



Community Action, Inc. of Central Texas

BOARD OF DIRECTORS MEETING

Thursday, November 16, 2023 6:00 P.M.

Village Main Shared Board Room

215 S. Reimer Avenue

San Marcos, Texas 78666

Executive Committee Minutes

Members Present

Public Representatives:

Juan Mendoza
Wayne Thompson
Barbara Shelton

Neighborhood Representatives:

Jeremy Sutton
Marissa Reina
Myra Vassian

Private Group Representatives:

Diane Insley

Members Absent:

Steven Hernandez
Elizabeth Raxter
Gloria Martinez-Ramos
Alyssa Garza
Deborah Villalpando
Clarena Larrotta

Visitors Present:

Staff Present:

Douglas Mudd, Executive Director	Francesca Ramirez, Community Services Director
Keith Herington, Chief Financial Officer	Ruth Salinas, Human Resources Director
Stacey Martinez, Health Services Director	Glenda Rose, Adult Education Director (Via Teams)
Danielle Engelke, Interim, Head Start Director	Cristal Lopez, Youth Services Director
Megan Campbell, Home Visiting Program Director	Luisa Loera, Administrative Assistant

Staff Absent:

1.0 CALL TO ORDER

Ms. Insley, President, called the Board of Directors to order at 6:02p.m.

2.0 ROLL CALL

Mr. Doug Mudd called the roll and a quorum was not present. However, a quorum of the Executive Committee was present (Barbara Shelton, Juan Mendoza, and Diane Insley)

3.0 PUBLIC COMMENT PERIOD

Ms. 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 Board Minutes, September 21, 2023—for approval

The Board members reviewed the Board of Directors Minutes for September 21, 2023.

Ms. Shelton made the motion to approve the Minutes. Mr. Mendoza seconded the motion. All were in favor. None opposed. Motion passed.

5.0 CORRESPONDENCE, for review and discussion

5.1 Community Action Plan Approval Letter

Mr. Mudd reviewed the letter dated October 11th, 2023. The Community Action Plan from Texas Department of Housing and Community Affairs regarding the funding of the PY24 CAP. It was approved.

5.2 Health and Human Services Child Care Investigation – Henry Bush

Mr. Mudd reviewed the letter dated 09/22/2023 from the Texas Health and Human Services regarding a report of a possible deficiency at Henry Bush CDC. Specifically, a child in care was inappropriately disciplined. After careful review the Texas Health and Human Services found no deficiencies. The center was found in compliance. For information only.

5.3 Health and Human Services Child Care Investigation -Hemphill

Mr. Mudd reviewed the letter dated 09/22/2023 from the Texas Health and Human Services regarding a report of concerns with supervision at Hemphill Head Start. After careful review, the Texas Health and Human Services found no deficiencies but suggested a locking mechanism be installed at the top of the door and other safety suggestions. The center was found in compliance. For information only.

5.4 Health and Human Services Child Care Licensing – A. Washington

Mr. Mudd reviewed a letter dated 10/16/2023 from the Texas Health and Human Services regarding results of an unannounced monitoring at A. Washington for playground safety. After careful review the Texas Health and Human Services found no deficiencies. The center was found in compliance. For information only.

5.5 Health and Human Services Child Care Licensing – Hemphill

Mr. Mudd reviewed a letter dated 10/26/2023 from the Texas Health and Human Services regarding results of an unannounced follow-up at Hemphill Head Start in regards to staff training certificates via TECPEDS. After careful review the Texas Health and Human Services gave them a deficiency in regards to the titles of said certificates. Center is in process of updating certificates. For information only.

5.6 Health and Human Services Child Care Licensing - Luling

Mr. Mudd reviewed a letter dated 11/02/2023 from the Texas Health and Human Services regarding results of an unannounced investigation at Luling Head Start and Early Head Start for concerns with supervision at the center. Results are still pending but the Center will receive a deficiency and a finding from the Office of Head Start. For information only.

6.0 LEADERSHIP PROGRAMMATIC REPORT--Mudd

6.1 Executive Director – Doug Mudd

Mr. Mudd discussed CAI events from the year specifically, All Staff Day that was held on October 20th, and the Open House on September 28th that showcased the new Community Health Services Clinic. Goals for Board Member Activity for this coming year is to obtain 2 more members: 1 from Blanco County and another from Caldwell County.

6.2 Human Resources – Ruth Salinas

Ms. Salinas reported on the HR activities for October and November. The average employee count was 303. There were 13 new hires, and 11 resignations/terminations. As of October 31st the number of current vacant positions is 24: the breakdown is 10 Adult Ed., 11 Head Start, 1 Health Services, and 2 Home Visiting.

There were 4 new Volunteers recruited and 36 Employees we recognized at All Staff Day for Years of Employment. ^{4.1}

HR included additional information to this report: Active Job Detail, Terminations/Resignations, and Hiring Pipeline

6.3 Agency Financial – Keith Herrington

6.3.1 Basic Financials

Mr. Herrington reviewed the year-to date basic financial statements as of October 31, 2023. The Direct Assistance total is over \$2 million.

6.3.2 Grant Financial Report

Mr. Herrington reviewed the Grant Financial reports through October 31, 2023. The reports listed a summary of the activities for their review on each report with explanations below for additional information. He is hopeful for the extenuation of grant funds.

6.3.3 Head Start Program Budget Report

Mr. Herrington reviewed the Head Start Budget report for the period ending October 31, 2023 listing monthly and year-to-date expenditures.

6.3.4 Head Start In-Kind

Mr. Herrington reviewed the report for the period ending October 2023. Nothing was listed due to the total being close to what it was last year.

6.3.5 Head Start Program CACFP Report

Mr. Herrington reviewed the report for the period ending October 2023

6.3.6 Credit Card Report

Mr. Herrington reviewed the report listing transactions from billing cycle 9/26/2023 - 10/26/2023

6.3.7 Other Credit Card Purchases

Mr. Herrington reported the other Agency Credit Card transactions thought October 2023

6.4 Adult Education – Glenda Rose

Dr. Rose reviewed the Adult Education report from 7/1/2023 through 10/31/2023 via Teams. The total enrollment of students with 12 or more hours was 995, Integrated Education and Training Enrollment totaled 106. They are at 54% enrollment as well as being ahead on Credential Achievements.

6.5 Community Services – Francesca Ramirez

Ms. Ramirez reported that CEAP Program served 1,828 individuals (872 households) as of 11/1/2023. CEAP has \$60,000 and LIWAP has \$81,000 left for 2023 assistance. 1 individual was enrolled in the Transition Out of Poverty (TOP) program in October 2023. 7 within 3 families transitioned in 2023. 3 within 2 families are scheduled to transition by the end of January 2024. Goal from the state is 12 individuals. Ms. Shelton asked about reaching out to water companies about helping get more LIWAP assistance. Ms. Ramirez had already reached out to Caldwell County, Maxwell, and Kyle. She is pending responses. Aqua Texas water bought out Caldwell and are on board with us. Mr. Thompson asked about guidelines for TOP. As of now there is none for next year's applications. Ms. Reyna asked how TOP worked. Ms. Ramirez responded with the following ways they get clients, through case management, rental assistance, and CEAP applications. They also assist with car repairs, support services, and helping raise credit scores. Advertisement ways for 2024 will be applicants with a loss of

recent job, living pay check to pay check, attending new employee orientations, as well as maybe working with Adult Education for training programs and even reach out to Head Start parents. ^{4.1}

The Senior Citizen Center enrolled 10 new members between September and October and daily attendance has increased. Open Enrollments, Flu and COVID vaccines, Medicare Solutions and Aspen Hospice are sponsored events and presentations to the center. 57 seniors and their families registered to receive a Holiday Meal Box (sponsored by the Hays County Food Bank).

6.6 Health Services - Stacey Martinez

Ms. Martinez reviewed the Program Report as presented in the agenda packet.

Reproductive Services

Title X Contract Update

Goal is to serve 1,367 unduplicated clients from 4/1/2023 through 3/31/2024.

Sept: 186 UDC completed 220 visits.

Oct: 150 UDC completed 160 visits.

Contract YTD Totals: 1,110 UDC and 1,047 visits

Goal at end of October = 52%

Actual % served at end of October = 81%

Family Planning Outreach

On October 12th, the Clinic had an Outreach at Gary Job Corps and saw 65 students. Additional funding was received to hire a Patient Navigator to recruit clients for Health Texas Woman Program.

Breast and Cervical Cancer

Direct Services

120 patients completed screening mammograms

11 diagnosed women were enrolled in the Texas Medicaid for Breast and Cervical Center

Outreach

14 outreach events within the community

Rural AIDS Services Program (RASP)

Direct Services

UDC: 130 with 7 new intakes

972 Case Management Units

Client Enrollments

- Health Insurance: 21 clients (45 insurance payments - premium & copy)
- Transportation: 22 clients with 76 round trip transports
- Housing: 34 households assisted and 20 of those clients are long-term housing
- Viral Suppression Rate: 91%

Pending Outcomes

Awaiting final report from City of Austin Monitoring that was completed on October 16th. The initial report showed no findings for case management and transportations services.

6.7 Head Start - Danielle Engelke

Ms. Engelke reported on the highlights of the Head Start Report.

6.7.1 Head Start Board Report for September and October

Ms. Engelke reviewed the September/October Enrollment and Attendance Reports included in the Agenda packet. The hope by next July is to have EHS at 97% enrollment and HS 97% by October of next year. Under-enrollment is due to lack of staff. They are scheduled to have trainings to help teachers with challenging behaviors within their classroom

6.7.2 Head Start Final Retention Bonus 2023 (for approval)

Ms. Engelke proposed a retention bonus for Head Start staff, full and part time will receive \$3,000. New Hires will receive \$2,000. Substitutes will receive \$1,000. Timeline to be paid out at the end of November - first of December. A total of \$401,000 to be paid out to staff. When reviewing the extra money with Region 6, they mentioned that this money be used for staff well-being and not for anything major such as renovations. Ms. Shelton asked if the substitute and new hire bonuses be set the same or set to a tenor scale. Ms. Engelke and Mr. Herrington agree and will move forward to adhere to this. Ms. Shelton made the motion to approve the Retention Bonus. Ms. Vassian seconded the motion. All were in favor. None opposed. Motion passed.

6.8 Home Visiting - Megan Campbell

Ms. Campbell reviewed the Home Visiting Report from 9/2023 through 10/2023. She stated that the THV program attended multiple conferences and hosted the Bi Monthly Coalition Meeting. The Hays Co Funder approved the FY24 THV expansion and approved for 3 additional slots for families be added, 3 Parent Educators, and a second PAT Coordinator. One of the PATs will be working with Special Populations such as teen parents, families within CPS system and partner violence. They will get the proper training to assist these families. Ms. Campbell also went over the Annual Parent Satisfaction Survey results. The findings were as follows: Parent want more opportunities to connect with other families within the program, the basic needs they support them are very impactful and overall the families felt satisfied with the services they receive.

6.9 Youth Services – Cristal Lopez

Ms. Lopez reviewed the Youth Services Report. She stated that the Youth Task Force accepted 8 new members, including 2 8th graders and 1 home school student. Current members received Youth Mental Health Awareness Certificates. The goal for the upcoming year is to get a Big Brother Big Sister foundation here within Hays Co.

7.0 ACTION ITEMS—Review, Discuss and Take Proper Action

7.1 Grants for Approval – Doug Mudd

Mr. Mudd presented the following Grants for Approval to the Board Members

7.1.1 Burdine Johnson Foundation Grant for BCCS (for approval)

The Breast and Cervical Cancer Services is requesting \$75,217 from the Burdine Johnson Foundation to fund partial salaries for two full-time employees and an Outreach Manager for four months (September-December 2024). Ms. Shelton made the motion to approve. Mr. Mendoza seconded the motion. All were in favor. None opposed. Motion passed.

7.1.2 Hogg Foundation Grant Proposal for Youth Services (for approval)

Youth Services is requesting \$5 million over a five-year period to support the mental health coalition and its initiatives. Ms. Shelton made the motion to approve. Mr. Mendoza seconded the motion. All were in favor. None opposed. Motion passed.

7.1.3 Adult Education & Literacy Core Provider RFP 32024-0017 (for approval)

Dr. Rose reviewed the two grant applications for Adult Education. Section 231 will support the services for adult education and literacy activities within their area. Section 243 will support the ESL services and their activities. The grant is for every 5 years at \$2.5 million per year. The grant application will include 10% of Travis County (to cover outlying areas such as Del Valle and Lakeway) and 80% of Williamson County. ACC is requesting the other 20% of Williamson to cover their Round Rock campus. (Previously, CAICT subcontracted with ACC for the Round Rock classes and ACC subcontracted with CAICT to manage the Del Valle classes). Application is due December 22, 2023. Mr. Thompson made the motion to approve. Mr. Mendoza seconded the motion. All were in favor. None opposed. Motion passed.

7.2 Performance Evaluation of Executive Director [OS 7.4] (for approval)

Reviewed the Performance Evaluation from September for Executive Director Doug Mudd. Ms. Shelton made the motion to approve. Mr. Mendoza seconded the motion. All were in favor. None opposed. Motion passed.

7.3 Appointment of Danielle Engelke as official Head Start Director (for approval)

Appointed Danielle Engelke Head Start Director. Ms. Shelton made the motion to approve. Mr. Mendoza seconded the motion. All were in favor. None opposed. Motion passed.

7.4 Admin Leave for Staff during Christmas Week Discussion (for approval)

Ms. Engelke proposed the 3 Admin Days for staff during the Christmas Break. The major reason is due to Head Start being closed for 2 and a half weeks and staff and supervisors are finding it difficult on what to work on since no kids are present during the break. The question was asked if all programs agency wide can afford these 3 Admin Days, Home Visiting approves, CEAP approves, Health Services approves and Adult Education approves. This was approved for a trial

run this year and will need to be revisited annually. Ms. Shelton made the motion to approve. Mr. Mendoza ^{4.1} seconded the motion. All were in favor. None opposed. Motion passed.

8.0 SUCCESS STORY – Head Start – Danielle Engelke

Mrs. Engelke reported that when the Family Advocate conducted her home visit in September, she found that all 5 kids did not have beds and were sleeping on the floor. With the help of CAI and the Season for Caring Funds, they were able to purchase a bed for all 5 children as well as bedding.

9.0 BOARD MEMBERS’ OPPORTUNITY TO SHARE

Ms. Insley reported that the Food Bank gave out all their Turkey Boxes but Hotplates still has some and will even deliver. The Public Library is hosting a Resource Fair December 9th from 10-12. Santa will be at the Library on December 24th. Live Grant assistance will be held in January.

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 18, 2024 at 6:00 p.m.

11.0 ADJOURNMENT—Insley

Ms. Insley made a made a motion at 7:30 pm to adjourn. Mr. Thompson seconded the motion. All were in favor. None opposed. Meeting adjourned.

From: [Madison Lozano](#)
To: [Francesca Ramirez](#)
Cc: [Douglas Mudd](#)
Subject: 2024 Service Delivery Plan Approved
Date: Wednesday, November 29, 2023 11:31:50 AM

Hi Francesca and Doug,

In accordance with the Comprehensive Energy Assistance Program (CEAP) contract and 10 TAC §6.306, the Texas Department of Housing and Community Affairs (the Department) is required to secure from each CEAP Subrecipient, prior to expending any funds, a Service Delivery Plan. **The Department has accepted your PY2024 CEAP Service Delivery Plan.** The implementation of your Service Delivery Plan will be evaluated during an onsite monitoring review.

Great work in thoroughly completing these requirements in a timely manner. Y'all knocked it out of the park!

The Department's [CEAP Program Guidance webpage](#), contains tools and guides to assist in efficient and effective use of CEAP funds and serving clients. Subrecipients should utilize this site to assure that changes are made and implemented according to guidance.

As always, if you have any questions, please feel free to contact me.

Best regards,

Madison Lozano

Program Specialist
Planning, Training and Technical Assistance
Community Affairs Division
Texas Department of Housing and Community Affairs
221 E. 11th Street | Austin, TX 78701
Office: 512.936.7798

About TDHCA

The Texas Department of Housing and Community Affairs is committed to expanding fair housing choice and opportunities for Texans through the administration and funding of affordable housing and homeownership opportunities, weatherization, and community-based services with the help of for-profits, nonprofits, and local governments. For more information about fair housing, funding opportunities, or services in your area, please visit www.tdhca.state.tx.us or the [Learn about Fair Housing in Texas](#) page.



ADMINISTRATION FOR
CHILDREN & FAMILIES

Office of Head Start | 4th Floor – Switzer Memorial Building, 330 C Street SW, Washington DC 20024 eclkc.ohs.acf.hhs.gov

Program Performance Summary Report

To: Authorizing Official/Board Chairperson

Ms. Diane Insley

Community Action, Inc. of Central Texas

215 S Reimer Ave

Ste 130

San Marcos, TX 78666 - 5490

From: Responsible HHS Official

Date: 12/11/2023

Mr. Khari M. Garvin

Director, Office of Head Start

On 11/6/2023, the Administration for Children and Families (ACF) conducted a monitoring review of Community Action, Inc. of Central Texas Head Start and Early Head Start programs. We wish to thank the governing body, policy council, staff, and parents of your program for their cooperation and assistance during the review. This monitoring report has been issued to Ms. Diane Insley, Authorizing Official/Board Chair, as legal notice to your agency of the results of the program review.

Based on the information gathered during our review, a determination has been made that Community Action, Inc. of Central Texas is a recipient with at least one area of deficiency in its Head Start and Early Head Start programs.

If you anticipate that you will not be able to correct all findings within the timeframe for correction specified in this report, you must submit a letter to your ACF Regional Office requesting an extension, with an explanation as to why an extension is necessary. The letter requesting an extension must be submitted prior to the expiration of the original corrective action time period.

In order to allow for sufficient time to consider extension requests, we ask that you submit your request within 10 days following receipt of this report. Extension requests shall not be considered approved unless you receive such approval in writing before the deadline for correction.

The report provides you with detailed information on each area where program performance did not meet applicable Head Start Program Performance Standards, laws, regulations, and policy requirements.

Please contact your ACF Regional Office with any questions or concerns you may have about this report.

DISTRIBUTION OF THE REPORT

Copies of this report will be distributed to the following recipients:

Mr. Kenneth Gilbert, Regional Program Manager

Mr. Douglas Mudd, Chief Executive Officer/Executive Director

Ms. Danielle Engelke, Head Start Director

Ms. Danielle Engelke, Early Head Start Director

Glossary of Terms

Compliant	No findings. Meets requirements of Head Start Program Performance Standard.
Area of Concern	An area for which the agency needs to improve performance. These issues should be discussed with the recipient's Regional Office of Head Start for possible technical assistance.
Area of Noncompliance	An area for which the agency is out of compliance with Federal requirements (including but not limited to the Head Start Act or one or more of the regulations) in one or more area of performance. This status requires a written timeline of correction and possible technical assistance or guidance from the recipient's program specialist. If not corrected within the specified timeline, this status becomes a deficiency.
Deficiency	<p>As defined in the Head Start Act, the term "deficiency" means:</p> <p>(A) a systemic or substantial material failure of an agency in an area of performance that the Secretary determines involves:</p> <ul style="list-style-type: none"> (i) a threat to the health, safety, or civil rights of children or staff; (ii) a denial to parents of the exercise of their full roles and responsibilities related to program operations; (iii) a failure to comply with standards related to early childhood development and health services, family and community partnerships, or program design and management; (iv) the misuse of funds received under this subchapter; (v) loss of legal status (as determined by the Secretary) or financial viability, loss of permits, debarment from receiving Federal grants or contracts, or the improper use of Federal funds; or (vi) failure to meet any other Federal or State requirement that the agency has shown an unwillingness or inability to correct, after notice from the Secretary, within the period specified; <p>(B) systemic or material failure of the governing body of an agency to fully exercise its legal and fiduciary responsibilities; or</p> <p>(C) an unresolved area of noncompliance.</p>

Performance Summary

Applicable Standards	Grant Number(s)	Timeframe for Correction	Compliance Level	Service Area
1302.90(c)(1)(v)	06CH012370	30 days	Deficiency	Supervision

New Deficiency Determination(s)

Supervision

Deficiency **1302.90(c)(1)(v)**

Timeframe for Correction: 30 days

1302.90 Personnel policies. (c) Standards of conduct. (1) A program must ensure all staff, consultants, contractors, and volunteers abide by the program's standards of conduct that: (v) Ensure no child is left alone or unsupervised by staff, consultants, contractors, or volunteers while under their care.

The grant recipient did not ensure no child was left alone or unsupervised while under the care of its staff. On October 24, 2023, a 3-year-old child was left unsupervised on the playground at the Luling Child Development Center for 10 minutes.

In an interview, the Head Start director stated she received a call from the center director informing her a child was left unsupervised on the playground. The teacher and teacher assistant counted the children before leaving the playground and determined all children were in line; however, they did not conduct a face-to-name count. After they returned to the classroom and counted the children, they realized one child was unaccounted for. An Early Head Start teacher found the child, and the child was returned to their classroom.

The program notified the child's parents, Texas Health and Human Services, and the ACF Regional Office on the day of the incident. The Head Start director stated the teacher and the teacher assistant received a written reprimand for violating the standards and to ensure they were aware of the misconduct and expectations to avoid a reoccurrence of the incident.

The grant recipient did not ensure no child was left alone or unsupervised while under the care of its staff; therefore, it was not in compliance with the regulation.

----- End of Report -----



TEXAS

Health and Human Services

Child-Care Inspection Form

A Washington Child Development Center

#504402

Arrival Date and Time 12/15/2023 10:37 AM

Departure Date and Time 12/15/2023 11:31 AM

Part I: OPERATION INFORMATION

Location: 103 HAYS ST, SAN MARCOS, TX 78666

Phone: (512) 353-1507

Permit Type: License

Type: Child Care Program

Capacity: 84

Infant Capacity: 14

Status: Full

Director/Administrator: Berenice Anderson

Designee/Registrant: Danielle Engelke

Director/Administrator:

Type of Inspection: Unannounced Investigation

Investigation Numbers: 3049249

Licensing Staff: MADALYNN PENA

Phone: (512) 839-5205

Address: 1340 AIRPORT COMMERCE DR BLDG 5, STE 525 , AUSTIN, TX 78741

Licensing Supervisor: JESSICA LEATHERS

Phone: (512) 239-8895

Address: 1340 AIRPORT COMMERCE DR BLDG 5, STE 525 , AUSTIN, TX 78741

Part II: NOTIFICATION

Controlling Persons have been verified.

Back ground 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

Director and/or Caregiver Responsibilities

Obvious Fire, Safety, and/or Sanitation Deficiencies

Restrictions and/or Conditions of the Permit

A Sampling of Serious Incidents Reports (RCCL only)

Background Checks

Children in Care: 41

Director Present

Photographs were taken during the inspection

Dir Qual Eval

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

Standard x Standard

Pre-K Children

Health Practices

Administration

School Age Children

Safety Practices

Record Keeping

Discipline

Physical Facilities

Personnel

Naptime

Outdoor Safety

Ratios and Group Sizes

Field Trips

Pools

Activities

Get Well Care (Centers only)

Fire Safety

Infants

Nighttime Care

Transportation

Toddlers

Nutrition and Food Services



TEXAS

Health and Human Services

Child-Care Inspection Form

A Washington Child Development Center

#504402

- Inspection results from another state agency or political subdivision were used in the evaluation of some standards.
- Health and Safety Audit conducted

746.2805(3)



TEXAS

Health and Human Services

Child-Care Inspection Form

A Washington Child Development Center
#504402

Others:

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 licensing 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. 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 remedial 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.

12/15/2023

12/15/2023

Signature (Person Signing for Operation)

Date

Signature (Licensing Staff)

Date

Signed By: Administrator



Child-Care Inspection Form

A Washington Child Development Center
#504402

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: 06/09/2023

Health Inspection: 04/04/2023

Liability Insurance (exp.date) 11/01/2022

Gas Pipe Pressure Test: 01/28/2022

Last LP Gas Inspection :

Allegations:

There were concerns of prohibited discipline at the center.

Findings for this inspection are listed below:

Standard/Rule Description	Findings	Comply By	TA Given	Documents/ Photos Obtained
746.2805(3) Prohibited Punishments - Grabbing and Pulling (Weight: High)	Pending		N	

Specifics: This possible standard violation is under further review. Final notification will be sent at a later time.

The Technical Assistance provided for these standards described below:

Standard/Rule Description	Technical Assistance Given
746.2805(3) Prohibited Punishments - Grabbing and Pulling	

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.



TEXAS

Health and Human Services

Child-Care Inspection Form

A Washington Child Development Center
#504402

Notification Date: 12/15/2023

If you disagree with the actions or decisions of the licensing staff, you may request an administrative review within 15 days of the receipt of this inspection report by writing Email: 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.



Executive Director Report

Time Off during Holidays

Community Action staff members were thrilled to have the week of Christmas off. Many mentioned how grateful they were to have the much needed rest without worrying about not having enough vacation hours to cover the days off. On behalf of our employees, I want to thank the Board for allowing those days off.

New Research and Development Specialist

Community Action recently hired Chris Duran, our new Research and Development Specialist part-time to assist with researching grant opportunities and developing agency fundraising strategies based upon our community's needs. Chris has a Master's in Public Administration and Bachelor's in Business Administration from Texas State University with experience working with the Greater San Marcos Partnership and Austin Public Housing.

After meeting with the senior leadership team on Wednesday, it was determined that, in order to prioritize where to focus the program development work, an advisory committee needs to be formed made up of key leadership staff, clients, and at least one board member. We would like to ask the Board if any member would like to participate on our Grants Advisory Committee. The time commitment may be around 1 hour a week for a few weeks and then eventually level out to one hour per month. This is an action item for the board.

Organizational Standards

Community Action successfully completed 98% of their required 58 organizational standards for the 2022-23 program year. The organizational standards serve the function of ensuring best practices in serving low-income population, providing vision and direction for the Agency, and developing quality operations and accountability measures. Last year we met only 67% of our standards. This year we missed only one of the 58 standards.

Community Action, Inc. of Central Texas								
Category	Standard	Description	1st Review	Final Met/ Not Met	TDHCA Comments	Agency Comments	Review Letter Sent	Review Submissions Due
Category 1: Consumer Input and Involvement	1.1	The organization demonstrates low-income individuals' participation in its activities.	Met	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	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	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	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	Met				
Category 2: Community Engagement	2.3	The organization communicates its activities and its results to the community.	Met	Met				
Category 2: Community Engagement	2.4	The organization documents the number of volunteers and hours mobilized in support of its activities.	Met	Met				
Category 3: Community Assessment	3.1	The organization conducted a community assessment and issued a report within the past 3 years.	Met	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	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	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	Met		
Category 3: Community Assessment	3.5	The governing board formally accepts the completed community assessment.	Met	Met		
Category 4: Organizational Leadership	4.1	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.	Met	Met		
Category 4: Organizational Leadership	4.2	The organization's Community Action plan is outcome-based, anti-poverty focused, and ties directly to the community assessment.	Met	Met		
Category 4: Organizational Leadership	4.3	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.	Not Met	Met	Need OS 4.3 Checklist located on the website completed by an NCRI/NCRT - if you do not have one at the agency, complete the form and I will sign off on it and upload it.	
Category 4: Organizational Leadership	4.4	The governing board receives an annual update on the success of specific strategies included in the Community Action plan.	Met	Met		
Category 4: Organizational Leadership	4.5	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.	Not Met	Met	Need the agency succession plan for uploading by me	
Category 4: Organizational Leadership	4.6	An organization-wide, comprehensive risk assessment has been completed within the past 2 years and reported to the governing board.	Met	Met		
Category 5: Board Governance	5.1	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.	Met	Met		

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	Met		
Category 5: Board Governance	5.3	The organization's bylaws have been reviewed by an attorney within the past 5 years.	Not Met	Met	Missing documentation for review of the bylaws by an attorney - needs to be every five years Documentation must include one of the following and be dated within the past 5 years: • An email, letter or copy of invoice from the attorney indicating a review of the bylaws was completed OR • Board meeting minutes stating "the attorney reviewed the bylaws"	See 2 documents attached including email & letter from attorney.
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	Met	Need receipt of bylaws and conflict of interest for every board member, every two years. Only 8 uploaded	Our Title X Health Services program requires the info.
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.	Not Met	Met	Documentation must include ALL of the following: 1) Board meeting minutes indicating all members present and absent and stating that "a quorum has been met or not" AND 2) Board Vacancy Tool AND 3) Bylaws	Board Vacancy Tool Attached
Category 5: Board Governance	5.6	Each governing board member has signed a conflict of interest policy within the past 2 years.	Not Met	Met	Need receipt of bylaws and conflict of interest for every board member, every two years. Only 8 uploaded	

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.	Not Met	Met	Must include ALL board members. Documentation must include ALL of the following: 1) Board Policy and Procedure Manual that lists orientation topics covered AND 2) Sign-in sheet or signed and dated acknowledgment of receipt of board orientation for each board member AND 3) TAC §6.6 Board Roster	
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	Met		
Category 5: Board Governance	5.9	The organization's governing board receives programmatic reports at each regular board meeting.	Met	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	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	Met		
Category 6: Strategic Planning	6.3	The approved strategic plan contains family, agency, and/or community goals.	Met	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	Met		
Category 6: Strategic Planning	6.5	The governing board has received an update(s) on progress meeting the goals of the strategic plan within the past 12 months.	Met	Met		
Category 7: Human Resource Management	7.1	The organization has written personnel policies that have been reviewed by an attorney and approved by the governing board within the past 5 years.	Met	Met		

Category 7: Human Resource Management	7.2	The organization makes available the employee handbook (or personnel policies in cases without a handbook) to all staff and notifies staff of any changes.	Met	Met		
Category 7: Human Resource Management	7.3	The organization has written job descriptions for all positions, which have been updated within the past 5 years.	Not Met	Met		See Staff List & Job Descriptions for this item
Category 7: Human Resource Management	7.4	The governing board conducts a performance appraisal of the CEO/ executive director within each calendar year.	Met	Met		
Category 7: Human Resource Management	7.5	The governing board reviews and approves CEO/executive director compensation within every calendar year.	Met	Met		
Category 7: Human Resource Management	7.6	The organization has a policy in place for regular written evaluation of employees by their supervisors.	Met	Met		
Category 7: Human Resource Management	7.7	The organization has a whistleblower policy that has been approved by the governing board.	Not Met	Met	Documentation must include BOTH of the following: 1) The Whistleblower Policy (may be found in the agency's Personnel Policies or Employee Handbook) which includes anti-retaliation language AND 2) Board meeting minutes indicating board approval of policy	
Category 7: Human Resource Management	7.8	All staff participate in a new employee orientation within 60 days of hire.	Not Met	Met	Documentation must include BOTH of the following: 1) Policy related to orientation; Personnel Policies or Employee Handbook AND 2) Completed New Hire Orientation Tool	
Category 7: Human Resource Management	7.9	The organization conducts or makes available staff development/ training (including ROMA) on an ongoing basis.	Met	Met		

Category 8: Financial Operations and Oversight	8.1	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.	Met	Met		
Category 8: Financial Operations and Oversight	8.2	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.	Not Met	Met	Documentation must include BOTH of the following: 1) Documentation that confirms an agency has prepared responses to or otherwise assessed any audit findings; a physical or electronic copy of the corrective action plan(s) that has been prepared in response to any audit findings AND 2) Board meeting minutes that confirms the agency has reviewed its corrective action plan with the board. Highlighted copies of the official minutes of the meetings of the board indicating the response by management to the audit findings and indicating the board's acceptance of its corrective action plan(s) or indicating there were no audit findings.	
Category 8: Financial Operations and Oversight	8.3	The organization's auditor presents the audit to the governing board.	Met	Met		
Category 8: Financial Operations and Oversight	8.4	The governing board formally receives and accepts the audit.	Met	Met		
Category 8: Financial Operations and Oversight	8.5	The organization has solicited bids for its audit within the past 5 years.	Met	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.	Not Met	Met	Documentation must include BOTH of the following: 1) A physical or electronic copy of the form 990 AND 2) Agenda, email or packet attesting the Board had reviewed the required forms	
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.	Not Met	Met	Need to have all financial reports for each board meeting attached to this OS - see guide.	
Category 8: Financial Operations and Oversight	8.8	All required filings and payments related to payroll withholdings are completed on time.	Met	Met		
Category 8: Financial Operations and Oversight	8.9	The governing board annually approves an organization-wide budget.	Not Met	Met	No documentation uploaded	
Category 8: Financial Operations and Oversight	8.10	The fiscal policies have been reviewed by staff within the past 2 years, updated as necessary, with changes approved by the governing board.	Met	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	Met		Board reviewed written procurement policy on 9.15.22 See documents attached.
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.	Not Met	Met	No documentation uploaded	
Category 8: Financial Operations and Oversight	8.13	The organization has a written policy in place for record retention and destruction.	Not Met	Met	No documentation uploaded	
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	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	Met		

<p>Category 9: Data and Analysis</p>	<p>9.3</p>	<p>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.</p>	<p>Not Met</p>	<p>Not Met</p>	<p>Documentation must include BOTH of the following:</p> <ul style="list-style-type: none"> • Board meeting minutes must reflect a presentation of and analysis of the Strategic Plan and Community Action Plan outcome goals/targets followed by board review and action using language that a decision "to modify or not modify" was made. Any adjustments or changes (or no changes) must reflect a motion or resolution with vote results. AND • Board packet and or presentation materials provided to the board within the last 12 months. 	
<p>Category 9: Data and Analysis</p>	<p>9.4</p>	<p>The organization submits its annual CSBG Information Survey data report and it reflects client demographics and organization-wide outcomes.</p>	<p>Met</p>	<p>Met</p>		
<p>Overall Comments:</p>		<p>Total organizational standards</p>	<p>58</p>	<p>58</p>		

Met	41	57
Not Met	17	1
Percent Met	70.69%	98.28%
Percent Not Met	29.31%	1.72%

Good morning Doug –

Please see attached the final review of the PY23 OS. OS 9.3 remains unmet, as that OS requires both the CAP and Strategic Plan analysis, and your board meeting minutes show only the strategic plan.

Organizations can meet this standard by having an annual board discussion of organization’s progress in meeting outcomes (those included in the Community Action Plan, Strategic Plan, and if applicable, any other organizational outcome goals/targets), multiple conversations over the course of the year, or other processes the organization deems appropriate as long as these discussions are reflected in the minutes, with any operational or program adjustments or improvements being noted.

Documentation must include **BOTH** of the following:

- Board meeting minutes must reflect a presentation of and analysis of the Strategic Plan and Community Action Plan outcome goals/targets followed by board review and action using language that a decision “to modify or not modify” was made. Any adjustments or changes (or no changes) must reflect a motion or resolution with vote results. **AND**
- Board packet and or presentation materials provided to the board within the last 12 months.

FYI – I’ll eventually get all the documents uploaded, but it’s a lot and my old hands cannot click, click, click the mouse that much anymore. I’ve put all the documents in your agency folder at the department to show we have everything. For next year, be sure all OS have a document that requires a document. The CNA should auto populate, along with the strategic plan until it is due again.

