



Community Action, Inc. of Central Texas

BOARD OF DIRECTORS MEETING

Thursday, September 19, 2024 6:00 PM

Village Main Shared Board Room

215 S. Reimer Avenue

San Marcos, Texas 78666

Board Minutes

Members Present

Public Representatives:

Juan Mendoza
Alyssa Garza
Barbara Shelton
Wayne Thompson

Neighborhood Representatives:

Jeremy Sutton
Steven Hernandez
Myra Vassian
Marissa Reyna

Private Group Representatives:

Diane Insley
Deborah Villalpando
Clarena Larrotta

Members Absent:

Elizabeth Raxter
Gloria Martinez
Brett Bray

Visitors Present:

Staff Present:

Douglas Mudd, Executive Director
Keith Herington, Chief Financial Officer
Cristal Lopez, Youth Services Director
Megan Campbell, Home Visiting Program Director
Ruth Salinas, Human Resources Director
Luisa Loera, Administrative Assistant
Danielle Engelke, Head Start Director

Staff Absent:

Glenda Rose, Adult Education Director
Francesca Ramirez, Community Services Director
Stacey Martinez, Health Services Director

1.0 CALL TO ORDER

Diane Insley, President, called the Board of Directors to order at 6:01 PM.

2.0 ROLL CALL

Doug Mudd called the roll. A quorum of the Board of Directors was present.

3.0 PUBLIC COMMENT PERIOD

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

4.0 MINUTES OF PREVIOUS MEETINGS, for approval

4.1 Executive Committee Minutes July 18, 2024—**for approval**

The Board members reviewed the Board of Directors Minutes for July 18, 2024. Jeremy Sutton made the motion to approve the Minutes, Steven Hernandez seconded the motion. All were in favor. None opposed. Motion passed.

5.0 CORRESPONDENCE, for review and discussion – Mudd

5.1 Health & Human Services Childcare Licensing Letter

Doug Mudd reviewed the letter from the Texas Health and Human Services regarding an investigation on 7/23/2024. Based on the information gathered during this review, there were concerns of prohibited discipline at the center. Center was found to be in compliance.

5.2 Health & Human Services Childcare Licensing Letter

Doug Mudd reviewed the letter from the Texas Health and Human Services regarding an unannounced investigation on 7/22/2024. Based on the information gathered during this review, there were concerns of prohibited discipline at the center. Center was found to be in compliance.

5.3 Hays County Grant Announcement

Doug Mudd went over a letter from Hays County Budget & Payroll Office in regards to Community Action's request for funding in 2025. The request was sent for \$27,500, but the County will be awarding CAI \$19,000 to go towards the Senior Citizens Center.

6.0 LEADERSHIP PROGRAMMATIC REPORT—Mudd

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

6.1 Executive Director – Doug Mudd

6.1.1 Village Fundraising Update

In response to the rent increase to Community Action, the Village Board created a fundraising committee to expedite paying off the Village loan. The first meeting was August 14th. At the committee meeting, many fundraising ideas were discussed including offering a conference for human services organizations to be trained in a variety of topics. Myra Vassian asked how this will raise money. Doug Mudd stated the agencies would have to pay a conference fee.

6.1.2 Discuss offering federal holidays of Juneteenth and Indigenous People's Day – for approval

The Community Action Leadership Team discussed adding two federal holidays to the Agency calendar; Juneteenth (June 19th) and Indigenous People's Day (second Monday in October). Danielle Engelke asked when these dates will go in effect. Board said they can start this October. Diane Insley made the motion to approve. Wayne Thompson seconded the motion. All were in favor. None opposed. Motion passed.

6.1.3 Conflict of Interest forms to sign [OS 5.6]

All Board Members must sign a Conflict of Interest statement every two years, RASP program requires Board Members to sign forms **every year**. Forms were given out for missed members to sign.

6.2 Human Resources – Ruth Salinas

6.3 Agency Financial – Keith Herington

6.3.1 Basic Financials

Mr. Herington reviewed the year-to date basic financial statements as of July and August 2024

6.3.2 Grant Financial Report

Mr. Herington reviewed the Grant Financial reports through July and August 2024.

6.3.3 Head Start Program Budget Report

Mr. Herington reviewed the Head Start Budget report for the period ending in July and August 2024 listing monthly and year-to-date expenditures.

6.3.4 Head Start In-Kind

Mr. Herington reviewed the report for the period ending in July and August 2024.

6.3.5 Head Start Program CACFP Report

Mr. Herington reviewed the report for the period ending in July and August 2024.

6.3.6 Credit Card Report

Mr. Herington reviewed the report for the period ending in July and August 2024.

6.3.7 Other Credit Card Purchases

Mr. Herington reviewed the report for the period ending in July and August 2024.

6.4 Adult Education – Glenda Rose

6.5 Community Services – Francesca Ramirez

Doug Mudd went over the Community Services report for September. As of September, Utility Assistance program has helped 2,401 individuals (1,057 households). CAI employees donated 1,018 items for the Senior Citizens Center for Christmas in July event.

6.6 Health Services - Stacey Martinez

6.7 Head Start - Danielle Engelke

6.8 Home Visiting - Megan Campbell

6.9 Youth Services – Cristal Lopez

7.0 ACTION ITEMS—Review, Discuss and Take Proper Action

7.1 Finance Approvals – Keith Herington

7.1.1 IRS Form 990 [OS 8.6] – for approval

Keith Herington went over the 990-tax form needed for 501C3 organizations. Jeremy Sutton made the motion to approve, Deborah Villalpando seconded the motion. All were in favor. None opposed. Motion passed.

7.1.2 Organization-wide Budget for all programs [OS 8.9] – for approval

Keith Herington went over the Budget for the 2025 Fiscal Year. The estimated total will be \$18,252,511, this includes grants and contracts for the period of 11/1/24 – 10/31/2025. Amount does not include the million dollars grant Health Services received on 9/19/24. Myra Vassian made the motion to approve, Deborah Villalpando seconded the motion. All were in favor. None opposed. Motion passed.

7.1.3 Discussion of 2.3% COLA for all employees including Executive Director– for approval

All programs and employees will receive COLA on October 4th pay. Juan Mendoza made the motion to approve, Steven Hernandez seconded the motion. All were in favor. None opposed. Motion passed

7.2 Community Service Block Grant FY 2025 – for approval

Public Hearing for CSBG 2025 budget. The core of Community Action’s funding is based on this grant. Funding is \$341,788.00. Doug Mudd went over the budget and asked board & public for comments. Wayne Thompson made the motion to approve. Juan Mendoza seconded this motion. All were in favor. None opposed. Motion passed

7.3 Performance Evaluation of Executive Director [OS 7.4] (form a committee) – Diane Insley

Diane Insley asked which Board Members would like to be on the committee for the evaluation of Executive Director, Doug Mudd. Wayne Thompson and Deborah Villalpando volunteered. They will meet in between today’s meeting and next Board Meeting in November.

7.4 Election of Board Officers – Diane Insley – for approval

Diane Insley will be the Board President

Jeremy Sutton will be the Board Vice President

Wayne Thompson will be the Board Secretary

Deborah Villalpando and Myra Vassian will be Board Executive Committee Members

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

8.0 SUCCESS STORY – Community Services – Francesca Ramirez

Doug Mudd went over the success story of a client from Francesca’s Transition Out of Poverty (TOP) program. Gabby Perez, her husband and 2-year-old son were enrolled in the program in March 2024 and successfully completed the program in July 2024. Gabby now has a full-time job with Community Action in the Home Visiting Program and her husband has a full-time job with a landscaping company. The family has successfully transitioned out of poverty.

9.0 BOARD MEMBERS’ OPPORTUNITY TO SHARE

Deborah Villalpando stated the Southside Community Center received \$800,000 for Rapid Re-Housing program. Juan Mendoza stated Lockhart has started the new downtown operations. He has spent 10 years on the board so he will be stepping down for a while in January 2025, a replacement for his board spot will be reviewed. Alyssa Garza stated the City of San Marcos will be conducting a utility assistance RFP for City of San Marcos nonprofits to apply.

Barbara Shelton stated more growth within Caldwell County. She will also be retiring from the Board representing the Caldwell County Commissioners’ Court. A replacement for her board spot will be reviewed. Deborah Insley stated she will be retiring from the Public Library in February 2025 but will remain on the Board.

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, November 21, 2024 at 6:00 p.m.

11.0 ADJOURNMENT—Insley

Juan Mendoza made a motion to adjourn, Jeremy Sutton seconded the motion. All were in favor. None opposed. Meeting adjourned at 6:52 PM.

Child claimed a heater hit them



TEXAS

Health and Human Services

Child-Care Inspection Form

Hemphill Head Start
851933

Supplemental Inspection Form - 2936 replaces the original Inspection Form - 2936 that was completed and provided to the operation on 09/03/2024

Arrival Date and Time 09/03/2024 01:00 pm
Departure Date and Time 09/03/2024 02:35 pm

Part I: OPERATION INFORMATION

Location: 3995 E FM 150, KYLE, TX 78640-6207 Phone Number: (512) 268-5305 x521

Permit Type: License

Type: Licensed Child Care Program Capacity: 175 Infant Capacity: 22

Status: Full

Director/Administrator: Yvette Rodriguez

Designee/Registrant: Danielle Engelke

Type of Inspection: Unannounced Investigation

Investigation Numbers: 3108846

CCR Staff: AMANDA KENNEDY Phone: (512) 938-8710
Address: 1901 DUTTON DR STE B, , SAN MARCOS, TX 78666

CCR Supervisor: JESSICA LEATHERS Phone: (512) 239-8895
Address: 1340 AIRPORT COMMERCE DR , BLDG 5, STE 525 , AUSTIN, TX 78741

Part II: NOTIFICATION

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

Controlling Persons have been verified.

Background Checks have been verified.

The following items regarding risk to children were evaluated:

- | | |
|------------------------------------------------------|--------------------------------------------------|
| The Supervision of Children | Conditions of any Waiver/Variance, if applicable |
| Child/Caregiver Ratio | Caregiver Responsibilities |
| Obvious Fire, Safety, and/or Sanitation Deficiencies | Restrictions and/or Conditions of the Permit |

Children in Care: 76

Director Present



TEXAS

Health and Human Services

Child-Care Inspection Form
Hemphill Head Start
851933

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

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

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

ACKNOWLEDGEMENT OF RECEIPT

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

Signature (Person Signing for Operation)

Date

Signature (CCR Staff)

Date

Signed By:



TEXAS

Health and Human Services

Child-Care Inspection Form

Hemphill Head Start
851933

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 08/14/2024
Health Inspection 02/28/2024
Liability Insurance (exp.date) 11/01/2024

Gas Pipe Pressure Test
Last LP Gas Inspection

Allegations:

It is alleged that a caregiver hit a child.

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

Findings for this inspection are listed below:

No monitoring deficiencies were found at this inspection.

Standard/Rule Description	Findings	Comply By	TA Given	Documents/ Photos Obtained
746.2805(1) Prohibited Punishments - Corporal Punishment (Weight: High)	Compliance		N	Y

Specifics:

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.

Updated to reflect pending citations.

Notification Date: 09/23/2024

If you disagree with the actions or decisions of the CCR staff, you may request an administrative review within 15 days of the receipt of this inspection report by writing Child Care Enforcement at CCFEnforcement.Daycare@hhs.texas.gov 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.



TEXAS
Health and Human Services

Child-Care Inspection Form
Hemphill Head Start
851933

1



TEXAS

Health and Human Services

Executive Commissioner
Cecile Erwin Young

September 23, 2024

Ivette Rodriguez
3995 E FM 150
KYLE, TX 78640-6207

Operation #851933
Hemphill Head Start

Dear Yvette Rodriguez:

You recently reported a possible violation of a rule or another law that relates to the regulation of child care by the Child Care Licensing division of the Health and Human Services Commission (CCL). The investigation of this information concerning Hemphill Head Start has been completed. The result of the investigation is:

No violation of the Rules or the law was determined.

For further information regarding this report, you may go to the Child Care Licensing website at: http://www.dfps.state.tx.us/Child_care/Search_Texas_Child_Care/.

CCL appreciates referrals from interested and concerned individuals such as yourself. Thank you for your assistance in this matter.

If you have any questions, you may contact me.

Sincerely,

AMANDA KENNEDY
CCR Representative
(512) 938-8710

Child Care Regulation
1901 DUTTON DR STE B, , SAN MARCOS, TX 78666

2

Nurse Maid Elbow



TEXAS

Health and Human Services

Child-Care Inspection Form

Hemphill Head Start
851933

Supplemental Inspection Form - 2936 replaces the original Inspection Form - 2936 that was completed and provided to the operation on 09/19/2024

Arrival Date and Time 09/19/2024 09:13 am
Departure Date and Time 09/19/2024 11:07 am

Part I: OPERATION INFORMATION

Location: 3995 E FM 150, KYLE, TX 78640-6207 Phone Number: (512) 268-5305 x521

Permit Type: License

Type: Licensed Child Care Program Capacity: 175 Infant Capacity: 22

Status: Full

Director/Administrator: Yvette Rodriguez

Designee/Registrant: Danielle Engelke

Type of Inspection: Unannounced Investigation

Investigation Numbers: 3113060

CCR Staff: AMANDA KENNEDY Phone: (512) 938-8710
Address: 1901 DUTTON DR STE B, , SAN MARCOS, TX 78666

CCR Supervisor: JESSICA LEATHERS Phone: (512) 239-8895
Address: 1340 AIRPORT COMMERCE DR , BLDG 5, STE 525 , AUSTIN, TX 78741

Part II: NOTIFICATION

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

Controlling Persons have been verified.

Background Checks have been verified.

The following items regarding risk to children were evaluated:

- | | |
|------------------------------------------------------|--------------------------------------------------|
| The Supervision of Children | Conditions of any Waiver/Variance, if applicable |
| Child/Caregiver Ratio | Caregiver Responsibilities |
| Obvious Fire, Safety, and/or Sanitation Deficiencies | Restrictions and/or Conditions of the Permit |

Children in Care: 102

Director Present



TEXAS

Health and Human Services

Child-Care Inspection Form

Hemphill Head Start
851933

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

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

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

ACKNOWLEDGEMENT OF RECEIPT

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

Signature (Person Signing for Operation)

Date

Signature (CCR Staff)

Date

Signed By:



TEXAS

Health and Human Services

Child-Care Inspection Form
Hemphill Head Start
851933

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 08/14/2024
Health Inspection 02/28/2024
Liability Insurance (exp.date) 11/01/2024

Gas Pipe Pressure Test
Last LP Gas Inspection

Allegations:

It is alleged that a caregiver pulled a child's arm causing nursemaid elbow.

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

Findings for this inspection are listed below:

No monitoring deficiencies were found at this inspection.

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

Specifics:

The Technical Assistance provided for these standards described below:

Standard/Rule Description	Technical Assistance Given
746.2805(3) Prohibited Punishments - Grabbing and Pulling	It is important to remember when guiding young children to not lift from their hands. Always lift from under the arm pits. If holding a child's hand and they drop their weight, fall with them or let go if it is safe to do so.

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.

Updated Pending Standards

Notification Date: 09/23/2024



TEXAS

Health and Human Services

Child-Care Inspection Form

Hemphill Head Start
851933

If you disagree with the actions or decisions of the CCR staff, you may request an administrative review within 15 days of the receipt of this inspection report by writing Child Care Enforcement at CCFEnforcement.Daycare@hhs.texas.gov 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.



TEXAS Health and Human Services

Executive Commissioner
Cecile Erwin Young

September 23, 2024

Danielle Engelke
PO BOX 748
SAN MARCOS, TX 78667-0748

Operation #851933
Hemphill Head Start

Investigation # 3113060

Dear Danielle Engelke:

Your operation, Hemphill Head Start located at 3995 E FM 150, KYLE, TX 78640-6207, was recently investigated because of a report concerning a possible deficiency of the minimum standard rules or another law.

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

It is alleged that a caregiver pulled a child's arm causing nursemaid elbow.

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

Standard/Rule Description	Deficient?	Comply By	TA Given	Documents/ Photos Obtained	Notification Date
746.2805(3) Prohibited Punishments - Grabbing and Pulling	N		Y	Y	

Specifics:

The Technical Assistance provided for these standards described below:

Standard/Rule Description	Technical Assistance Given
746.2805(3) Prohibited Punishments - Grabbing and Pulling	It is important to remember when guiding young children to not lift from their hands. Always lift from under the arm pits. If holding a child's hand and they drop their weight, fall with them or let go if it is safe to do so.

The list of findings above is cumulative and includes all findings that CCR has made related to this investigation up to this point. As such, the list may include findings for which you received prior notification. For any finding listed above with an earlier notification date, your 15-day timeframe for requesting an administrative review of that finding began when you first received notification of that finding. If the time period to request an administrative review of a finding has expired, you may no longer request an administrative review of that finding.

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

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

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

Sincerely,

AMANDA KENNEDY
 CCR Representative
 (512) 938-8710

Enclosure(s):

cc: Community Action Inc .

(3)

HH Incident - 2 children claimed two teachers hit them. - Cousins living in same Household

5.1



TEXAS

Health and Human Services

Child-Care Inspection Form

Hemphill Head Start
#851933

Arrival Date and Time 10/23/2024 01:19 PM
Departure Date and Time 10/23/2024 02:44 PM

Part I: OPERATION INFORMATION

Location: 3995 E FM 150, KYLE, TX 78640
Permit Type: License
Type: Child Care Program
Status: Full
Director/Administrator: Yvette Rodriguez
Director/Administrator: Monica Silguero
Type of Inspection: Unannounced Investigation

Phone: (512) 268-5305
Capacity: 175 Infant Capacity: 22
Designee/Registrant: Danielle Engelke

Investigation Numbers: 3122890

Licensing Staff: AMANDA KENNEDY
Address: 1901 DUTTON DR STE B , SAN MARCOS, TX 78666

Phone: (512) 938-8710

Licensing Supervisor: JESSICA LEATHERS
Address: 1340 AIRPORT COMMERCE DR BLDG 5, STE 525 , AUSTIN, TX 78741

Phone: (512) 239-8895

Part II: NOTIFICATION

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

- Controlling Persons have been verified.
- 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

- Children in Care: 31
- 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:

- | | | |
|----------------------------------------------------|----------------------------------------------------------|-------------------------------------------------|
| <input type="checkbox"/> Standard x Standard | <input type="checkbox"/> J. Pre-K Children | <input type="checkbox"/> R. Health Practices |
| <input type="checkbox"/> A. Administration | <input type="checkbox"/> K. School Age Children | <input type="checkbox"/> S. Safety Practices |
| <input type="checkbox"/> C. Record Keeping | <input type="checkbox"/> L. Discipline | <input type="checkbox"/> T. Physical Facilities |
| <input type="checkbox"/> D. Personnel | <input type="checkbox"/> M. Naptime | <input type="checkbox"/> U. Outdoor Safety |
| <input type="checkbox"/> E. Ratios and Group Sizes | <input type="checkbox"/> N. Field Trips | <input type="checkbox"/> V. Pools |
| <input type="checkbox"/> F. Activities | <input type="checkbox"/> O. Get Well Care (Centers only) | <input type="checkbox"/> W. Fire Safety |
| <input type="checkbox"/> H. Infants | <input type="checkbox"/> P. Nighttime Care | <input type="checkbox"/> X. Transportation |
| <input type="checkbox"/> I. Toddlers | <input type="checkbox"/> Q. Nutrition and Food Services | |



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Health and Human Services

Child-Care Inspection Form

Hemphill Head Start

#851933

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

746.2805(1)



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Health and Human Services

Child-Care Inspection Form

Hemphill Head Start

#851933

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.

10/23/2024

10/23/2024

Signature (Person Signing for Operation)

Date

Signature (Licensing Staff)

Date

Signed By: Director



Child-Care Inspection Form
Hemphill Head Start
#851933

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: 08/14/2024

Health Inspection: 02/28/2024

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

Gas Pipe Pressure Test:

Last LP Gas Inspection :

Allegations:

It is alleged that a caregiver hit a child.

