

Board Meeting Motions
Thursday, November 13, 2025

1.0 CALL TO ORDER AND REVIEW OF AGENDA:

Diane Insley

READING OF COMMUNITY ACTION MISSION:

“Our mission is to help Central Texans achieve economic self-reliance through a wide range of services and community partnerships”

MEETING BEGAN:

6:03 pm

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2.0 ROLL CALL - Doug Mudd

MEMBERS PRESENT:

Public Representatives		Neighborhood Representatives		Private Group Representatives	
	Angela Gonzalez-Sanchez	X	Myra Vassian	X	Diane Insley
	Brett Bray	X	Karen Lovin	X	David Sergi
	Rusty Horne	X	Jeremy Sutton	X	Deborah Villalpando
X	Wayne Thompson		Steven Hernandez	X	Gloria Martinez
X	Alyssa Garza	X	Dominique Holmes		Clarena Larrotta

MEMBERS ABSENT:

Public Representatives		Neighborhood Representatives		Private Group Representatives	
X	Angela Gonzalez-Sanchez		Myra Vassian		Diane Insley
X	Brett Bray		Karen Lovin		David Sergi
X	Rusty Horne		Jeremy Sutton		Deborah Villalpando
	Wayne Thompson	X	Steven Hernandez		Gloria Martinez
	Alyssa Garza			X	Clarena Larrotta

VISITORS:

STAFF PRESENT:

X	Doug Mudd	X	Stacey Martinez
X	Keith Herington	X	Bethany Moore
X	Francesca Ramirez		
X	Mary Helen Martinez		
X	Ruth Salinas		
X	Megan Campbell		
X	Danielle Engelke		

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	Cristal Lopez		
STAFF ABSENT:			
	Doug Mudd		Stacey Martinez
	Keith Herington		Bethany Moore
	Francesca Ramirez		
	Mary Helen Martinez		
	Ruth Salinas		
	Nina Ramos for Megan Campbell		
	Danielle Engelke		
	Cristal Lopez		

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<p>3.0 Public Comment Period: Diane Insley asked if anyone present would like to make a public comment at this time.</p>	<p>No comments were made.</p>		
	<p>Motion to Pass</p>	<p>Second</p>	<p>Approved</p>
<p>4.0 Minutes - Diane Insley 4.1 Board Minutes September 18, 2025 (for approval) The Board members reviewed the Board of Directors Minutes for September 18, 2025. Jeremy Sutton made the motion to approve, Wayne Thompson seconded the motion. All were in favor. None opposed. Motion passed.</p>	<p>Myra</p>	<p>Jeremy</p>	<p>Yes</p>
<p>5.0 Correspondence, for Review and Discussion - Doug Mudd</p>			
<p>5.1 Health & Human Services Annual Inspection - William Crook CDC Doug Mudd reviewed the letter from the Texas Health and Human Services - Unannounced Monitoring. Electronic Record & Procedures are in compliance.</p>	<p>No questions were asked.</p>		
<p>5.2 Health & Human Services Investigation Letter - Luling CDC Doug Mudd reviewed the letter from the Texas Health and Human Services - Unannounced Monitoring. No monitoring deficiencies were found.</p>	<p>No questions were asked</p>		
<p>5.3 Health & Human Services Investigation Letter - Hemphill CDC Doug Mudd reviewed the letter from the Texas Health and Human</p>	<p>Diane Insley asked if the child was hurt? Ruth said No. Diane asked if the cameras were working? Ruth said no.</p>		

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<p>Services - Unannounced Investigation. Allegations that a caregiver handled a child incorrectly. Results pending.</p>	
<p>5.4 Health & Human Services Investigation Letter - Luling CDC Doug Mudd reviewed the letter from the Texas Health and Human Services - Unannounced Investigation. Allegations that proper supervision is not happening in the restrooms. Results pending.</p>	<p>Ruth stated that a parent complained that there weren't separate bathrooms for boys and girls. Diane stated that it wasn't required.</p>
<p>5.5 CAP Plan & Budget Approval Letter TDHCA Doug Mudd reviewed the letter acknowledging that the Y26 CAP had been reviewed and approved.</p>	<p>No questions were asked.</p>
<p>5.6 CAPCOG Monitoring Letter Doug Mudd reviewed the letter stating that the program and fiscal contract monitoring for FY 2025 is completed. No citations or finding.</p>	<p>Karen Lovin stated she wasn't aware there was a monitoring.</p>
<p>5.7 CSBG Organizational Standards Report Card</p>	<p>No questions were asked.</p>
<p>6.0 Leadership Programmatic Reports - 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.</p>	<p>No questions were asked.</p>
<p>6.1 Executive Director - Doug Mudd Doug Mudd program report that includes: Texas Workforce Commission required training led by board member Clarena Larrotta, disruption and funding Loss, and actions taken to reduce risks</p>	<p>Doug expressed his gratitude towards Clarena for providing a training session for 80 educators, and that she did a great job. Community Action continues to face significant funding challenges, including a federal government shutdown that led to the furlough of 127 Head Start employees. The federal government has</p>