New email address: karen.keith@tdhca.texas.gov

Enjoy this day and Happy New Year -

Karen Keith

TDHCA – Community Affairs Training and Technical Assistance
221 E. 11th Street | Austin, TX 78701
Voice: 512.475.0471

HUMAN RESOURCES

PROGRAM REPORT



Project Name	HR Program Report	Reporting Period
Board Meeting	January 18, 2024	11/17/2023 - 01/12/2024
Prepared by	Ruth M. Salinas	

HIGHLIGHTS

- Successful Open Enrollment - 174 Enrolled
- 5 new Volunteers
- Luisa Loera has enrolled in the Human Resources Certificate Program at UT-Austin.

Status Update

Employee Count	New Hires	Terminations/ Resignations	Vacancies
306	10	6	18
Numbers from Board Meeting - 11/16/2023			
303	13	11	24

CHALLENGES

- Absences within the Head Start Program
- Employee Concerns

NEXT STEPS

Action Items:

Task or Deliverable

- Task: Addressing employee concerns, conducting investigations.
- Deliverable: Improved workplace relations and resolution of issues.
- Task: Identifying training needs, coordinating training programs.
- Deliverable: Improved skills and knowledge among employees.
- Task: Create and communicate clear attendance policies to employees.
- Specify expectations regarding punctuality, reporting procedures for absences, and consequences for non-compliance.

Pending:

- Harassment Training
- Diversity Training
- Effective Communication Training

Next Reporting Period

01/15/2024-03/15/2024

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

Reported on: 1/12/2024
 Date Range: 01/12/2024 - Current
 Data Set: All Data

Job Title	Job ID	Date Job Activated	Department	Location	# of Openings	Job Status
Parent Educator - Special Populations	23-95	11/2/2023	Home Visiting Program	San Marcos, TX	3	Active
Adult Education Teacher (ESL)	24-01	1/3/2024	Adult Education	Florence, TX	1	Active
Adult Education Teacher (GED)	24-02	1/3/2024	Adult Education	Florence, TX	1	Active
Parent Educator	24-03	1/3/2024	Home Visiting Program	All Counties, TX	2	Active
Adult Education Teacher (ESL)	24-04	1/3/2024	Adult Education	Austin, TX	1	Active
Adult Education Teacher (ESL)	24-05	1/3/2024	Adult Education	Austin, TX	1	Active
Adult Education Teacher (ESL)	24-06	1/3/2024	Adult Education	Austin, TX	1	Active
Adult Education Teacher (GED)	24-07	1/3/2024	Adult Education	Del Valle, TX	1	Active
Adult Education Teacher (ESL)	24-08	1/3/2024	Adult Education	Cedar Creek, TX	1	Active
Program Floater	24-09	1/5/2024	Early Childhood Education	Luling, TX	1	Active
Site Supervisor	24-10	1/3/2024	Early Childhood Education	Kyle, TX	1	Active
Adult Education Teacher (GED)	24-11	1/3/2024	Adult Education	Bastrop, TX	1	Active
Adult Education Teacher (ESL)	24-12	1/3/2024	Adult Education	Bastrop, TX	1	Active
Adult Education Teacher (ESL)	24-13	1/3/2024	Adult Education	Elgin, TX	1	Active
Transportation Aide	24-14	10/30/2023	Health Services	Elgin, TX	1	Active
Head Start Teacher One	24-15	11/21/2023	Early Childhood Education	San Marcos, TX	2	Active
Head Start Teacher One	24-16	11/29/2023	Early Childhood Education	Kyle, TX	1	Active
Casual Cook Aide	24-18	1/8/2024	Early Childhood Education	All Counties, TX	1	Active
Early Head Start Teacher	24-19	1/8/2024	Early Childhood Education	Luling, TX	1	Active

Hires Pipeline Detail for Community Action, Inc. of Central Texas

Reported on: 1/12/2024

Date Range: Custom Date Range

11/17/2023-1/12/2024

Data Set: All Data

Candidate Name	Job Title	Current Status (Candidate)	Date Hired	Start Date
Ana Baer	Adult Education Teacher	Candidate Hired	11/19/2023	11/19/2023
Leah Murphy	Adult Education Teacher	Candidate Hired	11/19/2023	11/19/2023
Kim Kibby	Adult Education Teacher	Candidate Hired	11/19/2023	11/19/2023
Jazmin Alcantara	Adult Education Teacher	Candidate Hired	11/19/2023	11/19/2023
Stephanie Vasquez	Head Start Teacher One	Candidate Hired	11/21/2023	12/4/2023
Jazlie Rodriguez	Head Start Bilingual Teaching Assistant	Candidate Hired	11/21/2023	12/4/2023
Alexandria Cervantez	Early Head Start Teacher	Candidate Hired	12/4/2023	12/5/2023
Mary JOHNSTON	Adult Education Teacher (Quickbooks & Bookkeeping)	Candidate Hired	12/7/2023	12/11/2023
Crystal Fuller	Program Floater	Candidate Hired	12/8/2023	12/10/2023
Lisa Stika	Parent Educator - Special Populations	Candidate Hired	12/21/2023	1/15/2024

Resignation/Termination Detail for Community Action, Inc. of Central Texas

Reported on: 11/13/2023

Date Range: 11/17/2021-01/12/2024

Full Name	Department	Job Title	Termination Reason
Anderson, Berenice G.	1101111 - EHS Program Operations	Site Specialist	Term-FailedPIP
Blanchard, Ramona	1101011 - HS Program Operations	Center Director	Term-Poor Performance
Rohwer, Connie J.	1101011 - HS Program Operations	Head Start Teacher One	Resign-No/Short Notice
Theo, John	1201211 - AE Program Operations	Adult Education Teacher	Termination
Vargas, Hollie .	1102011 - THV Program Operations	THV Parent Educator	Resign-2 Wks Notice
Vasquez, Stephanie J.	1101011 - HS Program Operations	Head Start Teacher One	Resign-2 Wks Notice

Community Action, Inc of Central Texas
Statement of Financial Position
December 31, 2023

Item 6.3.1

ASSETS

Current Assets

Cash	\$	442,758
Grant Receivable		1,250,350
Inventory		53,895
Prepaid Expenses		28,010
Total Current Assets		<u>1,775,013</u>

Fixed Assets

Buildings & Equipment		4,339,352
less Accumulated Depreciation		<u>(3,596,654)</u>
Net Fixed Assets		<u>742,698</u>

TOTAL ASSETS

\$ 2,517,711

LIABILITIES & NET ASSETS

Current Liabilities

Accounts Payable & Accrued Liabilities	\$	<u>1,209,637</u>
Total Current Liabilities		<u>1,209,637</u>

Total Liabilities

1,209,637

Net Assets

Unrestricted		565,376
Permanently Restricted		<u>742,698</u>
Total Net Assets		<u>1,308,073</u>

TOTAL LIABILITIES & NET ASSETS

\$ 2,517,711

Community Action, Inc of Central Texas
Statement of Revenues
2 Months Ended December 31, 2023

Item 6.3.1

Federal & State Grant Revenue	\$ 3,063,969
Other Grant Revenue	8,966
Fee for Service Revenue	2,619
Fundraising/Donations	28,048
Interest Income	35
Program Income	16,397
 TOTAL REVENUES	 \$ <u>3,120,035</u>

Community Action, Inc of Central Texas
Statement of Functional Expenses
2 Months Ended December 31, 2023

Item 6.3.1

Salaries	1,928,244
Fringe Benefits	372,404
Supplies	117,141
Contractual	112,482
Rent	94,437
Telephone/Internet	15,832
Utilities	12,247
Miscellaneous	4,571
Insurance	102,975
Travel	14,022
Maintenance	30,128
Other Office Expense	19,335
Dues, License & Fees	552
Employment Advertisement	0
Audit	0
Auto Expense	7,835
Employee Development	77,214
Interest & Bank Fees	745
Direct Assistance	173,329
Depreciation	13,000
TOTAL EXPENDITURES	<u><u>3,096,494</u></u>

Community Action, Inc. of Central Texas
 Grant Financial Report
 As of December 31, 2023

Item 6.3.2

Community Services			Cumulative		% of	% of	
Program	Current Budget		Expenditures To Date	Budget Balance	Budget Expended	Grant Period Completed	Grant FYE
1	CEAP (Energy Assistance) 2023	\$1,149,035	\$1,141,690	\$7,345	99.36%	100%	12/31/2023
2	CEAP - Supplemental	\$280,599	\$279,497	\$1,102	99.61%	80%	3/31/2024
3	Low Income Water Assistance	\$456,176	\$320,842	\$135,334	70.33%	89%	3/31/2024
4	CSBG 2023 Allocation	\$304,360	\$249,175	\$55,185	81.87%	80%	3/31/2024
5	Senior Citizens - CAPCO	\$64,700	\$23,387	\$41,313	36.15%	25%	9/30/2023
6	Senior Citizens - COSM	\$12,100	\$12,100	\$0	100.00%	100%	12/31/2023
7	SM Youth Services	\$110,000	\$96,893	\$13,107	88.08%	91%	1/31/2024
8	TX Youth Action Network	\$100,000	\$36,670	\$63,330	36.67%	58%	5/31/2024
9	City of Lockhart	\$10,000	\$8,417	\$1,583	84.17%	100%	12/31/2023
10	First Presbyterian Church Covid Relief	<u>\$2,994</u>	<u>\$0</u>	<u>\$2,994</u>	0.00%	42%	7/31/2024
Total Community Services		<u>\$2,489,964</u>	<u>\$2,168,670</u>	<u>\$321,294</u>			

- 2 CEAP 2023 and Supplemental - State extended the Contract but we did not need the extension
- 3 Low Income Water Assistance - Expenditure have been much larger with change in rules by funding source but expenditures still low based on full funding and Contract was extended again until March
- 4 CSBG 2023 - Anticipate that the State will extend this grant to the end of March 2024.
- 5 Senior Citizens CAPCO - After funds are expended in this grant we will have the City of San Marcos 2024 grant to use
- 9 City of Lockhart - This is a payor of last resort. CAI has not had many requests for this funding as most of the clients that would be eligible are served by CEAP.
- 10 First Presbyterian Church - Just a small amount of money remaining

Child & Family Services						
Program	Current Budget	Cumulative Expenditures To Date	Budget Balance	% of Budget Expended	% of Grant Period Completed	Grant FYE
11 ST Davids - Home Visiting	\$234,562	\$234,562	\$0	100.00%	100%	12/31/2023
12 Head Start Program Federal Portion	\$9,182,159	\$1,283,841	\$7,898,318	13.98%	16%	10/31/2024
13 Child Care Food Program	\$355,000	\$109,347	\$245,653	30.80%	25%	9/30/2024
14 Texas Home Visiting	\$948,000	\$270,635	\$677,365	28.55%	33%	8/31/2024
15 Texas Home Visiting ARP	\$77,699	\$22,054	\$55,645	28.38%	33%	8/31/2024
16 Texas Home Visiting ECSB	\$187,000	\$62,248	\$124,752	33.29%	67%	4/30/2024
17 Texas School Ready	\$89,432	\$28,989	\$60,443	32.41%	33%	8/31/2024
Total Child & Family Services	<u>\$11,073,852</u>	<u>\$110,928</u>	<u>\$9,062,175</u>			

12 Head Start - Was trying to utilize other funds resulting in underspent funds here. Have plan for additional expenditures and they are telling us we can request extension
 16 Texas Home Visiting ECSB - Were just awarded an additional \$125,000 and it appears grant period will change

Literacy & Workforce Development

Program	Current Budget	Cumulative Expenditures To Date	Budget Balance	% of Budget Expended	% of Grant Period Completed	Grant FYE	
18 Adult Basic Ed. (Fed Share) 22-23	\$3,222,478	\$3,200,267	\$22,211	99.31%	75%	6/30/2024	7/1/2022
19 Adult Basic Ed. (Fed Share) 23-24	\$2,589,457	\$1,133,252	\$1,456,205	43.76%	50%	6/30/2024	7/1/2023
20 Adult Basic Ed. - ACC	\$100,000	\$42,536	\$57,464	42.54%	50%	6/30/2024	7/1/2023
21 Adult Basic Ed. - Bastrop Cares	\$7,800	\$3,475	\$4,325	44.55%	99%	12/31/2023	7/1/2023
Total Adult Education	<u>\$5,919,735</u>	<u>\$4,379,528</u>	<u>\$1,540,207</u>				

- 18 Adult Basic Ed. (Fed Share) 22-23 - Received budget increase in May and expenditures lower during summer months Grant Extended 12 months months until 6/30/24 but funds will be used by end of November 2023
- 20 Adult Basic Ed. - ACC - Classes charged to this grant did not get started until late in July
- 21 Adult Basic Ed. - Bastrop Cares - Grant is for less than 12 months for special class.

Community Health Services

Program	Current Budget	Cumulative Expenditures To Date	Budget Balance	% of Budget Expended	% of Grant Period Completed	Grant FYE
22 Family Planning - Title X	\$145,883	\$145,883	\$0	100.00%	75%	3/31/2024
23 Healthy Texas Women - Fee	\$104,000	\$35,935	\$68,065	34.55%	33%	8/31/2024
24 Healthy Texas Women - Cat	\$104,000	\$7,933	\$96,067	7.63%	33%	8/31/2024
25 HHSC Family Planning - Fee	\$98,927	\$68,740	\$30,187	69.49%	33%	8/31/2024
26 HHSC Family Planning - Cat	\$26,981	\$14,737	\$12,244	54.62%	33%	8/31/2024
27 HTWP - Navigator	\$52,400	\$3,382	\$49,018	6.45%	33%	8/31/2024
28 Expanded Services	\$333	\$0	\$333	0.00%	16%	10/31/2024
29 Ryan White Part - B	\$84,050	\$84,050	\$0	100.00%	75%	3/31/2024
30 HIV HSS	\$371,500	\$112,221	\$259,279	30.21%	33%	8/31/2024
31 HIV HSS Supplemental	\$49,539	\$47,884	\$1,655	96.66%	75%	3/31/2024
32 HOPWA	\$293,814	\$169,530	\$124,284	57.70%	33%	8/31/2024
33 Ryan White Part - A	\$60,193	\$53,828	\$6,365	89.43%	84%	2/28/2024
34 Ryan White Part - C	\$122,648	\$121,769	\$879	99.28%	100%	12/31/2023
35 Cancer Screening	\$233,992	\$29,047	\$204,945	12.41%	33%	8/31/2024
36 McKenna Legacy Foundation	\$18,000	\$7,444	\$10,556	41.36%	40%	8/31/2024
37 United Way - ARPA (Hays County)	\$99,375	\$0	\$99,375	0.00%	8%	11/30/2024
38 United Way BCCS (All Counties)	\$100,000	\$96,315	\$3,685	96.31%	93%	1/31/2024
39 United Way BCCS (Hays Outreach)	\$125,292	\$77,791	\$47,501	62.09%	56%	8/31/2024
Community Health Total	\$2,090,927	\$1,150,184	\$1,014,439			
AGENCY TOTAL	\$21,574,478	\$7,809,310	\$11,938,115			
Administrative Cost	\$1,100,310	\$176,066	\$924,244	16.00%	16%	10/31/2024

22 Family Planning Title X - We knew this was going to be an issue but have planned on using CSBG funding to cover the additional months
 In addition there are plans to increase clinic revenue to keep this from happening in the future.

25/26 HHSC Family Planning - We usually utilize these funds before the end of the grant period. We hope to reclassify Healthy Texas Women funding into this category.

27 HTWP - Navigator - This is a new grant specifically to hire a HTW navigator which has now been hired

29 Ryan White Part B - The grant portion of this is all that is reflected but this grant has Program Income that can be utilized also.

31 HIV HSS Supplemental - They originally gave us 5 months funding then extended the grant period to 12 months but put the additional 7 months funding in HIV HSS grant

32 HOPWA - Have had lots of need in this grant and will be asking for more funding in the near future.

33 Ryan White Part A - This

36 Cancer Screening - Billing from provider used in this program usually run 2-3 months behind in billing the program for services

Community Action, Inc. of Central Texas
 Non-Federal Funds
 As of December 31, 2023

Item 6.3.2

Program	Beginning 12/1/2023	Revenues December	Expenditures December	Balance 12/31/2023
HIV Non -Federal/Donor	48,676.80	0.00	2,322.12	46,354.68
Breast Cancer Donor	21,226.38	200.00	1,700.91	19,725.47
AE Non Federal/Donor	33,125.30	156.00	695.23	32,586.07
Heath Services Donor	297.19	0.00	2,028.44	(1,731.25)
Head Start Donor	6,285.34	19.96	771.42	5,533.88
Head Start Policy Council	6,014.93	0.00	0.00	6,014.93
Season for Caring - Parten	12,775.44	0.00	1,656.35	11,119.09
Season for Caring - Piper	0.00	15,000.00	0.00	15,000.00
Youth Services Donor Fund	1,463.85	0.00	849.16	614.69
Sr Citizen Donor	9,266.50	72.00	446.79	8,891.71
	<u>139,131.73</u>	<u>15,447.96</u>	<u>10,470.42</u>	<u>144,109.27</u>

General Ledger System

COMMUNITY ACTION, INC.

For User: Keith

Category Statement of Operations for: 278 - HEAD START 23-24

Report year: 11/1/2023 thru 10/31/2024

Period ending: December 2023

Page: Page 1 of 4

Date: 1/12/2024

Time: 10:55:52 AM

Account	-----Monthly-----			-----To Date-----			Annual budget	Unexpended
	Budget	Expenditures	Pct	Budget	Expenditures	Pct		
Expenditures								
SALARIES								
5000 SALARIES	\$405,021.00	\$503,786.64	124.39%	\$810,042.00	\$729,664.60	90.08%	\$4,860,290.00	\$4,130,625.40
Total SALARIES	\$405,021.00	\$503,786.64	124.39%	\$810,042.00	\$729,664.60	90.08%	\$4,860,290.00	\$4,130,625.40
FRINGE BENEFITS								
5150 FICA	\$26,307.00	\$37,468.21	142.43%	\$52,614.00	\$54,374.63	103.35%	\$315,727.00	\$261,352.37
5151 HEALTH/LIFE INSURANCE	\$61,777.00	\$46,543.40	75.34%	\$123,554.00	\$90,821.48	73.51%	\$741,375.00	\$650,553.52
5152 TWC	\$10,932.00	\$8,564.29	78.34%	\$21,864.00	\$12,404.33	56.73%	\$131,227.00	\$118,822.67
5153 WORKMENS COMPENSATION	\$3,237.00	\$4,332.54	133.84%	\$6,474.00	\$6,275.20	96.93%	\$38,883.00	\$32,607.80
5154 RETIREMENT PLAN	\$1,048.00	\$4,826.04	460.50%	\$2,096.00	\$7,265.14	346.62%	\$12,590.00	\$5,324.86
Total FRINGE BENEFITS	\$103,301.00	\$101,734.48	98.48%	\$206,602.00	\$171,140.78	82.84%	\$1,239,802.00	\$1,068,661.22
TRAVEL								
5232 OUT-OF-AREA TRAVEL	\$0.00	\$604.93	0.00%	\$0.00	\$3,335.93	0.00%	\$0.00	(\$3,335.93)
5240 TRAVEL - PER DIEM	\$925.00	\$0.00	0.00%	\$1,850.00	\$0.00	0.00%	\$11,108.00	\$11,108.00
Total TRAVEL	\$925.00	\$604.93	65.40%	\$1,850.00	\$3,335.93	180.32%	\$11,108.00	\$7,772.07
SUPPLIES								
5401 OFFICE SUPPLIES	\$1,573.00	\$1,039.35	66.07%	\$3,146.00	\$1,490.35	47.37%	\$18,899.00	\$17,408.65
5402 PROGRAM SUPPLIES	\$3,275.00	\$593.65	18.13%	\$6,550.00	\$18,107.29	276.45%	\$39,316.00	\$21,208.71
5407 ERISA SUPPLIES	\$32.00	\$0.00	0.00%	\$64.00	\$0.00	0.00%	\$400.00	\$400.00
5408 KITCHEN SUPPLIES	\$1,332.00	\$391.50	29.39%	\$2,664.00	\$1,154.88	43.35%	\$16,000.00	\$14,845.12
5411 PARENT CENTER SUPPLIES	\$783.00	\$372.18	47.53%	\$1,566.00	\$1,305.12	83.34%	\$9,400.00	\$8,094.88
5412 STAFF TRAINING SUPPLIES	\$656.00	\$1,316.00	200.61%	\$1,312.00	\$1,316.00	100.30%	\$7,903.00	\$6,587.00
5413 JANITORIAL SUPPLIES	\$3,299.00	\$672.10	20.37%	\$6,598.00	\$3,586.66	54.36%	\$39,600.00	\$36,013.34
5415 VEHICLE SUPPLIES	\$24.00	\$69.98	291.58%	\$48.00	\$69.98	145.79%	\$300.00	\$230.02
5417 DENTAL SUPPLIES	\$41.00	\$0.00	0.00%	\$82.00	\$0.00	0.00%	\$500.00	\$500.00
5418 CHILD EDU.SUPPL./LIBRARY	\$1,349.00	\$549.73	40.75%	\$2,698.00	\$2,173.05	80.54%	\$16,200.00	\$14,026.95
5421 HYGIENIC/1ST AIDE SUPPLIE	\$1,125.00	\$28.70	2.55%	\$2,250.00	\$1,093.11	48.58%	\$13,512.00	\$12,418.89
5422 MAINTENANCE MATERIALS	\$657.00	\$254.02	38.66%	\$1,314.00	\$765.94	58.29%	\$7,900.00	\$7,134.06

General Ledger System

COMMUNITY ACTION, INC.

For User: Keith

Category Statement of Operations for: 278 - HEAD START 23-24

Report year: 11/1/2023 thru 10/31/2024

Period ending: December 2023

Page: Page 2 of 4

Date: 1/12/2024

Time: 10:55:56 AM

Account	-----Monthly-----			-----To Date-----			Annual budget	Unexpended
	Budget	Expenditures	Pct	Budget	Expenditures	Pct		
5423 GLOVES	\$0.00	\$0.00	0.00%	\$0.00	\$879.00	0.00%	\$0.00	(\$879.00)
5424 POSTAGE & FREIGHT CHARGES	\$107.00	\$0.00	0.00%	\$214.00	\$266.50	124.53%	\$1,300.00	\$1,033.50
5425 TECHNOLOGY SUPPLIES	\$416.00	\$44.00	10.58%	\$832.00	\$466.65	56.09%	\$5,000.00	\$4,533.35
5426 MENTAL HEALTH SUPPLIES	\$33.00	\$0.00	0.00%	\$66.00	\$5,787.56	3769.03%	\$400.00	(\$5,387.56)
5427 ADULT ED TEST SUPPLIES	\$206.00	\$0.00	0.00%	\$412.00	\$0.00	0.00%	\$2,477.00	\$2,477.00
5428 TEXTBOOKS/SUPPLIES	\$0.00	\$0.00	0.00%	\$0.00	\$299.42	0.00%	\$0.00	(\$299.42)
5429 DIAPERS	\$1,516.00	\$1,076.90	71.04%	\$3,032.00	\$3,102.83	102.34%	\$18,200.00	\$15,097.17
5451 EQUIPMENT <\$5000	\$0.00	\$0.00	0.00%	\$0.00	\$14,902.88	0.00%	\$0.00	(\$14,902.88)
Total SUPPLIES	\$16,424.00	\$6,408.11	39.02%	\$32,848.00	\$56,767.22	172.82%	\$197,307.00	\$140,539.78
CONTRACTUAL								
5507 CONTRACTUAL-BONHAM	\$14,597.00	\$0.00	0.00%	\$29,194.00	\$0.00	0.00%	\$175,169.00	\$175,169.00
5510 CONTRACTUAL	\$22,850.00	\$23,527.54	102.97%	\$45,700.00	\$32,843.64	71.87%	\$274,241.00	\$241,397.36
5550 LITERACY SERVICES	\$583.00	\$0.00	0.00%	\$1,166.00	\$0.00	0.00%	\$7,000.00	\$7,000.00
5557 CONTRACTUAL/MENTAL HEALTH	\$208.00	\$0.00	0.00%	\$416.00	\$0.00	0.00%	\$2,500.00	\$2,500.00
5660 AUDIT	\$811.00	\$0.00	0.00%	\$1,622.00	\$0.00	0.00%	\$9,744.00	\$9,744.00
Total CONTRACTUAL	\$39,049.00	\$23,527.54	60.25%	\$78,098.00	\$32,843.64	42.05%	\$468,654.00	\$435,810.36
OTHER								
5601 RENT/BUILDING LEASE	\$9,563.00	\$5,723.21	59.85%	\$19,126.00	\$10,120.47	52.91%	\$114,784.00	\$104,663.53
5602 TELEPHONE	\$2,764.00	\$2,468.85	89.32%	\$5,528.00	\$5,701.69	103.14%	\$33,202.00	\$27,500.31
5603 UTILITIES	\$7,130.00	\$2,966.28	41.60%	\$14,260.00	\$9,958.79	69.84%	\$85,591.00	\$75,632.21
5604 PEST CONTROL SERVICES	\$541.00	\$363.52	67.19%	\$1,082.00	\$1,237.30	114.35%	\$6,500.00	\$5,262.70
5606 ALARM FEE	\$241.00	\$418.95	173.84%	\$482.00	\$562.90	116.78%	\$2,900.00	\$2,337.10
5608 REPAIRS/MINOR BLDG.	\$4,249.00	\$0.00	0.00%	\$8,498.00	\$15,690.01	184.63%	\$51,000.00	\$35,309.99
5609 INTERNET CONNECTION	\$1,245.00	\$1,229.06	98.72%	\$2,490.00	\$2,711.49	108.90%	\$14,950.00	\$12,238.51
5613 INSURANCE/GENL LIABILITY	\$3,516.00	\$0.00	0.00%	\$7,032.00	\$42,771.38	608.24%	\$42,224.00	(\$547.38)
5614 INSURANCE/VEHICLE	\$1,533.00	\$0.00	0.00%	\$3,066.00	\$23,692.00	772.73%	\$18,400.00	(\$5,292.00)
5619 ANNUAL GAS INSPECTION	\$274.00	\$0.00	0.00%	\$548.00	\$0.00	0.00%	\$3,300.00	\$3,300.00
5621 FUEL & OIL	\$491.00	\$490.02	99.80%	\$982.00	\$490.02	49.90%	\$5,900.00	\$5,409.98

General Ledger System

COMMUNITY ACTION, INC.

For User: Keith

Category Statement of Operations for: 278 - HEAD START 23-24

Report year: 11/1/2023 thru 10/31/2024

Period ending: December 2023

Page: Page 3 of 4

Date: 1/12/2024

Time: 10:55:58 AM

Account	-----Monthly-----			-----To Date-----			Annual budget	Unexpended
	Budget	Expenditures	Pct	Budget	Expenditures	Pct		
5622 VEHICLE LICENSE & REGIST.	\$66.00	\$0.00	0.00%	\$132.00	\$151.25	114.58%	\$800.00	\$648.75
5623 VEHICLE MAINTENANCE	\$581.00	\$0.00	0.00%	\$1,162.00	\$1,483.12	127.64%	\$6,982.00	\$5,498.88
5632 STAFF LOCAL TRAVEL	\$1,855.00	\$1,630.34	87.89%	\$3,710.00	\$2,411.16	64.99%	\$22,296.00	\$19,884.84
5633 FOOD/CHILDREN	\$7,916.00	\$162.01	2.05%	\$15,832.00	\$212.49	1.34%	\$95,000.00	\$94,787.51
5634 FOOD/STAFF TRAINING/MTG.	\$491.00	\$727.43	148.15%	\$982.00	\$782.14	79.65%	\$5,900.00	\$5,117.86
5635 PC FOOD/SUPPLIES EXPENSES	\$124.00	\$368.00	296.77%	\$248.00	\$588.00	237.10%	\$1,500.00	\$912.00
5640 DATA PROCESSING	\$1,285.00	\$3,446.06	268.18%	\$2,570.00	\$3,533.58	137.49%	\$15,456.00	\$11,922.42
5641 OFFICE EQUIPMENT MAINT.	\$109.00	\$233.87	214.56%	\$218.00	\$478.95	219.70%	\$1,319.00	\$840.05
5643 INDOOR EQUIP.MAINT,	\$216.00	\$272.33	126.08%	\$432.00	\$715.07	165.53%	\$2,600.00	\$1,884.93
5644 KITCHEN EQUIP. MAINT.	\$1,483.00	\$4,061.67	273.88%	\$2,966.00	\$4,061.67	136.94%	\$17,800.00	\$13,738.33
5645 PLAYGROUND MAINT.	\$1,666.00	\$305.47	18.34%	\$3,332.00	\$305.47	9.17%	\$20,000.00	\$19,694.53
5647 POSTAGE & FREIGHT	\$16.00	\$426.18	2663.63%	\$32.00	\$619.30	1935.31%	\$200.00	(\$419.30)
5651 ADVERTISING/EMPLOYMENT	\$29.00	\$0.00	0.00%	\$58.00	\$0.00	0.00%	\$350.00	\$350.00
5652 STAFF LICENSURE	\$191.00	\$240.00	125.65%	\$382.00	\$240.00	62.83%	\$2,300.00	\$2,060.00
5653 MEMBERSHIP DUES	\$503.00	\$0.00	0.00%	\$1,006.00	\$0.00	0.00%	\$6,047.00	\$6,047.00
5655 CONFE. REGIST./FEES/STAFF	\$4,533.00	\$7,426.05	163.82%	\$9,066.00	\$14,865.05	163.96%	\$54,408.00	\$39,542.95
5656 LICENSING OF SITES	\$74.00	\$111.71	150.96%	\$148.00	\$111.71	75.48%	\$900.00	\$788.29
5661 BANK FEES	\$0.00	\$153.73	0.00%	\$0.00	\$153.73	0.00%	\$0.00	(\$153.73)
5664 PROFESSIONAL DUES/FEES	\$0.00	\$125.00	0.00%	\$0.00	\$500.00	0.00%	\$0.00	(\$500.00)
5667 EMPLOYEE DEVELOPMENT	\$769.00	(\$98.14)	-12.76%	\$1,538.00	\$1,191.65	77.48%	\$9,235.00	\$8,043.35
5670 BACKGROUND CHECKS	\$249.00	\$60.59	24.33%	\$498.00	\$109.85	22.06%	\$3,002.00	\$2,892.15
5675 MOVING EXPENSES	\$32.00	\$0.00	0.00%	\$64.00	\$0.00	0.00%	\$400.00	\$400.00
5683 PAYROLL PROCESSING-ADP	\$0.00	\$148.06	0.00%	\$0.00	\$234.62	0.00%	\$0.00	(\$234.62)
5686 Health & Safety Inspectio	\$647.00	\$162.00	25.04%	\$1,294.00	\$237.00	18.32%	\$7,779.00	\$7,542.00
5689 MISC SHARED EXPENSES	\$28.00	\$0.00	0.00%	\$56.00	\$0.00	0.00%	\$346.00	\$346.00
5694 CHILDPLUS/PAT/BBT	\$1,474.00	\$0.00	0.00%	\$2,948.00	\$0.00	0.00%	\$17,700.00	\$17,700.00
5695 WEBSITE MAINTENANCE	\$0.00	\$0.00	0.00%	\$0.00	\$160.00	0.00%	\$0.00	(\$160.00)
5701 MEDICAL SERVICES	\$16.00	\$59.39	371.19%	\$32.00	\$59.39	185.59%	\$200.00	\$140.61

General Ledger System

COMMUNITY ACTION, INC.

For User: Keith

Category Statement of Operations for: 278 - HEAD START 23-24

Report year: 11/1/2023 thru 10/31/2024

Period ending: December 2023

Page: Page 4 of 4

Date: 1/12/2024

Time: 10:56:00 AM

Account	----- <i>Monthly</i> -----			----- <i>To Date</i> -----			Annual budget	Unexpended
	Budget	Expenditures	Pct	Budget	Expenditures	Pct		
5704 DENTAL SERV.FOLLOW UP	\$41.00	\$0.00	0.00%	\$82.00	\$0.00	0.00%	\$500.00	\$500.00
5710 EMPLOYEE MEDICAL EXAMS	\$158.00	\$0.00	0.00%	\$316.00	\$0.00	0.00%	\$1,900.00	\$1,900.00
5901 MAJOR RENOVATIONS	\$444.00	\$0.00	0.00%	\$888.00	\$0.00	0.00%	\$5,336.00	\$5,336.00
5905 BOARD EXPENSE	\$0.00	\$106.75	0.00%	\$0.00	\$108.98	0.00%	\$0.00	(\$108.98)
Total OTHER	\$56,543.00	\$33,788.39	59.76%	\$113,086.00	\$146,250.23	129.33%	\$679,007.00	\$532,756.77
EQUIPMENT								
Total EQUIPMENT	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	0.00%	\$0.00	\$0.00
Total Expenditures	\$621,263.00	\$669,850.09	107.82%	\$1,242,526.00	\$1,140,002.40	91.75%	\$7,456,168.00	\$6,316,165.60

General Ledger System

COMMUNITY ACTION, INC.

For User: Keith

Fund Expenditure report for 278 - HEAD START 23-24 (Fund status: Active)

Report year: 11/1/2023 thru 10/31/2024

Period ending: December 2023

Page: Page 1 of 1

Date: 1/12/2024

Time: 3:37:47 PM

Account	-----Monthly-----			-----To Date-----			Annual budget	Unexpended
	Budget	Expenditures	Pct	Budget	Expenditures	Pct		
Department: 120 IN-KIND								
5000 SALARIES	\$46,668.00	\$46,670.00	100.00%	\$93,336.00	\$46,670.00	50.00%	\$560,018.00	\$513,348.00
5422 MAINTENANCE MATERIALS	\$1,250.00	\$1,250.00	100.00%	\$2,500.00	\$1,250.00	50.00%	\$15,000.00	\$13,750.00
5510 CONTRACTUAL	\$27,060.00	\$27,060.00	100.00%	\$54,120.00	\$27,060.00	50.00%	\$324,720.00	\$297,660.00
5601 RENT/BUILDING LEASE	\$67,604.00	\$67,609.00	100.01%	\$135,208.00	\$67,609.00	50.00%	\$811,253.00	\$743,644.00
5603 UTILITIES	\$1,250.00	\$1,250.00	100.00%	\$2,500.00	\$1,250.00	50.00%	\$15,000.00	\$13,750.00
Total for sub program ---->	\$143,832.00	\$143,839.00	100.00%	\$287,664.00	\$143,839.00	50.00%	\$1,725,991.00	\$1,582,152.00
Total for program ---->	\$143,832.00	\$143,839.00	100.00%	\$287,664.00	\$143,839.00	50.00%	\$1,725,991.00	\$1,582,152.00
Total for department 120 ---->	\$143,832.00	\$143,839.00	100.00%	\$287,664.00	\$143,839.00	50.00%	\$1,725,991.00	\$1,582,152.00
Fund Totals	\$143,832.00	\$143,839.00	100.00%	\$287,664.00	\$143,839.00	50.00%	\$1,725,991.00	\$1,582,152.00

**Child & Adult Care Food Program
Claim For Reimbursement Summary for December 2023**

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
Dec 2023	0	01/10/2024	01/10/2024		Original

Head Start

Contracting Entity Totals	Meals/Snacks	Federal Rate	Reimbursement Amount
Breakfast			
Free	3,323	2.2800	7,576.44
Reduced	0	1.9800	0.00
Paid	0	0.3800	0.00
Total	3,323		7,576.44
Lunch			
Free	3,413	4.2500	14,505.25
Reduced	0	3.8500	0.00
Paid	0	0.4000	0.00
CIL	3,413	0.2950	1,006.84
Total	3,413		15,512.09
PM Snack			
Free	3,143	1.1700	3,677.31
Reduced	0	0.5800	0.00
Paid	0	0.1000	0.00
Total	3,143		3,677.31
Claim Reimbursement Total			26,765.84

Contracting Entity Claim Reimbursement Totals	Meal Reimbursement	CIL Reimbursement	Totals
Current Claim Reimbursement Total	25,759.00	1,006.84	26,765.84

Previous Claim Reimbursement Total	0.00	0.00	0.00
Net Claim Reimbursement Total	25,759.00	1,006.84	26,765.84

6.3.5

Show Site Meal Details


Created By: KHERINGTON10 on: 1/10/2024 8:16:26 AM Modified By: KHERINGTON10 on: 1/10/2024 8:20:32 AM

Payment Information	
Payment Due Date Jan 20, 2024	For online and phone payments, the deadline is 8pm ET.
New Balance \$38,197.62	Minimum Payment Due \$38,197.62
<p>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.</p> <p>MINIMUM PAYMENT WARNING: You are required to pay your balance in full each month.</p> <p>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.</p> <p>If you would like information about credit counseling services, call 1-888-326-8055.</p>	

Account Summary	
Previous Balance	\$57,577.32
Payments	- \$57,577.32
Other Credits	- \$4,243.18
Transactions	+ \$42,440.80
Cash Advances	+ \$0.00
Fees Charged	+ \$0.00
New Balance	= \$38,197.62
Cash Advance Credit Limit	\$1,500.00
Available Credit for Cash Advances	\$1,500.00

Rewards Summary		Rewards as of: 12/25/2023	
Rewards Balance	\$2,063.96	Track and redeem your rewards with our mobile app or on capitalone.com	
Previous Balance	Earned This Period	Redeemed this period	
\$1,299.98	\$763.98	\$0.00	

Account Notifications

 Welcome to your account notifications. Check back here each month for important updates about your account.