Findings for this inspection are listed below:

Standard/Rule Description	Findings	Comply By	TA Given	Documents/ Photos Obtained
746.2805(1) Prohibited Punishments - Corporal Punishment (Weight: High)	Pending		N	

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

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.

Notification Date: 10/23/2024

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 Child Care Enforcement at CCFEnforcement.Daycare@hhs.texas.gov or Postal Mail: Child Care Enforcement, MC 182-6, P.O. Box 16017, Houston, TX 77222-6017.



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Health and Human Services

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#851933

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



TEXAS

Health and Human Services

Child-Care Inspection Form

Hemphill Head Start
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Supplemental Inspection Form - 2936 replaces the original Inspection Form - 2936 that was completed and provided to the operation on 10/23/2024

Arrival Date and Time 10/23/2024 01:19 pm
Departure Date and Time 10/23/2024 02:44 pm

Part I: OPERATION INFORMATION

Location: 3995 E FM 150, KYLE, TX 78640-6207 Phone Number: (512) 268-5305 x521

Permit Type: License
Type: Licensed Child Care Program Capacity: 175 Infant Capacity: 22

Status: Full

Director/Administrator: Yvette Rodriguez

Designee/Registrant: Danielle Engelke

Type of Inspection: Unannounced Investigation

Investigation Numbers: 3122890

CCR Staff: AMANDA KENNEDY Phone: (512) 938-8710
Address: 1901 DUTTON DR STE B, , SAN MARCOS, TX 78666

CCR Supervisor: JESSICA LEATHERS Phone: (512) 239-8895
Address: 1340 AIRPORT COMMERCE DR , BLDG 5, STE 525 , AUSTIN, TX 78741

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Controlling Persons have been verified.

Background Checks have been verified.

The following items regarding risk to children were evaluated:

- | | |
|------------------------------------------------------|--------------------------------------------------|
| The Supervision of Children | Conditions of any Waiver/Variance, if applicable |
| Child/Caregiver Ratio | Caregiver Responsibilities |
| Obvious Fire, Safety, and/or Sanitation Deficiencies | Restrictions and/or Conditions of the Permit |

Children in Care: 31

Director Present



TEXAS

Health and Human Services

Child-Care Inspection Form
Hemphill Head Start
851933

Dir Qual Eval

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

- | | | |
|------------------------------------------------------------------------|----------------------------------------------------------|---------------------------------------------------------|
| <input type="checkbox"/> Standard x Standard | <input type="checkbox"/> I. Toddlers | <input type="checkbox"/> Q. Nutrition and Food Services |
| <input type="checkbox"/> A/B. Scope, Administration, and Communication | <input type="checkbox"/> J. Pre-K Children | <input type="checkbox"/> R. Health Practices |
| <input type="checkbox"/> C. Record Keeping | <input type="checkbox"/> K. School Age Children | <input type="checkbox"/> S. Safety Practices |
| <input type="checkbox"/> D. Personnel | <input type="checkbox"/> L. Discipline | <input type="checkbox"/> T. Physical Facilities |
| <input type="checkbox"/> E. Ratios and Group Sizes | <input type="checkbox"/> M. Naptime | <input type="checkbox"/> U. Outdoor Safety |
| <input type="checkbox"/> F. Activities | <input type="checkbox"/> N. Field Trips | <input type="checkbox"/> V. Pools |
| <input type="checkbox"/> H. Infants | <input type="checkbox"/> O. Get Well Care (Centers only) | <input type="checkbox"/> W. Fire Safety |
| | <input type="checkbox"/> P. Nighttime Care | <input type="checkbox"/> X. Transportation |

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

Others: 746.2805(1)



TEXAS Health and Human Services

Child-Care Inspection Form

Hemphill Head Start
851933

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

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

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

ACKNOWLEDGEMENT OF RECEIPT

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

Signature (Person Signing for Operation)

Date

Signature (CCR Staff)

Date

Signed By:



TEXAS Health and Human Services

Child-Care Inspection Form

Hemphill Head Start
851933

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 08/14/2024
Health Inspection 02/28/2024
Liability Insurance (exp.date) 11/01/2025

Gas Pipe Pressure Test
Last LP Gas Inspection

Allegations:

It is alleged that a caregiver hit a child.

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

Findings for this inspection are listed below:

No monitoring deficiencies were found at this inspection.

Standard/Rule Description	Findings	Comply By	TA Given	Documents/ Photos Obtained
746.2805(1) Prohibited Punishments - Corporal Punishment (Weight: High)	Compliance		N	N

Specifics:

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.

Updated pending standards.

Notification Date: 11/13/2024

If you disagree with the actions or decisions of the CCR staff, you may request an administrative review within 15 days of the receipt of this inspection report by writing Child Care Enforcement at CCFEnforcement.Daycare@hhs.texas.gov 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.



TEXAS

Health and Human Services

Child-Care Inspection Form

Hemphill Head Start

851933



TEXAS

Health and Human Services

Executive Commissioner
Cecile Erwin Young

November 13, 2024

Danielle Engelke
PO BOX 748
SAN MARCOS, TX 78667-0748

Operation #851933
Hemphill Head Start

Investigation # 3122890

Dear Danielle Engelke:

Your operation, Hemphill Head Start located at 3995 E FM 150, KYLE, TX 78640-6207, was recently investigated because of a report concerning a possible deficiency of the minimum standard rules or another law.

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

It is alleged that a caregiver hit a child.

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

Standard/Rule Description	Deficient?	Comply By	TA Given	Documents/ Photos Obtained	Notification Date
746.2805(1) Prohibited Punishments - Corporal Punishment	N		N	N	
Specifics:					

The list of findings above is cumulative and includes all findings that CCR has made related to this investigation up to this point. As such, the list may include findings for which you received prior notification. For any finding listed above with an earlier notification date, your 15-day

Child Care Regulation
1901 DUTTON DR STE B, , SAN MARCOS, TX 78666

Danielle Engelke
November 13, 2024
Page 2

timeframe for requesting an administrative review of that finding began when you first received notification of that finding. If the time period to request an administrative review of a finding has expired, you may no longer request an administrative review of that finding.

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

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

This notice must be posted next to your most recent CCR inspection letter or form.

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

Sincerely,

AMANDA KENNEDY
CCR Representative
(512) 938-8710

Enclosure(s):

cc: Community Action Inc .



TEXAS
Health and Human Services

Child-Care Inspection Form

William Crook Child Development Center

#1751896

Arrival Date and Time 11/14/2024 10:00 AM

Departure Date and Time 11/14/2024 11:35 AM

Part I: OPERATION INFORMATION

Location: 1205 DAVIS LN, SAN MARCOS, TX 78666

Phone: (512) 610-5534

Permit Type: License

Type: Child Care Program

Capacity:34

Infant Capacity: 13

Status: Full

Director/Administrator: Diane Brosnan

Designee/Registrant: Danielle Engelke

Director/Administrator:

Type of Inspection: **Unannounced Monitoring**

Licensing Staff: MAIGEN HIGGERSON

Phone:

Address: 1901 DUTTON DR STE B , SAN MARCOS, TX 78666

Licensing Supervisor: JESSICA LEATHERS

Phone: (512) 239-8895

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

Part II: NOTIFICATION

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

- Controlling Persons have been verified.
- 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

- Children in Care: 15
- 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:

- | | | |
|---------------------------------------------------------------|------------------------------------------------------------|-------------------------------------------------|
| <input type="checkbox"/> Standard x Standard | <input checked="" type="checkbox"/> J. Pre-K Children | <input type="checkbox"/> R. Health Practices |
| <input checked="" type="checkbox"/> A. Administration | <input checked="" type="checkbox"/> K. School Age Children | <input type="checkbox"/> S. Safety Practices |
| <input checked="" type="checkbox"/> C. Record Keeping | <input checked="" type="checkbox"/> L. Discipline | <input type="checkbox"/> T. Physical Facilities |
| <input checked="" type="checkbox"/> D. Personnel | <input type="checkbox"/> M. Naptime | <input type="checkbox"/> U. Outdoor Safety |
| <input checked="" type="checkbox"/> E. Ratios and Group Sizes | <input type="checkbox"/> N. Field Trips | <input type="checkbox"/> V. Pools |
| <input checked="" type="checkbox"/> F. Activities | <input type="checkbox"/> O. Get Well Care (Centers only) | <input type="checkbox"/> W. Fire Safety |
| <input checked="" type="checkbox"/> H. Infants | <input type="checkbox"/> P. Nighttime Care | <input type="checkbox"/> X. Transportation |
| <input checked="" type="checkbox"/> I. Toddlers | <input type="checkbox"/> Q. Nutrition and Food Services | |



TEXAS

Health and Human Services

Child-Care Inspection Form

William Crook Child Development Center

#1751896

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



TEXAS

Health and Human Services

Child-Care Inspection Form

William Crook Child Development Center
#1751896

Others:

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.

11/14/2024

11/14/2024

Signature (Person Signing for Operation)

Date

Signature (Licensing Staff)

Date

Signed By: Director



Child-Care Inspection Form

William Crook Child Development Center
#1751896

Part III: INSPECTION INFORMATION

Records Evaluated:

Number of Children's Records: 4

Number of Staff Records: 4

Number of Children Enrolled: 16

Number of Staff Employed: 6

A sample of children's records were selected at random and evaluated. Deficiencies, if any, are described below in the Findings section. If deficiencies are listed, operation staff must check all other enrollment/health records and make necessary corrections no later than the compliance date indicated.

A sample of staff records were selected at random and evaluated. Deficiencies, if any, are described below in the Findings section. If deficiencies are listed, operation staff must check all other staff records and make necessary corrections no later than the compliance date indicated.

Inspection Dates:

Fire Inspection: 07/24/2024

Gas Pipe Pressure Test:

Health Inspection: 07/09/2024

Last LP Gas Inspection :

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

Findings for this inspection are listed below:

Standard/Rule Description	Findings	Comply By	TA Given	Documents/ Photos Obtained
746.605(6) Required Admission Information - Emergency Contact (Weight: Medium High)	Compliance		Y	N

Specifics:

The Technical Assistance provided for these standards described below:

Standard/Rule Description	Technical Assistance Given
---------------------------	----------------------------



TEXAS

Health and Human Services

Child-Care Inspection Form

William Crook Child Development Center
#1751896

746.605(6) Required Admission Information - Emergency Contact	It is important to indicate who the parent or guardian would like the center to call in the case of an emergency where they cannot be reached. It is expected the parent list someone other than themselves or indicate in writing if they do not have someone to list as an emergency contact. The emergency contact can be anyone who may also be able to reach the parent in the case of an emergency, such as the parent or guardian's supervisor, a neighbor, or a coworker.
------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Notification Date: 11/14/2024

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 Child Care Enforcement at 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.



TEXAS

Health and Human Services

Child-Care Inspection Form

Luling CDC Head Start and Early Head Start

#1361626

Arrival Date and Time 11/07/2024 12:20 PM

Departure Date and Time 11/07/2024 02:12 PM

Part I: OPERATION INFORMATION

Location: 104 W NEWTON ST, LULING, TX 78648

Phone: (830) 875-5682

Permit Type: License

Type: Child Care Program

Capacity: 74

Infant Capacity: 20

Status: Full

Director/Administrator: Leticia Arispe

Designee/Registrant: Danielle Engelke

Director/Administrator:

Type of Inspection: Unannounced Monitoring

Licensing Staff: MAIGEN HIGGERSON

Phone:

Address: 1901 DUTTON DR STE B , SAN MARCOS, TX 78666

Licensing Supervisor: JESSICA LEATHERS

Phone: (512) 239-8895

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

Part II: NOTIFICATION

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

- Controlling Persons have been verified.
- 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 |

Children in Care: 68

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:

- | | | |
|---------------------------------------------------------------|------------------------------------------------------------|-------------------------------------------------|
| <input type="checkbox"/> Standard x Standard | <input checked="" type="checkbox"/> J. Pre-K Children | <input type="checkbox"/> R. Health Practices |
| <input checked="" type="checkbox"/> A. Administration | <input checked="" type="checkbox"/> K. School Age Children | <input type="checkbox"/> S. Safety Practices |
| <input checked="" type="checkbox"/> C. Record Keeping | <input checked="" type="checkbox"/> L. Discipline | <input type="checkbox"/> T. Physical Facilities |
| <input checked="" type="checkbox"/> D. Personnel | <input checked="" type="checkbox"/> M. Naptime | <input type="checkbox"/> U. Outdoor Safety |
| <input checked="" type="checkbox"/> E. Ratios and Group Sizes | <input type="checkbox"/> N. Field Trips | <input type="checkbox"/> V. Pools |
| <input checked="" type="checkbox"/> F. Activities | <input type="checkbox"/> O. Get Well Care (Centers only) | <input type="checkbox"/> W. Fire Safety |
| <input checked="" type="checkbox"/> H. Infants | <input type="checkbox"/> P. Nighttime Care | <input type="checkbox"/> X. Transportation |
| <input checked="" type="checkbox"/> I. Toddlers | <input type="checkbox"/> Q. Nutrition and Food Services | |



TEXAS

Health and Human Services

Child-Care Inspection Form

Luling CDC Head Start and Early Head Start

#1361626

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



TEXAS

Health and Human Services

Child-Care Inspection Form

Luling CDC Head Start and Early Head Start
#1361626

Others:

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.

11/07/2024

11/07/2024

Signature (Person Signing for Operation)

Date

Signature (Licensing Staff)

Date

Signed By: Director



Child-Care Inspection Form

Luling CDC Head Start and Early Head Start
#1361626

Part III: INSPECTION INFORMATION

Records Evaluated:

Number of Children's Records: 6

Number of Staff Records: 6

Number of Children Enrolled: 74

Number of Staff Employed: 14

A sample of children's records were selected at random and evaluated. Deficiencies, if any, are described below in the Findings section. If deficiencies are listed, operation staff must check all other enrollment/health records and make necessary corrections no later than the compliance date indicated.

A sample of staff records were selected at random and evaluated. Deficiencies, if any, are described below in the Findings section. If deficiencies are listed, operation staff must check all other staff records and make necessary corrections no later than the compliance date indicated.

Inspection Dates:

Fire Inspection: 09/04/2024

Gas Pipe Pressure Test:

Health Inspection: 12/06/2023

Last LP Gas Inspection :

Liability Insurance (exp.date) 08/01/2025

Findings for this inspection are listed below:

Standard/Rule Description	Findings	Comply By	TA Given	Documents/ Photos Obtained
746.613(b) Immunization Records, Exceptions, and Exemptions Current (Weight: Medium High)	Compliance		Y	N

Specifics:

The Technical Assistance provided for these standards described below:

Standard/Rule Description	Technical Assistance Given
746.613(b) Immunization Records, Exceptions, and Exemptions Current	To provide a healthy and safe environment for children in care, it is best practice to ensure that all children have current immunizations, and a copy of the most recent immunization record is on file at the center.



TEXAS
Health and Human Services

Child-Care Inspection Form

Luling CDC Head Start and Early Head Start

#1361626

Notification Date: 11/07/2024

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 Child Care Enforcement at 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.



TEXAS DEPARTMENT OF HOUSING AND COMMUNITY AFFAIRS

www.tdhca.state.tx.us

Greg Abbott
GOVERNOR

BOARD MEMBERS
Leo Vasquez, *Chair*
Kenny Marchant, *Vice Chair*
Anna Maria Fariás, *Member*
Holland Harper, *Member*
Ajay Thomas, *Member*

October 11, 2024

Writer's voice: 512.475.0471
Email: karen.keith@tdhca.texas.gov

Doug Mudd
Executive Director
Community Action Inc. of Central Texas

RE: CAICT PY25 CAP and Budget

Dear Doug:

In accordance with Assurance #11 of Section 676 of the Community Services Block Grant (CSBG) Act and with §6.206 of the Texas Administrative Code (TAC), the Texas Department of Housing and Community Affairs (the Department) is required to secure from each CSBG Eligible Entity, as a condition for CSBG funding, a Community Action Plan (CAP) on an annual basis. **This letter serves to acknowledge that the PY25 CAP submitted has been reviewed and approved.**

The Department received the PY25 CSBG Budget and will retain it for our records. Ensure that any future budget revisions are approved by the agency Board and a copy of the budget amendment is submitted to the Department. You are reminded that program expenditures must adhere to your contract, your cost allocation plan, Texas Grant Management Standards, OMB Super Circular, and the TAC. Also, please note that purchases must follow proper procurement procedures.

The Department looks forward to supporting your efforts to serve the low-income customers in your service area. The Department appreciates your agency utilizing \$38,285 in CSBG funds to aid customers working to transition out of poverty and for direct customer assistance. Should you have any questions, please do not hesitate to contact me.

Sincerely,

Karen Keith, NCRA
Program Specialist V



Executive Director Report

November 2024 Board Meeting



Key Activities

Implementation of New Programs

- **TBRA Program:**

We are excited to announce the upcoming launch of our Tenant Based Rental Assistance (TBRA) program. The application period will open from January 15th to February 13th, 2025. As a HUD-funded initiative, eligible applicants will be placed on a waitlist, with the requirement to be at or below 80% of the Area Median Income (AMI). After the application period closes, we will implement a lottery system to determine the order of selection. Importantly, at least one in four selected households will be at or below 30% AMI. We will prioritize the most vulnerable populations, including the homeless, disabled individuals, and victims of domestic violence. Initially, the program will roll out gradually as our Agency familiarizes itself with the Texas Department of Housing and Community Affairs (TDHCA) processes.

- **New Medicaid Enrollment Program:**

We are thrilled to announce that we have received a \$1 million grant from the St. David's Foundation to increase access to quality health care in our service area. This funding will help Central Texans successfully navigate enrollment in various health insurance benefits, including Medicaid, CHIP, and ACA. Our Agency is collaborating with CommuniCare Health Centers to provide Case Assistant Navigators who will assist individuals with the enrollment process. Additionally, the program is working closely with

numerous nonprofits in the area to identify and reach out to residents who are most in need of these vital services.

Community Engagement Committee Work

Our intra-department committee has made significant strides throughout the past year, consisting of representatives from all our programs, including Adult Education, Home Visiting, Head Start, Health Services, and Community Services. The committee's purpose is to elevate the visibility of our agency, increase community engagement, and develop new partnerships.

This year, the committee has accomplished several key initiatives:

- Developed a Community Action calendar for distribution to partners, enhancing our outreach efforts.
- Initiated city and county proclamations honoring Community Action's 60th anniversary, celebrating our long-standing commitment to the community.
- Created an online organization-wide calendar of events to streamline communication and engagement.
- Registered Community Action as a participant in the Amplify Austin fundraising campaign, expanding our fundraising efforts.
- Helped organize Community Action's involvement in the Hispanic Heritage Walk, showcasing our dedication to cultural inclusion and community participation.

All Staff Day Event

Our annual All Staff Day was held on Friday, November 1st at the San Marcos Activity Center, with 212 staff members in attendance. Diane Insley, our Board President, recognized 32 staff members for their years of service to the Agency. The awards included 11 staff members receiving their 5-year award, 12 receiving their 10-year award, 3 their 15-year award, 4 their 20-year award, 2 their 30-year award, 1 their 35-year award, and 1 staff member receiving her 45-year award.

The event was filled with engaging activities, including a success story panel where previous clients and students shared how Community Action programs have positively impacted their lives, creating an emotionally moving segment. We also hosted a 1960's costume contest in honor of our 60-year anniversary as a Community Action Agency, along with a trivia contest and a keynote speaker who discussed diversity and the importance of maintaining health and well-being to mitigate burnout in the workplace.

HUMAN RESOURCES

PROGRAM REPORT



Project Name	HR Program Report	Reporting Period
Board Meeting	November 21, 2024	09/20/2024 - 11/15/2024
Prepared by	Ruth M. Salinas	

HIGHLIGHTS

- Open Enrollment period was successfully completed without any issues.

RECRUITING

Status Update

Terminations/ Resignations	Vacancies	New Hires	Pending New Hires	Current Employee Count
10	12	21	1	328
Numbers from Board Meeting - 09/19/2024				
14	24	21	5	320

CHALLENGES

Attendance continues to be a challenge for our Head Start Program

Action Items:

Task or Deliverable

- **Task:** Continue to monitor and report mechanism to track the effectiveness of the attendance improvement plan.
- **Deliverable:** Monthly attendance reports to assess progress and make necessary adjustments.