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	<p>reopened and staff will be returning on Monday Nov. 17th. Head Start Director Danielle Engelke has provided strong leadership, and contingency plans are in place to maintain operations. The agency also experienced a \$500,000 cut to its Adult Education program and a loss of key funding for the Breast and Cervical Cancer Services (BCCS) program due to a missed procurement notification. To address these issues, the agency has pursued alternative funding, including a grant from the St. David's Foundation, and is working with other organizations and legislators to find solutions and ensure continued services.</p>
6.2 Human Resources – Ruth M. Salinas	No questions were asked.
6.3 Agency Financial - Keith Herington as of September 30, 2025	No questions were asked.
<p>6.3.1 Basic Financials Mr. Herington reviewed the year-to date basic financial statements as of September 30, 2025</p>	No questions were asked.
<p>6.3.2 Grant Financial Report Mr. Herington reviewed the year-to date basic financial statements as of September 30, 2025</p>	<p>Keith reported that CEAP has already reached the amount of 1.25M. Karen asked how much will we be short? Keith said we will stop giving services. Francesca stated that we have enough money to last until the end of the year.</p>
6.3.3 Head Start Program Budget Reports	No questions were asked.

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Mr. Herington reviewed the Head Start Budget report and year-to-date expenditures – September 30, 2025	
6.3.4 Head Start In-Kind Mr. Herington reviewed the report for the period ending in September.	No questions were asked.
6.3.5 Head Start Program CACFP Report Mr. Herington reviewed the report for the period ending in September.	No questions were asked.
6.3.6 Credit Card Report Mr. Herington reviewed the report for the period ending in September.	No questions were asked.
6.3.7 Other Credit Card Purchases Mr. Herington reviewed the report for the period ending in September.	No questions were asked.
6.4 Adult Education – Mary Helen Martinez	Diane asked for clarification on the term “non-legal students.” Mary Helen explained that the term refers to students who are not legally recognized citizens and therefore must meet requirements as lawful non-citizens.
6.5 Community Services - Francesca Ramirez	No questions were asked.
6.6 Health Services - Stacy Martinez	No questions were asked.

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6.7 Head Start – Danielle Engelke	No questions were asked.		
6.8 Home Visiting – Megan Campbell Megan Campbell presented key highlights of the Home Visiting program noting its focus on Early Childhood Provider appreciation event, Home Visiting Data for 11/01/25, 2024-2025 Affiliate Performance Report, Annual Parent Satisfaction Survey,	Dominique asked “How do you notify parents?” Megan said, “They try to promote internally. Sometimes 40 families will show up and sometimes only 2 will come.” She stated that parents are more eager for peer interaction.		
6.9 Youth Service – Cristal Lopez	No questions were asked.		
6.10 Community Development – Bethany Moore	No questions were asked.		
7.0 Action Items - Review, Discuss and Take Proper Action	Motion to Pass	Second	Approved
7.1 Burdine Johnson grant of \$25K for Senior Citizen Center (for approval)	Myra	Jeremy	Yes
7.2 St. David’s Foundation grant of \$34,726 in response to funding cuts (for approval)	Myra	Jeremy	Yes
7.3 Title X Board Training (Stacey Martinez)	No questions.	.	
8.0 Success Story –	N/A		
9.0 Board Member’s Opportunity to Share:	N/A		
10.0 Board President’s Report – Diane Insley			

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Next Board of Directors Meeting: January 15, 2026			
11.0 Adjournment - Jeremy Sutton	Motion to Adjourn		
Diane Insley made the motion to adjourn. Jeremy S. seconded the motion - all were in favor. None opposed. Meeting adjourned at:	7:06pm		

Douglas Mudd

From: Brittny Brymer <Brittny.Brymer@tdhca.texas.gov>
Sent: Thursday, November 20, 2025 2:36 PM
To: Francesca Ramirez; Douglas Mudd
Subject: PY26 CEAP Service Delivery Plan Acceptance

Dear CAICT,

In accordance with the Comprehensive Energy Assistance Program (CEAP) contract and 10 TAC §6.306, the Texas Department of Housing and Community Affairs (the Department) is required to secure from each CEAP Subrecipient, prior to expending any funds, a Service Delivery Plan. **The Department has accepted your PY2026 CEAP Service Delivery Plan.** The implementation of your Service Delivery Plan will be evaluated during an onsite monitoring review.

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

If you have any questions, please contact the Department.

