgo - Hands for Hillcrest FYE 09/30/14 (20B)	N/A	N/A	100,000	19,775	-	19,775	-
Citgo - Venezuela EELP FYE 07/31/14 (20R)	N/A	N/A	4,957	3,562	-	-	3,562
Nueces Electric Cooperative FYE 08/31/14 (52)	N/A	N/A	22,858	20,830	3,222	563	23,489
Green Mountain Energy (53A)	N/A	N/A	5,000	-	5,000	-	5,000
Reliant Energy Assistance FYE 08/31/14 (54)	N/A	N/A	69,371	17,393	11,562	3,455	25,500
TXU Energy Aid FYE 08/31/14 (55)	N/A	N/A	39,304	28,931	-	10,532	18,399
TXU Energy Efficiency Assistance FYE 04/30/13 (55A)	N/A	N/A	49,761	342	-	-	342
CP&L Neighbor to Neighbor FYE 08/31/14 (57)	N/A	N/A	129,151	24,320	32,000	24,946	31,374
CP&L Efficient Products 8/31/14 (57A)	N/A	N/A	2,500	8	-	-	8
Paul & Mary Haas Foundation FYE 08/31/13 (01C)	N/A	N/A	N/A	1,154	-	-	1,154
Administrative - Local FYE 08/31/16	N/A	N/A	N/A	1,531,582	18,447	73,105	1,476,924
TOTAL OTHER AWARDS				$ 3,452,082	$ 70,231	$ 226,671	$ 3,295,642
TOTAL AWARDS				$ 2,297,609	$ 14,546,747	$ 14,807,599	$ 2,036,757

NUECES COUNTY COMMUNITY ACTION AGENCY
NOTES TO SCHEDULE OF FEDERAL, STATE AND OTHER AWARDS
For the Year Ended August 31, 2016

NOTE 1: BASIS OF ACCOUNTING

The modified accrual basis is used for the Schedule of Expenditures of Federal Awards. Under the modified accrual basis of accounting, revenues are recognized when susceptible to accrual (i.e., when they become both measurable and available). "Measurable" means the amount can be determined and "available" means collectible within the current period or soon enough thereafter to be sued to pay liabilities for the current period. Expenditures are recorded when the liability in incurred.

NOTE 2: MAJOR PROGRAMS

Major programs are identified in the Summary of Auditor's Results section of the Schedule of Findings and Questioned Costs.

NUECES COUNTY COMMUNITY ACTION AGENCY

PROJECT SCHEDULE
CHILD CARE FOOD PROGRAM (CFDA 10.558)
PROJECTS THAT ENDED OR WERE IN OPERATION DURING THE YEAR ENDED AUGUST 31, 2016

	EXPENDITURES						
	Personnel	Fringe Benefits	Supplies	Other Direct Cost	Total Expend.	Receipts	(Accrued) Deferred Revenue
CCFP 74, 75 Project No.: TX-1780007 Project Period: 10/01/14 - 09/30/15							
Project Budget (Memorandum)	$ 142,085	$ 64,778	$ 14,000	$ 759,683	$ 980,546		
Actual 10/01/14 - 08/31/15	223,653	87,822	14,580	560,938	886,993	$ 825,273	$ (61,720)
Actual 09/01/15 - 09/30/15	4,865	2,602	871	85,015	93,553	155,273	61,720
Total	$ (86,433)	$ (25,846)	$ (1,451)	$ 113,730	$ -	$ 980,546	$ -

NUECES COUNTY COMMUNITY ACTION AGENCY

PROJECT SCHEDULE
CHILD CARE FOOD PROGRAM (CFDA 10.558)
PROJECTS THAT ENDED OR WERE IN OPERATION DURING THE YEAR ENDED AUGUST 31, 2016

	EXPENDITURES						
	Personnel	Fringe Benefits	Supplies	Other Direct Cost	Total Expend.	Receipts	(Accrued) Deferred Revenue
CCFP 74, 75 Project No.: TX-1780007 Project Period: 10/01/15 - 09/30/16							
Project Budget (Memorandum)	$ 142,085	$ 59,580	$ 24,300	$ 784,297	$ 1,010,262		
Actual 10/01/15 - 08/31/16	171,171	64,126	12,976	664,248	912,521	$ 846,651	$ (65,870)
Total	$ (29,086)	$ (4,546)	$ 11,324	$ 120,049	$ 97,741		

NUECES COUNTY COMMUNITY ACTION AGENCY

PROJECT SCHEDULE
COMMUNITY DEVELOPMENT BLOCK GRANT (CFDA 14.228)
PROJECTS THAT ENDED OR WERE IN OPERATION DURING THE YEAR ENDED AUGUST 31, 2016

	EXPENDITURES				
	Materials	Labor	Total Expend.	Receipts	(Accrued) Deferred Revenue
CDBG-WAP 37P					
Contract No. : N/A					
Project Period: 11/13/14 - 04/31/16					
Project Budget (Memorandum)	$ 50,000	$ 50,000	$ 100,000		
Actual 09/01/14 - 08/31/15	23,448	21,940	45,388	$ 32,868	$ (12,520)
Actual 09/01/15 - 08/31/16	26,409	28,203	54,612	67,132	12,520
Total	$ 49,857	$ 50,143	$ 100,000	$ 100,000	$ -
Difference - Favorable (Unfavorable)	$ 143	$ (143)	$ -		

NUECES COUNTY COMMUNITY ACTION AGENCY

PROJECT SCHEDULE
NEIGHBORWORKS AMERICA (CFDA 21.000)
PROJECTS THAT ENDED OR WERE IN OPERATION DURING THE YEAR ENDED AUGUST 31, 2016

	EXPENDITURES								
	Personnel	Fringe Benefits	Travel	Equipment	Supplies	Other Direct Cost	Total Expend.	Receipts	(Accrued) Deferred Revenue
NeighborWorks America 41L **Contract No. : N/A** **Project Period: 02/01/14 - 01/31/15**									
Project Budget (Memorandum)	$ 30,000	$ 6,125	$ 2,000	$ -	$ 340	$ 35,785	$ 74,250		
Actual 02/01/14 - 08/31/15	4,696	1,236	7,248	-	35	48,553	61,768	$ 74,250	$ 12,482
Actual 09/01/15 - 08/31/16	896	4,841	1,561		150	5,034	12,482	-	(12,482)
Total	$ 4,696	$ 1,236	$ 7,248	$ -	$ 35	$ 48,553	$ 61,768	$ 74,250	$ -
Difference - Favorable (Unfavorable)	$ 25,304	$ 4,889	$ (5,248)	$ -	$ 305	$ (12,768)	$ 12,482		
NeighborWorks America 41M **Contract No. : N/A** **Project Period: 02/01/14 - 01/31/15**									
Project Budget (Memorandum)	$ -	$ -	$ -	$ -	$ -	$ 25,000	$ 25,000		
Actual 02/01/14 - 08/31/15	-	-	-	-	-	-	-	$ 25,000	$ 25,000
Actual 09/01/15 - 08/31/16	104	25	4		-	21,157	21,290	-	(21,290)
Total	$ 104	$ 25	$ 4	$ -	$ -	$ 21,157	$ 21,290	$ 25,000	$ 3,710
Difference - Favorable (Unfavorable)	$ (104)	$ (25)	$ (4)	$ -	$ -	$ 3,843	$ 3,710		
NeighborWorks America 41N **Contract No. : N/A** **Project Period: 02/01/15 - 01/31/16**									
Project Budget (Memorandum)	$ 18,000	$ 4,000	$ 4,000	$ -	$ 200	$ 3,800	$ 30,000		
Actual 09/01/15 - 08/31/16	6,509	3,857	4,733	-	464	11,032	26,595	$ 30,000	$ 3,405
Total	$ 6,509	$ 3,857	$ 4,733	$ -	$ 464	$ 11,032	$ 26,595	$ 30,000	$ 3,405
Difference - Favorable (Unfavorable)	$ 11,491	$ 143	$ (733)	$ -	$ (264)	$ (7,232)	$ 3,405		

NUECES COUNTY COMMUNITY ACTION AGENCY

PROJECT SCHEDULE

DOE WEATHERIZATION (CFDA 81.042)

PROJECTS THAT ENDED OR WERE IN OPERATION DURING THE YEAR ENDED AUGUST 31, 2016

	EXPENDITURES									
	Admin.	Materials	Program Support/ Labor	Health & Safety	Financial Audit	Insurance	Training/ Travel/ Equip.	Total Expend.	Receipts	(Accrued) Deferred Revenue
DOE-WAP 18T										
Contract No. : 56150002273										
Project Period: 07/21/15 - 06/30/2016										
Project Budget (Memorandum)	$ 10,807	$ 12,735	$ 53,822	$ 16,639	$ 800	$ 3,269	$ 10,000	$ 108,072		
Actual 09/01/14 - 8/31/15	2,049	-	53	-	-	-	-	2,102	$ 1,071	$ (1,031)
Actual 09/01/15 - 08/31/16	7,674	12,735	45,938	14,677	800	3,269	10,000	95,093	96,124	1,031
Total	$ 9,723	$ 12,735	$ 45,991	$ 14,677	$ 800	$ 3,269	$ 10,000	$ 97,195	$ 97,195	$ -
Difference - Favorable (Unfavorable)	$ 1,084	$ -	$ 7,831	$ 1,962	$ -	$ -	$ -	$ 10,877		
DOE-WAP 18U										
Contract No. : 56160002498										
Project Period: 07/01/16-06/30/17										
Project Budget (Memorandum)	$ 9,108	$ 11,000	$ 32,920	$ 10,980	$ 800	$ 3,247	$ 23,025	$ 91,080		
Actual 07/01/16 - 8/31/16	2,556	-	39	-	-	-	-	2,595	$ -	$ (2,595)
Total	$ 2,556	$ -	$ 39	$ -	$ -	$ -	$ -	$ 2,595	$ -	$ (2,595)
Difference - Favorable (Unfavorable)	$ 6,552	$ 11,000	$ 32,881	$ 10,980	$ 800	$ 3,247	$ 23,025	$ 88,485		

NUECES COUNTY COMMUNITY ACTION AGENCY
PROJECT SCHEDULE
DOE WEATHERIZATION - AMERICAN RECOVERY & REINVESTMENT ACT (CFDA 81.042)
PROJECTS THAT ENDED OR WERE IN OPERATION DURING THE YEAR ENDED AUGUST 31, 2016

	EXPENDITURES									
	Admin.	Materials	Program Support/ Labor	Health & Safety	Financial Audit	Insurance	Training/ Travel/ Equip.	Total Expend.	Receipts	(Accrued) Deferred Revenue
DOE/WAP - ARRA 19										
Contract No. : 16090000869										
Project Period: 09/01/09 - 08/31/13										
Project Budget (Memorandum)	$ 139,266	$ 2,087,860	$ 2,687,004	$ 464,149	$ 2,000	$ 19,765	$ 19,117	$ 5,419,161		
Actual 09/01/09 - 08/31/10	42,065	640,680	704,931	80,696	1,000	5,436	10,540	1,485,348	$ 1,323,975	$ (161,373)
Actual 09/01/10 - 08/31/11	53,434	1,079,832	1,212,461	306,751		12,038	7,718	2,672,234	2,663,189	(9,045)
Actual 09/01/11 - 02/28/12	43,767	426,567	434,615	69,400	1,000	2,291	859	978,499	1,162,007	183,508
Actual 09/01/12 - 08/31/13	8,194	-	-	-	-	-	-	8,194	-	(8,194)
Actual 09/01/13 - 08/31/14	-	-	-	-	-	-	-	-	-	-
Actual 09/01/14 - 08/31/15	-	-	-	-	-	-	-	-	-	-
Actual 09/01/15 - 08/31/16	-	-	-	-	-	-	-	-	-	-
Total	$ 147,460	$ 2,147,079	$ 2,352,007	$ 456,847	$ 2,000	$ 19,765	$ 19,117	$ 5,144,275	$ 5,149,171	$ 4,896
Difference - Favorable (Unfavorable)	$ (8,194)	$ (59,219)	$ 334,997	$ 7,302	$ -	$ -	$ -	$ 274,886		

NUECES COUNTY COMMUNITY ACTION AGENCY

PROJECT SCHEDULE
ACA HOME VISITING PROGRAM (CFDA 93.505)
PROJECTS THAT ENDED OR WERE IN OPERATION DURING THE YEAR ENDED AUGUST 31, 2016

	EXPENDITURES								
	Personnel	Fringe Benefits	Travel	Equipment	Supplies	Other Direct Cost	Total Expend.	Receipts	(Accrued) Deferred Revenue
ACA Home Visiting Program - 65c **Contract No.: NA** **Project Period: 10/01/13-09/30/14**									
Project Budget (Memorandum)	$ 122,720	$ 26,017	$ 600	$ -	$ 7,400	$ 38,358	$ 195,095		
Actual 10/01/13 - 08/31/14	101,078	22,207	508	-	5,287	27,813	156,893	$ 121,511	$ (35,382)
Actual 09/01/14 - 08/31/15	8,168	3,299	1,568		2,589	2,822	18,446	42,157	23,711
Actual 09/01/15 - 09/30/15	-	-	-	-	-	5	5	13,474	13,469
Total	$ 109,246	$ 25,506	$ 2,076	$ -	$ 7,876	$ 30,635	$ 175,339	$ 177,142	$ 1,798
Difference - Favorable (Unfavorable)	$ 13,474	$ 511	$ (1,476)	$ -	$ (476)	$ 7,723	$ 19,756		
ACA Home Visiting Program - 65D **Contract No.: NA** **Project Period: 10/01/14-09/30/15**									
Project Budget (Memorandum)	$ 127,260	$ 28,307	$ 600	$ -	$ 5,700	$ 33,227	$ 195,094		
Actual 10/01/14 - 08/31/15	113,063	30,690	43	-	3,565	30,743	178,104	$ 171,973	$ (6,131)
Actual 09/01/15 - 08/31/16	11,610	2,879			(84)	1,273	15,678	22,997	7,319
Total	$ 124,673	$ 33,569	$ 43	$ -	$ 3,481	$ 32,016	$ 193,782	$ 194,970	$ 1,188
Difference - Favorable (Unfavorable)	$ 2,587	$ (5,262)	$ 557	$ -	$ 2,219	$ 1,211	$ 1,312		

NUECES COUNTY COMMUNITY ACTION AGENCY

PROJECT SCHEDULE
HEAD START - FULL DAY (CFDA 93.600)
PROJECTS THAT ENDED OR WERE IN OPERATION DURING THE YEAR ENDED AUGUST 31, 2016