Coming Soon:

- NA

Next Reporting Period

11/16/2024 - 01/16/2025

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

Reported on: 9/15/2023

Date Range: Custom Date Range 7/20/2023-9/15/2023

Data Set: All Data

FullName	Hire Date	Department	Job Title	Work Location	Manager
Prieto, Shakira	9/23/2024	1101011 - HS Program Operations	Program Floater	Henry Bush CDC	Meigs, Chelsey M.
Benavides, Brianna	9/23/2024	1101111 - EHS Program Operations	Early Head Start Teacher	Hemphill EHS	Silguero, Monica A.
CUBIT, Alianna N.	9/23/2024	1101111 - EHS Program Operations	Early Head Start Teacher	Luling EHS	Arispe, Leticia .
Mitchell, Kae L.	9/23/2024	1101111 - EHS Program Operations	Program Floater	William Crook	Brosnan, Diane M.
Baley, Stephan	9/23/2024	1201211 - AE Program Operations	Adult Education Teacher	Remote - San Marcos	Wenzel, Jeanine M.
Gilbertson, Brent	9/23/2024	1201211 - AE Program Operations	Adult Education Teacher	Del Valle Middle School	Forks, Emma M.
Guckert, Denise A.	9/23/2024	1201211 - AE Program Operations	Instructional Designer	San Marcos Learning Ctr	Mudd, Angela M.
Lopez-Robles, Aidee	9/23/2024	1201211 - AE Program Operations	Adult Education Teacher	Del Valle Middle School	Forks, Emma M.
Martinez, Mary Helen	9/23/2024	1201211 - AE Program Operations	Adult Ed Program Director	Village Main	Mudd, Douglas D.
Solis, Lesly N.	9/26/2024	1103011 - CCFP Program Operations	Cook Aide	A Washington	Zapata, Mylinda .
Adams, Katherine M.	9/26/2024	1201211 - AE Program Operations	Adult Education Teacher	Remote - San Marcos	Wenzel, Jeanine M.
Cunningham, Paige	10/7/2024	1101111 - EHS Program Operations	Early Head Start Teacher	William Crook	Brosnan, Diane M.
Mendoza, Maria J.	10/11/2024	1101111 - EHS Program Operations	Program Floater	A Washington	Moody, Melissa P.
Gomez, Adriana	11/4/2024	1101011 - HS Program Operations	Head Start Teacher One	A Washington	Moody, Melissa P.
Garcia, Roxana E.	11/4/2024	1103011 - CCFP Program Operations	Cook Aide	Hemphill CDC	Zapata, Mylinda .
Graham, Chantel R.	11/4/2024	1201211 - AE Program Operations	Adult Education Teacher	Round Rock Workforce Solutions	Lacsina, Yvette .
Alnassar, Suaad H.	11/11/2024	1101011 - HS Program Operations	Head Start Teacher One	Hemphill CDC	Rodriguez, Yvette .
Elizondo, Willow C.	11/11/2024	1101011 - HS Program Operations	Program Floater	Lockhart CDC	Plant, Charman .
Ney, Rachel	11/11/2024	1101011 - HS Program Operations	Head Start Teacher One	Hemphill CDC	Meigs, Chelsey M.
Silvera, Leoni M.	11/11/2024	1101011 - HS Program Operations	Head Start Teacher One	A Washington	Moody, Melissa P.
Valle Cruz, Michelle F.	11/11/2024	1101111 - EHS Program Operations	Early Head Start Teacher	Hemphill EHS	Silguero, Monica A.

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

Reported on: 11/21/2023

Date Range: Custom Date Range: 9/20/2024-11/15/2024

Data Set: All Data

Full Name	Job Title	Department	Work Location	Termination Date	Termination Reason
Benavides, Brianna	Early Head Start Teacher	1101111 - EHS Program Operations	Hemphill EHS	2024-10-03	Resignatn-PersonalReasons
Olivo-Romero, Inglantina	Cook	1103011 - CCFP Program Operations	Hemphill CDC	2024-10-04	Resign-2 Wks Notice
Reyes, Monica .	Substitute Teacher	1101114 - EHS Casual Teacher TAS	Hemphill EHS	2024-10-04	Resign-No/Short Notice
Oliver, Yolanda	Site Support Specialist	1201211 - AE Program Operations	Round Rock Success	2024-10-18	Resign-2 Wks Notice
Bailey, Heather	Adult Education Teacher	1201211 - AE Program Operations	Burnet Inter. Sac. Facility	2024-10-28	Resign-No/Short Notice
Rivera, Vanessa M.	Head Start Teaching Assistant	1101011 - HS Program Operations	Henry Bush CDC	2024-11-05	Resignation-Medical
Cochran, David	Adult Education Teacher	1201211 - AE Program Operations	Kyle Learning Center	2024-11-08	Resign-No/Short Notice
Arnold, Delia .	Spanish Adult Education Teacher	1201211 - AE Program Operations	San Marcos Public Library	2024-11-12	Termination-Availability
Carbajal Ravet, Teresa .	Adult Education Teacher	1201211 - AE Program Operations	Community Action, Inc. of Central Texas	2024-11-12	Termination-Availability
Trujillo-Lozano, Cecilia	Adult Education Teacher/Sub	1201211 - AE Program Operations	San Marcos Public Library	2024-11-12	Termination-Availability

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

Reported on: 11/14/2024

Date Range:

11/16/2022-11/14/2024

Data Set: All Data

Job Title	Job ID	Location	Department	# of Openings	Job Status	Date Job Activated
Head Start Teacher One	24-82	Lockhart, TX	Early Childhood Education	1	Active	8/1/2024
Adult Education Area Coordinator	24-91	Elgin, TX	Adult Education	1	Active	8/27/2024
Site Support Specialist	24-98	Williamson County	Adult Education	1	Active	9/26/2024
TBRA Housing Case Manager	24-99	San Marcos, TX	Community Services	1	Active	10/3/2024
Eligibility Specialist (RASP)	24-101	San Marcos, TX	Health Services	1	Active	10/10/2024
Early Head Start Teacher	24-102	San Marcos, TX	Early Childhood Education	2	Active	10/15/2024
Medicaid Navigator	24-105	San Marcos, TX	Health Services	1	Active	11/4/2024
Site Support Specialist	24-103	San Marcos, TX	Adult Education	1	Active	11/5/2024
Program Floater	24-108	San Marcos, TX	Early Childhood Education	1	Active	11/7/2024
Behavior Support Specialist	24-109	All Counties, TX	Early Childhood Education	1	Active	11/12/2024
Facilities & Maintenance Specialist	24-110	All Counties, TX	Early Childhood Education	1	Active	11/12/2024

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Community Action, Inc of Central Texas
Statement of Financial Position
October 31, 2024

Item 6.3.1

ASSETS

Current Assets

Cash	\$	954,321
Grant Receivable		521,371
Inventory		38,425
Prepaid Expenses		10,398
Total Current Assets		<u>1,525,516</u>

Fixed Assets

Buildings & Equipment		4,331,883
less Accumulated Depreciation		<u>(3,916,701)</u>
Net Fixed Assets		<u>415,182</u>

TOTAL ASSETS

\$ 1,940,697

LIABILITIES & NET ASSETS

Current Liabilities

Accounts Payable & Accrued Liabilities	\$	<u>1,215,387</u>
Total Current Liabilities		<u>1,215,387</u>

Total Liabilities

1,215,387

Net Assets

Unrestricted		310,128
Permanently Restricted		<u>415,182</u>
Total Net Assets		<u>725,310</u>

TOTAL LIABILITIES & NET ASSETS

\$ 1,940,697

Community Action, Inc of Central Texas
Statement of Revenues
Year Ended October 31, 2024

Item 6.3.1

Federal & State Grant Revenue	\$ 17,230,940
Other Grant Revenue	56,590
Fee for Service Revenue	23,847
Fundraising/Donations	180,719
Interest Income	178
Program Income	<u>185,410</u>
 TOTAL REVENUES	 <u>\$ 18,684,516</u>

Community Action, Inc of Central Texas
Statement of Functional Expenses
Year Ended October 31, 2024

Item 6.3.1

Salaries	9,931,668
Fringe Benefits	2,150,000
Supplies	609,539
Contractual	1,431,568
Rent	1,058,643
Telephone/Internet	104,332
Utilities	114,474
Miscellaneous	19,807
Insurance	136,099
Travel	216,784
Maintenance	418,912
Other Office Expense	169,865
Dues, License & Fees	11,924
Employment Advertisement	171
Audit	54,600
Auto Expense	28,434
Employee Development	293,001
Interest & Bank Fees	3,381
Direct Assistance	1,891,740
Depreciation	80,000
TOTAL EXPENDITURES	<u>18,724,941</u>

Community Services			Cumulative		% of	% of	
Program	Current	Expenditures	Budget	Budget	Grant Period	Grant	
	Budget	To Date	Balance	Expended	Completed	FYE	
1	CEAP (Energy Assistance) 2024	\$1,191,284	\$1,189,525	\$1,759	99.85%	83%	12/31/2024
2	CEAP - Supplemental 2024	\$55,597	\$55,129	\$468	99.16%	83%	12/31/2024
3	CSBG 2024 Allocation	\$288,684	\$245,091	\$43,593	84.90%	83%	12/31/2024
4	CSBG - Equipment	\$1,428	\$1,245	\$183	87.18%	30%	5/31/2025
6	Senior Citizens - CAPCO	\$64,700	\$10,075	\$54,625	15.57%	8%	9/30/2025
7	Senior Citizens - COSM	\$20,000	\$20,000	\$0	100.00%	83%	12/31/2024
8	SM Youth Services	\$110,000	\$88,058	\$21,942	80.05%	75%	1/31/2025
9	TX Youth Action Network	\$100,000	\$84,321	\$15,679	84.32%	85%	12/31/2024
10	City of Lockhart	\$10,000	\$9,810	\$190	98.10%	96%	12/31/2024
11	First Presbyterian Church Covid Relief	<u>\$2,994</u>	<u>\$0</u>	<u>\$2,994</u>	0.00%	100%	10/31/2024
Total Community Services		<u>\$1,844,687</u>	<u>\$1,703,254</u>	<u>\$141,433</u>			

- 1 CEAP 2024 - Have had lots of needs early in the year. Applications have slowed. Hoping to receive additional funding
- 3 CSBG 2024 Allocation - Finally used all the 2023 allocation so now using 2024 allocation. Will some large expenditures in September and October
- 4 CSBG Equipment - Funds were specific for computer purchases which have already been purchased.
- 7 Senior Citizens COSM - October starts the new year for CAPCO budget. We expend all funds based on the CAPCO budget Fiscal Year
- 11 First Presbyterian Church - Just a small amount of money remaining Funds will roll into new year

Child & Family Services						
Program	Current Budget	Cumulative Expenditures To Date	Budget Balance	% of Budget Expended	% of Grant Period Completed	Grant FYE
12 ST Davids - Home Visiting	\$234,562	\$234,562	\$0	100.00%	83%	12/31/2024
13 Head Start Program Federal Portion	\$7,629,067	\$7,414,828	\$214,239	97.19%	100%	10/31/2024
14 Child Care Food Program	\$438,950	\$52,374	\$386,576	11.93%	8%	9/30/2025
15 Texas Home Visiting	\$948,211	\$178,914	\$769,297	18.87%	16%	8/31/2025
17 Texas Home Visiting ECSB	\$364,000	\$325,554	\$38,446	89.44%	76%	8/31/2025
18 Texas School Ready	\$82,510	\$16,052	\$66,458	19.45%	16%	7/31/2025
Total Child & Family Services	<u>\$9,697,300</u>	<u>\$110,928</u>	<u>\$1,475,016</u>			

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

13 Head Start Program - Still waiting on some October Bills to be received.

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

Literacy & Workforce Development

Program	Current Budget	Cumulative Expenditures To Date	Budget Balance	% of Budget Expended	% of Grant Period Completed	Grant FYE
19 Adult Basic Ed. (Fed Share) 24-25	\$2,459,738	\$1,012,741	\$1,446,997	41.17%	33%	6/30/2025
20 Adult Basic Ed. (EL Civics) 24-25	\$900,000	\$191,208	\$708,792	21.25%	33%	6/30/2025
21 Adult Basic Ed. - Bastrop Bldg	\$15,000	\$10,220	\$4,780	68.13%	83%	12/31/2024
22 Adult Basic Ed - Dollar General	\$5,000	\$1,632	\$3,368	32.64%	38%	5/31/2025
Total Adult Education	<u>\$3,379,738</u>	<u>\$1,215,801</u>	<u>\$2,163,937</u>			

20 Adult Basic Ed. (EL Civics) 24-25 - Classes normally end in May so expenditures are much lower in June to balance out expenditures early in the year.
 21 Adult Basic Ed - Dollar General - Grant is for specific expenditures

Community Health Services

Program	Current Budget	Cumulative Expenditures To Date	Budget Balance	% of Budget Expended	% of Grant Period Completed	Grant FYE
23 Family Planning - Title X	\$142,706	\$111,264	\$31,442	77.97%	58%	3/31/2025
24 Healthy Texas Women - Fee	\$104,000	\$15,140	\$88,860	14.56%	16%	8/31/2025
25 Healthy Texas Women - Cat	\$104,000	\$2,847	\$101,153	2.74%	16%	8/31/2025
26 HHSC Family Planning - Fee	\$98,927	\$39,873	\$59,054	40.31%	16%	8/31/2025
27 HHSC Family Planning - Cat	\$26,981	\$9,801	\$17,180	36.33%	16%	8/31/2025
28 HTWP - Navigator	\$52,400	\$9,299	\$43,101	17.75%	16%	8/31/2025
29 Expanded Services	\$7,449	\$7,449	\$0	100.00%	100%	10/31/2024
30 Ryan White Part - B	\$75,350	\$36,674	\$38,676	48.67%	58%	3/31/2025
31 HIV HSS	\$429,371	\$60,173	\$369,198	14.01%	16%	8/31/2025
32 HOPWA	\$375,000	\$77,797	\$297,203	20.75%	16%	8/31/2025
33 Ryan White Part - A	\$58,853	\$19,635	\$39,218	33.36%	67%	2/28/2025
34 Ryan White Part - C	\$132,648	\$80,918	\$51,730	61.00%	83%	12/31/2024
35 Cancer Screening	\$233,992	\$12,289	\$221,703	5.25%	16%	8/31/2025
36 McKenna Legacy Foundation	\$14,000	\$284	\$13,716	2.03%	20%	8/31/2024
37 Burdine Johnson Foundation	\$75,000	\$54,974	\$20,026	73.30%	83%	12/31/2024
38 United Way - CAIHC2 (Hays Co)	\$99,359	\$75,824	\$23,535	76.31%	46%	11/30/2025
39 St Davids - We all Care	\$1,000,000	\$51,810	\$948,190	5.18%	4%	9/30/2026
Community Health Total	\$3,210,036	\$739,747	\$2,363,985			
AGENCY TOTAL	\$18,131,761	\$3,769,730	\$6,144,371			
Administrative Cost	\$1,099,791	\$1,131,161	-\$31,370	102.85%	100%	10/31/2024

- 33 Ryan White Part A - Were without a case manager in this program for a couple months. Will increase expenditures in future months to grant year end by adding an additional case manager to this grant
- 34 Ryan White Part C - Grant started late due to timing of City of Austin grant process
- 35 Cancer Screening - Several vendors always send bills 2 or 3 months late so makes expenditures be low early in the grant year.
- 37 Burdine Johnson Foundation - Expenditures will increase over next few months.
- 38 United Way CAIHC2 - Will move staff to Cancer Screening grant when funds are fully expended.
- Administrative Cost - Even though over budget all expenses were covered by grants.

Community Action, Inc. of Central Texas
 Non-Federal Funds
 As of October 31, 2024

Item 6.3.2

Program	Beginning 10/1/2024	Revenues	Expenditures	Balance 10/31/2024
HIV Non -Federal/Donor	105,778.18	0.00	1,480.03	104,298.15
Breast Cancer Donor	7,443.62	624.00	3,444.18	4,623.44
AE Non Federal/Donor	737.84	0.00	0.00	737.84
Heath Services Donor	930.00	1,025.24	125.00	1,830.24
Head Start Donor	5,019.46	119.93	0.00	5,139.39
Head Start Policy Council	5,367.82	0.00	0.00	5,367.82
Season for Caring - Piper	77,326.82	0.00	13,075.51	64,251.31
Youth Services Donor Fund	43.03	0.00	0.00	43.03
Sr Citizen Donor	8,710.98	66.00	162.70	8,614.28
	<u>211,357.75</u>	<u>1,835.17</u>	<u>18,287.42</u>	<u>194,905.50</u>

General Ledger System

COMMUNITY ACTION, INC.

For User: Kherington

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

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

Period ending: October 2024

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Date: 11/15/2024

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Account	-----Monthly-----			-----To Date-----			Annual budget	Unexpended
	Budget	Expenditures	Pct	Budget	Expenditures	Pct		
Expenditures								
SALARIES								
5000 SALARIES	\$368,406.00	\$454,925.75	123.48%	\$4,420,289.00	\$4,186,626.21	94.71%	\$4,420,289.00	\$233,662.79
Total SALARIES	\$368,406.00	\$454,925.75	123.48%	\$4,420,289.00	\$4,186,626.21	94.71%	\$4,420,289.00	\$233,662.79
FRINGE BENEFITS								
5150 FICA	\$24,620.00	\$33,185.62	134.79%	\$294,868.00	\$307,355.24	104.23%	\$294,868.00	(\$12,487.24)
5151 HEALTH/LIFE INSURANCE	\$52,148.00	\$43,946.84	84.27%	\$625,303.00	\$557,518.22	89.16%	\$625,303.00	\$67,784.78
5152 TWC	\$10,249.00	\$8,195.76	79.97%	\$122,592.00	\$70,102.52	57.18%	\$122,592.00	\$52,489.48
5153 WORKMENS COMPENSATION	\$3,276.00	\$3,912.58	119.43%	\$38,883.00	\$36,005.39	92.60%	\$38,883.00	\$2,877.61
5154 RETIREMENT PLAN	\$2,927.00	\$3,939.46	134.59%	\$34,860.00	\$39,657.54	113.76%	\$34,860.00	(\$4,797.54)
Total FRINGE BENEFITS	\$93,220.00	\$93,180.26	99.96%	\$1,116,506.00	\$1,010,638.91	90.52%	\$1,116,506.00	\$105,867.09
TRAVEL								
5232 OUT-OF-AREA TRAVEL	\$1,599.00	\$11,846.92	740.90%	\$19,100.00	\$43,601.28	228.28%	\$19,100.00	(\$24,501.28)
5240 TRAVEL - PER DIEM	\$933.00	\$0.00	0.00%	\$11,108.00	\$0.00	0.00%	\$11,108.00	\$11,108.00
Total TRAVEL	\$2,532.00	\$11,846.92	467.89%	\$30,208.00	\$43,601.28	144.34%	\$30,208.00	(\$13,393.28)
SUPPLIES								
5401 OFFICE SUPPLIES	\$1,703.00	\$3,529.06	207.23%	\$20,095.00	\$20,561.62	102.32%	\$20,095.00	(\$466.62)
5402 PROGRAM SUPPLIES	\$5,378.00	\$11,170.18	207.70%	\$64,316.00	\$58,007.79	90.19%	\$64,316.00	\$6,308.21
5407 ERISA SUPPLIES	\$48.00	\$345.00	718.75%	\$400.00	\$345.00	86.25%	\$400.00	\$55.00
5408 KITCHEN SUPPLIES	\$1,348.00	\$1,591.12	118.04%	\$16,000.00	\$13,242.46	82.77%	\$16,000.00	\$2,757.54
5411 PARENT CENTER SUPPLIES	\$787.00	\$408.83	51.95%	\$9,400.00	\$10,780.33	114.68%	\$9,400.00	(\$1,380.33)
5412 STAFF TRAINING SUPPLIES	\$687.00	\$1,374.82	200.12%	\$7,903.00	\$7,446.84	94.23%	\$7,903.00	\$456.16
5413 JANITORIAL SUPPLIES	\$3,311.00	\$3,412.21	103.06%	\$39,600.00	\$33,288.90	84.06%	\$39,600.00	\$6,311.10
5415 VEHICLE SUPPLIES	\$36.00	\$0.00	0.00%	\$300.00	\$167.96	55.99%	\$300.00	\$132.04
5417 DENTAL SUPPLIES	\$49.00	\$0.00	0.00%	\$500.00	\$218.00	43.60%	\$500.00	\$282.00
5418 CHILD EDU.SUPPL./LIBRARY	\$1,660.00	\$4,668.53	281.24%	\$19,700.00	\$23,239.02	117.96%	\$19,700.00	(\$3,539.02)
5421 HYGIENIC/1ST AIDE SUPPLIE	\$1,137.00	\$111.04	9.77%	\$13,512.00	\$1,713.64	12.68%	\$13,512.00	\$11,798.36
5422 MAINTENANCE MATERIALS	\$673.00	\$782.29	116.24%	\$7,900.00	\$8,609.56	108.98%	\$7,900.00	(\$709.56)

General Ledger System

COMMUNITY ACTION, INC.