Best regards,

Brittny Brymer

Program Specialist- Training and Technical Assistance for Community Affairs
Texas Department Of Housing and Community Affairs
221 E. 11th Street | Austin, TX 78701
Office: (512)936-7798



ADMINISTRATION FOR
CHILDREN & FAMILIES

Office of Head Start | headstart.gov

December 3, 2025

Ms. Diane Insley, President
Community Action, Inc. of Central Texas
215 S Reimer Ave
Ste 130
San Marcos, TX 78666-5490

Re: Grant No. 06CH012370

Dear Ms. Insley,

This letter serves as formal recognition from the Office of Head Start (OHS) of Community Action, Inc. of Central Texas's satisfactory completion of the underenrollment plan. Community Action, Inc. of Central Texas has achieved and maintained at least 97% enrollment in Head Start Preschool and Early Head Start for six consecutive months following the conclusion of the 12-month period, which concluded on July 10, 2024.

Section 641A(h)(3) of the Head Start Act requires OHS to determine which Head Start agencies have operated with an actual enrollment that is less than full funded enrollment for at least four consecutive months. OHS is also required to collaborate with such agencies on the development of a plan and timetable for reducing or eliminating underenrollment.

Community Action, Inc. of Central Texas met the criteria listed in the Head Start Act and successfully implemented a plan to reduce underenrollment over the 12-month period as described in Section 641A(h)(4).

Achieving and maintaining full enrollment took significant work and effort and we congratulate you on this important accomplishment.

Sincerely,

Office of Head Start

ATTACHMENT A

Sec. 641A Standards; Monitoring of Head Start Agencies and Programs

...

(h) Reduction of Grants and Redistribution of Funds in Cases of Underenrollment-

(1) DEFINITIONS- In this subsection:

(A) ACTUAL ENROLLMENT- The term actual enrollment' means, with respect to the program of a Head Start agency, the actual number of children enrolled in such program and reported by the agency (as required in paragraph (2)) in a given month.

(B) BASE GRANT- The term base grant' has the meaning given the term in section 640(a)(7).

(C) FUNDED ENROLLMENT- The term funded enrollment' means, with respect to the program of a Head Start agency in a fiscal year, the number of children that the agency is funded to serve through a grant for the program during such fiscal year, as indicated in the grant agreement.

(2) ENROLLMENT REPORTING REQUIREMENT- Each entity carrying out a Head Start program shall report on a monthly basis to the Secretary and the relevant Head Start agency

(A) the actual enrollment in such program; and

(B) if such actual enrollment is less than the funded enrollment, any apparent reason for such enrollment shortfall.

(3) SECRETARIAL REVIEW AND PLAN- The Secretary shall

(A) on a semiannual basis, determine which Head Start agencies are operating with an actual enrollment that is less than the funded enrollment based on not less than four consecutive months of data;

(B) for each such Head Start agency operating a program with an actual enrollment that is less than its funded enrollment, as determined under subparagraph (A), develop, in collaboration with such agency, a plan and timetable for reducing or eliminating underenrollment taking into consideration--

(i) the quality and extent of the outreach, recruitment, and communitywide strategic planning and needs assessment conducted by such agency;

(ii) changing demographics, mobility of populations, and the identification of new underserved low-income populations;

(iii) facilities-related issues that may impact enrollment;

(iv) the ability to provide full-working-day programs, where needed, through funds made available under this subchapter or through collaboration with entities carrying out other early childhood education and development programs, or programs with other funding sources (where available);

(v) the availability and use by families of other early childhood education and development options in the community served; and

(vi) agency management procedures that may impact enrollment; and

(C) provide timely and ongoing technical assistance to each agency described in subparagraph (B) for the purpose of assisting the Head Start agency to implement the plan described in such subparagraph.

(4) IMPLEMENTATION- Upon receipt of the technical assistance described in paragraph (3)(C), a Head Start agency shall immediately implement the plan described in paragraph (3)(B). The Secretary shall, where determined appropriate, continue to provide technical assistance to such agency.

(5) SECRETARIAL REVIEW AND ADJUSTMENT FOR CHRONIC UNDERENROLLMENT-

(A) IN GENERAL- If, after receiving technical assistance and developing and implementing the plan as described in paragraphs (3) and (4) for 12 months, a Head Start agency is operating a program with an actual enrollment that is less than 97% of its funded enrollment, the Secretary may--

(i) designate such agency as chronically underenrolled; and

(ii) recapture, withhold, or reduce the base grant for the program by a percentage equal to the percentage difference between funded enrollment and actual enrollment for the program for the most recent year for which the agency is determined to be underenrolled under paragraph (3)(A).

(B) WAIVER OR LIMITATION OF REDUCTIONS- The Secretary may, as appropriate, waive or reduce the percentage recapturing, withholding, or reduction otherwise required by subparagraph (A), if, after the implementation of the plan described in paragraph (3)(B), the Secretary finds that--

(i) the causes of the enrollment shortfall, or a portion of the shortfall, are related to the agency's serving significant numbers of highly mobile children, or are other significant causes as determined by the Secretary;

(ii) the shortfall can reasonably be expected to be temporary; or

(iii) the number of slots allotted to the agency is small enough that underenrollment does not create a significant shortfall.

