



**Community Action Inc. of Central Texas**  
**Board of Directors Meeting**  
September 18, 2025, 6:00 P.M.  
San Marcos, Texas  
**TENTATIVE Agenda-**

Visitors and the press are welcome to attend.

**1.0 Call to Order and Review of Agenda – Insley**  
**Community Action’s Mission:** *“Our mission is helping Central Texans achieve economic self-reliance through a wide range of services and community partnerships”*

**2.0 Roll Call – Mudd**

**3.0 Public Comment Period** (Public comments are limited to 2 minutes per individual) –Insley

**4.0 Minutes-** Diane Insley  
Board Meeting Minutes July 17, 2025 (for approval)

**5.0 Correspondence, for review and discussion-Doug Mudd**

5.1 Health & Human Services Childcare Licensing Inspection Letter (Henry Bush)

5.2 Health & Human Services Childcare Licensing Inspection Letter (A Washington)

5.3 Office of Head Start 45-Day Monitoring Review Notification Letter

**6.0 Leadership Programmatic Reports**

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 Executive Director Report**

**6.1.2 Risk Assessment Report [OS 4.6]**

6.2 Human Resources-Ruth Salinas

**6.3 Agency Financial-Herington**

**6.3.1 Basic Financials**

**6.3.2 Grant Financial Report**

**6.3.3 Head Start Program Budget Reports**

**6.3.4 Head Start In-Kind**

**6.3.5 Head Start CACFP Report**

**6.3.6 Agency Credit Card**

**6.3.7 Other Credit Card**

**6.4 Adult Education Board Report-Mary Helen Martinez**

6.5 Community Services Board Report- Francesca Ramirez

6.6 Health Services Board Report-Stacey Martinez

6.7 Head Start Board Report– Danielle Engelke

6.8 Home Visiting-Megan Campbell

6.9 Youth Services Board Report-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 review)**

**7.1.2 Organization-wide Budget for all programs [OS 8.9] (for approval)**

**7.1.3 Disc. of 0% COLA for all employees including Executive Director [OS 7.5] (for approval)**

**7.1.4 Home Visiting SDF Maternal Health Proposal for \$986,328 (for approval)**

**7.1.5 Youth Services SDF Mental Health Proposal for \$250k (for approval)**

**7.2 Community Service Block Grant FY 2026 public hearing (for approval)- Doug Mudd**

**7.3 Performance Evaluation of Executive Director [OS 7.4] - Diane Insley**

**7.4 Election of Officers: President, Vice-President, Secretary, and Two Executive Committee Members- Diane Insley**

**8.0 Success Story- Community Services: Mary Helen Martinez**

**9.0 Board Member’s Opportunity to Share**

**10.0 Board President’s Report. -Insley**

Next Board of Directors Meeting: November 20, 2025

## **11.0 Adjournment – Insley**

*Community Action, Inc. Board of Directors may convene an executive session at any time between the call to order and adjournment for any purpose authorized in the Texas Revised Civil Statutes Code, Article 6252-17. Prior to call for such a session, the chairman will cite the specific section of this article for authorization. Any board action developing from the executive session will be taken in open session.*