	EXPENDITURES									
	Personnel	Fringe Benefits	Travel	Equipment	Supplies	Contractual	Other Direct Cost	Total Expend.	Receipts	(Accrued) Deferred Revenue
HEAD START 22, 28, 28A, 30										
Project No. 06CH0129/47										
Project Period: 09/01/15 - 08/31/16										
Federal Share										
Project Budget (Memorandum)	$ 7,549,259	$ 2,169,205	$ -	$ -	$ 77,262	$ 77,574	$ 1,242,185	$ 11,115,485		
Actual 09/01/15 - 08/31/16	6,984,224	2,020,332	74,972	-	256,546	57,222	1,373,604	10,766,900	$ 9,997,282	$ (769,618)
Difference - Favorable (Unfavorable)	$ 565,035	$ 148,873	$ (74,972)	$ -	$ (179,284)	$ 20,352	$ (131,419)	$ 348,585		
Non-Federal Share										
Project Budget (Memorandum)	$ 1,629,736	$ -	$ -	$ -	$ -	$ -	$ 1,149,105	$ 2,778,841		
Actual 09/01/15 - 08/31/16	1,772,987	-	-	-	-	-	1,149,105	2,922,092	2,922,092	$ -
Difference - Favorable (Unfavorable)	$ (143,251)	$ -	$ -	$ -	$ -	$ -	$ -	$ (143,251)		
Total Program (Actual)	$ 8,757,211	$ 2,020,332	$ 74,972	$ -	$ 256,546	$ 57,222	$ 2,522,709	$ 13,688,992	$ 12,919,374	$ (769,618)

NUECES COUNTY COMMUNITY ACTION AGENCY
PROJECT SCHEDULE
LIHEAP WEATHERIZATION (CFDA 93.568)
PROJECTS THAT ENDED OR WERE IN OPERATION DURING THE YEAR ENDED AUGUST 31, 2016

	EXPENDITURES							
	Admin.	Materials	Program Support/ Labor	Health & Safety	Training/ Travel/ Equip.	Total Expend.	Receipts	(Accrued) Deferred Revenue
LIHEAP/WAP-EWAP 21S								
Contract No. : 81150002150								
Project Period: 01/04/15 - 12/31/15								
Project Budget (Memorandum)	$ 17,922	$ 25,591	$ 187,868	$ 53,365	$ 2,000	$ 286,746		
Actual 01/01/15 - 08/31/15	16,769	65,522	119,026	35,272	1,878	238,467	$ 149,596	$ (88,871)
Actual 09/01/15 - 08/31/16	451	20,389	8,522	18,093	824	48,279	137,150	88,871
Difference - Favorable (Unfavorable)	$ 702	$ (60,320)	$ 60,320	$ -	$ (702)	$ -	$ 286,746	$ -
LIHEAP/WAP-EWAP 21T								
Contract No. : 81160002417								
Project Period: 01/01/16 - 03/31/17								
Project Budget (Memorandum)	$ 18,210	$ 55,368	$ 161,547	$ 54,229	$ 2,000	$ 291,354		
Actual 09/01/15 - 08/31/16	16,207	51,681	77,388	58,286	2,440	206,002	$ 168,056	$ (37,946)
Difference - Favorable (Unfavorable)	$ 2,003	$ 3,687	$ 84,159	$ (4,057)	$ (440)	$ 85,352		

NUECES COUNTY COMMUNITY ACTION AGENCY

PROJECT SCHEDULE
COMPREHENSIVE ENERGY ASSISTANCE PROGRAM (CFDA 93.568)
PROJECTS THAT ENDED OR WERE IN OPERATION DURING THE YEAR ENDED AUGUST 31, 2016

	EXPENDITURES						
	Admin.	Assurance 16	Travel Training Allow.	Direct Services	Total Expend.	Receipts	(Accrued) Deferred Revenue
CEAP 58S							
Contract No. : 58150002119							
Project Period: 01/01/15 - 12/31/15							
Project Budget (Memorandum)	$ 96,405	$ 115,590	$ 1,200	$ 1,329,285	$ 1,542,480		
Actual 01/01/15 - 08/31/15	140,597	108,277	1,279	361,618	611,771	$ 288,490	$ (323,281)
Actual 09/01/15 - 08/31/16	(44,192)	3,749	(79)	971,231	930,709	1,253,990	323,281
Total	$ 96,405	$ 112,026	$ 1,200	$ 1,332,849	$ 1,542,480	$ 1,542,480	$ -
Difference - Favorable (Unfavorable)	$ -	$ 3,564	$ -	$ (3,564)	$ -		
CEAP 58T							
Contract No. : 58160002348							
Project Period: 01/01/16 - 12/31/16							
Project Budget (Memorandum)	$ 92,695	$ 92,398	$ 1,200	$ 1,296,822	$ 1,483,115		
Actual 09/01/15 - 08/31/16	97,748	125,221	1,512	553,656	778,137	$ 490,079	$ (288,058)
Difference - Favorable (Unfavorable)	$ (5,053)	$ (32,823)	$ (312)	$ 743,166	$ 704,978		
CEAP 59B							
Contract No. : 58140002240							
Project Period: 05/01/15 - 09/30/15							
Project Budget (Memorandum)	$ 20,045	$ 24,054	$ -	$ 276,625	$ 320,724		
Actual 05/01/15 - 08/31/15	20,045	23,932	-	275,414	319,391	$ 319,659	$ 268
Actual 09/01/15 - 08/31/16	-	-	-	1,333	1,333	1,065	(268)
Difference - Favorable (Unfavorable)	$ -	$ 122	$ -	$ (122)	$ -	$ 320,724	$ -

NUECES COUNTY COMMUNITY ACTION AGENCY

PROJECT SCHEDULE
COMMUNITY SERVICES BLOCK GRANT (CFDA 93.569)
PROJECTS THAT ENDED OR WERE IN OPERATION DURING THE YEAR ENDED AUGUST 31, 2016

	EXPENDITURES									
	Personnel	Fringe Benefits	Travel	Equipment	Supplies	Contractual	Other Direct Cost	Total Expend.	Receipts	(Accrued) Deferred Revenue
CSBG 05T										
Contract No. : 61150002188										
Project Period: 01/01/15 - 12/31/15										
Project Budget (Memorandum)	$ 170,860	$ 55,022	$ 13,813	$ -	$ 7,500	$ 385	$ 186,876	$ 434,456		
Actual 01/01/15 - 08/31/15	20,337	5,377	16,165		292	195	37,816	80,182	$ 41,491	$ (38,691)
Actual 09/01/15 - 08/31/16	204,893	25,859	3,136		2,669	129	117,588	354,274	392,965	38,691
Total	$ 225,230	$ 31,236	$ 19,301	$ -	$ 2,961	$ 324	$ 155,404	$ 434,456	$ 434,456	$ -
Difference - Favorable (Unfavorable)	$ (54,370)	$ 23,786	$ (5,488)	$ -	$ 4,539	$ 61	$ 31,472	$ -		
CSBG 05V										
Contract No. : 61160002388										
Project Period: 01/01/16 - 12/31/16										
Project Budget (Memorandum)	$ 204,456	$ 58,463	$ 45,000	$ -	$ 10,000	$ 10,500	$ 132,580	$ 460,999		
Actual 01/01/16 - 08/31/16	152,125	6,951	29,993		6,838	3,305	46,708	245,920	$ 138,088	$ (107,832)
Difference - Favorable (Unfavorable)	$ 52,331	$ 51,512	$ 15,007	$ -	$ 3,162	$ 7,195	$ 85,872	$ 215,079		
CSBG 05W										
Contract No. : 61150002445										
Project Period: 02/01/16 - 08/31/16										
Project Budget (Memorandum)	$ -	$ -	$ -	$ 3,220	$ -	$ -	$ 8,780	$ 12,000		
Actual 02/01/16 - 08/31/16	-	-	-	3,220	-	-	9,027	12,247	$ 10,254	$ (1,993)
Difference - Favorable (Unfavorable)	$ -	$ -	$ -	$ -	$ -	$ -	$ (247)	$ (247)		

NUECES COUNTY COMMUNITY ACTION AGENCY

PROJECT SCHEDULE
EMERGENCY FOOD AND SHELTER PROGRAM (CFDA 97.024)
PROJECTS THAT ENDED OR WERE IN OPERATION DURING THE YEAR ENDED AUGUST 31, 2016

	EXPENDITURES				
	Other Food	Rent/ Mortgage Assistance	Total Expend.	Receipts	(Accrued) Deferred Revenue
EFSP 12R					
Project No. : PHASE 32					
Project Period: 07/06/15- 06/30/16					
Project Budget (Memorandum)	$ -	$ 4,303	$ 4,303		
Actual 07/06/15 - 08/31/15	-	1,600	1,600	$ 4,303	$ 2,703
Actual 09/01/15- 08/31/16	-	2,703	2,703	-	(2,703)
Difference - Favorable (Unfavorable)	$ -	$ 4,303	$ 4,303	$ 4,303	$ -

NUECES COUNTY COMMUNITY ACTION AGENCY

PROJECT SCHEDULE
SOLEDAD REVITALIZATION
PROJECTS THAT ENDED OR WERE IN OPERATION DURING THE YEAR ENDED AUGUST 31, 2016

	EXPENDITURES								
	Construct.	Property Taxes	Other	Total Expend.	Receipts	Excess Revenue (Expend)	Beginning Net Asset Balance	Transfer In/Out	Ending Net Assets Balance
Soledad Revitalization (17B)									
Project No. : N/A									
Project Period: N/A									
Actual 09/01/15- 08/31/16	$ -	$ -	$ -	$ -	$ -	$ -	$ 66,271	$ -	$ 66,271

NUECES COUNTY COMMUNITY ACTION AGENCY

PROJECT SCHEDULE
FRONTIER ASSOCIATES
PROJECTS THAT ENDED OR WERE IN OPERATION DURING THE YEAR ENDED AUGUST 31, 2016

	EXPENDITURES						
	Materials	Program Support/ Labor	Total Expend.	Receipts	Excess Revenue (Expend)	Beginning Net Asset Balance	Ending Net Assets Balance
Frontier Associates (19F)							
Project No.: N/A							
Project Period: 03/01/12 - 12/31/12							
Project Budget (Memorandum)	$ 189,584	$ 16,000	$ 205,584				
Actual 03/01/12 - 08/31/12	34,358	5,184	39,542	$ 21,562	$ (17,980)	$ -	$ (17,980)
Actual 09/01/12 - 12/31/12	31,724	6,593	38,317	57,106	18,789	(17,980.00)	809
Actual 09/01/13 - 08/31/14	-	-	-	-	-	809	809
Actual 09/01/14 - 08/31/15	-	-	-	-	-	809	809
Actual 09/01/15- 08/31/16	-	-	-	$ -	$ -	$ 809	$ 809
Total	$ 66,082	$ 11,777	$ 77,859				
Difference - Favorable (Unfavorable)	$ 123,502	$ 4,223	$ 127,725				
Frontier Associates (19H)							
Project No.: N/A							
Project Period: 01/01/14 -12/31/15							
Project Budget (Memorandum)	$ 8,000	$ 92,000	$ 100,000				
Actual 01/01/14 - 08/31/14	-	6,045	6,045	$ -	$ (6,045)	$ -	$ (6,045)
Actual 09/01/14 - 08/31/15	-	-	-	9,456	9,456	(6,045)	3,411
Actual 09/01/15- 08/31/16	-	-	-	$ -	$ -	$ 3,411	$ 3,411
Difference - Favorable (Unfavorable)	$ 8,000	$ 85,955	$ 93,955				

NUECES COUNTY COMMUNITY ACTION AGENCY

PROJECT SCHEDULE
CITGO - HANDS FOR HILLCREST
PROJECTS THAT ENDED OR WERE IN OPERATION DURING THE YEAR ENDED AUGUST 31, 2016

	EXPENDITURES						
	Administrative Cost	Beneficiary Costs	Total Expend.	Receipts	Excess Revenue (Expend)	Beginning Net Asset Balance	Ending Net Assets Balance
Citgo - Hands for Hillcrest(20A)							
Project No. : N/A							
Project Period: 10/01/13 - 09/30/14							
Project Budget (Memorandum)	$ 20,000	$ 80,000	$ 100,000				
Actual 09/01/13 - 08/31/14	9,289	59,253	68,542	$ 100,000	$ 31,458	$ -	$ 31,458
Actual 09/01/14 - 08/31/15	9,920	21,526	31,446	-	(31,446)	31,458	12
Actual 09/01/15- 08/31/16	-	-	-	$ -	$ -	$ 12	$ 12
Difference - Favorable (Unfavorable)	$ 791	$ (779)	$ 12				
Citgo - Hands for Hillcrest(20B)							
Project No. : N/A							
Project Period: 10/01/14 - 09/30/15							
Project Budget (Memorandum)	$ 20,000	$ 80,000	$ 100,000				
Actual 09/01/14 - 08/31/15	-	80,225	80,225	$ 100,000	$ 19,775	$ -	$ 19,775
Actual 09/01/15 - 08/31/16	10,033	9,742	19,775	$ -	$ (19,775)	$ 19,775	$ -
Difference - Favorable (Unfavorable)	$ 9,967	$ (9,967)	$ -				

NUECES COUNTY COMMUNITY ACTION AGENCY

PROJECT SCHEDULE
CITGO - VENEZUELA ENERGY EFFICIENT LIGHTING PROGRAM
PROJECTS THAT ENDED OR WERE IN OPERATION DURING THE YEAR ENDED AUGUST 31, 2016

	EXPENDITURES						
	Administrative Cost	Beneficiary Costs	Total Expend.	Receipts	Excess Revenue (Expend)	Beginning Net Asset Balance	Ending Net Assets Balance
Citgo - Venezuela Energy Efficient Lighting Program20R)							
Project No.: N/A							
Project Period: 08/01/13 - 07/31/14							
Project Budget (Memorandum)	$ 6,457	$ 26,800	$ 33,257				
Actual 08/01/13 - 08/31/13	-	-	-	$ 4,957	$ 4,957	$ -	$ 4,957
Actual 09/01/13 - 08/31/14	-	1,395	1,395	-	(1,395)	4,957	3,562
Actual 09/01/14 - 08/31/15	-	-	-	-	-	3,562	3,562
Actual 09/01/15 - 08/31/16	-	-	-	$ -	$ -	$ 3,562	$ 3,562
Difference - Favorable (Unfavorable)	$ 6,457	$ 25,405	$ 31,862				

NUECES COUNTY COMMUNITY ACTION AGENCY

PROJECT SCHEDULE
CORPUS CHRISTI COMMUNITY IMPOROVEMENT CORPORATION (CCCIC)
PROJECTS THAT ENDED OR WERE IN OPERATION DURING THE YEAR ENDED AUGUST 31, 2016

	EXPENDITURES					
	Beneficiary Costs	Total Expend.	Receipts	Excess Revenue (Expend)	Beginning Net Asset Balance	FB (Accrued) Deferred Revenue
Corpus Chrsiti Community Improvement Corporation (CCCIC)						
Project No. : N/A						
Project Period: 09/1/12 -08/31/16						
Project Budget (Memorandum)	$ 761,604	$ 761,604				
Actual 09/01/12 - 08/31/13	15,867	15,867	$ 564,721	$ 548,854	$ 196,883	$ 745,737
Actual 09/01/13 - 08/31/14	38,080	38,080	-	(38,080)	745,737	707,657
Actual 09/01/14 - 08/31/15	38,080	38,080	-	(38,080)	707,657	669,577
Actual 09/01/15 - 08/31/16	38,080	38,080	$ -	$ (38,080)	$ 669,577	$ 631,497
Difference - Favorable (Unfavorable)	$ 631,497	$ 631,497				
Corpus Chrsiti Community Improvement Corporation (CCCIC)						
Project No. : N/A						
Project Period: 09/1/12 -08/31/15						
Project Budget (Memorandum)	$ 1,089,000	$ 1,089,000				
Actual 09/01/14 - 08/31/15	29,725	29,725	$ 275,801	$ 246,076	$ 813,199	$ 1,059,275
Actual 09/01/15 - 08/31/16	56,215	56,215	$ -	$ (56,215)	$ 1,059,275	$ 1,003,060
Difference - Favorable (Unfavorable)	$ 1,003,060	$ 1,003,060				