For User: Kherington

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

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

Period ending: October 2024

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Date: 11/15/2024

Time: 2:17:23 PM

Account	-----Monthly-----			-----To Date-----			Annual budget	Unexpended
	Budget	Expenditures	Pct	Budget	Expenditures	Pct		
5423 GLOVES	\$250.00	\$0.00	0.00%	\$3,000.00	\$4,884.96	162.83%	\$3,000.00	(\$1,884.96)
5424 POSTAGE & FREIGHT CHARGES	\$123.00	\$197.99	160.97%	\$1,300.00	\$1,344.84	103.45%	\$1,300.00	(\$44.84)
5425 TECHNOLOGY SUPPLIES	\$424.00	\$734.45	173.22%	\$5,000.00	\$2,567.82	51.36%	\$5,000.00	\$2,432.18
5426 MENTAL HEALTH SUPPLIES	\$374.00	\$168.92	45.17%	\$4,400.00	\$7,671.99	174.36%	\$4,400.00	(\$3,271.99)
5427 ADULT ED TEST SUPPLIES	\$211.00	\$0.00	0.00%	\$2,477.00	\$0.00	0.00%	\$2,477.00	\$2,477.00
5428 TEXTBOOKS/SUPPLIES	\$0.00	\$12.00	0.00%	\$0.00	\$591.37	0.00%	\$0.00	(\$591.37)
5429 DIAPERS	\$1,524.00	\$2,013.23	132.10%	\$18,200.00	\$20,513.04	112.71%	\$18,200.00	(\$2,313.04)
5430 CURRICULUM SUPPLIES	\$325.00	\$25,521.00	7852.62%	\$3,900.00	\$31,828.69	816.12%	\$3,900.00	(\$27,928.69)
5451 EQUIPMENT <\$5000	\$2,631.00	\$76,261.93	2898.59%	\$31,550.00	\$97,010.05	307.48%	\$31,550.00	(\$65,460.05)
Total SUPPLIES	\$22,679.00	\$132,302.60	583.37%	\$269,453.00	\$344,033.88	127.68%	\$269,453.00	(\$74,580.88)
CONTRACTUAL								
5507 CONTRACTUAL-BONHAM	\$14,602.00	\$0.00	0.00%	\$175,169.00	\$132,021.85	75.37%	\$175,169.00	\$43,147.15
5510 CONTRACTUAL	\$21,529.00	\$26,517.73	123.17%	\$257,930.00	\$273,862.99	106.18%	\$257,930.00	(\$15,932.99)
5557 CONTRACTUAL/MENTAL HEALTH	\$212.00	\$0.00	0.00%	\$2,500.00	\$0.00	0.00%	\$2,500.00	\$2,500.00
5660 AUDIT	\$823.00	\$0.00	0.00%	\$9,744.00	\$0.00	0.00%	\$9,744.00	\$9,744.00
Total CONTRACTUAL	\$37,166.00	\$26,517.73	71.35%	\$445,343.00	\$405,884.84	91.14%	\$445,343.00	\$39,458.16
OTHER								
5601 RENT/BUILDING LEASE	\$2,581.00	\$2,342.52	90.76%	\$30,554.00	\$32,699.23	107.02%	\$30,554.00	(\$2,145.23)
5602 TELEPHONE	\$2,798.00	\$2,492.77	89.09%	\$33,202.00	\$30,250.20	91.11%	\$33,202.00	\$2,951.80
5603 UTILITIES	\$7,161.00	\$11,942.13	166.77%	\$85,591.00	\$84,914.59	99.21%	\$85,591.00	\$676.41
5604 PEST CONTROL SERVICES	\$549.00	\$3,163.50	576.23%	\$6,500.00	\$12,961.30	199.40%	\$6,500.00	(\$6,461.30)
5606 ALARM FEE	\$249.00	\$143.95	57.81%	\$2,900.00	\$3,566.45	122.98%	\$2,900.00	(\$666.45)
5608 REPAIRS/MINOR BLDG.	\$25,424.00	\$30,408.70	119.61%	\$305,000.00	\$332,495.69	109.01%	\$305,000.00	(\$27,495.69)
5609 INTERNET CONNECTION	\$1,255.00	\$1,119.58	89.21%	\$14,950.00	\$14,937.67	99.92%	\$14,950.00	\$12.33
5613 INSURANCE/GENL LIABILITY	\$3,848.00	\$0.00	0.00%	\$45,824.00	\$42,771.38	93.34%	\$45,824.00	\$3,052.62
5614 INSURANCE/VEHICLE	\$1,637.00	\$0.00	0.00%	\$19,600.00	\$23,692.00	120.88%	\$19,600.00	(\$4,092.00)
5619 ANNUAL GAS INSPECTION	\$286.00	\$0.00	0.00%	\$3,300.00	\$970.00	29.39%	\$3,300.00	\$2,330.00
5621 FUEL & OIL	\$499.00	\$458.53	91.89%	\$5,900.00	\$5,111.43	86.63%	\$5,900.00	\$788.57

General Ledger System

COMMUNITY ACTION, INC.

For User: Kherington

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

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

Period ending: October 2024

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Date: 11/15/2024

Time: 2:17:24 PM

Account	-----Monthly-----			-----To Date-----			Annual budget	Unexpended
	Budget	Expenditures	Pct	Budget	Expenditures	Pct		
5622 VEHICLE LICENSE & REGIST.	\$74.00	\$91.25	123.31%	\$800.00	\$858.25	107.28%	\$800.00	(\$58.25)
5623 VEHICLE MAINTENANCE	\$1,591.00	\$1,288.85	81.01%	\$18,982.00	\$11,083.38	58.39%	\$18,982.00	\$7,898.62
5631 PARENT LOCAL TRAVEL	\$0.00	\$0.00	0.00%	\$0.00	\$21.94	0.00%	\$0.00	(\$21.94)
5632 STAFF LOCAL TRAVEL	\$1,891.00	\$2,371.00	125.38%	\$22,296.00	\$13,463.98	60.39%	\$22,296.00	\$8,832.02
5633 FOOD/CHILDREN	\$7,924.00	\$289.92	3.66%	\$95,000.00	\$92,358.18	97.22%	\$95,000.00	\$2,641.82
5634 FOOD/STAFF TRAINING/MTG.	\$724.00	\$19.99	2.76%	\$8,600.00	\$8,730.24	101.51%	\$8,600.00	(\$130.24)
5635 PC FOOD/SUPPLIES EXPENSES	\$136.00	\$468.20	344.26%	\$1,500.00	\$2,250.98	150.07%	\$1,500.00	(\$750.98)
5640 DATA PROCESSING	\$1,321.00	\$227.16	17.20%	\$15,456.00	\$6,585.10	42.61%	\$15,456.00	\$8,870.90
5641 OFFICE EQUIPMENT MAINT.	\$120.00	\$0.00	0.00%	\$1,319.00	\$478.95	36.31%	\$1,319.00	\$840.05
5643 INDOOR EQUIP.MAINT,	\$224.00	\$0.00	0.00%	\$2,600.00	\$1,724.78	66.34%	\$2,600.00	\$875.22
5644 KITCHEN EQUIP. MAINT.	\$1,487.00	\$3,674.30	247.09%	\$17,800.00	\$18,751.45	105.35%	\$17,800.00	(\$951.45)
5645 PLAYGROUND MAINT.	\$1,998.00	\$242.50	12.14%	\$23,800.00	\$21,161.59	88.91%	\$23,800.00	\$2,638.41
5647 POSTAGE & FREIGHT	\$24.00	\$0.00	0.00%	\$200.00	\$619.30	309.65%	\$200.00	(\$419.30)
5651 ADVERTISING/EMPLOYMENT	\$31.00	\$0.00	0.00%	\$350.00	\$39.27	11.22%	\$350.00	\$310.73
5652 STAFF LICENSURE	\$199.00	\$240.00	120.60%	\$2,300.00	\$1,710.00	74.35%	\$2,300.00	\$590.00
5653 MEMBERSHIP DUES	\$514.00	\$0.00	0.00%	\$6,047.00	\$2,647.57	43.78%	\$6,047.00	\$3,399.43
5654 CONF.REGIST./FEES/PARENTS	\$0.00	\$0.00	0.00%	\$0.00	\$125.00	0.00%	\$0.00	(\$125.00)
5655 CONFE. REGIST./FEES/STAFF	\$2,797.00	\$898.00	32.11%	\$33,465.00	\$34,792.34	103.97%	\$33,465.00	(\$1,327.34)
5656 LICENSING OF SITES	\$86.00	\$0.00	0.00%	\$900.00	\$753.32	83.70%	\$900.00	\$146.68
5661 BANK FEES	\$0.00	\$150.00	0.00%	\$0.00	\$303.73	0.00%	\$0.00	(\$303.73)
5664 PROFESSIONAL DUES/FEES	\$600.00	\$0.00	0.00%	\$7,134.00	\$15,663.99	219.57%	\$7,134.00	(\$8,529.99)
5667 EMPLOYEE DEVELOPMENT	\$776.00	\$5,950.00	766.75%	\$9,235.00	\$7,758.14	84.01%	\$9,235.00	\$1,476.86
5670 BACKGROUND CHECKS	\$263.00	\$0.00	0.00%	\$3,002.00	\$187.01	6.23%	\$3,002.00	\$2,814.99
5675 MOVING EXPENSES	\$48.00	\$0.00	0.00%	\$400.00	\$320.00	80.00%	\$400.00	\$80.00
5683 PAYROLL PROCESSING-ADP	\$0.00	\$0.00	0.00%	\$0.00	\$879.42	0.00%	\$0.00	(\$879.42)
5686 Health & Safety Inspectio	\$662.00	\$0.00	0.00%	\$7,779.00	\$3,554.98	45.70%	\$7,779.00	\$4,224.02
5689 MISC SHARED EXPENSES	\$40,212.00	\$81,476.82	202.62%	\$482,346.00	\$557,352.38	115.55%	\$482,346.00	(\$75,006.38)
5694 CHILDPLUS/PAT/BBT	\$2,073.00	\$0.00	0.00%	\$24,700.00	\$31,988.15	129.51%	\$24,700.00	(\$7,288.15)

General Ledger System

COMMUNITY ACTION, INC.

For User: Kherington

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

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

Period ending: October 2024

Page: Page 4 of 4

Date: 11/15/2024

Time: 2:17:25 PM

Account	-----Monthly-----			-----To Date-----			Annual budget	Unexpended
	Budget	Expenditures	Pct	Budget	Expenditures	Pct		
5695 WEBSITE MAINTENANCE	\$0.00	\$0.00	0.00%	\$0.00	\$305.00	0.00%	\$0.00	(\$305.00)
5701 MEDICAL SERVICES	\$24.00	\$169.74	707.25%	\$200.00	\$1,252.86	626.43%	\$200.00	(\$1,052.86)
5704 DENTAL SERV.FOLLOW UP	\$49.00	\$0.00	0.00%	\$500.00	\$82.77	16.55%	\$500.00	\$417.23
5710 EMPLOYEE MEDICAL EXAMS	\$162.00	\$1,710.00	1055.56%	\$1,900.00	\$1,710.00	90.00%	\$1,900.00	\$190.00
5713 STIPENDS/FAM INCENTIVES	\$0.00	\$0.00	0.00%	\$0.00	\$50.00	0.00%	\$0.00	(\$50.00)
5901 MAJOR RENOVATIONS	\$452.00	\$0.00	0.00%	\$5,336.00	\$0.00	0.00%	\$5,336.00	\$5,336.00
5905 BOARD EXPENSE	\$0.00	\$0.00	0.00%	\$0.00	\$108.98	0.00%	\$0.00	(\$108.98)
Total OTHER	\$112,749.00	\$151,339.41	134.23%	\$1,347,268.00	\$1,424,042.97	105.70%	\$1,347,268.00	(\$76,774.97)
EQUIPMENT								
Total EQUIPMENT	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	0.00%	\$0.00	\$0.00
Total Expenditures	\$636,752.00	\$870,112.67	136.65%	\$7,629,067.00	\$7,414,828.09	97.19%	\$7,629,067.00	\$214,238.91
Excess (Deficit)	(\$636,752.00)	(\$870,112.67)		(\$7,629,067.00)	(\$7,414,828.09)		(\$7,629,067.00)	(\$214,238.91)

General Ledger System

COMMUNITY ACTION, INC.

For User: Kherington

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

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

Period ending: October 2024

Page: Page 1 of 1

Date: 11/15/2024

Time: 2:28:46 PM

Account	-----Monthly-----			-----To Date-----			Annual budget	Unexpended
	Budget	Expenditures	Pct	Budget	Expenditures	Pct		
Department: 120 IN-KIND								
5000 SALARIES	\$46,670.00	\$0.00	0.00%	\$560,018.00	\$326,678.00	58.33%	\$560,018.00	\$233,340.00
5422 MAINTENANCE MATERIALS	\$1,250.00	\$0.00	0.00%	\$15,000.00	\$8,750.00	58.33%	\$15,000.00	\$6,250.00
5510 CONTRACTUAL	\$27,060.00	\$0.00	0.00%	\$324,720.00	\$189,420.00	58.33%	\$324,720.00	\$135,300.00
5601 RENT/BUILDING LEASE	\$67,609.00	\$0.00	0.00%	\$811,253.00	\$473,233.00	58.33%	\$811,253.00	\$338,020.00
5603 UTILITIES	\$1,250.00	\$0.00	0.00%	\$15,000.00	\$8,750.00	58.33%	\$15,000.00	\$6,250.00
Total for sub program ---->	\$143,839.00	\$0.00	0.00%	\$1,725,991.00	\$1,006,831.00	58.33%	\$1,725,991.00	\$719,160.00
Total for program ---->	\$143,839.00	\$0.00	0.00%	\$1,725,991.00	\$1,006,831.00	58.33%	\$1,725,991.00	\$719,160.00
Total for department 120 ---->	\$143,839.00	\$0.00	0.00%	\$1,725,991.00	\$1,006,831.00	58.33%	\$1,725,991.00	\$719,160.00
Fund Totals	\$143,839.00	\$0.00	0.00%	\$1,725,991.00	\$1,006,831.00	58.33%	\$1,725,991.00	\$719,160.00

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

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

Month/Year Claimed	Adjustment Number	Date Received	Date Accepted	Date Processed	Reason Code
Oct 2024	0	11/08/2024	11/08/2024		Original

Head Start

Contracting Entity Totals	Meals/Snacks	Federal Rate	Reimbursement Amount
Breakfast			
Free	6,366	2.3700	15,087.42
Reduced	0	2.0700	0.00
Paid	0	0.3900	0.00
Total	6,366		15,087.42
Lunch			
Free	6,578	4.4300	29,140.54
Reduced	0	4.0300	0.00
Paid	0	0.4200	0.00
CIL	6,578	0.3000	1,973.40
Total	6,578		31,113.94
PM Snack			
Free	6,240	1.2100	7,550.40
Reduced	0	0.6000	0.00
Paid	0	0.1100	0.00
Total	6,240		7,550.40
Claim Reimbursement Total			53,751.76

Contracting Entity Claim Reimbursement Totals	Meal Reimbursement	CIL Reimbursement	Totals
Current Claim Reimbursement Total	51,778.36	1,973.40	53,751.76
Previous Claim Reimbursement Total	0.00	0.00	0.00
Net Claim Reimbursement Total	51,778.36	1,973.40	53,751.76

[Show Site Meal Details](#)

Created By: KHERINGTON10 on: 11/8/2024 3:31:01 PM Modified By: KHERINGTON10 on: 11/8/2024 3:47:27 PM

Payment Information	
Payment Due Date Nov 20, 2024	For online and phone payments, the deadline is 8pm ET.
New Balance \$38,959.80	Minimum Payment Due \$38,959.80
<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 888-326-8055.</p>	

Account Summary	
Previous Balance	\$36,615.31
Payments	- \$36,615.31
Other Credits	- \$797.56
Transactions	+ \$39,757.36
Cash Advances	+ \$0.00
Fees Charged	+ \$0.00
New Balance	= \$38,959.80
Cash Advance Credit Limit	\$1,500.00
Available Credit for Cash Advances	\$1,500.00

Rewards Summary		Rewards as of: 10/26/2024	
Rewards Balance \$8,913.21	Track and redeem your rewards with our mobile app or on capitalone.com		
Previous Balance	Earned This Period	Redeemed this period	
\$8,243.30	\$669.91	\$0.00	

Account Notifications

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

Pay or manage your account at capitalone.com

Customer Service: 800-867-0904

See reverse for Important Information



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



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

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

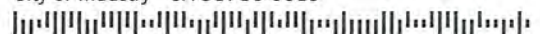
Payment Due Date: **Nov 20, 2024**

Account ending in 7729

New Balance	Minimum Payment Due	Amount Enclosed
\$38,959.80	\$38,959.80	\$ _____

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.



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Transactions

Visit capitalone.com to see detailed transactions.