Pay or manage your account at capitalone.com

Customer Service: 1-800-867-0904

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: **Jan 20, 2024**

Account ending in 7729

New Balance	Minimum Payment Due	Amount Enclosed
\$38,197.62	\$38,197.62	\$ _____

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.



Transactions

Visit capitalone.com to see detailed transactions.

DOUGLAS D MUDD #7729: Payments, Credits and Adjustments

Trans Date	Post Date	Description	Amount
Dec 1	Dec 1	RBT BILL MILLER BAR-B-EasySavingsNY <i>YOUTH</i>	-\$2.80
Dec 1	Dec 1	RBT BILL MILLER BAR-B-EasySavingsNY <i>YOUTH</i>	-\$21.91
Dec 11	Dec 13	USPS.COM STAMP FLMNT S800-7826724MO <i>SH</i>	-\$594.00
Dec 13	Dec 15	STUDIO 6 AUSTIN MIDTOWAUSTINTX <i>RASP</i>	-\$317.74
Dec 14	Dec 15	CUSTOMINK LLC8002934232VA <i>N/A</i>	-\$2,988.50
Dec 15	Dec 16	RBT BILL MILLER BAR-B-EasySavingsNY <i>YOUTH</i>	-\$19.01
Dec 17	Dec 18	Restaurant Network RbtEasySavingsNY <i>YOUTH</i>	-\$0.22
Dec 18	Dec 18	CAPITAL ONE ONLINE PYMTAuthDate 07-Dec	-\$57,577.32

DOUGLAS D MUDD #7729: Transactions

Trans Date	Post Date	Description	Amount
Nov 27	Nov 28	APPFOLIO *ARBOR PROAUSTINTX <i>RASP</i>	\$50.00 ✓
Nov 27	Nov 28	BILL MILLER BAR-B-Q -SAN ANTONIOTX <i>HS</i>	\$547.69 ✓
Nov 27	Nov 28	BILL MILLER BAR-B-Q -SAN ANTONIOTX <i>HS</i>	\$70.00 ✓
Nov 27	Nov 28	CRACKER BARREL #228 SASAN MARCOSTX <i>HS</i>	\$165.03 ✓
Nov 28	Nov 29	SQ *KRESTA MEAT COMPANgosq.comTX <i>HS</i>	\$120.00 ✓
Nov 28	Nov 29	ZOOM.US 888-799-9666SAN JOSECA <i>HS 119.94 AE 899.56</i>	\$999.50 ✓
Nov 28	Nov 29	JASON'S DELI SMC 750SAN MARCOSTX <i>YOUTH</i>	\$107.67 ✓
Nov 28	Nov 29	JASON'S DELI SMC 750SAN MARCOSTX <i>YOUTH</i>	\$398.46 ✓
Nov 29	Nov 30	DIGITALSPACE8887400502NV <i>CS</i>	\$10.66 ✓
Nov 29	Nov 30	POSITIVE PROMOTIONS800-635-2666NY <i>HS</i>	\$4,992.97 ✓
Nov 29	Nov 30	NATIONAL HEAD START ASALEXANDRIAVA <i>HS</i>	\$749.00 ✓
Nov 29	Dec 1	STUDIO 6 SAN MARCOSSAN MARCOSTX <i>RASP</i>	\$214.53 ✓
Dec 1	Dec 1	EXPEDIA 72704822893297EXPEDIA.COMWA <i>RASP</i>	\$1,059.30 ✓
Dec 1	Dec 2	PY *GUARD DOG STORAGE SAN MARCOSTX <i>HS</i>	\$240.00 ✓
Dec 4	Dec 5	TX HHSC CCL FEEAUSTINTX <i>HS</i>	\$6.39 ✓
Dec 4	Dec 5	TX HHSC CCL FEEAUSTINTX <i>HS</i>	\$26.84 ✓
Dec 4	Dec 5	TX HHSC CCL FEEAUSTINTX <i>HS</i>	\$16.62 ✓
Dec 4	Dec 5	TX HHSC CCL FEEAUSTINTX <i>HS</i>	\$2.30 ✓
Dec 4	Dec 5	TX HHSC CCL FEEAUSTINTX <i>HS</i>	\$8.44 ✓
Dec 4	Dec 5	APF*HAMMER REAL ESTATESAN MARCOSTX <i>RASP</i>	\$745.12 ✓
Dec 5	Dec 6	SQ *PROTECTION UNLIMITSan MarcosTX <i>HS</i>	\$275.00 ✓
Dec 7	Dec 8	DISCOUNT-TIRE-CO TXA-OSAN MARCOSTX <i>066 CS</i>	\$245.35 ✓
Dec 7	Dec 8	SAN MARCOS EMBASSY SUI SAN MARCOSTX <i>HS</i>	\$332.20 ✓
Dec 8	Dec 9	APPFOLIO *ARBOR PROAUSTINTX <i>RASP</i>	\$320.78 ✓
Dec 9	Dec 11	CANVA* I03994-42167176CAMDENDE <i>HS</i>	\$300.00 ✓

Additional Information on the next page

Transactions (Continued)

Trans Date	Post Date	Description	Amount
Dec 9	Dec 11	DOUBLETREE BY HILTONSAN ANTONIOTX <i>HS</i>	\$369.99 ✓
Dec 11	Dec 12	CANVA* I03996-55277355CAMDENDE <i>YOUTH</i>	\$301.00 ✓
Dec 11	Dec 12	VISTAPRINT8662074955MA <i>YOUTH</i>	\$1,880.53 ✓
Dec 11	Dec 12	CUSTOMINK LLC8002934232VA <i>see credit N/A</i>	\$2,988.50 ✓
Dec 11	Dec 12	DOLLAR TREESAN MARCOSTX <i>YOUTH</i>	\$12.50 ✓
Dec 11	Dec 12	JASON'S DELI SMC 750SAN MARCOSTX <i>YOUTH</i>	\$302.76 ✓
Dec 11	Dec 12	BILL MILLER BAR-B-Q -SAN ANTONIOTX <i>HS</i>	\$475.15 ✓
Dec 13	Dec 13	TST* SAN MARCOS BBQSAN MARCOSTX <i>YOUTH</i>	\$368.00 ✓
Dec 13	Dec 14	BILL MILLER BAR-B-Q -SAN MARCOSTX <i>YOUTH</i>	\$5.45 ✓
Dec 13	Dec 15	STUDIO 6 AUSTIN MIDTOWAUSTINTX <i>RASP</i>	\$2,187.09 ✓
Dec 14	Dec 15	PAPA JOHN'S #0897SAN MARCOSTX <i>YOUTH</i>	\$162.38 ✓
Dec 15	Dec 18	STUDIO 6 AUSTIN MIDTOWAUSTINTX <i>RASP</i>	\$1,259.18 ✓
Dec 18	Dec 19	FSP*COUNCIL FOR PROFESWASHINGTONDC <i>HS</i>	\$125.00 ✓
Dec 18	Dec 19	FSP*COUNCIL FOR PROFESWASHINGTONDC <i>HS</i>	\$1,316.00 ✓
Dec 18	Dec 19	TX HHSC CCL FEEAUSTINTX <i>HS</i>	\$111.71 ✓
Dec 18	Dec 19	KENTBLACKSBBQ_1SAN MARCOSTX <i>HS</i>	\$357.96 ✓
Dec 18	Dec 20	STUDIO 6 AUSTIN MIDTOWAUSTINTX <i>RASP</i>	\$1,603.80 ✓
Dec 19	Dec 20	DOMINO'S 8001KYLETX <i>HS</i>	\$136.90 ✓
Dec 20	Dec 20	STATEFOODSAFETYCOMORLANDOFL <i>HS</i>	\$1,125.00 ✓
DOUGLAS D MUDD #7729: Total Transactions			\$27,092.75

DANIELLE RAMIREZ #8943: Payments, Credits and Adjustments

Trans Date	Post Date	Description	Amount
Dec 15	Dec 16	FROG STREET PRESS LLC SOUTH LAKETX <i>HS</i>	-\$299.00

DANIELLE RAMIREZ #8943: Transactions

Trans Date	Post Date	Description	Amount
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KEITH HERINGTON #0229: Payments, Credits and Adjustments

Trans Date	Post Date	Description	Amount
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KEITH HERINGTON #0229: Transactions

Trans Date	Post Date	Description	Amount
Nov 29	Nov 30	IN *AXXON SERVICES, IN210-8606942TX <i>HS</i>	\$330.72
Dec 2	Dec 2	READYREFRESH/WATERSERV800-274-5282CA <i>SH</i>	\$123.90
Dec 5	Dec 6	VISTAPRINT8662074955MA <i>THU</i>	\$3,713.87
Dec 13	Dec 14	KRISPY KREME #150SAN MARCOSTX <i>YOUTH</i>	\$18.99

Transactions (Continued)

Trans Date	Post Date	Description	Amount
Dec 15	Dec 16	J2 *CONSENSUS844-804-1234CA <i>RASP 104.90 HS 104.89</i>	\$209.79

KEITH HERINGTON #0229: Total Transactions **\$4,397.27**

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
Dec 6	Dec 7	SQ *SQUARE WEEBLYgosq.comCA <i>THV</i>	\$153.50
Dec 20	Dec 22	SOUTHWES 5262235703839800-435-9792TX <i>THV</i>	\$247.81
Dec 20	Dec 22	SOUTHWES 5262235674938800-435-9792TX <i>THV</i>	\$247.81
Dec 20	Dec 22	SOUTHWES 5262235674939800-435-9792TX <i>THV</i>	\$247.81
Dec 21	Dec 22	TARGET 00024380SAN MARCOSTX <i>THV</i>	\$108.94

MEGAN CAMPBELL #6230: Total Transactions **\$1,005.87**

STACEY MARTINEZ #9555: Payments, Credits and Adjustments

Trans Date	Post Date	Description	Amount
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STACEY MARTINEZ #9555: Transactions

Trans Date	Post Date	Description	Amount
Nov 27	Nov 28	IN *SAN MARCOS SIGN C0512-6658971TX <i>RASP</i>	\$740.00
Nov 29	Nov 30	SP KELLOFAPLANHURSTTX <i>RASP</i>	\$67.97
Nov 29	Dec 1	WOODSPRING SUITESAUSTINTX <i>RASP</i> ★	\$616.77
Dec 1	Dec 2	ESI972-4229700TX <i>RASP</i>	\$31.19
Dec 4	Dec 5	SQ *BASTROP RIDESgosq.comTX <i>RASP</i>	\$160.00
Dec 4	Dec 6	STUDIO 6 AUSTIN MIDTOWAUSTINTX <i>RASP</i>	\$1,015.56
Dec 5	Dec 6	PYL*SEAY FAMILY INVESTAUSTINTX <i>RASP</i>	\$930.46
Dec 6	Dec 8	WOODSPRING SUITESAUSTINTX <i>RASP</i> ★	\$618.30
Dec 11	Dec 12	TXTAG 888 468 9824AUSTINTX <i>RASP</i>	\$75.89
Dec 11	Dec 12	TXTAG 888 468 9824AUSTINTX <i>RASP</i>	\$2.98
Dec 13	Dec 14	BCBS HEALTH INS PAYMNT312-653-6000IL <i>RASP</i>	\$1,923.05
Dec 13	Dec 15	WOODSPRING SUITESAUSTINTX <i>RASP</i> ★	\$86.58
Dec 14	Dec 14	TST* EVO - SPRINGTOWNSAN MARCOSTX <i>RASP</i>	\$298.98
Dec 14	Dec 15	H-E-B #775NEW BRAUNFELSTX <i>BCCS/CHS</i>	\$200.00
Dec 14	Dec 16	WOODSPRING SUITESAUSTINTX <i>RASP</i> ★	\$632.34
Dec 15	Dec 16	H-E-B #243SAN MARCOSTX <i>BCCS/CHS</i>	\$100.00
Dec 15	Dec 16	H-E-B #243SAN MARCOSTX <i>BCCS/CHS</i>	\$100.00
Dec 15	Dec 16	H-E-B #243SAN MARCOSTX <i>BCCS/CHS</i>	\$100.00

Additional Information on the next page

★ 1953.99

Transactions (Continued)

Trans Date	Post Date	Description	Amount
Dec 15	Dec 16	H-E-B #243SAN MARCOSTX	\$100.00
Dec 15	Dec 16	H-E-B #243SAN MARCOSTX	\$100.00
Dec 16	Dec 18	AT&T *PAYMENT800-288-2020FL	\$151.23
Dec 18	Dec 19	SQ *BASTROP RIDESgosq.comTX	\$150.00
Dec 19	Dec 20	THE SPOTSAN MARCOSTX	\$324.14
Dec 20	Dec 21	ADVANCED PAIN CAREAUSTINTX	\$40.00
Dec 21	Dec 23	WOODSPRING SUITESAUSTINTX	\$633.15
STACEY MARTINEZ #9555: Total Transactions			\$9,198.59

GLEND A ROSE #3759: Payments, Credits and Adjustments

Trans Date	Post Date	Description	Amount
GLEND A ROSE #3759: Transactions			
Nov 29	Nov 30	NCS*GED EXAM800-511-3478MN	\$543.75
Dec 1	Dec 2	GOOGLE *SVCScommunitya650-253-0000CA	\$85.89
Dec 15	Dec 16	CENTER FOR APPLIED LINWASHINGTONDC	\$116.68
GLEND A ROSE #3759: Total Transactions			\$746.32

Total Transactions for This Period **\$42,440.80**

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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530496-EN

Sum of Amount				
VendorName	ObjectID	ObjectName	TransactionDate	Total
CAPITAL ONE	5402	PROGRAM SUPPLIES	12/12/2023	133.14
		5411	PARENT CENTER SUPPLIES	12/1/2023
	12/8/2023			64.13
	12/11/2023			80.76
	5415	VEHICLE SUPPLIES	12/1/2023	69.98
	5421	HYGIENIC/1ST AIDE SUPPLIE	12/7/2023	28.7
	5422	MAINTENANCE MATERIALS	12/1/2023	11.84
			12/4/2023	217.96
			12/7/2023	14.25
	5429	DIAPERS	12/8/2023	9.97
			12/1/2023	39.94
			12/4/2023	59.94
CAPITAL ONE Total				906.96
HEB Credit Receivables	5408	KITCHEN SUPPLIES	12/1/2023	84.9
			12/4/2023	89.84
			12/11/2023	78.74
			12/12/2023	3.32
			12/13/2023	29.42
	5633	FOOD/CHILDREN	12/1/2023	421.12
			12/4/2023	606.44
			12/5/2023	224.69
			12/6/2023	57.04
			12/7/2023	192.86
			12/8/2023	74.67
			12/11/2023	289.98
			12/12/2023	460.32
			12/13/2023	264.75
12/14/2023	188.98			
			12/15/2023	4.98
HEB Credit Receivables Total				3072.05
SAM'S CLUB DIRECT	5408	KITCHEN SUPPLIES	12/6/2023	22.48
			12/8/2023	22.48
	5411	PARENT CENTER SUPPLIES	12/12/2023	50.94
	5413	JANITORIAL SUPPLIES	12/5/2023	657.1
	5429	DIAPERS	12/5/2023	977.02
	5633	FOOD/CHILDREN	12/1/2023	52.4
			12/6/2023	53.78
			12/8/2023	85.77
			12/11/2023	60.52
5634	FOOD/STAFF TRAINING/MTG.	12/19/2023	67.54	
SAM'S CLUB DIRECT Total				2050.03
Wex Fleet Universal	5621	FUEL & OIL	12/1/2023	508.36
Wex Fleet Universal Total				508.36
Grand Total				6537.4



Program Year Kickoff, 8/5/2023

ADULT EDUCATION

January Board Report

Period Ending 12/31/2023

Quality Indicator	Current (7/1/23 – 10/31/23)	Target	% of Target
Participant Enrollment (12 or more hours)	1678	1836	91.39% (PBF target = 60% by 12/31/2023)
Intensive Enrollment	113	173	65.32%
IET (Training) Enrollment	156	348	44.83%
Credential Achievement	156%	45.00%	347.03%
Measurable Skills Gains	28.42%	45.74%	62.13%
Employed/Enrolled 2 nd Qtr After Exit	165.31%	56.00%	295.2%
Employed/Enrolled 2 nd -4 th Quarter After Exit	88.46%	84.00%	105.30%
TxCHSE Graduates	32		

- The new TWC grant deadline was moved to 1/19/2022 at 10 am.
- A spending plan was requested for \$22,820.06 remaining from Year 5 (last year's) funds. This is primarily training funds and will be expended by February 15. We are working to ensure that all training funds for Year 6 (this year) are expended by June 30th.
- The Economic Development Corporation of Bastrop dropped us from their budget without notification. They have been providing \$15k every year. These funds offset half of the rent for our Bastrop Learning Center. We are in the process of appealing. There are no immediate changes planned for the BLC site.

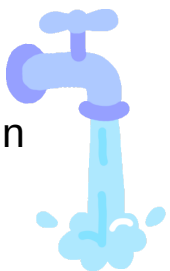


COMMUNITY SERVICES JANUARY 2024 REPORT

HIGHLIGHTS

Compiled by: Francesca Ramirez

- **CEAP** assisted 2,505 individuals within 1,326 households in 2023.
- **FY 2024's** funding of \$624,626 is a decrease of 57% compared to 2023's allocation.
- **Utility Assistance** staff will process applications differently this year due to the 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.
- **2024 CEAP** applications will become available on Monday, January 22nd and are available in-person, online, or can be mailed out.
- **1/05: New guidelines** were given on **LIHWAP** expenditures.
 - Deadline of March 31st to spend remaining allocation- \$65k.
 - Payments towards client's water bills:
 - Current bill, plus \$85 lump sum payment for 8 months (if application is received in January, 7 months for applications received in February and 6 months for applications received in March), in addition to any past due balances.
- **TOP** (Transition Out of Poverty Program): In December one family of two transitioned for a total of **9 individuals** transitioning out of poverty for 2023. One individual is on track to transition at the end of January.





COMMUNITY SERVICES JANUARY REPORT

HIGHLIGHTS

Compiled by: Francesca Ramirez

- On 11/20, **The San Marcos Senior Citizen** distributed 57 turkeys and 20 frozen meals from (MOW) for the Thanksgiving Holiday.
- **Nov and Dec** daily attendance ranged between 19-48 clients.
- **In 2023**, 87 clients enrolled and received one or more services from the center.
- **A heater drive** was held for two weeks in December and was promoted between CAI staff and the public through Facebook. A total of 47 new heaters were donated between staff, Youth Council, and the public.
- **Youth Council** also made a large donation of laundry products, arts and crafts activities, and Christmas items.





COMMUNITY SERVICES 2023 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?

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



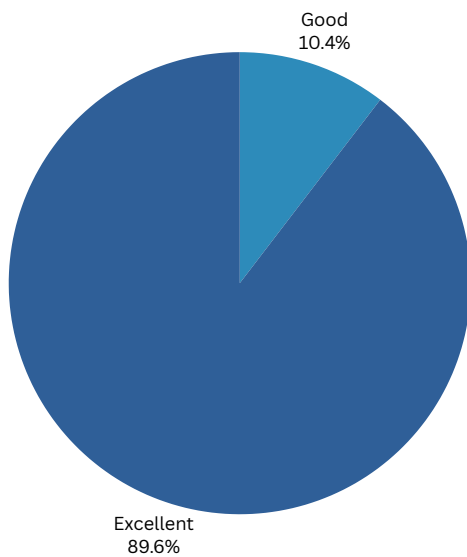
COMMUNITY SERVICES 2023 SURVEY RESULTS

HIGHLIGHTS

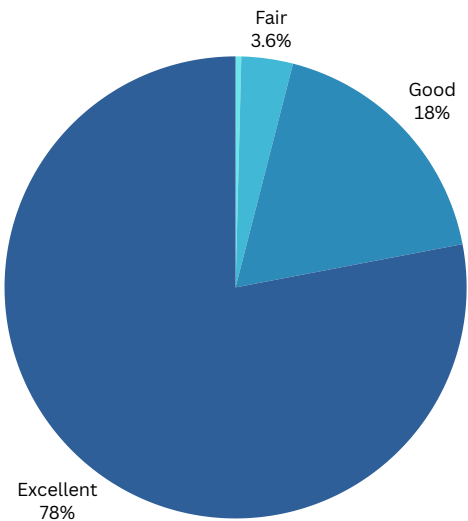
Compiled by: Francesca Ramirez

- Surveys were filled out online or mailed to households that received CEAP and/or LIHWAP assistance
- **Hays/Blanco:** 772 households were served and 146 completed a survey (19%)
- **Caldwell:** 554 households were served and 104 completed a survey (19%)

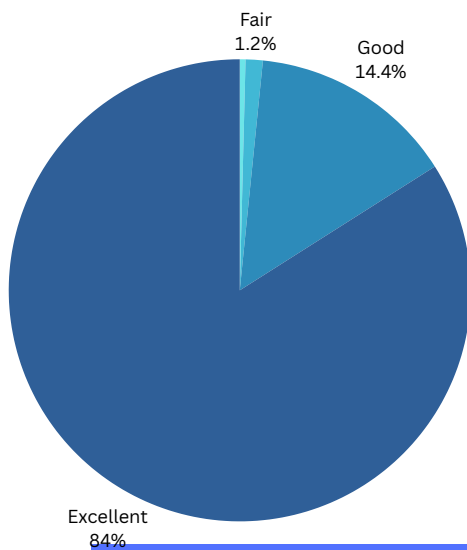
STAFF TREATMENT



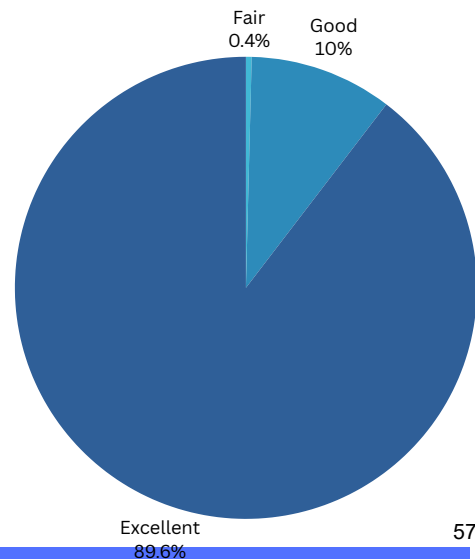
APPLICATION PROCESS



TIMELY ASSISTANCE



OVERALL EXPERIENCE





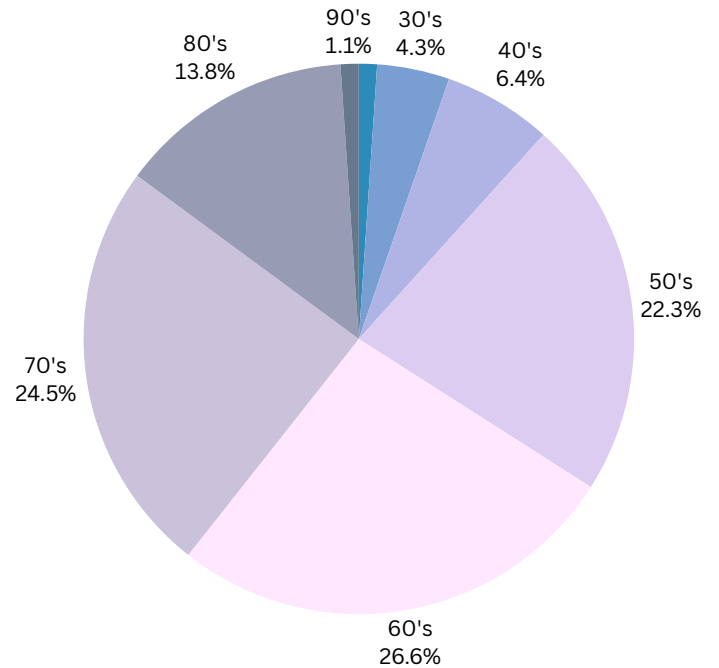
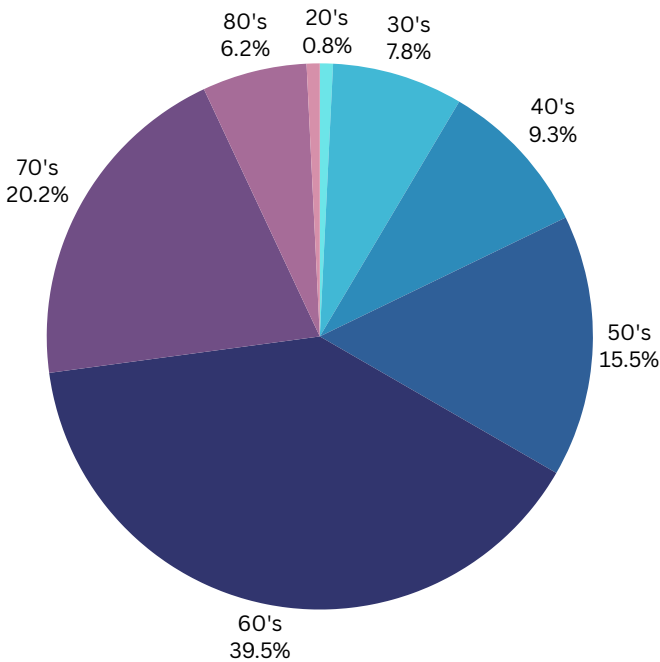
COMMUNITY SERVICES 2023 SURVEY RESULTS- AGE

HIGHLIGHTS

Compiled by: Francesca Ramirez

BLANCO/HAYS CO
YOUNGEST: 26
OLDEST: 97

CALDWELL
YOUNGEST: 23
OLDEST: 96



BLANCO/HAYS CO: AGED 60 AND OLDER: 67%

CALDWELL CO: AGED 60 AND OLDER: 66%



COMMUNITY SERVICES 2023 SURVEY RESULTS- COMMENTS

HIGHLIGHTS

Compiled by: Francesca Ramirez

HOW CAN WE BETTER SERVE YOUR NEEDS?

"MY FIRST EXPERIENCE WITH HELP SO FAR AND I CAN'T THINK OF ANY BETTER SUGGESTIONS.!"

"I SEE NO BETTER. MARTHA AND BERTIE ARE AMAZING WOMAN. NEVER HAD ANY PROBLEM JUST GREAT OUTCOME. LOVE THESE 2 ANGEL WOMEN. GOD BLESS"

"I HAVE HAD HELP FROM COMMUNITY ACTION FOR YEARS. THEY HAVE BEEN VERY HELPFUL EVERY YEAR."

"BERTIE HAYES IS VERY HELPFUL, FRIENDLY, AND PROFESSIONAL. SHE IS THE BEST CASE MANAGER I'VE EVER HAD THE PLEASURE OF MEETING ON THE PHONE. SHE SHOULD RECEIVE ANY ACCOLADES THAT ARE AVAILABLE. SHE IS A SUPER STAR."

"FRANK CANTU DOES A GREAT JOB SO HAVE HIM PROMOTED."



NOVEMBER/DECEMBER 2023

REPRODUCTIVE SERVICES

Compiled by Ely Nieto

TITLE X CONTRACT UPDATE

- Goal is to serve 1367 unduplicated clients from 04/01/2023 through 3/31/24
- Nov: 210 UDC and completed 235 visits
- Dec: 116 UDC completed 121 visits
- Contract YTD Totals: 1,288 UDC and 1892 visits
- Contractual goal at end of Dec= 66%
- Actual % served at end of Dec= 68%

FAMILY PLANNING OUTREACH

- Outreach at Texas State University on November 30
- 51 unduplicated students were screened/tested for HIV



BREAST AND CERVICAL CANCER

Compiled by Lydia Perez

DIRECT SERVICES

- 91 screening mammograms
- Hays County funding awarded for 2 years to cover staff salaries
- Burdine Johnson Foundation granted funds for staff salaries as well

OUTREACH

- San Marcos & Kyle Food Banks
- Austin Community College



RURAL AIDS SERVICES PROGRAM

Compiled by Stacey Martinez

DIRECT SERVICES

- UDC: 137 with 11 new intakes
- 1,249 Case management units
- Client enrollments:
 - Health Insurance: 36 clients (42 insurance payments - premium & copay)
 - Transportation: 37 clients with 76 round trip transports
 - Housing: 34 households assisted and 19 of those are long term housing
- Viral Suppression Rate: 94% (Standards of Care Goal is 85%)

ACHIEVEMENTS

- 5 Homeless clients were able to secure permanent housing
- 100% completeness on data entry for annual report to Federal Government



PENDING OUTCOMES

- Awaiting fiscal review and final report from the City of Austin from October site visit.
- BVCOG Competitive Grant Submitted on 1/16/24 for 2024-2029 (5 year)





HEAD START REPORT JANUARY 2024

6.7

Head Start begins the second half of the year with a number of children transitioning out of EHS and new children beginning. Family Advocates continue to complete applications to fill these vacancies on a regular basis. Management staff is beginning to look at training needs for the spring and possible dates to schedule. We were able to send seven staff to the NHTA Parent & Family Engagement conference in New Orleans in December. They were able to bring back a lot of information to help us continue to provide quality services to children and families.



NHTA New Orleans

Center Snapshot

The following classrooms are currently closed:

- Lillie B. Townsend CDC (LBT) closed .
- A. Washington CDC (AWCDC) - Classrooms 4
- Luling EHS - Infant 2
- Henry Bush CDC - Classroom 4

Updated Onboarding Plan

- New hires are now receiving a minimum of 2 weeks of paid training upon hire.
- Seasoned Teachers who excel at procedural implementation and model the engagement our program strives to provide are now supporting new hires. We currently have 2 Seasoned Teachers along with a Center Director identified to support onboarding.
- Content Coordinators are meeting individually with a minimum of two visits to train Center Directors and Family Advocates.
- Scheduled Education training for teaching staff to review and teach our classroom policies and procedures.

Highlights

- All children were able to receive angel tree gifts for Christmas from local donors.
- Management staff continue to interview, hire, and train qualified staff for teaching vacancies.

Upcoming events/news

- Job Fair Jan 17th - San Marcos Public Library
- Region VI Earth, Wind, & Fire Safety Training (2 Management Staff) Jan 23 - 24, 2024
- Region VI Data Series Training - (2 Management Staff) Jan 30, 2024
- Family Movie night February 16th

NOVEMBER ENROLLMENT & ATTENDANCE

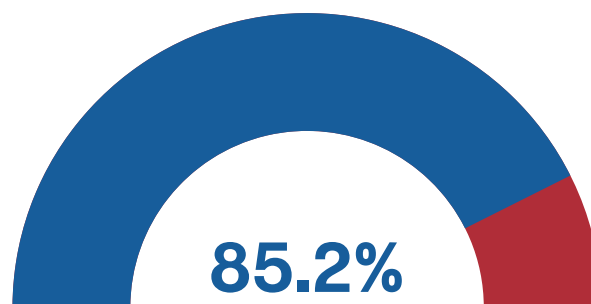
EARLY HEAD START ENROLLMENT

Site	Current/Funded
A. Washington CDC	24/48
William Crook CDC	13/16
Hays PEP/ Pregnancy Center	11/14
Hemphill EHS	32/32
Lillie B. Townsend CDC	0/31
Lockhart CDC	14/16
Luling EHS	30/40

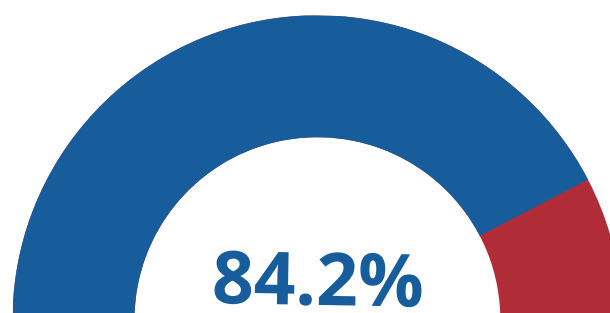
HEAD START ENROLLMENT

Site	Current/Funded
A. Washington CDC	14/15
Henry Bush CDC	50/68
Bonham PreK	59/60
Hemphill HS	85/85
Lockhart CDC	32/34
Luling CDC	34/34

EHS AVERAGE DAILY ATTENDANCE



HS AVERAGE DAILY ATTENDANCE



DECEMBER ENROLLMENT & ATTENDANCE

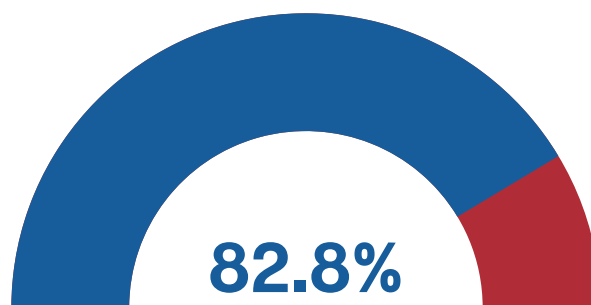
EARLY HEAD START ENROLLMENT

Site	Current/Funded
A. Washington CDC	32/48
William Crook CDC	13/16
Hays PEP/ Pregnancy Center	11/14
Hemphill EHS	32/32
Lillie B. Townsend CDC	0/31
Lockhart CDC	14/16
Luling EHS	30/40

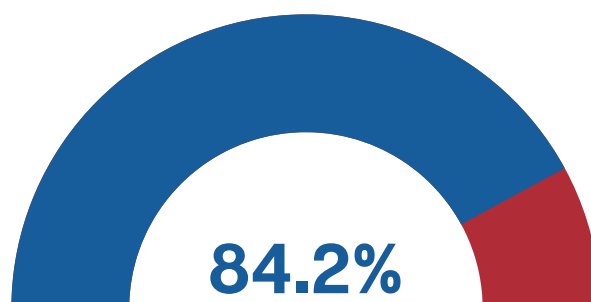
HEAD START ENROLLMENT

Site	Current/Funded
A. Washington CDC	14/15
Henry Bush CDC	51/68
Bonham PreK	59/60
Hemphill HS	85/85
Lockhart CDC	32/34
Luling CDC	34/34

EHS AVERAGE DAILY ATTENDANCE



HS AVERAGE DAILY ATTENDANCE





Home Visiting Board Report

11/2023 - 12/2023



Prepared & presented by:
Megan Campbell

Program Events & Updates

NOVEMBER

Home Visiting Program Director, PAT Coordinator, Early Childhood Coalition Coordinator, and Outreach & Recruitment Specialist attended Partners in Prevention Conference. Start Smart Hays & Caldwell (SSHC) hosted November meeting focusing on Help Me Grow and recent affiliate merger with United Ways for Greater Austin.

