



# Community Action, Inc. of Central Texas

## BOARD OF DIRECTORS MEETING

Thursday, November 21, 2024 6:00 PM

Village Main Shared Board Room

215 S. Reimer Avenue

San Marcos, Texas 78666

## Minutes

### **Members Present**

#### Public Representatives:

Juan Mendoza  
Barbara Shelton  
Wayne Thompson

#### Neighborhood Representatives:

Jeremy Sutton  
Cierra Garcia

#### Private Group Representatives:

Diane Insley  
Deborah Villalpando  
Gloria Martinez

### **Members Absent:**

Steven Hernandez  
Alyssa Garza  
Bret Bray  
Clarena Larrotta  
Myra Vassian

### **Visitors Present:**

Nina Ramos – Texas Home Visiting

### **Staff Present:**

Douglas Mudd, Executive Director  
Ruth Salinas, Human Resources Director  
Luisa Loera, Administrative Assistant  
Danielle Engelke, Head Start Director  
Francesca Ramirez, Community Services Director  
Stacey Martinez, Health Services Director

### **Staff Absent:**

Megan Campbell, Home Visiting Program Director  
Cristal Lopez, Youth Services Director  
Keith Herington, Chief Financial Officer

## **1.0 CALL TO ORDER**

Diane Insley, President, called the Board of Directors to order at 6:11 PM

## **2.0 ROLL CALL**

Doug Mudd called the roll and there was a quorum present.

## **3.0 PUBLIC COMMENT PERIOD**

Diane Insley asked if anyone present would like to make a public comment at this time. No comments were made.

#### **4.0 MINUTES OF PREVIOUS MEETINGS, for approval**

##### **4.1 Executive Committee Minutes September 19, 2024—**for approval****

The Board members reviewed the Board of Directors Minutes for September 19, 2024. Barbara Shelton made the motion to approve the minutes, Jeremy Sutton seconded the motion. All were in favor. None opposed. Motion passed.

#### **5.0 CORRESPONDENCE, for review and discussion – Mudd**

##### **5.1 Health & Human Services Childcare Licensing Letter – Hemphill CDC**

-Doug Mudd reviewed the letter from the Texas Health and Human Services regarding an investigation on 09/03/2024. The purpose of this inspection was to investigate a report received by the Department alleging a deficiency of the Minimum Standard Rules or law. It was alleged that a caregiver hit a child. Based on the information gathered during this review, there was no violation of the Rules or the law. This was a self-report.

- Doug Mudd reviewed the letter from the Texas Health and Human Services regarding an unannounced investigation on 09/19/2024. The purpose of this inspection was to investigate a report received by the Department alleging a deficiency of the Minimum Standard Rules or law. It was alleged that a caregiver pulled a child's arm causing a nursemaid elbow. Based on the information gathered during this review, there was no violation of the rules or the law.

- Doug Mudd reviewed the letter from the Texas Health and Human Services regarding an unannounced investigation on 10/23/2024. The purpose of this inspection was to investigate a report received by the Department alleging a deficiency of the Minimum Standard Rules or law. It was alleged that a caregiver hit a child. Based on the information gathered during this review, there was no violation of the Rules or the law.

##### **5.2 Health & Human Services Childcare Licensing Letter – William Crook CDC**

Doug Mudd reviewed the letter from the Texas Health and Human Services regarding an unannounced monitoring on 11/14/2024. The reason for this visit was to inspect information within the child care.

The center was found to be in compliance for requiring admission information - emergency contact.

##### **5.3 Health & Human Services Childcare Licensing Letter – Luling CDC**

Doug Mudd reviewed the letter from the Texas Health and Human Services regarding an unannounced monitoring on 11/07/2024. The reason for this visit was to inspect information within the child files.

The center was found to be compliant for immunization records, exceptions, and current exemptions.

Danielle Engelke went over a recent incident this week in regards to a child falling off a changing table in an Infant classroom at William Crook CDC. This is a self-report. Licensing has not come out to center to investigate. The program will likely receive a deficiency from the Office of Head Start. Retraining for staff will be conducted on 11/25/2024. Teacher was found to be negligent due to video evidence and was terminated as of 11/19/2024.

##### **5.4 CAP Plan & Budget Approval Letter TDHCA**

Doug Mudd went over a letter from TDHCA dated 10/11/2024 stating the CAICT PY25 CAP and Budget was submitted, reviewed and approved.

#### **6.0 LEADERSHIP PROGRAMMATIC REPORT—Mudd**

Written programmatic reports have been emailed to all board members. Bolded items below will be presented verbally. Opportunity for questions for un-bolded items.

##### **6.1 Executive Director – Doug Mudd**

Doug Mudd went over his report on Implementation of New Programs, Community Engagement Committee work and All Staff Day Event.

###### **6.1.1 TBRA Program**

CAI's TBRA Program will be open from 1/15/2025 to 02/13/2025. All Eligible applicants will be waitlisted with a requirement at or below 80% of the Area Median Income (AIM). CAI will prioritize the most vulnerable populations.

###### **6.1.2 Medicaid Enrollment**

CAI received a \$1 million grant from St. David's Foundation to increase access to quality health care.

This grant will be used to hire a Medicaid Navigator and help Central Texans successfully navigate health insurance enrollment.

### **6.1.3 Community Engagement**

CAI Committee has reached out the community by creating and distributing a CAI 2025 calendar, initiated city and council proclamations, created on-line organization wide calendar, registered CAI in the Amplify Austin Fundraiser and helped organize the CAI involvement in the Hispanic Heritage Walk.

### **6.1.4 All Staff Day**

CAI had their annual All Staff Day on 11/01/2024.

6.2 Human Resources – Ruth Salinas

### **6.3 Agency Financial – Doug Mudd**

#### **6.3.1 Basic Financials**

Mr. Mudd reviewed the year-to date basic financial statements as of October and November 2024

#### **6.3.2 Grant Financial Report**

Mr. Mudd reviewed the Grant Financial reports through October and November 2024.

#### **6.3.3 Head Start Program Budget Report**

Mr. Mudd reviewed the Head Start Budget report for the period ending in October and November 2024 listing monthly and year-to-date expenditures.

#### **6.3.4 Head Start In-Kind**

Mr. Mudd reviewed the report for the period ending in October and November 2024.

#### **6.3.5 Head Start Program CACFP Report**

Mr. Mudd reviewed the report for the period ending in October and November 2024.

#### **6.3.6 Credit Card Report**

Mr. Mudd reviewed the report for the period ending in October and November 2024.

#### **6.3.7 Other Credit Card Purchases**

Mr. Mudd reviewed the report for the period ending in October and November 2024.

6.4 Adult Education – Glenda Rose

6.5 Community Services – Francesca Ramirez

6.6 Health Services - Stacey Martinez

### **6.7 Head Start - Danielle Engelke**

#### **6.7.1 Head Start September and October Report**

Danielle went over the Head Start report for September and October. Both Head Start and Early Head Start are at full enrollment. Attendance was high but expected to drop during winter months. Seven new employees were hired.

#### **6.7.2 Head Start Updated Eligibility criteria – for approval**

Danielle went over the change for over-income families. There will now be a Housing Cost Adjustment to include a 30% deduction off the income for families and children with qualify to be in the Head Start Program. Also there will be addition points for staff who want to enroll their children in the program.

### **6.8 Home Visiting – Nina Ramos**

Nina went over the Texas Home Visiting report for September and October.

Start Smart committee provided a presentation on school readiness data dashboard

THV did 3 trunk or treat events throughout the counties

Enrollment in Hays County is a bit low

Caldwell County is at capacity

A total of 38 health, 42 development and 43 social emotional screenings took place in PY 2023-24.

Performance report 2023-24

- 212 families served
- 286 children served
- 83% families with stressors
- 1,975 personal visits
- 94% immunizations
- 26 group connections
- 9 parent educators
- 9 full time

Annual parent satisfactory survey 23-24 [OS 1.3]

- Survey was sent to families via text on June 12th and closed July 13th

- Parents want more opportunities to engage with the program, more visits and more class offerings with other families
  - Basic needs support like grocery store gift cards and diapers
  - Overall parents feel satisfied with services and value their relationship with their Parent Educators.
- 6.9 Youth Services – Cristal Lopez

## **7.0 ACTION ITEMS—Review, Discuss and Take Proper Action**

### **7.1 Bank Account Resolution 24-03 & 24-04 – Doug Mudd – for approval**

Doug went over Resolution 24-03 that states the addition of Jeremy Sutton as signatory and the removal of Barbara Shelton. Juan Mendoza made a motion to approve, Cierra Garcia seconded this motion. All were in favor. None opposed. Motion passed.

Doug went over Resolution 24-04 that states Community Action, Inc. of Central Texas will open a new money market account with Frost Bank. Barbara Shelton made a motion to pass, Juan Mendoza seconded this motion. All were in favor. None opposed. Motion passed.

These resolutions will be in full force and will go into effect immediately upon its passage.

### **7.2 Performance Evaluation of Executive Director [OS 7.1] – for approval**

Diane went over the results from Doug Mudd's evaluation conducted by Deborah Villalpando on 10/30/2024.

There were no concerns. Jeremy Sutton made the motion to the approve, Juan Mendoza seconded this motion. All were in favor. None opposed. Motion passed

### **7.3 Title X Board Training – Stacey Martinez**

Stacey went over the Title X Report. Community Action Clinic receives grant money from Title X, it provides positive birth outcomes and healthy families. The grant will cover assistance with contraceptives, rent, utilities, labs, and medical supplies. Stacey gave a quiz to the Board Members in regards to the facts of Title X. All passed.

### **7.4 Employee Handbook Edits - Doug Mudd - for approval**

Doug went over the change of criteria within the Employment, Recruitment and Selection section. We will take out the requirement that an Employee can not move positions or departments before their 90 Days. Danielle Engelke states this affects her Floater to Teacher employees so now they will not have to wait.

Adding the following Holidays, Juneteenth (June 19) and Columbus Day (October 13).

Stated the clarification for Annual Leave qualification for all Full-Time employees.

Barbara Shelton made the motion to approve, Juan Mendoza seconded this motion. All were in favor. None opposed. Motion passed.

## **8.0 SUCCESS STORY – Head Start – Danielle Engelke**

Danielle went over the Success Story of a teacher from Early Head Start Program. Samantha Smith is a Toddler Teacher in Luling. She started out as a parent then got the opportunity to work for Head Start. She has received her CDA through the Adult Education Program, received our Employee 'Can Do It' Award, and spoke at All Staff Day on the Client Success Panel.

## **9.0 BOARD MEMBERS' OPPORTUNITY TO SHARE**

This is Juan Mendoza and Barbara Shelton's last Board Meeting and are resigning from our Board. They have successfully completed their time.

## **10.0 PRESIDENT'S REPORT—Insley**

### **Schedule of the next Board of Director's Meeting**

Ms. Insley informed the Board members that the next meeting is Thursday, January 16, 2025 at 6:00 p.m.

## **11.0 ADJOURNMENT—Insley**

Barbara Shelton made a made a motion to adjourn. Juan Mendoza seconded the motion. All were in favor. None opposed. Meeting adjourned at 7:28 PM.

The Minutes above are true and correct for the November 21, 2024 Board of Directors Meeting.

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Diane Insley, President





# TEXAS

## Health and Human Services

Executive Commissioner  
Cecile Erwin Young

December 5, 2024

Danielle Engelke  
PO BOX 1246  
SAN MARCOS, TX 78667-1246

Operation #1751896  
William Crook Child Development Center

Investigation # 3129487

Dear Danielle Engelke:

Your operation, William Crook Child Development Center located at 1205 DAVIS LN, SAN MARCOS, TX 78666-2487, was recently investigated because of a report concerning a possible deficiency of the minimum standard rules or another law.

Specifically, the report states the following that led to this investigation:

It is alleged a child fell off the diaper changing table.

The Child Care Regulation (CCR) department of the Texas Health and Human Services Commission (HHSC) has evaluated applicable administrative rules, minimum standard rules, and other laws and made the following findings:

Standard/Rule Description	Deficient?	Comply By	TA Given	Documents/ Photos Obtained	Notification Date
746.701(5) Licensing Incident/Illness Report Form - Situations Placing Children at Risk	N		N	N	
<b>Specifics:</b> This standard was found to be in compliance.					
746.707 Incident/Illness Report Form Shared with Parent	N		N	N	
<b>Specifics:</b> This standard was found to be in compliance.					
746.3503(c)(2) Diaper Changing Equipment - If Above Floor Level Must Keep Hand on Child	Y	12/05/2024	Y	N	12/05/2024
<b>Specifics:</b> It was found that the caregiver took her hand off the child on the diaper changing table and turned her back to the child, which led to the child falling off the diaper changing table.					

The Technical Assistance provided for these standards described below:

Standard/Rule Description	Technical Assistance Given
746.3503(c)(2) Diaper Changing Equipment - If Above Floor Level Must Keep Hand on Child	It is important for caregiver to keep their attention on children when they are on the changing table to reduce the risk of injury to the child.

This letter serves as notification of the above-listed finding(s) with a Notification Date of 12/05/2024. If you disagree with a finding with this notification date, you may request an administrative review of it within 15 days of your receipt of this letter by writing Child Care Enforcement at [CCFEnforcement.Daycare@hhs.texas.gov](mailto:CCFEnforcement.Daycare@hhs.texas.gov) or Postal Mail: Child Care Enforcement, MC 182-6, P.O. Box 16017, Houston, TX 77222-6017..

The list of findings above is cumulative and includes all findings that CCR has made related to this investigation up to this point. As such, the list may include findings for which you received prior notification. For any finding listed above with an earlier notification date, your 15-day timeframe for requesting an administrative review of that finding began when you first received notification of that finding. If the time period to request an administrative review of a finding

Danielle Engelke  
December 5, 2024  
Page 3

has expired, you may no longer request an administrative review of that finding.

If CCR conducted an inspection as part of this investigation, you received an inspection report form.

Your operation is responsible for maintaining compliance with relevant minimum standards, administrative rules, and statutes on an ongoing basis. CCR may take an enforcement action for a repetition or pattern of deficiencies or for any other reason listed in 26 Texas Administrative Code §745.8605.

If you have any other questions or need additional information, please contact me.

Sincerely,

MAIGEN HIGGERSON  
CCR Representative  
(512) 461-4251

cc: Douglas Mudd



# TEXAS

## Health and Human Services

**Child-Care Inspection Form**  
William Crook Child Development Center  
# 1751896

Supplemental Inspection Form - 2936 replaces the original Inspection Form - 2936 that was completed and provided to the operation on 11/22/2024

Arrival Date and Time      11/22/2024 10:35 am  
Departure Date and Time    11/22/2024 11:47 am

**Part I: OPERATION INFORMATION**

Location: 1205 DAVIS LN, SAN      Phone Number: (512) 610-5534  
MARCOS, TX 78666-2487  
Permit Type: License  
Type: Licensed Child Care      Capacity: 34      Infant Capacity: 13  
Program  
Status: Full  
Director/Administrator: Diane      Designee/Registrant: Danielle  
Brosnan      Engelke  
Type of Inspection: Unannounced Investigation  
Investigation Numbers: 3129487

CCR Staff: MAIGEN HIGGERSON      Phone:  
Address: 1901 DUTTON DR STE B, , SAN MARCOS, TX 78666  
  
CCR Supervisor: JESSICA LEATHERS      Phone: (512) 239-8895  
Address: 1340 AIRPORT COMMERCE DR , BLDG 5, STE 525 , AUSTIN, TX 78741

**Part II: NOTIFICATION**

**The most recent Inspection Form or letter and any supplemental forms or letters must be posted in a prominent place visible to all staff, parents, and others.**

- ☒ Controlling Persons have been verified.
- ☒ Background Checks have been verified.
- ☒ The following items regarding risk to children were evaluated:

The Supervision of Children	Conditions of any Waiver/Variance, if applicable
Child/Caregiver Ratio	Caregiver Responsibilities
Obvious Fire, Safety, and/or Sanitation Deficiencies	Restrictions and/or Conditions of the Permit
- ☒ Children in Care: 14
- ☒ Director Present
- ☐ Dir Qual Eval



# TEXAS

## Health and Human Services

### Child-Care Inspection Form

William Crook Child Development Center  
# 1751896

All or part of the following laws, administrative rules or Minimum Standard rules have been inspected:

- |                                                                        |                                                          |                                                         |
|------------------------------------------------------------------------|----------------------------------------------------------|---------------------------------------------------------|
| <input type="checkbox"/> Standard x Standard                           | <input type="checkbox"/> I. Toddlers                     | <input type="checkbox"/> Q. Nutrition and Food Services |
| <input type="checkbox"/> A/B. Scope, Administration, and Communication | <input type="checkbox"/> J. Pre-K Children               | <input type="checkbox"/> R. Health Practices            |
| <input type="checkbox"/> C. Record Keeping                             | <input type="checkbox"/> K. School Age Children          | <input type="checkbox"/> S. Safety Practices            |
| <input type="checkbox"/> D. Personnel                                  | <input type="checkbox"/> L. Discipline                   | <input type="checkbox"/> T. Physical Facilities         |
| <input type="checkbox"/> E. Ratios and Group Sizes                     | <input type="checkbox"/> M. Naptime                      | <input type="checkbox"/> U. Outdoor Safety              |
| <input type="checkbox"/> F. Activities                                 | <input type="checkbox"/> N. Field Trips                  | <input type="checkbox"/> V. Pools                       |
| <input type="checkbox"/> H. Infants                                    | <input type="checkbox"/> O. Get Well Care (Centers only) | <input type="checkbox"/> W. Fire Safety                 |
|                                                                        | <input type="checkbox"/> P. Nighttime Care               | <input type="checkbox"/> X. Transportation              |
- ☐ Inspection results from another state agency or political subdivision were used in the evaluation of some standards.
- ☐ Health and Safety Audit conducted.
- ☒ Photographs were taken during the inspection.

Others: 746.307(c),746.701(5),746.3503(c)(2),746.707



# TEXAS

## Health and Human Services

### Child-Care Inspection Form

William Crook Child Development Center  
# 1751896

The purpose of this inspection is to investigate a report received by the Department alleging a deficiency of the Minimum Standard Rules or law. You have been informed regarding the nature of the report.

**Failure to maintain compliance on an ongoing basis may result in enforcement actions.**

In an effort to improve our inspection process, we are soliciting your feedback about this Child Care Regulation (CCR) inspection at your operation. Please provide responses to the questions posed in the online survey. The survey will take approximately 5-10 minutes to complete. Go to [www.CCLinspectionfeedback.org](http://www.CCLinspectionfeedback.org). Your answers and comments are greatly appreciated.

### ACKNOWLEDGEMENT OF RECEIPT

An inspection was conducted at my operation on the date below. Deficiencies and, where applicable, technical assistance were discussed with me during the exit conference. Failure to comply within the specified time limit or repetition of deficiencies may result in an enforcement action without further opportunity to correct the deficiencies. I understand that if the results of this inspection were not given to me on this date, they will be sent through a supplemental letter within ten days of this inspection.