DOUGLAS D MUDD #7729: Payments, Credits and Adjustments

Trans Date	Post Date	Description	Amount
Oct 3	Oct 5	THE FAIRMONT DALLASDALLASTX <i>HS</i>	- \$55.06
Oct 3	Oct 9	HAVIT GREENPOINTSAN ANTONIOTX	- \$267.00
Oct 12	Oct 14	CAESARS HOTEL & CASINOLAS VEGASNV	- \$44.97
Oct 12	Oct 14	CAESARS HOTEL & CASINOLAS VEGASNV	- \$44.97
Oct 16	Oct 16	CAPITAL ONE ONLINE PYMTAuthDate 10-Oct	- \$36,615.31

DOUGLAS D MUDD #7729: Transactions

Trans Date	Post Date	Description	Amount
Sep 28	Sep 30	ZOOM.US 888-799-9666SAN JOSECA <i>HS 65.97 AE 747.66</i>	\$813.63
Sep 29	Sep 30	CANVA* I04289-41551100CAMDENDE <i>HS</i>	\$119.40
Sep 29	Sep 30	DIGITALSPACE8887400502NV <i>CS</i>	\$11.73
Sep 29	Sep 30	GOOGLE *Pic Dance AI P855-836-3987CA <i>Fraud - 0250</i>	\$6.48
Sep 30	Oct 1	METRO BY T-MOBILE MOBI888-863-8768WA <i>CS</i>	\$121.00
Sep 30	Oct 1	TMOBILE*POSTPAID PDA800-937-8997WA <i>CS</i>	\$348.15
Sep 30	Oct 2	SOUTHWES 5262565616454800-435-9792TX <i>HS</i>	\$135.00
Oct 1	Oct 2	ALLSTATE *PAYMENT800-255-7828IL <i>CS</i>	\$222.92
Oct 1	Oct 2	PY *GUARD DOG STORAGESAN MARCOSTX <i>HS</i>	\$247.00
Oct 2	Oct 3	ETT*THEMORGANRENTFRISCOTX <i>RASP</i>	\$1,273.40
Oct 3	Oct 5	THE FAIRMONT DALLASDALLASTX <i>HS</i>	\$742.56
Oct 3	Oct 5	THE FAIRMONT DALLASDALLASTX <i>HS</i>	\$537.42
Oct 4	Oct 5	H-E-B #592LEANDERTX <i>CS</i>	\$200.00
Oct 4	Oct 7	CAMBRIA HOTEL AUSTINAUSTINTX <i>SH</i>	\$418.86
Oct 7	Oct 7	GOOGLE *Township855-836-3987CA <i>Fraud - 0250</i>	\$2.40
Oct 7	Oct 8	CAESARS HOTEL & CASINOLAS VEGASNV <i>HS</i>	\$1,470.52
Oct 8	Oct 9	YSI*RIVER OAKS VILLASSAN MARCOSTX <i>RASP</i>	\$1,565.48
Oct 8	Oct 9	DOLLAR GENERAL #5728SAN MARCOSTX <i>SH</i>	\$4.33
Oct 9	Oct 10	PAPA JOHN'S #0897SAN MARCOSTX <i>YOUTH</i>	\$207.30
Oct 12	Oct 14	CAESARS HOTEL & CASINOLAS VEGASNV <i>HS</i>	\$970.52
Oct 12	Oct 14	CAESARS HOTEL & CASINOLAS VEGASNV <i>HS</i>	\$1,015.49
Oct 12	Oct 14	CAESARS HOTEL & CASINOLAS VEGASNV <i>HS</i>	\$1,015.49
Oct 13	Oct 14	CITY OF LOCKHARTLOCKHARTTX <i>HS</i>	\$300.04
Oct 13	Oct 14	CENTERPOINT ENERGY ENTHOUSTONTX <i>HS</i>	\$103.62
Oct 13	Oct 16	MUNICIPAL ONLINE PAYMELUBBOCKTX <i>HS</i>	\$2.00
Oct 15	Oct 16	USPS PO 4880750466SAN MARCOSTX <i>SA</i>	\$730.00
Oct 16	Oct 17	HILL COUNTRY SPRINGSAUSITNTX <i>HS</i>	\$19.99
Oct 16	Oct 17	TX *LULING UTILITY830-875-2481TX <i>HS</i>	\$518.83

Additional Information on the next page

Transactions (Continued)

Trans Date	Post Date	Description	Amount
Oct 16	Oct 17	TYL*LULING FEE972-713-3700TX <i>HS</i>	\$19.20
Oct 16	Oct 17	CENTERPOINT ENERGY ENTHOUSTONTX <i>HS</i>	\$88.68
Oct 21	Oct 23	BLUEBONNET ELECTRIC COBASTROPTX <i>HS</i>	\$566.95
Oct 22	Oct 23	PY *GUARD DOG STORAGESAN MARCOSTX <i>HS</i>	\$56.77
Oct 24	Oct 25	TEXASGASSERVICE8007002443OK <i>HS</i>	\$150.92
DOUGLAS D MUDD #7729: Total Transactions			\$14,006.08

MEGAN CAMPBELL #6230: Payments, Credits and Adjustments

Trans Date	Post Date	Description	Amount
Oct 17	Oct 23	SHERATON MARINASAN DIEGOCA <i>THU 224-010-5232</i>	-\$64.26
Oct 17	Oct 23	SHERATON MARINASAN DIEGOCA <i>THU ✓ - ✓</i>	-\$64.26
Oct 17	Oct 23	SHERATON MARINASAN DIEGOCA <i>THU 287-010-5232</i>	-\$64.26
Oct 17	Oct 23	SHERATON MARINASAN DIEGOCA <i>THU ✓ ✓ -</i>	-\$64.26
Oct 17	Oct 23	SHERATON MARINASAN DIEGOCA <i>THU ✓ - ✓</i>	-\$64.26
Oct 17	Oct 23	SHERATON MARINASAN DIEGOCA <i>THU ✓ - ✓</i>	-\$64.26

MEGAN CAMPBELL #6230: Transactions

Trans Date	Post Date	Description	Amount
Sep 27	Sep 28	TACO CABANA 20151 OLOSAN MARCOSTX <i>THU</i>	\$69.19
Sep 30	Oct 1	USPS PO 4880750466SAN MARCOSTX <i>THU</i>	\$45.00
Oct 1	Oct 2	PRO SUB FEESAN FRANCISCOCA \$21.00 CAD 1.348747592 Exchange Rate <i>THU</i>	\$15.57
Oct 2	Oct 2	FACEBK *CRV8SB4JC2MENLO PARKCA <i>THU</i>	\$2.00
Oct 2	Oct 3	FACEBK *EBZ4CBQHC2MENLO PARKCA <i>THU</i>	\$2.00
Oct 2	Oct 3	RMA TOLL833-762-8655CA <i>THU</i>	\$14.00
Oct 3	Oct 3	FACEBK *QUVWSAUHC2MENLO PARKCA <i>THU</i>	\$2.00
Oct 3	Oct 4	FACEBK *NDC4XB4JC2MENLO PARKCA <i>THU</i>	\$2.00
Oct 3	Oct 4	FACEBK *4S5NEBQHC2MENLO PARKCA <i>THU</i>	\$2.00
Oct 3	Oct 5	PARENTS AS TEACHERSSAINT LOUISMO <i>THU</i>	\$375.00
Oct 4	Oct 4	FACEBK *4SB84BCJC2MENLO PARKCA <i>THU</i>	\$2.00
Oct 4	Oct 5	FACEBK *YK3PFBYHC2MENLO PARKCA <i>THU</i>	\$2.00
Oct 17	Oct 21	SHERATON MARINASAN DIEGOCA <i>THU</i>	\$973.77
Oct 17	Oct 21	SHERATON MARINASAN DIEGOCA <i>THU</i>	\$973.77
Oct 17	Oct 21	SHERATON MARINASAN DIEGOCA <i>THU</i>	\$973.77
Oct 17	Oct 21	SHERATON MARINASAN DIEGOCA <i>THU</i>	\$973.77
Oct 17	Oct 21	SHERATON MARINASAN DIEGOCA <i>THU</i>	\$973.77
Oct 17	Oct 21	SHERATON MARINASAN DIEGOCA <i>THU</i>	\$973.77

Additional Information on the next page

Transactions (Continued)

Trans Date	Post Date	Description	Amount
Oct 21	Oct 22	CVENT* CONNECTICUT CHITYSONS CORNERVA <i>THV</i>	\$95.00
Oct 21	Oct 23	PAYPAL *ERIKSONINST3127582412IL <i>THV</i>	\$300.00
Oct 25	Oct 26	TACO CABANA 20151 OLOSAN MARCOSTX <i>THV</i>	\$69.19
MEGAN CAMPBELL #6230: Total Transactions			\$6,839.57

STACEY MARTINEZ #2274: Payments, Credits and Adjustments

Trans Date	Post Date	Description	Amount
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STACEY MARTINEZ #2274: Transactions

Trans Date	Post Date	Description	Amount
Sep 30	Oct 1	TXTAG 888 468 9824AUSTINTX <i>RASP</i>	\$4.35
Oct 1	Oct 1	AARP800-523-5800MN <i>RASP</i>	\$370.00
Oct 1	Oct 2	LYFT *RIDE TUE 1PMSAN FRANCISCOCA <i>RASP</i>	\$9.99
Oct 1	Oct 2	LYFT *RIDE TUE 1PMSAN FRANCISCOCA <i>RASP</i>	\$25.69
Oct 1	Oct 2	ESI972-4229700TX <i>RASP</i>	\$89.61
Oct 1	Oct 2	WOODSPRING SUITES CEDACEDAR PARKTX <i>RASP</i>	\$345.06
Oct 1	Oct 2	SILVERSCRIPT INS COSCOTTSDALEAZ <i>RASP</i>	\$36.30
Oct 2	Oct 3	CITY OF SAN MARCOS5123938383TX <i>RASP</i>	\$131.04
Oct 4	Oct 4	TMOBILE*POSTPAID IVR800-937-8997WA <i>RASP</i>	\$256.46
Oct 4	Oct 5	RELIANT ENERGY866-222-7100TX <i>RASP</i>	\$495.87
Oct 4	Oct 5	XOOM ENERGY833-355-9666TX <i>RASP</i>	\$336.79
Oct 4	Oct 5	AQUA WATER SUPPLY866-756-6041TX <i>RASP</i>	\$200.50
Oct 4	Oct 5	VALLEY AIDS COUNCILHARLINGENTX <i>RASP</i>	\$478.67
Oct 4	Oct 5	VALLEY AIDS COUNCILHARLINGENTX <i>RASP</i>	\$478.67
Oct 7	Oct 8	LYFT *RIDE MON 11AMSAN FRANCISCOCA <i>RASP</i>	\$31.99
Oct 7	Oct 8	LYFT *RIDE MON 7AMSAN FRANCISCOCA <i>RASP</i>	\$42.92
Oct 7	Oct 8	LYFT *RIDE MON 9AMSAN FRANCISCOCA <i>RASP</i>	\$9.68
Oct 7	Oct 8	BLUEBONNET ELECTRIC COBASTROPTX <i>RASP</i>	\$385.00
Oct 8	Oct 9	WOODSPRING SUITES CEDACEDAR PARKTX <i>RASP</i>	\$112.80
Oct 9	Oct 10	LYFT *CANCEL FEESAN FRANCISCOCA <i>RASP</i>	\$5.00
Oct 11	Oct 12	H-E-B #243SAN MARCOSTX <i>BCCS</i>	\$100.00
Oct 11	Oct 12	H-E-B #243SAN MARCOSTX <i>BCCS</i>	\$100.00
Oct 11	Oct 12	H-E-B #243SAN MARCOSTX <i>BCCS</i>	\$100.00
Oct 11	Oct 12	H-E-B #243SAN MARCOSTX <i>BCCS</i>	\$100.00
Oct 11	Oct 12	H-E-B #243SAN MARCOSTX <i>BCCS</i>	\$100.00
Oct 14	Oct 15	LYFT *RIDE MON 10AMSAN FRANCISCOCA <i>RASP</i>	\$42.80
Oct 14	Oct 15	LYFT *RIDE MON 7AMSAN FRANCISCOCA <i>RASP</i>	\$11.87
Oct 14	Oct 15	LYFT *RIDE MON 9AMSAN FRANCISCOCA <i>RASP</i>	\$10.67

Additional Information on the next page

Transactions (Continued)

Trans Date	Post Date	Description	Amount
Oct 14	Oct 15	LYFT *RIDE MON 9AMSAN FRANCISCOCA	RASP \$53.78
Oct 15	Oct 16	ATMOS ENERGY888-286-6700TX	RASP \$115.74
Oct 15	Oct 16	Crash Champions 0094 -San MarcosTX	RASP \$1,000.00
Oct 15	Oct 16	CITY OF GEORGETOWN5129303640TX	RASP \$200.58
Oct 16	Oct 17	RMA TOLL833-762-8655CA	RASP \$14.00
Oct 17	Oct 18	LYFT *RIDE THU 10AMSAN FRANCISCOCA	RASP \$41.94
Oct 17	Oct 18	LYFT *RIDE THU 8AMSAN FRANCISCOCA	RASP \$60.91
Oct 18	Oct 19	PEDERNALES ELECTRIC COJOHNSON CITYTX	RASP \$250.00
Oct 18	Oct 19	H-E-B #659AUSTINTX	RASP \$11.75
Oct 19	Oct 19	EXPEDIA 72945435151010EXPEDIA.COMWA	RASP \$1,978.06
Oct 22	Oct 23	LYFT *RIDE TUE 10AMSAN FRANCISCOCA	RASP \$38.81
Oct 22	Oct 23	LYFT *RIDE TUE 8AMSAN FRANCISCOCA	RASP \$49.67
STACEY MARTINEZ #2274: Total Transactions			\$8,226.97
KEITH HERINGTON #0229: Payments, Credits and Adjustments			
Trans Date	Post Date	Description	Amount
KEITH HERINGTON #0229: Transactions			
Trans Date	Post Date	Description	Amount
Sep 25	Sep 26	JASON'S DELI SMC 750SAN MARCOSTX ✓	YOUTH \$362.59
Oct 1	Oct 2	HILL COUNTRY SPRINGSAUSITNTX ✓	SH \$68.99
Oct 10	Oct 11	CCSI CONSENSUS844-804-1234CA ✓	RASP 104.90 HS 104.89 \$209.79
Oct 24	Oct 25	BILL MILLER BAR-B-Q -SAN ANTONIOTX ✓	SH \$3,740.60
Oct 24	Oct 25	NCS*GED EXAM800-511-3478MN ✓	AG \$1,875.00
KEITH HERINGTON #0229: Total Transactions			\$6,256.97
DANIELLE ENGELKE #4209: Payments, Credits and Adjustments			
Trans Date	Post Date	Description	Amount
DANIELLE ENGELKE #4209: Transactions			
Trans Date	Post Date	Description	Amount
Oct 3	Oct 4	NASW TX512-4741454DC	HS \$429.00
Oct 3	Oct 4	NASW TX512-4741454DC	HS \$429.00
Oct 4	Oct 5	RIVERCITY SPORTSWEAR LSAN MARCOSTX	CS \$1,256.49
Oct 4	Oct 5	USPS PO 4854150300LULINGTX	HS \$198.00
Oct 9	Oct 10	HCDE DONATIONSHOUSTONTX	\$20.00
Oct 9	Oct 10	HCDE DONATIONSHOUSTONTX	\$20.00
Oct 17	Oct 19	OLIVE GARDEN 0024495SAN MARCOSTX	HS \$245.95

Additional Information on the next page

Transactions (Continued)			
Trans Date	Post Date	Description	Amount
Oct 17	Oct 19	DOUBLETREE HOTELS RICHARDSON TX <i>HS</i>	\$403.41
Oct 17	Oct 19	DOUBLETREE HOTELS RICHARDSON TX <i>HS</i>	\$403.41
Oct 17	Oct 19	SAN MARCOS EMBASSY SUISAN MARCO TX <i>HS</i>	\$346.14
Oct 18	Oct 19	RIVERCITY SPORTSWEAR LSAN MARCO TX <i>CS</i>	\$536.13
DANIELLE ENGELKE #4209: Total Transactions			\$4,287.53
GLEND A ROSE #3759: Payments, Credits and Adjustments			
Trans Date	Post Date	Description	Amount
GLEND A ROSE #3759: Transactions			
Oct 1	Oct 2	GOOGLE*SVCS COMMUNITY ACC GOOGLE.COM DE <i>AE</i>	\$128.24
Oct 15	Oct 16	USGOVT PRINT OFC 32 WASHINGTON DC <i>AE</i>	\$12.00
GLEND A ROSE #3759: Total Transactions			\$140.24
Total Transactions for This Period			\$39,757.36
Fees			
Trans Date	Post Date	Description	Amount
Total Fees for This Period			\$0.00
Totals Year-to-Date			
Total Fees charged			\$150.00



Protect yourself from scams.
 When dealing with uninvited contacts from people, businesses, or social networking sites, always use caution.

Scan this QR Code with your phone's camera to learn more or visit www.capitalone.com/stopscams

530486-EN

Sum of Amount				
VendorName	TransactionDate	ObjectID	ObjectName	Total
CAPITAL ONE	1-Oct	5429	DIAPERS	67.99
	3-Oct	5422	MAINTENANCE MATERIALS	4.97
	4-Oct	5408	KITCHEN SUPPLIES	17.97
		5633	FOOD/CHILDREN	81.52
	7-Oct	5421	HYGIENIC/1ST AIDE SUPPLIE	16.89
	10-Oct	5422	MAINTENANCE MATERIALS	61.26
	15-Oct	5411	PARENT CENTER SUPPLIES	58.33
		5421	HYGIENIC/1ST AIDE SUPPLIE	6.18
	17-Oct	5422	MAINTENANCE MATERIALS	58.4
		5633	FOOD/CHILDREN	200.98
	21-Oct	5411	PARENT CENTER SUPPLIES	30.54
		5422	MAINTENANCE MATERIALS	38.9
	23-Oct	5422	MAINTENANCE MATERIALS	11.22
	24-Oct	5422	MAINTENANCE MATERIALS	14.94
		5633	FOOD/CHILDREN	161.36
28-Oct	5411	PARENT CENTER SUPPLIES	94.65	
31-Oct	5411	PARENT CENTER SUPPLIES	39.38	
	5422	MAINTENANCE MATERIALS	246.08	
CAPITAL ONE Total				1211.56
HEB Credit Receivables	1-Oct	5408	KITCHEN SUPPLIES	37.61
		5633	FOOD/CHILDREN	242.22
	2-Oct	5633	FOOD/CHILDREN	15.13
	3-Oct	5408	KITCHEN SUPPLIES	64.83
		5633	FOOD/CHILDREN	254.62
	4-Oct	5633	FOOD/CHILDREN	122.51
	7-Oct	5408	KITCHEN SUPPLIES	34.13
		5633	FOOD/CHILDREN	405.41
	8-Oct	5633	FOOD/CHILDREN	33.96
	9-Oct	5408	KITCHEN SUPPLIES	29.94
		5633	FOOD/CHILDREN	109.22
	10-Oct	5408	KITCHEN SUPPLIES	109.53
		5633	FOOD/CHILDREN	180.63
	11-Oct	5408	KITCHEN SUPPLIES	33.3
		5633	FOOD/CHILDREN	51.2
	15-Oct	5408	KITCHEN SUPPLIES	58.98
		5633	FOOD/CHILDREN	402.5
	16-Oct	5408	KITCHEN SUPPLIES	93.62
		5633	FOOD/CHILDREN	436.16
	17-Oct	5408	KITCHEN SUPPLIES	13.32
		5633	FOOD/CHILDREN	163.56
		5635	PC FOOD/SUPPLIES EXPENSES	18.25
	18-Oct	5633	FOOD/CHILDREN	65.6
	21-Oct	5408	KITCHEN SUPPLIES	40.4
		5411	PARENT CENTER SUPPLIES	85.13
		5633	FOOD/CHILDREN	316.5
	22-Oct	5408	KITCHEN SUPPLIES	115.11
		5633	FOOD/CHILDREN	311.47
	23-Oct	5411	PARENT CENTER SUPPLIES	48
		5633	FOOD/CHILDREN	212.44
	25-Oct	5408	KITCHEN SUPPLIES	117.23
5633		FOOD/CHILDREN	73.01	
28-Oct	5408	KITCHEN SUPPLIES	93.08	
	5633	FOOD/CHILDREN	534.49	
30-Oct	5429	DIAPERS	19.94	
31-Oct	5411	PARENT CENTER SUPPLIES	52.8	
HEB Credit Receivables Total				4995.83
Lowe's Bus.Acct./SYNCB	3-Oct	5422	MAINTENANCE MATERIALS	605.36
	4-Oct	5422	MAINTENANCE MATERIALS	106.71
	7-Oct	5422	MAINTENANCE MATERIALS	20.88

Lowe's Bus.Acct./SYNCB	9-Oct	5422	MAINTENANCE MATERIALS	54.22
	28-Oct	5422	MAINTENANCE MATERIALS	8.22
Lowe's Bus.Acct./SYNCB Total				795.39
SAM'S CLUB DIRECT	1-Oct	5401	OFFICE SUPPLIES	77.96
	3-Oct	5408	KITCHEN SUPPLIES	5.98
		5633	FOOD/CHILDREN	22.74
	10-Oct	5633	FOOD/CHILDREN	24.56
	15-Oct	5413	JANITORIAL SUPPLIES	785.7
		5429	DIAPERS	988.26
	17-Oct	5408	KITCHEN SUPPLIES	26.96
		5633	FOOD/CHILDREN	189.12
	28-Oct	5413	JANITORIAL SUPPLIES	1210.02
		5429	DIAPERS	937.04
SAM'S CLUB DIRECT Total				4268.34
Wex Fleet Universal	31-Oct	5621	FUEL & OIL	458.53
Wex Fleet Universal Total				458.53
Grand Total				11729.65

CAICT Adult Education Board Report November 2024

PY2024-2025 Report

Quality Indicator	Current	Target	% of Target
Participant Enrollment (Reg AEL)	957	1850	51.72%
Participant Enrollment (EL Civics)	181	608	29.76 %
Intensive Enrollment (Reg AEL)	48	150	32%
IET (Training) Enrollment (Reg AEL)	121	300	44.33 %
IET (Training) Enrollment (EL Civics)	31	95	32.63%
Credential Achievement			Info not available
Measurable Skills Gains			Info not available
Employed/Enrolled 2 nd Qtr After Exit			Info not available
Employed/Enrolled 2 nd -4 th Quarter After Exit			Info not available
TxCHSE ("GED") Graduates			

Updates:

- New Program Year for both grants (Adult Education and Literacy and English Literacy and Civics) began 7/1. Targets from Texas Workforce Commission have been delayed.
- As of 11/18, 3,453 people have already applied for classes. Another 371 have started the application but not completed it. 2,896 have been verified and ready to begin classes.
- Additional funds have been requested. The Commissioners are scheduled to approve redistribution of funds on 11/19. New targets will be given if additional funds are received.