(6) REDISTRIBUTION OF FUNDS-

(A) IN GENERAL- Funds held by the Secretary as a result of recapturing, withholding, or reducing a base grant in a fiscal year shall be redistributed by the end of the following fiscal year as follows:

(i) INDIAN HEAD START PROGRAMS- If such funds are derived from an Indian Head Start program, then such funds shall be redistributed to increase enrollment by the end of the following fiscal year in one or more Indian Head Start programs.

(ii) MIGRANT AND SEASONAL HEAD START PROGRAMS- If such funds are derived from a migrant or seasonal Head Start program, then such funds shall be redistributed to increase enrollment by the end of the following fiscal year in one or more programs of the type from which such funds are derived.

(iii) EARLY HEAD START PROGRAMS- If such funds are derived from an Early Head Start program in a State, then such funds shall be redistributed to increase enrollment by the end of the following fiscal year in 1 or more Early Head Start programs in that State. If such funds are derived from an Indian Early Head Start program, then such funds shall be redistributed to increase enrollment by the end of the following fiscal year in one or more Indian Early Head Start programs.

(iv) OTHER HEAD START PROGRAMS- If such funds are derived from a Head Start program in a State (excluding programs described in clauses (i) through (iii)), then such funds shall be redistributed to increase enrollment by the end of the following fiscal year in 1 or more Head Start programs (excluding programs described in clauses (i) through (iii)) that are carried out in such State.

(B) ADJUSTMENT TO FUNDED ENROLLMENT- The Secretary shall adjust as necessary the requirements relating to funded enrollment indicated in the grant agreement of a Head Start agency receiving redistributed funds under this paragraph.

Texas Workforce Commission

A Member of Texas Workforce Solutions

5.3

Joe Esparza, Chairman
Commissioner Representing
Employers

Alberto Treviño III
Commissioner Representing
Labor

Brent Connett
Commissioner Representing
the Public

Randy Townsend
Interim Executive Director

ISSUE DATE: December 4, 2025

Dr. Mary Helen Martinez
Adult Education Director
Community Action, Inc. of Central Texas
215 S. Reimer Ave., Ste. 130
San Marcos, Texas 78667

Dear Dr. Martinez:

We recently completed data validation testing of the Adult Education and Literacy (AEL) program for the State of Texas, as administered by Community Action, Inc. of Central Texas. Data validation is required by the U.S. Departments of Labor and Education through guidance in TWC AEL Letter 04-21, "AEL Enrollment and Data Validation Requirements" and Office of Career, Technical, and Adult Education (OCTAE) Memo 19-1, "Guidance for Validating Jointly Required Performance Data Submitted under the Workforce Innovation and Opportunity Act (WIOA)". It is a process for verifying data elements in client records by comparing them to source documentation to ensure compliance with federal requirements and appropriate use of funds.

Attached is a Summary Report that outlines the results for each program tested in your area. The scope of review was from July 1, 2024, through June 30, 2025.

We appreciate the support of you and your staff and look forward to our continuing partnership to ensure the quality of the data reported by the State of Texas.

Sincerely,



Mary B. Millan, Deputy Division Director
Subrecipient Monitoring
Division of Fraud Deterrence and Compliance Monitoring

cc: Douglas Mudd, Executive Director, Community Action, Inc. of Central Texas

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Relay Texas: 800-735-2989 (TTY) and 711 (Voice).



Data Validation Results Report

PY2026 Data Validation Results for Community Action Inc.



Assessment

Field Description	Records Tested	Records Unmet	Unmet Percentage
Type of Recognized Credential (WIOA)	5	0	0%
Date Attained Recognized Credential (WIOA)	5	1	20%
Date of Most Recent Measurable Skill Gains: Educational Functioning Level (EFL) (WIOA)	15	0	0%
Date of Most Recent Measurable Skill Gains: Skills Progression (WIOA)	5	0	0%
SUB TOTALS	30	1	3.33%



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 10/28/2025

Arrival Date and Time 10/28/2025 09:55 am
Departure Date and Time 10/28/2025 11:29 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 Number: 3186054

Investigation Number: 3186054

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: 87

Director Present

Dir Qual Eval



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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"/> | <input type="checkbox"/> P. Nighttime Care | <input type="checkbox"/> X. Transportation |
- Inspection results from another state agency or political subdivision were used in the evaluation of some standards.
- Health and Safety Audit conducted.
- Photographs were taken during the inspection.

Others: 746.307(b)(4), 746.705, 746.305(a)(6), 746.1201(1), 746.2805



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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:



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Health and Human Services

Child-Care Inspection Form

Hemphill Head Start

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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) 11/01/2026

Gas Pipe Pressure Test

Last LP Gas Inspection

Allegations:

It was alleged that a caregiver handled an infant incorrectly.