\_\_\_\_\_  
Signature (Person Signing for Operation)

\_\_\_\_\_  
Date

*M. Higgen*  
\_\_\_\_\_  
Signature (CCR Staff)

**12/5/2024**  
\_\_\_\_\_  
Date

Signed By:





# TEXAS

## Health and Human Services

Form 2936  
Page 4

### Child-Care Inspection Form

William Crook Child Development Center  
# 1751896

### Part III: INSPECTION INFORMATION

Records Evaluated:

Number of Children's Records

Number of Children Enrolled

Number of Staff Records

Number of Staff Employed

Inspection Dates:

Fire Inspection 07/24/2024

Health Inspection 07/09/2024

Liability Insurance (exp.date) 11/01/2025

Gas Pipe Pressure Test

Last LP Gas Inspection

Allegations:

It is alleged a child fell off the diaper changing table.

**The most recent Inspection Form or letter and any supplemental forms or letters must be posted in a prominent place visible to all staff, parents, and others.**

Findings for this inspection are listed below:

Standard/Rule Description	Findings	Comply By	TA Given	Documents/ Photos Obtained
746.307(c) Parental Notification of Less Serious Injuries (Weight: Medium)	Compliance		Y	N
<b>Specifics:</b>				
746.701(5) Licensing Incident/Illness Report Form - Situations Placing Children at Risk (Weight: Medium)	Compliance		N	N
<b>Specifics:</b> This standard was found to be in compliance.				
746.3503(c)(2) Diaper Changing Equipment - If Above Floor Level Must Keep Hand on Child (Weight: Medium High)	Deficiency	12/05/2024	Y	N
<b>Specifics:</b> It was found that the caregiver took her hand off the child on the diaper changing table and turned her back to the child, which led to the child falling off the diaper changing table.				
746.707 Incident/Illness Report Form Shared with Parent (Weight: Medium)	Compliance		N	N



# TEXAS

## Health and Human Services

### Child-Care Inspection Form

William Crook Child Development Center  
# 1751896

**Specifics:** This standard was found to be in compliance.

The Technical Assistance provided for these standards described below:

Standard/Rule Description	Technical Assistance Given
746.307(c) Parental Notification of Less Serious Injuries	It is important to let parents know when less serious injuries occur while their child is in care to help them be aware of minor scratches and cuts. Communication between caregivers and parents is essential to both the safe and healthy operation of the center and to the parents' ability to assess the care their children are receiving
746.3503(c)(2) Diaper Changing Equipment - If Above Floor Level Must Keep Hand on Child	It is important for caregiver to keep their attention on children when they are on the changing table to reduce the risk of injury to the child.

The findings related to an investigation of allegations may be mailed in a separate letter or form if not included as part of this inspection form.

Form created to update pending investigation standards.

Notification Date: 12/05/2024

If you disagree with the actions or decisions of the CCR staff, you may request an administrative review within 15 days of the receipt of this inspection report by writing Child Care Enforcement at [CCFEnforcement.Daycare@hhs.texas.gov](mailto:CCFEnforcement.Daycare@hhs.texas.gov) or Postal Mail: Child Care Enforcement, MC 182-6, P.O. Box 16017, Houston, TX 77222-6017.

Providers may comment on the findings of the inspection in the space below.

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# Executive Director Report

January 2025 Board Meeting



## New Year's Day Community Lunch

Community Action proudly participated in the Hays County Homeless Coalition's New Year's Day Lunch, an event dedicated to supporting those in need on the first day of the year. This collaborative effort, hosted by First Presbyterian Church of San Marcos, brought together Coalition members to provide warm clothing and a nourishing meal to community members experiencing homelessness.

The Hays County Food Bank generously contributed turkey legs and sausage sticks, ensuring that all attendees were well-fed. The event served 40 to 50 individuals at the church, with surplus food distributed to local organizations, including the Hays Caldwell Women's Center, Greater San Marcos Youth Council, and Southside Community Center. The event was met with positive feedback and demonstrated the collective impact of community partnerships in addressing local needs.

## Organizational Standards Report Card

Under the governance of the Texas Department of Housing and Community Affairs (TDHCA), all Community Action Agencies (CAAs) in Texas are required to comply with 58 organizational standards established by the Office of Community Services (OCS) through the Community Services Block Grant (CSBG) program. These standards are designed to promote accountability, transparency, and operational effectiveness across all CAAs.

Each September, our agency submits detailed documentation demonstrating compliance with these standards. Following this submission, TDHCA evaluates our performance and assigns a compliance score. This year, our agency achieved a 94% compliance rate. For additional details, please refer to the attached spreadsheet, which outlines the standards we met and areas requiring further attention.

## **Strategic Plan Year One Achievements**

The Texas Department of Housing and Community Affairs (TDHCA) requires all Community Action Agencies (CAAs) in Texas to develop and maintain a 5-year strategic plan as part of their compliance with the Community Services Block Grant (CSBG) program. This plan serves as a roadmap to guide the agency's efforts in addressing poverty and meeting the needs of low-income individuals and families in their service area. Our Agency has developed 8 strategic commitments with nearly 40 goals. Please refer to the attached strategic plan spreadsheet that highlights the progress towards meeting the goals of strategic commitments 1-4 of the plan within the past 12 months. Strategic commitments 5-8 will be addressed at the March 2025 Board meeting.

Community Action, Inc. of Central Texas			
Category	Standard	Description	Final Met/ Not Met
Category 1: Consumer Input and Involvement	1.1	The organization demonstrates low-income individuals' participation in its activities.	Met
Category 1: Consumer Input and Involvement	1.2	The organization analyzes information collected directly from low-income individuals as part of the community assessment.	Met
Category 1: Consumer Input and Involvement	1.3	The organization has a systematic approach for collecting, analyzing, and reporting customer satisfaction data to the governing board.	Met
Category 2: Community Engagement	2.1	The organization has documented or demonstrated partnerships across the community, for specifically identified purposes; partnerships include other anti-poverty organizations in the area.	Met
Category 2: Community Engagement	2.2	The organization utilizes information gathered from key sectors of the community in assessing needs and resources, during the community assessment process or other times. These sectors would include at minimum: community-based organizations, faith-based organizations, private sector, public sector, and educational institutions.	Met
Category 2: Community Engagement	2.3	The organization communicates its activities and its results to the community.	Met
Category 2: Community Engagement	2.4	The organization documents the number of volunteers and hours mobilized in support of its	Met
Category 3: Community Assessment	3.1	The organization conducted a community assessment and issued a report within the past 3	Met
Category 3: Community Assessment	3.2	As part of the community assessment, the organization collects and includes current data specific to poverty and its prevalence related to gender, age, and race/ethnicity for their service area(s).	Met
Category 3: Community Assessment	3.3	The organization collects and analyzes both qualitative and quantitative data on its geographic service area(s) in the community assessment.	Met
Category 3: Community Assessment	3.4	The community assessment includes key findings on the causes and conditions of poverty and the needs of the communities assessed.	Met
Category 3: Community Assessment	3.5	The governing board formally accepts the completed community assessment.	Met

<b>Category 4: Organizational Leadership</b>	<b>4.1</b>	The governing board has reviewed the organization's mission statement within the past 5 years and assured that: 1. The mission addresses poverty, and 2. The organization's programs and services are in alignment with the mission.	<b>Met</b>
<b>Category 4: Organizational Leadership</b>	<b>4.2</b>	The organization's Community Action plan is outcome-based, anti-poverty focused, and ties directly to the community assessment.	<b>Met</b>
<b>Category 4: Organizational Leadership</b>	<b>4.3</b>	The organization's Community Action plan and strategic plan document the continuous use of the full ROMA cycle. In addition, the organization documents having used the services of a ROMA-certified trainer (or equivalent) to assist in implementation.	<b>Met</b>
<b>Category 4: Organizational Leadership</b>	<b>4.4</b>	The governing board receives an annual update on the success of specific strategies included in the Community Action plan.	<b>Met</b>
<b>Category 4: Organizational Leadership</b>	<b>4.5</b>	The organization has a written succession plan in place for the CEO/ executive director, approved by the governing board, which contains procedures for covering an emergency/ unplanned, short- term absence of 3 months or less, as well as outlines the process for filling a permanent vacancy.	<b>Met</b>
<b>Category 4: Organizational Leadership</b>	<b>4.6</b>	An organization-wide, comprehensive risk assessment has been completed within the past 2 years and reported to the governing board.	<b>Met</b>
<b>Category 5: Board Governance</b>	<b>5.1</b>	The organization's governing board is structured in compliance with the CSBG Act: 1. At least one third democratically-selected representatives of the low income community; 2. With one-third local elected officials (or their representatives); and 3. The remaining membership from major groups and interests in the community.	<b>Met</b>



Category 5: Board Governance	5.2	The organization's governing board has written procedures that document a democratic selection process for low-income board members adequate to assure that they are representative of the low-income community.	Met
Category 5: Board Governance	5.3	The organization's bylaws have been reviewed by an attorney within the past 5 years.	Met
Category 5: Board Governance	5.4	The organization documents that each governing board member has received a copy of the bylaws within the past 2 years.	Not Met
Category 5: Board Governance	5.5	The organization's governing board meets in accordance with the frequency and quorum requirements and fills board vacancies as set out in its bylaws.	Met
Category 5: Board Governance	5.6	Each governing board member has signed a conflict of interest policy within the past 2 years.	Not Met
Category 5: Board Governance	5.7	The organization has a process to provide a structured orientation for governing board members within 6 months of being seated.	Met
Category 5: Board Governance	5.8	Governing board members have been provided with training on their duties and responsibilities within the past 2 years.	Met
Category 5: Board Governance	5.9	The organization's governing board receives programmatic reports at each regular board meeting.	Met
Category 6: Strategic Planning	6.1	The organization has an agency- wide strategic plan in place that has been approved by the governing board within the past 5 years.	Met
Category 6: Strategic Planning	6.2	The approved strategic plan addresses reduction of poverty, revitalization of low-income communities, and/or empowerment of people with low incomes to become more self-sufficient.	Met
Category 6: Strategic Planning	6.3	The approved strategic plan contains family, agency, and/or community goals.	Met
Category 6: Strategic Planning	6.4	Customer satisfaction data and customer input, collected as part of the community assessment, is included in the strategic planning process.	Met

<b>Category 6: Strategic Planning</b>	<b>6.5</b>	The governing board has received an update(s) on progress meeting the goals of the strategic plan within the past 12 months.	<b>Met</b>
<b>Category 7: Human Resource Management</b>	<b>7.1</b>	The organization has written personnel policies that have been reviewed by an attorney and approved by the governing board within the past 5 years.	<b>Met</b>
<b>Category 7: Human Resource Management</b>	<b>7.2</b>	The organization makes available the employee handbook (or personnel policies in cases without a handbook) to all staff and notifies staff of any changes.	<b>Met</b>
<b>Category 7: Human Resource Management</b>	<b>7.3</b>	The organization has written job descriptions for all positions, which have been updated within the past 5 years.	<b>Met</b>
<b>Category 7: Human Resource Management</b>	<b>7.4</b>	The governing board conducts a performance appraisal of the CEO/ executive director within each calendar year.	<b>Met</b>
<b>Category 7: Human Resource Management</b>	<b>7.5</b>	The governing board reviews and approves CEO/executive director compensation within every calendar year.	<b>Met</b>
<b>Category 7: Human Resource Management</b>	<b>7.6</b>	The organization has a policy in place for regular written evaluation of employees by their supervisors.	<b>Met</b>
<b>Category 7: Human Resource Management</b>	<b>7.7</b>	The organization has a whistleblower policy that has been approved by the governing board.	<b>Met</b>
<b>Category 7: Human Resource Management</b>	<b>7.8</b>	All staff participate in a new employee orientation within 60 days of hire.	<b>Met</b>
<b>Category 7: Human Resource Management</b>	<b>7.9</b>	The organization conducts or makes available staff development/ training (including ROMA) on an ongoing basis.	<b>Met</b>
<b>Category 8: Financial Operations and Oversight</b>	<b>8.1</b>	The organization's annual audit (or audited financial statements) is completed by a Certified Public Accountant on time in accordance with Title 2 of the Code of Federal Regulations, Uniform Administrative Requirements, Cost Principles, and Audit Requirement (if applicable) and/or State audit threshold requirements.	<b>Met</b>
<b>Category 8: Financial Operations and Oversight</b>	<b>8.2</b>	All findings from the prior year's annual audit have been assessed by the organization and addressed where the governing board has deemed it appropriate.	<b>Met</b>

Category 8: Financial Operations and Oversight	8.3	The organization's auditor presents the audit to the governing board.	Met
Category 8: Financial Operations and Oversight	8.4	The governing board formally receives and accepts the audit.	Met
Category 8: Financial Operations and Oversight	8.5	The organization has solicited bids for its audit within the past 5 years.	Met
Category 8: Financial Operations and Oversight	8.6	The IRS Form 990 is completed annually and made available to the governing board for review.	Met
Category 8: Financial Operations and Oversight	8.7	The governing board receives financial reports at each regular meeting that include the following: 1. Organization-wide report on revenue and expenditures that compares budget to actual, categorized by program; and 2. Balance sheet/statement of financial position.	Met
Category 8: Financial Operations and Oversight	8.8	All required filings and payments related to payroll withholdings are completed on time.	Met
Category 8: Financial Operations and Oversight	8.9	The governing board annually approves an organization-wide budget.	Met
Category 8: Financial Operations and Oversight	8.1	The fiscal policies have been reviewed by staff within the past 2 years, updated as necessary, with changes approved by the governing board.	Not Met
Category 8: Financial Operations and Oversight	8.11	A written procurement policy is in place and has been reviewed by the governing board within the past 5 years.	Met
Category 8: Financial Operations and Oversight	8.12	The organization documents how it allocates shared costs through an indirect cost rate or through a written cost allocation plan.	Met
Category 8: Financial Operations and Oversight	8.13	The organization has a written policy in place for record retention and destruction.	Met
Category 9: Data and Analysis	9.1	The organization has a system or systems in place to track and report client demographics and services customers receive.	Met
Category 9: Data and Analysis	9.2	The organization has a system or systems in place to track family, agency, and/or community outcomes.	Met

<b>Category 9: Data and Analysis</b>	<b>9.3</b>	The organization has presented to the governing board for review or action, at least within the past 12 months, an analysis of the agency's outcomes and any operational or strategic program adjustments and improvements identified as necessary.	<b>Met</b>
<b>Category 9: Data and Analysis</b>	<b>9.4</b>	The organization submits its annual CSBG Information Survey data report and it reflects client demographics and organization-wide outcomes.	<b>Met</b>
	<b>Overall Comments:</b>	<b>Total organizational standards</b>	<b>58</b>

<b>Met</b>	<b>55</b>
<b>Not Met</b>	<b>3</b>
<b>Percent Met</b>	<b>94.83%</b>
<b>Percent Not Met</b>	<b>5.17%</b>

<b>Strategic Commitment 1:</b> <b>CAICT will elevate the visibility of the agency and its program services through increasing community engagement, developing new partnerships and improving marketing, branding and fundraising strategies.</b>				
<b>Outcomes</b>	<b>Goal Level (Family/Agency/Community)</b>	<b>Strategies</b>	<b>Measures</b>	<b>Achievements</b>
1.1 Community Action will increase visibility among partnering agencies and among the communities it serves.	Agency	Committee will be formed for the purpose of leading CAICT in assessing, planning, and implementing new ideas & strategies designed to increase the agency's visibility.	Agency will develop a Community Engagement & Partnership Committee with staff representing all programs that will meet monthly with the purpose of developing strategies to increase partnerships and community engagement. Committee will meet 10-12 times per year for 5 years.	Committee was formed in Year one. Several projects accomplished through the committee
1.2. Agency will increase the number of new partnerships and/or further expand existing partnerships.	Agency	Use a variety of methods to increase/expand partnership connections in the communities we serve including hosting and/or attending community events or meetings,	10 new or expanded strategic partnerships will be initiated and/or further developed over the course of 5 years.	Strengthened collaborations with nonprofits serving unhoused (Southside, HCWC), businesses that need ESL classes (Michelangelo, Hampton Inn, Chamberlin Roofing)
1.3. In collaboration with community partners, CAICT will develop an agency/community calendar to be placed on CAICT's website.	Agency	Coordinate with CAICT program directors, IT staff, and community partners	Year 1: Calendar will be built, maintained and utilized by staff and partners. Year 2: A total of 12 community events will be posted on the calendar. Years 3-5: An increase of 2 calendar events per year. (Yr. 3: 14 events, Yr. 4: 16 events, Yr. 5 18 events)	Developed Intra-Agency calendar but not community partner calendar.

1.4 Develop a Marketing, Branding & Fundraising Committee with staff representing all programs tasked with developing strategies to improve visibility to the community we serve	Agency	<del>Committee will lead CAICT in assessing, planning, and implementing new ideas &amp; strategies designed to increase the agency's visibility.</del>	<del>Committee will meet 10-12 times per year for 5 years.</del>	Marketing, Branding, and Fundraising committee merged with Community Engagement committee. Change made at July 2024 Board mtg
1.5. Committee will develop a logo/branding kit to streamline promotional and outreach materials across programs	Agency	Committee will develop promotional materials including brochures with brief descriptions of each of our CAI programs.	Promotional materials will be created in Year 1.  Promotional Materials will be updated in years 2-5	Two rounds of 500 brochures have been successfully created and disseminated in Year One.
1.6. Agency will host community events including open houses, focus groups, resource fairs, celebration gatherings, outreach events, advisory and coalition meetings, and others that promote CAICT services and accomplishments.	Agency	Committee will plan the event(s) including developing guest list, selecting food options, and providing relevant activities	Host 3-5 events/year for 5-year period.	Hosted and/or participated in several events including Open House, Texas Roadhouse Dine to Donate, CAI 60th anniversary city & county proclamations.



<b>Strategic Commitment 2:</b> <b>Community Action will improve inter-agency connectedness by providing opportunity for individual programs to gain knowledge of other CAI programs and by developing an inter-agency referral process to more comprehensively serve our clients.</b>				
Outcomes	Level (Family/Agency/ Community)	Strategies	Measures	Achievements
2.1 CAICT will improve interagency connectedness and reduce program silos.	Agency	<del>Silo-Busters Committee will lead CAICT in assessing, planning, and implementing new ideas &amp; strategies designed to reduce program silos and improve inter-agency cooperation.</del>	<del>Committee will meet 10-12 times per year for 5 years in tasks related to reducing program silos &amp; improving inter-agency cooperation.</del>	Change made at July 2024 Board meeting
2.2 Agency will develop an intra-agency referral process using Unite Us referral platform Jotform	Agency	<del>To initiate the implementation of the new referral system, the agency will create an Unite Us Committee that will serve to facilitate frontline staff's enrollment, training, and regular use of the platform.</del>	Year 1: Enroll & train at least 75% of all case management and frontline staff  Year 1: Develop Jotform referral platform. Years 2-5: Send & receive 50 referrals in year 2 and increase by 10% per year for years 3-5.	In Year one our Agency developed the intra-Agency Jotform referral platform.