Hays Co Team hosted September Group Connection at Buda Library's Touch-a-Truck event.



DECEMBER

Hays County Team facilitated Angel Tree project, providing gifts to 115 children enrolled in our program. Additionally, the team hosted the December Group Connection "Cocoa with Santa" at the Hays Co courthouse lawn.

Caldwell County Team partnered with 4:12 Kids to facilitate Angel Tree project, providing gifts to 41 children enrolled in our program. Additionally, the team hosted December Group Connection "Cookies with Santa" at the Lockhart Library.

Home Visiting Data

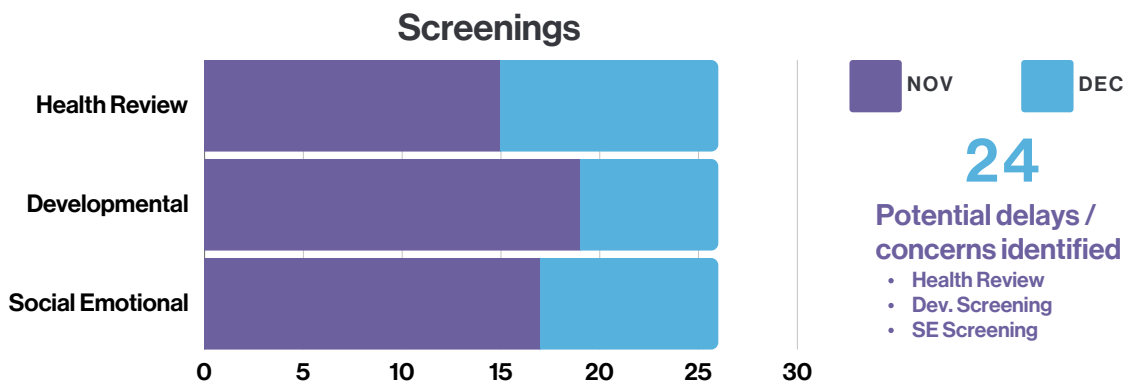
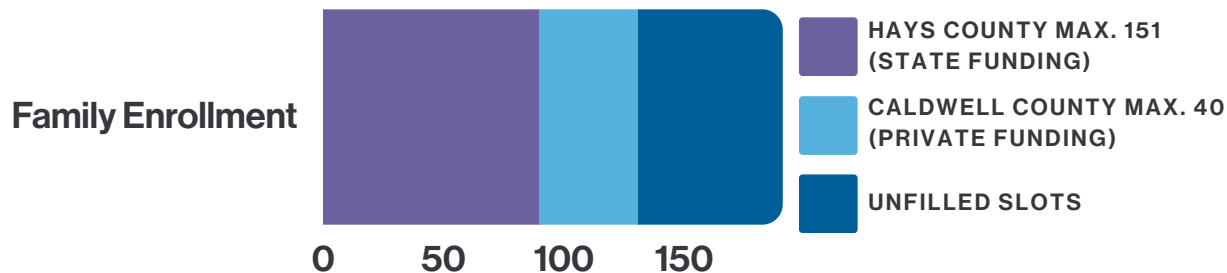
As of 1/1/24



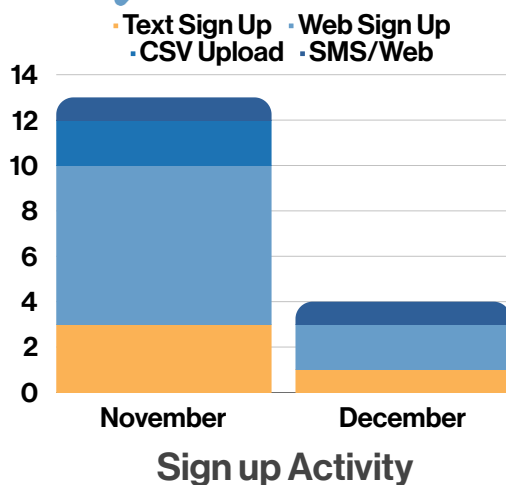
Personal Visits

NOVEMBER 191

DECEMBER 145



Hays & Caldwell Co
Subscribers
 440 ACTIVE ACCOUNTS
 560 CHILDREN





Youth Services Highlights

1. YTF held a supply drive for the Senior Citizens Center, participated in Farmer Fred's Fall Carnival, Holiday Loteria for Stonebrook's Assisted Living Center & held new member induction.
2. SMTX Mental Health Coalition held ASIST Training for members will continue in Spring 2024.
3. Live MHFA offered in December 2023 for community members.
4. Community Needs Assessment was distributed by Core Four & Youth Coalition. Received 1,000+ responses.
5. SMTX Mental Health Coalition held a destress holiday event for coalition members.
6. YSD provided a workshop for Girls Like Us Camp.

Scan QR code or use link.



<https://linktr.ee/corefourpartnership>



Youth Services Outcomes

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.	ASIST Training offered to mental health coalition partners, MHFA is offered to community members. Currently trained 145 members in Year 1.
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.
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 2023. Have 2 founding members for YTF middle school and homeschooled youth.
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.	Cenikor & 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.
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.
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.	Through TYAN funding we have established working-group that will transition to a steering committee for the Youth Coalition. It currently includes SOAR Program, SSS Association, GSMYC, SMHA, & Teen Stars.
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.	The Youth Coalition developed a CNA which includes a Youth Survey & Parent/Key Stakeholder survey. Received 1,000 responses to the survey. Coalition group will be hosting at minimum 3 community meetings hosted by the coalition.

From: Dowdle, Jesse <JDowdle@winston.com>
Sent: Friday, December 8, 2023 1:08 PM
To: Douglas Mudd <dmudd@communityaction.com>
Cc: Hoffman, Justin F. <JFHoffman@winston.com>; Daniel, Sara <SDaniel@winston.com>
Subject: RE: Community Action, Inc. of Central Texas

Hello Doug,

I hope you're doing well this holiday season. We're reaching out to let you know we have completed our review of the Community Action, Inc. bylaws and handbook. I've attached the updated documents, as well as redlines showing you what we've changed in the process.

We reviewed the bylaws for consistency and updated sections to give the Board more flexibility in action. Additionally, one of our employment attorneys review the handbook and she ensured the language was consistent with recent legislation. (The handbook edits were minor, as reflected in the redline attached.)

Thank you for allowing us to review the attached. Of course, please reach out if you have any further questions.

Best,
Jesse

Jesse Dowdle

Associate Attorney

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[Bio](#) | [VCard](#) | [Email](#) | [winston.com](#)

**WINSTON
& STRAWN**
LLP

EQUAL OPPORTUNITY and NON-DISCRIMINATION

Community Action, Inc. provides equal employment opportunities to all employees and applicants for employment without regard to race, color, creed, ancestry, national origin, citizenship, sex or gender (including pregnancy, childbirth, and pregnancy-related conditions), gender identity or expression (including transgender status), sexual orientation, marital status, religion, age, disability, genetic information, service in the military, hairstyle(s) commonly associated with race, or any other characteristic protected by applicable federal, state, or local laws and ordinances. Equal employment opportunity applies to all terms and conditions of employment, including hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation, and training.

Community Action, Inc. expressly prohibits any form of unlawful employee harassment or discrimination based on any of the characteristics mentioned above. Improper interference with the ability of other employees to perform their expected job duties is not tolerated.

Community Action, Inc. will endeavor to make a reasonable accommodation of an otherwise qualified applicant or employee related to an individual's physical or mental disability, sincerely held religious beliefs and practices, and/or any other reason required by applicable law, unless doing so would impose an undue hardship upon Community Action Inc's business operations.

Any employees with questions or concerns about equal employment opportunities in the workplace are encouraged to bring these issues to the attention of the HR Director. The agency will not allow any form of retaliation against individuals who raise issues of equal employment opportunity. Employees who feel they have been subjected to any such retaliation should bring it to the attention of the HR Director.

Complaints of discrimination should be filed according to the procedures described in the Anti-Harassment¹ Policy.

Title VII of the Civil Rights Act of 1964

As part of the agency's equal employment opportunity policy, Community Action, Inc. will also take affirmative action as called for by Title VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act of 1967, the Rehabilitation Act of 1973, and the Vietnam Era Veterans Readjustment Act of 1974 and Executive Orders to ensure that minority group individuals, females, disabled veterans, recently separated veterans, other protected veterans, Armed Forces service medal veterans, and qualified disabled persons are introduced into our workforce and considered for promotional opportunities.

In support of Executive Order 11246, we pledge to take affirmative action steps designed to ensure non-discrimination and equal employment opportunity for all individuals, regardless of race, color, creed, national origin, sex, or religion. Regarding Sections 503 and 504 of the Rehabilitation Act of 1973 and Title IV of the Viet Nam Veterans Readjustment Assistance Act of 1974, we also make the same affirmative action pledge and support to all disabled individuals, disabled Veterans, and Veterans of the Viet Nam Era.



Community Action, Inc of Central Texas

EMPLOYEE POLICIES HANDBOOK

DRAFT _Pending Board Approval

WELCOME

Welcome to **Community Action, Inc. of Central Texas (CAI)**! We are delighted that you have chosen to join our agency and hope that you will enjoy a long and successful career with us. As you become familiar with our culture and mission, we hope you will take advantage of opportunities to enhance your career and further CAI's goals.

You are joining an agency that is committed to providing excellent service to every client, student, child and patient we serve. Our employees use their knowledge, talents, and compassion to meet those we serve where they are, respond to ever-changing community needs, and offer a wide range of services to Central Texans. With your active involvement, creativity, and support, CAI will continue to achieve its goals. We sincerely hope you will take pride in being an important part of our staff and our community's success.

Please take time to review the policies contained in this handbook. If you have questions, feel free to ask your supervisor or to contact the Human Resources (HR) department.

PURPOSE OF THE HANDBOOK

CAI is governed by a Board of Directors. The Board sets policy, which is administered by an Executive Director, employed by the Board, to conduct the day-to-day activities of the Agency. These activities are within the corporation's jurisdiction as a designated multi-county antipoverty agency pursuant to Community Services Block Grant Act, as amended, with reference to Title II, Subtitle B. In the absence of the Executive Director, the responsibility and authority to administer the Agency are given to a member of the management staff designated by the Executive Director.

The purpose of this employee handbook is to establish personnel processes and procedures which are uniform throughout the agency and in compliance with mandated local, State, Federal, and funding source regulations, as appropriate.

As revisions are made, they will be submitted to the Board for approval. In compliance with Head Start Performance Standards, updates are also subject to approval by the Head Start Policy Council.

Upon Board and Policy Council approval an Employee Receipt of Revision will be drafted. The Receipt of Revision will then be sent out to all employees via email. It is the employee's responsibility to sign the Receipt of Revision in front of a witness and return it to the Human Resources department. A copy of the Receipt of Revision will be kept in the personnel file.

Every effort will be made to keep the employees updated on all revisions in a timely manner, however, the agency maintains its right to change the employee handbook without notice.

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OPERATING PRINCIPLES

Community Action, Inc. of Central Texas prides itself on the high standards of excellence embodied in our operating principles. We expect our employees to personify these ideals in their dealings with clients and each other. All staff are expected to recognize, value, and exemplify ethical conduct when representing the agency. Although not all-inclusive, the following individual responsibilities are intended to provide guidelines for the professional, ethical, and socially responsible behavior we expect of our employees.

While certain expectations are more fully elaborated, overall guidance should be respect for the dignity of each person.

INDIVIDUAL RESPONSIBILITIES

- **Lifelong Learning** will be achieved by constantly seeking innovative opportunities to expand knowledge, skills, and experiences.
- **Effective Communication** will be achieved by providing well thought-out, concise, and timely oral and written information, and acting as a resource to others.
- **Teamwork** will be achieved by considering group effort more important than individual effort, sharing information, and staying sensitive to others' needs and opinions.
- Employees will be expected to set **High Personal Standards** by setting challenging goals and continuously seeking feedback and opportunities to improve performance.
- Employees will be expected to remain **Flexible** by accepting other viewpoints, shifting strategies if necessary, and adjusting to changing work priorities.
- A concern for **Accuracy and Effectiveness** will also be expected through considering how your work impacts both short-term and long-term operating efficiencies.
- Employees will **Take Initiative** in their work environment by being proactive rather than reactive.
- Employees will conduct themselves in a **Courteous and Respectful** manner and provide themselves as positive role models. Our principles will be served loyally and faithfully by ensuring that all business dealings and relationships are conducted fairly and honestly.

Community Action Inc. provides these guidelines mindful of the fact that the good judgment of its staff is essential, and that no list of rules or guidelines can provide direction for all the varied circumstances that may arise. It is expected that the behavior of employees will reflect civility, decency, and respect for oneself and others.

All employees must certify their intent to continue compliance with these principles, as they are subject to review and amendment periodically.

EQUAL OPPORTUNITY and NON-DISCRIMINATION

Community Action, Inc. provides equal employment opportunities to all employees and applicants for employment without regard to race, color, creed, ancestry, national origin, citizenship, sex or gender (including pregnancy, childbirth, and pregnancy-related conditions), gender identity or expression (including transgender status), sexual orientation, marital status, religion, age, disability, genetic information, service in the military, hairstyle(s) commonly associated with race, or any other characteristic protected by applicable federal, state, or local laws and ordinances. Equal employment opportunity applies to all terms and conditions of employment, including hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation, and training.

Community Action, Inc. expressly prohibits any form of unlawful employee harassment or discrimination based on any of the characteristics mentioned above. Improper interference with the ability of other employees to perform their expected job duties is not tolerated.

Community Action, Inc. will endeavor to make a reasonable accommodation of an otherwise qualified applicant or employee related to an individual's physical or mental disability, sincerely held religious beliefs and practices, and/or any other reason required by applicable law, unless doing so would impose an undue hardship upon Community Action Inc's business operations.

Any employees with questions or concerns about equal employment opportunities in the workplace are encouraged to bring these issues to the attention of the HR Director. The agency will not allow any form of retaliation against individuals who raise issues of equal employment opportunity. Employees who feel they have been subjected to any such retaliation should bring it to the attention of the HR Director.

Complaints of discrimination should be filed according to the procedures described in the Anti-Harassment¹ Policy.

Title VII of the Civil Rights Act of 1964

As part of the agency's equal employment opportunity policy, Community Action, Inc. will also take affirmative action as called for by Title VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act of 1967, the Rehabilitation Act of 1973, and the Vietnam Era Veterans Readjustment Act of 1974 and Executive Orders to ensure that minority group individuals, females, disabled veterans, recently separated veterans, other protected veterans, Armed Forces service medal veterans, and qualified disabled persons are introduced into our workforce and considered for promotional opportunities.

In support of Executive Order 11246, we pledge to take affirmative action steps designed to ensure non-discrimination and equal employment opportunity for all individuals, regardless of race, color, creed, national origin, sex, or religion. Regarding Sections 503 and 504 of the Rehabilitation Act of 1973 and Title IV of the Viet Nam Veterans Readjustment Assistance Act of 1974, we also make the same affirmative action pledge and support to all disabled individuals, disabled Veterans, and Veterans of the Viet Nam Era.

Title VI of the Civil Rights Act of 1964

In support of Title VI of the Civil Rights Act of 1964 Community Action Inc. will afford persons with limited English proficiency equal opportunity for employment within the agency and consideration for promotional opportunities. The agency will not deny persons with limited English proficiency equal access to employment that such persons qualify.

Americans with Disabilities Act (ADA) and Reasonable Accommodation

Community Action, Inc. is committed to the fair and equal employment of individuals with disabilities under the ADA. It is Community Action, Inc.'s policy to provide reasonable accommodation to qualified individuals with disabilities unless the accommodation would impose an undue hardship on the agency. Community Action, Inc. prohibits any harassment of, or discriminatory treatment of, employees or applicants based on a disability or because an employee has requested reasonable accommodation.

In accordance with the ADA, reasonable accommodations will be provided to qualified individuals with disabilities to enable them to perform the essential functions of their jobs or to enjoy the equal benefits and privileges of employment. An employee or applicant with a disability may request an accommodation from the HR department and should specify what accommodation is needed to perform the job and submit supporting documentation explaining the basis for the requested accommodation, to the extent permitted and in accordance with applicable law. The agency then will review and analyze the request, including engaging in an interactive process with the employee or applicant, to identify if such an accommodation can be made, or if any other possible accommodations are appropriate. If requested, the employee is responsible for providing medical documentation regarding the disability and possible accommodations. All information obtained concerning the medical condition or history of an applicant or employee will be treated as confidential information, maintained in separate medical files, and disclosed only as permitted by law.

It is the policy of Community Action, Inc. to prohibit harassment or discrimination based on disability or because an employee has requested reasonable accommodation. Community Action, Inc. prohibits retaliation against employees for exercising their rights under the ADA or other applicable civil rights laws. Employees should use the procedures described in the Anti-Harassment Policy¹ to report any harassment, discrimination, or retaliation they have experienced or witnessed.

WHISTLE BLOWER POLICY

If any employee reasonably believes that some policy, practice, or activity of the agency is in violation of law, a written complaint may be filed by that employee with the Human Resources Director.

It is the intent of the agency to adhere to all laws and regulations that apply to the organization, and the underlying purpose of this Policy is to support the organization's goal of legal compliance. The support of all employees is necessary to achieve compliance with various laws and regulations. An employee is protected from retaliation only if the employee brings the alleged unlawful activity, policy, or practice to the attention of the Human Resources Director and provides Human Resources with a reasonable opportunity to investigate and correct the alleged unlawful activity. The protection described below is only available to employees that comply with this requirement.

The agency will not retaliate against an employee who, in good faith, has made a protest or raised a complaint against some practice of the agency, or of another individual or entity with whom the agency

had a business relationship, on the basis of a reasonable belief that the practice is in violation of law or a clear mandate of public policy.

The agency will not retaliate against an employee who discloses or threatens to disclose to a supervisor or a public body any activity, policy, or practice of the agency that the employee reasonably believes is in violation of a law, or a rule, or regulation mandated pursuant to law or is in violation of a clear mandate or public policy concerning health, safety, welfare, or protection of the environment.

COMMITMENT TO DIVERSITY

Community Action, Inc. is committed to fostering, cultivating, and preserving a culture of diversity, equity, and inclusion.

Our human capital is the most valuable asset we have. The collective sum of the individual differences, life experiences, knowledge, inventiveness, innovation, self-expression, unique capabilities, and talent that our employees invest in their work represents a significant part of not only our culture, but our reputation and agency's achievement as well.

We embrace and encourage our employees' differences in age, color, disability, ethnicity, family or marital status, gender identity or expression, language, national origin, physical and mental ability, political affiliation, race, religion, sexual orientation, socio-economic status, veteran status, and other characteristics that make our employees unique.

Community Action Inc.'s diversity initiatives are applicable—but not limited—to our practices and policies on recruitment and selection; compensation and benefits; professional development and training; promotions; transfers; social and recreational programs; layoffs; terminations; and the ongoing development of a work environment built on the premise of gender and diversity equity that encourages and enforces:

- Respectful communication and cooperation between all employees.
- Teamwork and employee participation, permitting the representation of all groups and employee perspectives.
- Employer and employee contributions to the communities we serve to promote a greater understanding and respect for diversity.

All employees of Community Action, Inc. have a responsibility to always treat others with dignity and respect. All employees are expected to exhibit conduct that reflects inclusion during work, at work functions on or off the work site, and at all other agency-sponsored and participative events. All employees are also required to attend and complete annual diversity awareness training to enhance their knowledge to fulfill this responsibility.

Any employee found to have exhibited any inappropriate conduct or behavior against others may be subject to disciplinary action.

Employees who believe they have been subjected to any kind of discrimination that conflicts with the agency's diversity policy and initiatives should seek assistance from a supervisor or a Human Resources representative.

EMPLOYMENT RECRUITMENT AND SELECTION

PROVISIONS

Employment with the Agency is dependent upon federal, state and local funding. Opportunity for employment is open to any person; however, it is the policy of the Agency to fill vacancies by promotion from within whenever present employees are qualified and available. Each vacancy will be posted for internal bid. At the Division/Program Director's discretion, external advertising may be conducted.

The Executive Director is authorized to hire all personnel. Certain personnel hired for the Head Start Program must also be approved by the Head Start Policy Council as per Head Start Performance Standard 1304.50(d)(1)(xi). **New Hire Orientation is provided within the first 30 days of employment.**

CRITERIA

It is the policy of the Agency to fill vacancies with the best-qualified candidates. The Board establishes objective criteria for the selection decisions. These criteria are not rank-ordered and may be considered in whole, or in part, in making such decisions. They are as follows:

- Academic preparation supported by transcripts and/or certificates of completion
- Experience – 90-day completion is required before an employee can apply for other positions within the agency
- Recommendations and references
- Evaluations

In addition to the above stated criteria, individuals hired for the Agency must also meet any employment requirements mandated by Agency, State, Federal, licensing or funding source policies and standards, such as minimum age, physical abilities, negative drug screens, legal U.S. residency and work authorization. The requirements listed below are examples:

- Certain job duties covered by Child Labor Laws or State Day Care Licensing Standards require that the employee be 17 or 18 years of age. Additional age requirements may be specified for specific positions.
- Certain positions within the Agency may require both physical exam and drug screen as a condition of employment.
- Individuals hired to work with children must comply with criminal history investigations as described in Appendix A of this Guide.
- Individuals hired as drivers of yellow school buses must comply with licensing standards established by the Department of Transportation. These standards include a minimum age requirement of 21.

REFERENCES

External applicants must furnish employment and personal references. Prior to extending an offer, employment references will be checked and documented. In situations where supplemental reference information is needed, character references will also be checked and documented.

Any willful misrepresentation of facts or failure to report pertinent data on the application form or any official employment record shall be just cause for disqualification. In situations where the misrepresentation is discovered after the individual is hired, the misrepresentation shall be just cause for dismissal.

PROPOSALS/GRANTS

The Agency at various times seeks additional or new funding by way of proposal/grant submission. In many cases, the proposal/grant requires naming a specific, qualified individual for the administration of requested funding. In such cases, the individual will be selected by the director of the program affected, with the approval of the Executive Director. If the proposal/grant is funded, the individual named in the proposal/grant will be offered the proposed position. If the individual declines the offer of employment, the position will be filled following the Agency's selection policies.

CONDITIONS OF EMPLOYMENT

EMPLOYMENT AT WILL

Employment at Community Action, Inc. is on an at-will basis. This means that either the employee or the agency may terminate the employment relationship at any time, for any reason, with or without notice.

Nothing in this employee handbook creates or is intended to create an employment agreement, expressed or implied. Nothing contained in this or any other document provided to the employee is intended to be, nor should it be, construed as a contract that employment or any benefit will be continued for any period of time. In addition, no agency representative is authorized to modify this policy for any employee or to enter into any agreement, oral or written, that changes the at-will relationship.

Any salary figures provided to an employee in annual or monthly terms are stated for the sake of convenience or to facilitate comparisons and are not intended to and do not create an employment contract for any specific period of time.

NEPOTISM

No person will be employed by the agency while they or any member of their immediate family (as defined in Chart N) serves on the Board of Directors, or on the Head Start Policy Council. Persons serving on the Head Start Policy Council may be employed by the agency on a casual basis only, as authorized by Head Start Performance Standard 1304.50(b)(6). Former agency employees must wait for a period of 12 months after their employment termination date for appointment consideration to the Board of Directors or Head Start Policy Council. Further, no Board of Directors member may be employed by the Agency until a period of twelve months has elapsed since the member's board service. No person shall be appointed to the Board of Directors or to the Head Start Policy Council if they have an immediate family member who is employed by the agency. The immediate family for this purpose is defined as: spouse, father, father-in-law, mother, mother-in-law, brother, brother-in-law, sister, sister in law, son, son in law, daughter, or daughter in law.

No person will be hired into a position which, through the agency's chain of command, reports directly to a staff member who is related to that person within the second degree by affinity or third degree by consanguinity (see Chart N).

Furthermore, the Executive Director relinquishes the right to terminate or promote any employee who is also a family member by blood or by marriage in the event that the employee has been with the agency for 5 or more years. In such a case, the authorization to terminate or promote will be given over to the agency leadership team for a unanimous vote to decide the termination or promotion status of the employee.

CONFLICT of INTEREST

Community Action, Inc. expects all employees to conduct themselves and agency business in a manner that reflects the highest standards of ethical conduct and in accordance with all federal, state, and local laws and regulations. This includes avoiding real and potential conflicts of interests.

Exactly what constitutes a conflict of interest, or an unethical business practice is both a moral and a legal question. Community Action, Inc. recognizes and respects the individual employee's right to engage in activities outside of employment that are private in nature and do not in any way conflict with or reflect poorly on the agency.

It is not possible to define all the circumstances and relationships that might create a conflict of interest. If a situation arises in which there is a potential conflict of interest, the employee should discuss this with a supervisor for advice and guidance on how to proceed.

GIFTS AND GRATUITIES

Employees of the agency are prohibited from accepting gifts, money or gratuities from any person receiving services from the agency. It is also prohibited for any employee to accept gifts, money or gratuities from vendors or other persons performing services under contract to the agency. Exceptions to this include items such as a basket of fruit or candy which can be shared with other employees or business lunches/dinners during which business is conducted.

OUTSIDE EMPLOYMENT ACTIVITIES

Outside employment and activities of agency employees must meet the following criteria to be considered permissible.

1. Such employment or activity shall not interfere with the efficient performance of the employee's duties with the agency.
2. Such employment activity shall not involve, directly or indirectly, any conflict of interest with the employee's duties and responsibilities with the agency or any aspect of the agency's funding source contracts.
3. Such employment shall not involve the performance of duties which the employee should perform as part of their employment with the agency.
4. Such employment shall not occur during the employee's regular or assigned working hours with the agency unless the employee during the entire day on which such employment occurs is on annual leave or leave without pay from the agency.
5. Such employment or activity shall not be considered a discredit to the agency or its employees or be able to be viewed negatively in regards to favoritism, discrimination, or any other non-bias viewpoints.

POLITICAL & SECTARIAN ACTIVITIES

POLITICAL

1. Employment with the agency will not be offered as a reward for political activity or the active support of a political party or a political candidate.
2. Employees may engage in municipal or partisan political activities during their off-duty hours. Employees are prohibited from becoming a candidate for or accepting a partisan political office.
3. Employees may not use their official agency authority or influence for the purpose of interfering with or affecting the result of an election or nomination of office.

4. Employees may not, directly, or indirectly, use their official agency authority or influence to coerce, attempt to coerce, command, or advise another agency employee to pay, lend, or contribute anything of value to a political party, committee, organization, agency, or person for a political purpose.
5. Federal, state, or any other agency funds restricted by the Hatch Act may not be used for lobbying purposes, nor may employees lobby during working hours.
6. Voter registration activities (including making available voter registration cards) and/or any activity to provide voters or prospective voters with transportation to the polls, encourage their voting in any election, or similar assistance in connection with elections is strictly prohibited by employees while they are on duty as employees of the agency.

SECTARIAN

Sectarian activity, worship or instruction will not be allowed during working hours.

CONFIDENTIALITY

The confidential relationship between Community Action, Inc.'s programs and each of its clients/staff is a fundamental civil right and legal principle which has long been recognized in practice. Services will be provided in a manner that respects the privacy and dignity of the individual. It is essential that each staff member, consultant, and volunteer respect and maintain the confidential aspects of the services of all Community Action, Inc. programs. Transactions, services, correspondence, conversations (both of a social and business nature) and negotiations involving our clients/staff may not be made public or discussed with any person other than appropriate Community Action, Inc. staff, consultants, and volunteers.

All personal facts and circumstances about clients or staff obtained by Community Action, Inc. employees, consultants, and volunteers will be treated as Personally Identifiable Information (PII). All PII shall be strictly confidential and will not be divulged without the individual's written consent, except as may be necessary to provide emergency services to the individuals or as legally required. Information may be disclosed in summary, statistical, or other forms which does not identify particular individuals.

No information concerning any client/staff is to be given to anyone over the telephone or by any other means without that client's/staff's written knowledge and consent.

Clients/staff who desire their confidential information sent to another person, agency or health provider must sign a release of information form to that effect. If the client/staff wishes to hand carry that information, they may do so after giving proper identification. Records of these transactions must be documented and the signed consents placed in the client's file or the personnel file, whichever is applicable.

PERSONAL IDENTIFIABLE INFORMATION (PII)

Based on the Office of Management and Budget (OMB) and U.S. Department of Labor Employment and Training Administration (DOLETA) and Texas Workforce Commission (TWC) definitions, Community Action, Inc. defines PII and other sensitive information as follows:

PII – information that can be used to distinguish or trace an individual's identity, either alone or when combined with other personal or identifying information that is linked or linkable to a specific individual. PII includes, but is not limited to, first and last names, e-mail addresses, gender, race, Social Security

numbers (SSNs), credit card numbers, bank account numbers, home address, home/cell telephone numbers, ages, birth dates, marital status, spouse names, educational history, business addresses, business telephone numbers, biometric identifiers (fingerprints, voiceprints, iris scans, etc.), medical history, financial information, or computer passwords.

To ensure the safety of client, employee, and volunteer PII, all employees must follow the following basic guidelines:

PHYSICAL SECURITY

1. Limit access to sensitive printed materials
2. Use proper lockable storage for materials that include personal identity data – this includes stationary items as well as items being transported.
3. When possible, shred documents that include personal identity data after use.
4. Secure laptop computers when not in use.
5. Do not leave documents that include personal identity data in plain view.

ELECTRONIC SECURITY

1. Do not share passwords, personal identification numbers, security tokens (e.g., smartcards), or any data or equipment used for authentication and identification purposes.
2. Log off computers when leaving them unattended, no matter how short of a time.
3. Passwords should never be stored online.
4. Do not send any personal identity data in the subject or body of an e-mail; instead, save the data to a secure document using the password protection option and send the document as an attachment in a separate e-mail.
5. Use password protection when saving personal identity data in a document that will be transported on a laptop computer or removable media device.

EMPLOYMENT STATUS/RECORDS/COMPENSATION/EVALUATIONS

EMPLOYEE CLASSIFICATIONS

To determine eligibility for benefits and overtime status and to ensure compliance with federal and state laws and regulations, Community Action, Inc. classifies its employees as shown below. Community Action, Inc. may review or change employee classifications at any time.

- **EXEMPT.** Exempt employees are typically paid on a salary basis and are not eligible to receive overtime pay.
- **NONEXEMPT.** Nonexempt employees are paid on an hourly basis and are eligible to receive overtime pay for overtime hours worked.
- **REGULAR, FULL TIME (RFT).** Employees who are not in a temporary status and work a minimum of 30 hours weekly and maintain continuous employment status.

Benefit Plan Participation. RFT employees are eligible to participate in all benefit plans the agency offers once eligibility requirements have been met.

- **REGULAR, PART TIME (RPT).** Employees who are not in a temporary status and who are regularly scheduled to work less than 30 hours weekly but at least 20 hours weekly and who maintain continuous employment status.

Benefit Plan Participation. RPT employees are eligible to participate in the agency's defined contribution plan once eligibility requirements have been met. RPT employees will receive holiday, personal, and birthday holiday pay prorated according to their scheduled hours for the workweek in question.

- **TEMPORARY, FULL TIME² (TFT).** Employees who are hired as interim replacements to temporarily supplement the workforce or to assist in the completion of a specific project and who are temporarily scheduled to work the agency's full-time schedule for a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status.
- **TEMPORARY, PART TIME² (TPT).** Employees who are hired as interim replacements to temporarily supplement the workforce or to assist in the completion of a specific project and who are temporarily scheduled to work less than 30 hours weekly for a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status.

*Benefit Plan Participation—*TFT and TPT employees are not eligible for any agency benefit plans or leave accruals.

- **CASUAL/SUBSTITUTE².** Employed on an "as-needed" basis for a nonspecified period. A casual employee shall be terminated if they have not worked a minimum of three (3) shifts within a 6-month period, providing at least three (3) shifts were made available.

² *If the employee is scheduled for a long-term assignment, or if the employee's work schedule becomes regular and predictable, a review of the classification will be conducted.*

Benefit Plan Participation—Causal employees shall not be entitled to benefits provided to other classes of employees.

PROMOTIONS, DEMOTIONS, AND CHANGES IN STATUS

A promotion of any employee, or change in his or her job title or position which results in a salary increase, will be submitted by the appropriate Division/Program Director for approval by the Executive Director. Community Action, Inc. is committed to investing in our employees and rewarding lifelong learning, high personal standards, accuracy and effectiveness, and taking initiative to encourage overall organizational excellence. For this reason, promotion from within is a highly regarded practice of Community Action as a way of giving each of our employees the opportunity for career advancement. Therefore, promotion from within the agency will always be the preferred means of filling vacant positions.

A demotion will be any change in status, including a reduction in responsibilities, which involves a reduction in pay rate.

A change-in-status is a restructuring of the employee's responsibilities. The resulting change may or may not include a salary change and/or a change in working hours.

SALARIES

The Agency will establish, maintain, and monitor job qualifications, responsibilities, and salary standards for its employees. All personnel actions will require consultation and approval by the Executive Director.

Employees will be paid at a rate no lower than the Federal Minimum Wage. Compensation will be based on analysis of job requirements, comparisons with similar positions in the local market, and periodic reviews of pay scales and benefits of similar organizations.

Each employee will be advised as to whether the position he or she occupies is subject to or exempt from the provisions of the Fair Labor Standards Act (FLSA). Overtime (work hours in excess of 40 in a work week) to be worked by non-exempt employees must be approved in advance by the immediate supervisor.

Flexible work schedules may be made available at the discretion of the Division/Program Director. Decisions will be based on the needs of the program. Paydays are bi-weekly and happen every other Friday. Deductions from an employee's wages will be made only with the employee's written authorization, by order of a court of law, or as authorized by State or Federal law.

EMPLOYEE FILES

The agency will maintain, at a central location, a personnel file for each employee. Each file will contain the complete available history of the individual's employment with the agency, beginning with the employment application and including any subsequent actions. Specifically, the personnel file will include the following documents: Employment Application, Notice of Employment, W-4 Form, Evaluation Forms, Change of Status/Wage Authorization Forms, reference information, signed Job Description, Beneficiary Statement, INS Form I-9 and related supporting documents, Motor Vehicle Reports, and educational documents (transcript, certificates, etc.). Other data or documents, such as funding source requirements, etc. will be included if deemed applicable to the individual's employment with the agency.