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

Findings for this inspection are listed below:

Standard/Rule Description	Findings	Comply By	TA Given	Documents/ Photos Obtained
746.307(b)(4) Parental Communication - Situation that Placed a Child at Risk (Weight: High)	Deficiency	12/01/2025	Y	Y
Specifics: Parents were not notified immediately that an incident took place at the operation that put a child at risk of harm.				
746.705 Incident/Illness Report Form Signed (Weight: Low)	Compliance		Y	Y
Specifics:				
746.305(a)(6) Report Situation Placing Children at Risk (Weight: High)	Compliance		Y	N
Specifics:				



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Health and Human Services

Child-Care Inspection Form

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746.1201(1) Responsibilities of Employees and Caregivers -Demonstrate Competency, Good Judgment, Self-control (Weight: High)	Deficiency	12/01/2025	Y	N
Specifics: This investigation found that a caregiver did not use good judgement when incorrectly handling a child.				
746.2805 Prohibited Punishments - No Harsh, Cruel or Unusual (Weight: High)	Compliance		N	N
Specifics:				

The Technical Assistance provided for these standards described below:

Standard/Rule Description	Technical Assistance Given
746.307(b)(4) Parental Communication - Situation that Placed a Child at Risk	Communication between caregivers and parents is essential to both the safe and healthy of the center and to the parents' ability to assess the care their children are receiving. Using incident reports or Ouchy reports can help inform families of less serious injuries or situations.
746.705 Incident/Illness Report Form Signed	It is important to have incident reports signed within 48 hours of the incident. This can done in person or electronically.
746.305(a)(6) Report Situation Placing Children at Risk	Caregivers and staff should be trained on what circumstances require a notification to Licensing. Licensing must be notified within 48 hours of being informed of a situation that places a child at risk. The 48 hours includes weekends and days the operation is closed. The report must be made either online or called into the hot line. Faxes, emails, and/or voice mails are not proper notification. If you are unable to speak to with a Licensing Inspector to report the incident, you may call the local licensing office during office hours at 512-834-3426 or the statewide hot line 1-800-252-5400 is available 24 hours a day, 7 days week. Reports can also be made online at www.txabusehotline.org
746.1201(1) Responsibilities of Employees and Caregivers -Demonstrate Competency, Good Judgment, Self-control	Having a system in place to help teachers who become overwhelmed is important. Allowing opportunities for teachers to step away especially in the infant classroom can help in reducing their frustration.

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.

The supplemental Form 2936 replaces the original form that was initially provided to the operation on the date of the inspection.

Notification Date: 12/01/2025

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.



TEXAS

Health and Human Services

Child-Care Inspection Form

Hemphill Head Start

851933

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



TEXAS

Health and Human Services

Child-Care Inspection Form

Henry Bush Child Development Center
#124699

Arrival Date and Time 11/17/2025 09:15 AM

Departure Date and Time 11/18/2025 09:45 AM

Part I: OPERATION INFORMATION

Location: 722 MCKIE ST, SAN MARCOS, TX 78666

Phone: (512) 392-1161

Permit Type: License

Type: Child Care Program

Capacity: 83

Infant Capacity:

Status: Full

Director/Administrator: Chelsey Meigs

Designee/Registrant: Danielle Engelke

Director/Administrator:

Type of Inspection: Unannounced Follow-up

Licensing Staff: AMANDA KENNEDY

Phone: (512) 938-8710

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: 0

Director Present

Photographs were taken during the inspection

Dir Qual Eval

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

Standard x Standard

J. Pre-K Children

R. Health Practices

A. Administration

K. School Age Children

S. Safety Practices

C. Record Keeping

L. Discipline

T. Physical Facilities

D. Personnel

M. Naptime

U. Outdoor Safety

E. Ratios and Group Sizes

N. Field Trips

V. Pools

F. Activities

O. Get Well Care (Centers only)

W. Fire Safety

H. Infants

P. Nighttime Care

X. Transportation

I. Toddlers

Q. Nutrition and Food Services



TEXAS

Health and Human Services

Child-Care Inspection Form

Henry Bush Child Development Center

#124699

- 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

Henry Bush Child Development Center
#124699

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.

11/18/2025

11/18/2025

Signature (Person Signing for Operation)

Date

Signature (Licensing Staff)

Date

Signed By: Director



TEXAS

Health and Human Services

Child-Care Inspection Form

Henry Bush Child Development Center
#124699

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: 01/28/2025

Health Inspection: 08/29/2024

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

Gas Pipe Pressure Test: 11/21/2024

Last LP Gas Inspection :

Findings for this inspection are listed below:

No monitoring deficiencies were found at this inspection.

The purpose of this investigation is to follow up following a closure.

Notification Date: 11/18/2025

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.