NUECES COUNTY COMMUNITY ACTION AGENCY

PROJECT SCHEDULE
BANK OF AMERICA
PROJECTS THAT ENDED OR WERE IN OPERATION DURING THE YEAR ENDED AUGUST 31, 2016

	EXPENDITURES					
	Beneficiary Costs	Total Expend.	Receipts	Excess Revenue (Expend)	Beginning Net Asset Balance	Ending Net Assets Balance
Bank of America - 01F						
Project No. : N/A						
Project Period: 09/1/12 -08/31/16						
Project Budget (Memorandum)	$ 4,830	$ 4,830				
Actual 09/01/13 - 08/31/14	-	-	$ -	$ -	$ 4,830	$ 4,830
Actual 09/01/14 - 08/31/15	-	-	-	-	4,830	4,830
Actual 09/01/15 - 08/31/16	-	-	$ -	$ -	$ 4,830	$ 4,830
Difference - Favorable (Unfavorable)	$ 4,830	$ 4,830				

NUECES COUNTY COMMUNITY ACTION AGENCY

PROJECT SCHEDULE

Nueces Electric Cooperative

PROJECTS THAT ENDED OR WERE IN OPERATION DURING THE YEAR ENDED AUGUST 31, 2016

	EXPENDITURES					
	Beneficiary Costs	Total Expend.	Receipts	Excess Revenue (Expend)	Beginning Net Asset Balance	Ending Net Assets Balance
Nueces Electric Cooperative 52						
Project No. : N/A						
Project Period: 09/1/12 -08/31/16						
Project Budget (Memorandum)	$ 22,858	$ 22,858				
Actual 09/01/12 - 08/31/13	941	941	$ -	$ (941)	$ 14,741	$ 13,800
Actual 09/01/13 - 08/31/14	466	466	8,117	7,651	13,800	21,451
Actual 09/01/14 - 08/31/15	621	621	-	(621)	21,451	20,830
Actual 09/01/15 - 08/31/16	563	563	$ 3,222	$ 2,659	$ 20,830	$ 23,489
Difference - Favorable (Unfavorable)	$ 20,267	$ 20,267				

NUECES COUNTY COMMUNITY ACTION AGENCY

PROJECT SCHEDULE
RELIANT ENERGY ASSISTANCE
PROJECTS THAT ENDED OR WERE IN OPERATION DURING THE YEAR ENDED AUGUST 31, 2016

	EXPENDITURES					
	Beneficiary Costs	Total Expend.	Receipts	Excess Revenue (Expend)	Beginning Net Asset Balance	Ending Net Assets Balance
Reliant Energy Assistance 54						
Project No. : N/A						
Project Period: 09/1/12 -08/31/16						
Project Budget (Memorandum)	$ 36,969	$ 36,969				
Actual 09/01/12 - 08/31/13	5,567	5,567	$ 6,850	$ 1,283	$ 30,119	$ 31,402
Actual 09/01/13 - 08/31/14	7,929	7,929	-	(7,929)	31,402	23,473
Actual 09/01/14 - 08/31/15	6,080	6,080	-	(6,080)	23,473	17,393
Actual 09/01/15 - 08/31/16	3,455	3,455	$ 11,562	$ 8,107	$ 17,393	$ 25,500
Difference - Favorable (Unfavorable)	$ 13,938	$ 13,938				

NUECES COUNTY COMMUNITY ACTION AGENCY

PROJECT SCHEDULE
TXU ENERGY EFFICIENCYASSISTANCE
PROJECTS THAT ENDED OR WERE IN OPERATION DURING THE YEAR ENDED AUGUST 31, 2016

	EXPENDITURES					
	Beneficiary Costs	Total Expend.	Receipts	Excess Revenue (Expend)	Beginning Net Asset Balance	Ending Net Assets Balance
TXU Energy Aid 55A						
Project No. : N/A						
Project Period: 05/01/12 - 04/30/13						
Project Budget (Memorandum)	$ 49,761	$ 49,761				
Actual 05/01/12 - 08/31/12	38,066	38,066	$ 49,761	$ 11,695	$ -	$ 11,695
Actual 09/01/12 - 08/31/13	11,353	11,353	-	(11,353)	11,695	342
Actual 09/01/13 - 08/31/14	-	-	-	-	342	342
Actual 09/01/14 - 08/31/15	-	-	-	-	342	342
Actual 09/01/15 - 08/31/16	-	-	$ -	$ -	$ 342	$ 342
Total	$ 49,419	$ 49,419				
Difference - Favorable (Unfavorable)	$ 342	$ 342				

NUECES COUNTY COMMUNITY ACTION AGENCY

PROJECT SCHEDULE
TXU ENERGY AID
PROJECTS THAT ENDED OR WERE IN OPERATION DURING THE YEAR ENDED AUGUST 31, 2016

	EXPENDITURES					
	Beneficiary Costs	Total Expend.	Receipts	Excess Revenue (Expend)	Beginning Net Asset Balance	Ending Net Assets Balance
TXU Energy Aid 55						
Project No. : N/A						
Project Period: 09/01/12 - 08/31/15						
Project Budget (Memorandum)	$ 39,304	$ 39,304				
Actual 09/01/12 - 08/31/13	9,195	9,195	$ 18,577	$ 9,382	$ 1,635	$ 11,017
Actual 09/01/13 - 08/31/14	16,394	16,394	19,092	2,698	11,017	13,715
Actual 09/01/14 - 08/31/15	6,723	6,723	21,939	15,216	13,715	28,931
Actual 09/01/15 - 08/31/16	10,532	10,532	$ -	$ (10,532)	$ 28,931	$ 18,399
Difference - Favorable (Unfavorable)	$ 6,992	$ 6,992				

NUECES COUNTY COMMUNITY ACTION AGENCY

PROJECT SCHEDULE
CPL NEIGHBOR TO NEIGHBOR
PROJECTS THAT ENDED OR WERE IN OPERATION DURING THE YEAR ENDED AUGUST 31, 2016

	EXPENDITURES						
	Administrative Cost	Beneficiary Costs	Total Expend.	Receipts	Excess Revenue (Expend)	Beginning Net Asset Balance	Ending Net Assets Balance
CPL Neighbor to Neighbor 57							
Project No. : N/A							
Project Period: 09/01/12 - 08/31/15							
Project Budget (Memorandum)	$ 11,250	$ 133,250	$ 144,500				
Actual 09/01/12 - 08/31/13	3,775	33,670	37,445	$ 37,750	$ 305	$ 16,651	$ 16,956
Actual 09/01/13 - 08/31/14	-	36,949	36,949	30,000	(6,949)	16,956	10,007
Actual 09/01/14 - 08/31/15	-	30,437	30,437	44,750	14,313	10,007	24,320
Actual 09/01/15 - 08/31/16	-	24,946	24,946	$ 32,000	$ 7,054	$ 24,320	$ 31,374
Difference - Favorable (Unfavorable)	$ 7,475	$ 7,248	$ 14,723				
CPL Efficient Products 57A							
Project No. : N/A							
Project Period: 09/01/13 - 08/31/14							
Project Budget (Memorandum)	$ -	$ 2,500	$ 2,500				
Actual 09/01/13 - 08/31/14	-	2,492	2,492	$ 2,500	$ 8	$ -	$ 8
Actual 09/01/14 - 08/31/15	-	-	-	-	-	8	8
Actual 09/01/15 - 08/31/16	-	-	-	$ -	$ -	$ 8	$ 8
Difference - Favorable (Unfavorable)	$ -	$ 8	$ 8				

NUECES COUNTY COMMUNITY ACTION AGENCY

PROJECT SCHEDULE
PAUL & MARY HAAS FOUNDATION
PROJECTS THAT ENDED OR WERE IN OPERATION DURING THE YEAR ENDED AUGUST 31, 2016

	EXPENDITURES					
	Beneficiary Costs	Total Expend.	Receipts	Excess Revenue (Expend)	Beginning Net Asset Balance	Ending Net Assets Balance
PAUL & MARY HAAS FOUNDATION 01C						
Project No.: N/A						
Project Period: N/A						
Actual 09/01/15 - 08/31/16	$ -	$ -	$ -	$ -	$ 1,154	$ 1,154

NUECES COUNTY COMMUNITY ACTION AGENCY

PROJECT SCHEDULE
LOCAL FUNDS
PROJECTS THAT ENDED OR WERE IN OPERATION DURING THE YEAR ENDED AUGUST 31, 2016

	EXPENDITURES						
	Misc.	Total Expend.	Receipts	Excess Revenue (Expend)	Beginning Net Asset Balance	Transfer In/Out	End Net Asset Balance
LOCAL FUND 01							
Project No.: N/A							
Project Period: 09/01/15 - 08/31/16							
Actual 09/01/15 - 08/31/16	$ 73,105	$ 73,105	$ 18,447	$ (54,658)	$ 1,531,582	$ -	$ 1,476,924

NUECES COUNTY COMMUNITY ACTION AGENCY

PROJECT SCHEDULE
LOCAL FUNDS
PROJECTS THAT ENDED OR WERE IN OPERATION DURING THE YEAR ENDED AUGUST 31, 2016

	EXPENDITURES						
	Misc.	Total Expend.	Receipts	Excess Revenue (Expend)	Beginning Net Asset Balance	Transfer In/Out	End Net Asset Balance
LOCAL FUND 01							
Project No. : N/A							
Project Period: 09/01/15 - 08/31/16							
Actual 09/01/15 - 08/31/16	$ 73,105	$ 73,105	$ 18,447	$ (54,658)	$ 1,531,582	$ -	$ 1,476,924

Juaquin "Jake" Sanchez, Certified Public Accountant
J.J.S.
C.P.A.
2820 S.P.I.D.-Suite 198-Box 134 Corpus Christi, TX 78415
361-851-8722 Fax 361-851-8782

JUAQUIN "JAKE" SANCHEZ
Certified Public Accountant

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Communication with Those Charged with Governance

February 8, 2017

To the Board of Directors and Others Charged with Governance
Nueces County Community Action Agency
Corpus Christi, TX

I have audited the financial statements of Nueces County Community Action Agency for the year ended August 31, 2016, and have issued my report thereon dated February 8, 2017. Professional standards require that I provide you with the information about my responsibilities under generally accepted auditing standards and *Government Auditing Standards* and Uniform Guidance, as well as certain information related to the planned scope and timing of my audit. I have communicated such information in my letter to you dated February 8, 2017. Professional standards also require that we communicate to you the following information related to my audit.

Significant Audit Findings

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by Nueces County Community Action Agency are described in Note B to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during 2015. I noted no transactions entered into by the Organization during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimate(s) affecting the financial statements was depreciation.

Management's estimate of the depreciation on fixed assets is based on estimated useful life of the fixed assets. I evaluated the key factors and assumptions used to develop the depreciation in determining that it is reasonable in relation to the financial statements taken as a whole.

Difficulties Encountered in Performing the Audit

I encountered no difficulties in dealing with management in performing and completing my audit. I want to express my appreciation for the help and courtesy extended to me during the audit.

Corrected and Uncorrected Misstatements

Professional standards require me to accumulate all misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. A misstatement of $11,207 in the Head Start Program was corrected during the audit. There are no other known uncorrected misstatements.

Disagreements with Management

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to my satisfaction, that could be significant to the financial statements or the auditor's report. I am pleased to report that no such disagreements arose during the course of my audit.

Management Representations

I have requested certain representations from management that are included in the management representation letter dated February 8, 2017

Other Matters

With respect to the supplementary information accompanying the financial statements, I made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with U.S. generally accepted accounting principles, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. I compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

This information is intended solely for the use of the Board of Directors and others charged with governance and management of Nueces County Community Action Agency and is not intended to be, and should not be, used by anyone other than these specified parties.

Very truly yours,

Juaquin "Jake" Sanchez
Certified Public Accountant

Nueces County Community Action Agency

Helping People. Changing Lives.

JOB TITLE:	Intake Worker/Data Entry Clerk	**Work Location:**	CASC
PROGRAM:	Community Services	**Employment Status:**	Non-exempt
DEPARTMENT:	Intake	**Job Classification:**	
REPORTS TO:	Community Programs Coordinator	**Working Hours:**	Monday – Friday 8:00 am – 5:00 pm
Supervises:	None	**Starting Pay Rate:**	

GENERAL DESCRIPTION:

This position requires providing services to clients seeking assistance at the Service Center by filling out forms and applications, giving information, making referrals, maintaining phone logs, and performing related clerical work as assigned In addition this position requires data entry from various source documents into the computer system for storage, processing and data management purposes.

ESSENTIAL DUTIES:

- Greets the general public and clients, etc.
- Assists clients in filling out forms and applications for assistance for services offered by the Community Services Department
- Assists clients in interpreting/understanding forms, policies, regulations and other items for assistance through other social service agencies
- Prepare, compile and sort documents for data entry
- Check source documents for accuracy
- Verify data and correct data where necessary
- Obtain further information for incomplete documents
- Update data and delete unnecessary files
- Combine and rearrange data from source documents where required
- Enter data from source documents into prescribed computer database, files and forms
- Transcribe information into required electronic format
- Scan documents into document management systems or databases
- Check completed work for accuracy
- Store completed documents in designated locations
- Maintain records
- Respond to requests for information and access relevant files
- Comply with data integrity and security policies
- Performs other duties as assigned by immediate supervisor, Programs Supervisor or Program Director

PHYSICAL REQUIREMENTS OF ESSENTIAL DUTIES:

- Normal physical activity includes sitting, standing, and walking in a usual workday
- Requires occasional twisting at desk when answering phone or typing
- Requires employee to lift and carry heavy objects such as boxes of paper and supplies
- Requires hearing, seeing and touching to perform various job duties and in dealing with staff, clients, and general public
- Requires employee to use hands, arms, feet, legs, neck and head while performing various Agency tasks
- Requires occasional bending, stooping, and reaching above shoulder level when operating copier and when retrieving files from file cabinet drawers
- Requires replacing toner cartridges and pulling out and pushing in heavy copier trays
- Requires constant speaking and hearing on the telephone, with the general public, clients, and staff

NON-ESSENTIAL DUTIES:

- Processes intake documents.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Keeps routine records, files alphabetically and numerically, and follows written and oral instructions
- Verbalizes information clearly and has the capability to work with and for the general public
- Makes judgments or decisions based on sensory or judgmental criteria--relies on one or more of the five physical senses
- Deals with people beyond giving and receiving instructions -- is courteous, cooperative, conscientious, and tactful with employees and the general public
- Performs a variety of duties often changing from one task to another of a different nature without loss of efficiency or composure

MINIMUM QUALIFICATIONS:

- Has a high school diploma or GED and at least 6 months of general office experience
- Types accurately at a speed of 40 words per minute
- Expresses oneself clearly and concisely with a well-modulated and pleasant voice
- Must successfully pass a pre-employment drug test
- Must successfully pass and submit a pre-employment TB test and must successfully pass and submit a TB test annually thereafter
- Must successfully pass and submit a post offer physical examination and must successfully pass and submit a physical examination report every five (5) years of employment
- Must have transportation and current liability coverage on vehicle to be used in the performance of job duties. Some out of town travel may be required
- Must possess a valid Texas Driver's license (Operators-Class C), and driving record must be approved by insurance company on an annual basis
- Able to effectively use spreadsheet and word processing software
- Dresses in appropriate business attire and is professional in appearance and mannerisms.
- Proof of work eligibility must be provided

ACKNOWLEDGEMENT:

I have read and acknowledge receipt of my job description.