ACCESS TO PERSONNEL FILES

Employee files are maintained by the HR department and are considered confidential. Managers and supervisors may only have access to personnel file information on a need-to-know basis. Employees may inspect their own personnel files and may copy them but may not remove documents from their file. Inspections by employees must be requested in writing to the HR department and will be scheduled at a mutually convenient time or as required under state law. Personnel files are to be reviewed in the HR department. Representatives of government or law enforcement agencies, in the course of their duties, may be allowed access to file information.

EMPLOYMENT VERIFICATIONS

Outside requests for verification of employment will be provided by the Human Resources Director. Only job title and employment dates will be released without the employee's written authorization. Salary information will be released only when the employee has submitted a signed document indicating to whom the salary information should be released. The Human Resources department will require a minimum of twenty-four hours to provide written verifications of employment.

PERFORMANCE REVIEWS

Performance evaluations will be conducted to encourage communication between the immediate supervisor and the employee, to provide feedback to the employee regarding performance strengths and weaknesses, to help identify staff training needs, and to provide a means for professional growth. Formal written evaluations will be conducted at least annually based on the employee's job description using a standardized agency format.

Following the evaluation discussion, the immediate supervisor will provide the employee with the written form for their signature and comments if the employee wishes to make any. The form will then be submitted to the appropriate Program Director for signature. The Program Director will forward the original to the Human Resources Director to be placed in the employee's personnel file.

90-DAY PERFORMANCE APPRAISAL PERIOD

All new regular and temporary employees will be hired on a 90-calendar day performance appraisal period. During that period, communication between the immediate supervisor and the new employee should be emphasized to help ensure that appropriate guidance is provided to the new employee in learning to carry out his or her duties; so that the new employee has opportunity to ask questions; and so that the new employee's performance strengths and weaknesses can be identified and discussed. This communication process will include ongoing oral evaluation and feedback. A written evaluation will occur on approximately the 90th day of employment.

During the performance appraisal period, the Agency or the new employee may terminate the employment relationship without the customary two-week advance notice.

The employee is ineligible for paid absence allowance during the Performance Appraisal Period, except for Agency-recognized holidays which occur during the period. Personal Holiday and Birthday Holiday may not be taken until after the completion of the Performance Appraisal Period. Annual leave and sick leave accrual are retroactive to the date of employment. Successful completion of the Performance Appraisal period does not guarantee continued employment or otherwise alter an employee's at-will status.

SEPARATION FROM EMPLOYMENT

All employees of the agency are "employees at will" and may be terminated from their employment with the agency at the discretion of the Executive Director, in the best interest of the agency. Those processes or procedures which are required by laws, rules, or regulations found outside of this manual, which govern the activities of the agency, will be followed as required. No provision of this manual shall be considered, for any purpose, a contract of employment.

VOLUNTARY RESIGNATION

In all cases of voluntary resignation (one initiated by the employee) employees are asked to provide a written notice to their supervisors at least **10 WORKING DAYS** in advance of the last day of work. The 10 days must be actual working days. Holidays, annual leave, and sick time will not be counted toward the 10-day notice. Employees who provide the requested amount of notice will be considered to have resigned in good standing and generally will be eligible for rehire.

In most cases, the direct supervisor will conduct an exit meeting on or before the last day of employment to collect all agency property. The employee's final paycheck will be prepared with the next regularly scheduled payroll processing and issued in accordance with Texas Payday Law.

If applicable, information regarding benefits continuation through the Consolidated Omnibus Budget Reconciliation Act (COBRA)³ will be sent to the employee's home address.

AGENCY TERMINATIONS

The authority for termination of any employee has been delegated by the Board of Directors to the Executive Director. Terminations from the Head Start program must also be approved by the Head Start Policy Council as per Head Start Performance Standard 1304.50 (d)(1)(xi). Employees affected by said standard will be placed on suspension (with or without pay, at the Executive Director's discretion) pending Policy Council approval to terminate.

REDUCTIONS IN FORCE

Temporary and/or regular reductions in the workforce may occur within the agency.

If a reduction in force (RIF) becomes necessary, a committee composed of the Executive Director, Human Resources Director, Fiscal Officer, and appropriate Program Director will convene to determine RIF decisions.

DISMISSALS

In situations where an employee is terminated for unsatisfactory performance, the employee will be released immediately and will be provided with two weeks' pay in lieu of notice.

In situations where an employee is terminated for a violation of an agency policy, the employee may be released immediately with no advance notice or pay in lieu of notice.

The employee's final paycheck will be prepared within six days of the date of termination issued in accordance with Texas Payday Law.

CAUSES FOR DISMISSAL

To effectively conduct its business and provide a high level of service to its clients, the agency depends on a satisfactory standard of performance from its employees. When, according to the determination of the agency, an employee fails to perform to the expected standard and causes the agency's level of service to suffer, the agency reserves the right to dismiss the employee. In some instances, when a standard of performance is below expectations, the agency will counsel with the employee, providing appropriate encouragement and feedback and allowing the employee the opportunity to raise their performance level to an acceptable standard (Progressive Discipline⁴). In other instances, however, an act of misconduct or breaking of agency policy is so serious that immediate dismissal is warranted. Listed below are representative examples of poor performance or misconduct which can result in dismissal but causes for dismissals are not limited to these lists.

POOR PERFORMANCE - WARRANTING COUNSELING/DISCIPLINE INCLUDING DISCHARGE

1. Excessive absence or tardiness.
2. Failure to work harmoniously with clients and/or co-workers.
3. Insubordination - failure or refusal to follow instructions.
4. Tardiness in notifying the supervisor when intending to be absent.
5. Sexual or other prohibited harassment of a co-worker, client, vendor, or business partner.
6. Possession or under the influence of alcohol and/or illegal drugs while on the job or Agency premises.
7. Unintentional misuse or loss of agency funds, property, or privileges.
8. Violations of any Conditions of Employment⁵.

MISCONDUCT OR BREACH OF AGENCY POLICY - WARRANTING IMMEDIATE DISMISSAL

1. Any extreme or repeated occurrence of any of the above identified poor performance examples.
2. Intentional misappropriation, misuse or loss of Agency funds, property, or privileges.
3. Falsifying agency personnel documents including employment applications, time reports, travel reports and receipts.
4. Falsifying any document associated with agency activities.
5. Failure to notify supervisor when intending to be absent.
6. Violations of any Conditions of Employment.

Adherence to the agency's Operating Principles will be expected. Employees are also subject to disciplinary action or dismissal for violations of standards, procedures, and/or regulations set forth by our funding sources, grantors, and governing/licensing entities.

EXIT PROCESSING

In all terminations, whether due to employee resignation or agency termination or dismissal, the supervisor will conduct an exit process on the last day the employee is at work. The supervisor will retrieve agency keys and other agency property. The employee will submit any agency reports or receipts which are due. The employee will also submit properly completed and signed final time sheets and travel vouchers at that time. An Agency Termination Check List has been developed for exit processing and should be used in all such cases.

WORKPLACE SAFETY

DRUG AND ALCOHOL-FREE WORKPLACE

Community Action, Inc. is committed to providing a drug and alcohol-free workplace which will help to ensure a safe and productive workplace for its employees.

POLICY: Community Action, Inc. will provide a drug-free workplace in compliance with Public Law 100-690, Title V, Subtitle D of the Drug Free Workplace Act of 1988.

The unlawful manufacture, distribution, dispensing, possession, sale, purchase, use, or being under the influence of illegal drugs, as well as alcoholic beverages or inhalants, is prohibited on Community Action, Inc. agency premises, property, or any of its facilities.

In commitment to the spirit and intent of the policy, the agency will not provide alcoholic beverages at agency sponsored social events for its employees.

VIOLATIONS: Any regular, part-time, temporary or contract employee who violates the agency's Drug and Alcohol-Free Policy will be subject to disciplinary action up to and including termination.

Any employee convicted of any violation of a drug statute will be subject to agency personnel action. The personnel action may include required participation in an alcohol/drug abuse treatment rehabilitation program or disciplinary action up to and including termination.

AWARENESS PROGRAM: The agency will provide employees with information concerning the dangers of drug abuse in the workplace, the agency's commitment to provide a drug free workplace, drug abuse counseling and prevention services available for employees, and penalties that may be imposed for violations of this policy.

EMPLOYEE RESPONSIBILITIES: As a condition of initial and continued employment, all employees will agree to abide by the agency's Drug and Alcohol-Free Workplace Policy.

Any employee convicted of a violation of a drug statute occurring at the workplace must notify their supervisor within five days after the conviction.

Any employee taking medication prescribed by a physician must notify their immediate supervisor if the medication is likely to produce any side effects which the employee believes can cause safety issues or will impair his or her performance on the job. The notification must be in writing and must include the name of the medication, the attending physician's name and the expected side effects. All prescription medication must be kept in its original container.

SEARCHES/TESTING: Search procedures of agency property or premises can be conducted any time there is reasonable cause for such a search. The agency retains the right to test employees upon reasonable suspicion of a violation of this policy, as determined by the Executive Director or Human Resources Director. This test may include blood, urine, hair, or other specimen testing. An individual's refusal to test may be cause for discipline or dismissal.

Any employee who sustains a work-related injury needing medical attention will be required to submit to a drug test. Refusal to comply with the drug test or testing positive can result in denial of claims and/or immediate dismissal.

EMPLOYEE ASSISTANCE: The agency is in business to help people help themselves. That statement of purpose also applies to its employees. Therefore, the agency encourages any

employee who suffers from drug and/or alcohol dependency and/or suffers from associated personal and/or emotional problems to contact the Human Resources Director for assistance in identifying available resources for dealing with such problems. Seeking such assistance before the dependency causes job performance to suffer can help prevent any disciplinary actions, up to and including immediate discharge, associated with poor performance.

When deemed appropriate, participation in an assistance program, such as a drug abuse or rehabilitation program, can be a requirement of employment continuation, particularly if the employee has been convicted of a drug or alcohol related offense. The agency's approval, recommendation, or requirement of a specified program does not constitute any financial commitment from the agency.

Employee assistance is not limited to drug or alcohol related problems. From time to time all employees are faced with personal problems – problems serious enough to affect their lives at home and at work – serious enough that they can't be handled alone. In such situations, employees are encouraged to call the Human Resources Director for help in identifying professional, low cost, resources which can help solve individual, marriage, family, child, or other personal and emotional problems.

Any request for assistance in resolving personal problems will be treated as a confidential matter.

TOBACCO FREE WORKPLACE POLICY

Smoking is not allowed in agency buildings or work areas at any time. "Smoking" includes the use of any tobacco products (including chewing tobacco), electronic smoking devices, and e-cigarettes.

Smoking is only permitted during break times in designated outdoor areas. Employees using these areas are expected to dispose of any smoking debris safely and properly.

WORKPLACE VIOLENCE

The agency does not tolerate violence in the workplace. "Workplace violence" is defined to include the following:

1. Physically aggressive, violent, or threatening behavior (such as attempts to instill fear in others), or intimidation.
2. Causing physical damage to any agency facility or defacing the agency's property.
3. Bringing firearms or weapons of any type or kind where agency business is conducted.

WEAPONS

Community Action, Inc. prohibits the possession of weapons on its property at all times, including our parking lots or agency vehicles. Additionally, while on duty, employees may not carry a weapon of any type. Weapons include, but are not limited to, handguns, rifles, automatic weapons, knives that can be used as weapons (excluding pocketknives, utility knives, and other instruments that are used to open packages or cut string and for other miscellaneous tasks), martial arts paraphernalia, and stun guns. Any employee violating this policy is subject to discipline up to and including dismissal for the first offense.

If any employee becomes aware of or observes any of the above-referenced behaviors or actions by a co-worker, consultant, client, vendor, visitor, or anyone else, the immediate supervisor and/or the

Human Resources Director should be notified immediately. Employees should also notify the Human Resources Director if they are aware of any restraining orders that are in effect, or of the existence of any other non-work-related situation with the potential to erupt into workplace violence.

All reports of violence will be taken seriously and will be investigated thoroughly and promptly. To the extent possible, the identity of the reporting employee will be kept confidential. However, under certain circumstances, the agency may need to disclose the reporting employee's identity to protect that individual's and/or other employees' safety. Retaliation in any form against an employee who makes a report of violence will not be tolerated.

If, after a thorough investigation, it is determined that workplace violence has occurred, appropriate corrective action up to and including termination will be taken to ensure that such behavior is not repeated. Additionally, the incident may also result in reporting and/or filing of formal charges with local authorities. If a non-employee is responsible for violent activities, the agency will take action that could include reporting and/or filing of formal charges with local authorities.

ANTI-HARASSMENT POLICY

Community Action, Inc. strives to maintain a work environment in which people are treated with dignity and respect. The environment of the agency should be characterized by mutual trust and the absence of intimidation, oppression and exploitation. Community Action, Inc. will not tolerate unlawful discrimination or harassment of any kind. Through enforcement of this policy and by education of employees. Community Action, Inc. will seek to prevent, correct and discipline behavior that violates this policy.

All employees, regardless of their positions, are covered by and expected to comply with this policy and to take appropriate measures to ensure prohibited conduct does not occur. Appropriate disciplinary action will be taken against any employee who violates this policy. Based on the seriousness of the offense, disciplinary action may include verbal or written reprimand, suspension, or termination of employment.

Managers and supervisors who knowingly allow or tolerate discrimination, harassment or retaliation, including failure to immediately report such misconduct to human resources (HR) are in violation of this policy and are subject to disciplinary action.

Community Action, Inc. in compliance with all applicable federal, state and local anti-discrimination and harassment laws and regulations, enforces this policy in accordance with the following definitions and guidelines:

DISCRIMINATION

It is a violation of Community Action, Inc.'s policy to discriminate in the provision of employment opportunities, benefits or privileges; to create discriminatory work conditions, or to use discriminatory evaluative standards in employment if the basis of that discriminatory treatment is, in whole or in part, the person's race, or color, natural origin, age, religion, disability status, sex, sexual orientation, gender identity or expression, genetic information or marital status.

Discrimination of any kind may also be strictly prohibited by a variety of federal, state and local laws, including Title VII of the Civil Rights Act of 1964, the Age Discrimination Act of 1967, and the American

with Disabilities Act of 1990. This policy is intended to comply with the prohibitions stated in these anti-discrimination laws.

Discrimination in violation of this policy will be subjected to disciplinary measures up to and including termination.

HARASSMENT

Community Action, Inc. prohibits harassment of any kind, including sexual harassment, and will take appropriate and immediate action in response to complaints or knowledge of violations of this policy. For purposes of this policy, harassment is any verbal or physical conduct designed to threaten, intimidate or coerce an employee, co-worker, or any person working on behalf of Community Action, Inc.

The following examples of harassment are intended to be guidelines and are not exclusive when determining whether there has been a violation of policy:

VERBAL HARASSMENT includes comments that are offensive or unwelcome regarding a person's national origin, race, color, religion, age, sex, sexual orientation, pregnancy, appearance, disability, gender identity or expression, marital status or other protected status, including epithets, slurs, and negative stereotyping.

NONVERBAL HARASSMENT includes distribution, display or discussion of any written or graphic material that ridicules, insults, belittles or shows hostility, aversion or disrespect toward an individual or group because of national origin, race, color, religion, age, sex, sexual orientation, pregnancy, appearance, disability, gender identity or expression, marital status or other protected status, including epithets, slurs, and negative stereotyping.

SEXUAL HARASSMENT is a form of sex discrimination that violates Title VII of the Civil Rights Act of 1964 and is prohibited under Community Action, Inc. anti-harassment policy. According to the Equal Employment Opportunity Commission (EEOC), sexual harassment is defined as "unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature, when, submission to or rejection of such conduct is used as the basis for employment decisions, or such conduct has the purpose or effect of creating an intimidating, hostile or offensive working environment."

Sexual harassment occurs when unsolicited and unwelcome sexual advances, request for sexual favors, or verbal or physical conduct of a sexual nature:

1. Is made explicitly or implicitly a term or condition of employment.
2. It is used as a basis for an employment decision.
3. Unreasonably interferes with an employee's work performance or creates an intimidating, hostile or otherwise offensive environment.

Sexual harassment may take different forms. The following are examples of sexual harassment, these examples are intended to be guidelines and are not inclusive when determining whether there has been a violation of this policy.

VERBAL SEXUAL HARASSMENT includes innuendoes, suggestive comments, jokes of a sexual nature, sexual propositions, lewd remarks and threats, request for any type of sexual favor, this includes repeated, unwelcome request for dates.

NONVERBAL SEXUAL HARASSMENT includes the distribution, display or discussion of any written or graphic material, including calendars, posters and cartoons that are sexually suggestive or show hostility toward an individual group because of sex; suggestive or insulting sounds, leering, staring, whistling: obscene gestures, content in letters, notes, e-mails, photos, text messages, tweets and internet postings.

PHYSICAL SEXUAL HARASSMENT includes unwelcome, unwanted physical contact, including touching, tickling, pinching, patting, brushing up against, cornering, kissing, hugging, fondling, and forced sexual intercourse or assault.

RETALIATION

No hardship, loss, may be imposed on an employee in response to:

1. Filing or responding to a bona fide complaint of discrimination or harassment.
2. Appearing as a witness in the investigation of a complaint.

Lodging a complaint will in no way be used against the employee or have an adverse impact on the individual's employment status, however filing groundless, or malicious complaints is an abuse of this policy and will be treated as a violation.

Any person who is found to have violated this aspect of the policy will be subject to discipline up to and including termination of employment.

CONFIDENTIALITY

All complaints and investigations are treated confidentially to the extent possible, and information is disclosed strictly on a need-to-know basis. The identity of the complainant is usually revealed to the parties during the investigation, and the Human Resources Director will take adequate steps to ensure that the complainant is protected from retaliation during the investigation.

COMPLAINT PROCEDURE

Community Action, Inc. has established the following procedure for lodging a complaint of discrimination, harassment, or sexual harassment. The agency will treat all aspects of the procedure confidentially to the extent possible.

1. Complaints should be submitted as soon as possible after the incident has occurred, preferably in writing. The Human Resources director may assist the complainant in completing a written statement, or in the event the employee refuses to provide information in writing, the Human Resources Director will dictate the verbal complaint.
2. Upon receiving a complaint or being advised by a supervisor or manager that a violation of this policy may be occurring, the Human Resources Director will notify the Executive Director.
3. The Human Resources Director will initiate an investigation to determine whether there is reasonable basis for believing that the alleged violation of this policy has occurred.

4. If necessary, the complainant and the respondent will be separated during the course of the investigation.
5. During the investigation the Human Resources director will interview the complainant, the respondent, and any witnesses to determine whether the alleged conduct occurred.
6. Upon conclusion of the investigation, the Human Resources Director will submit a written report to the Executive Director.
7. The Executive Director will review the investigative report and any statements submitted by the complainant and the respondent, discuss results of the investigation with the Human Resources Director and other management staff as appropriate, and decide what action, if any will be taken.
8. If it is determined that a violation of policy has occurred, the Human Resources Director will recommend appropriate disciplinary action. The appropriate action will depend on the following factors.
 - a. The severity, frequency, and pervasiveness of the conduct
 - b. Prior complaints made by the complainant.
 - c. Prior complaints made against the respondent.
 - d. The quality of the evidence, firsthand knowledge, credible corroboration

If the investigation is inconclusive or if it determined that there has been no violation of policy, but problematic conduct may have occurred the Human Resources Director may recommend appropriate preventive action.
9. Once the final decision has been made, the Human Resources Director will meet with the complainant and the respondent separately and notify them of the findings of the investigation. If disciplinary action is to be taken, the respondent will be informed of the nature of the discipline and how it will be implemented.

GRIEVANCE

It is the agency's purpose to provide an effective way for employees to bring problems concerning their well-being at work to the management's attention. When an employee believes a work condition or treatment is unjust, inequitable, a hindrance to effective operation, or creates a problem, they are encouraged to discuss the condition or treatment with management.

Misunderstandings or conflicts can arise in any organization and should be resolved before serious problems develop. Most incidents resolve themselves naturally; however, should a situation persist that the employee believes is detrimental to himself/herself or the agency, the following procedures will be used until all levels of authority have been exhausted:

PROCEDURES

The employee will submit the grievance in writing to their immediate supervisor within five working days of the occurrence of, or the awareness of, the event(s) in question. The employee will receive a written response within ten working days from the date the grievance was received by the immediate supervisor.

If the immediate supervisor is the subject of the grievance, the employee may consult with the Human Resources Director within the specified time frame. The Human Resources Director will determine whether the employee should proceed to the next level.

If the Human Resources Director is the subject of the grievance, the employee may consult with a Program Director or the Fiscal Officer within the specified time frame. The Program Director or Fiscal Officer will determine whether the employee should proceed to the next level.

If the Executive Director is the subject of the grievance, the Board of Directors will be notified through the Board President or the Board Personnel Committee by a Program Director, the Fiscal Officer, or the Human Resources Director.

If the matter is not resolved to the employee's satisfaction, or if the employee was advised to proceed to the next level, they will submit the written grievance to the next level of supervision for review. It must be submitted within ten working days after receiving the initial response and must include all documents associated with the grievance. The employee will receive a written response to the review within ten working days. If 1.c. above applies, the written summary including all evidence will be submitted to the Board of Directors by a Program Director, the Fiscal Officer, or the Human Resources Director. In such a case, steps 3 and 4 of this procedure will be by-passed and a response will be provided as outlined in step 5.

If all levels of authority have been exhausted and the employee is not satisfied with the previous review response(s), they may take the grievance to the Executive Director for review. The request for the Executive Director's review must be made within ten working days of receiving the last grievance response. The Executive Director will decide upon review and issue a written response within fifteen working days. This response will contain all the particulars of the decision, including the rights of the employee to request an appeal to the Board of Directors and the right to submit evidence in support of the request.

Any request for an appeal in the Executive Director's decision must be sent to the Executive Director within ten working days after the decision has been received by the employee. The request must include all evidence which the employee feels is relevant to the case and/or what the employee feels the Board of Directors should consider. The Executive Director will submit the request to the Board of Directors for review after consultation with the presiding officer of the Board of Directors who will determine the date for submission to the entire Board.

The employee will receive written notification of action taken on the appeal within ten working days from the date the Board of Directors makes its decision on the issue. The decision of the Board of Directors is final.

GRIEVANCES BY TERMINATED EMPLOYEES

An employee who is terminated, including by resignation in lieu of termination, may file a grievance only if the employee is claiming wrongful termination based on:

1. retaliation for reporting in good faith a violation of law, or
2. violation of civil rights laws administered by the Equal Employment Opportunity Commission (EEOC) or Texas Workforce Commission (TWC).

A grievance must be filed in writing with the agency's Human Resources Director within 14 calendar days of the termination. The Human Resource's Director will conduct an appropriate investigation and notify the terminated employee in writing of the agency's determination. There is no hearing as part of the grievance process and no right to appeal.

DRIVER AND TRANSPORT POLICY

CLIENT TRANSPORT

Employees may not, at any time, including emergency situations, transport clients in their personal vehicles.

CELL PHONE SAFETY AND DRIVING

Safe driving is the first priority when operating a vehicle while driving on Community Action, Inc. business. Your first responsibility is to pay attention to your driving. Never allow a cell phone or other mobile device to distract you from concentrating on driving.

Under no circumstances should you feel that you need to place yourself or others at risk while driving to fulfill business needs. You should follow these procedures to avoid distracted driving:

1. Follow all applicable state and local laws that address the use of cell phones and other mobile devices while driving.
2. Avoid using your cell phone while driving, and do not use it as a hand-held device. Find a safe place to pull over to make or receive phone calls, send, or receive text messages, or manipulate navigation apps.
3. Program your destination into navigation apps or GPS devices before you start driving.
4. Do not read or respond to text messages or e-mail or browse social media or the Internet while driving.
5. Be aware of distractions from in-car “infotainment” systems. Just because they are built into the vehicle does not mean they do not create a hazardous distraction.

Employees who fail to follow safety guidelines are subject to disciplinary action.

EMPLOYER AND EMPLOYEE RESPONSIBILITY FOR SAFETY

COMMITMENT TO SAFETY

Protecting the safety of our employees and visitors is the most important aspect of running our agency.

All employees have the opportunity and responsibility to contribute to a safe work environment by using commonsense rules and safe practices and by notifying management when any health or safety issues are present. All employees are encouraged to partner with management to ensure maximum safety for all.

In the event of an emergency, notify the appropriate emergency personnel by dialing 911 to activate the medical emergency services.

Any workplace injury, accident, or illness must be reported to the employee's supervisor as soon as possible, regardless of the severity of the injury or accident.

WORKERS' COMPENSATION

Workers' compensation is a "no-fault" system that provides compensation for medical expenses and wage losses to employees who are injured or who become ill because of employment.

Community Action, Inc. pays the entire cost of workers' compensation insurance. The insurance provides coverage for related medical and rehabilitation expenses and a *portion* of lost wages to employees who sustain an injury on the job.

The agency abides by all applicable state workers' compensation laws and regulations.

REPORTING

Any time an employee is involved in an accident on the job, they should report the accident to the immediate supervisor, regardless of whether the accident results in lost time or the need for medical attention. The employee must advise the supervisor immediately. Immediate reporting is necessary to protect both parties: the employee and the agency.

The immediate supervisor will provide the employee with an "Employee's Notice of Injury Form" immediately, or at least within twenty-four hours of the accident. If the employee is unable to complete the form, the supervisor or a co-worker will complete the form for the employee. The Employee's Notice Form must be forwarded to the Human Resources Director within 36 hours of the accident.

The Human Resources Director will complete the "Employer's First Report of Injury or Illness" Form and file it with the Texas Worker's Compensation Commission no later than the eighth day following the verbal report from the injured employee to the supervisor.

INVESTIGATION

Following each accident, the supervisor will investigate the cause of the accident and complete the "Supervisor's Investigation Report." The purpose of the investigation is to help the supervisor identify precautions that can be taken to prevent similar accidents from occurring in the future. The "Supervisor's Investigation Report" will be forwarded to the appropriate program Director, who in turn will forward it to the Human Resources Director.

MEDICAL TREATMENT

Employees injured on the job, who live in the network service area, must choose a treating doctor from the Network provider list. Employees who choose not to see a doctor must sign a disclaimer, acknowledging that they were offered the opportunity to see a doctor, but chose not to. Signing the disclaimer does not preclude them from seeing a doctor later.

Any employee who sustains a work-related injury needing medical attention will be required to submit to a drug test. Refusal to comply with the drug test or testing positive can result in denial of claims and/or immediate dismissal.

When an employee sees a doctor:

- They must bring a doctor's statement when returning to work. The employee will not be allowed to return to work without it.
- The statement must reflect:
 1. The date the employee is allowed to return to work - full or light duty.
 2. If restrictions are placed on the employee (such as for heavy lifting), the restrictions must be quantified. For example, "no lifting more than ten pounds."
 3. If the employee is not allowed to return to work, the statement must reflect that fact.

MEDICAL EXPENSES

If a doctor is willing to submit a bill directly to the insurance carrier (without the employee paying first), the doctor should contact the Human Resources Director for information. If the employee pays for services (doctors' visits, prescription drugs, etc.) receipts should be forwarded to the Human Resources Director for submission to the Workers' Compensation Insurance Carrier.

Prescription drugs and/or non-prescription drugs or equipment not authorized by the attending physician are subject to approval by the Worker's Compensation Insurance carrier as allowable expenses.

EMPLOYEE WAGES

When an employee must be absent from work due to a work-related illness or injury, the absence will be charged to the Sick Leave/Worker's Compensation Allowance and the employee will be compensated at their regular rate of pay during the absence. This allowance may be granted up to seven days.

Compensation after the seventh day will be through the agency's Worker's Compensation Insurance Carrier. Compensation through Worker's Compensation Insurance is at two thirds (2/3rds) the employee's regular pay, based on the employee's weekly earnings. Dual compensation by the agency and the Worker's Compensation Insurance Carrier for any time period of absence will **not** be allowed. If an employee does receive dual payment, the employee is obligated to pay the money back to the agency or carrier (whichever is appropriate).

ABSENCES/LIGHT DUTY

Any absence resulting from a work-related illness or injury must be supported by an attending physician's statement.

Light duty accommodation will be made at the discretion of the supervisor and/or Division/Program Director, based on the needs of the Program.

Workers' compensation benefits (paid or unpaid) will run concurrently with FMLA leave, if applicable, where permitted by state and federal law. In addition, employees will not be paid vacation or sick leave for approved absences covered by the agency's workers' compensation program, except to supplement the workers' compensation benefits such as when the plan only covers a portion of the employees' salary as allowed by state law.

INFECTION CONTROL POLICY

The agency makes every effort to provide a work environment that protects the health and well-being of all its employees. The agency ensures that its employees receive appropriate infection control training, and that its health-related policies, operating procedures, housekeeping standards, record keeping requirements, and communication processes discourage practices which may cause or increase the spread of infections. In so doing, the agency ensures compliance with OSHA prescribed mandates, particularly as they regard the transmission of blood borne pathogens and communicating the hazards of various chemicals in which some employees come in contact in the performance of their duties. As part of the agency's on-going commitment to protect its employees, each program provides appropriate special training, on a recurring basis, to employees who provide services which put them at greater risk of specific types of infections. Furthermore, each program develops its own tailored infection control policies and procedures, depending on the services provided by the particular program, and the inherent risks associated with the services. At a minimum, each policy contains information pertaining to: (1) Precautions, (2) Housekeeping, (3) Record Keeping, (4) Training, (5) Regulation Compliance, i.e., OSHA, etc., (5) Post Exposure Procedures, and (6) Personal Protective Equipment (PPE).

WORKPLACE GUIDELINES

ATTENDANCE AND PUNCTUALITY POLICY

The agency expects all employees to conduct themselves in a professional manner during their employment. This includes good attendance habits⁶. All employees should consider coming to work on time, working their shift as scheduled, and leaving at the scheduled time as essential functions of their jobs. In other words, good attendance habits form an integral part of every employee's job description. However, we recognize that staff occasionally become ill, need to miss work or are unavoidably late. The purpose of this policy is to ensure employees provide notice of such absences.

POLICY

1. Employees are expected to report to work as scheduled, on time, and ready to start working.
2. In the event a staff member will be tardy or late the immediate supervisor should be notified at the earliest convenience, to ensure proper coverage for all work locations.
3. In the event a staff member will be absent the immediate supervisor should be notified at the earliest convenience to ensure proper coverage for all work locations.
4. Supervisors may be notified by phone, text, or email. If the staff member has not received confirmation from their direct supervisor in a timely manner the staff member should reach out to the corresponding Program Director.

DEFINITIONS

Absence – the failure of an employee to report for work when they are scheduled to work.

Tardy – arriving up to 15 minutes after the scheduled starting time.

Late – arriving between 15 minutes and two hours after the scheduled starting time.

DISCIPLINARY ACTION

Employees will be subject to progressive disciplinary action (see XII-2 of the handbook for specific details) when absences, tardiness and lateness become excessive. Excessive is defined as:

1. Two or more absences in a 30-day period.
2. Four or more tardies or late arrivals in a 30-day period.

INTERACTION WITH LEAVE LAWS

Employees taking leave under the Family and Medical Leave Act (FMLA), the Americans with Disabilities Act (ADA) or other state or federal protected leave are expected to provide notice of absences in accordance with agency policy. Failure to provide notice, absent extenuating circumstances, may result in disciplinary action as described above.

DRESS AND GROOMING

Community Action, Inc. provides a casual yet professional work environment for its employees. Even though the dress code is casual, it is important to project a professional image to our customers, visitors, and coworkers. All employees are expected to dress in a manner consistent with good hygiene, safety, and good taste. Please use common sense.

Individual programs dress and grooming policies vary depending on the requirements of each program, please contact your direct supervisor for specific dress and grooming details.

SOCIAL MEDIA ACCEPTABLE USE

Community Action, Inc. encourages employees to share information with coworkers and with those outside the agency for the purposes of gathering information, generating new ideas, and learning from the work of others. Social media provides inexpensive, informal, and timely ways to participate in an exchange of ideas and information. However, information posted on a website is available to the public, and therefore, the agency has established the following guidelines for employee participation in social media.

NOTE: As used in this policy, “social media” refers to blogs, forums, and social networking sites, such as Twitter, Facebook, LinkedIn, YouTube, Instagram, and Snapchat, among others.

OFF-DUTY USE OF SOCIAL MEDIA. Employees may maintain personal websites or weblogs on their own time using their own facilities. Employees must ensure that social media activity does not interfere with their work. In general, the agency considers social media activities to be personal endeavors, and employees may use them to express their thoughts or promote their ideas. In addition, employees may not post on a personal blog or webpage or participate on a social networking platform for personal purposes during work time or at any time with Community Action, Inc. equipment or property.

ON-DUTY USE OF SOCIAL MEDIA. Employees may engage in social media activity during work time provided it is directly related to their work and approved by their supervisor and does not identify or reference agency clients, customers, or vendors without express permission. The agency monitors employee use of agency computers and the Internet, including employee blogging and social networking activity.

RESPECT. Demonstrate respect for the dignity of the agency, its owners, its customers, its vendors, and its employees. A social media site is a public place, and employees should avoid inappropriate comments. For example, employees should not divulge Community Action, Inc. confidential information such as client lists, or information restricted from disclosure by law on social media sites. Similarly, employees should not engage in harassing or discriminatory behavior that targets other employees or individuals because of their protected class status or make defamatory comments or engage in other behavior that violates the agency’s policies.

POST DISCLAIMERS. Employees who identify themselves as agency employees or discuss matters related to the agency on a social media site must include a disclaimer on the front page stating that it does not express the views of the agency and that the employees are expressing only personal views—for example: “The views expressed on this website/Weblog are mine alone and do not necessarily reflect the views of my employer.” Place the disclaimer in a prominent position and repeat it for each posting expressing an opinion related to the agency or the agency’s business. Employees must keep in mind that if they post information on a social media site that is

in violation of agency policy and/or federal, state, or local law, the disclaimer will not shield them from disciplinary action.

CONFIDENTIALITY. Do not identify or reference agency clients, customers, or vendors without express permission. Employees may write about their jobs in general but may not disclose any confidential or proprietary information. For examples of confidential information, please refer to the confidentiality policy. If in doubt, ask before publishing.

NEW IDEAS. Please remember that new ideas related to work, or the agency's business belong to the agency. Do not post them on a social media site without the agency's permission.

TRADEMARKS AND COPYRIGHTS. Do not use the agencies or others' trademarks on a social media site or reproduce the agency's or others' material without first obtaining permission.

LEGAL. Employees are expected to comply with all applicable laws, including, but not limited to, Federal Trade Commission (FTC) guidelines and copyright, trademark, and harassment laws.

DISCIPLINE. Violations of this policy may result in discipline up to and including immediate termination of employment.

INTERNET, E-MAIL, AND COMPUTER USE

The use of Community Action, Inc. electronic systems, including computers, fax machines, and all forms of Internet/intranet access, is for agency business and for authorized purposes only. Brief and occasional personal use of the electronic mail system or the Internet is acceptable as long as it is not excessive or inappropriate, occurs during personal time (lunch or other breaks), and does not result in expense or harm to the agency or otherwise violate this policy.