<p align="center"><b>Strategic Commitment 3:</b></p> <p align="center"><b>Community Action will prioritize the development of a healthy workplace culture where all employees are equitably valued, competitively compensated, and regularly offered many and varied opportunities to grow and develop.</b></p>				
<b>Outcomes</b>	<b>Goal Level (Family/Agency/Community)</b>	<b>Strategies</b>	<b>Measures</b>	<b>Achievements</b>
3.1 HR Department will provide excellent & efficient service to the CAICT programs it serves	Agency	The Agency's HR Department will assess the strengths and weaknesses of HR processes through formal & informal surveying of staff, plan for new ideas based on the feedback, and implement those new ideas based on the plan.	HR will conduct 2-3 surveys per year for 5 years. HR will use survey to make necessary changes throughout the course of the 5 years depending upon the agency/program needs.	Will send employee survey out in January 2025 to measure job satisfaction, HR practices, leadership and org. culture.
3.2 HR Department will attract and retain top talent through effective onboarding, and creating a positive work environment	Agency	Foster a supportive and engaging workplace culture through improved onboarding and employee incentive program including service award ceremonies, retention bonuses, employee luncheons, continuous education reimbursement, and others when available contingent on program offerings.	CAICT will improve turnover rate by 10% in the next 5 years.	So far decreased turnover rate by nearly 4%.  2023:29.41% 2024: 25.59%
3.3 HR Department will promote diversity and create an inclusive workplace that values differences and ensures equal opportunities for all employees.	Agency	To promote diversity in the workplace and a culture of inclusivity, HR will train staff in inclusion practices and principles.	Provide training for all staff to attend. In years 1-2, pilot 2-3 different trainings. Years 1-2 50% of all staff will attend. Years 3-5 80-100% of all staff will attend	Provided Agency leadership training in April 2024 & Equity training at All Staff Day in Nov.

3.4 CAICT staff will implement initiatives that support health and wellness.	Agency	Gather feedback through surveys, focus groups, and one-on-one discussions to understand employee's well-being needs and challenges. Use the data gathered to develop & implement wellness programs, fitness challenges, stress management workshops, etc.	HR Department will offer 2-3 Health and Wellness programs a year for 5 years based on staff feedback.	Will Send out health & wellness surveys in January 2025

<b>Strategic Commitment 4:</b> <b>Community Action is committed to the reduction of poverty, the revitalization of low-income communities, and the empowerment of people with low incomes to become more self-sufficient.</b>				
<b>Outcomes</b>	<b>Goal Level (Family/Agency/Community)</b>	<b>Strategies</b>	<b>Measures</b>	<b>Achievements</b>
4.1 Community partners will work together to reduce homelessness in service area.	Community	CAICT will collaborate with the Homeless Coalition of Hays County partners in building a pipeline of services to improve the homeless situation in our community	Homeless PIT count will be reduced by 10% over the course of 5 years. Change measure to : Assist 15-20 households receiving TBRA rental assistance.	Initiated TBRA rental assistance program. Working with Southside to provide Case manager and Hays County Homeless Coalition partners to identify those most in need.
4.2 Low-income Individuals and families will improve their economic self-reliance through assistance with utility bills.	Family/Individual	CAICT will provide multiple outreach events in service area to inform the low-income community of our utility assistance program.	CAICT will provide 2-3 outreach events per year for 5 years. CAICT will expend all CEAP funding to low-income families in service area.	Community Services Director provided 3-5 events to outreach to those who need utility assistance.
4.3 The low-income elderly will receive more opportunities to receive face to face help filling out CEAP & CSBG forms	Family/Individual	CAICT will provide prearranged events for senior citizens and others who are not able to complete the CEAP form online	CAICT will provide at minimum 4 events per year in outlying areas who lack transportation or who lack digital literacy skills filling out form online.	Senior Citizen Center now provides regular help with filling out utility assistance forms for the elderly.
4.4 Low-income individuals and families will have access to affordable housing in our service area.	Community	CAICT will collaborate with local community partners who manage & provide housing needs in order to develop solutions to the lack of access to affordable housing.	In collaboration with partners on the Homeless Coalition Board, CAICT will participate in the planning and implementation of 2-5 tasks per year for 5 years.	Executive Director is currently on the Hays Homeless Coalition Board to participate in the development and implementation of housing goals.

4.5 Low-income individuals and families will transition out of poverty	Individual/Family	CAICT will identify eligible TOP clients and provide intensive case management for them to transition out of poverty.	CAICT will hire and train an intern from Texas State University's School of Social Work to provide case management services for TOP clients. A total of 12 individuals will transition out of poverty per year for 5 years.	Although our Agency did not use an TX State intern to assist with TOP program, our Community Services Director has herself increased the number of individuals she has transitioned out of poverty.
4.6 CAICT's CEAP program will increase the number of people who submit customer satisfaction surveys.	Agency	CAICT will create an online option for residents to do the customer satisfaction survey.	CAICT will increase the number of customer satisfaction surveys received by 30 % over the next 5 years.	Will develop online option in Year 2

# HUMAN RESOURCES

## PROGRAM REPORT

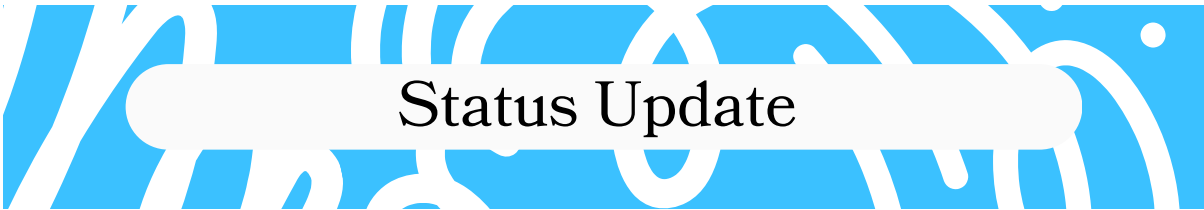


Project Name	HR Program Report	Reporting Period
Board Meeting	January 16, 2025	11/22/2024 - 01/17/2025
Prepared by	Ruth M. Salinas	

## HIGHLIGHTS

- Started the New Year with 12 new hires!

## RECRUITING



Employee Count	New Hires	Terminations/ Resignations	Vacancies	Pending New Hires
336	14	6	7	1
Numbers from Board Meeting - 11/21/2024				
328	8	10	12	1



# CHALLENGES

NA

## Action Items:

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Task or Deliverable
<ul style="list-style-type: none"><li>• NA</li></ul>



## Coming Soon:

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- New Hire Orientation - January 27, 2025
- Leadership Academy - April 11, 2025

## Next Reporting Period

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01/17/025 - 03/20/2025

Community Action, Inc of Central Texas - New Hire Report

FullName	Hire Date	Job Title	Department	Work Location
Peyton, Inger L.	11/13/2009	Substitute Teacher	1101114 - EHS Casual Teacher TAS	A Washington
Hernandez, Maria V.	12/2/2024	Substitute Teacher	1101014 - HS Casual Teacher TAS	Hemphill CDC
Rodriguez, Jazlie N.	12/9/2024	Site Support Specialist	1101211 - AE Program Operations	San Marcos Public Library
Nieves, Sheila	12/9/2024	Eligibility Specialist	1509116 - RASP SS-S Support-Eligibility	Village Main

## Active Jobs Detail for Community Action, Inc. of Central Texas

Reported on: 1/12/2025

Date Range:

Data Set: All Data

Job Title	Job ID	Location	Department
<a href="#">Head Start Teacher One</a>	25-01	San Marcos, TX	Early Childhood Education
<a href="#">Head Start Teacher One</a>	25-02	Lockhart, TX	Early Childhood Education
<a href="#">Early Head Start Teacher</a>	25-03	San Marcos, TX	Early Childhood Education
<a href="#">Administrative Assistant</a>	25-04	San Marcos, TX	Community Services
<a href="#">Family Advocate Assistant</a>	25-05	San Marcos, TX	Early Childhood Education
<a href="#">Adult Education Teacher (ESL)</a>	25-06	Florence, TX	Adult Education

## Community Action, Inc. of Central Texas - Termination Report

Full Name	Job Title	Department	Work Location	Termination Date
Valenzuela, Ashley K.	Early Head Start Teacher	1101111 - EHS Program Operations	A Washington	2024-11-22
Valenzuela, Elisha .	Early Head Start Teacher	1101111 - EHS Program Operations	A Washington	2024-11-22
Silvera, Leoni M.	Head Start Teacher One	1101011 - HS Program Operations	A Washington	2024-12-03
Hosch, Peyton A.	Family Advocate	1101111 - EHS Program Operations	Hays PEP	2024-12-11
McWhorter, Linda	Adult Education Teacher	1201211 - AE Program Operations	Community Action, Inc. of Central Texas	2024-12-13
Queen, Kryztalle B.	Adult Education Teacher	1201211 - AE Program Operations	Kyle Learning Center	2024-12-20

Community Action, Inc of Central Texas  
Statement of Financial Position  
November 30, 2024

ASSETS

Current Assets

Cash	\$ 643,992
Grant Receivable	1,372,485
Inventory	38,425
Prepaid Expenses	10,398
Total Current Assets	<u>2,066,299</u>

Fixed Assets

Buildings & Equipment	4,331,883
less Accumulated Depreciation	<u>(3,922,701)</u>
Net Fixed Assets	409,182

TOTAL ASSETS	\$ <u><u>2,475,481</u></u>
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LIABILITIES & NET ASSETS

Current Liabilities

Accounts Payable & Accrued Liabilities	\$ <u>1,466,296</u>
Total Current Liabilities	1,466,296

Total Liabilities	1,466,296
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Net Assets

Unrestricted	600,003
Permanently Restricted	<u>409,182</u>
Total Net Assets	<u>1,009,185</u>

TOTAL LIABILITIES & NET ASSETS	\$ <u><u>2,475,481</u></u>
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Community Action, Inc of Central Texas  
Statement of Revenues  
1 Month Ended November 30, 2024

Federal & State Grant Revenue	\$ 1,411,298
Other Grant Revenue	1,985
Fee for Service Revenue	3,445
Fundraising/Donations	1,066
Interest Income	13
Program Income	<u>7,165</u>
 TOTAL REVENUES	 \$ <u><u>1,424,972</u></u>

Community Action, Inc of Central Texas  
Statement of Functional Expenses  
1 Month Ended November 30, 2024

Salaries	822,718
Fringe Benefits	182,634
Supplies	52,611
Contractual	58,524
Rent	86,050
Telephone/Internet	9,083
Utilities	6,693
Miscellaneous	743
Insurance	125,649
Travel	8,382
Maintenance	3,271
Other Office Expense	20,917
Dues, License & Fees	530
Employment Advertisement	0
Audit	0
Auto Expense	5,761
Employee Development	10,550
Interest & Bank Fees	159
Direct Assistance	41,345
Depreciation	6,000
TOTAL EXPENDITURES	<u><u>1,441,619</u></u>

Community Action, Inc. of Central Texas  
Grant Financial Report  
As of November 30, 2024

Community Services			Cumulative		% of	% of	
	Program	Current Budget	Expenditures To Date	Budget Balance	Budget Expended	Grant Period Completed	Grant FYE
1	CEAP (Energy Assistance) 2024	\$1,223,552	\$1,190,090	\$33,462	97.27%	92%	12/31/2024
2	CEAP - Supplemental 2024	\$55,597	\$55,285	\$312	99.44%	92%	12/31/2024
3	CSBG 2024 Allocation	\$341,788	\$300,755	\$41,033	87.99%	92%	12/31/2024
4	CSBG - Equipment	\$1,428	\$1,245	\$183	87.18%	40%	5/31/2025
6	Senior Citizens - CAPCO	\$64,700	\$17,992	\$46,708	27.81%	16%	9/30/2025
7	Senior Citizens - COSM	\$20,000	\$20,000	\$0	100.00%	92%	12/31/2024
8	SM Youth Services	\$110,000	\$96,513	\$13,487	87.74%	83%	1/31/2025
9	TX Youth Action Network	\$100,000	\$84,761	\$15,239	84.76%	90%	12/31/2024
10	City of Lockhart	\$10,000	\$9,955	\$45	99.55%	98%	12/31/2024
11	First Presbyterian Church Covid Relief	\$2,994	\$0	\$2,994	0.00%	6%	10/31/2025
Total Community Services		\$1,930,059	\$1,776,596	\$153,463			

1 CEAP 2024 - Have had lots of needs early in the year. Applications have slowed. Received just over \$30 K on 20th of December

4 CSBG Equipment - Funds were specific for computer purchases which have already been purchased.

6 Senior Citizens CAPCO - Will have new City funding when this funding is fully complete plus we budget some CSBG funding to cover some cost



Community Action, Inc. of Central Texas  
Grant Financial Report  
As of November 30, 2024

<b>Child &amp; Family Services</b>						
Program	Current Budget	Cumulative Expenditures To Date	Budget Balance	% of Budget Expended	% of Grant Period Completed	Grant FYE
12 ST Davids - Home Visiting	\$234,562	\$234,562	\$0	100.00%	92%	12/31/2024
13 Head Start Program Federal Portion	\$7,629,068	\$619,155	\$7,009,913	8.12%	8%	10/31/2025
14 Child Care Food Program	\$438,950	\$100,788	\$338,162	22.96%	16%	9/30/2025
15 Texas Home Visiting	\$948,211	\$283,528	\$664,683	29.90%	25%	8/31/2025
17 Texas Home Visiting ECSB	\$468,000	\$337,643	\$130,357	72.15%	80%	8/31/2025
18 Texas School Ready	\$82,510	\$22,956	\$59,554	27.82%	25%	7/31/2025
<b>Total Child &amp; Family Services</b>	<b><u>\$9,801,301</u></b>	<b><u>\$110,928</u></b>	<b><u>\$8,202,669</u></b>			

12 St Davids Home Visiting - Will be using leftover Year 1 funds that St Davids allowed us to keep to get through remaining of year

14 Child Care Food Program - Even if over percentage of budget Additional expenses are covered by Head Start program due to this being a Fee for Service program.

**Literacy & Workforce Development**

Program	Current Budget	Cumulative Expenditures To Date	Budget Balance	% of Budget Expended	% of Grant Period Completed	Grant FYE
19 Adult Basic Ed. (Fed Share) 24-25	\$2,459,738	\$1,265,034	\$1,194,704	51.43%	42%	6/30/2025
20 Adult Basic Ed. (EL Civics) 24-25	\$900,000	\$247,723	\$652,277	27.52%	42%	6/30/2025
21 Adult Basic Ed. - Bastrop Bldg	\$15,000	\$11,735	\$3,265	78.23%	92%	12/31/2024
22 Adult Basic Ed - Dollar General	\$5,000	\$1,632	\$3,368	32.64%	46%	5/31/2025
<b>Total Adult Education</b>	<b><u>\$3,379,738</u></b>	<b><u>\$1,526,124</u></b>	<b><u>\$1,853,614</u></b>			

- 19 Adult Basic Ed. (Fed Share) 24-25 We have been notified that we will be receiving \$169,967 additional funds so % expended will be much closer once received  
20 Adult Basic Ed. (EL Civics) 24-25 - Classes were later than normal in getting started.  
22 Adult Basic Ed - Dollar General - Grant is for specific expenditures

Community Action, Inc. of Central Texas  
Grant Financial Report  
As of November 30, 2024

**Community Health Services**

Program	Current Budget	Cumulative Expenditures To Date	Budget Balance	% of Budget Expended	% of Grant Period Completed	Grant FYE
23 Family Planning - Title X	\$142,706	\$123,152	\$19,554	86.30%	67%	3/31/2025
24 Healthy Texas Women - Fee	\$104,000	\$27,032	\$76,968	25.99%	25%	8/31/2025
25 Healthy Texas Women - Cat	\$104,000	\$4,478	\$99,522	4.31%	25%	8/31/2025
26 HHSC Family Planning - Fee	\$98,927	\$57,617	\$41,310	58.24%	25%	8/31/2025
27 HHSC Family Planning - Cat	\$26,981	\$13,849	\$13,132	51.33%	25%	8/31/2025
28 HTWP - Navigator	\$52,400	\$13,845	\$38,555	26.42%	25%	8/31/2025
29 Expanded Services	\$7,500	\$2,732	\$4,768	36.43%	8%	10/31/2025
30 Ryan White Part - B	\$75,350	\$43,892	\$31,458	58.25%	67%	3/31/2025
31 HIV HSS	\$429,371	\$87,223	\$342,148	20.31%	25%	8/31/2025
32 HOPWA	\$375,000	\$106,564	\$268,436	28.42%	25%	8/31/2025
33 Ryan White Part - A	\$58,853	\$24,540	\$34,313	41.70%	75%	2/28/2025
34 Ryan White Part - C	\$132,648	\$99,133	\$33,515	74.73%	92%	12/31/2024
35 Cancer Screening	\$233,992	\$22,608	\$211,384	9.66%	25%	8/31/2025
36 McKenna Legacy Foundation	\$14,000	\$478	\$13,522	3.41%	30%	8/31/2024
37 Burdine Johnson Foundation	\$75,000	\$63,458	\$11,542	84.61%	92%	12/31/2024
38 United Way - CAIHC2 (Hays Co)	\$198,718	\$83,984	\$114,734	42.26%	50%	11/30/2025
39 St Davids - We all Benefit	\$1,000,000	\$61,752	\$938,248	6.18%	8%	9/30/2026
<b>Community Health Total</b>	<b>\$3,309,446</b>	<b>\$910,033</b>	<b>\$2,293,109</b>			
<b>AGENCY TOTAL</b>	<b>\$18,420,544</b>	<b>\$4,323,681</b>	<b>\$12,502,855</b>			
Administrative Cost	\$1,204,635	\$149,618	\$1,055,017	12.42%	8%	10/31/2025

23 Family Planning Title X - We have funds budgeted into the CSBG grant to cover expenditures should these funds run out

33 Ryan White Part A - Were without a case manager in this program for a couple months. Will Increase expenditures in future months to grant year end by adding an additional case manager to this grant

34 Ryan White Part C - Grant started late due to timing of City of Austin grant process

35 Cancer Screening - Several vendors always send bills 2 or 3 months late so makes expenditures be low early in the grant year.

37 Burdine Johnson Foundation - Expenditures will increase over next few months.

38 United Way CAIHC2 - Will move staff to Cancer Screening grant when fund are fully expended.

Administrative Cost - Even though over budget all expenses were covered by grants.