Signature	Date
Printed Name	Employee ID#

NUECES COUNTY COMMUNITY ACTION AGENCY

JOB DESCRIPTION

Job Title:	Education Coach	**Work Location:**	Central Office
Program:	Birth to Five Head Start	**Employment Status:**	Non-Exempt
Department:	Education	**Job Classification:**	Full Time
Reports To:	Curriculum and Instruction Coordinator	**Working Hours:**	Monday - Friday 40 hours a week
Supervises:	Education Mentors, Disability/Mental Health Mentor	**Pay Group Range:**	

JOB PURPOSE:
This position is assigned to the Head Start Program and is a member of the content area for the Educational Department. The Early Childhood Education Coach (ECEC) will provide ongoing support to center staff. The ECEC ensures that the program is adhering to the Head Start Performance Standards, the Head Start Act and Texas Department of Family and Protective Services. The purpose of the ECEC is to support and expand early educator's knowledge on early childhood education best practices as well as increase knowledge of the tools and resources used by NCCAA Birth to Five Head Start through mentoring, training and support.

POSITION RESPONSIBILITES:

- In collaboration with the C&I Coordinator of Education, reviews and updates annually the education service plan in cooperation with staff and parents.
- Conducts regular site visits and develops meaningful, productive relationships with site directors and teaching staff.
- Coaches and guides staff through the implementation of a developmentally and linguistically appropriate approach to child development and education.
- Provides initial and ongoing training and technical assistance to identified teaching staff regarding program philosophy, policies, procedures and other topics as requested or assigned to ensure the uniform delivery of quality services.
- Provides initial ongoing training and technical assistance to staff including but not limited to: CLASS, ITERS, Frog-Street, and others tools used within the program.
- Conducts CLASS observations as required by Head Start Performance Standards.
- Assists in planning and implementing professional development opportunities such as onsite trainings based on best practices and Head Start Performance Standards
- In collaboration with Site Base Managers/Center Directors, conducts CLASS and ITERS observations according to the Education Calendar as required by the Head Start Performance Standards.
- Supports and monitors site staff with care and supervision to ensure lapses do not occur.
- Confers regularly with Site Base Managers/Center Directors, Disability/Mental Health Coordinator and teachers regarding children's behavior or learning problems, and recommends methods of modifying inappropriate behavior and encouraging learning experiences.
- Conducts ongoing monitoring of the classrooms for the purpose of observing activities and provides on-site consultation to teaching staff.

- Assists in designing, developing and delivering training programs and orientation for teaching staff.
- Submits written, monthly work and completes monthly reports for assigned work activities to Curriculum and Instruction Coordinator
- Develops and maintains schedule for onsite visitations. Meets regularly with immediate supervisor and attends all meetings and trainings sessions as requested.
- Provides input into the agency TTA Plan. Must be able to communicate effectively in English in both verbal and written format.
- Supports and ensures the achievement of recruitment and enrolment goals.
- Assists in accomplishing the programs non-federal share through the access of community resources (services, donations, discounts, etc.)
- Travels to seminars and meetings as directed.
- Other duties as assigned within the scope of the position.

QUALIFICATIONS:

(Knowledge, Education, Skills, and Experience)

- Must have a Baccalaureate Degree in Early Childhood Education, Child Development from a recognized University.
- Must have knowledge in administering assessment tools such as CLASS, ITERS, etc.
- Must have Preschool experience classroom expireince and knowledge of early childhood program and philosophy.
- Must maintain CLASS observer Reliability and ITERS standing.
- Must work towards CLASS and ITERS Trainer Certification
- Excellent written and verbal communication skills as well as presentation and public speaking skills
- Proficiency in Microsoft Word, Excel, and Power Point as well as the use of Internet and E-mail to conduct research and communications is required.
- Exceptional organizational and administrative skills
- The ability to think strategically, plan, set goals and objectives and then organize and follow through.
- Creativity, vision, charisma, strong presence, responsiveness, honesty, drive, and initiative are all traits that will be highly valued.
- The successful candidate will be an effective manager and a strong and inspiring but sensitive teacher.

SPECIAL REQUIRMENTS:

- Valid Texas Driver's license and insurance coverage.
- Must successfully pass a criminal background check.
- Must successfully pass and submit a pre-employment TB test and must successfully pass.
- Must successfully pass a pre-employment drug test.
- Must successfully pass and submit a post offer initial physical examination within two weeks from the date of hire and must successfully pass and submit a physical examination report every five (5) years of employment.
- Must have transportation and current liability coverage on vehicle to be used in the performance of job duties. Moderate travel on a daily basis may be required.
- Dresses in appropriate business attire and is professional in appearance and mannerisms.

PHYSICAL REQUIREMENTS OF ESSENTIAL DUTIES:

- Normal physical activity includes sitting, standing, and walking in a usual workday.
- Requires occasional twisting at a desk when answering phone or typing.
- Requires employee to lift and carry heavy objects such as boxes of paper and supplies.
- Requires hearing, seeing and touching to perform various job duties and in dealing with staff, clients, and general public.
- Requires employee to use hands, arms, feet, legs, neck and head while performing various Agency tasks.
- Requires occasional bending, stooping, and reaching above shoulder level when operating copier and when retrieving files from file cabinet drawers.
- Requires constant speaking and hearing abilities when using the telephone or meeting with the general public, clients, and staff.

NUECES COUNTY COMMUNITY ACTION AGENCY

JOB DESCRIPTION

JOB TITLE:	Education Technician	**WORK LOCATION:**	Central Office
PROGRAM:	Birth to Five Head Start	**EMPLOYMENT STATUS:**	Non-exempt
DEPARTMENT:	Education	**JOB CLASSIFICATION:**	Regular, Full-Time
REPORTS TO:	Curriculum and Instruction Coordinator	**WORKING HOURS:**	Monday - Friday 40 hours a week
SUPERVISES:	None	**PAY GROUP RANGE:**	

JOB PURPOSE:

This position requires the inputting, tracking and recording of all required documents. Technicians are detail-oriented and able to concentrate for long periods of time and must be able to work according to schedule and communicate efficiently and effectively with supervisors and co-workers. The technician will monitor the progress of the head start children through a set of prescribed goals and objectives in maintaining high quality education and school readiness. The technician must also verify the accuracy of the information, prepare reports, aggregate and analyze assessment and observation data. The technician will always make sure the agency is always in incompliance with Head Start Performance Standard and other local state and regional regulations all under the supervision of the Curriculum and Instruction Coordinator.

POSITION RESPONSIBLITES:

- Provides an updated report to the Curriculum and Instruction Coordinator on the status of new children who have been screened and referred for further evaluation.
- Recommends any individual or group staff development and training needs.
- Inputs, assesses, reviews, updates, and analyzes data regarding children who have been screened in an initial Education Developmental screening and any referrals made for behavior or disability to the Mental Health/Disability Coordinator.
- Supports teachers in learning how to input, assess and print documents regarding 45 day screenings, ongoing assessments, home visits and parent conferences.
- Reviews, prints and distributes all children's document including any follows ups if needed for children who may need additional screenings.
- Assists with Education School Readiness Advisory Committee.
- Drafts, prepares and types narrative and complex correspondence, reports, studies, forms, and documents according to Agency procedures and departmental needs.
- Monitors classrooms with on-site checklist that include Head Start Performance Standards, as it relates to Education Screenings, and ongoing assessments.
- Maintains continuous communications and follows-up with classroom teachers, managers, parents, and the Curriculum and Instruction Coordinator on a regular basis.
- Observes and tracks 45 day Developmental screening and ongoing assessments assesses needed to tracks the progress of children through a set of prescribed goals and recommended objectives.
- Assists with new staff orientation as needed.
- Attends training in and out-of-town as needed.

- Ensures teachers implement Developmental and ongoing assessment goals and is documented as part of the lesson plans.
- Performs other duties as assigned by the Curriculum and Instruction Coordinator and/or Directors.

QUALIFICATIONS:
(KNOWLEDGE, EDUCATION, SKILLS, AND EXPERIENCE)

- Must have an AA in Early Childhood or any equivalent combination of education and directly related job experience.
- Must have knowledge in CLASS, ITERS, and ongoing assessment tools.
- Must have Preschool experience classroom experience and knowledge of early childhood program and philosophy.
- Must maintain CLASS observer Reliability and ITERS standing.
- Demonstrates effective verbal and written communication skills towards all Agency staff and the general public.
- Able to gather relevant data, conduct an analysis, generate results and arrive at conclusions in order to develop recommendations classroom, staff and program improvements.
- Accepts responsibility for the direction, control, planning and implementation of program activities, events, and tasks.
- Demonstrates effective leadership, management, and training skills.
- Deals with people beyond giving and receiving instructions--is courteous, cooperative, conscientious, and tactful in dealing with co-workers, staff, Education Coach and C&I Coordinator.
- Performs repetitive duties according to set procedures with precision and thoroughness.
- Performs under stress when confronted with emergency, critical, unusual, or dangerous situations.
- Performs various projects at the same time in an effective manner.
- Requires ability to implement recommendations of consultant, pertaining to the needs of disabled children.
- Proficiency in Microsoft Word, Excel, and Power Point as well as the use of Internet and E-mail to conduct research and communications is required.
- Exceptional organizational and administrative skills
- The ability to think strategically, plan, set goals and objectives and then organize and follow through.
- Creativity, vision, charisma, strong presence, responsiveness, honesty, drive, and initiative are all traits that will be highly valued.

SPECIAL REQUIRMENTS:

- Valid Texas Driver's license and insurance coverage.
- Must successfully pass a criminal background check.

- Must successfully pass and submit a pre-employment TB test and must successfully pass.
- Must successfully pass a pre-employment drug test.
- Must successfully pass and submit a post offer initial physical examination within two weeks from the date of hire and must successfully pass and submit a physical examination report every five (5) years of employment.
- Must have transportation and current liability coverage on vehicle to be used in the performance of job duties. Moderate travel on a daily basis may be required.
- Dresses in appropriate business attire and is professional in appearance and mannerisms.

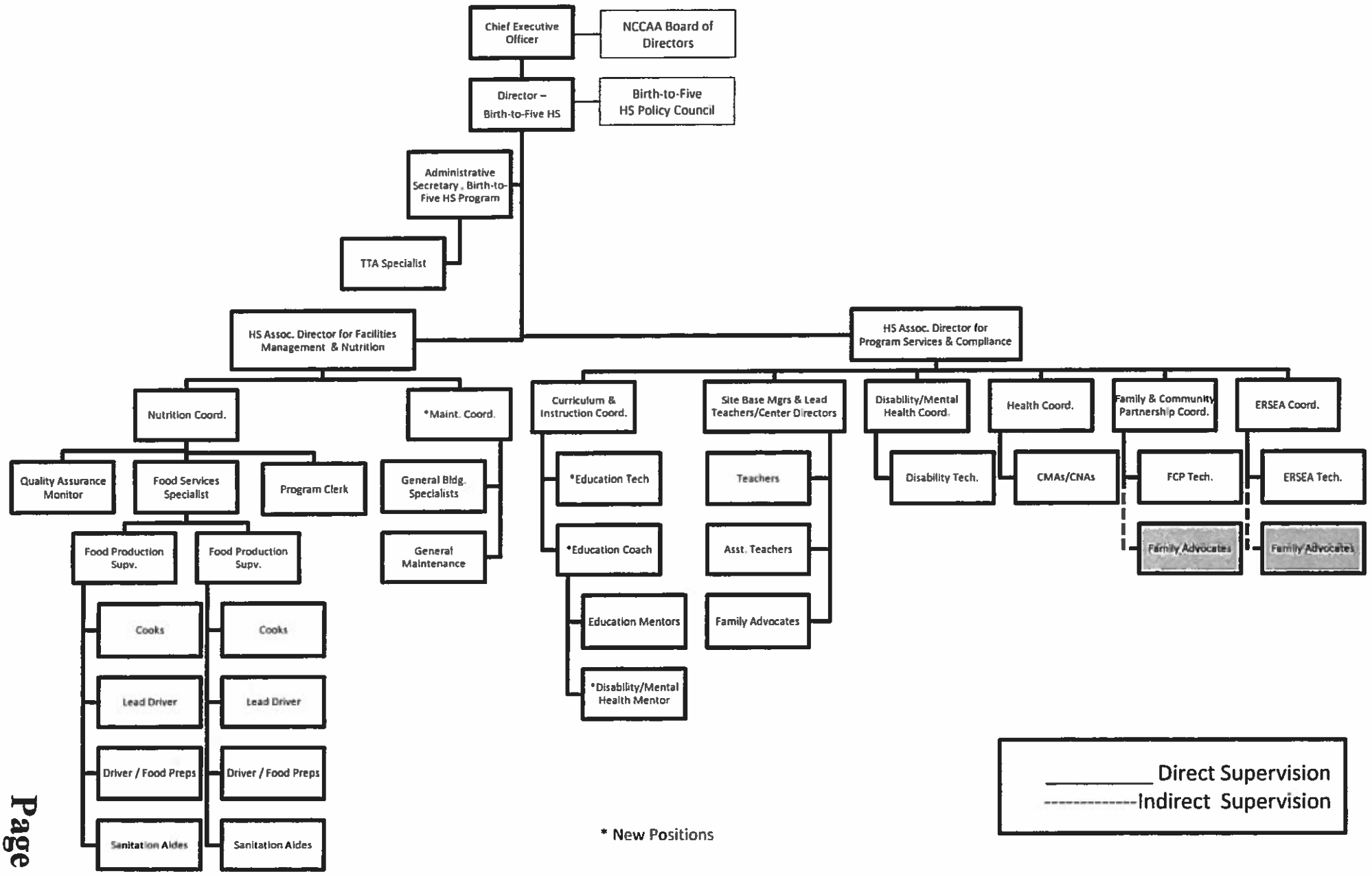
PHYSICAL REQUIREMENTS OF ESSENTIAL DUTIES:

- Normal physical activity includes sitting, standing, and walking in a usual workday.
- Requires occasional twisting at a desk when answering phone or typing.
- Requires employee to lift and carry heavy objects such as boxes of paper and supplies.
- Requires hearing, seeing and touching to perform various job duties and in dealing with staff, clients, and general public.
- Requires employee to use hands, arms, feet, legs, neck and head while performing various Agency tasks.
- Requires occasional bending, stooping, and reaching above shoulder level when operating copier and when retrieving files from file cabinet drawers.
- Requires constant speaking and hearing abilities when using the telephone or meeting with the general public, clients, and staff.