OWNERSHIP AND ACCESS OF ELECTRONIC MAIL, INTERNET ACCESS, AND COMPUTER FILES; NO EXPECTATION OF PRIVACY

The agency owns the rights to all data and files in any computer, network, or other information system used in the agency and to all data and files sent or received using any agency system or using the agency's access to any computer network, to the extent that such rights are not superseded by applicable laws relating to intellectual property. The agency also reserves the right to monitor electronic mail messages (including personal/private/instant messaging systems) and their content, as well as any and all use by employees of the Internet and of computer equipment used to create, view, or access e-mail and Internet content. Employees must be aware that the electronic mail messages sent and received using agency equipment or agency-provided Internet access, including web-based messaging systems used with such systems or access, are not private and are subject to viewing, downloading, inspection, release, and archiving by agency officials at all times. The agency has the right to inspect any and all files stored in private areas of the network or on individual computers or storage media in order to ensure compliance with agency policies and state and federal laws. No employee may access another employee's computer, computer files, or electronic mail messages without prior authorization from either the employee or an appropriate agency official.

The agency uses software in its electronic information systems that allows monitoring by authorized personnel and that creates and stores copies of any messages, files, or other information that is entered into, received by, sent, or viewed on such systems. There is no expectation of privacy in any information or activity conducted, sent, performed, or viewed on or with agency equipment or Internet access.

Accordingly, employees should assume that whatever they do, type, enter, send, receive, and view on agency electronic information systems is electronically stored and subject to inspection, monitoring, evaluation, and Agency use at any time. Further, employees who use agency systems and Internet access to send or receive files or other data that would otherwise be subject to any kind of confidentiality or disclosure privilege thereby waive whatever right they may have to assert such confidentiality or privilege from disclosure. Employees who wish to maintain their right to confidentiality or a disclosure privilege must send or receive such information using some means other than agency systems or the agency-provided Internet access.

The agency has licensed the use of certain commercial software application programs for business purposes. Third parties retain the ownership and distribution rights to such software. No employee may create, use, or distribute copies of such software that are not in compliance with the license agreements for the software. Violation of this policy can lead to disciplinary action, up to and including dismissal.

POLICY STATEMENT FOR INTERNET/INTRANET BROWSER(S)

The Internet is to be used to further the agency's mission, to provide effective service of the highest quality to the agency's clients and staff, and to support other direct job-related purposes. Supervisors should work with employees to determine the appropriateness of using the Internet for professional activities and career development. The various modes of Internet/Intranet access are agency resources and are provided as business tools to employees who may use them for research, professional development, and work-related communications. Limited personal use of Internet resources is a special exception to the general prohibition against the personal use of computer equipment and software.

Employees are individually liable for any and all damages incurred as a result of violating agency security policy, copyright, and licensing agreements.

All agency policies and procedures apply to employees' conduct on the Internet, especially, but not exclusively, relating to: intellectual property, confidentiality, agency information dissemination, standards of conduct, misuse of agency resources, anti-harassment, and information and data security.

SEARCH POLICY

The agency reserves the right to conduct searches to monitor compliance with rules concerning safety of employees, security of agency and individual property, drugs and alcohol, and possession of other prohibited items. "Prohibited items" includes illegal drugs, alcoholic beverages, prescription drugs or medications not used or possessed in compliance with a current valid prescription, weapons, any items of an obscene, harassing, demeaning, or violent nature, and any property in the possession or control of an employee who does not have authorization from the owner of such property to possess or control the property. "Control" means knowing where a particular item is, having placed an item where it is currently located, or having any influence over its continued placement. In addition to agency premises, the agency may search employees, their work areas, lockers, personal vehicles if driven or parked on agency property, and other personal items such as bags, purses, briefcases, backpacks, lunch boxes, and other containers. In requesting a search, the agency is by no means accusing anyone of theft, some other crime, or any other variety of improper conduct.

There is no general or specific expectation of privacy in the workplace of Community Action, Inc., either on the premises of the agency or while on duty. In general, employees should assume that what they do

while on duty or on the agency premises is not private. All employees and all of the areas listed above are subject to search at any time; if an employee uses a locker or other storage area at work, including a locking desk drawer or locking cabinet, the agency will either furnish the lock and keep a copy of the key or combination, or else allow the employee to furnish a personal lock, but the employee must give the agency a copy of the key or combination. The areas in question may be searched at any time, with or without the employee being present. Generally, with the exception of items relating to personal hygiene or health, no employee should ever bring anything to work or store anything at work that he or she would not be prepared to show and possibly turn over to agency officials and/or law enforcement authorities.

All employees of Community Action, Inc. are subject to this policy. However, any given search may be restricted to one or more specific individuals, depending upon the situation. Searches may be done on a random basis or based upon reasonable suspicion. "Reasonable suspicion" means circumstances suggesting to a reasonable person that there is a possibility that one or more individuals may be in possession of a prohibited item as defined above. Any search under this policy will be done in a manner protecting employees' privacy, confidentiality, and personal dignity to the greatest extent possible. The agency will respond severely to any unauthorized release of information concerning individual employees.

No employee will ever be physically forced to submit to a search. However, an employee who refuses to submit to a search request from the agency will face disciplinary action, up to and possibly including immediate termination of employment.

PROGRESSIVE DISCIPLINE

Community Action, Inc. expects employees to comply with the agency's standards of behavior and performance and to correct any noncompliance with these standards.

Under normal circumstances, Community Action, Inc. endorses a policy of progressive discipline in which it attempts to provide employees with notice of deficiencies and an opportunity to improve. However, the Agency, in its discretion, may bypass any or all of the steps below, as it deems appropriate. In situations where an act of misconduct or breaking of Agency policy is so serious that immediate dismissal is warranted, the progressive discipline process is not required.

The following steps are *suggested* in the discipline procedure. All steps should be documented in the employee's personnel file.

STEP 1: INFORMAL DISCUSSION. When a performance problem is first identified, the nature of the problem and the action necessary to correct it should be thoroughly discussed with the employee.

STEP 2: COUNSELING. If a private informal discussion with the employee has not resulted in corrective action, following a thorough investigation, the supervisor should meet with the employee and (a) review the problem, (b) permit the employee to present information regarding the problem, (c) advise the employee that the problem must be corrected, (d) inform the employee that failure to correct the problem will result in further disciplinary action that may include discharge, and (e) issue a counseling notice to the employee.

STEP 3: REPRIMAND. If satisfactory performance and corrective action are not achieved under Steps 1 and 2, the supervisor and a representative from the Human Resources department should meet with the employee in private and proceed via (a) through (d) above and issue a reprimand notice to the employee.

STEP 4: SUSPENSION. The supervisor will counsel the employee on the conditions for continued employment. The employee will be granted up to 3 days of administrative leave to decide on accepting conditional continued employment or submitting their resignation. Upon completion of the administrative leave, the employee will meet with the supervisor to discuss their decision. If the employee opts for conditional continued employment, an agreement will be signed, stating that another violation will result in termination. If the employee opts for resignation, the supervisor will follow procedures as outlined in Exit Processing page 29. This session will be witnessed by the Human Resources Director and/or a member of senior staff.

An exempt employee generally may not be suspended without pay for less than a full day, and the suspension must be related to written workplace conduct rules applicable to all employees, such as a written policy prohibiting sexual harassment or workplace violence.

STEP 5: FAILURE TO IMPROVE/TERMINATION. Failure to improve performance or behavior after the written warning or suspension can result in termination. For Head Start employees, refer to section on agency terminations page xx.

The progressive disciplinary procedures described above also may be applied to an employee who is experiencing a series of unrelated problems involving job performance or behavior.

In cases involving serious misconduct, or any time the supervisor determines it is necessary, such as a major breach of policy or violation of law, the procedures contained above may be disregarded. Typically, the supervisor should notify Human Resources immediately to discuss immediate suspension (with or without pay) of the employee, and an investigation of the incidents leading up to the suspension should be conducted to determine if any further action, such as termination, should be taken.

MEDIA INQUIRIES

All inquiries from the media must be referred to the Executive Director or representative.

TRAVEL/REIMBURSEMENTS

GENERAL TRAVEL

Travel for agency business must be approved by the immediate supervisor and will be supported by an agency travel voucher for travel expenses to be paid to an employee.

Employees whose jobs require them to drive for agency business must carry auto liability insurance on the vehicle being used for agency business and must meet underwriting requirements for coverage by the agency auto liability insurance. Failure to meet these requirements can result in termination from employment and/or denial of travel reimbursement. Employee driving records are reviewed on a yearly basis.

Drivers must have a valid Texas driver's license.

Proof of current liability insurance will be provided by the employee with the travel log submitted for reimbursement.

Employees who use their personal vehicles for agency business will be reimbursed for mileage incurred for approved travel. The reimbursement rate will be established by the agency.

Each trip will be evaluated to determine the least costly method of travel, i.e., agency vehicle, personal vehicle, carpool, etc. The appropriate Program Director has the authority for making and/or approving the determination.

Drivers will report citations to their immediate supervisor within 72 hours.

Failure to report to one's immediate supervisor will result in disciplinary action.

All violations will be paid by the driver. The driver is responsible for payment of violations if they are at fault.

OUT OF AREA TRAVEL

The agency will use the following guidelines for out-of-areas travel requiring per diem. Per diem rates include a maximum amount for lodging expenses and a fixed amount for meals and incidental expenses. These rates are listed in tables updated regularly by the General Services Administration (GSA). No other rate can be reimbursed unless actual subsistence is requested. Out of area travel will be authorized in advance, approved by the program director, and supported by the Request and Authorization for Travel Advance form.

MAXIMUM LODGING EXPENSE ALLOWANCE – The employee will be reimbursed for actual lodging costs incurred up to the maximum allowable rate as per the Federal Travel Regulations (FTR).

MEALS AND INCIDENTAL EXPENSES (M&IE) ALLOWANCE – The M&IE fixed allowance, or fraction thereof, is payable to the traveler without itemization of expenses for receipts. It covers meals, including fees and tips; laundry; transportation between lodging and restaurants; and any communication charges required to reserve accommodations.

Meals during conferences and/or training are subject to a maximum of \$18 per diem with prior supervisory approval. Eligible travel would take the employee away from their regular worksite for 6 consecutive hours or longer and not be for the purpose of normal job tasks. Travel for tasks such as working from a regularly assigned alternate location, monitoring and/or file audits, as well as Annual/In Service Training days would not be eligible for meal reimbursement.

ACTUAL AND NECESSARY SUBSISTENCE – Reimbursements for expenses are allowed when such expenses are unusually high due to special or unusual circumstances. The maximum reimbursement is not to exceed 150 percent of those amounts for the applicable geographical area as per the FTR. Requests for actual subsistence must be approved by the Executive Director.

TRAVEL REQUESTS – Each Program is responsible for making necessary airline, rental car, and motel reservations, obtaining travel advances and airline tickets after prior approval is obtained from the Program Director. Tickets are issued from the point of departure directly to the point of destination and return. Additional charges due to such changes are unallowable expenses and must be incurred by the traveler.

TRAVEL ADVANCES/AGENCY CREDIT CARD – In order to minimize financial hardship, the agency can provide a travel advance to each traveler. Travel advance check requests must be submitted by the traveler no later than Monday afternoon a week prior to the scheduled business trip. The agency credit card may be used for airline, rental car, and motel reservations with prior approval from the Executive Director.

TRAVEL EXPENSE REPORTS – Upon completion of the business trip, each traveler will be required to complete the Agency's Travel Expense Report form. The form must be turned in to the Program's bookkeeper within 3 days of the return of the trip. After examination and approval by the program director, appropriate reimbursements will be made. If the traveler owes the agency, a check for the full amount must be submitted to the bookkeeper within 10 days of the trip. If the agency owes the traveler, a check will be issued within 10 working days of receipt of the Travel Expense Report.

EMPLOYEE REIMBURSEMENTS

Reimbursements for expenses (excluding sales and use taxes) incurred by employees for the agency must be supported by specific receipts. Request for reimbursement must be made no later than the 10th day of the month following the month in which the expenditure was made.

All agency checks must be cashed within 90 days of issuance or they will become null and void.

TIME OFF AND LEAVES OF ABSENCE

HOLIDAYS

All regular and temporary employees⁷ are eligible for agency-recognized paid holidays:

- New Year's Day
- Martin Luther King Day
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day and the day after
- Christmas Eve and Christmas Day

The scheduling and duration of the holiday periods will be consistent with national and state holidays and may be granted at the discretion of the Executive Director so as not to hinder the effective on-going operation of the agency.

The Human Resources Director will provide an advance schedule of the annual holiday calendar in late December of each year.

When a holiday falls on a Saturday or Sunday, the preceding Friday or following Monday will be designated as the holiday.

When an employee works on a designated agency holiday due to Program needs, that employee will be entitled to take the holiday on another date, as approved by the immediate supervisor. Accrued holiday time must be used by the end of the calendar year in which it was earned.

Holiday pay is prorated according to part time/full time status. (See Chart HL).

Holiday hours must be entered during the applicable pay period or the holiday is forfeited. Holidays are not eligible for retroactive pay.

RELIGIOUS OBSERVANCES. Employees who need time off to observe religious practices or holidays not already scheduled by the agency should speak with their supervisor. Depending upon business needs, the employee may be able to work on a day that is normally observed as a holiday and then take time off for another religious day. Employees may also be able to switch a scheduled day with another employee, take vacation time, or take off unpaid days. The agency will seek to reasonably accommodate individuals' religious observances.

ANNUAL LEAVE

Regular full-time employees⁷ are eligible for annual leave accrual. Accrual rates will be based on the employee's number of years of continuous employment with the agency and will be prorated according to the number of hours that the employee is paid for during the applicable pay period. Hours paid more than 80 per pay period will not be used for prorating purposes.

- Employment of less than 5 years will accrue up to 4 hours per pay period.
- Employment of 5 years but less than 10 years will accrue up to 5 hours per pay period.
- Employment of 10 years, but less than 15 years will accrue up to 6 hours per pay period.

- Employment of 15 years or more will accrue up to 8 hours per pay period.

See Annual Leave Chart for detailed schedule, including proration.

Annual leave is accrued at the end of the pay period and may not be used in advance of being accrued.

An employee hired on a temporary basis, who moves into a regular position without a break in service, will be given credit for the time period in which they worked on a temporary basis when calculating accrual of annual leave. The accrual will be calculated according to the Annual Leave chart.

Eligible employees will accrue, but may not use, annual leave during their 90-day performance appraisal period. After successful completion of the performance appraisal period, the employee will be eligible to use accrued annual leave.

Annual leave may be accrued up to a total of 160 hours. Accrual restarts on the date the leave balance drops below 160 hours. Employees who work year-round (12 months) may carry forward their leave balance annually. Employees temporarily laid off during the summer (10-month employees) will be required to use any vacation hours over 40 prior to applying for unemployment.

Employees leaving the agency voluntarily who provide two weeks (10 working days/non-agency Holidays) notice, employees impacted by a layoff, or employees resigning for medical reasons will be paid accrued untaken annual leave up to a total of 80 hours, according to the employee's rate of pay at termination.

Employees leaving the agency voluntarily who do not provide two-week notification (10 business days) or employees who leave involuntarily (termination) are not eligible for any untaken annual leave payment.

PROGRAM BLACKOUT DATES

Scheduling of annual leave will be approved by the immediate supervisor. Except for extreme circumstances, leave will not be approved during agency or Program Blackout Dates without prior approval from both the Program and Executive Director.

Blackout Dates include but are not limited to: First and Last 10 days of school year Annual In-Service (Adult Education Staff) Annual & Winter Training (Head Start Staff) Recruitment (Head Start Staff)

Once annual leave has commenced, it must be used as annual leave, except in emergencies, which must be approved by the Program Director and the Executive Director.

SICK LEAVE

Regular full-time employees⁷ will accrue sick leave, on a prorated basis, up to four hours per pay period. The proration will be based on the number of hours that the employee is paid for during the applicable pay period. (See Sick Leave Chart for detailed schedule.) Hours paid more than 80 per pay period will not be used for prorating purposes.

An employee hired on a temporary basis, who moves into a regular position without a break in service, will be given credit for the time period in which they worked on a temporary basis when calculating accrual of sick leave. The accrual will be calculated according to the Sick Leave chart.

Eligible employees will accrue but may not use sick leave during their 90- day performance appraisal period. After successful completion of the performance appraisal period, the employee will be eligible to use accrued sick leave.

Sick leave is accrued at the end of the pay period and may not be used in advance of being accrued.

A health care provider's written excuse will be required by the immediate supervisor after an employee has missed 3 consecutive work days, or at any time employee has engaged in potential abuse of sick leave.

Following an illness or injury, the immediate supervisor may require the employee to obtain a letter from the employee's attending physician stating the employee's physical ability to return to usual duties and state limits of activities, if any.

Sick leave may be used for illness and/or medical/dental appointments for the employee.

Employees may use sick leave for illness, medical/dental appointments or funeral leave when needed for family members. The definition of "family member" will be left to the discretion of the employee.

Sick leave may be accrued up to a total of 320 hours. Accrual restarts on the date the leave balance drops below 320 hours.

No payment will be made for unused accrued sick leave at termination of employment.

PERSONAL LEAVE DAY

All regular full-time employees will be entitled to one personal leave day per calendar year.

The personal leave day may not be used during the 90-Day Performance Appraisal Period and must be used by the end of each calendar year. Terminating employees will not be paid for an untaken personal leave day.

Personal leave day pay is prorated paid according to part time/full time status. (See Chart Holiday Leave).

BIRTHDAY HOLIDAY

All regular full-time employees⁷ will be entitled to one Birthday Holiday per calendar year.

The Birthday Holiday may not be used during the 90-Day Performance Appraisal Period and must be used within the employee's birthday month. Terminating employees will not be paid for an untaken birthday leave day.

Birthday Holiday pay is prorated and paid according to part time/full time status. (See Chart-Holiday Leave).

JURY DUTY/COURT APPEARANCE

The agency supports employees in their civic duty to serve on a jury. Employees must present any summons to jury duty to their supervisor as soon as possible after receiving the notice to allow advance planning for an employee's absence.

Nonexempt employees will be paid for up to 2 weeks of jury duty service at their regular rate of pay minus any compensation received from the court for the period of service. Exempt employees are subject to the

same 2-week limitation except that they will also receive pay for any days they serve as a juror or witness in a workweek in which they perform work. All employees may use any accrued time off if required to serve more than 2 weeks on a jury.

If an employee is released from jury duty after 4 hours or less of service, the employee must report to work for the remainder of that workday.

Time for appearance in court for agency business will be recorded as normal working hours. If an employee is mandated to appear in court for agency business, they will notify their immediate supervisor and the Human Resources Director immediately. Witness preparation and additional support will be provided to all employees that must appear in court for agency business.

Time for appearance in court for personal business will be the individual employee's responsibility. Normally, vacation days will be used for this purpose.

MILITARY LEAVE

Any regular employee⁷ who is a member of a Reserve Unit of the U.S. Armed Forces required to serve annual active duty for training will be granted leave without pay, not to exceed 15 days per year, unless there is a state or national emergency. Documentary evidence of such duty must be furnished to the Executive Director. In the event a longer period is required for military leave, absence will be granted to an employee by the Executive Director.

TIME OFF FOR VOTING

Community Action, Inc. recognizes that voting is a right and privilege of being a citizen of the United States and encourages employees to exercise their right to vote. In almost all cases, you will have sufficient time *outside* working hours to vote. If for any reason you think this won't be the case, contact your supervisor to discuss scheduling accommodation.

ADMINISTRATIVE LEAVE

Administrative Leave is a leave of absence with pay and is designated and authorized in writing by the Executive Director.

Administrative Leave cannot be accrued.

LEAVE WITHOUT PAY (LWOP)

Occasionally an employee will request an unpaid leave of absence for personal or family reasons. Approval for such leave will be at the discretion of the Program Director and Executive Director. All paid leave must be exhausted prior to qualifying for Leave without pay. Additional factors in considering approval will include the reason for the request, the length of time requested; the impact the absence will have on the work situation, the employee's performance appraisals and length of service with the agency.

FAMILY AND MEDICAL LEAVE

Community Action, Inc. complies with the federal Family and Medical Leave Act (FMLA), which requires employers to grant **UNPAID** leaves of absence to qualified workers for certain medical and family-related

reasons. The agency also abides by any state and local leave laws. The more generous of the laws will apply to the employee if the employee is eligible under both federal and state laws.

Please note there are many requirements, qualifications, and exceptions under these laws, and each employee's situation is different. Contact the Human Resources department to discuss options for leave.

The FMLA requires private employers with 50 or more employees and all public agencies, including state, local, and federal employers, and local education agencies (schools) to provide eligible employees up to 12 weeks of unpaid, job-protected leave in any 12-month period for certain family and medical reasons. The 12-month period is a rolling period measured backward from the date an employee uses any FMLA leave, except for leaves to care for a covered service member with a serious illness or injury. For those leaves, the leave entitlement is 26 weeks in a single 12-month period measured forward from the date an employee first takes that type of leave.

BASIC LEAVE ENTITLEMENT. The FMLA requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons: (1) for incapacity due to pregnancy, prenatal medical care, or childbirth; (2) to care for the employee's child after birth or placement for adoption or foster care; (3) to care for the employee's spouse, child, or parent who has a serious health condition; or (4) for a serious health condition that makes the employee unable to work.

MILITARY FAMILY LEAVE ENTITLEMENTS. Eligible employees with a spouse, child, or parent on active duty or called to active-duty status in the National Guard or Reserves in support of a contingency operation may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include addressing issues that arise from (1) short notice of deployment (limited to up to 7 days of leave); (2) attending certain military events and related activity; (3) arranging child care and school activities; (4) addressing certain financial and legal arrangements; (5) attending certain counseling sessions; (6) spending time with covered military family members on short-term temporary rest and recuperation leave (limited to up to 5 days of leave); (7) attending post deployment reintegration briefings; (8) arranging care for or providing care to a parent who is incapable of self-care; and (9) any additional activities agreed upon by the employer and employee that arise out of the military member's active duty or call to active duty.

The FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered servicemember during a single 12-month period. A covered servicemember is a current member of the armed forces, including a member of the National Guard or reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the servicemember medically unfit to perform the duties of the servicemember's office, grade, rank, or rating and for which the servicemember is undergoing medical treatment, recuperation, or therapy; is in outpatient status; or is on the temporary disability retired list.

BENEFITS AND PROTECTIONS DURING FMLA LEAVE. During FMLA leave, the agency will maintain the employee's health coverage under any "group health plan" on the same terms as if the employee had continued to work. Upon return from FMLA leave, most employees will be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms. However, an employee on FMLA leave does not have any greater right to reinstatement

or to other benefits and conditions of employment than if the employee had been continuously employed during the FMLA leave period.

Certain highly compensated key employees also may be denied reinstatement when necessary to prevent “substantial and grievous economic injury” to the agency’s operations. A “key” employee is an eligible salaried employee who is among the highest-paid 10 percent of the agency’s employees within 75 miles of the worksite. Employees will be notified of their status as key employees, when applicable, after they request FMLA leave.

Use of FMLA leave cannot result in the loss of any employment benefit that accrued before the start of an employee’s leave.

EMPLOYEE ELIGIBILITY. The FMLA defines eligible employees as employees who (1) have worked for the agency for at least 12 months; (2) have worked for the agency for at least 1,250 hours in the previous 12 months; and (3) work at or report to a worksite that has 50 or more employees or is within 75 miles of agency worksites that, taken together, have a total of 50 or more employees.

DEFINITION OF “SERIOUS HEALTH CONDITION.” A serious health condition is an illness, an injury, an impairment, or a physical or mental condition that involves either an overnight stay in a medical care facility or continuing treatment by a healthcare provider for a condition that either prevents the employee from performing the functions of the employee’s job or prevents the qualified family member from participating in school, work, or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than 3 consecutive calendar days combined with at least 2 visits to a healthcare provider or 1 visit and a regimen of continuing treatment, incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of “continuing treatment.”

USE OF LEAVE. An employee does not need to use this leave entitlement in one block. Leave can be taken intermittently or on a reduced work schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the employer’s operations. Leave due to qualifying exigencies also may be taken on an intermittent or a reduced work schedule basis.

SUBSTITUTION OF PAID LEAVE FOR UNPAID LEAVE. Employees may choose or employers may require the use of accrued paid leave while taking FMLA leave. Accordingly, the agency requires employees to use any accrued paid vacation, personal, and sick days during an unpaid FMLA leave taken because of the employees’ own serious health condition or the serious health condition of a family member or to care for a seriously ill or injured family member in the military. In addition, employees must use any accrued paid vacation or personal days (but not sick days) during FMLA leave taken to care for a newborn or newly placed child or for a qualifying exigency arising out of a family member’s active duty or call to active-duty status in support of a contingency operation. To use paid leave for FMLA leave, employees must comply with the agency’s normal paid leave procedures found in its Vacation and Sick Leave policies.

EMPLOYEE RESPONSIBILITIES. Employees must provide 30 days' advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days' notice is not possible, employees must provide notice as soon as practicable and generally must comply with the agency's normal call-in procedures. The agency may delay leave to employees who do not provide proper advance notice of the foreseeable need for leave, absent unusual circumstances preventing the notice.

Employees must provide sufficient information for the agency to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a healthcare provider, or circumstances supporting the need for military family leave. Employees also must inform the agency if the requested leave is for a reason for which FMLA leave was previously taken or certified. Employees are also required to provide a certification and periodic recertification supporting the need for leave. The agency also may require a second and, if necessary, a third opinion (at the agency's expense) and, when the leave is a result of the employee's own serious health condition, a fitness-for-duty report to return to work. The agency also may delay or deny approval of leave for lack of proper medical certification.

AGENCY RESPONSIBILITIES. The agency will inform employees requesting leave whether they are eligible under the FMLA. If they are, the notice will specify any additional information required, as well as the employees' rights and responsibilities. If employees are not eligible, the agency will provide a reason for the ineligibility.

The agency will inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employees' FMLA leave entitlement. If the agency determines that the leave is not FMLA-protected, the agency will notify the employees.

OTHER PROVISIONS. Under an exception to the FLSA in the FMLA regulations, hourly amounts may be deducted for unpaid leave from the salary of executive, administrative, and professional employees; outside sales representatives; certain highly skilled computer professionals; and certain highly compensated employees who are exempt from the minimum wage and overtime requirements of the FLSA, without affecting the employees' exempt status. This special exception to the "salary basis" requirements for the FLSA's exemptions extends only to eligible employees' use of FMLA leave.

Employees may not perform work for self-employment or for any other employer during an approved leave of absence, except when the leave is for military or public service or when the agency has approved the employment under its Outside Employment policy and the employees' reason for FMLA leave does not preclude the outside employment.

UNLAWFUL ACTS BY EMPLOYERS. The FMLA makes it unlawful for any employer (1) to interfere with, restrain, or deny the exercise of any right provided under the FMLA or (2) to discharge or discriminate against any person for opposing any practice made unlawful by the FMLA or for involvement in any proceeding under or relating to the FMLA.

ENFORCEMENT. An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer.

The FMLA does not affect any federal or state law prohibiting discrimination or supersede any state or local law or collective bargaining agreement that provides greater family or medical leave rights.

LIMITATIONS ON LEAVES OF ABSENCE

Except for leaves of absence for military duty, no leave of absence, by itself or in combination with other periods of leave, may last longer than six months. Any employee who for any reason or combination of reasons misses a total of six months of work in a twelve-month period, or a total of nine months of work in an eighteen-month period, will be separated from employment due to unavailability for work, subject to any reasonable accommodation duties the agency may have under the ADA or similar law. Any employee so separated will be eligible for rehire and will be able to apply for any vacancies that may exist at any given time, depending upon qualifications and availability of job openings.

EMPLOYEE BENEFITS

Community Action, Inc. recognizes the value of benefits to employees and their families. The agency supports employees by offering a comprehensive and competitive benefits program. For more information regarding benefit programs, please refer to the agency Summary Plan Descriptions (SPDs), which are found on the agency intranet, or contact the HR department. To the extent the information provided here conflicts with the SPD or full plan document, the full plan document will control.

INSURANCE PLANS

Full-time employees⁷ working 30 hours or more per week are eligible for insurance on the first of the month following 30 days of service. Enrolment must take place prior to the 61st day of regular full-time employment. New employees who do not enroll within the 61-day period must wait until the next available “Open Enrollment” before being allowed another opportunity to enroll. Open enrollment is held at least 30 days prior to the beginning of each plan year, which is January.

To keep coverage in force, every insured employee must work a minimum of 30 hours per week.

MEDICAL PREMIUMS

The agency contributes no less than 81% toward the cost of the monthly premium for the employee’s group health insurance. The agency’s contribution is applied only toward the premium for the employee. The agency makes no contribution toward the premium for the employee’s family members.

When an employee is on leave of absence without pay due to personal illness, the agency will continue the no less than 81% monthly contribution toward the employee’s health insurance coverage for a period not to exceed six months. Continuation of dependent coverage is the sole responsibility of the employee.

When an employee is on an employee requested informal leave of absence without pay for less than 31 days, the agency continues to make no less than 81% contribution toward the employee’s health insurance coverage.

When an employee is on agency stipulated leave of absence, with an expected return date, the agency continues to make no less than 81% contribution toward the employee’s health insurance coverage.

SECTION 125

Employees who enroll in an agency-sponsored health and/or dependent care plan may elect to have the amount of money that they pay in monthly premiums for the plan(s) deducted from their gross wages, prior to their income, social security, and Medicare taxes being calculated. When an employee makes this election, they enjoy a reduced tax withholding, which results in additional take-home pay for the employee.

An employee who enrolls in the Section 125 plan makes a commitment that he/she and each dependent enrolled in the plan(s) will remain enrolled in the applicable plan(s) until the next plan year. The plan year begins each January 1.

CHANGES IN COVERAGE CANNOT BE MADE DURING THE PLAN YEAR UNLESS THE EMPLOYEE QUALIFIES FOR AN IRS “CHANGE IN STATUS”:

- Change in employee's legal marital status (marriage, divorce, legal separation, annulment).
- Change in employee's number of tax dependents (birth, adoption, placement for adoption, death).
- Change in employee's, spouse's, or dependent's employment status.
- Dependent satisfies, or ceases to satisfy, dependent eligibility requirements due to age, student status, marriage, or similar circumstances.
- Change of residence affecting coverage eligibility of employee, spouse, or dependent.
- Commencement or termination of adoption proceeding.

To change coverage under the “Change in Status” provision, the employee must notify the Human Resources Director within thirty days of the qualifying event.

DENTAL AND VISION INSURANCE PLANS

Dental and Vision insurance are offered to full-time employees working a minimum of 30 hours per week. Employees are eligible for this benefit on the first of the month following 30 days of service.

Dental and Vision are voluntary benefits and are funded solely by the employee.

BASIC LIFE AND ACCIDENTAL DEATH & DISMEMBERMENT (AD&D)

Community Action, Inc. provides life insurance for full-time employees who work a minimum of 30 hours per week. Employees are eligible for this benefit on the first of the month following 30 days of service. The life benefit is \$20,000 term life insurance.

The cost of this coverage is paid for in full by the agency.

VOLUNTARY LIFE AND ACCIDENTAL DEATH & DISMEMBERMENT (AD&D)

Voluntary Life and AD&D is offered to full-time employees working a minimum of 30 hours per week. Employees are eligible for this benefit on the first of the month following 30 days of service.

This is a voluntary benefit and is funded solely by the employee.

SHORT-TERM DISABILITY

Short-term disability is offered to full-time employees working a minimum of 30 hours per week. Employees are eligible for this benefit on the first of the month following 30 days of service. Short-term disability is meant to bridge the 90-day period until long-term disability can cover an employee. If an employee becomes disabled and cannot work for a short period of time, this coverage pays 60 percent of the employee's salary, up to the policy limits. In addition, employees will not be paid vacation or sick leave for approved absences covered by the agency's program, except to supplement the short-term disability benefits.

Short-term disability benefits may run concurrently with FMLA leave and/or any other leave were permitted by state and federal law.

This is a voluntary benefit and is funded solely by the employee.

OTHER VOLUNTARY SUPPLEMENTAL PLANS

Other voluntary supplemental plans include Critical Illness Insurance and Accident Insurance. These voluntary benefits are offered to full-time employees working a minimum of 30 hours per week. Employees are eligible for this benefit on the first of the month following 30 days of service.

For more information, please consult the Human Resources Department.

These are voluntary benefits and are funded solely by the employee.

COBRA

COBRA, The Consolidated Omnibus Budget Reconciliation Act of 1985, provides for the election of continued health/dental/vision care coverage for employees and/or eligible dependents following a “qualifying event” as defined below. The employee or dependent must notify the Human Resources Director when any of the following events occur:

- Death of the enrolled employee
- Termination of the enrolled employee (other than for gross misconduct)
- Reduction in the employee’s work hours to a number insufficient for group plan eligibility (30 hours per week).
- Divorce or legal separation from the enrolled employee
- A dependent cease to satisfy dependent eligibility under the terms of the plan.
- The covered employee becomes eligible for Medicare benefits.

The period of continuation will begin on the day the applicable group coverage would otherwise have ended and will continue for a period of 18 months if the employee became ineligible for the group coverage due to termination of employment or a reduction in work hours. The period of continuation is 36 months for any other qualifying event. Either of these periods of continuation will be stopped if or when:

- The agency discontinues providing the applicable group coverage for its employees.
- The employee (or dependent) does not pay the required premium.
- The employee (or dependent) becomes employed by another organization and is covered by another group plan.
- The employee becomes eligible for Medicare.
- The employee or spouse divorces, remarries, and becomes covered by a new spouse’s group plan.

The employee or eligible dependent has 60 days from the date the group coverage would have ended, or from the date they receive the election notice (whichever is later), to make the election for continued coverage.

The employee or eligible dependent will assume the full cost of the monthly premiums, not to exceed 102%. An additional 2% covers administrative expenses.

Under certain conditions, an employee or eligible dependent who remains on COBRA continuation until it expires (18 or 36 months) may convert to an individual policy through the group carrier’s Individual Policy Department

The agency's COBRA administrator will provide written notice of upcoming expiration, along with application instructions and deadlines for policy conversion.

COBRA benefits do not provide for the continuation of group life insurance. Individuals interested in converting their life insurance policy to an individual policy may apply directly to the group carrier.

401(K) RETIREMENT PLAN

Community Action, Inc. recognizes the importance of saving for retirement and offers all employees a 401(k) plan. All employees may immediately participate in the 401(k) plan and participate in deferrals, however, **ONLY ELIGIBLE EMPLOYEES, AS DEFINED BELOW, MAY TAKE ADVANTAGE OF THE AGENCY MATCH.**

DEFERRALS: A deferral reduces the employees' gross pay for federal income tax purposes. It does not reduce the employee's gross pay for FICA and Social Security/Medicare purposes.

Employees may defer up to the maximum allowable per IRS Code. Information on current maximums can be found at irs.gov/retirement-plans.

EFFECTIVE DATE OF DEFERRALS: Deferrals become effective on the following dates after the completion of 401(k)- retirement enrollment:

- November 1 if submitted between May 1 and October 31 or
- May 1 if submitted between November 1 and June 30.

Employee changes to their deferral amounts will take effect following the same schedule above. (November 1 and May 1) of each year.

Employees may revoke their deferral at any time.

AGENCY CONTRIBUTIONS

Employees are eligible for Agency contributions after they have completed 12 months of service and 500 hours during the applicable plan year.

Agency contributions begin on the next entry date (November 1 or May 1) following the service eligibility requirement.