TEXAS

Health and Human Services

Child-Care Inspection Form

Henry Bush Child Development Center

#124699

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



TEXAS

Health and Human Services

Child-Care Inspection Form

William Crook Child Development Center
#1751896

Arrival Date and Time 11/17/2025 10:00 AM

Departure Date and Time 11/18/2025 10:19 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: Katie Childs

Designee/Registrant: Danielle Engelke

Director/Administrator:

Type of Inspection: Unannounced Follow-up

Licensing Staff: AMANDA KENNEDY

Phone: (512) 938-8710

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: 0

Director Present

Photographs were taken during the inspection

Dir Qual Eval

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

Standard x Standard

J. Pre-K Children

R. Health Practices

A. Administration

K. School Age Children

S. Safety Practices

C. Record Keeping

L. Discipline

T. Physical Facilities

D. Personnel

M. Naptime

U. Outdoor Safety

E. Ratios and Group Sizes

N. Field Trips

V. Pools

F. Activities

O. Get Well Care (Centers only)

W. Fire Safety

H. Infants

P. Nighttime Care

X. Transportation

I. Toddlers

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

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11/18/2025

11/18/2025

Signature (Person Signing for Operation)

Date

Signature (Licensing Staff)

Date

Signed By: Director



TEXAS

Health and Human Services

Child-Care Inspection Form

William Crook Child Development Center
#1751896

Part III: INSPECTION INFORMATION

Records Evaluated:

Number of Children's Records:

Number of Children Enrolled:

Number of Staff Records:

Number of Staff Employed:

Inspection Dates:

Fire Inspection: 07/29/2025

Health Inspection: 07/14/2025

Liability Insurance (exp.date) 11/01/2026

Gas Pipe Pressure Test:

Last LP Gas Inspection :

Findings for this inspection are listed below:

No monitoring deficiencies were found at this inspection.

The purpose of this inspection is to follow up following a closure.

Notification Date: 11/18/2025

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.



TEXAS

Health and Human Services

Child-Care Inspection Form

William Crook Child Development Center

#1751896

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

Arrival Date and Time 11/18/2025 10:38 AM
Departure Date and Time 11/18/2025 11:17 AM

Part I: OPERATION INFORMATION

Location: 3995 E FM 150, KYLE, TX 78640

Phone: (512) 268-5305

Permit Type: License

Type: Child Care Program

Capacity: 175

Infant Capacity: 22

Status: Full

Director/Administrator: Yvette Rodriguez

Designee/Registrant: Danielle Engelke

Director/Administrator: Monica Silguero

Type of Inspection: Unannounced Follow-up

Licensing Staff: AMANDA KENNEDY

Phone: (512) 938-8710

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: 0
- 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 | |



TEXAS

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



TEXAS

Health and Human Services

Child-Care Inspection Form

Hemphill Head Start
#851933

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

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11/18/2025

11/18/2025

Signature (Person Signing for Operation)

Date

Signature (Licensing Staff)

Date

Signed By: Director



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) 11/01/2026

Gas Pipe Pressure Test:

Last LP Gas Inspection :

Findings for this inspection are listed below:

No monitoring deficiencies were found at this inspection.

The purpose of this inspection is to follow up following the closure.

Notification Date: 11/18/2025

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.



TEXAS

Health and Human Services

Child-Care Inspection Form

Hemphill Head Start

#851933

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



TEXAS

Health and Human Services

Child-Care Inspection Form

A. Washington Child Development Center
#504402

Arrival Date and Time 11/18/2025 08:20 AM

Departure Date and Time 11/18/2025 09:02 AM

Part I: OPERATION INFORMATION

Location: 103 HAYS ST, SAN MARCOS, TX 78667

Phone: (512) 353-1507

Permit Type: License

Type: Child Care Program

Capacity: 109

Infant Capacity: 33

Status: Full

Director/Administrator: Parker Berger

Designee/Registrant: Danielle Engelke

Director/Administrator:

Type of Inspection: Unannounced Follow-up

Licensing Staff: KIMBERLY MARTINEZ

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: 0

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 | |



TEXAS

Health and Human Services

Child-Care Inspection Form

A. Washington Child Development Center

#504402

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



TEXAS

Health and Human Services

Child-Care Inspection Form

A. Washington Child Development Center
#504402

Others:

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

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ACKNOWLEDGEMENT OF RECEIPT

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11/18/2025

11/18/2025

Signature (Person Signing for Operation)

Date

Signature (Licensing Staff)

Date

Signed By: Director



TEXAS

Health and Human Services

Child-Care Inspection Form

A. Washington Child Development Center
#504402

Part III: INSPECTION INFORMATION

Records Evaluated:

Number of Children's Records:

Number of Children Enrolled:

Number of Staff Records:

Number of Staff Employed:

Inspection Dates:

Fire Inspection: 05/20/2025

Health Inspection: 04/02/2025

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

Gas Pipe Pressure Test: 01/07/2025

Last LP Gas Inspection :

Findings for this inspection are listed below:

No monitoring deficiencies were found at this inspection.

Notification Date: 11/18/2025

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 and the CCR Supervisor.