Community Action, Inc. of Central Texas  
 Non-Federal Funds  
 As of November 30, 2024

Program	Beginning 11/1/2024	Revenues	Expenditures	Balance 11/30/2024
HIV Non -Federal/Donor	104,298.15	0.00	700.51	103,597.64
Breast Cancer Donor	4,623.44	227.00	167.99	4,682.45
AE Non Federal/Donor	737.84	0.00	0.00	737.84
Heath Services Donor	1,830.24	0.00	0.00	1,830.24
Head Start Donor	5,139.39	347.56	0.00	5,486.95
Head Start Policy Council	5,367.82	0.00	0.00	5,367.82
Season for Caring - Piper	63,570.11	0.00	17,243.81	46,326.30
Youth Services Donor Fund	43.03	0.00	0.00	43.03
Sr Citizen Donor	8,614.28	0.00	0.00	8,614.28
	<u>194,224.30</u>	<u>574.56</u>	<u>18,112.31</u>	<u>176,686.55</u>

## General Ledger System

COMMUNITY ACTION, INC.

For User: Kherington

Category Statement of Operations for: 279 - HEAD START PROG 24-25

Report year: 11/1/2024 thru 10/31/2025

Period ending: November 2024

Page: Page 1 of 4

Date: 12/13/2024

Time: 4:09:16 PM

Account		-----Monthly-----			-----To Date-----			Annual budget	Unexpended
		Budget	Expenditures	Pct	Budget	Expenditures	Pct		
Expenditures									
SALARIES									
5000	SALARIES	\$381,455.00	\$352,086.93	92.30%	\$381,455.00	\$352,086.93	92.30%	\$4,577,485.00	\$4,225,398.07
Total SALARIES		\$381,455.00	\$352,086.93	92.30%	\$381,455.00	\$352,086.93	92.30%	\$4,577,485.00	\$4,225,398.07
FRINGE BENEFITS									
5150	FICA	\$24,948.00	\$26,313.11	105.47%	\$24,948.00	\$26,313.11	105.47%	\$299,402.00	\$273,088.89
5151	HEALTH/LIFE INSURANCE	\$55,923.00	\$43,552.42	77.88%	\$55,923.00	\$43,552.42	77.88%	\$671,095.00	\$627,542.58
5152	TWC	\$6,522.00	\$6,900.81	105.81%	\$6,522.00	\$6,900.81	105.81%	\$78,283.00	\$71,382.19
5153	WORKMENS COMPENSATION	\$3,277.00	\$3,028.01	92.40%	\$3,277.00	\$3,028.01	92.40%	\$39,339.00	\$36,310.99
5154	RETIREMENT PLAN	\$354.00	\$3,153.86	890.92%	\$354.00	\$3,153.86	890.92%	\$4,249.00	\$1,095.14
Total FRINGE BENEFITS		\$91,024.00	\$82,948.21	91.13%	\$91,024.00	\$82,948.21	91.13%	\$1,092,368.00	\$1,009,419.79
TRAVEL									
5232	OUT-OF-AREA TRAVEL	\$0.00	\$7,893.55	0.00%	\$0.00	\$7,893.55	0.00%	\$0.00	(\$7,893.55)
5240	TRAVEL - PER DIEM	\$925.00	\$0.00	0.00%	\$925.00	\$0.00	0.00%	\$11,108.00	\$11,108.00
Total TRAVEL		\$925.00	\$7,893.55	853.36%	\$925.00	\$7,893.55	853.36%	\$11,108.00	\$3,214.45
SUPPLIES									
5401	OFFICE SUPPLIES	\$1,286.00	\$2,087.83	162.35%	\$1,286.00	\$2,087.83	162.35%	\$15,442.00	\$13,354.17
5402	PROGRAM SUPPLIES	\$2,428.00	\$4,634.63	190.88%	\$2,428.00	\$4,634.63	190.88%	\$29,145.00	\$24,510.37
5407	ERISA SUPPLIES	\$32.00	\$0.00	0.00%	\$32.00	\$0.00	0.00%	\$400.00	\$400.00
5408	KITCHEN SUPPLIES	\$2,166.00	\$2,861.27	132.10%	\$2,166.00	\$2,861.27	132.10%	\$26,000.00	\$23,138.73
5411	PARENT CENTER SUPPLIES	\$783.00	\$3,009.80	384.39%	\$783.00	\$3,009.80	384.39%	\$9,400.00	\$6,390.20
5412	STAFF TRAINING SUPPLIES	\$656.00	\$2,315.25	352.93%	\$656.00	\$2,315.25	352.93%	\$7,903.00	\$5,587.75
5413	JANITORIAL SUPPLIES	\$2,936.00	\$2,234.08	76.09%	\$2,936.00	\$2,234.08	76.09%	\$35,250.00	\$33,015.92
5415	VEHICLE SUPPLIES	\$24.00	\$0.00	0.00%	\$24.00	\$0.00	0.00%	\$300.00	\$300.00
5417	DENTAL SUPPLIES	\$41.00	\$0.00	0.00%	\$41.00	\$0.00	0.00%	\$500.00	\$500.00
5418	CHILD EDU.SUPPL./LIBRARY	\$1,349.00	\$5,904.42	437.69%	\$1,349.00	\$5,904.42	437.69%	\$16,200.00	\$10,295.58
5421	HYGIENIC/1ST AIDE SUPPLIE	\$1,125.00	\$0.00	0.00%	\$1,125.00	\$0.00	0.00%	\$13,512.00	\$13,512.00
5422	MAINTENANCE MATERIALS	\$657.00	\$2,444.41	372.06%	\$657.00	\$2,444.41	372.06%	\$7,900.00	\$5,455.59

## General Ledger System

COMMUNITY ACTION, INC.

For User: Kherington

Category Statement of Operations for: 279 - HEAD START PROG 24-25

Report year: 11/1/2024 thru 10/31/2025

Period ending: November 2024

Page: Page 2 of 4

Date: 12/13/2024

Time: 4:09:17 PM

Account	-----Monthly-----			-----To Date-----			Annual budget	Unexpended
	Budget	Expenditures	Pct	Budget	Expenditures	Pct		
5423 GLOVES	\$0.00	\$1,814.72	0.00%	\$0.00	\$1,814.72	0.00%	\$0.00	(\$1,814.72)
5424 POSTAGE & FREIGHT CHARGES	\$107.00	\$0.00	0.00%	\$107.00	\$0.00	0.00%	\$1,300.00	\$1,300.00
5425 TECHNOLOGY SUPPLIES	\$416.00	\$383.49	92.19%	\$416.00	\$383.49	92.19%	\$5,000.00	\$4,616.51
5426 MENTAL HEALTH SUPPLIES	\$33.00	\$239.94	727.09%	\$33.00	\$239.94	727.09%	\$400.00	\$160.06
5427 ADULT ED TEST SUPPLIES	\$206.00	\$0.00	0.00%	\$206.00	\$0.00	0.00%	\$2,477.00	\$2,477.00
5428 TEXTBOOKS/SUPPLIES	\$0.00	\$691.00	0.00%	\$0.00	\$691.00	0.00%	\$0.00	(\$691.00)
5429 DIAPERS	\$1,516.00	\$2,096.89	138.32%	\$1,516.00	\$2,096.89	138.32%	\$18,200.00	\$16,103.11
Total SUPPLIES	\$15,761.00	\$30,717.73	194.90%	\$15,761.00	\$30,717.73	194.90%	\$189,329.00	\$158,611.27
CONTRACTUAL								
5507 CONTRACTUAL-BONHAM	\$19,597.00	\$0.00	0.00%	\$19,597.00	\$0.00	0.00%	\$235,169.00	\$235,169.00
5510 CONTRACTUAL	\$22,968.00	\$15,004.57	65.33%	\$22,968.00	\$15,004.57	65.33%	\$275,645.00	\$260,640.43
5550 LITERACY SERVICES	\$583.00	\$0.00	0.00%	\$583.00	\$0.00	0.00%	\$7,000.00	\$7,000.00
5557 CONTRACTUAL/MENTAL HEALTH	\$208.00	\$0.00	0.00%	\$208.00	\$0.00	0.00%	\$2,500.00	\$2,500.00
Total CONTRACTUAL	\$43,356.00	\$15,004.57	34.61%	\$43,356.00	\$15,004.57	34.61%	\$520,314.00	\$505,309.43
OTHER								
5601 RENT/BUILDING LEASE	\$2,411.00	\$1,338.75	55.53%	\$2,411.00	\$1,338.75	55.53%	\$28,953.00	\$27,614.25
5602 TELEPHONE	\$2,428.00	\$2,284.45	94.09%	\$2,428.00	\$2,284.45	94.09%	\$29,150.00	\$26,865.55
5603 UTILITIES	\$5,672.00	\$4,314.73	76.07%	\$5,672.00	\$4,314.73	76.07%	\$68,089.00	\$63,774.27
5604 PEST CONTROL SERVICES	\$541.00	\$0.00	0.00%	\$541.00	\$0.00	0.00%	\$6,500.00	\$6,500.00
5606 ALARM FEE	\$241.00	\$463.95	192.51%	\$241.00	\$463.95	192.51%	\$2,900.00	\$2,436.05
5608 REPAIRS/MINOR BLDG.	\$4,249.00	\$0.00	0.00%	\$4,249.00	\$0.00	0.00%	\$51,000.00	\$51,000.00
5609 INTERNET CONNECTION	\$1,245.00	\$1,157.28	92.95%	\$1,245.00	\$1,157.28	92.95%	\$14,950.00	\$13,792.72
5613 INSURANCE/GENL LIABILITY	\$2,804.00	\$26,516.00	945.65%	\$2,804.00	\$26,516.00	945.65%	\$33,674.00	\$7,158.00
5614 INSURANCE/VEHICLE	\$1,533.00	\$25,942.60	1692.28%	\$1,533.00	\$25,942.60	1692.28%	\$18,400.00	(\$7,542.60)
5619 ANNUAL GAS INSPECTION	\$274.00	\$350.00	127.74%	\$274.00	\$350.00	127.74%	\$3,300.00	\$2,950.00
5621 FUEL & OIL	\$491.00	\$545.54	111.11%	\$491.00	\$545.54	111.11%	\$5,900.00	\$5,354.46
5622 VEHICLE LICENSE & REGIST.	\$66.00	\$74.00	112.12%	\$66.00	\$74.00	112.12%	\$800.00	\$726.00
5623 VEHICLE MAINTENANCE	\$581.00	\$829.14	142.71%	\$581.00	\$829.14	142.71%	\$6,982.00	\$6,152.86

## General Ledger System

COMMUNITY ACTION, INC.

For User: Kherington

Category Statement of Operations for: 279 - HEAD START PROG 24-25

Report year: 11/1/2024 thru 10/31/2025

Period ending: November 2024

Page: Page 3 of 4

Date: 12/13/2024

Time: 4:09:18 PM

Account	-----Monthly-----			-----To Date-----			Annual budget	Unexpended
	Budget	Expenditures	Pct	Budget	Expenditures	Pct		
5632 STAFF LOCAL TRAVEL	\$1,623.00	\$251.92	15.52%	\$1,623.00	\$251.92	15.52%	\$19,500.00	\$19,248.08
5633 FOOD/CHILDREN	\$6,666.00	\$69.86	1.05%	\$6,666.00	\$69.86	1.05%	\$80,000.00	\$79,930.14
5634 FOOD/STAFF TRAINING/MTG.	\$491.00	\$1,647.49	335.54%	\$491.00	\$1,647.49	335.54%	\$5,900.00	\$4,252.51
5635 PC FOOD/SUPPLIES EXPENSES	\$124.00	\$180.00	145.16%	\$124.00	\$180.00	145.16%	\$1,500.00	\$1,320.00
5640 DATA PROCESSING	\$474.00	\$0.00	0.00%	\$474.00	\$0.00	0.00%	\$5,700.00	\$5,700.00
5643 INDOOR EQUIP.MAINT,	\$216.00	\$0.00	0.00%	\$216.00	\$0.00	0.00%	\$2,600.00	\$2,600.00
5644 KITCHEN EQUIP. MAINT.	\$1,483.00	\$738.00	49.76%	\$1,483.00	\$738.00	49.76%	\$17,800.00	\$17,062.00
5645 PLAYGROUND MAINT.	\$1,666.00	\$0.00	0.00%	\$1,666.00	\$0.00	0.00%	\$20,000.00	\$20,000.00
5647 POSTAGE & FREIGHT	\$16.00	\$0.00	0.00%	\$16.00	\$0.00	0.00%	\$200.00	\$200.00
5651 ADVERTISING/EMPLOYMENT	\$29.00	\$0.00	0.00%	\$29.00	\$0.00	0.00%	\$350.00	\$350.00
5652 STAFF LICENSURE	\$191.00	\$330.00	172.77%	\$191.00	\$330.00	172.77%	\$2,300.00	\$1,970.00
5653 MEMBERSHIP DUES	\$466.00	\$0.00	0.00%	\$466.00	\$0.00	0.00%	\$5,600.00	\$5,600.00
5655 CONFE. REGIST./FEES/STAFF	\$4,533.00	\$4,275.00	94.31%	\$4,533.00	\$4,275.00	94.31%	\$54,408.00	\$50,133.00
5656 LICENSING OF SITES	\$74.00	\$0.00	0.00%	\$74.00	\$0.00	0.00%	\$900.00	\$900.00
5664 PROFESSIONAL DUES/FEES	\$0.00	\$125.00	0.00%	\$0.00	\$125.00	0.00%	\$0.00	(\$125.00)
5670 BACKGROUND CHECKS	\$183.00	\$0.00	0.00%	\$183.00	\$0.00	0.00%	\$2,200.00	\$2,200.00
5675 MOVING EXPENSES	\$32.00	\$0.00	0.00%	\$32.00	\$0.00	0.00%	\$400.00	\$400.00
5685 TUITION FEES	\$333.00	\$0.00	0.00%	\$333.00	\$0.00	0.00%	\$4,000.00	\$4,000.00
5686 Health & Safety Inspectio	\$314.00	\$75.00	23.89%	\$314.00	\$75.00	23.89%	\$3,779.00	\$3,704.00
5689 MISC SHARED EXPENSES	\$57,795.00	\$54,851.30	94.91%	\$57,795.00	\$54,851.30	94.91%	\$693,551.00	\$638,699.70
5694 CHILDPLUS/PAT/BBT	\$3,269.00	\$0.00	0.00%	\$3,269.00	\$0.00	0.00%	\$39,242.00	\$39,242.00
5701 MEDICAL SERVICES	\$16.00	\$254.77	1592.31%	\$16.00	\$254.77	1592.31%	\$200.00	(\$54.77)
5704 DENTAL SERV.FOLLOW UP	\$41.00	\$0.00	0.00%	\$41.00	\$0.00	0.00%	\$500.00	\$500.00
5710 EMPLOYEE MEDICAL EXAMS	\$158.00	\$36.00	22.78%	\$158.00	\$36.00	22.78%	\$1,900.00	\$1,864.00
5713 STIPENDS/FAM INCENTIVES	\$444.00	\$0.00	0.00%	\$444.00	\$0.00	0.00%	\$5,336.00	\$5,336.00
Total OTHER	\$103,173.00	\$126,650.78	122.76%	\$103,173.00	\$126,650.78	122.76%	\$1,238,464.00	\$1,111,813.22
EQUIPMENT								
Total EQUIPMENT	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	0.00%	\$0.00	\$0.00

## General Ledger System

COMMUNITY ACTION, INC.

For User: Kherington

Category Statement of Operations for: 279 - HEAD START PROG 24-25

Report year: 11/1/2024 thru 10/31/2025

Period ending: November 2024

Page: Page 4 of 4

Date: 12/13/2024

Time: 4:09:20 PM

Account	----- <i>Monthly</i> -----			----- <i>To Date</i> -----			Annual budget	Unexpended
	Budget	Expenditures	Pct	Budget	Expenditures	Pct		
<b>Total Expenditures</b>	<b>\$635,694.00</b>	<b>\$615,301.77</b>	<b>96.79%</b>	<b>\$635,694.00</b>	<b>\$615,301.77</b>	<b>96.79%</b>	<b>\$7,629,068.00</b>	<b>\$7,013,766.23</b>
<b>Excess (Deficit)</b>	<b>(\$635,694.00)</b>	<b>(\$615,301.77)</b>		<b>(\$635,694.00)</b>	<b>(\$615,301.77)</b>		<b>(\$7,629,068.00)</b>	<b>(\$7,013,766.23)</b>



## General Ledger System

COMMUNITY ACTION, INC.

For User: Kherington

Fund Expenditure report for 279 - HEAD START PROG 24-25 (Fund status: Active)

Report year: 11/1/2024 thru 10/31/2025

Period ending: November 2024

Page: Page 1 of 1

Date: 12/26/2024

Time: 4:20:51 PM

Account	-----Monthly-----			-----To Date-----			Annual budget	Unexpended
	Budget	Expenditures	Pct	Budget	Expenditures	Pct		
<b>Department:</b> 120 IN-KIND								
5000 SALARIES	\$46,668.00	\$46,670.00	100.00%	\$46,668.00	\$46,670.00	100.00%	\$560,018.00	\$513,348.00
5422 MAINTENANCE MATERIALS	\$1,250.00	\$1,250.00	100.00%	\$1,250.00	\$1,250.00	100.00%	\$15,000.00	\$13,750.00
5510 CONTRACTUAL	\$27,060.00	\$27,060.00	100.00%	\$27,060.00	\$27,060.00	100.00%	\$324,720.00	\$297,660.00
5601 RENT/BUILDING LEASE	\$67,604.00	\$67,609.00	100.01%	\$67,604.00	\$67,609.00	100.01%	\$811,253.00	\$743,644.00
5603 UTILITIES	\$1,250.00	\$1,250.00	100.00%	\$1,250.00	\$1,250.00	100.00%	\$15,000.00	\$13,750.00
<b>Total for sub program -----&gt;</b>	\$143,832.00	\$143,839.00	100.00%	\$143,832.00	\$143,839.00	100.00%	\$1,725,991.00	\$1,582,152.00
<b>Total for program -----&gt;</b>	\$143,832.00	\$143,839.00	100.00%	\$143,832.00	\$143,839.00	100.00%	\$1,725,991.00	\$1,582,152.00
<b>Total for department 120 -----&gt;</b>	\$143,832.00	\$143,839.00	100.00%	\$143,832.00	\$143,839.00	100.00%	\$1,725,991.00	\$1,582,152.00
<b>Fund Totals</b>	\$143,832.00	\$143,839.00	100.00%	\$143,832.00	\$143,839.00	100.00%	\$1,725,991.00	\$1,582,152.00

**Child & Adult Care Food Program**  
**Claim For Reimbursement Summary for November 2024**

02113    Status: Active  
**COMMUNITY ACTION, INC OF CENTRAL TEXAS**  
 DBA:  
 215 S Reimer Ave Suite 130  
 SAN MARCOS, TX 78666-0748  
 County District Code: 105  
 ESC: 13            TDA Region: 4

Month/Year Claimed	Adjustment Number	Date Received	Date Accepted	Date Processed	Reason Code
Nov 2024	0	12/10/2024	12/10/2024		Original

### Head Start

Contracting Entity Totals	Meals/Snacks	Federal Rate	Reimbursement Amount
<b>Breakfast</b>			
Free	4,123	2.3700	9,771.51
Reduced	0	2.0700	0.00
Paid	0	0.3900	0.00
<b>Total</b>	<b>4,123</b>		<b>9,771.51</b>
<b>Lunch</b>			
Free	4,294	4.4300	19,022.42
Reduced	0	4.0300	0.00
Paid	0	0.4200	0.00
CIL	4,294	0.3000	1,288.20
<b>Total</b>	<b>4,294</b>		<b>20,310.62</b>
<b>PM Snack</b>			
Free	4,021	1.2100	4,865.41
Reduced	0	0.6000	0.00
Paid	0	0.1100	0.00
<b>Total</b>	<b>4,021</b>		<b>4,865.41</b>
<b>Claim Reimbursement Total</b>			<b>34,947.54</b>

Contracting Entity Claim Reimbursement Totals	Meal Reimbursement	CIL Reimbursement	Totals
Current Claim Reimbursement Total	33,659.34	1,288.20	34,947.54
Previous Claim Reimbursement Total	0.00	0.00	0.00
<b>Net Claim Reimbursement Total</b>	<b>33,659.34</b>	<b>1,288.20</b>	<b>34,947.54</b>

[Show Site Meal Details](#)

Created By: KHERINGTON10 on: 12/10/2024 8:49:37 AM    Modified By: KHERINGTON10 on: 12/10/2024 8:52:48 AM



Spark Cash Plus card | World Elite Mastercard for Business ending in 7115  
Oct 27, 2024 - Nov 25, 2024 | 30 days in Billing Cycle

### Payment Information

Payment Due Date  
**Dec 20, 2024**

For online and phone payments, the deadline is 8pm ET.