NCCAA Summary of Job Description Changes

Location of Change	Current	Change
Job Description - Associate Director of Site Based Management	Associate Director of Site Based Managment	Associate Director of Program Services and Compliance
Job Description - Curriculum & Instruction Coordinator	Reports To: Associate Director of Comprehensive Services	Reports To: Associate Director of Program Services and Compliance
	(4. – 12.) Provides training and ongoing monitoring to ensure that	(4. – 12.) Provides training, new staff orientation, and ongoing monitoring tc ensure that
Job Description - Education Resource Mentor	Reports To: Curriculum and Instruction Coordinator	Reports To: Education Coach
	Reports To: Associate Director of Comprehensive Services	Reports To: Associate Director of Program Services and Compliance
	This position requires observing and assessing the classroom activities in the Birth-to-Five Head Start Program while working side by side with the Curriculum and Instruction Coordinator.	This position requires observing and assessing the classroom activities in the Birth-to-Five Head Start Program while working side by side with the Education Coach.
	Coordinates and collaborates with the Curriculum and Instruction Coordinator for center-based instruction strategies.	Coordinates and collaborates with the Education Coach for center-based instruction strategies.
	NON-ESSENTIAL DUTIES: Prepares monthly reports on Education Services Tracking. Prepares PIR on annual basis.	**Removed**
Job Description - Site Based Manager	Reports To: Associate Director of Site Based Managment	Reports To: Associate Director of Program Services and Compliance
Job Description - Disability Coordinator	Disabilty Coordinator	Disabilty/Mental Health Coordinator
	Reports To: Associate Director of Comprehensive Services	Reports To: Associate Director of Program Services and Compliance
Job Description - Mental Health Technician	Mental Health Technician	Disability/Mental Health Mentor
	Reports To: Disabilty Coordinator	Reports To: Curriculum and Instruction Coordinator
Job Description - Health Coordiantor	Reports To: Associate Director of Comprehensive Services	Reports To: Associate Director of Program Services and Compliance
Job Description - Family and Community Partnership Coordinator	Reports To: Associate Director of Comprehensive Services	Reports To: Associate Director of Program Services and Compliance
Job Description - ERSEA Coordinator	Reports To: Associate Director of Comprehensive Services	Reports To: Associate Director of Program Services and Compliance
Job Description - Family Advocate	Reports To: FCP Coordinator (indirectly)	**Add**
	Reports To: ERSEA Coordinator (indirectly)	**Add**
Job Description - Associate Director of Comprehensive Services	Associate Director of Comprehensive Services	Associate Director Facilities Management and Nutrition
Job Description - Training and Technical Assistance Specialist	Reports To: Associate Director of Comprehensive Services	Birth to Five Head Start Administrative Secretary

NCCAA Birth-to-Five Head Start Program



Note: The location of each job position does not necessarily reflect the degree of management authority or job responsibility.

Effective 03/1/2017

NCCAA BIRTH-TO-FIVE HEAD START PROGRAM IMPROVEMENT PLAN

Content/Service Area	Site/Classroom	Site Supervisor	Family Advocate	Teacher/Assistant Teacher
Leadership Governance & Management	All Sites	All	All	All

Performance Standard Reference	Area of Non-Compliance or Weakness	Plan of Action to Reach Compliance or Quality	Person(s) Responsible	Cost (If applicable)	Projected/ Actual Date of Completion	Follow-up/ Comments
Head Start Act 641 A (G) (3) 624 (C) (1) (E) (iv) (VIII)	**Monitoring of Head Start Agencies and Programs** The grantee did not implement affective oversite and ongoing monitoring; procedures to ensure the operation of its Head Starts/ Early Head Start programs provided quality comprehensive services, safe environments, and compliance with the regulations.	The monitoring process is comprehensive in scope. It includes all service areas and Program Design and Management. The monitoring process involves key staff at various levels and is designed to ensure that the results and follow-up are shared with staff at all levels through the organization which include Policy Council and Board of Directors. • Monthly a Site Compliance Checklist will be submitted to the Associate Director of Site Base Management • The Associate Director will track the documents when they are submitted • The Associate Directors will follow up on any areas of non-compliance. • Texas Child Care Licensing Reports will be used to monitor any areas of non-compliance and when the corrections have been made. • Work Orders for repairs will be tracked through the E-Maintenance system • Non-compliances will be shared with the Policy Council and the Board • Policy Council and the Board will receive training on involvement, responsibilities, and roles.	Site Base Managers Associate Directors Birth-to Five Head Start Director	0	September 2016 and then monthly thereafter January 2017 and then annually	
Head Start Act 642 (d) (2) (I)	**Powers and Functions of Head Start Agencies** The grantee did not share the annual program information report with the Policy Council and governing board.	The entire Program Information Report (PIR) will be shared annually in October with the Policy Council and Board of Directors.	Birth-to-Five Head Start Director	0	10/18/2016 PC 10/27/16 BOD	The report was shared with Policy Council and Board of Directors

I have had the opportunity to participate in the development of this plan and accept the responsibility for meeting the compliance/quality within time specified.

Staff Signature _____ Title _____ Date _____

Staff Signature _____ Title _____ Date _____

Staff Signature _____ Title _____ Date _____

Staff Signature _____ Title _____ Date _____

Staff Signature _____ Title _____ Date _____

Parent Signature (required) _____ Title _____ Date _____

CORPORATE RESOLUTION
OF
NUECES COUNTY COMMUNITY ACTION AGENCY

WHEREAS, Alma A. Barrera, Chief Executive Officer, is designated as the authorized representative of Nueces County Community Action Agency (NCCAA), 101 South Padre Island Drive, Corpus Christi, TX 78405.

WHEREAS, the Corporation desires to grant signing and authority to Alma A. Barrera, Chief Executive Officer.

RESOLVED, that the NCCAA Board of Directors is hereby authorized and approved to grant signing and authority to conduct business to Alma A. Barrera, Chief Executive Officer.

The foregoing signing and authority granted shall include, but shall not be limited to, the execution of deeds, powers of attorney, transfers, assignments, contracts, obligations, certificates, and other instruments of whatever nature entered into by this Corporation.

The undersigned hereby certifies that he is the duly elected and qualified Board Chairman and that the foregoing is a true record of a resolution duly adopted at a meeting of the NCCAA Board of Directors and that said meeting was held in accordance with state law and the Bylaws of the above-named Corporation on February 23, 2017.

IN WITNESS WHEREOF, I have executed my name as Board Chairman and have hereunto affixed the corporate seal of Nueces County Community Action Agency.

February 23, 2017

SIGNATURE DATE

GEORGE R. ROSAS, NCCAA BOARD CHAIRPERSON

NUECES COUNTY COMMUNITY ACTION AGENCY

MONTHLY ACTIVITY REPORT

TO: NCCAA Board of Directors

FROM: Alma A. Barrera, Chief Executive Officer

DATE: February 13, 2017

SUBJECT: January 2017 Activity Report

Chief Executive Officer's Report

- We conducted a successful Board of Directors and Policy Council Orientation Retreat in San Antonio, Texas. Thank you to all that attended.
- We continued negotiation for potential Birth-to-Five Head Start centers: (1) The Learning Tree Day Care Center, (2) LULAC #1 and (3) Building on 1641 Cliff Maus.
- Met with Mr. Carlos Aguinaga, Attorney at Law, from the Texas Rio Grande Legal Aid, Inc. (Ms. Lori Cortez, board representative to TRGLA).
- Attended numerous meetings throughout the month.

Community Services Division
Monthly Activity Report
January 2017

- The Community Services Block Grant (CSBG) continues to provide extensive case management services to eligible clients.

- The Comprehensive Energy Assistance Program (CEAP) served 22 individuals in January.

- The Weatherization Assistance Program (WAP) received amendments from the Department of Energy (DOE) and Low Income Home Energy Assistance Program (LIHEAP) for additional funds from the Texas Department of Housing and Community Affairs. Assessments of homes were inititated in January. Upon complete of the assessments, weatherization of homes will begin.

- Community Services is currently preparing for staff training, and working on new procedures to implement in 2017. In addition staff continues with community outreach efforts and awareness to promote all programs.

- Under the Housing Initiatives Program, capital improvement to the two Robstown homes began in December and the majority of the work has been completed.

    1. New roofs – completed
    2. Siding repair – completed
    3. Painting – completed
    4. Ramp/Landscaping – in progress

- The program continues maintaining all properties.

- Currently there is one vacancy out of 19 units.

- Staff training will be held from Feb. 21 through Feb. 24, 2017 in Seattle, Wash.

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

A. Enrollment and Program Information as of January 31, 2017

Enrollment	Current
(Funded 1136) HS PA22	1136
(Funded 208) EHS PA28	208
(Funded 10) Pregnant Women	10
Wait List *(rept232S) For 2015-16*	
HS	282
EHS	575

Children with Disabilities *(rept300)*	
HS requires 114	113
EHS requires 10	27
Total Enrolled	140

Homeless Children & Families	
HS	42
EHS	16
Number of Operational Days	
January HS	20
January EHS	20
Volunteers	
January HS	1108
January EHS	202
Overincome *(PIRa)*	
(w/qualifying disability) HS	58
(w/qualifying disability) EHS	3

Number of Children with Health		
Medicaid/CHIP		
	HS	1132
	EHS	228
Private Insurance		
	HS	93
	EHS	6
Military Coverage		
	HS	14
	EHS	1
No Insurance		
	HS	112
	EHS	28
Health Screening (Physical & Dentals)		
Medical	HS	1274
(PIR C-8)	EHS	259
Dental *(Pir C-17)*	HS	987
	EHS	161
Lead Screening *(rept401)*		
For the month	HS	0
Not Due Yet	EHS	0
Immunization up todate *(rept 421)*		
For the month	HS	19
	EHS	9
Opted Out	HS/EHS	1/0
ADA *(report 201)*		
	HS	87.78%
	EHS	85.36%

STAFFING

Pre-School Division

Teachers:	
Total Positions	69
MS	5
BA	23
AA	31
CDA	3
No CDA	4
Vacancies	3

Asst. Teachers:	
Total Positions	72
BA/ECE	1
AA/ECE	0
CDA	40
No CDA	22
Vacancies	9

Infant Toddler Division

Child Dev. Specialists	
Total Positions	52
Vacancies	2
PHD	0
Masters	0
BA	2
BA Other	0
AA	11
AA Other	1
CDA	29
No CDA	7

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

ChildrenTotal Meals

HS PA22 January	# of Meals			Total	
(new reimbursement rate $1.71) Breakfast	15323	@	1.71	$26,202.33	Projected unaudited total
(new reimbursement rate $3.16) Lunch	15518	@	3.16	$49,036.88	
(new reimbursement rate $ 86) Snack	15515	@	0.86	$13,342.90	
				$88,582.11	

EHS PA 28 January	# of Meals				
(new reimbursement rate $1.71) Breakfast	3224	@	1.71	$5,513.04	Projected unaudited total
(new reimbursement rate $3.16) Lunch	3209	@	3.16	$10,140.44	
(new reimbursement rate $ 86) Snack	2754	@	0.86	$2,368.44	
				$18,021.92	
			Combined meals $	$195,186.14	

YTD Projected Revenue through October - December -(Contract period Oct to Sept) $637,359.10

YTD Actual CACFP Revenue Received for contract year thru December $277,708.31

PROGRAM ACTIVITIES

Training

1. CDA Conversion training from pre-school CDA to infant/toddler CDA will commence in March
2. Spring Break Training will begin March 13th and 14th
3. Office of Head Start has provided the agency with a training to help our agency put an on-going monitoring system in place

Operations

1. The agency is in the process of looking for space for EHS expansion. Some programs have been notified of their award. We are positive we will be receiving an award as well.
2. The BOD and Policy Council orientation was a huge success. Great training from our funding sources.
3. The program will keep the BOD and Policy Coucil members up to date on all ongoing monitoring systems. The Associate Director for compliance will provide a report that will be shared monthly.