COMMUNITY SERVICES NOVEMBER 2024 REPORT

HIGHLIGHTS

Compiled by: Francesca Ramirez

- As of November 13, 2024, the utility assistance department has expended all of its 2024 regular and supplemental grants.
- The CEAP case management team assisted 2,479 individuals within 1,091 households for 2024.
- There are currently 6 households on the waiting list in which we intend to use CSBG funding to assist them.
- **TOP:** 3 families (6 individuals) transitioned out of poverty between late September to late October and an additional family of two is expected to transition in the next 30 days to bring the total number of individuals who will complete the Transition Out of Poverty Program in 2024 to 11. One new family of two enrolled in early November. One family of two is expected to transition out of poverty in January 2025.





COMMUNITY SERVICES NOVEMBER 2024 REPORT

HIGHLIGHTS

Compiled by: Francesca Ramirez

- The San Marcos Senior Citizen Center enrolled 4 new seniors between September and October. Since January, staff have enrolled 107 clients.
- Daily attendance was between 13-53 seniors for September and 11-47 seniors for October.
- A new partnership started in October between the Center and Kyle Library Thrift Store. Once a month staff can pick up free bags of clothes to be given to the seniors.
- Garcia's restaurant is sponsoring both a Thanksgiving and Christmas luncheon at the Center.
- 55 seniors and their families are registered to receive a Holiday Meal Box (sponsored by Hays County Food Bank) on Monday, November 25th.
- The 2nd Annual Heater Drive will begin Monday, December 2nd until Thursday, December 19th with the goal of collecting at least 25 heaters to be given to the seniors in January.





SEPTEMBER & OCTOBER

2024

REPRODUCTIVE SERVICES

Compiled by Ely Nieto

OUR SERVICES

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

TITLE X CONTRACT UPDATE

- Goal
 - serve 1480 unduplicated clients
 - from 04/01/2024 -03/31/25

FAMILY PLANNING ACTIVITIES

The Health Texas Women Navigator conducts weekly outreach at GJC



BREAST AND CERVICAL CANCER

Compiled by Lydia Perez

DIRECT SERVICES

- 79 screening mammograms
- 36 diagnostic procedures

OUTREACH

- Weekly presence at CommuniCare in Kyle
- Food Banks in San Marcos, Kyle & Buda
- SMCISD Junior High Pink Out Volleyball game
- Pink Out @ Hays CISD Football
- Pink Out @ Wimberley HS Football game



RURAL AIDS SERVICES PROGRAM

Compiled by Stacey Martinez

DIRECT SERVICES

- UDC: 147 with 2 new intakes
- 1,021 Case management units
- Client enrollments:
 - Health Insurance: 16 clients - 32 insurance premium payments processed
 - Transportation: 35 clients provided with 163 round trip transports
 - Housing: 28 households assisted w/58 checks processed for assistance

ACHIEVEMENTS

- Client Viral Suppression Rate: **94%** (Standards of Care Goal is 85%)
- RASP client was selected for this year's Season for Caring campaign
- 3 staff attended the 2024 HUD/HOPWA Institute in Washington DC

PENDING OUTCOMES

- 2024 BVCOG & 2024 City of Austin Programmatic Monitoring Reports
- Purchase 2 vehicles to replace damaged ones in spring hail storm.
- Ryan White Part A competitive grant due on December 6, 2024.





HEAD START REPORT

NOVEMBER 2024

6.7.1

In September and October, our health and education teams focused on meeting the 45-day requirements outlined in the Head Start Program Performance Standards. This included completing developmental screenings, as well as vision, hearing, height and weight, and social-emotional screenings.

October was also a month full of professional development opportunities. I had the privilege of attending the Region VI New Director Mentor Program in Houston, Texas. Over the next nine months, I will be mentored by an experienced program director from San Antonio, which will help me gain valuable insights into effectively managing a Head Start program.

Additionally, we participated in a Workforce Summit in Dallas, where we learned strategies for supporting and retaining our workforce. To round out the month, we attended the annual Region VI Head Start Conference in Albuquerque, New Mexico. This conference provided an excellent opportunity to learn about the latest developments in our region and connect with other Head Start programs for networking and collaboration.

Highlights

- Hired new EHS Teacher - Paige Cunningham
- Hired new Head Start Teacher - Suaad Alnassar
- Hired new Head Start Teacher - Mason Ney
- Hired new Head Start Teacher - Leoni Silveira
- Hired new Program Floater - Willow Elizondo
- Hired new EHS Teacher - Michelle Salinas
- Hired new EHS Floater - Kae Mitchell

Upcoming Events

- Fall Festival - Nov 15th - plaza park in San Marcos 5-7 pm
- Family Play conference Nov 13-14
- Texas Head Start Conference Nov 12-14
- Centers Closed Nov 25-29 for Thanksgiving

Center Snapshot

- All Centers Reached Full Enrollment in October!

CHILD PLUS SCRAMBLE OCTOBER 2024



SEPTEMBER ENROLLMENT & ATTENDANCE

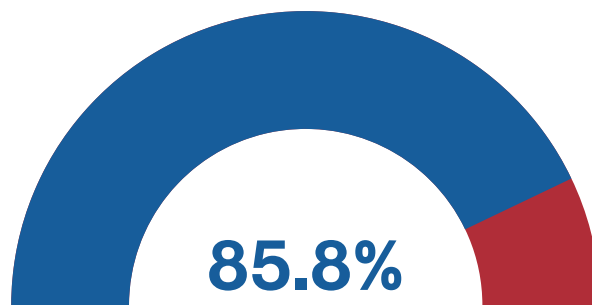
EARLY HEAD START ENROLLMENT

Site	Current/Funded
A. Washington CDC	33/48
William Crook CDC	14/16
Hemphill EHS	32/32
Lockhart CDC	16/16
Luling EHS	40/40

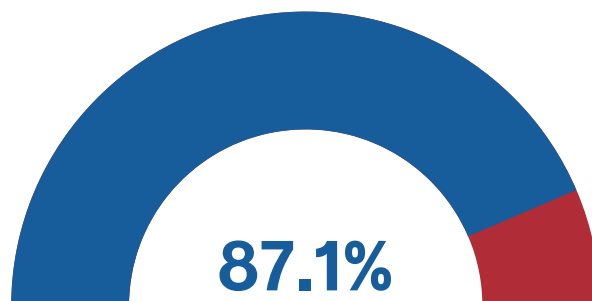
HEAD START ENROLLMENT

Site	Current/Funded
A. Washington CDC	15/15
Henry Bush CDC	68/68
Bonham Pre K	60/60
Hemphill HS	84/85
Lockhart CDC	34/34
Luling CDC	34/34

EHS AVERAGE DAILY ATTENDANCE



HS AVERAGE DAILY ATTENDANCE



OCTOBER ENROLLMENT & ATTENDANCE

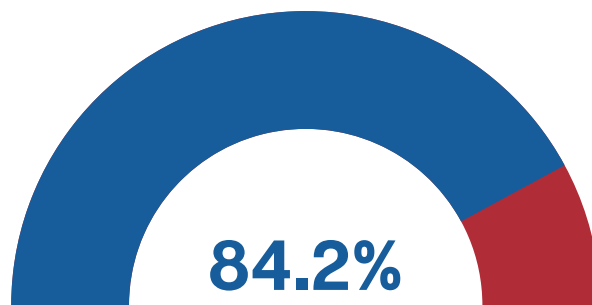
EARLY HEAD START ENROLLMENT

Site	Current/Funded
A. Washington CDC	48/48
William Crook CDC	16/16
Hemphill EHS	32/32
Lockhart CDC	16/16
Luling EHS	38/40

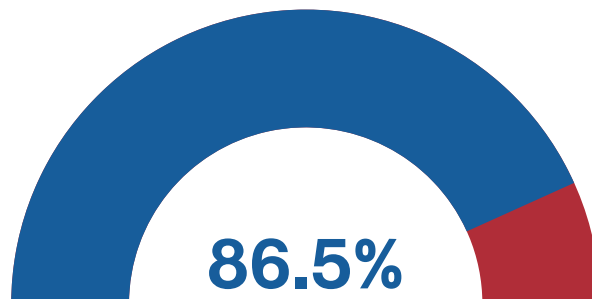
HEAD START ENROLLMENT

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

EHS AVERAGE DAILY ATTENDANCE



HS AVERAGE DAILY ATTENDANCE



VILLAGE MAIN TRUNK OR TREAT 2024



CULTURAL CELEBRATION



FALL PICNIC



CHILDREN LEARNING ABOUT COMMUNITY HELPERS





Community Action Inc. of Central Texas
 Head Start Program (zero-to-five)
 Policy and Procedure 2024-2025
 ERSEA & Transition Services

Head Start Eligibility Criteria School Year 2024/2025

Income		
<i>Criteria</i>	<i>Points Awarded</i>	<i>Documentation Needed</i>
Homeless	100	<ul style="list-style-type: none"> → McKinney-Vento → CAI Housing Questionnaire → Letter from shelter
Foster Placement	100	<ul style="list-style-type: none"> → CPS Paperwork ◆ Safety Plan depending on limitations
Public Assistance <ul style="list-style-type: none"> ● TANF - Temporary Assistance to Needy Families ● SSI - Supplemental Security Income ● SNAP - Supplemental Nutrition Assistance Program 	100	<ul style="list-style-type: none"> → Award Letter → TANF - award letter → SNAP- award letter
0-100% of Poverty Guidelines	40	<ul style="list-style-type: none"> → Tax Return → W2 (for all jobs worked) → 1099 (contract work) → 1098 (financial aid) → Child support (TX AG printout) → CAI Declaration of Income → Housing Cost Adjustment Worksheet (if applicable)
101-130% of Poverty Guidelines	20	
130+% of Poverty Guidelines	0	
Parental Status		
Two Parent Household	0	→ Parent Testimony
Single Parent Household	10	
Education/Employment Level		
Single Parent in school or working	10	→ Parent Testimony



Community Action Inc. of Central Texas
 Head Start Program (zero-to-five)
 Policy and Procedure 2024-2025
 ERSEA & Transition Services

Single Parent unemployed/not working	0	
Two Parents, both in school or working	10	
Two Parents, one in school or working	0	
Two Parents - both unemployed	0	
Disability/Developmental Concerns		
Head Start - current Individual Education Plan (IEP) Early Head Start - current Individual Family Support Plan (IFSP)	15	→ IEP/IFSP → Full ARD
Diagnosed (no current IEP/IFSP)/Concerns noted by Medical Doctor/Private Agency	5	→ Physical/Well child exam → Doctor's note → Previous Progress Notes
Mental Wellness		
In current services	15	→ Note from provider → Prescription
Previous services or diagnosis (within last 12 months)	5	→ Note from provider → Prescription
Supplemental Criteria		
Domestic Violence (within last 12 months)	10	→ Police report → Letter/note from HCWC → Letter/note from physician
Current Open case with CPS	10	→ CPS placement paperwork → Letter from caseworker
Primary Language in home not English	10	→ Parent Testimony
No Health Insurance	10	→ Parent Testimony
Substance Abuse (within last 12 months)	10	→ Letter/note from HCWC → Letter/note from physician/counselor



Community Action Inc. of Central Texas
 Head Start Program (zero-to-five)
 Policy and Procedure 2024-2025
 ERSEA & Transition Services

Teen Parent (@ time of application)	5	→ Confirm age in Child Plus
Guardian (no placement paperwork)	5	→ Parent Testimony
Not Receiving Services At Community Action, Inc.	5	→ Parent Testimony
Not using WIC	5	→ Parent Testimony
Moved more than 2x in last 12 months	10	→ Parent Testimony
Parent Incarcerated (within last 12 months)	10	→ Jail Record → Picture of inmate ID → Mail w/Texas Department Corrections inmate ID
Is the child currently enrolled (EHS) or has been enrolled in EHS or HS in the past year?	15	→ Confirm in Child Plus
Current sibling Enrolled in HS/EHS	10	→ Confirm in Child Plus
Recent deportation of parent/guardian (within last 12 months)	10	→ Jail Record → Immigration letter
Ongoing Medical Condition (household)	5	→ Doctor's note → Physical notes
Recent loss of parent/guardian/sibling (within last 12 months)	10	→ Death certificate → Obituary
Currently Deployed parent/guardian (within last 12 months)	10	→ Letter from commanding officer/orders
Currently employed with CAICT	10	→ ERSEA confirms with HR
Henry Bush Supplemental Criteria		
Currently living in Chapultepec Apartments	20	→ Proof of Residency → Letter from Housing
Currently living in HCWC Marla's Place	25	→ Proof of Residency → Letter from Housing



Community Action Inc. of Central Texas
 Head Start Program (zero-to-five)
 Policy and Procedure 2024-2025
 ERSEA & Transition Services

William Crook CDC - Housing Supplemental Criteria		
Resident - Currently living at Marla's Place	75	→ Proof of Residency → Letter from Housing
Non-resident receiving on-site services - Family receiving services as a client of HCWC - Services include counseling/case management - Participant can either be child or adult	50	→ Statement from HCWC
Non-resident/former client - Former client who received services from HCWC in the past year - Participant can either be child or adult	25	→ Statement from HCWC
Children 0-1 years old at the time of enrollment	10	→ Statement from HCWC



Home Visiting Board Report

9/2024 - 10/2024



Prepared & presented by:
Megan Campbell

Program Events & Updates

SEPTEMBER

Start Smart Hays & Caldwell (SSHC)

SSHC hosted September meeting with a presentation from Texans Care for Children on their School Readiness Data Dashboard.

Parents as Teachers Team participated in Centro Cultural Hispano de San Marcos' Hispanic Heritage Exhibition Walk at the Hays County courthouse.



OCTOBER

Parents as Teachers Team attended the Parents as Teachers International Conference in San Diego, CA.

Start Smart Hays & Caldwell (SSHC) collaborated with the Help Me Grow Central Texas system to host "Books, Blocks and Balls" developmental screening event at the San Marcos Public Library.

Parent Educators participated in 3 different trunk-or-treat events across Hays & Caldwell Counties: "Boo-da" Halloween, Lockhart Special Olympics' Trunk-or-Treat & Car Show, and The Village Trunk-or-Treat.



Home Visiting Data

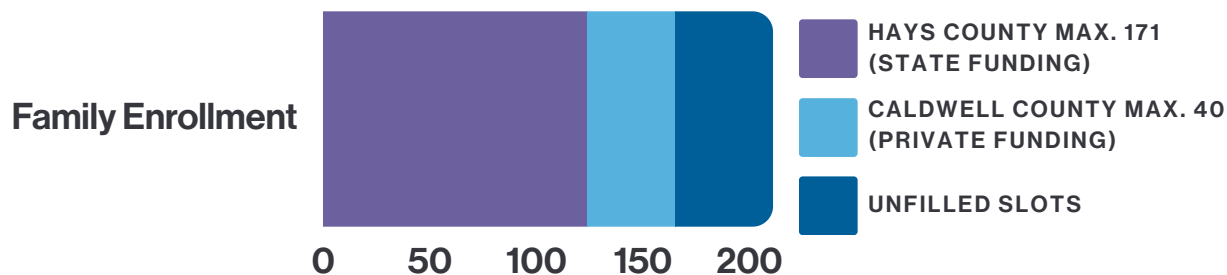
As of 11/1/24



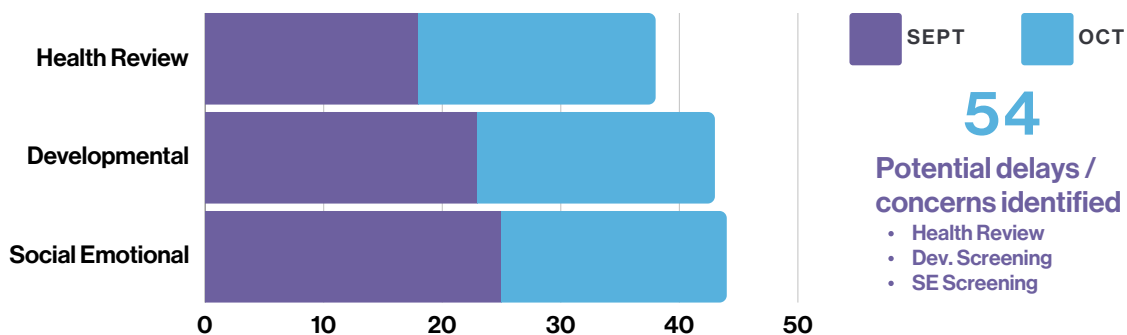
Personal Visits

SEPTEMBER 186

OCTOBER 189

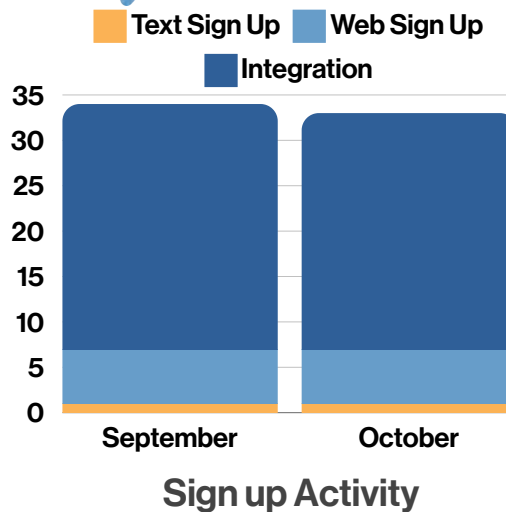


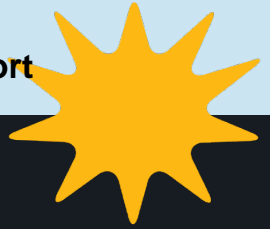
Screenings



Hays & Caldwell Co
Subscribers

657 ACTIVE ACCOUNTS
812 CHILDREN





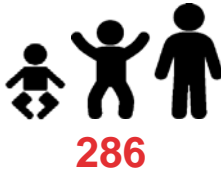
Parents as Teachers is an evidence-based parent education and family engagement model serving families throughout pregnancy until their child enters kindergarten. Below is a summary of services that were provided by PAT Affiliate: |15228|

Population Reach

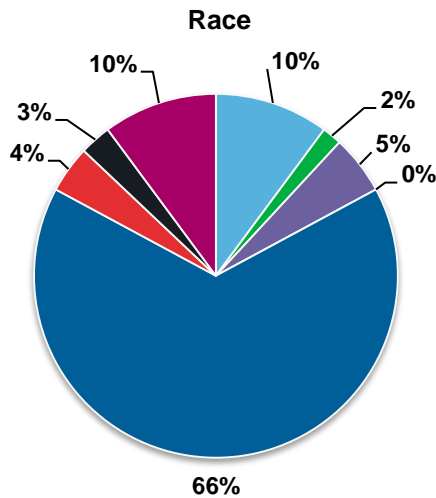
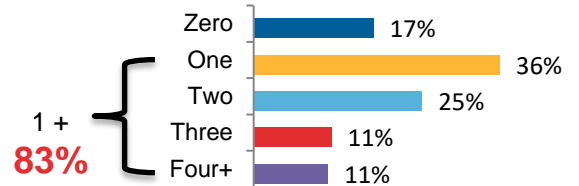
Families Served



Children Served



Families with Stressors (%)