New Balance  
**\$31,095.45**

Minimum Payment Due  
**\$31,095.45**

**LATE PAYMENT WARNING:** If we do not receive your minimum payment by your due date, you may have to pay a late fee of 2.99% of the unpaid portion of your Minimum Payment.

**MINIMUM PAYMENT WARNING:** You are required to pay your balance in full each month.

If you do not pay off your full statement balance, you may be subject to additional late fees and your charging privileges may be suspended.

If you would like information about credit counseling services, call 888-326-8055.

### Account Summary

Previous Balance	\$38,959.80
Payments	- \$38,959.80
Other Credits	- \$2,231.13
Transactions	+ \$33,326.58
Cash Advances	+ \$0.00
Fees Charged	+ \$0.00
<b>New Balance</b>	<b>= \$31,095.45</b>
Cash Advance Credit Limit	\$1,500.00
Available Credit for Cash Advances	\$1,500.00

### Rewards Summary

Rewards as of: 11/25/2024

**Rewards Balance**  
**\$9,621.95**

Track and redeem your rewards with our mobile app or on [capitalone.com](https://capitalone.com)

Previous Balance

\$8,913.21

Earned This Period

\$708.74

Redeemed this period

\$0.00

### Account Notifications

You can find changes to your Rewards program by logging into your account and navigating to the Rewards FAQ section.

Pay or manage your account at [capitalone.com](https://capitalone.com)

Customer Service: 800-867-0904

See reverse for Important Information



DOUGLAS D MUDD  
COMMUNITY ACTION, INC. OF CENTRAL TX  
PO BOX 748  
SAN MARCOS, TX 78667-0748



Save time, stay informed.  
Discover new features with  
the Capital One Mobile app.

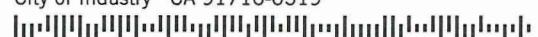
Scan this QR Code with your phone's camera to download the top-rated Capital One Mobile app.

Payment Due Date: **Dec 20, 2024**

Account ending in 7115

New Balance	Minimum Payment Due	Amount Enclosed
<b>\$31,095.45</b>	<b>\$31,095.45</b>	\$ _____

Capital One  
P.O. Box 60519  
City of Industry CA 91716-0519



Please send us this portion of your statement and only one check (or one money order) payable to Capital One to ensure your payment is processed promptly. Allow at least seven business days for delivery.

1 5589588446927115 25 00000000000000000000

## Transactions

 Visit [capitalone.com](https://capitalone.com) to see detailed transactions.

## DOUGLAS D MUDD #7115: Payments, Credits and Adjustments

Trans Date	Post Date	Description	Amount
Sep 29	Nov 5	PURCHASE ADJUSTMENT <i>Fraud Adj</i>	- \$6.48
Oct 7	Nov 5	PURCHASE ADJUSTMENT <i>Fraud Adj</i>	- \$2.40
Nov 15	Nov 15	CAPITAL ONE ONLINE PYMTAuthDate 08-Nov	- \$38,959.80

## DOUGLAS D MUDD #7115: Transactions

Trans Date	Post Date	Description	Amount
Nov 15	Nov 16	SQ *A&B JUMPINGgosq.comTX <i>HS</i>	\$583.00
Nov 16	Nov 18	4TE*CITY OF SAN MARCOSSAN MARCOSTX <i>HS</i>	\$104.00
Nov 18	Nov 19	SP NACPFARMINGTONUT <i>AE</i>	\$1,120.00
Nov 19	Nov 21	FIRESTONE353232KYLETX <i>HS-AE</i>	\$829.14
Nov 19	Nov 21	RAISING CANES 0207SAN MARCOSTX <i>YOUTH</i>	\$174.11
Nov 22	Nov 22	TMOBILE*POSTPAID PDA800-937-8997WA <i>CS</i>	\$451.29
Nov 23	Nov 25	SOUTHWES 5262583423858800-435-9792TX <i>HS</i>	\$417.96
Nov 23	Nov 25	SOUTHWES 5262583418272800-435-9792TX <i>HS</i>	\$539.97
Nov 23	Nov 25	SOUTHWES 5262583418271800-435-9792TX <i>HS</i>	\$539.97

 DOUGLAS D MUDD #7115: Total Transactions **\$4,759.44**

## STACEY MARTINEZ #2274: Payments, Credits and Adjustments

Trans Date	Post Date	Description	Amount
Nov 3	Nov 4	EXPEDIA 72908182986288EXPEDIA.COMWA <i>RASP 662-112-5611</i>	- \$1,161.64

## STACEY MARTINEZ #2274: Transactions

Trans Date	Post Date	Description	Amount
Oct 28	Oct 29	LYFT *RIDE MON 10AM SAN FRANCISCOCA <i>RASP</i>	\$34.99
Oct 28	Oct 29	LYFT *RIDE MON 7AM SAN FRANCISCOCA <i>RASP</i>	\$45.99
Oct 28	Oct 29	ASCENSION PERS CARETROYMI <i>RASP</i>	\$156.19
Oct 28	Oct 29	PHR*UROLOGYAUSTINPLLCROUND ROCKTX <i>RASP</i>	\$275.00
Oct 28	Oct 29	ATT*BILL PAYMENTDALLASTX <i>RASP</i>	\$120.83
Oct 28	Oct 30	HOBBY-LOBBY #0130SAN MARCOSTX <i>RASP</i>	\$58.75
Oct 29	Oct 30	LYFT *RIDE TUE 11AM SAN FRANCISCOCA <i>RASP</i>	\$36.86
Oct 29	Oct 30	LYFT *RIDE TUE 8AM SAN FRANCISCOCA <i>RASP</i>	\$52.85
Oct 29	Oct 31	RAISING CANES 0207SAN MARCOSTX <i>YOUTH</i>	\$124.74
Oct 29	Oct 31	GUMBY S PIZZA SAN MARC512-7548629TX <i>RASP</i>	\$64.63
Oct 29	Oct 31	HOBBY-LOBBY #0130SAN MARCOSTX <i>RASP</i>	\$31.35
Oct 31	Nov 1	LYFT *RIDE THU 1PMSAN FRANCISCOCA <i>RASP</i>	\$40.66
Oct 31	Nov 1	LYFT *RIDE THU 12PMSAN FRANCISCOCA <i>RASP</i>	\$13.66

Additional Information on the next page



## Transactions (Continued)

Trans Date	Post Date	Description	Amount
Oct 31	Nov 1	MENTIMETERSTOCKHOLMDUB <i>YOUTH</i>	\$107.88
Oct 31	Nov 2	HOBBY-LOBBY #0080NEW BRAUNFELSTX <i>RASP</i>	\$32.36
Nov 1	Nov 2	TARGET 00024380SAN MARCOSTX <i>RASP</i>	\$105.27
Nov 1	Nov 2	ESI972-4229700TX <i>RASP 30.23 SH. 14.29</i>	\$44.52
Nov 1	Nov 2	CVS/PHARMACY #05776SAN MARCOSTX <i>RASP</i>	\$6.98
Nov 5	Nov 6	VALLEY AIDS COUNCILHARLINGENTX <i>RASP</i>	\$478.67
Nov 5	Nov 6	ETT*THEMORGANRENTFRISCOTX <i>RASP</i>	\$1,356.56
Nov 5	Nov 6	VALLEY AIDS COUNCILHARLINGENTX <i>RASP</i>	\$478.67
Nov 8	Nov 9	LYFT *RIDE FRI 11AM SAN FRANCISCOCA <i>RASP</i>	\$73.71
Nov 8	Nov 9	LYFT *RIDE FRI 8AM SAN FRANCISCOCA <i>RASP</i>	\$68.99
Nov 11	Nov 12	TXST CAMPUS REC-POSSAN MARCOSTX <i>BABO YOUTH</i>	\$45.00
Nov 11	Nov 12	ATT*BILL PAYMENTDALLASTX <i>RASP</i>	\$129.25
Nov 12	Nov 13	RMA TOLL833-762-8655CA <i>RASP</i>	\$38.13
Nov 13	Nov 14	BRGHTWHL* GIGGLE AND GSAN FRANCISCOCA <i>CS</i>	\$1,159.20
Nov 13	Nov 14	TARGET 00024380SAN MARCOSTX <i>CS</i>	\$165.98
Nov 14	Nov 15	LYFT *RIDE THU 1PM SAN FRANCISCOCA <i>RASP</i>	\$24.83
Nov 14	Nov 15	LYFT *RIDE THU 11AM SAN FRANCISCOCA <i>RASP</i>	\$51.73
Nov 14	Nov 15	LYFT *RIDE THU 2PM SAN FRANCISCOCA <i>RASP</i>	\$14.99
Nov 14	Nov 15	LYFT *RIDE THU 8AM SAN FRANCISCOCA <i>RASP</i>	\$79.89
Nov 15	Nov 16	LYFT *RIDE FRI 12PM SAN FRANCISCOCA <i>RASP</i>	\$43.81
Nov 15	Nov 16	LYFT *RIDE FRI 9AM SAN FRANCISCOCA <i>RASP</i>	\$50.99
Nov 20	Nov 22	CHICK-FIL-A #02389SAN MARCOSTX <i>YOUTH</i>	\$141.59
Nov 22	Nov 23	PANERA BREAD #606324 0855-372-6372TX <i>RASP</i>	\$86.99
STACEY MARTINEZ #2274: Total Transactions			\$5,842.49

## KEITH HERINGTON #0229: Payments, Credits and Adjustments

Trans Date	Post Date	Description	Amount
Oct 28	Oct 28	RBT BILL MILLER BAR-B-EasySavingsNY <i>SH 058-117-5667</i>	-\$149.62

## KEITH HERINGTON #0229: Transactions

Trans Date	Post Date	Description	Amount
Oct 30	Oct 31	SQ *LITTLE GUYS MOVERS San MarcosTX <i>HS</i>	\$1,302.17
Oct 31	Nov 1	TARGET 00024380SAN MARCOSTX <i>THU</i>	\$91.12
Nov 1	Nov 2	HILL COUNTRY SPRINGS AUSITNTX <i>SH</i>	\$154.98
Nov 5	Nov 6	NCS*GED EXAM 800-511-3478MN <i>AE</i>	\$870.00
Nov 7	Nov 8	FSP*COUNCIL FOR PROFES WASHINGTONDC <i>HS-AE</i>	\$691.00
Nov 7	Nov 8	HAMPTON INNS DALLASTX <i>HS</i>	\$376.25
Nov 7	Nov 8	HAMPTON INNS DALLASTX <i>HS</i>	\$376.25

Additional Information on the next page

## Transactions (Continued)

Trans Date	Post Date	Description	Amount
Nov 7	Nov 8	NACPB* NACPB CA5-9FCFARMINGTONUT <i>AE</i>	\$200.00
Nov 9	Nov 11	HOLIDAY INN EXPRESS & IRVINGTX <i>HS</i>	\$565.80
Nov 11	Nov 12	HILTON HOTELS ANATOLE DALLASTX <i>HS</i>	\$753.09
Nov 11	Nov 12	HILTON HOTELS ANATOLE DALLASTX <i>HS</i>	\$753.09
Nov 12	Nov 13	Spectrum855-707-7328MO <i>CS</i>	\$276.28
Nov 12	Nov 13	CCSI CONSENSUS844-804-1234CA <i>RASP 104.90 HS 104.89</i>	\$209.79
Nov 12	Nov 13	SAN MARCOS UTILITIES512-393-8384TX <i>CS</i>	\$1,273.36
Nov 13	Nov 14	LITTLE CAESARS 3335-00SAN MARCOSTX <i><del>HS</del> HS</i>	\$611.90
Nov 14	Nov 15	HAMPTON INNS DALLASTX <i>HS</i>	\$376.25
Nov 14	Nov 15	HAMPTON INNS DALLASTX <i>HS</i>	\$376.25
Nov 14	Nov 16	HILTON HOTELS ANATOLE DALLASTX <i>HS</i>	\$59.40
Nov 14	Nov 16	HILTON HOTELS ANATOLE DALLASTX <i>HS</i>	\$59.40
KEITH HERINGTON #0229: Total Transactions			\$9,376.38

## DOUGLAS D MUDD #7729: Payments, Credits and Adjustments

Trans Date	Post Date	Description	Amount
Oct 26	Oct 28	CAESARS HOTEL & CASINOLAS VEGASNV <i>HS 279-010-26-5632</i>	-\$482.99
Nov 11	Nov 19	HILTON HOTELS ANATOLE DALLASTX <i>HS 279-010-26-5632</i>	-\$214.00
Nov 11	Nov 19	HILTON HOTELS ANATOLE DALLASTX <i>HS 279-010-26-5632</i>	-\$214.00

## DOUGLAS D MUDD #7729: Transactions

Trans Date	Post Date	Description	Amount
Oct 28	Oct 29	ZOOM.US 888-799-9666SAN JOSECA <i>HS 65.97 AE 747.66</i>	\$813.63
Oct 29	Oct 30	DIGITALSPACE8887400502NV <i>CS</i>	\$11.73
Oct 30	Oct 31	PY *GUARD DOG STORAGE SAN MARCOSTX <i>HS</i>	\$3.88
Nov 1	Nov 2	GOOGLE*SVCSCOMMUNITYACCC GOOGLE.COMDE <i>AE</i>	\$129.50
Nov 1	Nov 2	YSI*RIVER OAKS VILLASSAN MARCOSTX <i>RASP</i>	\$1,142.88
Nov 1	Nov 4	PY *GUARD DOG STORAGE SAN MARCOSTX <i>HS</i>	\$421.00
Nov 4	Nov 6	OTC BRANDS *OTC BRANDOMAHANE <i>HS</i>	\$45.85
Nov 5	Nov 7	OTC BRANDS *OTC BRANDOMAHANE <i>HS</i>	\$222.56
Nov 5	Nov 7	OTC BRANDS *OTC BRANDOMAHANE <i>HS</i>	\$64.98
DOUGLAS D MUDD #7729: Total Transactions			\$2,856.01



## Transactions (Continued)

## DANIELLE ENGELKE #4209: Payments, Credits and Adjustments

Trans Date	Post Date	Description	Amount
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## DANIELLE ENGELKE #4209: Transactions

Trans Date	Post Date	Description	Amount
Oct 25	Oct 28	HOTEL ALBUQUERQUEALBUQUERQUENM HS	\$1,006.52
Oct 25	Oct 28	HOTEL ALBUQUERQUEALBUQUERQUENM HS	\$1,006.52
Oct 25	Oct 28	HOTEL ALBUQUERQUEALBUQUERQUENM HS	\$1,006.52
Oct 26	Oct 28	HOLIDAY INNHOUSTONTX HS	\$331.11
Oct 26	Oct 28	HOLIDAY INNHOUSTONTX HS	\$331.11
Oct 31	Nov 1	4TE*CITY OF SAN MARCOSSAN MARCOSTX HS	\$326.00
Oct 31	Nov 1	NATIONAL HEAD START ASALEXANDRIAVA HS	\$3,380.00
Oct 31	Nov 1	DUMPSTER RENTAL DOGSSAVANNAHGA HS	\$602.00
Oct 31	Nov 1	TEACHSTONE* INTERACT CCHARLOTTEVILVA HS	\$1,800.00
Nov 5	Nov 5	STATEFOODSAFETYCOMORLANDOFL HS	\$85.00
Nov 11	Nov 12	HILL COUNTRY SPRINGSAUSITNTX HS	\$82.99
DANIELLE ENGELKE #4209: Total Transactions			\$9,957.77

## MEGAN CAMPBELL #6230: Payments, Credits and Adjustments

Trans Date	Post Date	Description	Amount
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## MEGAN CAMPBELL #6230: Transactions

Trans Date	Post Date	Description	Amount
Oct 28	Oct 29	KAHOOT! ASAOSLODUB THU	\$319.03
Oct 28	Oct 29	USPS PO 4880750466SAN MARCOSTX THU	\$12.00
Nov 1	Nov 2	PRO SUB FEESAN FRANCISCOCA \$21.00 CAD 1.389808074 Exchange Rate THU	\$15.11
Nov 5	Nov 7	TEXICAN COURTIRVINGTX THU	\$188.35
MEGAN CAMPBELL #6230: Total Transactions			\$534.49