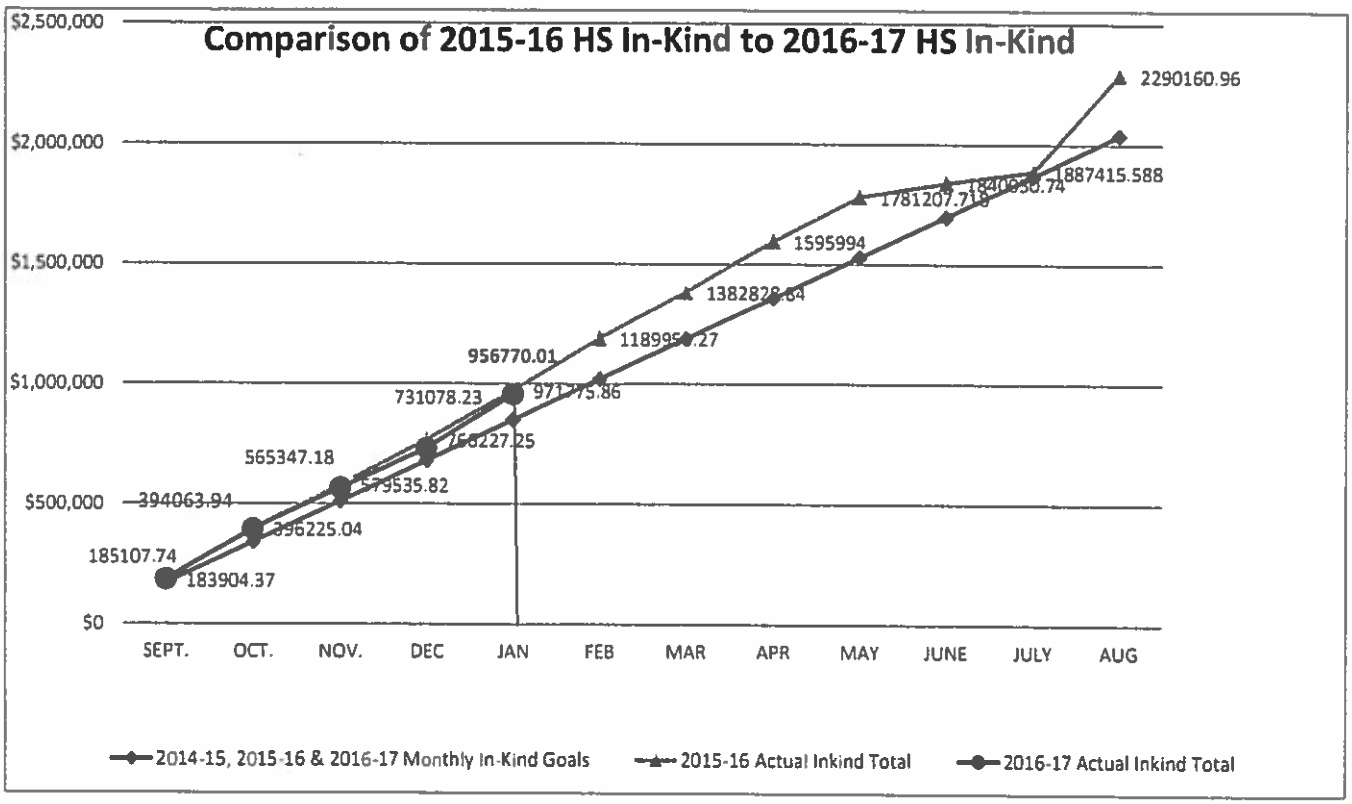
Maintenance

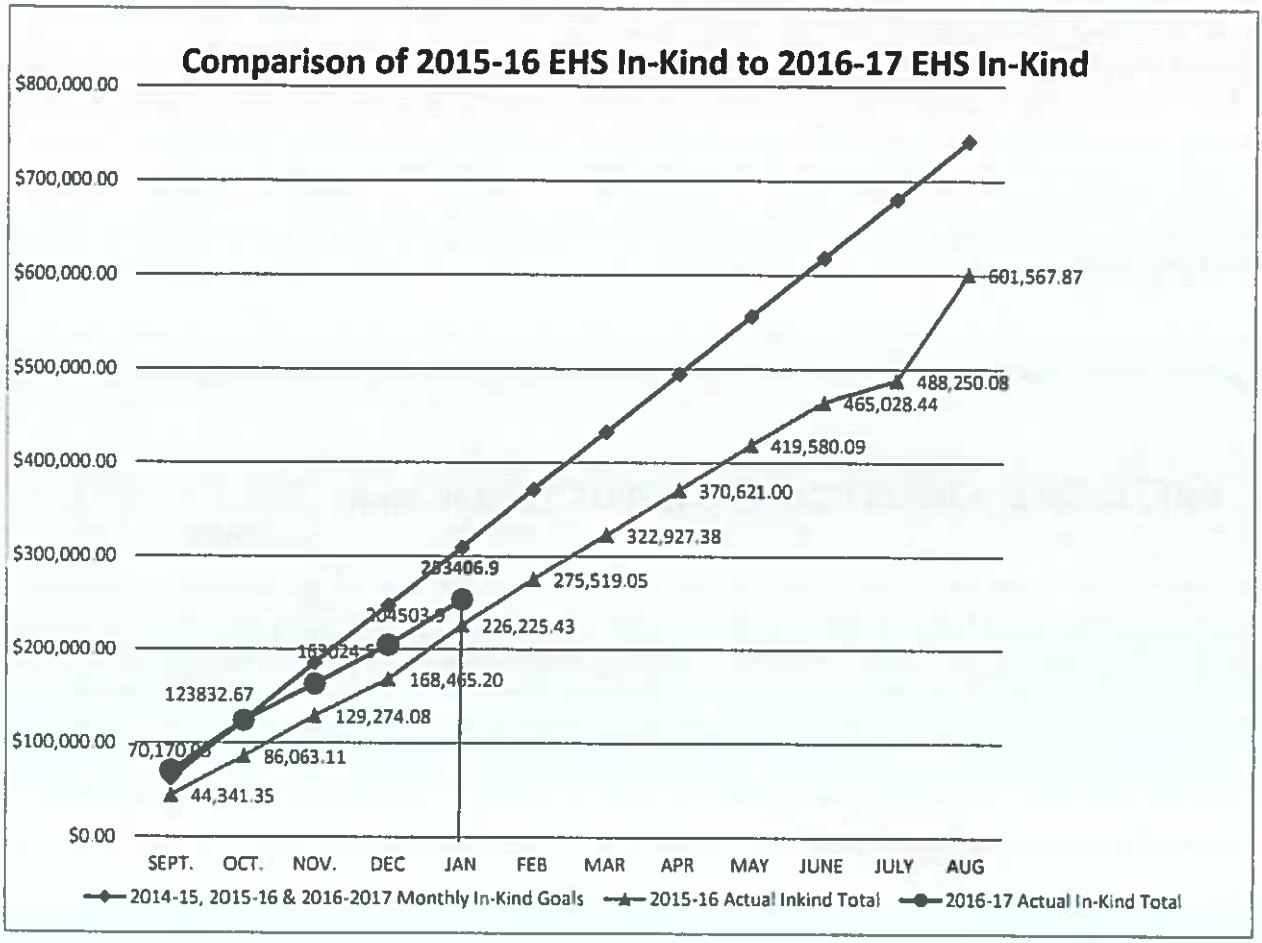
1. Maintenance is in the process of gathering bids to convert HS classrooms into EHS classrooms
2. Maintenance will also be converting some of our HS bathrooms to infant/toddler bathrooms this summer

Financial

1. In-Kind reports for January were submitted

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
601,567.87
488,250.08
465,028.44
419,580.09
370,621.00
322,927.38
275,519.05
226,225.43
168,465.20
129,274.08
86,063.11
44,341.35
123832.67
70,170.00
2014-15, 2015-16 & 2016-2017 Monthly In-Kind Goals
2015-16 Actual Inkind Total
2016-17 Actual In-Kind Total

Center	Date of Visit	Type of Visit	Deficiencies?	Standard/Rule Description	Describe	W.O. if applicable	Corrective Action
Navarro	11/20/2016	Self-Report	Yes	746.2803 Positive Methods of Discipline and Guidance	Based on the information gathered, the caregiver did not use positive methods of discipline and guidance towards a child who needed to be redirected for misbehaving, and a child with limited abilities to understand transitional activities.	N/A	Staff Terminated
Navarro	11/20/2016	Self-Report	Yes	746.2805 Prohibited Punishments - No Harsh, Cruel or Unusual	Based on the information gathered and surveillance of video, a caregiver used harsh, cruel, and unusual punishsment towards three children. The caregiver was observed rolling a child off their cot while sleeping, yanking a child by the arm, and tossing a special needs child across the floor.	N/A	Staff Terminated
Navarro	11/20/2016	Self-Report	Yes	746.307(a)(3) Parental Communication - Situation that Placed a Child at Risk	Based on information gathered, parents were not notified of their child placed at risk, when three separate incidents occurred with the same caregiver.	N/A	Staff Terminated
Navarro	11/20/2016	Self-Report	Yes	745.693(a)(2) Conditions or restrictions placed on a person's presence - For an approved risk evaluation	Based on the information gathered, the operation was found in violation of an approved risk evaluation condition, by allowing a caregiver to be unsupervised in the classroom.	N/A	Staff Terminated
Wiggins	1/9/2017	Unannounced Monitoring	Yes		There was not enough surfacing material where children exit a slide. Areas on the side of the structure were also low.	1995 & 2025	Material Ordered
Gulfway	1/13/2017	Unannounced Monitoring	Yes	746.501(28) Written Operational Policies - Vaccine Preventable Diseases (Weight: Medium)	The operations written operational policies lacked having information regarding vaccine preventable diseases for their employees.	N/A	
Gulfway	1/13/2017	Unannounced Monitoring	Yes	746.3611(1) Vaccine preventable policy- specified based on level of risk to children (Weight: Medium)	The operations written operational policies lacked having specified vaccine preventable vaccines required for their employees.	N/A	
Gulfway	1/13/2017	Unannounced Monitoring	Yes	746.801(3) Required Records Maintained and Made Available - Personnel and Training Records (Weight: Medium)	The center director personnel record was not available during inspection due to the director keeps this file on her person and she was not present at this inspection.	N/A	
Gulfway	1/13/2017	Unannounced Monitoring	Yes	745.630(b)(1) Previous fingerprint check - no longer valid if any renewal check not requested timely (Weight: High)	The twenty-four month renewal background check was submitted for (R.C.) and (S.V) but the operational failed to update the previous fingerprint check with this renewal check as required.	N/A	
Annaville	1/13/2017	Unannounced Monitoring	Yes	746.501(27) Written Operational Policies - Vaccine Preventable Diseases (Weight: Medium)	Recited Deficiency due to the operations written operational policies still lacks having information regarding preventable diseases for their employees.	N/A	
Annaville	1/13/2017	Unannounced Monitoring	Yes	746-311(1) Vaccine preventable policy - specify vaccines based on level of risk to children (Weight: Medium)	Recited Deficiency due to the operations written operational policies still lacks having any specified vaccine-preventable vaccines for their employees.	N/A	

Nueces County Community Action Agency
Birth-To-Five Head Start
Ongoing Monitoring Director Report

1. Children's Records have been reviewed from Agua Dulce, Driscoll, Salazar, Annaville
2. The minor non -compliances will be followed up on during the week of 02-20-2017
3. 100% of all Site Compliance Checklist have been submitted
4. The Site Base Managers are completing the Staff Compliance Checklist
5. Associate Director (Ms. Mancha) and the Human Resource Clerk have been working with the Site Base Managers to ensure that the staff evaluations and credential are up to date.
6. February 09-2017 Committee met with Regional T/TA to strengthen the ongoing monitoring plan for 2017-2018. The goal is to have the revisions finalized and brought to PC and Board in May 2017.

Nueces County Community Action Agency
Checks $1500 - $4999
MONTH of January 2017

CK #	CK DATE	PAYABLE TO	AMOUNT	PURPOSE
225006	1/6/2017	Ameritas Life Insurance Corp	$ 4,692.28	NOV. 2016 Deductions for DEC 2016 Dental Premiums
225010	1/6/2017	Bodine-Scott Air Cond. Co.	$ 2,602.80	Weatherization Materials & Labor-1 Clients
225015	1/6/2017	Coastal ADS, Inc.	$ 2,103.30	Repairs for Centers
225023	1/6/2017	David Pena	$ 1,660.00	Well Services at Cindy Park Water Supply Corporation
225024	1/6/2017	DC02, LLC	$ 3,783.74	Weatherization Materials & Labor-3 Clients
225025	1/6/2017	Diana Bazan	$ 2,600.00	CDA Preparation Classes for December 2016
225035	1/6/2017	Home Depot Credit Services	$ 1,899.00	Shading for EHS Kids Playground
225039	1/6/2017	ISU-BC Enviro Insurance Br	$ 2,831.25	Weatherization Pollution Policy Renewal 1/25/17-1/25/18
225043	1/6/2017	New York Life Company	$ 3,171.22	NOV. 2016 New York Life Premiums - OCT. Deductions
225044	1/6/2017	New York Life Company	$ 3,171.22	DEC. 2016 New York Life Premiums - NOV. Deductions
225070	1/13/2017	CPL Retail Energy	$ 2,418.56	Utility assistance-12 clients
225079	1/13/2017	J.J. Lanphier Jr.	$ 1,780.00	Rent CK1 Jan 2017
225087	1/13/2017	National Community Action	$ 1,725.00	NCAF 2017 Legislative Conf
225092	1/13/2017	Reliant Energy	$ 2,116.03	Utility assistance-14 clients
225096	1/13/2017	Stream Gas & Electric Ltd	$ 1,749.14	Utility assistance-5 clients
225098	1/13/2017	Sutton Plumbing	$ 1,624.99	Repairs for Centers
225108	1/13/2017	TXU Energy Assistance Group	$ 2,300.10	Utility assistance-11 clients
225116	1/20/2017	Absolute Waste Inc.	$ 3,270.06	Waste management-18 centers
225117	1/20/2017	ADECCO Employment Serv	$ 2,734.92	Temp Services
225118	1/20/2017	Alice/Home & Garden Pest Contr	$ 1,727.75	December 2016 Fumigation for all Centers
225119	1/20/2017	AT & T	$ 3,794.76	Service for 17 Sites
225128	1/20/2017	Dearborn National Life Ins.	$ 2,378.03	JAN.2016 LifeOp Premiums Grp
225137	1/20/2017	Home Performance Coalition	$ 1,565.00	Registister-2017 HPC and Trade Show
225138	1/20/2017	Juan F. Gomez	$ 2,600.00	Architectural Consulting Services
225140	1/20/2017	Kevin Kieschnick	$ 1,765.70	2016 Property Taxes-3609 Crestbrook Ct
225141	1/20/2017	Kevin Kieschnick	$ 2,133.62	2016 Property Taxes for 3214 Houston St
225145	1/20/2017	Matera Paper Company, Inc.	$ 2,092.80	Replenish Supplies for Centers
225157	1/20/2017	TACAA, Inc.	$ 2,150.00	2017 Membership Dues & Reg VI Annual Dues
225168	1/20/2017	City of Corpus Christi	$ 1,696.57	Utility service-7 centers
225169	1/20/2017	Davis, Hutchinson & Wilkers	$ 1,500.00	Initial Retainer Deposit for By Law/Handbook Revision
225181	1/27/2017	Casa De Santa Fe, LTD	$ 2,151.50	Rent assist-6 clients
225182	1/27/2017	City of Corpus Christi	$ 3,113.48	Utility service-11 centers
225183	1/27/2017	Corona Business Park, LLC	$ 3,079.45	CAEHS-Rent FEB 2017
225184	1/27/2017	Corona Business Park, LLC	$ 4,905.00	Rent Y FEB 2017
225185	1/27/2017	Corpus Christi Produce Co	$ 1,898.62	Produce Cost for January 2017
225192	1/27/2017	J.J. Lanphier Jr.	$ 1,780.00	Rent CK1 Feb 2017
225202	1/27/2017	Oak Farms	$ 3,532.35	Food cost for Nov, Dec, Jan
225213	1/27/2017	T. G. Properties, Inc.	$ 4,368.00	Rent CSC FEB 2017
225214	1/27/2017	T. G. Properties, Inc.	$ 1,988.46	Rent ET A-B FEB 2017
225215	1/27/2017	T. G. Properties, Inc.	$ 2,400.00	Rent Warehouse FEB 2017

Nueces County Community Action Agency
Checks $5000 & over
MONTH of January 2017

CK #	CK DATE	PAYABLE TO	AMOUNT	PURPOSE
225062	1/6/2017	AFLAC	$ 8,902.50	NOV. 2016 Aflac Premiums
225063	1/6/2017	Texas Mutual Insurance Co.	$ 10,402.00	For 50% of Final Premium Audit Stmt 10/1/15-10/1/16
225064	1/13/2017	AFLAC	$ 8,608.26	DEC.2016 Aflac Premiums
225100	1/13/2017	Texas Mutual Insurance Co.	$ 10,402.00	2nd pmt of Final Premium Audit Stmt 10/1/15-10/1/16
225143	1/20/2017	La Batt Food Service	$ 15,593.73	Food/Non-food cost for Jan 2017
225161	1/20/2017	Third Coast Distributing, LLC	$ 6,987.49	Vehicle Maint-99' Chevy Truck Express VIN: 9891
225166	1/20/2017	Xerox Financial Services	$ 6,362.24	Copier Leases for 15 sites & CO
225195	1/27/2017	La Batt Food Service	$ 10,559.92	Food/Non-food cost for Jan 2017
225208	1/27/2017	Reliant Energy	$ 11,703.34	Utilities Bill 18 Sites
225221	1/27/2017	Lakeshore	$ 6,125.00	Cots for HS Centers