TEXAS

Health and Human Services

Child-Care Inspection Form

A. Washington Child Development Center

#504402

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

Supplemental Inspection Form - 2936 replaces the original Inspection Form - 2936 that was completed and provided to the operation on 11/18/2025

Arrival Date and Time 11/18/2025 10:25 am
Departure Date and Time 11/18/2025 10:44 am

Part I: OPERATION INFORMATION

Location: 104 W NEWTON ST, Phone Number: (830) 875-5682
LULING, TX 78648-1827

Permit Type: License

Type: Licensed Child Care Program Capacity: 74 Infant Capacity: 20

Status: Full

Director/Administrator: Leticia Arispe

Designee/Registrant: Danielle Engelke

Type of Inspection: Unannounced Follow-up

CCR Staff: KIMBERLY MARTINEZ Phone:

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

CCR Supervisor: JESSICA LEATHERS Phone: (512) 239-8895

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

Part II: NOTIFICATION

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

Controlling Persons have been verified.

Background Checks have been verified.

The following items regarding risk to children were evaluated:

The Supervision of Children

Conditions of any Waiver/Variance, if applicable

Child/Caregiver Ratio

Caregiver Responsibilities

Obvious Fire, Safety, and/or Sanitation Deficiencies

Restrictions and/or Conditions of the Permit

Children in Care: 0

Director Present

Dir Qual Eval

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



TEXAS

Health and Human Services

Child-Care Inspection Form

Luling CDC Head Start and Early Head Start

1361626

- | | | |
|--|--|---|
| <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:



TEXAS

Health and Human Services

Child-Care Inspection Form

Luling CDC Head Start and Early Head Start
1361626

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.

		<i>Kim Martinez</i>		11/18/2025
Signature (Person Signing for Operation)	Date	Signature (CCR Staff)		Date

Signed By:



TEXAS

Health and Human Services

Child-Care Inspection Form

Luling CDC Head Start and Early Head Start
1361626

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 09/04/2024

Health Inspection 12/06/2023

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

Gas Pipe Pressure Test

Last LP Gas Inspection

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.

I needed to update the time of arrival. My keyboard would not work while at the center.

Notification Date: 11/18/2025

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 and the CCR Supervisor.

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



TEXAS

Health and Human Services

Child-Care Inspection Form

Lockhart CDC
19727

Arrival Date and Time 11/18/2025 11:25 am
Departure Date and Time 11/18/2025 11:45 am

Part I: OPERATION INFORMATION

Location: 1808 W SAN ANTONIO ST, LOCKHART, TX 78644-2400 Phone Number: (512) 398-7141

Permit Type: License

Type: Licensed Child Care Program Capacity: 50 Infant Capacity: 9

Status: Full

Director/Administrator: Charman Plant

Designee/Registrant: Danielle Engelke

Type of Inspection: Unannounced Follow-up

CCR Staff: KIMBERLY MARTINEZ Phone:

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

CCR Supervisor: JESSICA LEATHERS Phone: (512) 239-8895

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

Part II: NOTIFICATION

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

Controlling Persons have been verified.

Background Checks have been verified.

The following items regarding risk to children were evaluated:

The Supervision of Children

Conditions of any Waiver/Variance, if applicable

Child/Caregiver Ratio

Caregiver Responsibilities

Obvious Fire, Safety, and/or Sanitation Deficiencies

Restrictions and/or Conditions of the Permit

Children in Care:

Director Present

Dir Qual Eval

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

Standard x Standard

I. Toddlers

Q. Nutrition and Food Services



TEXAS

Health and Human Services

Child-Care Inspection Form

Lockhart CDC
19727

- A/B. Scope, Administration, and Communication
 - C. Record Keeping
 - D. Personnel
 - E. Ratios and Group Sizes
 - F. Activities
 - H. Infants
 -
 - 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.
- J. Pre-K Children
 - K. School Age Children
 - L. Discipline
 - M. Naptime
 - N. Field Trips
 - O. Get Well Care (Centers only)
 - P. Nighttime Care
- R. Health Practices
 - S. Safety Practices
 - T. Physical Facilities
 - U. Outdoor Safety
 - V. Pools
 - W. Fire Safety
 - X. Transportation

Others:



TEXAS Health and Human Services

Child-Care Inspection Form

Lockhart CDC

19727

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.

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Signature (Person Signing for Operation)

Date

Kim Martinez

Signature (CCR Staff)

11/18/2025

Date

Signed By:



TEXAS

Health and Human Services

Child-Care Inspection Form
Lockhart CDC
19727

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 05/17/2024

Health Inspection

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

Gas Pipe Pressure Test 06/10/2024

Last LP Gas Inspection

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.

Notification Date: 11/18/2025

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 and the CCR Supervisor.

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



TEXAS

Health and Human Services

Executive Commissioner
Cecile Erwin Young

November 21, 2025

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

Operation #1361626
Luling CDC Head Start and Early Head Start

Investigation # 3186618

Dear Mrs. Arispe:

Your operation, Luling CDC Head Start and Early Head Start located at 104 W NEWTON ST, LULING, TX 78648-1827, 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 proper supervision is not happening in the restrooms.