The agency's contribution will match the employee's elective deferral up to up to five percent of salary based on the years of service schedule listed below:

- 1-10 Years of Service Agency matches up to 3%
- 11-15 Years of Service Agency matches up to 4%
- 16+ Years of Service Agency matches up to 5%

NOTE: Employees must change their deferral amount to trigger an increase in the agency's contribution match. (Example: if a 10-year employee wishes to have an agency match of 4% then at the employee's 11th year of service they would need to increase their deferral to 4%. The change would begin on the next entry date following the service eligibility; November 1 or May 1).

The agency contribution will begin on the next entry date following the service eligibility requirement.

REQUIREMENTS FOR 401(K) RETIREMENT VESTING (OWNERSHIP)

Employees are always 100% vested in their *elective* deferral amounts. Employees are vested in the *agency's contributions* according to the following schedule:

- 1 Year of Service 0%
- 2 Years of Service 25%
- 3 Years of Service 50%
- 4 Years of Service 75%
- 5 Years of Service 100%

A year of service for vesting purposes is defined as a plan year (11/1-10/31) during which an employee completes at least 500 hours of employment.

An employee is considered 100% vested upon normal retirement age, death, or disability.

The employee's elective deferrals and the vested portion of the agency's contributions will be available for distribution at any time after the employee's termination of employment with the agency.

For further information on retirement please see the Community Action Retirement Packet on the Staff Pages main menu under Community Action Retirement Plan Packet or contact the 401(k)-retirement plan administrator.

APPENDIX

APPENDIX B-COMMUNITY ACTION PARTNERSHIP ETHICAL STANDARDS

We, as Community Action professionals, dedicate ourselves to eliminating poverty in the midst of plenty in this nation by opening to everyone the opportunity for education and training; the opportunity for work; and the opportunity to live in decency and dignity; and with respect for cultural diversity, commit ourselves to:

REMAIN FOCUSED ON MISSION

Recognize the chief function of the Community Action movement at all times is to serve the best interests of people with lower incomes which, in turn, serves the best interests of the entire community. Seek to empower people and revitalize communities. Engage in activities that move us closer to mission achievement and further our positive outcomes.

BE OUTSPOKEN ADVOCATES AND EDUCATORS

Actively inform the community and decision-makers about issues affecting those with lower-incomes. Courageously confront and dismantle myths about social and economic inequality. Participate in promoting policies that support social and economic mobility, which reinforce the values of an equitable society.

INSPIRE CONFIDENCE AND TRUST IN THE COMMUNITY ACTION MOVEMENT

Lead and serve with professional competence and be up to date on emerging issues in our field. Practice the highest standards of personal integrity, confidentiality, respect, honesty, and fortitude in all we say and do. Bravely confront any behavior or practice that could erode public trust in Community Action or disregard the struggle of people living with low incomes.

PRACTICE SERVICE ABOVE SELF

Acknowledge service to the mission, vision and collective values of Community Action is beyond service to oneself. Avoid real and perceived conflicts of interest and ensure undue personal gain is not realized from the performance of professional duties.

BE LEADERS, SUPPORT LEADERS, AND CREATE LEADERS

Actively engage people with low incomes in realizing and developing their own leadership skills. Respect and support other leaders, particularly the Community Action board of directors, by providing facts and advice as a basis for policy decisions and upholding and dutifully implementing policies adopted by the board. Personally practice open-mindedness, effective communication, inclusiveness, and self-care. Encourage and facilitate the professional and personal development of associates.

STRIVE FOR PERFORMANCE EXCELLENCE

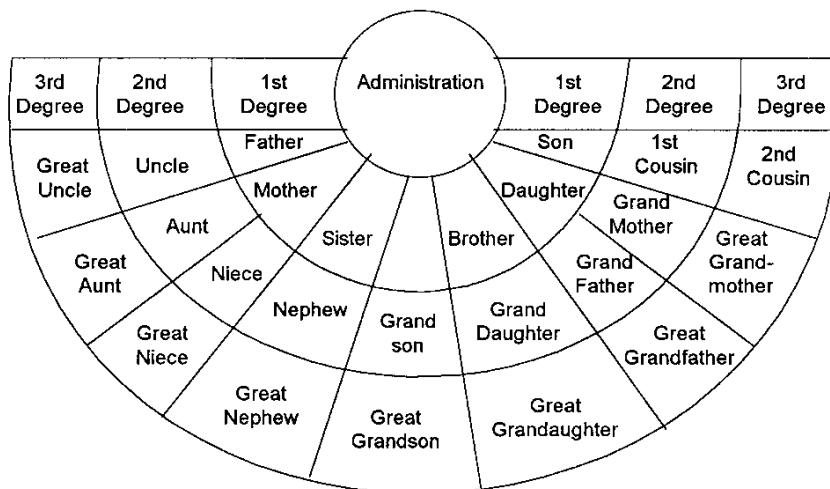
Habitually opt for moving beyond mere compliance. Exercise our influence to inspire excellence through implementation of best practices, maximizing efficiencies, practicing innovation, providing outstanding, trauma-informed customer service, and honestly and robustly evaluating the outcomes of our work.

SOURCE: [HTTPS://COMMUNITYACTIONPARTNERSHIP.COM/CODE-OF-ETHICS-2/](https://communityactionpartnership.com/code-of-ethics-2/)

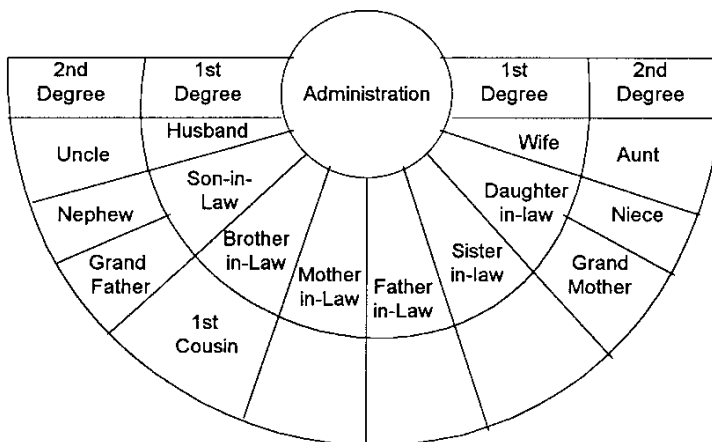
CHARTS

NEPOTISM CHART

Consanguinity (Related by Blood)



Affinity (Related by Marriage)



ANNUAL LEAVE CHART

Eligible employees accrue annual leave according to the number of weekly hours paid and years of Agency employment as indicated below:

WEEKLY HOURS PAID	YEARS OF SERVICE			
	1 - 4	5 - 9	10 - 14	15+
	Accrual Rate / Pay Period			
40	4.0	5.0	6.0	8.0
39	3.9	4.9	5.9	7.8
38	3.8	4.8	5.7	7.6
37	3.7	4.6	5.6	7.4
36	3.6	4.5	5.4	7.2
35	3.5	4.4	5.3	7.0
34	3.4	4.3	5.1	6.8
33	3.3	4.1	5.0	6.6
32	3.2	4.0	4.8	6.4
31	3.1	3.9	4.7	6.2
30	3.0	3.8	4.5	6.0

SICK LEAVE CHART

Eligible employees accrue sick leave according to the number of weekly hours paid as indicated below:

<u>WEEKLY HOURS PAID</u>	<u>ACCRUAL RATE/PAY PERIOD</u>
40	4.0
39	3.9
38	3.8
37	3.7
36	3.6
35	3.5
34	3.4
33	3.3
32	3.2
31	3.1
30	3.0

HOLIDAY, PERSONAL & BIRTHDAY LEAVE CHART

HOLIDAY PAY SCHEDULE

<u>HOURS SCHEDULED TO WORK/WEEK</u>	<u>HOLIDAY HOURS EARNED</u>
PART TIME (1-29)	4
FULL TIME (30 – 40)	8

AMENDMENT DATES

Guidelines for Personnel Management, Policies and Practices as amended by the Board of Directors - Community Action, Inc. of Central Texas

- March 24, 2022 (Pages III-1, V-10, VII-2-3, VIII-1, VIII-6 (title change only), VIII-8, VIII-9 (title change only))
- March 11, 2021 (Pages V-3)
- September 21, 2017 (Pages I-1; III-1; III-2; IV-1; V-2; V-3; V-6; V-10; V-11; VII-1; VII-2; VIII-1; VIII-6; VIII-8; VIII-9; IX-1; 1X-3; X-1; XI-1; XII-1; XII-2)
- September 15, 2016 (Pages VIII-9; XV-5)
- July 21, 2016 (Pages V-16, V-1, V-12, IX-1, XII-2) January 21, 2016 (Page VIII-7; VIII-8)
- January 15, 2015 (Page VIII-9; XV-5)
- September 18, 2014 (Page VIII-7)
- March 20, 2014 (Pages VIII-7; VIII-10) July 19, 2012 (Pages V-9, VIII-6, X-2)
- November 17, 2011 (Name updated to CAI of Central Texas)
- March 24, 2011 (Pages IV-1, V-2, V-11 – V14, VII-4, VIII-2, VIII-6, VIII-7, IX-2, X-2, XII-2)
- July 17, 2008 (Pages IV-1, V-2, V-13, VIII-11)
- March 23, 2006 (Page XIV-3)
- July 01, 2005 (Page VIII-9)
- July 22, 2004 (Pages VII-1, VII-3, VII-4)

Archived Amendment Dates

- May 30, 2002, March 25, 1999, November 20, 1997, May 19, 1994, May 20, 1993, September, 1991, January 17, 1991, July, 1990, July 28, 1988, June 21, 1984, May 24, 1983, January 21, 1982, January 31, 1977



Community Action, Inc. of Central Texas

215 S. Reimer Ave., Suite 130 – P.O. Box 748 San Marcos, TX 78667-0748
(512) 392-1161 – FAX (512) 396-4255

EMPLOYEE HANDBOOK ACKNOWLEDGMENT

I hereby acknowledge receipt of the employee handbook of Community Action, Inc. I understand and agree that it is my responsibility to read and comply with the policies in the handbook.

I understand that the handbook and all other written and oral materials provided to me are intended for informational purposes only. The handbook, agency practices, and other communications do not create an employment contract or term. I understand that the policies and benefits, both in the handbook and those communicated to me in any other fashion, are subject to interpretation, review, removal, and change by and through the Community Action, Inc. Executive Director at any time without notice.

I further understand that I am an at-will employee and that neither this document nor any other communication shall bind the agency to employ me now or hereafter and that my employment may be terminated by me or the agency without reason at any time. I understand that no representative of the agency has any authority to enter into any agreement for employment for any specified period or to assure any other personnel action or to assure any benefits or terms or conditions of employment or make any agreement contrary to the foregoing.

I also understand and agree that Community Action, Inc. strives for consistency in all personnel and employment matters and that the contents of this manual serve only as guidelines. I also understand that due to varied services provided by employees, and the variations of specific situations, certain conditions may not apply to every employee. But all employees are expected to comply and adhere to the agency’s policies and all applicable rules.

Signature of Employee

Date

Employee's Name – Printed

Agency Representative

Date

TO BE PLACED IN EMPLOYEE’S PERSONNEL FILE



COMMUNITY ACTION, INC. OF CENTRAL TEXAS

~~CONSTITUTION AND BY-LAWS~~

PREAMBLE

~~In order to secure and use all available local, state, federal and private resources to eliminate poverty, and to enable low income individuals and families to attain the means and to secure the opportunities needed to become fully self-sufficient, we the member of the Board of Directors of Community Action, Inc. of Central Texas, do ordain and establish this constitution.~~

~~ARTICLE I~~

ARTICLE I

NAME

The name of the organization shall be Community Action, Inc. of Central Texas (“the ~~“Corporation”~~”) and it shall be established under the rules and regulations set by the Community Services Block Grant Act (the “CSBGA”) and ~~are~~Sections 501(c)(3) of the Internal Revenue Code of 1986, as amended or the corresponding section of any future United States Internal Revenue Law (the “Code”), including, for such purposes, the making of distributions to organizations that qualify as exempt organizations described in Section 501(c)(3) and 170(c)(2) of the Code. The Corporation is incorporated as a non-profit corporation under the ~~laws~~Chapter 22 of the State of Texas Business Organizations Code (the “TBOC”). The administrative office of ~~Community Action, Inc. of Central Texas~~the Corporation shall be in San Marcos, Hays County, Texas 78666.

~~ARTICLE II~~

PURPOSE

The purpose of Community Action, Inc., of Central Texas shall be:

- A. To administer the programs of the Texas Dept. of Housing and Community Affairs in Hays, Caldwell, and Blanco Counties and other programs in the Central Texas areas as appropriate.;

+

- B. ~~B.~~ To work with the community for the reduction of poverty, the revitalization of low-income communities, and the empowerment of low-income families and individuals to become fully self-sufficient; and
- C. ~~C.~~ To engage the community on issues, needs, and interests of the target population by mobilizing available resources to address those needs and issues.

~~ARTICLE III~~

Notwithstanding any other provisions herein, the Corporation will not carry on any activities not permitted to be carried on: (a) by an organization exempt from federal income tax under Section 501(a) of the Code, as an organization described in Section 501(c)(3) of the Internal Revenue Code; and/or (b) by an organization wherein contributions to which are deductible under Sections 170(c)(2), 2055(a)(2) or 2522(a)(2) of the Internal Revenue Code.

ARTICLE III

BOARD OF DIRECTORS

Section 1 ~~Section 1~~ Roles and Responsibility

- A. ~~A.~~ The Board of Directors (the “Board”) shall ensure that the purpose of the Corporation as expressed in the Preamble is carried out. The Board ~~of Directors~~ shall be responsible for ensuring that the Corporation complies with the provisions of the Open Meetings Act (the “OMA”) and Public Information Act (the “PIA”) regarding meetings, meeting notices and meeting records. The Board ~~of Directors~~ shall be responsible for the planning, coordination, evaluation and administration of the programs operated by the Corporation. The Board ~~of Directors~~ has the legal and financial responsibility to

enter into legally binding agreements with any Federal, State, or local agency or with any private organization for the purpose of running programs or providing services.

- B. ~~— B.~~ The Board ~~of Directors~~ shall have the power to:
1. ~~1.~~ Appoint the Executive Director who will manage the day to day operation of the corporation, including the hiring, supervision, and termination of employment of agency staff and consultants;
 2. ~~2.~~ Remove the Executive Director for just cause by a majority vote of the Board;
 3. ~~3.~~ Determine, subject to the regulations of funding entities, major personnel organization, fiscal, and program policies;
 4. ~~4.~~ Determine overall program plans and priorities for the Corporation, including provisions for evaluating performance;
 5. ~~5.~~ Grant final approval of all program proposals and budgets;

- 6. ~~6.~~ Enforce compliance with the conditions of all grants, contracts, and sub-recipient agreements;
- 7. ~~7.~~ Work in partnership with the Head Start Policy Council as it relates to the Head Start program;
- 8. ~~9.~~ Authorize opening/closing of all corporate bank accounts; and
- 9. ~~10.~~ Authorize signatories for all corporate checks for duly authorized expenditures. Corporate checks shall be signed by any two of the following: Executive Director, Fiscal Officer, designated Division Directors, President of the Board, Vice-President, or Secretary.

Section 2 ~~Section 2—Membership~~

~~A.~~ ~~Tripartite~~

A. The corporation shall be governed by a Board of Directors composed of fifteen (15) directors (“Directors”) who reside in Hays, Caldwell or Blanco Counties. There shall be a tripartite composition of the Board of Directors to reflect equal representation of elected Public Officials, representatives of low-income individuals and families, and private entities. Membership will include at least one Director with a background and expertise in accounting or fiscal management, one with a background in early childhood development and one who is a licensed attorney.

Shana Mackey [SM1]
 Consider a range in the number of directors, rather than a specific number (for example, a maximum of 24 and minimum of 15 directors).

1.

~~1.~~ One third (1/3) of the Directors shall be elected public officials, holding office on the date of selection, or their representatives. If the number of such elected officials reasonably available and willing to serve on the board is less than one-third (1/3) of the membership of the Board, appointive public officials or their representatives may be counted in meeting the one-third (1/3) requirement.

2.

~~2.~~ One third (1/3) of the Directors shall be representatives of low-income individuals and families in the neighborhood served and who reside in the neighborhood represented by the member. Board members that represent low-income neighborhoods must be democratically selected whether virtual, in-person or in combination and be truly representative of current residents of the ~~CSBG~~CSBGA service area. The following democratic selection processes may be used:

- (a) ~~a)~~ selection and elections, either within neighborhoods or within the community as a whole; at a meeting or conference, to

which all neighborhood residents, and especially those who are poor, are openly invited;

- (b) ~~— b)~~ selection of representatives to a community-wide board by members of neighborhood or sub-area boards who are themselves selected by neighborhood or area residents;
- (c) ~~— e)~~ selection, on a small area basis (such as a city block); or
- (d) ~~— d)~~ selection of representatives by existing organizations whose membership is predominantly composed of poor persons.

One of the five members will be a Head Start Parent that is elected by the Head Start Policy Council.

3.

~~3.~~ One third ~~(1/3)~~ of the Directors shall be officials or members of business, industry, labor, religious, law enforcement, education, or other major groups and interests in the community served. The Board may choose either individuals or organization(s) that are asked to designate a representative to fill the private sector.

Shana Mackey [SM2]
How are these directors to be selected?

~~4.~~
4.

Officers. The officers of the corporation shall consist of the President, Vice-President and Secretary and such other officers, if any, as the board of directors may determine from time to time. No ~~director~~ Director shall hold more than one office at the same time.

Shana Mackey [SM3]
The Texas Business Organizations Code Section 22.231 requires that the officers of a Texas non-profit corporation include a President and a Secretary; should consider changing the title of Chairman to President (or adding the position of President).

B. ~~B.~~ Criteria for Selection

2

1. The prospective Director must have expressed interest in assisting disadvantaged citizens.
2. The prospective Director must be willing and able to actively participate in Board activities and committees.

~~3.~~

3. Every Director who is selected to represent a specific geographic area within the community must reside within the area which ~~she~~ the Director represents. This requirement of residency shall apply to:

- (a) ~~— a.~~ All representatives of the target area;

- (b) ~~—b.~~ Those public officials (or their representatives) who represent specific political subdivisions, wards or districts;
- (c) ~~—c.~~ Representatives of private community groups which are organized on a geographic basis.

C. ~~C.~~ Term of Office

1

1. The term of office for public officials, or their representatives, shall be five consecutive years, but no longer than a total of ten years as long as the public official remains in elected office. In the event that the public official no longer holds elected office the director will serve on the ~~board~~Board until their elected service ends and a suitable replacement is found.
2. ~~—2.~~ With the exception of the Head Start Policy council representatives, the term of office for low-income individuals and families and representatives of private organizations shall be five consecutive years, but no more than a total of ten years. The term for the Head Start Policy council board member will be one year for up to three consecutive one-year terms.
3. ~~—3.~~ Term of office begins on the date of the official seating on the Board of Directors.

D. ~~D.~~ Resignations and Vacancies

1. Any Director may resign at any time by delivering written notice to the Secretary or President of the Board ~~of Directors~~. Such resignation shall take effect upon receipt or, if later, at the time specified in the notice.
2. In no event shall the board allow 25% or more of either the public, private, or poverty sector board positions to remain vacant for more than ninety (90) days.
- ~~3.~~ 3. Vacancies shall be filled by the organizations that are representative of the group from which the vacancy occurred. When a vacancy occurs in a ~~Public Sector Board~~public sector board seat held by a public official, the Board of Directors shall select another public official to serve as a replacement director or to appoint a representative, subject to Board approval, to so serve. When a vacancy occurs in a ~~Public Sector~~

Shana Mackey [SM4]
 Consider adopting staggered terms for directors, to prevent losing too much institutional knowledge when the Board turns over.

Shana Mackey [SM5]
 Rather than allowing the public official or their representative to remain a Director indefinitely, this language should specify a limited term, with the caveat that term will end early in the event the public official no longer holds elected office. A 1-3 month grace period to allow for a transition is acceptable.

~~Board~~public sector board seat held by the representative of a public official, the Board shall request that the public official either take the seat or name another representative, subject to approval by the Board, to serve as a replacement director. If the public official fails to take the seat or to name another representative within the period specified by the Board, the Board shall select another public official to serve as a replacement director or to appoint a representative, subject to ~~board~~Board approval, to so serve. Vacancies in the low-income sector shall be filled using the same democratic process originally used to fill the seat. The ~~board~~Board shall fill vacancies in the ~~Private Sector~~private sector except for a vacancy in a seat held by an individual designated by a ~~Private Sector Organization~~private sector organization; when a vacancy occurs in such a seat, the ~~board~~Board shall ask the ~~Private Sector Organization~~private sector organization that designated that individual to designate another individual, subject to approval by the corporation's board, to fill the vacancy. Should that ~~Private Sector Organization~~private sector organization fail, within the period specified by the corporation's Board, to designate an individual to fill the vacancy, the corporation's Board shall select another ~~Private Sector Organization~~private sector organization to designate an individual, subject to approval of the corporation's Board, to fill the vacancy.

Each successor shall hold office for the unexpired term of their predecessor until the successor dies, resigns, is removed or becomes disqualified and this service will count as service for term limitation purposes.

~~E.~~

E. Compensation

Directors shall not receive any salaries or other compensation for their services. However, Directors may be reimbursed for any actual expenses incurred in the performance of their duties for the Corporation. The Corporation shall not loan money or property to, or guarantee the ~~obligation~~obligations of, any Director.

F.

~~F.~~ Meeting Attendance

Regular attendance at Director's ~~Meetings~~meetings is required of all directors. It shall be the policy of the Corporation to attempt to accommodate the schedules of its Directors; however, if a Director misses three (3) meetings in one year the director may be removed.

~~G.~~

G. Removal

The Board of Directors, by a majority vote of the entire Board of Directors, may suspend or terminate a Director who, by his or her actions, undermines or violates the Corporation's purpose and/or philosophy as stated in the legal agreements, governance documents (Articles of Incorporation, bylaws, policies and procedures) and/or local, state, or federal laws.

Section 3 ~~**Section 3**~~ **Petitioning Procedure**

- A. Any private community groups or representative groups of the target area which feels itself inadequately represented on the Board may petition for adequate representation.
- B. Any such petition must be signed by fifty (50) members of the petitioning group or by ~~50~~fifty percent (50%) of the bon-a-fide members of the group or organization.
- C. The organization or group presenting such a petition shall be promptly afforded an informal open hearing before the Board in order that they may have a full and fair opportunity to present their request.
- D. When a petitioning group is granted a seat on the Board pursuant to such a hearing, that representative shall be promptly seated and afforded all rights and privileges of any other members of the Board.
- E. The Board shall then be re-adjusted and realigned in order to maintain the proper representation of public officials and the target area.
- F. A written statement of the Board's action on such petitions shall be submitted to the petitioning group and a copy of that statement sent to Texas Dept. of Housing and Community Affairs. There will be a constant effort to ensure minority private group interest on the Community Action Board of Directors

~~**Section 4**~~
Section 4 **Conflict of Interest**

- A. ~~A.~~ No person may sit on the board who is an officer or an employee of the organization or an organization contracting to perform a component of the Community Services Block Grant work program funded by the Texas Department of Housing and Community Affairs ("TDHCA") or be employed by a contractor during his/her service on the board or for twelve (12) months ~~(12)~~ thereafter.
- B. ~~B.~~ Public officials sitting on the Community Action board will not be in conflict if the agency should contract with his/her jurisdiction to perform a component of the work program funded by TDHCA.

- C. ~~C.~~ No employee of Community Action or of the Texas Department of Housing and Community Affairs may serve on the board, and no other state employee may serve on the board in a capacity which will require him/her to act as an agent of or attorney for Community Action in its dealings with TDHCA or with any other state agency.

Section 5 ~~Section 5~~ **Nepotism**

- A. ~~A.~~ No person will be employed by the Agency while he or she or any member of his or her immediate family (as defined below) serve on the Board of Directors, or on the Head Start Policy Council. No person shall be appointed to the Board of Directors or to the Head Start Policy Council if she/he has an immediate family member who is employed by the Agency.
- B. ~~B.~~ Immediate family for this purpose is defined as: spouse, father, father-in-law, mother, mother-in-law, brother, brother-in-law, sister, sister-in-law, son, son-in-law, daughter or daughter-in-law.

Section 6 ~~Section 6~~ **Officers**

The Board shall elect a President, a Vice-President and a Secretary at its annual meeting. Each officer shall serve for a period of one year and may succeed him/herself in office upon a proper act of the Board. Any vacancy in any office because of death, resignation, or otherwise may be filled by the Board. The duties and responsibilities of the officers shall be:

- A. ~~A.~~ President:
- (1) ~~(1)~~ shall preside at all meetings of the Board ~~of Directors;~~
 - (2) ~~(2)~~ shall have authority to call special meetings of the Board ~~of Directors;~~ and
 - (3) ~~(3)~~ shall be the official representative of the Board ~~of Directors~~ where the welfare of the members is concerned and the purpose of the corporation are at stake.
- B. ~~B.~~ Vice-President:
- (1) ~~(1)~~ shall act as an assistant to the President of the Board of Directors;
 - (2) ~~(2)~~ shall assume the duties of the President if the President is absent; and shall become President in the event the office becomes vacant before the expiration of the term of that office.
 - (3) ~~(3)~~ shall be the chairman of the Finance Committee.
- C. ~~C.~~ Secretary:

- (1) ~~(1)~~ shall keep permanent records of all proceedings of the Board of Directors and the Executive Committee;
- (2) ~~(2)~~ shall conduct all correspondence of the Board of Directors and the Executive Committee on request of the President and shall do any other secretarial work pertaining to the organization's proceedings;
- (3) ~~(3)~~ shall assume the duties of the President if the President and/or Vice-President is absent; and shall become President in the event that both the President or Vice-President are unable to serve the remaining term of the President.

ARTICLE IV ~~ARTICLE IV~~

MEETINGS OF THE BOARD OF DIRECTORS

Section 1 ~~Section 1~~ Annual Meeting

The annual meeting of the Board of Directors shall be on the 3rd Thursday of September each year or as set by the ~~Board~~ President.

Section 2 ~~Section 2~~ Regular Meetings

Regular meetings shall be held on the 3rd Thursday of odd numbered months or as set by the ~~Board~~ President. The Board must meet at least once per calendar quarter and at a minimum of five (5) times per year and must give each member a notice of meeting five (5) days in advance of the meeting.

Section 3 ~~Section 3~~ Special Meetings

Special meetings may be called by the President of the Board, or upon the request of any three (3) members of the Board pursuant to the notice requirements of this Article.

Section 4 ~~Section 4~~ Emergency Meetings

In the event of the need for an emergency meeting as defined in the Open Meetings Act, the meeting may be called by the President of the Board, or upon the request of any three (3) members of the Board. Posting of the agenda and special notice of the meeting will be carried out in accordance with the Open Meetings Act.

Section 5 ~~Section 5~~ Notice, Agenda and Minutes

- A. ~~A.~~—A notice of the date, time, and place of regular meetings and special called meetings shall be given to each Director by regular mail, facsimile, or e-mail no less than ten (10) business days prior to the meeting.
- B. ~~B.~~—A preliminary agenda of regular and special called meetings, minutes of the previous meeting and documents related to the agenda, shall be given to each

Director by regular mail, facsimile, or e-mail no less than five (5) business days prior to the meeting.

C. ~~C.~~—The posted agenda of regular and special called meetings shall be given to each Director by regular mail, facsimile, or e-mail, and shall be considered the final agenda. It shall be posted at the business entrance to the Community Action main administrative office and at its website, www.communityaction.com, no less than seventy-two (72) hours prior to the meeting.

D. ~~D.~~—No meeting, be it regularly scheduled or special called, may address the issues of (1) removal of a member of the board for cause, (2) the election of officer(s), or (3) the hiring or firing of the Executive Director of this corporation unless such items appear on an agenda circulated pursuant to the requirement of this constitution.

E. ~~E.~~—The Board of Directors shall keep for each meeting written minutes which include a record of Directors present by category and a record of votes on all motions. Minutes shall be made available to the public upon request. The Board of Directors shall also make available to the public upon request translations of the minutes in areas where a significant portion of the poverty population does not speak English.

Section 6 ~~Section 6—Meeting Locations~~

All meetings of the Board of Directors shall be held in either Hays, Caldwell or Blanco County, Texas, at a location convenient to the target area representative.

Section 7 ~~Section 7—Quorum~~

A quorum shall consist of ~~50~~fifty percent (50%) of the members in good standing of the Board of Directors of this corporation on the date of the meeting. No business may be conducted at any meeting unless a quorum is present.

Section 8 ~~Section 8—Majority Rule~~

The act of the majority of the Directors at any meeting at which a quorum is present shall be an act of the Board.

~~Section 9—Open Sessions~~

~~All meetings of the Board of Directors are open to the public and shall be held in open session except those meetings which intend to address sensitive personnel actions or unevaluated data of a sensitive nature. Such matters may be taken up in Executive Session (closed) upon a majority vote of a simple quorum of the Board. All decisions made by the Board of Directors shall be made in open session.~~

~~Section 10~~Section 9 Action Without Meetings

Any action required or permitted by law to be taken at any meeting of the Board or any committee thereof may be taken without a meeting, without prior notice, and without a vote if a consent in writing, setting forth the action so taken is signed by a majority of all the members of the Board or a majority of all of the members of such committee, as the case may be, unless the act of a greater number is required by statute, by the Certificate or by these Bylaws, in which case the signatures of such greater number shall be requisite to constitute the act of the Board or the committee. Such written consent shall be filed in the minutes or proceedings of the Board or committee, as appropriate, and a copy of the same shall be sent to each member of the Board or committee, as the case may be, who did not sign such consent. Action taken by the Board, or any committee thereof, without a meeting will be done so to the extent permitted by the OMA.

Section 10 Executive Sessions

- A. ~~A.~~—The Board of Directors must first convene in an open meeting for which notice has been given and the publicly announces that an Executive (closed) session will be held; and identifies the section or sections of the Open Meetings Act under which the closed meeting is held.
- B. Only the members of the Board of Directors have the right to attend an executive session, except that the Corporation’s attorney must be present when it meets under “The Texas Open Meetings Act,” “Consultation with Attorney,” Section 551.071 of the Open Meetings Act. The Board of Directors has discretion to include any staff members whose participation is necessary to the matter under consideration.
- C. There shall be no action taken by the Board of Directors while in Executive Session.

Section 11 ~~Section 11~~—Parliamentary Procedures

Where necessary in matters not covered by these bylaws, Roberts Rules of Order, Newly Revised shall serve as a guide to proper procedure at meetings of the board and its committees.

Section 12 ~~Section 12~~—Voting

- A. ~~A.~~—Each member of the Board shall be entitled to one vote.
- B. ~~B.~~—Proxy voting is prohibited;
- ~~C.~~
- C. All voting shall take place in open session.

Section 13 ~~Section 13—Meetings using Telephone or Videoconference~~

The Board of Directors may conduct meetings by telephone under limited circumstances and are subject to procedures that may include special requirements for notice, record-keeping and two-way communication between meeting locations.

The Board may conduct a meeting by videoconference if a quorum of the board is present at one location and the public is given access to that meeting space. The public must also be able to witness the comments and actions of any officials attending the meeting remotely, and be able to participate via the videoconferencing just as they would at a traditional public meeting.

~~ARTICLE V~~ ~~ARTICLE V—~~

COMMITTEES

Section 1 ~~Section 1—Executive Committee~~

A. ~~A.~~—The Executive Committee shall consist of the President, Vice-President, Secretary, and two members of the Board of Directors. At the annual meeting the Board of Directors shall elect two members at large to serve with the officers of the Board of Directors as the Executive Committee. These two shall be elected in such way that the Executive Committee shall be made up with representation from Article III Section 2A.

~~B.~~

B. The Executive Committee shall recommend courses of action to the Board of Directors.

C. ~~C.~~—The Executive Committee shall nominate an Executive Director to the Board of Directors whenever a vacancy shall occur in that office.

D. ~~D.~~—The Executive Committee shall take steps to ensure the faithful execution of the provisions of this Constitution.

~~E.~~

E. The Executive Committee shall transact business between meetings of the full board and shall report such business at the next meeting of the full board.

Section 2 ~~Section 2—Standing Committees~~

The Corporation shall have standing committees that shall assist the Board of Directors in carrying out the management of the Corporation: The Finance Committee, the Audit Committee, the Personnel Committee, the By-Laws Committee, the Head Start Committee, and Nominating

Shana Mackey [SM6]

Consider a clarifying statement in this section to the effect that any delegation of authority to a committee does not relieve the Board or any individual Director from his, her or its fiduciary duties.

Committee. The Board of Directors shall appoint the members of each committee and name the ~~chairman.~~ The chairman (the “Chairman”). The Chairman must currently sit on the Corporation’s Board of Directors. Committees shall reflect the board’s tripartite composition whenever possible. Delegation of authority to a committee will not relieve the Board or any individual Director from their fiduciary duties. Directors, employees of the corporation, experts from the community at-large and members of the Head Start Policy Council may be appointed to serve as committee members. There shall be a minimum of three (3) members on each committee.

The Chairman of the Committee shall call a committee meeting. Each Committee is to review the activities of the Committee’s respective areas and make recommendations to the Board of Directors for the Board’s final approval. Committee meetings shall be open to all members of the Board of Directors. A simple majority of any committee shall constitute a quorum of that committee. Any act of the majority of a committee at which a quorum is present shall constitute an act of that committee. Each member of any committee must be notified in writing or email of the time, date, and the location of such meeting at least five (5) days before the committee shall meet.

- A. ~~A.~~—The Finance Committee shall review and present all proposal budgets and the Corporate budget to the Board of Directors, make necessary investment choices, and protect the soundness of the Corporation’s finances and fiscal operations. The Vice-President of the Board of Directors shall serve as the Chairman of the Finance Committee.
- B. ~~B.~~—The Audit Committee shall arrange for the annual audit. At a minimum they will select the auditor, oversee the audit process, oversee internal controls, conflict of interest and whistleblower policies and ensures that the auditor’s management letter concerns are addressed and resolved.
- C. ~~C.~~—The Personnel Committee shall 1-) periodically review the Corporation’s personnel policies and procedures, 2-) review the ~~corporation~~Corporation’s compensation schedule, 3) review the ~~corporation~~Corporation’s employee benefits package, 4) serve as an appeal panel for employee grievances, and 5) receive information from the ~~corporation~~Corporation’s staff and/or attorney on legal proceeding involving the ~~corporation~~Corporation’s employees and shall report finding and provide recommendations to the board on these matters.
- D. ~~D.~~—The By-Laws Committee shall review the Corporation’s bylaws and Articles of Incorporation at least every five (5) years and make recommendations for amendments to the Board of Directors.
- E. ~~E.~~—The Head Start Committee shall review information required by the Head Start Program and make recommendations to the full board.
- F. ~~G.~~—Nominating Committee shall propose a slate of officers for the Annual Meeting, oversee board recruitment, and coordinate the board’s periodic evaluation process of itself.

ARTICLE VI~~ARTICLE VI~~**BONDING**

The Board of Directors shall require all officers of the ~~corporation~~Corporation charged with handling of funds, and may require any other officer, director, employee or agent, to be bonded for performance of their duties in such amount and by such bonding company registered in the State of Texas and shall be satisfactory to the board.