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

	ACCOUNT TITLE	CURRENT PERIOD EXPENDITURES	YEAR-TO-DATE EXPENDITURES	ENCUMBRANCES	TOTAL BUDGETS	VARIANCE	PERCENT EXPENDED	AWARD PERIOD PERCENT EXPIRED
01	LOCAL ACCOUNT BUDGET PERIOD: 09/2016 THRU 08/2017	25,115.01	34,906.37	229.47	100,000.00	64,864.16	35.14%	41.67%
01B	LOCAL: HOME PROGRAM-RENTAL BUDGET PERIOD: 09/2016 THRU 08/2017	33,164.56	74,951.27	6,088.49	100,000.00	18,960.24	74.95%	41.67%
05V	***Contract amendment - add'l $115,250.*** COMMUNITY SERVICES BLOCK GRANT BUDGET PERIOD: 01/2016 THRU 12/2016	2,253.40	406,589.74	747.72	460,999.00	53,661.54	88.36%	100.00%
05Y	COMMUNITY SERVICES BLOCK GRANT BUDGET PERIOD: 01/2017 THRU 12/2017	2,055.11	2,055.11	26.58	114,668.00	112,586.31	1.82%	0.08%
18U	DOE-WEATHERIZATION ASSISTANCE PROGRAM BUDGET PERIOD: 07/2016 THRU 06/2017	9,415.18	47,802.14	613.82	78,819.00	30,403.04	61.43%	58.33%
21T	***Contract amendment - add'l $27,782*** L.I.H.E.A.P.-W.A.P. BUDGET PERIOD: 01/2016 THRU 12/2016	5,078.55	259,553.08	87.62	281,011.00	21,370.30	92.40%	100.00%
21U	L.I.H.E.A.P.-W.A.P. BUDGET PERIOD: 01/2017 THRU 12/2017	895.61	895.61	123.80	261,325.00	260,305.59	0.39%	0.08%
22	HEAD START PROGRAM BUDGET PERIOD: 09/2016 THRU 08/2017	346,710.10	2,499,050.22	31,822.79	8,203,855.00	5,672,981.99	30.85%	41.67%
	INKIND	0.00	721,459.65	0.00	2,050,964.00	1,329,504.35	35.18%	
	PA-22 TOTAL	346,710.10	3,220,509.87	31,822.79	10,254,819.00	7,002,486.34		
28	EARLY HEAD START PROGRAM BUDGET PERIOD: 09/2016 THRU 08/2017	109,248.59	822,744.74	2,268.13	2,946,972.00	2,121,959.13	28.00%	41.67%
	INKIND	0.00	212,815.05	0.00	736,743.00	523,927.95	28.89%	
	PA-28 TOTAL	109,248.59	1,035,559.79	2,268.13	3,683,715.00	2,645,887.08		
28A	EARLY HEAD START - TTA/CDA PROGRAM BUDGET PERIOD: 09/2016 THRU 08/2017	1,515.01	8,426.33	370.99	71,443.00	62,645.68	12.31%	41.67%
	INKIND	0.00	1,850.50	0.00	17,858.00	16,007.50	10.36%	
	PA-28A TOTAL	1,515.01	10,276.83	370.99	89,301.00	78,653.18		
30	H.S.-TTA/CDA PROGRAM BUDGET PERIOD: 09/2016 THRU 08/2017	2,711.58	15,984.68	1,689.10	90,381.00	72,707.22	19.55%	41.67%
	INKIND	0.00	9,619.50	0.00	22,595.00	12,975.50	42.57%	
	PA-30 TOTAL	2,711.58	25,604.18	1,689.10	112,976.00	85,682.72		
41M	NEIGHBORWORKS AMERICA COMMUNITY STABILIZATION GRANT_WATER SYSTEM BUDGET PERIOD: 02/2015 THRU 01/2017	875.00	22,399.26	0.00	25,000.00	2,600.74	89.60%	100.00%
41N	NEIGHBORWORKS AMERICA BUDGET PERIOD: 02/2016 THRU 01/2017	1,883.80	36,993.85	61.53	30,000.00	(7,055.38)	123.52%	100.00%
41O	NEIGHBORWORKS AMERICA Stratigic Investment Fund BUDGET PERIOD: 10/2016 THRU 09/2017	0.00	0.00	0.00	50,000.00	50,000.00	0.00%	33.33%
52	NUECES ELECTRIC COOPERAT BUDGET PERIOD: 09/2013 THRU 08/2017	0.00	2,207.19	0.00	21,281.17	19,073.98	10.37%	85.42%

	ACCOUNT TITLE	CURRENT PERIOD EXPENDITURES	YEAR-TO-DATE EXPENDITURES	ENCUMBRANCES	TOTAL BUDGETS	VARIANCE	PERCENT EXPENDED	AWARD PERIOD PERCENT EXPIRED
53A	Green Mountain Energy BUDGET PERIOD: 09/2016 THRU 08/2017	0.00	2,805.20	0.00	5,000.00	2,194.80	56.10%	41.67%
54	RELIANT ENERGY BUDGET PERIOD: 09/2013 THRU 08/2017	0.00	21,022.89	0.00	31,401.69	10,378.80	66.95%	85.42%
55	TXU ENERGY AID BUDGET PERIOD: 09/2013 THRU 08/2017	0.00	45,219.38	0.00	52,048.30	6,828.92	86.88%	85.42%
57	CPL-NN6 BUDGET PERIOD: 09/2013 THRU 08/2017	343.33	106,547.34	187.59	120,368.50	13,633.57	88.67%	85.42%
58T	***Contract amendment - add'l $52,769.*** COMPREHENSIVE ENERGY ASSISTANCE PROGRAM BUDGET PERIOD: 01/2016 THRU 03/2017	23,961.69	1,424,617.84	1,094.73	1,430,346.00	4,633.43	99.68%	100.00%
58U	COMPREHENSIVE ENERGY ASSISTANCE PROGRAM BUDGET PERIOD: 01/2017 THRU 12/2017	0.00	0.00	0.00	1,329,037.00	1,329,037.00	0.00%	0.08%
74	CHILD CARE FOOD PROGRAM - HS BUDGET PERIOD: 10/2015 THRU 09/2016	58,966.90	255,159.93	172,067.42	980,410.00	553,182.65	43.58%	25.00%
	TOTAL FUNDS	624,193.42	6,089,932.17	217,479.78	16,784,365.66	10,476,953.71		
	TOTAL INKIND	0.00	945,744.70	0.00	2,828,160.00	1,882,415.30		
	GRAND TOTAL	$624,193.42	$7,035,676.87	$217,479.78	$19,612,525.66	$12,359,369.01		

Nueces County Community Action Agency
Statement of Financial Position
As of 1/31/2017

	Current Year Balance
Current Assets	
Cash and Cash Equivalents	
	240,476.79
Accounts Receivable	
Grants Receivable	979,245.16
Other	30.72
Total Accounts Receivable	979,275.88
Other Assets	
	77,158.96
Total Current Assets	1,296,911.63
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	4,503,782.30
Current Liabilities	
Accounts Payable and Accrued Liabilities	
	295,565.52
Accumulated Comp Absences	
	43,604.48
Total Current Liabilities	339,170.00
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	
	915,097.70
Temporarily Restricted Assets	
	261,433.99
Permanently Restricted - Property & Equipment	
	1,010,497.75
Total Net Assets	2,187,029.44
LIABILITIES AND NET ASSETS	4,503,782.30

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

	Program Services	Supporting Services	Total
Support			
Other			
	631,544.14	15,790.89	647,335.03
Total Support	631,544.14	15,790.89	647,335.03
Expenditures			
Salaries			
	270,196.43	0.00	270,196.43
Fringe Benefits			
	83,472.85	0.00	83,472.85
Travel			
	1,688.15	2,745.65	4,433.80
Program Support			
	214,786.81	55,739.42	270,526.23
Total Expenditures	570,144.24	58,485.07	628,629.31
Increase (Decrease In Net Assets)	61,399.90	(42,694.18)	18,705.72

March 2017

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
NCCAA Board of Directors			1	2 5:30 PM By-Laws Committee Meeting	3	4
5	6	7	8	9 5:30 PM Planning Committee Meeting	10	11
12	13 5:30 PM Housing Committee Meeting	14 5:30 PM Personnel Committee Meeting	15	16	17	18
19	20 5:30 PM Fiscal/Audit Committee Meeting	21 6:00 PM B5HSPC	22 5:30 PM Executive Committee Meeting	23	24	25
26	27	28	29	30 6:00 PM NCCAA Board of Directors Meeting	31	

March 2017

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
NCCAA Neighborhood Councils			1	2	3	4
5	6	7	8	9 Austin/ Zavala NC Meeting Call for meeting time.	10	11
12	13	14 Hialco NC & Tract 16 NC Mtgs Call for meeting times.	15	16	17	18
19	20 6:00 PM Robstown NC Meeting	21 Banquete NC Meeting Call for meeting time.	22	23	24	25
26	27	28	29	30 6:00 PM NCCAA Board of Directors Meeting	31	

BY-LAWS COMMITTEE
February 2, 2017
Draft of Minutes

MEMBERS PRESENT	MEMBERS ABSENT	STAFF PRESENT
Maureen Brooks - Chairperson	Deborah Henry – excused working	Alma A. Barrera
Norma L. Cantu		Cindy Longoria
Terry Mills		
Adan Chapa		

CALL TO ORDER:
Chairperson Brooks established a quorum and called the meeting to order at 5:40 p.m.

APPROVAL OF MINUTES:
Chairperson Brooks entertained a motion to accept the By-Laws Committee minutes of January 5, 2017.

MOTION: by Mr. Mills, seconded by Mr. Chapa to accept the By-Laws Committee minutes of January 5, 2017.

DISCUSSION: Hearing none.

ALL APPROVED.

MOTION CARRIED.

ITEMS OF BUSINESS:

A. Action Items

1. Membership Attendance of Board Members - Presented by Maureen Brooks, Committee Chairperson. Reviewed by committee members.

2. Membership Attendance of Committee Members – Presented by Maureen Brooks, Committee Chairperson. Reviewed by committee members.

3. Report of Warning/Termination Letters Sent – Presented by Maureen Brooks, Committee Chairperson. Reviewed by committee members.

4. Review Absence Letters & Committee Sign-In Sheets – Presented by Maureen Brooks, Committee Chairperson. Reviewed by committee members.

5. Neighborhood Council Attendance Roster - Presented by Maureen Brooks, Committee Chairperson. Reviewed by committee members.

6. Committee Compliance - Presented by Maureen Brooks, Committee Chairperson. Reviewed by committee members. All committees in compliance.

7. Review of Board Compliance of Required Documents for Open Meetings Act, Public Information Act, and CACFP (Child Adult Care Food Program.) Presented by Alma A. Barrera, Chief Executive Officer. Currently out of compliance with CACFP requirements. Waiting on driver's license information from Felicia Hajek. Ms. Brooks to contact Ms. Hajek.

8. Review of Membership/Board Vacancies - Presented by Maureen Brooks, Committee Chairperson. No board vacancies.

Chairperson Brooks entertained a motion to accept the By-Laws Committee reports.

MOTION: by Mr. Mills, seconded by Mr. Chapa to accept the By-Laws Committee reports.

DISCUSSION: Hearing none.

ALL APPROVED.

MOTION CARRIED.

B. Informational Item
1. Program Update – none.

PAST BUSINESS: None.

NEW BUSINESS: None.

ADJOURNMENT: No further business. Meeting adjourned at 6:05 p.m.

HOUSING COMMITTEE
February 6, 2017
Draft of Minutes

MEMBERS PRESENT	MEMBERS ABSENT	STAFF PRESENT
None	Olga Gonzales V. Bene Figueroa, Jr. Joel Mumphord Vic Medina	None

CALL TO ORDER:
No Meeting. No items to present.

APPROVAL OF MINUTES:
None.

ITEMS OF BUSINESS:
None.

PAST BUSINESS:
None.

NEW BUSINESS:
None.

ADJOURNMENT:
None

PERSONNEL COMMITTEE
February 7, 2017
Draft of Minutes

MEMBERS PRESENT	MEMBERS ABSENT	STAFF PRESENT
Vicki N. Garza, Chairperson	Sandra Santos – excused working	Alma A. Barrera
V. Bene Figueroa, Jr.		Cindy Longoria
Steve Garza		Cindy Casiano
Adan Chapa		

CALL TO ORDER:
Chairperson Garza established a quorum and called the meeting to order at 5:37 p.m.

APPROVAL OF MINUTES:
Chairperson Garza entertained a motion to accept the Personnel Committee minutes of January 10, 2017.

MOTION: by Mr. Figueroa, seconded by Mr. Chapa to accept the Personnel Committee minutes of January 10, 2017.

DISCUSSION: Hearing none.

ALL ACCEPTED.

MOTION CARRIED.

ITEMS OF BUSINESS:

A. Action Items

1. Discussion and Possible Action of the NCCAA New Job Descriptions.
   a. Intake Worker/Data Entry
   b. Education Coach
   c. Education Technician

   Presented by Alma A. Barrera, Chief Executive Officer and Cindy Casiano, Director of the Birth-to-Five Head Start Program.

Chairperson Garza entertained a motion to give a favorable review of the NCCAA New Job Descriptions (Intake Worker/Data Entry, Education Coach and Education Technician).

MOTION: by Mr. Figueroa, seconded by Mr. Garza to give a favorable review of the NCCAA New Job Descriptions (Intake Worker/Data Entry, Education Coach and Education Technician).

DISCUSSION: Hearing none.

ALL APPROVED.

MOTION CARRIED.

2. Discussion and Possible Action of the NCCAA Summary of Job Description Changes. Presented by Cindy Casiano, Director of Birth-to-Five Head Start Program.
   a. Associate Director of Site Based Management changed to Associate Director of Program Services and Compliance
   b. Curriculum & Instruction Coordinator
   c. Education Resource Mentor
   d. Site Based Manager
   e. Disability Coordinator changed to Disability/Mental Health Coordinator
   f. Mental Health Technician changed to Disability/Mental Health Mentor
   g. Health Coordinator
   h. Family and Community Partnership Coordinator
   i. ERSEA Coordinator
   j. Family Advocate
   k. Associate Director of Comprehensive Services changed to Associate Director Facilities Management and Nutrition
   l. Training & Technical Assistance Specialist

3. Discussion and Possible Action of the NCCAA Revised Birth-to-Five Head Start Program Organizational Chart. Presented by Cindy Casiano, Director of Birth-to-Five Head Start Program.

Chairperson Garza entertained a motion to give a favorable review of items 2 and 3 (NCCAA Summary of Job Description Changes and the NCCAA Revised Birth-to-Five Head Start Program Organizational Chart).

MOTION: by Mr. Chapa, seconded by Mr. Garza to give a favorable review of items 2 and 3 (NCCAA Summary of Job Description Changes and the NCCAA Revised Birth-to-Five Head Start Program Organizational Chart).

DISCUSSION: Hearing none.

ALL APPROVED.

MOTION CARRIED.

B. Informational Item – None

PAST BUSINESS: None.

NEW BUSINESS: None.

ADJOURNMENT: No further business. Meeting adjourned at 5:53 p.m.

JOINT MEETING
FISCAL/AUDIT COMMITTEE
PLANNING COMMITTEE
DRAFT OF MINUTES

February 13, 2017

FISCAL/AUDIT COMMITTEE

MEMBERS PRESENT	MEMBERS ABSENT	STAFF PRESENT
Vic Medina	Lucinda J. Garcia – excused working	Alma Barrera
Olga Gonzales	Starr Flores – excused sick	Cindy Longoria
Steve Garza		Adel Rowland
		Monica Diaz
		Alicia Mancha

PLANNING COMMITTEE

MEMBERS PRESENT	MEMBERS ABSENT
Rene Guzman	Sandra Santos – excused working
Betty Jean Longoria	Joel Mumphord – excused another meeting
Steve Garza	

GUEST PRESENT
Juaquin "Jake" Sanchez, CPA

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

APPROVAL OF MINUTES:
Chairperson Medina entertained a motion to approve the minutes of the Planning Committee meeting of January 12, 2017.