## Total Transactions for This Period

\$33,326.58

## Fees

Trans Date	Post Date	Description	Amount
Total Fees for This Period			\$0.00

## Totals Year-to-Date

Total Fees charged	\$150.00
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Sum of Amount				
VendorName	TransactionDate	ObjectID	ObjectName	Total
CAPITAL ONE	11/5/2024	5633	FOOD/CHILDREN	151.56
	11/8/2024	5408	KITCHEN SUPPLIES	14.88
		5422	MAINTENANCE MATERIALS	25.91
		5633	FOOD/CHILDREN	12.2
	11/11/2024	5422	MAINTENANCE MATERIALS	8.84
		5429	DIAPERS	142.85
		5633	FOOD/CHILDREN	55
	11/12/2024	5411	PARENT CENTER SUPPLIES	44.94
	11/14/2024	5411	PARENT CENTER SUPPLIES	21.09
	11/15/2024	5402	PROGRAM SUPPLIES	101.52
	5411	PARENT CENTER SUPPLIES	4.56	
	11/19/2024	5422	MAINTENANCE MATERIALS	24.98
CAPITAL ONE Total				608.33
HEB Credit Receivables	11/4/2024	5408	KITCHEN SUPPLIES	115.57
		5633	FOOD/CHILDREN	525.71
	11/5/2024	5408	KITCHEN SUPPLIES	4.16
		5633	FOOD/CHILDREN	113.83
	11/6/2024	5633	FOOD/CHILDREN	97.75
	11/7/2024	5633	FOOD/CHILDREN	48.99
	11/8/2024	5408	KITCHEN SUPPLIES	55.18
		5633	FOOD/CHILDREN	65.44
	11/11/2024	5408	KITCHEN SUPPLIES	71.41
		5633	FOOD/CHILDREN	354.47
	11/12/2024	5408	KITCHEN SUPPLIES	54.73
		5633	FOOD/CHILDREN	341.74
	11/13/2024	5411	PARENT CENTER SUPPLIES	51.63
	11/14/2024	5411	PARENT CENTER SUPPLIES	15.13
		5635	PC FOOD/SUPPLIES EXPENSES	180
	11/15/2024	5633	FOOD/CHILDREN	103.7
	11/18/2024	5408	KITCHEN SUPPLIES	55.97
		5633	FOOD/CHILDREN	436.61
	11/19/2024	5408	KITCHEN SUPPLIES	44.91
		5633	FOOD/CHILDREN	277.14
	11/20/2024	5408	KITCHEN SUPPLIES	16.64
		5633	FOOD/CHILDREN	91.33
	11/22/2024	5408	KITCHEN SUPPLIES	132.29
		5633	FOOD/CHILDREN	28.56
	11/24/2024	5634	FOOD/STAFF TRAINING/MTG.	94.66
	11/25/2024	5412	STAFF TRAINING SUPPLIES	55.84
	11/28/2024	5408	KITCHEN SUPPLIES	14.97
		5633	FOOD/CHILDREN	91.87
HEB Credit Receivables Total				3540.23
Lowes Bus.Acct./SYNCB	11/6/2024	5422	MAINTENANCE MATERIALS	19.71
	11/12/2024	5422	MAINTENANCE MATERIALS	42.55
	11/15/2024	5422	MAINTENANCE MATERIALS	8.22
Lowes Bus.Acct./SYNCB Total				70.48
OFFICE DEPOT BUSINESS CREDIT	11/12/2024	5402	PROGRAM SUPPLIES	199.95
OFFICE DEPOT BUSINESS CREDIT Total				199.95
SAM'S CLUB DIRECT	11/4/2024	5401	OFFICE SUPPLIES	116.94
	11/6/2024	5408	KITCHEN SUPPLIES	37.72
	11/8/2024	5408	KITCHEN SUPPLIES	65.52
		5413	JANITORIAL SUPPLIES	985.22
		5429	DIAPERS	1136.94
		5633	FOOD/CHILDREN	69.86
	11/13/2024	5411	PARENT CENTER SUPPLIES	359.52
	11/14/2024	5408	KITCHEN SUPPLIES	65.76
	11/19/2024	5408	KITCHEN SUPPLIES	31.72
		5634	FOOD/STAFF TRAINING/MTG.	342.84
	11/20/2024	5412	STAFF TRAINING SUPPLIES	123.16



SAM'S CLUB DIRECT	11/21/2024	5413	JANITORIAL SUPPLIES	743.62
		5429	DIAPERS	817.1
SAM'S CLUB DIRECT Total				4895.92
Wex Fleet Universal	11/30/2024	5621	FUEL & OIL	545.54
Wex Fleet Universal Total				545.54
Grand Total				9860.45

## CAICT Adult Education Board Report

### January 2025

#### Report

Quality Indicator	Current	Target	% of Target
Participant Enrollment (Reg AEL)	1,240	1,850	67%
Participant Enrollment (EL Civics)	221	608	36.35 %
Intensive Enrollment (Reg AEL)	85	150	56.67%
IET (Training) Enrollment (Reg AEL)	135	300	45 %
IET (Training) Enrollment (EL Civics)	31	95	32.63%
Credential Achievement			Info not available
Measurable Skills Gains			Info not available
Employed/Enrolled 2 <sup>nd</sup> Qtr. After Exit			Info not available
Employed/Enrolled 2 <sup>nd</sup> -4 <sup>th</sup> Quarter After Exit			Info not available
TxCHSE ("GED") Graduates	20		

#### Updates:

- As of 12/31 - 1,626 students have enrolled in the AEL grant.
- As of 12/31 - 241 students have enrolled in the EL Civics grant.
- Additional funding has been awarded for both AEL and EL Civics grants; however, these funds have not yet been received. Anticipated receipt of the funds, along with new performance targets, is expected by early February.



# COMMUNITY SERVICES JANUARY 2025 REPORT

## HIGHLIGHTS

Compiled by: Francesca Ramirez

- **CEAP** assisted 2,574 individuals within 1,127 households in 2024. Compared to 2023, we served 199 less households, but 69 more individuals. (Fewer households but more individuals within the household)
- **In 2024**, we received \$154,704 less funding from TDHCA than in 2023.
- **As of January 2025**, we have only been approved for \$852,681 in funding for direct assistance which is \$148,032 less than 2024.
- **Utility Assistance** staff will process applications the same way they did last year due to the continued decrease in funding.
  - Clients who are **vulnerable** (age 60+, have a disability, and/or have a child 5 and under) will receive assistance based on their highest 6 months of electrical/gas usage.
  - Clients who are **non-vulnerable** will receive assistance based on their highest 3 months.
- **2025 CEAP** applications will become available on Monday, January 27th and are available in-person, online, or can be faxed or mailed out.
- **TOP** (Transition Out of Poverty Program): In December one family of two transitioned for a total of **11 individuals** transitioning out of poverty for 2024. (Up from 9 individuals in 2023) One family of two is on track to transition at the end of January, 2025.





# COMMUNITY SERVICES JANUARY 2025 REPORT

## HIGHLIGHTS

Compiled by: Francesca Ramirez



- **TBRA (Tenant Based Rental Assistance):**

- Applications are open to Hays County residents from January 15th-February 13th and can be submitted in person, faxed, or mailed.
- Applicants will need to be at or below 80% AMFI
- Applicants chosen will be through lottery and waitlist management systems.
- Preferences will be assigned to vulnerable populations.
- Assistance will be based on income and given to clients for 24 months while they work on a self-sufficiency plan.
- A new employee was hired as the TBRA case manager and will begin employment on January 27th.

Percent AMI	1 Person	2 Person	3 Person	4 Person	5 Person	6 Person	7 Person	8 Person
30%	\$26,500	\$30,250	\$34,050	\$37,800	\$40,850	\$43,850	\$46,900	\$49,900
50%	\$44,100	\$50,400	\$56,700	\$63,000	\$68,050	\$73,100	\$78,150	\$83,200
80%	\$68,500	\$78,250	\$88,050	\$97,800	\$105,650	\$113,450	\$121,300	\$129,100



# COMMUNITY SERVICES JANUARY 2025 REPORT

## HIGHLIGHTS

Compiled by: Francesca Ramirez

- **On 11/25, The San Marcos Senior Citizen** distributed 55 turkeys and 15 frozen meals from (MOW) for the Thanksgiving Holiday.
- **Nov and Dec** daily attendance ranged between 18-52 clients.
- **Overall**, at the end of 2024, 116 clients had enrolled and received one or more services from the center. This total is a 33% increase in enrollment versus 2023.
- **Staff at the senior center** applied and was awarded a \$2,000 grant from Foresters Financial Group. With the money awarded, 52 seniors received a bag of laundry and household products.
- **A heater drive** was held for two weeks in December and was promoted between CAI staff and the public through Facebook. A total of 22 new heaters were donated from staff through an Amazon Wishlist.







# COMMUNITY SERVICES 2024 SURVEY RESULTS

## HIGHLIGHTS

Compiled by: Francesca Ramirez



## Community Action, Inc. of Central Texas

— DEVELOPING OPPORTUNITIES —

### Utility Assistance Client Survey

*Survey Purpose: We need your feedback to improve and to plan our future services.*

Name (optional) \_\_\_\_\_ Age (optional) \_\_\_\_\_

City \_\_\_\_\_ County \_\_\_\_\_

1. Did you receive assistance for your immediate needs? Yes \_\_\_\_\_ No \_\_\_\_\_
2. Describe how satisfied you are with the services you received from our agency by **CIRCLING** the number below which best describes your experience.

TOPICS	No Opinion	Poor	Fair	Good	Excellent
How did the staff treat you?	0	1	2	3	4
Was the application process easy to complete?	0	1	2	3	4
Did the staff assist you in a timely manner?	0	1	2	3	4
How was your overall experience?	0	1	2	3	4

3. How can we better serve your needs?

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*Thank you for taking the time to provide us with your feedback.*



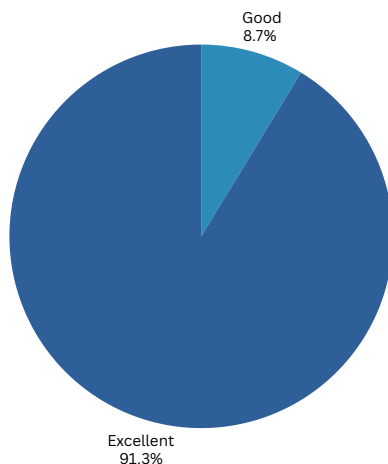
# COMMUNITY SERVICES 2024 SURVEY RESULTS

## HIGHLIGHTS

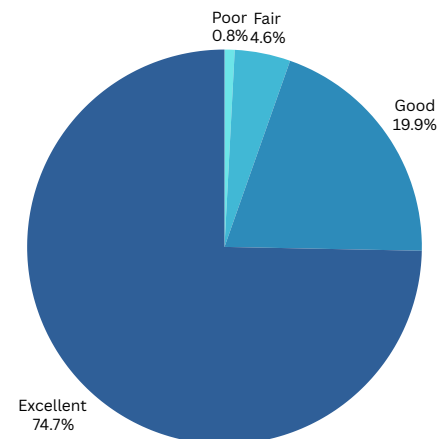
Compiled by: Francesca Ramirez

- Surveys were filled out online or mailed to households that received CEAP assistance
- **Hays/Blanco:** 624 households were served and 137 completed a survey (22%)- This is up 3% from 2023 with the consideration that 148 less households were served.
- **Caldwell:** 503 households were served and 104 completed a survey (21%)- This is up 2% from 2023 with the consideration that 51 less households were served.

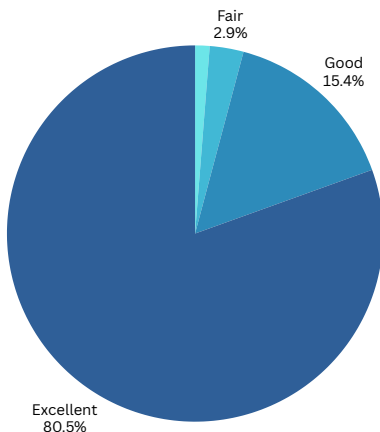
### STAFF TREATMENT



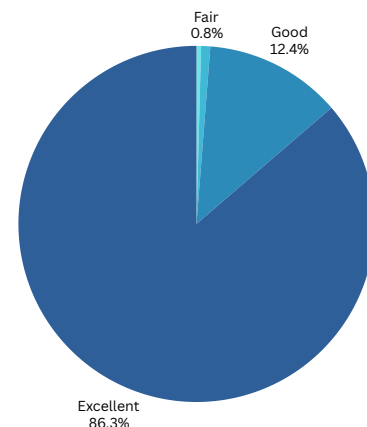
### APPLICATION PROCESS



### TIMELY ASSISTANCE



### OVERALL EXPERIENCE



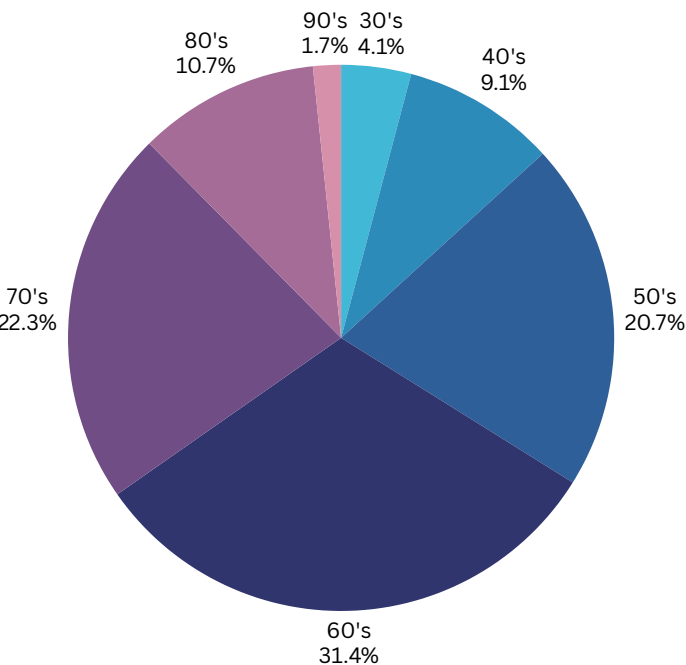


# COMMUNITY SERVICES 2024 SURVEY RESULTS- AGE

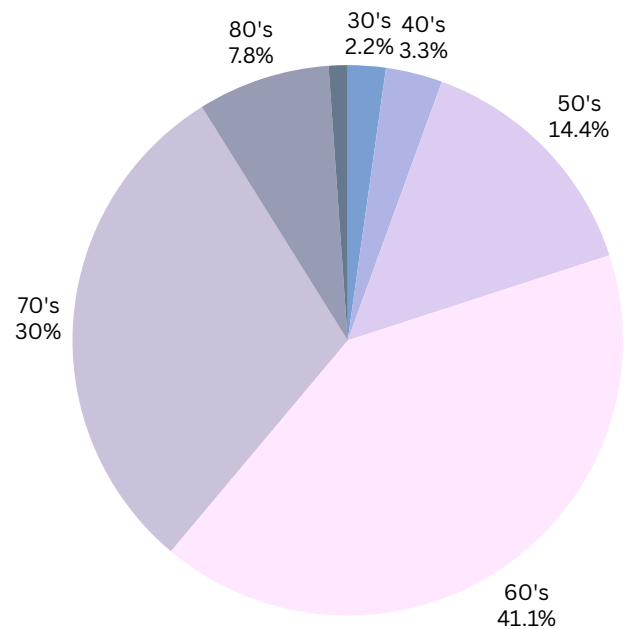
HIGHLIGHTS

Compiled by: Francesca Ramirez

**BLANCO/HAYS CO**  
**YOUNGEST: 32**  
**OLDEST: 95**



**CALDWELL**  
**YOUNGEST: 33**  
**OLDEST: 96**



BLANCO/HAYS CO: AGED 60 AND OLDER: **66%** (67% IN 2023)

CALDWELL CO: AGED 60 AND OLDER: **80%** (66% IN 2023)





# COMMUNITY SERVICES 2024 SURVEY RESULTS- COMMENTS

## HIGHLIGHTS

Compiled by: Francesca Ramirez

### HOW CAN WE BETTER SERVE YOUR NEEDS?

**"I'M GRATEFUL TO THE  
WORKERS WHO GO THE  
EXTRA MILE. THANK YOU."**

**"WORDS ARE INADEQUATE  
FOR ME TO EXPRESS OR  
EXPLAIN MY APPRECIATION.  
SO HERE IS TO THANKING  
YOU."**

**"YOUR HELP HAS BEEN A  
HUGE LOAD OFF MY BACK.  
THANKS FOR MAKING MY  
LIFE BETTER"**

**"THE WHOLE PROCESS WAS  
WONDERFUL, THANKS SO  
MUCH FRANK FOR HELPING  
ME. VERY MUCH  
APPRECIATED!"**

**"MY EXPERIENCE WITH  
BERTIE & MARTHA HAS  
ALWAYS BEEN BEYOND  
AMAZING. THEY BOTH ARE  
VERY HELPFUL AND  
COMPASSIONATE TO MY  
NEEDS. WOULDNT CHANGE  
A THING. I APPRECIATE  
YOUR ASSISTANCE."**



**NOVEMBER & DECEMBER**  
**2024**

# REPRODUCTIVE SERVICES

6.6

Compiled by Ely Nieto

## OUR SERVICES

The Family Planning Clinic provides reproductive health care for men and women. These services include well women exams, pregnancy testing, testing and treatment of STIs, routine labs.

## TITLE X CONTRACT UPDATE

- Goal
  - to serve 1421 unduplicated clients
  - between 04/01/2024 -03/31/25
  - to date we have served 1180



## FAMILY PLANNING ACTIVITIES

- The Healthy Texas Women Navigator conducts weekly outreach at GJC
- Submitted the Family Planning Competitive Grant to HHSC



# BREAST AND CERVICAL CANCER

Compiled by Lydia Perez

## DIRECT SERVICES

- 68 screening mammograms
- 36 diagnostic procedures
- 16 women enrolled in Medicaid

## OUTREACH

- Weekly presence at CommuniCare in Kyle
- Food Banks in San Marcos, Kyle & Buda
- 





# RURAL AIDS SERVICES PROGRAM

Compiled by Stacey Martinez

## DIRECT SERVICES

- UDC: 124 with no new intakes
- 1,009 Case management units
- Client enrollments:
  - Health Insurance: 16 clients – 32 insurance premium payments processed
  - Transportation: 32 clients provided with 146 round trip transports
  - Housing: 25 households assisted w/50 checks processed for assistance

## ACHIEVEMENTS

- Client Viral Suppression Rate: **94%** (Standards of Care Goal is 85%)
- So far CAI has received \$62,000 in cash donations for SFC client as well as \$4,200 in donations of gift cards and other household items from his wish list
- Hired new Eligibility Specialist, now fully staffed

## PENDING OUTCOMES

- Purchase 1 or 2 vehicles to replace damaged ones in spring hail storm.
- Upcoming Event: 2025 Hill Country Ride for AIDS on 5/3/2025





# HEAD START REPORT

## JANUARY 2025

6.7.1

As we begin the new year, several children transitioned out of EHS over the holiday break, and new children are now starting. Family Advocates are diligently processing applications to fill these vacancies. In addition, management staff are preparing for our Focus Area 1 Review, which will take place in February. In November, all staff had the opportunity to participate in All Staff Day, enjoying the various activities that were planned. We also held a Professional Development Day focused on Active Supervision and Staff Wellness, which took place just before Thanksgiving Break. The overall feedback from staff was very positive. In December, we were able to send six staff members and one Parent Policy Council member to the NHSA Parent & Family Engagement Conference in San Diego. They returned with valuable insights and resources to help us continue delivering high-quality services to our children and families.

Additionally, all staff worked hard to distribute Angel Tree gifts and coats to our families and children, ensuring that everyone had what they needed for the season. Holiday celebrations and traditions were celebrated across all sites, creating joyful memories for everyone involved.

### Highlights

- Hired new Substitute - Maria Hernandez
- All Children were able to receive angel tree gifts for Christmas from Local donors.
- Coats for Kids drive took place in November/December - all children and families in need received a coat
- Camera installations began in December - completion expected by end of January

### Upcoming Events

- Focus Area 1 Review - Week of February 10 -14
- Centers Closed January 20th -MLK Day

### Center Snapshot

- All classrooms are open!