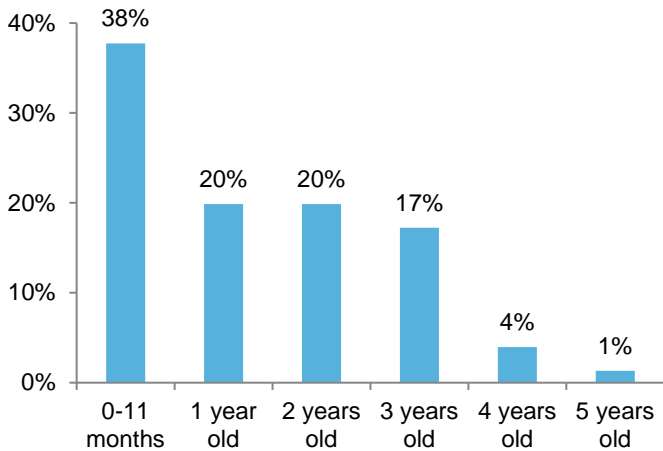


- American Indian/Alaskan Native
- Asian
- Black or African American
- Native Hawaiian/Other Pacific Islander
- White
- Multi-racial
- Other
- Not Answered

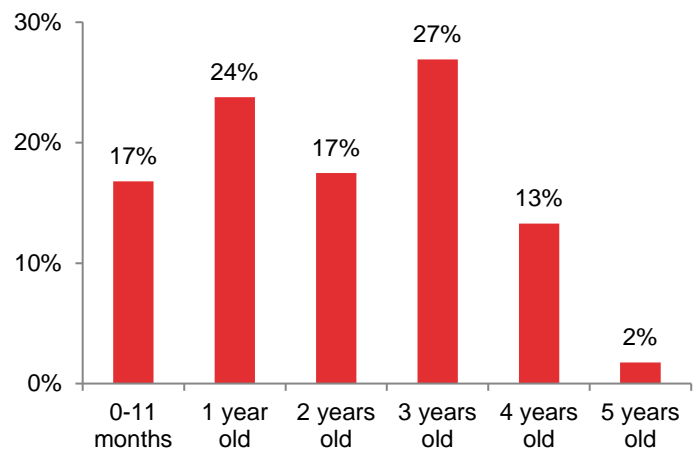
Ethnicity

- **74.8%** Hispanic or Latino
- **19.2%** Non-Hispanic/Non-Latino
- **5.94%** Not Answered

Child Age at Enrollment*



Child Age at End of Program Year



● 6.9% Enrolled Prenatally

*Child age at enrollment only includes children who newly enrolled during this program year

Program Services and Impact

Personal Visits

1,975



Group Connections

Average # of group connections per affiliate = 26

86 enrolled families attended

Immunizations



94%

of 19–35 month olds reported up-to-date

Family-Centered Assessment



Developmental Screening



Health Review



Goals Documented



55 referred this program year for further assessment based on screening/review

Resource Connections



13 received follow-up services this program year

239 Potential delays/concerns identified

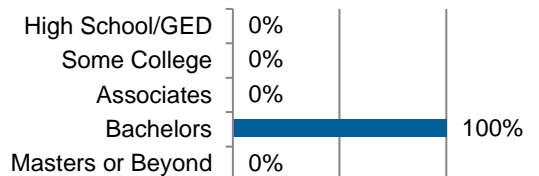
Developmental **55**
 Social-emotional **11**
 Hearing **49**
 Vision **118**
 Physical Health **6**

Parent Educators

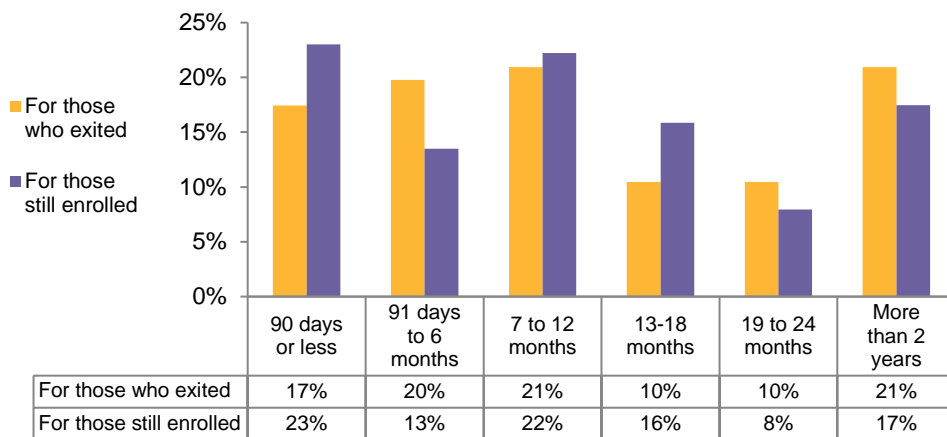


Total **9**
 Full-Time **9**
 Part-time **0**

Parent Educator Level of Education



Length of Time Enrolled in Program



Waitlist and Family Retention

77% Family Retention Rate

82% Family Retention Rate (excluding families who moved out of service area)

0 Families on waitlist

NOTE: Retention rates are based on one year of data.

Accuracy of the data presented in this report is contingent upon the accuracy of APR data submitted by affiliates.

2023-2024 APR Infographic ADDITIONAL INFORMATION

VISION: All children will learn, grow and develop to realize their full potential.

This information is based on data from 1 Affiliate Performance Report Submitted by Affiliate: |15228|

The typical reporting period is July 1 to June 30

ADDITIONAL FAMILY STRESSORS			FAMILY CENTERED ASSESSMENT AND GOAL-SETTING	
◆ Substance use disorder	5	2%	◆ Family-centered Assessment (FCA)	
◆ Foster care or other temporary caregiver	2	1%	◆ Initial family-centered assessments:	76 97%
◆ Housing instability	8	4%	◆ Annual family-centered assessments:	73 91%
◆ Parent incarcerated	15	7%	◆ Goal-Setting	
◆ Death in the immediate family	2	1%	◆ Families with at least 1 documented goal:	186
◆ Intimate partner violence	22	10%	◆ Families that met at least 1 goal:	62 33%
◆ Child abuse or neglect	20	9%	◆ Resource Network	
◆ Recent military deployment	2	1%	◆ Families linked to at least one community resource during the program year:	205
◆ Children who are uninsured	10	3%		

PERSONAL VISITS			ADVISORY COMMITTEE AND STAFF MEETINGS	
◇ Visit Frequency			◆ Number of Advisory Committee meetings:	4
◆ Percent of families with 2 or more family stressors receiving at least 75% of twice monthly requirement:	76%		◆ Number of staff meetings:	12
◆ Percent of families with 1 or fewer family stressors receiving at least 75% of once monthly requirement:	96%		◆ Average length of staff meeting (in hours):	6.00

LENGTH OF TIME ENROLLED			COMMUNITIES SERVED	
	<i>For those who exited</i>	<i>For those still enrolled</i>	◆ Rural (Population less than 2,500)	✓
◆ 90 days or less	17%	23%	◆ Tribal Rural	✓
◆ 91 days to 6 months	20%	13%	◆ Small Town (Population of at least 2,500)	✓
◆ 7 to 12 months	21%	22%	◆ Suburban (Identifiable community part of urban area)	✓
◆ 13-18 months	10%	16%	◆ Urban (Densely settled containing at least 50,000)	✓
◆ 19 to 24 months	10%	8%	◆ Tribal Urban	
◆ More than 2 years	21%	17%	◆ Major City (Population of at least 500,000)	
			(NOTE: duplicate counts)	

EXITING FAMILIES			WAITLIST AND ATTRITION	
◆ Total number of families who exited this program year	86		◆ Number of families waiting for services:	0
◇ Reasons for Exit			◆ Family attrition rate: (including families who moved out of service area)*	23%
◆ The enrolled child(ren) aged out (or graduated)	20	23%	◆ Family attrition rate: (excluding families who moved out of service area)*	18%
◆ The child and/or family transitioned to another early childhood or family support program (without aging out or graduating)	17	20%		
◆ The child and/or family moved out of the service area	14	16%		
◆ The family regularly missed scheduled personal visits	10	12%		
◆ The family could not be located	8	9%		
◆ The family no longer wants to receive services	13	15%		
◆ The family left the program for other reasons	4	5%		
◆ The family left the program for unknown reasons	0	0%		

* Because moving out of the service area is not a reason for exit that can be controlled by a PAT service provider, the annual attrition rate has been calculated both ways (with families who exited due to moving included and excluded from the calculation). Also note that the attrition rates reported here are based on only one program year.

Annual Parent Satisfaction Survey

Program Year 23-24

Survey Format

- Developed by Parents as Teachers Model
- Available in English & Spanish
- Anonymous with option to identify Parent Educator
- 11 Likert scale questions
- 5 open-ended questions
 - Describe your experience with video call visits
 - Describe your experience with phone call visits.
 - What about this program has been most helpful to you and your family?
 - What would you change to make this program better?
 - Please share additional comments about your experience with this program?
- Survey was sent to families via text message June 12th and closed July 31st.

Significant Findings

- Parents want more opportunities to engage with the program, more visits and more class offerings with other families
- Basic needs supports like grocery store gift cards and diapers are impactful
- Overall parents feel satisfied with services and value their relationship with their Parent Educator

Annual Parent Satisfaction Survey

Program Year 23-24

What would you change to make this program better?

"Que fueran más visitas al mes"

"More visits during the month I know both I and my son look forward to these visits"

"Quizás más actividades con otras mamás en días de la semana"

"Little more class or more resources, training related to parenthood."

"I would think having some fun activities that parents can do to get prizes, more educational opportunities for parents such as free training classes for example CPR, computer classes, cooking classes, Zumba for families, field day..."

"Maybe including basic baby ASL. For moms and babies. Just another way to communicate in case they don't speak just yet."

"I wouldn't change a thing I'm so grateful for this program!"

Please share additional comments about your experience with this program?

"Muchas gracias por todo su apoyo y enseñanzas, aprendí mucho sobre el cuidado de mis niños y siempre fue grato tener a alguien visitándolos y revisando que estuviéramos bien en todos los aspectos y ayudándonos con los problemas que pudiera tener en familia"

"Me encanta la idea de que una maestra venga a tu casa y te oriente en aspectos varios. La maternidad suele ser muy solitaria y caótica. Saber que viene y que de alguna manera te ayudan/orientan hace que mi estrés disminuya."

"I love it. My son is now with ECI with speech therapy and I'm more than blessed to have the support from our educators to make it happen. I'm so thankful to connect with parents as teachers because they give answers and support when we need it."

"It has been a pleasure to be part of this program. I love that the provider is flexible and full of resources. A small amount of time spent with the provider provides a lot of knowledge that is useful. Also, live the fact that a book is provided to the child according to the age."

Annual Parent Satisfaction Survey

Program Year 23-24

What about this program has been most helpful to you and your family?

"La información que se compartía en cada sesión para mejorar como padres y tíos en comprensión al niño y muchas actividades sugeridas"

"I love it and I'm so thankful for everything it comes with I love how even with just the diapers and even the gift card how much it has helped even the fact of how I can connect with my kids and to control my self when I get overwhelmed"

"It helps me during my postpartum time. Being first time mom it helps me in many ways."

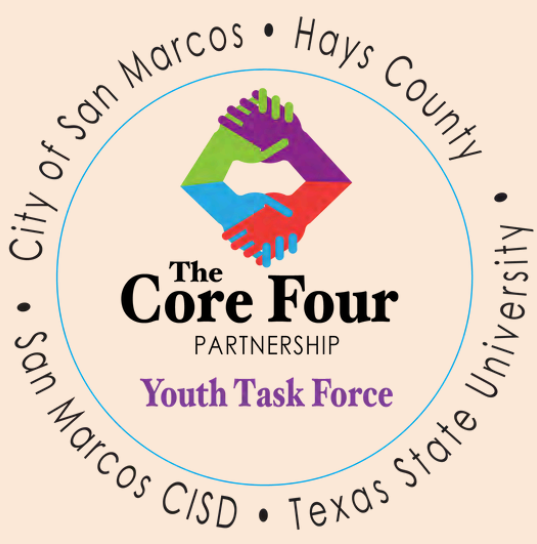
"I have learned to cope with my children's tantrums and have learned how to help and teach them more things."

"As a first time parent it has guided me to provide education to my children based on their age. It has also help me grow and educate me on how to respond to my child when tantrum happens."

"The teacher educator doing home visits. Their was a time were I had no vehicle and having the educator coming out to my house was absolutely everything. ❤️ Thank you"

"In all honestly the random gifts of diapers and groceries for my kids... always comes in at the exact moment we could use them the most."

"Lisa has just been the most amazing teacher. My family absolutely loves her. She goes above and beyond and is welcome in our home any time. I cannot stress enough how valuable she is to me as father"



YOUTH TASK FORCE ANNUAL REPORT 2023 - 2024



MESSAGE FROM THE 23-24 PRESIDENT

I have served the San Marcos Youth Task Force as president for the past two years, and as I prepare for life beyond it I focus on the growth that has happened through this organization. When I first joined the task force there were only two other active members. Still it was a tiny and mighty group of people that built the foundation that is now a group of fifteen people who have worked hard throughout this year to serve their community and build bonds with other youth in the city of San Marcos. Though I am graduating from this program I am excited to see what my successor has in store for their term.

RUBY MYRLENE WILSFORD
SAN MARCOS HIGH SCHOOL CLASS OF 2024
WILL ATTEND TEXAS LUTHERAN UNIVERSITY 2024

YTF OUTGOING OFFICERS

- Ruby Wilsford- President
- Cherry Vasquez- Vice President
- Khatin Raymond- Secretary
- Brisha Canahuati- Historian
- Austin Ault- Treasurer
- Kendall Opiela- YTF Liason
- Sophia Robertson- Marketing

YTF INCOMING OFFICERS

- Hailey Aguilar - President
- Sophia Robertson - Vice President
- Maddie Purcell - Secretary
- Daniella Martinez - Historian
- Braxsten Williams - Treasurer
- Autumn Friesenhahn- Liason - Marketing

NEW MEMBERS SPOTLIGHT

The YTF made large progress with recruitment! We gained lots of new members who are excited to be a part of the task force and are dedicated to its improvement



LIVE YOUR BEST LIFE CONFERENCE- "HEALTHY HABITS"

- **Keynote**, Victoria Berry & Lizzy Orman Healthy Habits: Climbing Maslow's Hierarchy of Needs
- **Workshops:**
 - Balancing School/work and personal lives
 - Jordan Robertson, LMFT-S
 - Lesson on Macronutrients, How to eat HEALTHY!
 - Tanner Patschke



YTF LED ACTIVITY:

Led by Ruby Wilsford and Braxten Williams

- activities themed "Healthy Habits" to build bonds within the youth



PROJECTS FROM THIS YEAR

- **Stonebrook Loteria**
 - The task force came together to supply a loteria night with prizes for the elderly in the community.
- **SUPPLY DIRVE**
 - YTF held a supply drive for the Senior Citizens Center. Part of the YTF donation was to provide heaters to help during winter.
- **YAC**
 - For the first time in several years the task force had the chance to travel to Dallas to learn and meet other organizations like ours.
- **YAM**
 - The officers of the Youth Task Force partook in a training through the San Marcos Library to teach them how to handle serious mental health issues.
- **Book Drive**
 - The Youth Task Force collected over 300 books from the community and delivered them to Little Free Libraries around the city.

- **Great Texas River Clean Up**
 - The Task Force brought 20 volunteers to the river clena up and helped clean up the Veterans Park
- **Farmer Fred's Carnival's**
 - The task force helped judge the costumes at this years fall carnival and during the spring carnival they worked as the Easter Bunny and took pictures with children.
- **Recognition Night**
 - To honor our graduation seniors and incoming officer we held a recognition at the Public Library to commemorate them!



YTF COMMUNITY IMPACT

2023-2024

Total: 805



MESSAGE FROM THE 23-24 VICE PRESIDENT



I have served the YTF for two years, one of those years being their VP,

and I have been able to see this organization grow in numbers and support. It has been an amazing opportunity to be a part of this safe place and contribute to the impact on our community. I can't wait to see what the new leadership will do next year!

CHERRY VASQUEZ
SAN MARCOS ACADEMY CLASS OF 2024
WILL ATTEND TEXAS STATE UNIVERSITY 2024

MESSAGE FROM THE 24-25 PRESIDENT



I haven't been a part of the Youth Task Force for very long, but I'm very excited to serve as the next President. I'm excited to watch the Task Force grow and flourish within this next year. I will do my best to ensure the Task Force is leaving a positive mark on our community. I'm very honored to work alongside Sophia, and I can't wait to see what we will accomplish together.

HALEY AGUILAR
SAN MARCOS HIGH SCHOOL CLASS OF 2025



2024 - 2025 GOALS ✨

1. **Serve** our community's specific needs
2. **Extend** the reach of our service efforts
3. **Continue** the cycle of lasting membership

MESSAGE FROM THE 24-25 VICE PRESIDENT

I have been a part of the Task Force for two years, first as a (technically unofficial) member and then as Marketing Chair.

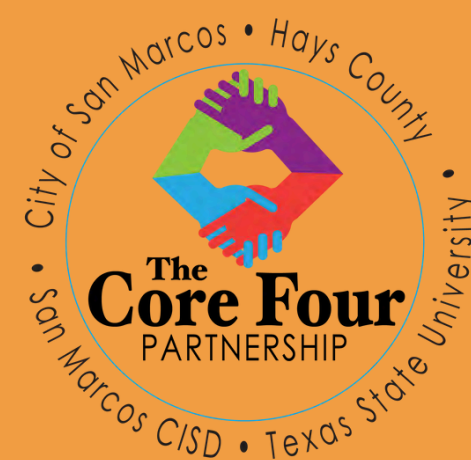


This year, I am excited to deepen my involvement in this group and am honored to serve my fellow members as Vice President. Alongside Haley, I hope to build on the momentum that the YTF has gained by expanding our volunteer base and strengthening our positive impact on the San Marcos community.

SOPHIA ROBERTSON
SAN MARCOS HIGH SCHOOL CLASS OF 2025

RECRUITMENT AND OUTREACH

Starting September 1st, we begin recruiting for the 2024-2025 year. Applications will be open until October 1st, and then we will have an interview process with each of the applicants.



Contact Us

Cristal Lopez
Youth Services Director
clopez@communityaction.com

Youth Task Force
youthservices@communityaction.com

Follow Us

Instagram - @SMTXYTF
communityaction.com/smytf

Join Us

Applications Open
September 1st to October 1st
Interviews
October 3rd-13th

Monthly Meetings
6:30 - 8:30
Dates listed at our website





YOUTH SERVICES QUARTERLY REPORT



Executive Summary

Youth Services continues to focus implementing positive youth development philosophy in each of the Core Four Initiatives. Through the additional Funding from TYAN, Youth Services is established the Core Four Youth Coalition- working group. Mental Health awareness and education remains at the forefront of our efforts to strengthen awareness in the community. The Youth Coalition top priority is to establish goals to help address the needs of youth based on the results of the community needs assessment that was distributed in Fall 2023. The Youth Task Force celebrated its 16 active member cohort for 2023-2024 year.

Highlights

Priority Areas

- Youth Services is developed a Community Needs Assessment was completed by the Youth Coalition Working Group. Final Report, powerpoint and Highlights page is available via the youth services website.
- Youth Task Force held their annual conference at the San Marcos Activity Center. YTF welcomed 60 youth to their annual event.
- Continued Partnership with Hill Country MHDDC to provide Mental Health First Aid Training and ASIST (Suicide Prevention) Training. YMHA will be rolled out at SMCISD to train approximately 600+ teachers in the district.
- Texas State University- Translational Health Research Center and Project Aware at SMCISD provided \$15,000 in funding for 100 participants to complete the Applied Suicide Intervention Skills Training that will be offered April - September 2024.
- The Youth Coalition- working group will host Youth Fest for Middle Schoolers in July.
- In the News:
 - [Youth Survey Article](#)
 - [Youth Conference Article in San Marcos Daily Record](#)
 - [San Marcos Daily Record featured article on Vibrant Visions](#)

What's Next



Upcoming Events

Mental Health First Aid Training (Virtual)
ASIST Training

Various Dates
TBD

Learn More



Scan the QR Code

Youth Services

6.9

Youth Services with the support of Texas Youth Action Network was able to create the Youth Coalition working group. The initial phase of this initiative was to create a working group that developed a community needs assessment for youth. This group will ultimately transition to the steering committee in Fall 2024. New members will be invited to join in Fall 2024. Collectively this group will work to address the needs that were determined in the CNA and to distribute the survey annually.