MOTION: by Mr. Guzman, seconded by Ms. Longoria, to approve the minutes of the Planning Committee meeting of January 12, 2017.

DISCUSSION: Hearing none

ALL APPROVED.

MOTION CARRIED.

Chairperson Medina entertained a motion to approve the minutes of the Joint Executive Committee and the Fiscal/Audit Committee meeting of January 18, 2017.

MOTION: by Ms. Gonzales, seconded by Mr. Garza, to approve the minutes of the Joint Executive Committee and the Fiscal/Audit Committee meeting of January 18, 2017.

DISCUSSION: Hearing none

ALL APPROVED.

MOTION CARRIED.

ITEMS OF BUSINESS:

A. Action Items

1. Discussion and Possible Action of the Independent Audit Report FYE 08/31/2016. Presented by Juaquin "Jake" Sanchez, CPA, and Independent Auditor. Committee reviewed the Independent Auditor's Report, Statement of Financial Position, Statement of Functional Expenditures, Schedule of Findings and Questioned Cost, and the Communication with Those Charged with Governance. NCCAA is determined to be a low-risk auditee. There were no audit findings.

Chairperson Medina entertained a motion for a favorable review of the Independent Audit Report FYE 08/31/2016.

MOTION: by Ms. Gonzales, seconded by Ms. Longoria, for a favorable review of the Independent Audit Report FYE 08/31/2016.

DISCUSSION: Hearing none.

ALL APPROVED.

MOTION CARRIED.

2. Discussion and Possible Action of the NCCAA New Job Descriptions.
   a. Intake Worker/Data Entry
   b. Education Coach
   c. Education Technician

   Presented by Monica Diaz, Director of Human Resources and Communications.

Chairperson Medina entertained a motion for a favorable review of the NCCAA New Job

Descriptions (Intake Worker/Data Entry; Education Coach; Education Technician.)

MOTION: by Ms. Longoria, seconded by Ms. Gonzales, for a favorable review of the NCCAA New Job Descriptions (Intake Worker/Data Entry; Education Coach; Education Technician.)

DISCUSSION: Hearing none.

ALL APPROVED.

MOTION CARRIED.

3. Discussion and Possible Action of the NCCAA Summary of Job Description Changes. Presented by Monica Diaz, Director of Human Resources and Communications.
   a. Associate Director of Site Based Management changed to Associate Director of Program Services and Compliance
   b. Curriculum & instruction Coordinator
   c. Education Resource Mentor
   d. Site Based Manager
   e. Disability Coordinator changed to Disability/Mental Health Coordinator
   f. Mental Health Technician changed to Disability/Mental Health Mentor
   g. Health Coordinator
   h. Family and Community Partnership Coordinator
   i. ERSEA Coordinator
   j. Family Advocate
   k. Associate Director of Comprehensive Services changed to Associate Director Facilities Management and Nutrition
   l. Training & Technical Assistance Specialist

Chairperson Medina entertained a motion for a favorable review of the NCCAA Summary of Job Description Changes.

MOTION: by Ms. Gonzales, seconded by Mr. Guzman, for a favorable review of the NCCAA Summary of Job Description Changes.

DISCUSSION: Hearing none.

ALL APPROVED.

MOTION CARRIED.

4. Discussion and Possible Action of the NCCAA Revised Birth-to-Five Head Start Program Organizational Chart. Presented by Monica Diaz, Director of Human Resources.

Chairperson Medina entertained a motion for a favorable review of the NCCAA Revised Birth-to-Five Head Start Program Organizational Chart.

MOTION: by Ms. Longoria, seconded by Ms. Gonzales, for a favorable review of the NCCAA Revised Birth-to-Five Head Start Program Organizational Chart.

DISCUSSION: Hearing none.

ALL APPROVED.

MOTION CARRIED.

5. Discussion and Possible Action of the NCCAA Birth-to-Five Head Start Program Improvement Plan – Leadership Governance & Management. Presented by Alicia Mancha, Associate Director Birth-to-Five Head Start.

Chairperson Medina entertained a motion for a favorable review of the NCCAA Birth-to-Five Head Start Program Improvement Plan – Leadership Governance & Management.

MOTION: by Ms. Gonzales, seconded by Ms. Longoria, for a favorable review of the NCCAA Birth-to-Five Head Start Program Improvement Plan – Leadership Governance & Management.

DISCUSSION: Hearing none.

ALL APPROVED.

MOTION CARRIED.

6. Discussion and Possible Action of the NCCAA Corporate Resolution Designating Alma A. Barrera, Chief Executive Officer as the Authorized Representative for the Agency. Presented by Alma A. Barrera, Chief Executive Officer.

Chairperson Medina entertained a motion for a favorable review of the NCCAA Corporate Resolution Designating Alma A. Barrera, Chief Executive Officer as the Authorized Representative for the Agency.

MOTION: by Mr. Guzman, seconded by Ms. Gonzales, for a favorable review of the NCCAA Corporate Resolution Designating Alma A. Barrera, Chief Executive Officer as the Authorized Representative for the Agency.

DISCUSSION: Hearing none.

ALL APPROVED.

MOTION CARRIED.

B. Informational Items

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

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

PAST BUSINESS: None.

NEW BUSINESS: None.

ADJOURNMENT:
No further business. Meeting adjourned at 6:45 P.M.

EXECUTIVE COMMITTEE
DRAFT OF MINUTES

February 15, 2017

EXECUTIVE COMMITTEE

MEMBERS PRESENT	MEMBERS ABSENT	STAFF PRESENT
George Rosas	Betty Jean Longoria – excused another mtg	Alma Barrera
Rene Guzman		Cindy Longoria
Olga Gonzales		Adel Rowland
Vic Medina		Monica Diaz
Maureen Brooks		Cindy Casiano
Vicki Garza		
Joel Mumphord		
Steve Garza		
Adan Chapa		
Lucinda J. Garcia		

GUEST PRESENT
Juaquin "Jake" Sanchez, CPA

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

APPROVAL OF MINUTES:
Chairperson Rosas entertained a motion to approve the minutes of the Joint Executive Committee and the Fiscal/Audit Committee meeting of January 18, 2017.

MOTION: by Mr. Mumphord, seconded by Ms. Gonzales, to approve the minutes of the Joint Executive Committee and the Fiscal/Audit Committee meeting of January 18, 2017.

DISCUSSION: Hearing none

ALL APPROVED.

MOTION CARRIED.

ITEMS OF BUSINESS:

A. Action Items

1. Discussion and Possible Action of the Independent Audit Report FYE 08/31/2016. Presented by Juaquin "Jake" Sanchez, CPA, and Independent Auditor. Per Mr. Sanchez, NCCAA is determined to be a low-risk auditee. There were no audit findings.

Chairperson Rosas entertained a motion for a favorable review of the Independent Audit Report FYE 08/31/2016.

MOTION: by Mr. Mumphord, seconded by Mr. Chapa, for a favorable review of the Independent Audit Report FYE 08/31/2016.

DISCUSSION: Ms. Garcia expressed her appreciation to Mr. Sanchez for doing a good job. Mr. Medina, Chairman of the Fiscal/Audit Committee, commented that the Fiscal/Audit Committee reviewed the audit thoroughly.

ALL APPROVED.

MOTION CARRIED.

2. Discussion and Possible Action of the NCCAA New Job Descriptions.
   a. Intake Worker/Data Entry
   b. Education Coach
   c. Education Technician

   Presented by Monica Diaz, Director of Human Resources and Communications.

Chairperson Rosas entertained a motion for a favorable review of the NCCAA New Job Descriptions (Intake Worker/Data Entry; Education Coach; Education Technician.)

MOTION: by Mr. Mumphord, seconded by Ms. Gonzales, for a favorable review of the NCCAA New Job Descriptions (Intake Worker/Data Entry; Education Coach; Education Technician.)

DISCUSSION: Hearing none.

ALL APPROVED.

MOTION CARRIED.

3. Discussion and Possible Action of the NCCAA Summary of Job Description Changes. Presented by Monica Diaz, Director of Human Resources and Communications.

a. Associate Director of Site Based Management changed to Associate Director of Program Services and Compliance
b. Curriculum & instruction Coordinator
c. Education Resource Mentor
d. Site Based Manager
e. Disability Coordinator changed to Disability/Mental Health Coordinator
f. Mental Health Technician changed to Disability/Mental Health Mentor
g. Health Coordinator
h. Family and Community Partnership Coordinator
i. ERSEA Coordinator
j. Family Advocate
k. Associate Director of Comprehensive Services changed to Associate Director Facilities Management and Nutrition
l. Training & Technical Assistance Specialist

Chairperson Rosas entertained a motion for a favorable review of the NCCAA Summary of Job Description Changes.

MOTION: by Mr. Mumphord, seconded by Ms. Garcia, for a favorable review of the NCCAA Summary of Job Description Changes.

DISCUSSION: Hearing none.

ALL APPROVED.

MOTION CARRIED.

4. Discussion and Possible Action of the NCCAA Revised Birth-to-Five Head Start Program Organizational Chart. Presented by Monica Diaz, Director of Human Resources.

Chairperson Rosas entertained a motion for a favorable review of the NCCAA Revised Birth-to-Five Head Start Program Organizational Chart.

MOTION: by Mr. Mumphord, seconded by Ms. Gonzales, for a favorable review of the NCCAA Revised Birth-to-Five Head Start Program Organizational Chart.

DISCUSSION: Hearing none.

ALL APPROVED.

MOTION CARRIED.

5. Discussion and Possible Action of the NCCAA Birth-to-Five Head Start Program Improvement Plan – Leadership Governance & Management. Presented by Cindy Casiano, Director of Birth-to-Five Head Start.

Chairperson Rosas entertained a motion for a favorable review of the NCCAA Birth-to-Five Head Start Program Improvement Plan – Leadership Governance & Management.

MOTION: by Mr. Mumphord, seconded by Ms. Gonzales, for a favorable review of the NCCAA Birth-to-Five Head Start Program Improvement Plan – Leadership Governance & Management.

DISCUSSION: Hearing none.

ALL APPROVED.

MOTION CARRIED.

6. Discussion and Possible Action of the NCCAA Corporate Resolution Designating Alma A. Barrera, Chief Executive Officer as the Authorized Representative for the Agency. Presented by Alma A. Barrera, Chief Executive Officer.

Chairperson Rosas entertained a motion for a favorable review of the NCCAA Corporate Resolution Designating Alma A. Barrera, Chief Executive Officer as the Authorized Representative for the Agency.

MOTION: by Ms. Garcia, seconded by Mr. Mumphord, for a favorable review of the NCCAA Corporate Resolution Designating Alma A. Barrera, Chief Executive Officer as the Authorized Representative for the Agency and to ratify all prior actions and signatures that Ms. Barrera made as of July 1, 2016.

DISCUSSION: Hearing none.

ALL APPROVED.

MOTION CARRIED.

B. Informational Items

1. Executive Committee Picture Day is scheduled for Wednesday, March 22, 2017 following the March Executive Committee meeting. All members are encouraged to attend.

PAST BUSINESS: None.

NEW BUSINESS: None.

ADJOURNMENT:
No further business. Meeting adjourned at 5:57 P.M.

Nueces County Community Action Agency

Birth-to-Five Head Start
Policy Council Minutes

Due to the timing of the mail out of the board agenda for the February 23, 2017 Board of Directors Meeting and the scheduled Policy Council meeting on February 21, 2017, the minutes for the Birth-to-Five Head Start Policy Council meeting are missing from this agenda and will be included in the February Supplemental Agenda.

community Action PARTNERSHIP
Helping People. Changing Lives.

UNITED COUNCIL OF ROBSTOWN NEIGHBORHOOD COUNCIL REPORT

DATE OF MEETING: JANUARY 9, 2017

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

Meeting Called To Order: Meeting was canceled by Council Officer, Maria Pacheco

Approval of Minutes: NONE

Treasurer's Report: NONE

Old Business: NONE

New Business:

Meeting Adjourned: Next meeting will be held Monday February 13, 2017 @ 6:00 p.m.

Number Invited:
Number Attended:

Staff Person:

Maria Pacheco | MG
Council Secretary

Maria Pacheco, Chairperson
Maria Pacheco, Representative

TRACT 16 NEIGHBORHOOD COUNCIL REPORT

DATE OF MEETING: January 10, 2017

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

Meeting Called To Order: Meeting called to order by Deborah Henry (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 of documentation needed to apply for our program with Nueces County Community Action Agency – Community Services Center Comprehensive Energy Assistance Program and Weatherization. Members will be notified of when the programs will start. Application will be mailed- out, application will also be done on a walk-in basis, or home visits as needed per client. Members were also informed Lite-Up Texas has been discontinued. Discussion Followed.

Meeting Adjourned: Next Meeting will be held in February 14, 2017 at 6:00 p.m.

Number Invited: 30

Number Attended: 18

Staff Person: Matilda Garcia

Deborah Henry / m.g.

Council Secretary

Deborah Henry, Chairperson

AUSTIN/ZAVALA NEIGHBORHOOD COUNCIL REPORT

DATE OF MEETING: January 12, 2017

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

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 of documentation needed to apply for our program with Nueces County Community Action Agency – Community Services Center Comprehensive Energy Assistance Program and Weatherization. Members will be notified of when the programs will start. Application will be mailed- out, application will also be done on a walk-in basis, or home visits as needed per client. Members were also informed Lite-Up Texas has been discontinued. Discussion Followed.

Meeting Adjourned: Next meeting February 9, 2017 at 10:30 a.m.

Number Invited: 33

Number Attended: 11

Staff Person: Matilda Garcia

Regina Chapa / m.g.

Council Secretary

Regina Chapa, Chairperson
Adan A. Chapa Representative

HIALCO NEIGHBORHOOD COUNCIL REPORT

DATE OF MEETING: January 12, 2017

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

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

Approval of Minutes: None

Treasurer's Report: None

Old Business: None

New Business: Dorothy Wade (Staff) informed all members of documentation needed to apply for our program with Nueces County Community Action Agency – Community Services Center Comprehensive Energy Assistance Program and Weatherization. Members will be notified of when the programs will start. Application will be mailed- out, application will also be done on a walk-in basis, or home visits as needed per client. Members were also informed Lite-Up Texas has been discontinued. Members were all in agreement to change the time of meetings to 12:30 p.m. Discussion Followed.

Meeting Adjourned: Next Meeting will be held in February 14, 2017 at 12:30 p.m.

Number Invited: 35

Number Attended: 13

Staff: Dorothy Wade

Joel Mumphord / m.g.

Council Secretary

Mae Milligan, Vice Chairperson
Joel Mumphord, Board Representative

BANQUETE NEIGHBORHOOD COUNCIL REPORT

DATE OF MEETING: JANUARY 17, 2017

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

Meeting Called To Order: Meeting was canceled by Council Chairperson, Aminta Garcia

Approval of Minutes: NONE

Treasurer's Report: NONE

Old Business: NONE

New Business: NONE

Meeting Adjourned: Next meeting scheduled for February 21, 2017

Number Invited:

Number Attended:

Staff Person:

Aminta Garcia | mg
Council Secretary

Aminta Garcia, Council Chairperson
Aminta Garcia, Representative