ARTICLE VII~~ARTICLE VII~~**INDEMINIFATION OF OFFICERS AND MEMBERS****Section 1**

~~The Corporation shall indemnify and hold harmless the directors and officers of the Corporation from any damages arising from actions in their official capacity to the fullest extent allowed by the non-profit laws of the State of Texas. Any officer or director seeking indemnification under this section shall notify the Corporation in writing promptly after any such coverable incident or situation given to rise to the need for indemnification. In no event shall the Corporation be liable for any attorney's or collateral fees incurred by a director or officer without the Corporation's prior written approval.~~

Section 2**Section 1** **General**

The Corporation shall indemnify any person who was or is a party or is threatened to be made a party to any threatened, pending or completed action, suit or proceeding, whether civil, criminal, administrative or investigative (other than an action by or in the right of the Corporation), by reason of the fact that the person is or was a Director, Officer, employee or agent of the Corporation, or is or was serving at the request of the Corporation as a Director, Officer, employee or agent of another corporation, partnership, joint venture, trust or other enterprise, against expenses (including attorneys' fees), judgments, fines and amounts paid in settlement actually and reasonably incurred by the person in connection with such action, suit or proceeding if the person acted in good faith and in a manner the person reasonably believed to be in or not opposed to the best interests of the Corporation, and, with respect to any criminal action or proceeding, had no reasonable cause to believe the person's conduct was unlawful. The termination of any action, suit or proceeding by judgment, order, settlement, conviction, or upon a plea of *nolo contendere* or its equivalent, shall not, of itself, create a presumption that the person did not act in good faith and in a manner which the person reasonably believed to be in or not opposed to the best interests of the Corporation, and, with respect to any criminal action or proceeding, had reasonable cause to believe that his or her conduct was unlawful.

Section 2 Insurance

The Corporation shall purchase and maintain a policy of directors and officer’s liability insurance with dollar limits, coverage, exclusions and other terms and conditions deemed to be in the best interest of the Corporation.

~~ARTICLE VIII~~ ~~ARTICLE VIII~~

AMENDMENTS

~~Section 1~~

~~A.~~

Section 1

A. Amendments to this Constitution may be proposed by any member of the Board of Directors by submitting the proposed changes to the By-Laws Committee. The By-Laws Committee shall then submit said amendment with its recommendations to the Board of Directors at the next regular meeting.

B. ~~B.~~ Due notice shall be given by the By-Laws Committee to the membership of the Board of Directors by sending a copy of any proposed amendment and its recommendations not less than two weeks and not more than thirty (30) days before the meeting. Amendments may be adopted by two-thirds (2/3) vote of those present at the regular or Annual meeting.

~~C.~~

C. All amendments shall take effect immediately upon adoption and must be attached to the Constitution within seven (7) days after approval, and copy of the same shall be sent to all Directors. Amendments shall be promptly transmitted to the Texas Dept. of Housing and Community Affairs.

~~ARTICLE IX~~ ~~ARTICLE IX~~

DISSOLUTION OF CORPORATION

Dissolution of the corporation shall be in compliance with the laws of the State of Texas.

- AS ADOPTED AND AMENDED THIS 18TH DAY OF MARCH 1993
- AS ADOPTED AND AMENDED THIS 8TH DAY OF NOVEMBER 2000
- AS ADOPTED AND AMENDED THIS 3RD DAY OF OCTOBER, 2002
- AS ADOPTED AND AMENDED THIS 18TH DAY OF NOVEMBER 2010
- AS ADOPTED AND AMENDED THIS 8TH DAY OF MARCH 2018

[AS ADOPTED AND AMENDED THIS [●] DAY OF [●] 2023]

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Input:	
Document 1 ID	file://C:\Users\jdowdle\OneDrive - Winston & Strawn LLP\Assignments\Pro Bono\Community Action\Community Action Board ByLaws Change 4.23.2023.docx
Description	Community Action Board ByLaws Change 4.23.2023
Document 2 ID	file://C:\Users\jdowdle\OneDrive - Winston & Strawn LLP\Assignments\Pro Bono\Community Action\Community Action Board ByLaws (Winston Changes).docx
Description	Community Action Board ByLaws (Winston Changes)
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Legend:	
Insertion	<u>Insertion</u>
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Statistics:	
	Count
Insertions	192
Deletions	178
Moved from	0
Moved to	0
Style changes	0

Format changes	0
Total changes	370



COMMUNITY ACTION, INC. OF CENTRAL TEXAS BY-LAWS

ARTICLE I

NAME

The name of the organization shall be Community Action, Inc. of Central Texas (the “*Corporation*”) and it shall be established under the rules and regulations set by the Community Services Block Grant Act (the “*CSBGA*”) and Sections 501(c)(3) of the Internal Revenue Code of 1986, as amended or the corresponding section of any future United States Internal Revenue Law (the “*Code*”), including, for such purposes, the making of distributions to organizations that qualify as exempt organizations described in Section 501(c)(3) and 170(c)(2) of the Code. The Corporation is incorporated as a non-profit corporation under the Chapter 22 of the Texas Business Organizations Code (the “*TBOC*”). The administrative office of the Corporation shall be in San Marcos, Hays County, Texas 78666.

ARTICLE II

PURPOSE

The purpose of Community Action, Inc., of Central Texas shall be:

- A. To administer the programs of the Texas Dept. of Housing and Community Affairs in Hays, Caldwell, and Blanco Counties and other programs in the Central Texas areas as appropriate;
- B. To work with the community for the reduction of poverty, the revitalization of low-income communities, and the empowerment of low-income families and individuals to become fully self-sufficient; and
- C. To engage the community on issues, needs, and interests of the target population by mobilizing available resources to address those needs and issues.

Notwithstanding any other provisions herein, the Corporation will not carry on any activities not permitted to be carried on: (a) by an organization exempt from federal income tax under Section 501(a) of the Code, as an organization described in Section 501(c)(3) of the Internal Revenue Code; and/or (b) by an organization wherein contributions to which are deductible under Sections 170(c)(2), 2055(a)(2) or 2522(a)(2) of the Internal Revenue Code.

ARTICLE III

BOARD OF DIRECTORS

Section 1 Roles and Responsibility

- A. The Board of Directors (the “***Board***”) shall ensure that the purpose of the Corporation as expressed in the Preamble is carried out. The Board shall be responsible for ensuring that the Corporation complies with the provisions of the Open Meetings Act (the “***OMA***”) and Public Information Act (the “***PIA***”) regarding meetings, meeting notices and meeting records. The Board shall be responsible for the planning, coordination, evaluation and administration of the programs operated by the Corporation. The Board has the legal and financial responsibility to enter into legally binding agreements with any Federal, State, or local agency or with any private organization for the purpose of running programs or providing services.
- B. The Board shall have the power to:
1. Appoint the Executive Director who will manage the day to day operation of the corporation, including the hiring, supervision, and termination of employment of agency staff and consultants;
 2. Remove the Executive Director for just cause by a majority vote of the Board;
 3. Determine, subject to the regulations of funding entities, major personnel organization, fiscal, and program policies;
 4. Determine overall program plans and priorities for the Corporation, including provisions for evaluating performance;
 5. Grant final approval of all program proposals and budgets;
 6. Enforce compliance with the conditions of all grants, contracts, and sub-recipient agreements;
 7. Work in partnership with the Head Start Policy Council as it relates to the Head Start program;
 8. Authorize opening/closing of all corporate bank accounts; and
 9. Authorize signatories for all corporate checks for duly authorized expenditures. Corporate checks shall be signed by any two of the following: Executive Director, Fiscal Officer, designated Division Directors, President of the Board, Vice-President, or Secretary.

Section 2 Membership

A. The corporation shall be governed by a Board of Directors composed of fifteen (15) directors (“*Directors*”) who reside in Hays, Caldwell or Blanco Counties. There shall be a tripartite composition of the Board of Directors to reflect equal representation of elected Public Officials, representatives of low-income individuals and families, and private entities. Membership will include at least one Director with a background and expertise in accounting or fiscal management, one with a background in early childhood development and one who is a licensed attorney.

1. One-third (1/3) of the Directors shall be elected public officials, holding office on the date of selection, or their representatives. If the number of such elected officials reasonably available and willing to serve on the board is less than one-third (1/3) of the membership of the Board, appointive public officials or their representatives may be counted in meeting the one-third (1/3) requirement.
2. One-third (1/3) of the Directors shall be representatives of low-income individuals and families in the neighborhood served and who reside in the neighborhood represented by the member. Board members that represent low-income neighborhoods must be democratically selected whether virtual, in-person or in combination and be truly representative of current residents of the CSBGA service area. The following democratic selection processes may be used:
 - (a) selection and elections, either within neighborhoods or within the community as a whole; at a meeting or conference, to which all neighborhood residents, and especially those who are poor, are openly invited;
 - (b) selection of representatives to a community-wide board by members of neighborhood or sub-area boards who are themselves selected by neighborhood or area residents;
 - (c) selection, on a small area basis (such as a city block); or
 - (d) selection of representatives by existing organizations whose membership is predominantly composed of poor persons.

One of the five members will be a Head Start Parent that is elected by the Head Start Policy Council.

3. One-third (1/3) of the Directors shall be officials or members of business, industry, labor, religious, law enforcement, education, or other major groups and interests in the community served. The Board may choose either individuals or organization(s) that are asked to designate a representative to fill the private sector.

4. Officers. The officers of the corporation shall consist of the President, Vice-President and Secretary and such other officers, if any, as the board of directors may determine from time to time. No Director shall hold more than one office at the same time.

B. Criteria for Selection

1. The prospective Director must have expressed interest in assisting disadvantaged citizens.
2. The prospective Director must be willing and able to actively participate in Board activities and committees.
3. Every Director who is selected to represent a specific geographic area within the community must reside within the area which the Director represents. This requirement of residency shall apply to:
 - (a) All representatives of the target area;
 - (b) Those public officials (or their representatives) who represent specific political subdivisions, wards or districts;
 - (c) Representatives of private community groups which are organized on a geographic basis.

C. Term of Office

1. The term of office for public officials, or their representatives, shall be five consecutive years, but no longer than a total of ten years as long as the public official remains in elected office. In the event that the public official no longer holds elected office the director will serve on the Board until their elected service ends and a suitable replacement is found.
2. With the exception of the Head Start Policy council representatives, the term of office for low-income individuals and families and representatives of private organizations shall be five consecutive years, but no more than a total of ten years. The term for the Head Start Policy council board member will be one year for up to three consecutive one-year terms.
3. Term of office begins on the date of the official seating on the Board.

D. Resignations and Vacancies

1. Any Director may resign at any time by delivering written notice to the Secretary or President of the Board. Such resignation shall take effect upon receipt or, if later, at the time specified in the notice.

2. In no event shall the board allow 25% or more of either the public, private, or poverty sector board positions to remain vacant for more than ninety (90) days.
3. Vacancies shall be filled by the organizations that are representative of the group from which the vacancy occurred. When a vacancy occurs in a public sector board seat held by a public official, the Board of Directors shall select another public official to serve as a replacement director or to appoint a representative, subject to Board approval, to so serve. When a vacancy occurs in a public sector board seat held by the representative of a public official, the Board shall request that the public official either take the seat or name another representative, subject to approval by the Board, to serve as a replacement director. If the public official fails to take the seat or to name another representative within the period specified by the Board, the Board shall select another public official to serve as a replacement director or to appoint a representative, subject to Board approval, to so serve. Vacancies in the low-income sector shall be filled using the same democratic process originally used to fill the seat. The Board shall fill vacancies in the private sector except for a vacancy in a seat held by an individual designated by a private sector organization; when a vacancy occurs in such a seat, the Board shall ask the private sector organization that designated that individual to designate another individual, subject to approval by the corporation's board, to fill the vacancy. Should that private sector organization fail, within the period specified by the corporation's Board, to designate an individual to fill the vacancy, the corporation's Board shall select another private sector organization to designate an individual, subject to approval of the corporation's Board, to fill the vacancy.

Each successor shall hold office for the unexpired term of their predecessor until the successor dies, resigns, is removed or becomes disqualified and this service will count as service for term limitation purposes.

E. Compensation

Directors shall not receive any salaries or other compensation for their services. However, Directors may be reimbursed for any actual expenses incurred in the performance of their duties for the Corporation. The Corporation shall not loan money or property to, or guarantee the obligations of, any Director.

F. Meeting Attendance

Regular attendance at Director's meetings is required of all directors. It shall be the policy of the Corporation to attempt to accommodate the schedules of its Directors; however, if a Director misses three (3) meetings in one year the director may be removed.

G. Removal

The Board of Directors, by a majority vote of the entire Board of Directors, may suspend or terminate a Director who, by his or her actions, undermines or violates the Corporation's purpose and/or philosophy as stated in the legal agreements, governance documents (Articles of Incorporation, bylaws, policies and procedures), and/or local, state, or federal laws.

Section 3 Petitioning Procedure

- A. Any private community groups or representative groups of the target area which feels itself inadequately represented on the Board may petition for adequate representation.
- B. Any such petition must be signed by fifty (50) members of the petitioning group or by fifty percent (50%) of the bon-a-fide members of the group or organization.
- C. The organization or group presenting such a petition shall be promptly afforded an informal open hearing before the Board in order that they may have a full and fair opportunity to present their request.
- D. When a petitioning group is granted a seat on the Board pursuant to such a hearing, that representative shall be promptly seated and afforded all rights and privileges of any other members of the Board.
- E. The Board shall then be re-adjusted and realigned in order to maintain the proper representation of public officials and the target area.
- F. A written statement of the Board's action on such petitions shall be submitted to the petitioning group and a copy of that statement sent to Texas Dept. of Housing and Community Affairs. There will be a constant effort to ensure minority private group interest on the Community Action Board of Directors

Section 4 Conflict of Interest

- A. No person may sit on the board who is an officer or an employee of the organization or an organization contracting to perform a component of the Community Services Block Grant work program funded by the Texas Department of Housing and Community Affairs ("**TDHCA**") or be employed by a contractor during his/her service on the board or for twelve (12) months thereafter.
- B. Public officials sitting on the Community Action board will not be in conflict if the agency should contract with his/her jurisdiction to perform a component of the work program funded by TDHCA.
- C. No employee of Community Action or of the Texas Department of Housing and Community Affairs may serve on the board, and no other state employee may serve on the board in a capacity which will require him/her to act as an agent of or attorney for Community Action in its dealings with TDHCA or with any other state agency.

Section 5 Nepotism

- A. No person will be employed by the Agency while he or she or any member of his or her immediate family (as defined below) serve on the Board of Directors, or on the Head Start Policy Council. No person shall be appointed to the Board of Directors or to the Head Start Policy Council if she/he has an immediate family member who is employed by the Agency.
- B. Immediate family for this purpose is defined as: spouse, father, father-in-law, mother, mother-in-law, brother, brother-in-law, sister, sister-in-law, son, son-in-law, daughter or daughter-in-law.

Section 6 Officers

The Board shall elect a President, a Vice-President and a Secretary at its annual meeting. Each officer shall serve for a period of one year and may succeed him/herself in office upon a proper act of the Board. Any vacancy in any office because of death, resignation, or otherwise may be filled by the Board. The duties and responsibilities of the officers shall be:

- A. President:
 - (1) shall preside at all meetings of the Board;
 - (2) shall have authority to call special meetings of the Board; and
 - (3) shall be the official representative of the Board where the welfare of the members is concerned and the purpose of the corporation are at stake.
- B. Vice-President:
 - (1) shall act as an assistant to the President of the Board of Directors;
 - (2) shall assume the duties of the President if the President is absent; and shall become President in the event the office becomes vacant before the expiration of the term of that office.
 - (3) shall be the chairman of the Finance Committee.
- C. Secretary:
 - (1) shall keep permanent records of all proceedings of the Board of Directors and the Executive Committee;
 - (2) shall conduct all correspondence of the Board of Directors and the Executive Committee on request of the President and shall do any other secretarial work pertaining to the organization's proceedings;
 - (3) shall assume the duties of the President if the President and/or Vice-President is absent; and shall become President in the event that both the

President or Vice-President are unable to serve the remaining term of the President.

ARTICLE IV

MEETINGS OF THE BOARD OF DIRECTORS

Section 1 Annual Meeting

The annual meeting of the Board of Directors shall be on the 3rd Thursday of September each year or as set by the President.

Section 2 Regular Meetings

Regular meetings shall be held on the 3rd Thursday of odd numbered months or as set by the President. The Board must meet at least once per calendar quarter and at a minimum of five (5) times per year and must give each member a notice of meeting five (5) days in advance of the meeting.

Section 3 Special Meetings

Special meetings may be called by the President of the Board, or upon the request of any three (3) members of the Board pursuant to the notice requirements of this Article.

Section 4 Emergency Meetings

In the event of the need for an emergency meeting as defined in the Open Meetings Act, the meeting may be called by the President of the Board, or upon the request of any three (3) members of the Board. Posting of the agenda and special notice of the meeting will be carried out in accordance with the Open Meetings Act.

Section 5 Notice, Agenda and Minutes

- A. A notice of the date, time, and place of regular meetings and special called meetings shall be given to each Director by regular mail, facsimile, or e-mail no less than ten (10) business days prior to the meeting.
- B. A preliminary agenda of regular and special called meetings, minutes of the previous meeting and documents related to the agenda shall be given to each Director by regular mail, facsimile, or e-mail no less than five (5) business days prior to the meeting.
- C. The posted agenda of regular and special called meetings shall be given to each Director by regular mail, facsimile, or e-mail, and shall be considered the final agenda. It shall be posted at the business entrance to the Community Action main administrative office and at its website, www.communityaction.com, no less than seventy-two (72) hours prior to the meeting.

- D. No meeting, be it regularly scheduled or special called, may address the issues of (1) removal of a member of the board for cause, (2) the election of officer(s), or (3) the hiring or firing of the Executive Director of this corporation unless such items appear on an agenda circulated pursuant to the requirement of this constitution.
- E. The Board of Directors shall keep for each meeting written minutes which include a record of Directors present by category and a record of votes on all motions. Minutes shall be made available to the public upon request. The Board of Directors shall also make available to the public upon request translations of the minutes in areas where a significant portion of the poverty population does not speak English.

Section 6 Meeting Locations

All meetings of the Board of Directors shall be held in either Hays, Caldwell or Blanco County, Texas, at a location convenient to the target area representative.

Section 7 Quorum

A quorum shall consist of fifty percent (50%) of the members in good standing of the Board of Directors of this corporation on the date of the meeting. No business may be conducted at any meeting unless a quorum is present.

Section 8 Majority Rule

The act of the majority of the Directors at any meeting at which a quorum is present shall be an act of the Board.

Section 9 Action Without Meetings

Any action required or permitted by law to be taken at any meeting of the Board or any committee thereof may be taken without a meeting, without prior notice, and without a vote if a consent in writing, setting forth the action so taken is signed by a majority of all the members of the Board or a majority of all of the members of such committee, as the case may be, unless the act of a greater number is required by statute, by the Certificate or by these Bylaws, in which case the signatures of such greater number shall be requisite to constitute the act of the Board or the committee. Such written consent shall be filed in the minutes or proceedings of the Board or committee, as appropriate, and a copy of the same shall be sent to each member of the Board or committee, as the case may be, who did not sign such consent. Action taken by the Board, or any committee thereof, without a meeting will be done so to the extent permitted by the OMA.

Section 10 Executive Sessions

- A. The Board of Directors must first convene in an open meeting for which notice has been given and the publicly announces that an Executive (closed) session will be held; and identifies the section or sections of the Open Meetings Act under which the closed meeting is held.

- B. Only the members of the Board of Directors have the right to attend an executive session, except that the Corporation’s attorney must be present when it meets under “The Texas Open Meetings Act,” “Consultation with Attorney,” Section 551.071 of the Open Meetings Act. The Board of Directors has discretion to include any staff members whose participation is necessary to the matter under consideration.
- C. There shall be no action taken by the Board of Directors while in Executive Session.

Section 11 Parliamentary Procedures

Where necessary in matters not covered by these bylaws, Roberts Rules of Order, Newly Revised shall serve as a guide to proper procedure at meetings of the board and its committees.

Section 12 Voting

- A. Each member of the Board shall be entitled to one vote.
- B. Proxy voting is prohibited.
- C. All voting shall take place in open session.

Section 13 Meetings using Telephone or Videoconference

The Board of Directors may conduct meetings by telephone under limited circumstances and are subject to procedures that may include special requirements for notice, record-keeping and two-way communication between meeting locations.

The Board may conduct a meeting by videoconference if a quorum of the board is present at one location and the public is given access to that meeting space. The public must also be able to witness the comments and actions of any officials attending the meeting remotely, and be able to participate via the videoconferencing just as they would at a traditional public meeting.

ARTICLE V

COMMITTEES

Section 1 Executive Committee

- A. The Executive Committee shall consist of the President, Vice-President, Secretary, and two members of the Board of Directors. At the annual meeting the Board of Directors shall elect two members at large to serve with the officers of the Board of Directors as the Executive Committee. These two shall be elected in such way that the Executive Committee shall be made up with representation from Article III Section 2A.

- B. The Executive Committee shall recommend courses of action to the Board of Directors.
- C. The Executive Committee shall nominate an Executive Director to the Board of Directors whenever a vacancy shall occur in that office.
- D. The Executive Committee shall take steps to ensure the faithful execution of the provisions of this Constitution.
- E. The Executive Committee shall transact business between meetings of the full board and shall report such business at the next meeting of the full board.

Section 2 Standing Committees

The Corporation shall have standing committees that shall assist the Board of Directors in carrying out the management of the Corporation: The Finance Committee, the Audit Committee, the Personnel Committee, the By-Laws Committee, the Head Start Committee, and Nominating Committee. The Board of Directors shall appoint the members of each committee and name the chairman (the “*Chairman*”). The Chairman must currently sit on the Corporation’s Board of Directors. Committees shall reflect the board’s tripartite composition whenever possible. Delegation of authority to a committee will not relieve the Board or any individual Director from their fiduciary duties. Directors, employees of the corporation, experts from the community at-large and members of the Head Start Policy Council may be appointed to serve as committee members. There shall be a minimum of three (3) members on each committee.

The Chairman of the Committee shall call a committee meeting. Each Committee is to review the activities of the Committee’s respective areas and make recommendations to the Board of Directors for the Board’s final approval. Committee meetings shall be open to all members of the Board of Directors. A simple majority of any committee shall constitute a quorum of that committee. Any act of the majority of a committee at which a quorum is present shall constitute an act of that committee. Each member of any committee must be notified in writing or email of the time, date, and the location of such meeting at least five (5) days before the committee shall meet.

- A. The Finance Committee shall review and present all proposal budgets and the Corporate budget to the Board of Directors, make necessary investment choices, and protect the soundness of the Corporation’s finances and fiscal operations. The Vice-President of the Board of Directors shall serve as the Chairman of the Finance Committee.
- B. The Audit Committee shall arrange for the annual audit. At a minimum they will select the auditor, oversee the audit process, oversee internal controls, conflict of interest and whistleblower policies and ensures that the auditor’s management letter concerns are addressed and resolved.
- C. The Personnel Committee shall 1) periodically review the Corporation’s personnel policies and procedures, 2) review the Corporation’s compensation schedule, 3) review the Corporation’s employee benefits package, 4) serve as an appeal panel

for employee grievances, and 5) receive information from the Corporation's staff and/or attorney on legal proceeding involving the Corporation's employees and shall report finding and provide recommendations to the board on these matters.

- D. The By-Laws Committee shall review the Corporation's bylaws and Articles of Incorporation at least every five (5) years and make recommendations for amendments to the Board of Directors.
- E. The Head Start Committee shall review information required by the Head Start Program and make recommendations to the full board.
- F. Nominating Committee shall propose a slate of officers for the Annual Meeting, oversee board recruitment, and coordinate the board's periodic evaluation process of itself.

ARTICLE VI

BONDING

The Board of Directors shall require all officers of the Corporation charged with handling of funds, and may require any other officer, director, employee or agent, to be bonded for performance of their duties in such amount and by such bonding company registered in the State of Texas and shall be satisfactory to the board.

ARTICLE VII

INDEMNIFICATION OF OFFICERS AND MEMBERS

Section 1 General

The Corporation shall indemnify any person who was or is a party or is threatened to be made a party to any threatened, pending or completed action, suit or proceeding, whether civil, criminal, administrative or investigative (other than an action by or in the right of the Corporation), by reason of the fact that the person is or was a Director, Officer, employee or agent of the Corporation, or is or was serving at the request of the Corporation as a Director, Officer, employee or agent of another corporation, partnership, joint venture, trust or other enterprise, against expenses (including attorneys' fees), judgments, fines and amounts paid in settlement actually and reasonably incurred by the person in connection with such action, suit or proceeding if the person acted in good faith and in a manner the person reasonably believed to be in or not opposed to the best interests of the Corporation, and, with respect to any criminal action or proceeding, had no reasonable cause to believe the person's conduct was unlawful. The termination of any action, suit or proceeding by judgment, order, settlement, conviction, or upon a plea of *nolo contendere* or its equivalent, shall not, of itself, create a presumption that the person did not act in good faith and in a manner which the person reasonably believed to be in or not opposed to the best interests of the Corporation, and, with respect to any criminal action or proceeding, had reasonable cause to believe that his or her conduct was unlawful..

Section 2 Insurance

The Corporation shall purchase and maintain a policy of directors and officer’s liability insurance with dollar limits, coverage, exclusions and other terms and conditions deemed to be in the best interest of the Corporation.

ARTICLE VIII

AMENDMENTS

Section 1

- A. Amendments to this Constitution may be proposed by any member of the Board of Directors by submitting the proposed changes to the By-Laws Committee. The By-Laws Committee shall then submit said amendment with its recommendations to the Board of Directors at the next regular meeting.
- B. Due notice shall be given by the By-Laws Committee to the membership of the Board of Directors by sending a copy of any proposed amendment and its recommendations not less than two weeks and not more than thirty (30) days before the meeting. Amendments may be adopted by two-thirds (2/3) vote of those present at the regular or Annual meeting.
- C. All amendments shall take effect immediately upon adoption and must be attached to the Constitution within seven (7) days after approval, and copy of the same shall be sent to all Directors. Amendments shall be promptly transmitted to the Texas Dept. of Housing and Community Affairs.

ARTICLE IX

DISSOLUTION OF CORPORATION

Dissolution of the corporation shall be in compliance with the laws of the State of Texas.

AS ADOPTED AND AMENDED THIS 18TH DAY OF MARCH 1993
AS ADOPTED AND AMENDED THIS 8TH DAY OF NOVEMBER 2000
AS ADOPTED AND AMENDED THIS 3RD DAY OF OCTOBER, 2002
AS ADOPTED AND AMENDED THIS 18TH DAY OF NOVEMBER 2010
AS ADOPTED AND AMENDED THIS 8TH DAY OF MARCH 2018
[AS ADOPTED AND AMENDED THIS [●] DAY OF [●] 2023]

State Services
9/1/24 - 8/31/25
Budget

Salaries

Elgibility Specialist (Villareal)	\$42,122.00
Case Manager (Bustos)	\$52,978.00
Coordinator of Case Management/Case Manager (Martinez)	\$74,513.00
Case Manager (Newcomb)	\$48,603.00
Transportation Aide - Velasquez	\$2,194.00

Total Salaries \$220,410.00

Fringe Benefits

FICA: 0.0765 x salaries =	\$16,861.00
Insurance: PGM. \$7380 Annual Cost X 4FTEs,	\$29,520.00
Worker's Comp: .86% x salaries =	\$1,896.00
Unemployment: 1.7% x salaries =	\$3,747.00
Retirement 3% of Salaries	\$6,612.00

Total Fringe Benefits \$58,636.00

Travel

Local Travel to meet Clients 1000 Annual Miles X 4 Staff X @ .67	\$2,680.00
Per Diem - Per Diem for staff traveling to continuing education traini	\$768.00
Out of Area Travel Cost - Hotel and Flights to for continuing	\$3,500.00

Total Travel \$6,948.00

Supplies

General office supplies @ \$200 x per Month X 12 Mo.	\$2,400.00
Postage \$100 Per month X 12 Mo.	\$1,200.00

Total Supplies \$3,600.00

Other Cost

Emergency Utilities 7 @ \$150.00	\$1,050.00
Food Vouchers 68 @ \$40.	\$2,720.00
Occupancy Cost PGM: \$1200 per/Mo X 12 Rent, Insurance and Utiliti	\$14,400.00
Communication Cost \$600 per/MO X 12, Phone, Internet	\$7,200.00
Software Cost - Annual Cost of Electronic Medical Record Software a	\$12,500.00
Equipment and Building Insurance - Annual Cost of Insurance protect	\$900.00
Registration Fees - Registration Fees for staff to attend continuing ed	\$4,500.00
Specialty Physicians Vist 10 visits @ \$100 Each	\$1,000.00
Fuel Cost \$ 96.00 Per Mo X 12 Mo	\$1,152.00

Total Other Cost \$45,422.00

Indirect Cost \$33,502.00

TOTAL REQUEST \$368,518.00

HOPWA
 Budget
 9/1/24 - 8/31/25

Salaries

Case Manager - Bustos	\$5,886.00
Case Manager - Medina	\$39,541.00
Case Manager - Vacant	\$39,541.00
Total Salaries	<u>\$84,968.00</u>

Fringe Benefits

FICA: 0.765 x salaries =	\$6,500.00
Insurance: \$7380 x 2.1FTEs =	\$15,498.00
Worker's Comp: .0086 x salaries =	\$731.00
Unemployment: .017 x salaries =	\$1,444.00
Retirement 3% x salaries	\$2,549.00
Total Fringe Benefits	<u>\$26,722.00</u>

Travel

Mileage: 500 miles x .67 cents/mile x 2 staff	\$670.00
Total Travel	<u>\$670.00</u>

Supplies

General office supplies @ \$200 x 2 staff	\$400.00
Total Supplies	<u>\$400.00</u>

Other Cost

Tenant Based Rental Assistance (TBRA) 384 Units @ \$690	\$265,000.00
Short-Term Rent, Mortgage, and Utilities (STRMU) 50 Un	\$35,000.00
Permanent Housing Placement (PHP) 20 units @ \$500.00	\$10,000.00
Short Term Supportive Housing (STSH) 212 Units @ \$393	\$83,473.00
Occupancy Cost - Rent \$600 per/Mo x 12 Month,	\$7,200.00
Communications Cost \$130 Per/Mo X 12 Month	\$1,560.00
Total Other Cost	<u>\$402,233.00</u>

Indirect Cost

\$38,763.00

Total Cost

\$553,756.00

Ryan White Part B
Budget
3/1/24 - 2/28/25

Other

Health Insurance Premiums 142 @ \$457.75

\$65,000.00

Prescriptions 77 @ \$45.45

\$3,500.00**Total Other**\$68,500.00**Indirect Cost**\$6,850.00**Total Budget**

\$75,350.00

Adult Education
Budget
7/1/2023 - 6/30/2024

	Regular ABE	EL Civics	Total
Salaries and Wages	\$1,699,259	\$863,461	\$2,562,720
Travel			
Out of Area Travel	\$14,463	\$6,500	\$20,963
Local Travel	\$11,000	\$6,500	\$17,500
Total Travel	\$25,463	\$13,000	\$38,463
Supplies			
Office	\$4,000	\$3,500	\$7,500
Program	\$40,000	\$11,500	\$51,500
Program Supplies IET	\$15,000	\$3,500	\$18,500
Janitorial	\$290	\$290	\$580
Test Supplies	\$24,634	\$18,000	\$42,634
Postage	\$1,000	\$0	\$1,000
Textbooks	\$22,500	\$6,000	\$28,500
Equipment < 5,000	\$13,000	\$3,000	\$16,000
Total Supplies	\$125,424	\$47,790	\$173,214
Contractual			
Contractual (Includes IET Contracted Providers)	\$348,500	\$83,399	\$431,899
Certiport (IC3)	\$20,250	\$0	\$20,250
Total Contractual	\$368,750	\$83,399	\$452,149
Other			
Rent/Lease	\$8,000	\$8,000	\$16,000
Telephone	\$3,000	\$2,800	\$5,800
Utilities	\$1,000	\$1,000	\$2,000
Internet	\$2,000	\$2,000	\$4,000
Other Misc	\$2,000	\$1,000	\$3,000
Ins./Acc'd	\$400	\$0	\$400
Storage	\$1,200	\$0	\$1,200
Gen'l Liab	\$4,000	\$2,000	\$6,000
Client Gas Vouchers	\$500	\$500	\$1,000
Data Processing (DL)	\$30,000	\$24,000	\$54,000
Postage	\$1,000	\$200	\$1,200
Advertise-Empty	\$3,500	\$900	\$4,400
Membership	\$1,800	\$950	\$2,750
Reg. Staff	\$9,000	\$4,000	\$13,000
Indirect Cost	\$173,443	\$45,000	\$218,443
Other Total	\$240,843	\$92,350	\$333,193
Grand Total	\$2,459,738	\$1,100,000	\$3,559,738

Other Costs are charged directly to grant program benefiting from the cost. Other cost that are multi-grant funded with same specific objectives within grant contracts will be allocated based on the grant based on allocation plan for specific services provided. IE, number of units of services provided for health services, number of children served for Head Start/EHS.

Auto Cost - Fuel, Insurance, Repairs and Maintenance,

Auto Cost is charged directly to the grant programs benefiting from the use of the auto. Temporary use of a vehicle by another program when cost is charged to the main benefiting program will be reimbursed using the Federal Standard Mileage Rate.

Office Supplies

Office supplies are charged directly to grant program benefiting from the cost. Office supplies that are multi-grant funded with same specific objectives within grant contracts will be allocated based on the grant based on allocation plan for specific services provided. IE, number of units of services provided for health services, number of children served for Head Start/EHS.

Agency Administrative Cost

~~All shared (cost for Executive Director, Fiscal, Human Resources and Technology departments) from all the above cost categories will be pooled and allocated monthly as directed by 2 CFR part 200 Multiple allocation base method. The basis used for allocation of the administration expense pool is the monthly program cost not including in-kind cost of each grant program reduced by sub-contracts in excess of \$25,000 in ratio to the monthly total adjusted direct cost for all grant programs. Agency administrative cost will be considered administrative cost for all grants and recorded within the accounting system separately from program cost.~~

The agency uses the 10% De Minimis Rate for indirect cost rate to charge administrative cost within the Federal Uniform Guidance. Those cost include Executive Director, Fiscal, Human Resources, Technology and Program Development.

Program Administrative Cost

Dependent on Grant Awards and contracts additional administrative cost could be charged that is not considered agency administrative cost. The cost will be different based on funding source guidance and regulations. The cost will be separated from program cost and agency administrative cost, but will combined with agency administrative cost in determining administrative cost for grant and contract reporting. The cost could be derived from any of the cost categories above and is determined based on individual expense.

For the purposes of reporting grant program expenditures to grantors all vendor invoices that are received, approved and supported with proper documentation are recorded and reported in the month that the invoice originated if received before the due date of the monthly program expenditure report. For vendor invoices that are received, approved and supported with proper documentation after the due date of the monthly grant program expenditure report they will be recorded in the month the invoice originated but reported as a current transaction on the following months grant program expenditure report. The exception to this will be when the grant expiration date is at the end of the month in which the invoice originated. All expenses will be liquidated within 90 days of the end of the grant year

Salaries will be expensed in the month earned. If a pay period crosses a month end, salaries will be charged to the month that the pay period ended. The exception to this is at the end of a grant program year the salaries will be prorated based on the number of working days in each program year and charged accordingly.