Head Start Staff  
November 25th



## NOVEMBER ENROLLMENT & ATTENDANCE

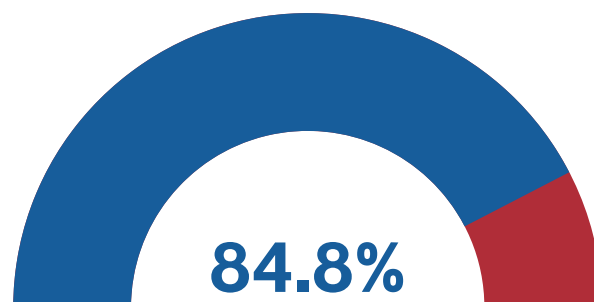
### EARLY HEAD START ENROLLMENT

Site	Current/Funded
A. Washington CDC	47/48
William Crook CDC	16/16
Hemphill EHS	32/32
Lockhart CDC	16/16
Luling EHS	40/40

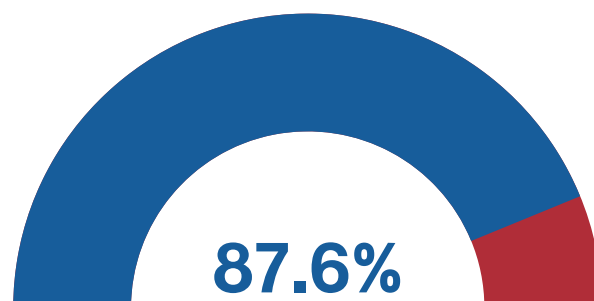
### HEAD START ENROLLMENT

Site	Current/Funded
A. Washington CDC	15/15
Henry Bush CDC	68/68
Bonham Pre K	60/60
Hemphill HS	85/85
Lockhart CDC	34/34
Luling CDC	34/34

### EHS AVERAGE DAILY ATTENDANCE



### HS AVERAGE DAILY ATTENDANCE



## DECEMBER ENROLLMENT & ATTENDANCE

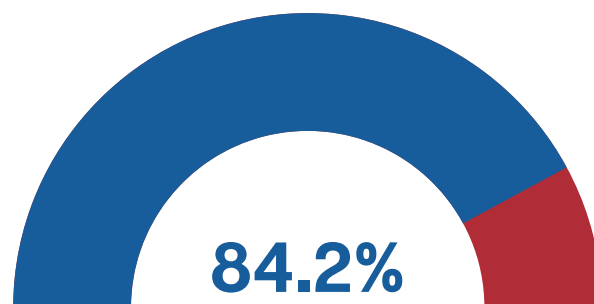
### EARLY HEAD START ENROLLMENT

Site	Current/Funded
A. Washington CDC	47/48
William Crook CDC	16/16
Hemphill EHS	32/32
Lockhart CDC	16/16
Luling EHS	40/40

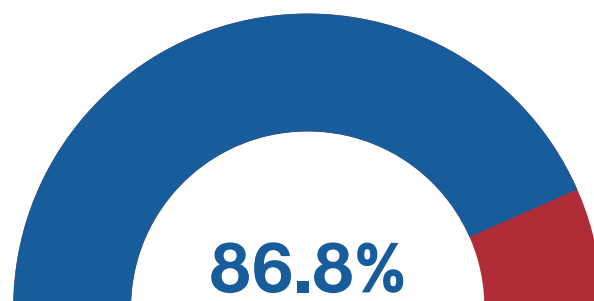
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A. Washington CDC	15/15
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Bonham Pre K	60/60
Hemphill HS	85/85
Lockhart CDC	34/34
Luling CDC	34/34

### EHS AVERAGE DAILY ATTENDANCE



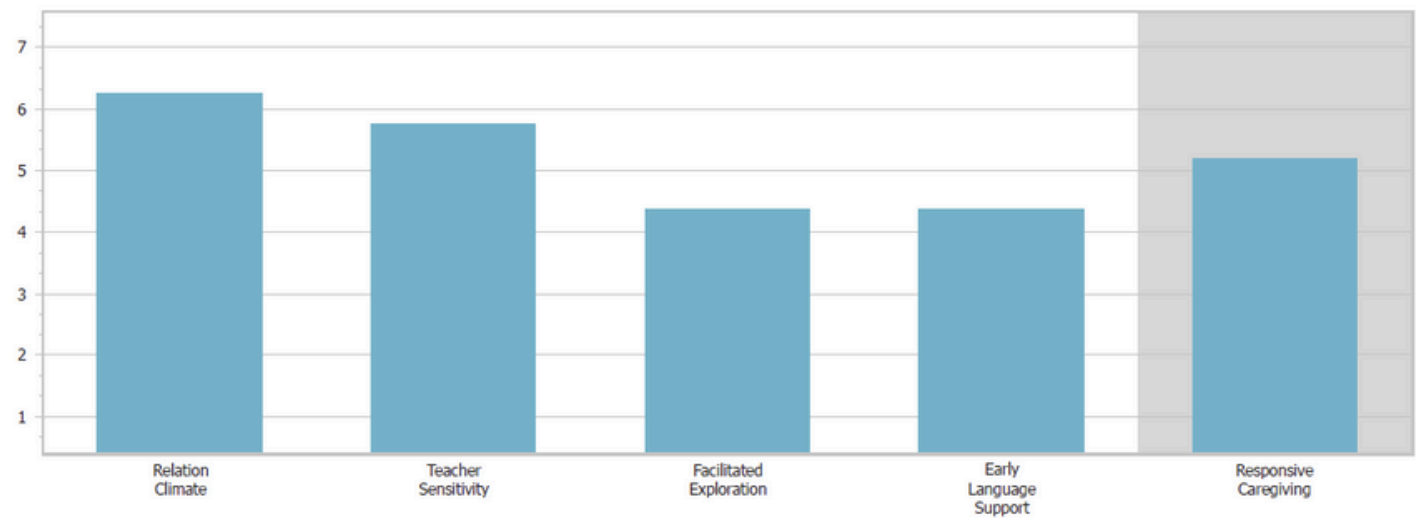
### HS AVERAGE DAILY ATTENDANCE





# Fall 2024 Infant CLASS Scores

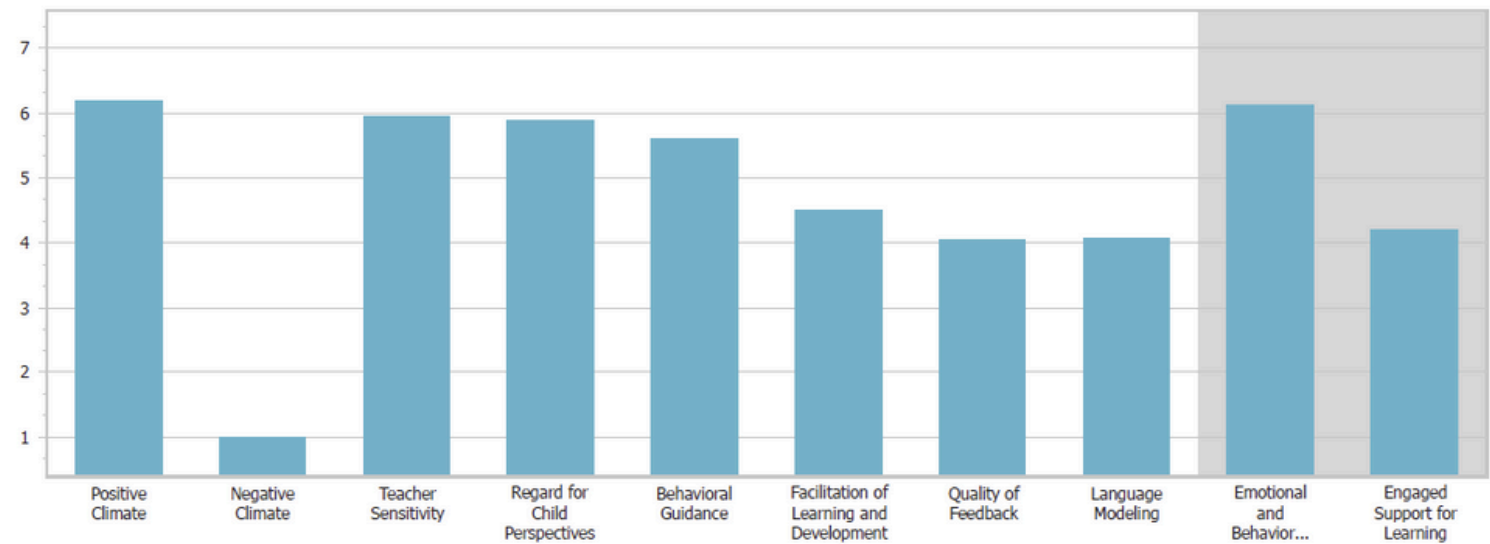
Community Action, Inc. Central TX



	RC	TS	FE	ELS	RCG
All Observations	6.25	5.75	4.38	4.38	5.19

# Fall 2024 Toddler CLASS Scores

Community Action, Inc. Central TX



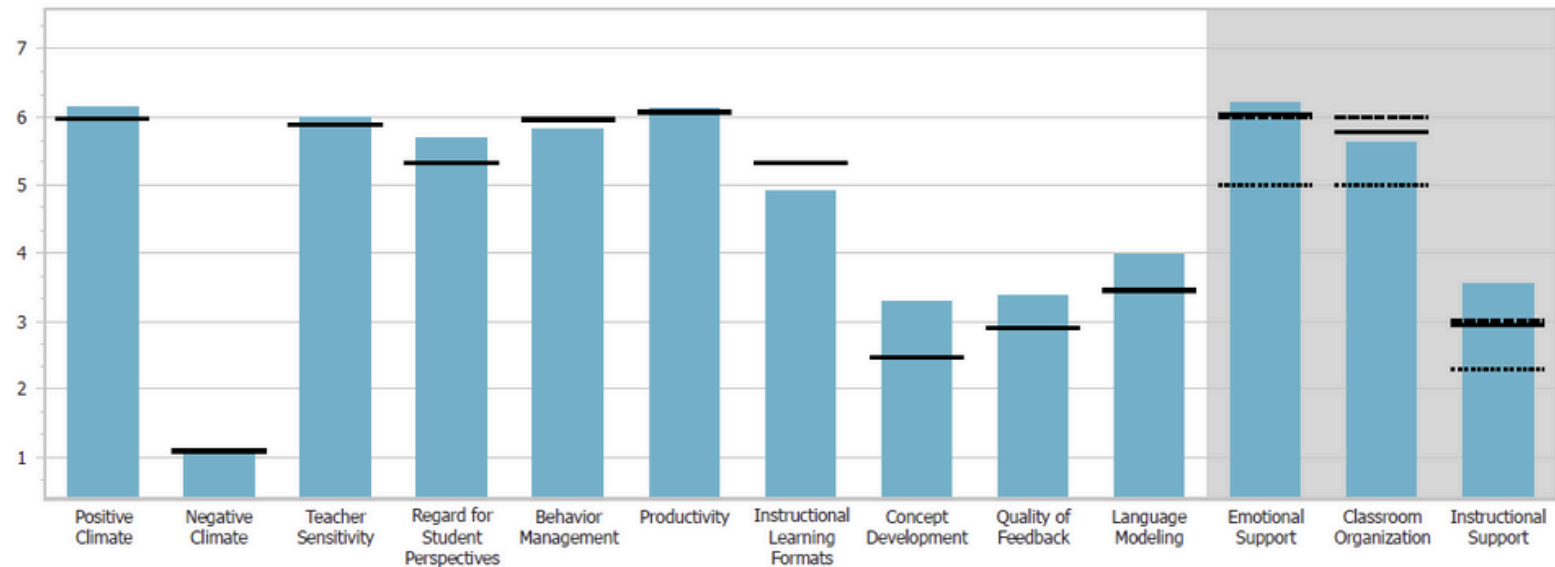
	PC	NC	TS	RCP	BG	FLD	QF	LM	EBS	ESL
All Observations	6.18	1	5.96	5.89	5.61	4.5	4.04	4.07	6.13	4.2

# Fall 2024 Head Start CLASS Scores

Observations occurring: 8/19/2024 - 1/10/2025

Re-competition Level .....  
Quality Thresholds - - - -  
2020 National Average \_\_\_\_\_

HS 2024-2025



8/19/24 - 1/10/25

	PC	NC	TS	RSP	BM	PD	ILF	CD	QF	LM	ES	CO	IS
8/19/24 - 1/10/25	6.15	1.03	6	5.68	5.82	6.12	4.91	3.29	3.38	3.97	6.2	5.62	3.55

# Hemphill Head Start Holiday Celebration<sup>6.7.1</sup>





# Lockhart CDC Holiday Celebration

6.7.1





# Henry Bush CDC Holiday Celebration





# Bonham PreK Holiday Celebration





## William Crook EHS Team Building - Salsa Competition



## NHSA Conference in San Diego







Dental Hygiene learning



## Active Supervision

**Policy:** This policy is to establish guidelines and procedures for the implementation of active supervision practices within Head Start programs. Failure to adhere to the Active Supervision Procedure will result in disciplinary action as outlined in the Progressive Discipline Procedure.

**Guidance:** Head Start Performance Standards [1302.21; 1302.47, 1302.90]  
 Child Care Licensing Minimum Standards [746.1203; 746.1205; 746.1601; 746.1609;  
 746.1613; 746.2911]  
 Caring for Our Children Standards [1.1.1; 2.2; 2.2.0.1]

---

### Procedure: Active Supervision

**Purpose:** Classroom staff must directly supervise infants, toddlers, and preschoolers at all times during all daily routines, including sleeping, eating, and diapering or bathroom use. Active supervision includes six strategies that are essential for creating safe environments and allowing children to explore their environments safely. Active supervision requires focused attention and intentional observation of children at all times. Programs that use active supervision never leave children unattended.

- Active Supervision posters, English and Spanish, will be posted in every classroom.

#### The six strategies of Active Supervision are:

1. **Set up the environment:** Classroom staff set up the environment so they have clear sightlines and access to children. The height and arrangement of furniture and equipment allow effective monitoring and supervision of children at all times. (See the Classroom Safe Environment procedure and the Learning Centers Procedure)
2. **Position Staff:** Classroom staff carefully plan where they will position themselves in the environment to prevent harm to children. They place themselves so that they can see and hear all of the children in their care. They make sure there are always clear paths to where children are playing, sleeping, and eating so they can react quickly when necessary. Classroom staff stay close to children who may need additional support.
  - Zoning organizes classroom staff by assigning specific roles and duties for the day or during a specific time of day (see classroom daily schedule that is posted in each classroom), such as free play or outdoor time.
  - Classroom staff should separate the classroom or playground into zones.
3. **Scan and count:** Classroom staff are always able to account for the children in their care. They continuously scan the entire environment so everyone knows where each child is and what they are doing. They count the children frequently and use name-to-face recognition by visually identifying each child. This is especially important during transitions when children are moving from one location to another.
  - Both Early Head Start and Head Start classroom staff will use a whiteboard attached to the back of the classroom door to keep a current number count of the children for that classroom. Classroom staff should update the count throughout the day as children come and go.

- Classroom staff will use the Daily Transition and Tracking form to keep track of children when moving from one place to another. (see Classroom Safe Environments – Transition and Tracking of Children procedure)
  - When providing coverage, the staff member\* taking responsibility for the children must ask the following questions before assuming responsibility of the children:
    - The number of children in the class and the youngest and oldest child.
    - The remaining regularly assigned Classroom staff must conduct a name to face check.
    - Any pertinent information about any children pertaining to child safety.
4. **Listen:** Classroom staff listen closely to children to identify signs of potential danger. Specific sounds or the absence of them may signify reason for concern. Centers may employ additional strategies to safeguard children. For example, bells added to doors may alert staff when a child leaves or enters the room.
- All classroom doors will have a child door knob guard, or a door alarm or bells installed so that when a door is opened an alarm will alert classroom staff that it was opened.
  - Ensure the volume of music or any other noise does not prevent you from hearing a child who needs support or redirection.
5. **Anticipate children's behavior:** Classroom staff use their knowledge of each child's development and abilities to anticipate what they will do. Classroom staff who know what to expect are better able to protect children from harm.
6. **Engage and redirect:** Classroom staff provide individualized, responsive caregiving and intervene when children are unable to problem-solve on their own. They may offer different levels of assistance or redirection depending on each individual child's needs.

\*Classroom Staff may include teachers, teacher assistants, casuals, family advocates, site supervisors, admin assistants, and coordinators.

#### Additional Resources:

<https://eclkc.ohs.acf.hhs.gov/safety-practices/article/active-supervision>

<https://eclkc.ohs.acf.hhs.gov/sites/default/files/pdf/active-supervision-handout.pdf>

<https://eclkc.ohs.acf.hhs.gov/sites/default/files/pdf/active-supervision-toolkit.pdf>

## CODE OF CONDUCT

All Community Action Inc. Head Start Staff, Volunteers, Contractors, Independent School District partners, and Community Partners agree to adhere to the Code of Conduct as indicated by Head Start Program Performance Standard 45 CFR 1302.90 (c) Standard of Conduct and Texas Administrative Code, Title 40, Chapters 746 and 747, Subchapters L, Discipline and Guidance and the Texas Pre-Kindergarten Standards. All Community Action Inc. Head Start Staff, Volunteers, Contractors, Independent School District partners, and Community Partners we be trained on the Code of Conduct annually and on an ongoing basis as needed.

Name \_\_\_\_\_ Site \_\_\_\_\_

Please check one: ☐ Employee ☐ Parent/Volunteer ☐ Policy Council Member  
☐ Board Member ☐ Contractor

**The Standards of Conduct include, but are not limited to, the following – please initial each item:**

\_\_\_\_ I will respect and promote the unique identity of each employee, child and family, and refrain from stereotyping based on gender, race, ethnicity, culture, religion, or disability.

\_\_\_\_ I will follow School District and Head Start Program confidentiality policies concerning information about children, families, and other staff members.

\_\_\_\_ No child will be left alone or unsupervised while under my care.

\_\_\_\_ I will not solicit or accept personal gratuities, favors, or anything of significant monetary value from contractors, potential contractors, or families wishing to be enrolled.

\_\_\_\_ I will not have financial interests or outside employment that conflict with the performance of duties.

\_\_\_\_ I will maintain and promote professionalism. I will not talk negatively about the Head Start Program, the School District, families, staff, or children. I will respect others, including those with opinions different from my own.

\_\_\_\_ I understand that clothing of employees on the job should be in good taste, neat, clean, and appropriate for the duties to be performed.

\_\_\_\_ I will take care of all equipment and supplies, and teach children to also respect material things through modeling appropriate behaviors.

\_\_\_\_ I will adhere to equal employment opportunity laws and all other regulations which govern the Head Start Program.

\_\_\_\_ I will maintain good employee traits, including good attendance, accepting responsibility, being honest, engaging in educational activities for lifelong learning, and respecting authority.

\_\_\_\_\_ I will be punctual in reporting for duty at the time and place designated. Repeated failure to report promptly at the time directed will be deemed neglect of duty and subject to disciplinary action.