Through these partnerships we have supported programming with the Teen Programming at the San Marcos Public Library, provided support for spring holiday events for Greater San Marcos Youth Council and the San Marcos Public Housing Authority. The coalition supported undergraduate research through SOAR Scholars, and have supported STEM activity with the Student Support Services Association. Additional programming through our collaborative efforts will be offered in 2024. The Coalition hosted Youth Fest for high school students, Young Adults on April 26 and will host a Youth Fest event for middle school age you in July.

Working group members participated in the annual TYAN Conference in Spring 2024. The coalition also received coalition of the Year and the Everest award from TYAN during their first year of funding.

Year 2 of began May 2024 and will concluded April 2025. Two new working group members will be on boarded in Fall 2024 and will complete the PYTD Training and the TYAN Collaborative training in Year 2.

Priority Areas

YOUTH TASK FORCE

Next Steps :

- YTF working on completing annual report.
- YTF held their annual conference.
- YTF will host their annual retreat in July to plan for the upcoming school year.

SMTX MENTAL HEALTH COALITION

Next Steps :

- Additional MHFA will be added for Fall 2024
- ASIST Training to be scheduled for Texas State University, SMCISD, & community.
- The Coalition will host the Live Better Together Mental Health & Wellness Fest in May 2025 during Mental Health Awareness Month.
 - This event will feature an Art Exhibit for Middle School, High School and Young Adults ages 11-24yrs
 - Will work with art teachers from SMCISD to plan in advance for this opportunit.

MENTORING PARTERNSHIPS

Next Steps :

- The Youth Coalition will revisit the partnership with Big Brother Big Sisters
- Youth Services is part of the Mentor Program Leadership Council as they work to expand their network in Texas.
- Participates in the Central Texas Youth Collaborative





Community Action, Inc.
of Central Texas
 ——— DEVELOPING OPPORTUNITIES ———

RESOLUTION 24-03

STATE OF TEXAS
 COUNTY OF HAYS

MEETING OF THE BOARD OF DIRECTORS
 OF
 COMMUNITY ACTION, INC. OF CENTRAL TEXAS

Pursuant to the Texas Non-Profit Corporation Act, Community Action, Inc. of Central Texas duly held a meeting in the City of San Marcos, Hays County, Texas on the 21st day of November, 2024 with a quorum of the Directors present, the following business was conducted:

Appointment of Signatories for the Agency's Bank Accounts

BE IT RESOLVED, that the Board of Directors do hereby authorize the following board members and agency staff as signatories on all bank accounts maintained by the Agency:

Doug Mudd, Executive Director M. Francesca Ramirez, Community Services Director

Keith Herington, Fiscal Officer Stacey Martinez, Health Services Director

Jeremy Sutton, Board of Directors Vice President

BE IT FURTHER RESOLVED, remove Barbara Shelton as bank signatory from all bank accounts maintained by the agency.

This resolution is in full force and effect immediately upon its passage. A majority of those present and voting in accordance with the By-Laws and Articles of Incorporation passed the above resolution.

I certify that the above and foregoing constitutes a true and correct copy of a part of the minutes of a meeting of the Board of Directors of Community Action, Inc. of Central Texas held on the 21st day of November 2024.

Wayne Thompson, Board Secretary



Community Action, Inc.
of Central Texas
 ——— DEVELOPING OPPORTUNITIES ———

RESOLUTION 24-04

STATE OF TEXAS
 COUNTY OF HAYS

MEETING OF THE BOARD OF DIRECTORS
 OF
 COMMUNITY ACTION, INC. OF CENTRAL TEXAS

Pursuant to the Texas Non-Profit Corporation Act, Community Action, Inc. of Central Texas duly held a meeting in the City of San Marcos, Hays County, Texas on the 21st day of November, 2024 with a quorum of the Directors present, the following business was conducted:

Appointment of opening new money market account with Frost Bank

BE IT RESOLVED, that the Board of Directors do hereby authorize the opening of a new Money Market account with Community Action, Inc. of Central Texas's primary bank, Frost Bank, for the purpose of temporarily investing excess funds not needed for immediate program operations.

This resolution is in full force and effect immediately upon its passage. A majority of those present and voting in accordance with the By-Laws and Articles of Incorporation passed the above resolution.

I certify that the above and foregoing constitutes a true and correct copy of a part of the minutes of a meeting of the Board of Directors of Community Action, Inc. of Central Texas held on the 21st day of November 2024.

Wayne Thompson, Board Secretary

**Community Action, Inc. of Central Texas
Performance Evaluation**

Employee: Doug Mudd Position: Executive Director
Date: 9/10/2024 Date of Employment: 09/01/2004

Performance period: (check one) 60 day 90 day Annual Other _____

A. Goal(s): Employee to provide goals set from previous year.

The Executive Director's goals for 2023-2024 fiscal year:

1. Goal one for the 2023-2024 program year was to fill the Board of Directors elected official seat representing Blanco County by September 2024.
2. To ensure active attendance in the community and promote CAICT services and accomplishments, the second goal was to increase the number of new partnerships or further expand existing partnerships by hosting and/or attending community events including open houses, focus groups, resource fairs, celebration gatherings, advisory meetings, and other events that promote CAICT services and accomplishments.
3. The third goal was to develop an intra-agency referral process to track and increase referrals between CAICT's various departments so that participants may obtain comprehensive services meeting a variety of needs.

B. Performance Assessment

1. Employee's Assessment of Performance

Goal 1: Fill Elected Official Board Seat for Blanco County

The seat was filled by Blanco County Judge Brett Bray by the March board meeting. As of September 2024, the board needs a couple of more members to have all 15 board seats filled.

Goal 2: Increase Community Engagement

Our Agency hosted and/or participated in several events including the Hispanic Heritage Walk, Home Visiting Carseat Giveaway, multiple health fairs, Youth Services mental health art fair, Head Start Back to School Family Night, KissingTree Volunteer Fair, Hays CISD Community Giveaway, and many others. Also, to further increase community participation, we developed an intra-departmental community engagement committee. The committee developed a brochure highlighting all the Community Action services. Since last year, over one thousand brochures have been printed and distributed thus far. This committee also redesigned the Donate button on our website and developed an info email for all inquiries to be held at a centralized location. Also, to further extend visibility and increase participation in the community, three CAICT leadership team members joined community working groups in the community. I joined the Homeless Coalition Board. The Health Services Director joined the Hays Mental Health Working Group and our Youth Services Director was selected to chair the Youth Mental Health Working Group.

Goal 3: Develop Intra-Agency Referral Process

The original method to increase and track referrals between CAICT programs within the agency was to implement the Unite Us referral platform. However, because Community Action already has several data systems required by the governing bodies that fund our programs, CAI leadership decided to move toward a simpler online form. CAI began using Jotform to do referrals starting in April 2024. The new online form is currently set up under our CAI staff pages on our website. Staff members are actively using the platform to send and receive referrals. A formal assessment of the form will be conducted next year to track the number of referrals sent and received to determine the usefulness of the platform.

Employee Initials: _____

Evaluator Initials: DV

2. Supervisor's Assessment based on accomplishments of the Goals addressed above:

Douglas Mudd demonstrated exceptional leadership as Executive Director of CAICT in the 2023-24 fiscal year, successfully realizing key organizational objectives:

- **Proactive Recruitment:** Filled a critical position ahead of schedule, showcasing initiative and efficient talent acquisition.
- **Community Engagement:** Spearheaded CAICT's involvement in numerous community events, fostering valuable partnerships that align with the organization's mission.
- **Operational Efficiency:** Implemented a streamlined referral system, demonstrating adaptability and a commitment to process improvement.

Doug has strategically positioned CAICT at the forefront of community development by:

- Actively participating in high-impact local events
- Forging strong partnerships with key stakeholders
- Promoting CAICT's comprehensive services to improve economic self-reliance in Central Texas

His leadership has effectively advanced CAICT's mission, strengthening its role as a catalyst for positive change in the community.

3. Are there areas of exceptional performance that should be particularly noted? Provide specific examples.

Doug's leadership in community engagement has enhanced the agency's visibility and impact. His people-first method has proven effective in driving organizational success and stakeholder value. Key areas of his exceptional performance include:

Collaborative Approach

- Formed an intra-departmental committee to coordinate engagement efforts across the organization
- Delivers comprehensive reports demonstrating transparency and accountability

Tangible Results

- Increased the agency's reach within the community
- Strengthened relationships with various community sectors

Board Relations

- Maintains strong trust and support from the board through open communication
- Demonstrates commitment to the organization's mission and strategic goals

Employee Initials: _____

Evaluator Initials: DM

4. Are there areas of performance needing more attention or improvement? Provide specific examples.

Prioritizing the filling of vacant board seats before the next term is crucial. To ensure a full, diverse, and engaged board, we recommend:

- Forming a nominating committee to spearhead membership recruitment
- Posting board member applications on our official website
- Hosting an annual board member recruitment event

Further, we strongly advocate for prioritizing the inclusion of justice-impacted populations, particularly youth, in future program initiatives. Specifically, we recommend:

- Targeting grants to develop programs for youth reentry services
- Implementing pre-apprenticeship opportunities for justice-involved youth
- Offering financial literacy and money management courses
- Incorporating character-building activities and mentorship programs
- Initiating these interventions during probation or confinement periods

C. CAI Operating Principals and Performance Competencies

Exceeds Expectations:	Performance frequently exceeds position requirements.
Meets Expectations:	Performance consistently meets position requirements.
Partially Meets Expectations	Performance meets some but not all position requirements.
Needs Improvement:	Performance consistently fails to meet minimum position requirements; employee lacks skills required or fails to utilize necessary skills.
N/A (New or Not applicable)	Employee has not been in the position long enough to have demonstrated the essential elements of the position and will be reviewed later.

Operating Principals	Exceeds Expectations	Meets Expectations	Partially Meets Expectations	Needs Improvement	N/A	Evidence
	A. Lifelong Learning: Seeks innovative opportunities to expand knowledge, skills, and experiences.	X				

Employee Initials: _____

Evaluator Initials: *OV*

B. Effective Communication: Provides well thought-out, concise, and timely oral and written information.		X				Consistently provides all stakeholders with relevant and
Communicates effectively with supervisor, peers, and customers.		X				necessary program updates.
C. Teamwork: Considers group effort more important than individual effort.		X				Seeks ways to be inclusive, allowing for group participation
D. High Personal Standards: Sets challenging goals and continuously seeks feedback and opportunities to improve performance.		X				Set challenging goals and exceeded expectations in community outreach
Ability to work cooperatively with supervision or as part of a team.		X				
Holds themselves accountable for assigned responsibilities; sees tasks through to completion in a timely manner.		X				
Reliability (attendance, punctuality, meets deadlines)		X				
E. Flexibility: Accepts other viewpoints, shifts strategies if necessary, and adjusts to changing work priorities.		X				Adjust plans for referral tracking to meet agency's needs
F. Concern for Accuracy and Effectiveness: Considers how work influences both short term and long term operating efficiencies.		X				Ensured operational efficiency in adopting new referral platforms
Skill and proficiency in carrying out assignments.		X				
G. Initiative: Is proactive rather than reactive.		X				Proactive in leading new partnerships and outreach
Skill at planning, organizing and prioritizing workload.		X				programs
Willingness to take on additional responsibilities.		X				
H. Courteous and Respectful: Ensures all business dealings and relationships are conducted fairly and honestly.		X				Demonstrates respect in all interactions and promotes an inclusive environment
Takes specific steps to create and develop a diverse workforce and to promote an inclusive environment.		X				
JOB RELATED TASKS (Overall Organizational Performance Comp)						

Employee Initials: _____

Evaluator Initials: AV

Works with the board and management staff to develop strategies for achieving mission, goals, and financial viability.	X					Doug has consistently demonstrated a high level of collaboration with Board & staff
Ensures that all programmatic, fiscal and employment functions within the Agency are administered and implemented in accordance with all funding source and regulatory agency statues and provisions.		X				Effectively ensured compliance with all funding and regularoty requirements. Maintaining programmatic fiscal integrity
Maintains open communications and keeps Board of Directors advised of all relevant matters as they relate to Agency operations.	X					Doug regularly updates the board in operational developments maintaining transparent and proactive communication that fosters trust & collaboration
As appropriate, provides both support and leadership to the board. (Makes recommendations to the Board of Directors regarding significant issues and/or those that require Board consideration or approval.)		X				Doug provides sound recommendations and leadership support, guiding the board on critical issues that require attention
Serves as liaison between the Agency and all other groups, individuals, or regulatory agencies.	X					Doug effectively represents the agency in external relationships building strong networks that benefit the agency.
Maintains community contracts regarding community needs and as appropriate develops goals, objectives, and implementation plans.	x					Doug actively engages with the community to develop responsive goals and plans. Ensuring the agency's work aligns with local needs.
Community Leadership						
Serves as an effective spokesperson.	X					Doug is a strong persuasive spokesperson successfully raising agency's profile.
Establishes and makes use of working relationships with organizations and individuals in the field.	x					Consistely establishes valuable partnership and working relationship
Sees that communication vehicles are developed and used.		X				Ensures the agency uses arrange of communication tools effectively to reach stakeholders
Administration						
Establishes and leads an effective management team.	x					Doug has built and sustained a highly effective management team fostering collaboration.
Maintains appropriate balance between programs and administration.		X				Doug manages the balance between program delivery & management team fostering collaboration

Employee Initials: _____

Evaluator Initials: *OV*

Financial sustainability and mission impact						
Assures adequate control and accounting of all funds, including maintaining sound financial practices.		X				Douug has demonstrated competence in financial and administrative, functions well ensuring smooth operations
Works with the staff, finance committee and the board to prepare, monitor and initiate changes to the operations or budgets as appropriate.		X				Doug collaborates effectively with key financial stakeholders adapting operations & budget
Establishes positive relationships with institutional funders such as foundation, government agencies, etc.	X					Doug built strong, lasting relationships with institutional funders, securing the agency's financial health & expanding funding opportunities

D. Goal Setting and Development Planning

Agreed upon development goal(s) for the coming year:

CAICT will invest resources and time in building capacity to improve the housing crisis in Hays County. Specifically, we will collaborate with community partners including Southside Community Center and other partners of the Hays Homeless Coalition to provide housing case management services and rental assistance using the State's Tenant-Based Rental Assistance (TBRA) program to help those needing housing support and access to affordable housing.

ACTION PLAN (The employee completes this. These must be SMART goals: specific, measurable, attainable, results-oriented, time bound.)

Goals	Action/Professional Development	Timeline	Budget Requirements	Evidence of Success
<i>Assist in alleviating housing crisis by accessing TBRA (rental assistance) funding for Hays county and surrounding rural counties.</i>	<ul style="list-style-type: none"> -Partner with Southside Community Center to fund Housing Case Manger to manage TBRA program -Receive training from TDHCA who provides funding and manages the TBRA program 	<ul style="list-style-type: none"> October 2024: Hire Case Manager November 2024: Train staff Nov.-Dec. 2024: Publish Housing Opportunity 	<ul style="list-style-type: none"> CAI & Southside will split full-time position (\$25k each) 	<ul style="list-style-type: none"> Enroll 10-15 families in TBRA program by Dec. 2025
<i>Assist in efforts to raise funds to reduce the Village loan debt</i>	<ul style="list-style-type: none"> -Participate in Village Fundraising Committee -Develop fundraising plan: <ol style="list-style-type: none"> 1. Raise funds through providing conference for Human Services Organizations in Central Texas. 2. Raise funds through events, private donors, employee giveback program, or other means 	<ul style="list-style-type: none"> September 2024- August 2025 	<ul style="list-style-type: none"> \$15-\$20k 	<ul style="list-style-type: none"> Make a profit on fundraising event (s) by end of 2025.

Employee Initials: _____

Evaluator Initials: JOV

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Additional comments by Evaluator:

Doug's leadership has significantly expanded CAICT's community presence while demonstrating remarkable adaptability in addressing challenges, such as refining the referral process. Also commendable is his compassion for the CAICT family, which shone through during the unfortunate passing of a Rural AIDS Service Program (RASP) Case Manager this summer. Despite the loss of this close friend, Doug ensured team members were supported and that services remained operational. His unwavering commitment and empathy as Executive Director are truly commendable.

Additional comments by Employee:

Next evaluation session scheduled: 10/30/24
(Day/Date/Time)

Doug M... 11/01/24
Employee's Signature/Date

Deborah Villalparado 10/30/24
Evaluator's Signature/Date

Date Entered in HR software: _____

Distribution: Employee, Immediate Supervisor, Team Leader
Original: Human Resources Personnel File

Employee Initials: _____

Evaluator Initials: DV



TITLE X TRAINING

Presented to the Community Action, Inc.
Board of Directors

NOVEMBER 21, 2024

*Data source: Every Body Texas
www.everybodytexas.org





Every Body Texas

- Statewide Title X Grantee in Texas
- Distribute Title X funds to local agencies
- Provide oversight & technical assistance
- See information from sub-recipients
- Provide family planning services at low or no cost
- Promote positive birth outcomes & healthy families by allowing individuals to decide the number and spacing of their children



What is Title X

- Title X is the only existing federal grant program solely devoted to family planning and related preventative care
- Title X has provided care & family planning services to over 4 million individuals
- Developed as a collaboration between the Office of Population Affairs (OPA) and the Center for Disease Control (CDC)





Title X Statistics

Every Body Texas is the only statewide organization that administers Title X funds to Texas providers. Their statewide network of Title X clinics provide high quality sexual and reproductive healthcare to everyone in Texas, regardless of income, identity, or personal circumstance.

190,620

Clients served during fiscal year 2022

49.6%

Percent of clients served under the age of 30

60.1%

Percent of clients served by Title X in Texas who have no health insurance

73.4%

Percent of clients served by Title X in Texas living below the poverty line



every body
TEXAS

www.everybodytexas.org

Who can receive Title X services?

- A Title X client is an individual who receives family planning services, which include pregnancy planning or pregnancy prevention services
- Women, men, and adolescents of reproductive age
- Intended to make reproductive healthcare services available to low income and uninsured individuals.



What do the funds cover?

- assistance with contraceptives, rent, utilities, labs, and medical supplies.



Title X Family Planning Services

- Contraceptive services.
- Basic infertility services
- Pregnancy testing and options counseling
- Preconception health services
- Sexually transmitted infection testing and treatment (including HIV/AIDS)
- Related preventative health services such as breast and cervical cancer screening
- Developing a reproductive life plan that outlines a client's personal goals regarding whether or not to have children, desired number of children, and the optimal timing and spacing of children



Confidential Services

All clients receiving family planning services must receive information about the confidential nature of services including limitations of confidentiality.

Title X protects the rights of minor clients to receive services for all services, except one...

In 2022, Title X clinics in Texas currently require consent from a parent or guardian if a minor is seeking contraception (birth control).



Serving Adolescents

- Must be confidential
- Receive counseling on all contraception methods including abstinence
- Encouraged to seek family, guardian or trusted adult to participate in their sexual and reproductive decisions
- Provide information about current partner, relationship and/or family violence, and available resources and assistance

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Fees

- Clients, who are at or below 100% FPL cannot be charged for family planning services
- No one is turned away due to the inability to pay
- Clients with no payor source, commonly known as self-pay clients must be charged according to a schedule of discounts that meet Title X requirements
- If a client requests confidential services, they are not required to use their coverage but can instead be charged according to the agency's Title X schedule of discounts.

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**Thank
You**



Community Action, Inc of Central Texas

EMPLOYEE POLICIES HANDBOOK

As approved by Board of Directors January 18, 2024

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.

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

Add Columbus Day
& Juneteenth 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 **full-time** 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.

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