\_\_\_\_\_ I understand that false reporting will be subject to disciplinary action (i.e. time sheets, travel vouchers, Child/Family Applications, etc).

\_\_\_\_\_ I understand that not reporting health & safety incidents will be subject to disciplinary actions.

I, \_\_\_\_\_ have read the preceding Code of Conduct and agree to adhere to the Code of Conduct.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## **Diapering & Stand Up Procedure:**

Child Care Licensing: 746.3505

Office of Head Start: 1302.47

**Policy:** Community Action, Inc. of Central Texas - Head Start Program is committed to ensuring the health and safety of the children in our care. As part of this commitment, we have implemented comprehensive sanitation and hygiene procedures for diapering. These procedures are designed to protect the well-being of all children served by the program and to ensure that staff adhere to best practices in hygiene and sanitation.

**Purpose:** The purpose of this procedure is to guide staff on the proper implementation of diapering on a changing table and while standing up.

### **Guidelines:**

- The caregiver's hand must remain on the child or The caregiver must be facing the child and within an arm's length of the child.
- Never leave a child unattended on the changing table
- Diapers will be checked hourly and when a child exhibits behavior that suggests a wet or soiled diaper.
- Diapers will be changed promptly when wet or soiled.
- Staff will wash their hands between diapering.
- All soiled diapers will be disposed of in the designated trash container.

### **Diapering Procedure:**

1. **Prepare:**
  - a. Bring all supplies (for example, clean diapers, wipes, diaper cream, gloves, waterproof bag for soiled clothing, extra clothes) to the diaper area.
2. **Clean Child:**
  - a. Place the child on a diapering surface and unfasten the diaper.
  - b. Clean the child's diaper area with disposable wipes. Always wipe front to back!
  - c. Keep soiled diapers/clothing away from any surfaces that cannot be easily cleaned. Securely bag solid clothing
3. **Removed Trash:**
  - a. Place used wipes in the soiled diaper.
  - b. Discard the soiled diaper and wipes in the trash can.
  - c. Remove and discard gloves.
4. **Replace Diaper:**
  - a. Slide a fresh diaper under the child.
  - b. Apply diaper ointment, if needed, with new gloves and a tissue.
  - c. Fasten the diaper and dress the child.
5. **Wash child's hands:**
  - a. Use soap and water to wash the child's hands (for 20 seconds) thoroughly.
  - b. Return the child to a supervised area.
6. **Clean Up:**

- a. Wipe up any visible soil with damp paper towels or a baby wipe.
  - b. Wet the entire surface with disinfectant spray ( $\frac{1}{4}$  cup bleach mix) and wiped down with paper towels.
7. **Wash your hands:**
- a. Wash your hands thoroughly with soap and water for 20 seconds and dry hands.

**Stand-Up Diapering Procedure:**

1. Wash hands
2. Gather necessary supplies (diaper/pull-up/underpants, wipes, cleaner and sanitizer, paper towels, gloves, plastic bag).
3. Put on disposable gloves.
4. Encourage and assist, if needed, the child in pulling down pants and removing diapers/pull-ups/underpants (and assist as needed).
5. Put soiled diaper/pull-up in a covered, hands-free, plastic-lined garbage can or put soiled underpants in a plastic bag, labeled with the child's first name to be returned to the family at the end of the day. The plastic bag is to be out of reach of the children.
6. Encourage the child to clean the diaper area front to back using a clean, damp wipe for each stroke (and assist as needed).
7. Put soiled wipes in a plastic bag (or assist the child in doing so) and dispose of the plastic bag into a covered, hand-free, plastic-lined trash can.
8. Apply ointment if needed. Ensure that gloves are clean. Change gloves before applying ointment.
9. Remove gloves.
10. Wash hands and supervise children in doing the same.

## **Progressive Discipline Procedure**

### **For Violations of the Guidance & Discipline Policy Pertaining to Child Safety & Supervision Concerns**

**All items listed are classified as a 1<sup>st</sup> Occurrence; subsequent occurrences move to the next level(s)**

All Community Action Inc. Head Start Staff, Volunteers, Contractors, Independent School District partners, and Community Partners agree to adhere to the Progressive Discipline Procedure as indicated by Head Start Program Performance Standard 45 CFR 1302.90 (c) Standard of Conduct and Texas Administrative Code, Title 40, Chapters 746 and 747, Subchapters L, Discipline and Guidance and the Texas Pre-Kindergarten Standards. All Community Action Inc. Head Start Staff, Volunteers, Contractors, Independent School District partners, and Community Partners we be trained on the Progressive Discipline Procedure annually and on an ongoing basis as needed.

#### **Level 1 - Counseling Statement**

- Negative Discipline/Guidance (ex. Negative Teacher-Child interactions: raised voice/disrespect; poor word choices/sarcasm, punitive control)
- Child left unsupervised: walk/run out of the classroom unnoticed or followed by caregiver for less than 2 minutes (more than two minutes would change this to a higher level)
- Using cell phone while supervising children – no incident occurs
- Leaving classroom without sufficient coverage resulting in ratios being out of compliance - no incident occurs
- Failure to follow the procedure to administer, handle and store child/staff medication
- Failure to follow child transition procedure: ex. complete sign-in & sign-out sheet during transitions
- Failure to follow poisonous solution storage procedure
- Failure to perform safety checklists and correct deficiencies daily prior to children's arrival
- Failure to address, document and report any of the above violations
- Failure to ensure the safety of each child
- Failure to report any policy or procedure violation that you witnessed
- Failure to follow any CAI policy & procedures.

All level 1 offensive will receive a modeling, mentoring, and feedback visit from Instructional Coach

#### **Level 2 – Suspension\***

- Taking away food from a child as punishment
- Verbally threatening the use of corporal punishment
- Humiliating, ridiculing, rejecting or yelling at a child
- Subjecting a child to harsh, abusive or profane language
- Requiring a child to remain silent or inactive (excluding naptime)
- Using cell phone while supervising children and an incident occurs (This could rise to a level 3 depending on the severity of the incident.)
- Leaving classroom without sufficient coverage resulting in ratios being out of compliance and an incident occurs (This could rise to a level 3 depending on the severity of the incident.)
- Incident that involves lack of supervision for more than 2 minutes but less than 3 minutes
- Transitions that involve lack of supervision and the following criteria:
  - For more than 2 minutes but less than 3 minutes
  - Other staff are in the immediate area
  - Child remains alone in or outside of the classroom/bathroom/hallway while the rest of the class transitions (not put at immediate risk – street, center parking lot, on a bus)

All Level 2 offenses will result in an intensive coaching plan and performance improvement plan with the Instructional Coach.

### **Level 3 – Immediate Suspension & Recommendation for Termination**

- Use of corporal punishment
- Physical harm, example: pinching, pushing, pulling, shaking or biting a child
- Putting anything in or on a child's mouth
- Binding or tying a child to restrict movement or taping a child's mouth
- Placing a child in a locked or dark room, bathroom, or closet with the door closed as punishment
- Incident that involves lack of supervision and for more than 3 minutes
- Lack of supervision that results in an injury to a child
- Failure to follow the procedure to administer, handle and store child/staff medication that results in an injury to a child
- Failure to follow poisonous solution storage procedure that results in an injury to a child
- Failure of the supervisor to monitor and enforce Active Supervision Procedures that result in a Level 3 offense
- Failure to report any health & safety incidents immediately that staff witnessed

**\*Suspension will be without pay and the length of suspension will be determined by the Program Director depending on the circumstances of the offense.**

**\*\*All HR actions at Level 3 require approval from the Executive Director before a recommendation to terminate is presented to Policy Council.**

**\*\*\* Final decision on recommendation is approved by the Policy Council and enforced after the Policy Council's approval.**

**\*\*\*\*All discipline steps outlined above are to be used as a guide for providing consistent progressive discipline. Specific details including, but not limited to, internal investigation results and/or Child Care Licensing investigation results can be used as justification for changing the Level of Severity with the approval of the Executive Director.**

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_







# Home Visiting Board Report

11/2024 - 12/2024



Prepared & presented by:  
Megan Campbell



# Program Events & Updates

## NOVEMBER

### Start Smart Hays & Caldwell (SSHC)

SSHC hosted November meeting with a presentation from Texans Care for Children on early childhood issues discussed in the 2025 Texas Legislature

**Hays Co Team** hosted a story time at the San Marcos Public Library. **Caldwell Co**

**Team** hosted Thanksgiving Gathering potluck at the Lockhart office.

**HV Program Director, Asst HV Program Director, and PAT Coordinators** attended Partners in Prevention conference hosted by Family Support Services Division of Texas Health and Human Services.



## DECEMBER

**Hays Co Team** hosted Cocoa with Santa event at the Kyle courthouse. **Caldwell Co Team** hosted Cocoa with Santa event at

Lockhart Public Library. **Family Engagement Specialist** coordinated partnership with PromiseLand Church to facilitate Angel Tree project for Hays County PAT families. **Caldwell Co Team** partnered with 4:12 Kids to provide gifts to all Caldwell

County PAT families. **PAT Program** completed data migration from Penelope data management system to Visit Tracker data management system

# Home Visiting Data

As of 1/1/25

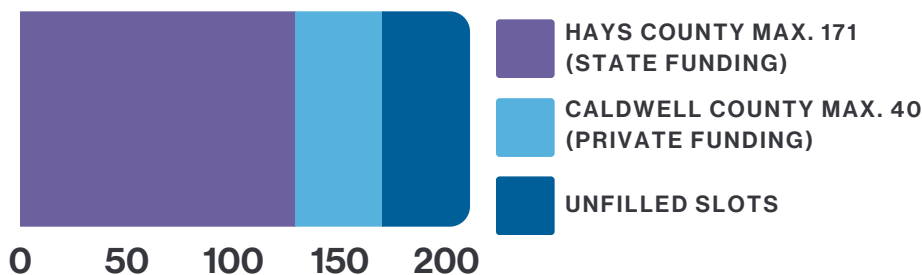


## Personal Visits

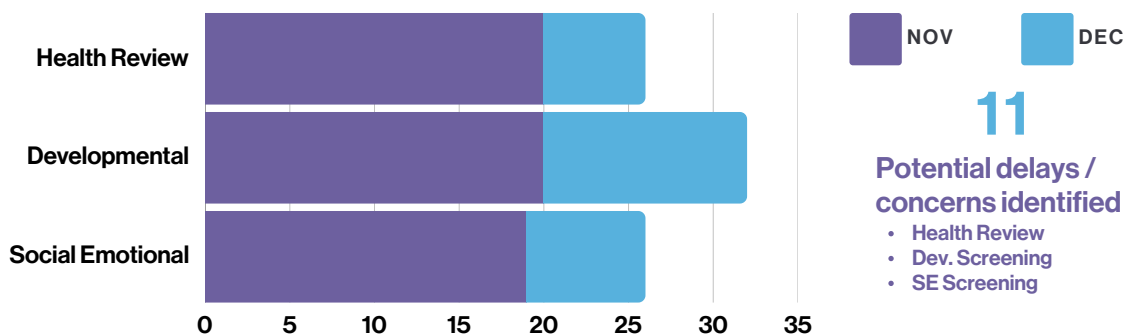
NOVEMBER 151

DECEMBER 136

## Family Enrollment



## Screenings



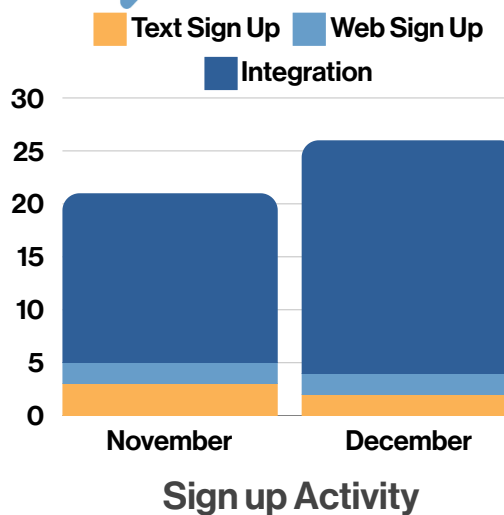
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## Hays & Caldwell Co Subscribers



674 ACTIVE ACCOUNTS

827 CHILDREN







## Youth Services Highlights

1. The Core Four Partnership was tasked with the Childcare Expansion Initiative. To include quality childcare access for Texas State employees, students, City of San Marcos Staff and residents.
2. TYAN has selected Core Four Partnership Youth Task Force to participate in hosting a Research Learning Institute focusing on Positive Youth Development. This will be a free workshop for community partners and available to regional community partners.
3. YTF inducted 9 new members to YTF in December 2024.
4. YTF YA (18-24) will also kick off recruitment this fall. Former YTF member will be leading efforts to expand the YTF. Recruitment will continue in Spring 2025.
5. YTF participated volunteered at Farmer Fred's Fall Carnival
6. Youth Services co-hosted a Painting with Compassion and Halloween Movie Night.
7. Youth Services Funding approved by City of San Marcos and Texas State University. SMCISD will vote on approval on January 21. YTF members spoke at public comment for the City Council meeting and at the SMCISD School Board meeting in December 2024.



Scan QR code or use link.



<https://linktr.ee/corefourpartnership>



# Youth Services Outcomes

6.9

## Outcome

## Measure

## Update

Community partners will work together to increase awareness of youth mental health issues and provide mental health prevention measures to improve overall mental wellness in our service area.

Provide mental health training to first responders, human services employees, teachers, and other public-facing workers that includes learning communication techniques, mentorship training, mental-health awareness strategies, etc.

Trained 600+ SMCISD Staff in YMHFA. ASIST is being offered.

Youth Services program will increase youth diversity and inclusivity in the Youth Taskforce membership.

Provide recruitment and outreach to homeless/foster/at-risk youth to be included in the membership of the current Youth Taskforce

Increased the participation of home schooled youth in YTF. Looking for partnership opportunities to specifically target this group. Expanding YTF to include 18-24yrs.

Youth Services Program will strengthen Youth Taskforce pipeline by increasing participation from 8th graders.

Program will outreach to local school district or other agencies that work with youth to find 8th graders interested in joining the Youth Taskforce

8th grade students were included in recruitment for Fall 2024.

Youth Services program will create a steering committee for SMTX Mental Health Coalition to assist in setting the goals and developing the strategies of the coalition based upon the latest mental health assessment.

Youth Services program will outreach to local stakeholders and community partners who have vested interest in mental health and well-being to find appropriate steering committee members for the Mental Health Coalition.

Texas State, Cenikor-Project AIM & Project AWARE are the primary steering committee members. Collectively we work on coalition activities.

Youth Services program will increase the number of at-risk & non-at-risk youth served by Big Brothers, Big Sisters mentorship program.

Youth Services program will outreach to local stakeholders and community partners to find at-risk youth to participate in BBBS.

Currently at a stand-still with BBBS. Will revisit this Goal with Core Four Partnership. This goal is being revisited by the Core Four Task Force.

There will be an increased number of BBBS volunteers to help mentor youth.

Youth Services will increase volunteer pool in the service area by initiating a community-wide volunteer recruitment campaign by attending and hosting volunteer fairs and other similar events.

Currently at a stand-still with BBBS. Will revisit this Goal with Core Four Partnership. This goal is being revisited by the Core Four Task Force.

Youth Services program will work with community partners to establish a Hays County Youth Coalition that will provide youth resources and support including a community youth development training.

Community partners who participate in the coalition will set goals that impact youth needs.

Steering committee has been established to help move the work of the coalition. 2 formal members are being on boarded in Year 2. Steering Committee will plan 2 trainings for spring that focus on best practices for positive youth development.

The established Hays County Youth Coalition will create and evaluate youth community needs assessment and provide programming to address youth needs.

Youth services program will work with Coalition in training them in creating needs assessment and assisting them in developing programs to address youth needs.

Working on Part II in partnership with SMCISD- Project Aware

**CATEGORICAL BUDGET JUSTIFICATION**  
**TOTAL REQUEST BY FUNDING SOURCE**

\*\*Complete this form for EACH funding source (RWSD and SS) for which you are applying.

\*\* For any questions on how to complete this form, please contact your Administrative Agency. Also see the RFP guidance document for instructions. REMOVE THE EXAMPLES FROM YOUR FINAL BUDGET

Agency Name: Community Action Inc. of Central Texas Austin  
 HSDA: Austin  
 Funding Source: Ryan White Contract Period: 2025-2026

	Direct Costs	Admin Costs	Total Costs
<b>A. PERSONNEL</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Job Title (Name of Staff)</b>			
Direct: \$/month X % time charged to funding source X 12 months =	\$0.00	\$0.00	\$0.00
Admin: \$/month X % time charged to funding source X 12 months =			
<Description>			
<b>Job Title (Name of Staff)</b>			
Direct: \$/month X % time charged to funding source X 12 months =	\$0.00	\$0.00	\$0.00
Admin: \$/month X % time charged to funding source X 12 months =			
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<b>Job Title (Name of Staff)</b>			
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Admin: \$/month X % time charged to funding source X 12 months =			
<Description>			
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<Description>			
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Admin: \$/month X % time charged to funding source X 12 months =			
<Description>			
<b>Job Title (Name of Staff)</b>			
Direct: \$/month X % time charged to funding source X 12 months =	\$0.00	\$0.00	\$0.00
Admin: \$/month X % time charged to funding source X 12 months =			
<Description>			





	\$0.00	\$0.00	\$0.00
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	\$0.00	\$0.00	\$0.00
	\$0.00	\$0.00	\$0.00
<b>H. SUBTOTAL</b>	<b>\$70,908.00</b>	<b>\$0.00</b>	<b>\$70,908.00</b>
[Enter the total of A - G above]			
<b>I. INDIRECT COSTS</b>	<b>\$0.00</b>	<b>\$7,092.00</b>	<b>\$7,092.00</b>
A copy of the current negotiated indirect cost rate must be attached.			
<b>J. TOTAL BUDGET</b>	<b>\$70,908.00</b>	<b>\$7,092.00</b>	<b>\$78,000.00</b>

*\*\*Applicant is responsible for checking any formulas used and ensuring that the numbers in the budget forms are accurate, match the dollar amounts in other budget forms, as applicable, and add up correctly.*

### Projected Budget for St. David's Foundation Intermediary Grant

Item	Amount	Notes
Program Director Year 1	76,000.00	
Program Director Year 2	78,280.00	3% inflation increase
Retirement, FICA, Workman's Comp, & unemployment insurance	18,513.00	Including 3% increase on salary
Health Insurance	7650 X 2 years = 15,300.00	
Grant Development	5000.00	Stipend for grant writing
Program Support	1000.00 X 24 months = 24,000	Technical assistance within agency
Laptop Computer & Software	2500.00	
Mileage Reimbursement	1000.00	Total for project
Office Rental	24 months X 300.00 = 7200.00	
Fund Disbursement (Year 2)	125,000.00	Pilot testing of protocols with local non-profits
<b>Project Total</b>	<b>346,893.00</b>	
Agency Indirect	34,689.30	10% of total
<b>Total Ask</b>	<b>381,582.30</b>	<b>Receiving \$375k</b>