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
746.2503(2) Toddler Care Area - Allows for Proper Supervision	N		N	N	

Specifics: This standard was found in compliance.

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

Danielle Engelke
November 21, 2025
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.

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

Sincerely,

KIMBERLY MARTINEZ
CCR Representative
512-618-1643

Enclosure(s):

cc: Community Action Inc of Central Texas



TEXAS

Health and Human Services

Executive Commissioner
Cecile Erwin Young

December 1, 2025

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

Operation #851933
Hemphill Head Start

Investigation # 3186054
Agency Home - null 0

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 was alleged that a caregiver handled an infant incorrectly.

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
746.307(b)(4) Parental Communication - Situation that Placed a Child at Risk	Y	12/01/2025	Y	Y	12/01/2025
Specifics: Parents were not notified immediately that an incident took place at the operation that put a child at risk of harm.					
746.705 Incident/Illness Report Form Signed	N		Y	Y	
Specifics:					
746.2805 Prohibited Punishments - No Harsh, Cruel or Unusual	N		N	N	
Specifics:					
746.1201(1) Responsibilities of Employees and Caregivers - Demonstrate Competency, Good Judgment, Self-control	Y	12/01/2025	Y	N	12/01/2025
Specifics: This investigation found that a caregiver did not use good judgement when incorrectly handling a child.					
746.305(a)(6) Report Situation Placing Children at Risk	N		Y	N	
Specifics:					

The Technical Assistance provided for these standards described below:

Standard/Rule Description	Technical Assistance Given
746.307(b)(4) Parental Communication - Situation that Placed a Child at Risk	Communication between caregivers and parents is essential to both the safe and healthy of the center and to the parents' ability to assess the care their children are receiving. Using incident reports or Ouchy reports can help inform families of less serious injuries or situations.

<p>746.705 Incident/Illness Report Form Signed</p>	<p>It is important to have incident reports signed within 48 hours of the incident. This can be done in person or electronically.</p>
<p>746.305(a)(6) Report Situation Placing Children at Risk</p>	<p>Caregivers and staff should be trained on what circumstances require a notification to Licensing. Licensing must be notified within 48 hours of being informed of a situation that places a child at risk. The 48 hours includes weekends and days the operation is closed. The report must be made either online or called into the hot line. Faxes, emails, and/or voice mails are not proper notification. If you are unable to speak to with a Licensing Inspector to report the incident, you may call the local licensing office during office hours at 512-834-3426 or the statewide hot line 1-800-252-5400 is available 24 hours a day, 7 days a week. Reports can also be made online at www.txabusehotline.org</p>
<p>746.1201(1) Responsibilities of Employees and Caregivers -Demonstrate Competency, Good Judgment, Self-control</p>	<p>Having a system in place to help teachers who become overwhelmed is important. Allowing opportunities for teachers to step away especially in the infant classroom can help in reducing their frustration.</p>

This letter serves as notification of the above-listed finding(s) with a Notification Date of 12/01/2025. If you disagree with a finding with this notification date, you may request an administrative review of it within 15 days of your receipt of this letter by writing CCFEnforcement.Daycare@hhs.texas.gov or Child Care Enforcement, MC 182-6, P.O. Box 16017, Houston, TX 77222-6017.

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

Danielle Engelke
December 1, 2025
Page 4

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

Hemphill Head Start
#851933

Arrival Date and Time 12/10/2025 01:03 PM
Departure Date and Time 12/10/2025 01:30 PM

Part I: OPERATION INFORMATION

Location: 3995 E FM 150, KYLE, TX 78667

Phone: (512) 268-5305

Permit Type: License

Type: Child Care Program

Capacity:175

Infant Capacity: 22

Status: Full

Director/Administrator: Yvette Rodriguez

Designee/Registrant: Danielle Engelke

Director/Administrator: Monica Silguero

Type of Inspection: Unannounced Follow-up

Follow-up to Inspections: 4082972

Licensing Staff: AMANDA KENNEDY

Phone: (512) 938-8710

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: 92
- 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 | |



TEXAS

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

746.1201(1), 746.307(b)(4)



TEXAS

Health and Human Services

Child-Care Inspection Form

Hemphill Head Start
#851933

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.


_____ 12/10/2025


_____ 12/10/2025

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) 11/01/2026

Gas Pipe Pressure Test:

Last LP Gas Inspection :

Findings for this inspection are listed below:

The following standards were cited during a previous inspection. The Findings column below states whether the previous deficiencies were corrected. Any remaining deficiencies must be corrected by the Comply By Date.

Standard/Rule Description	Findings	Comply By	TA Given	Documents/ Photos Obtained
746.307(b)(4) Parental Communication - Situation that Placed a Child at Risk (Weight: High)	Compliance		Y	N
Specifics:				
746.1201(1) Responsibilities of Employees and Caregivers -Demonstrate Competency, Good Judgment, Self-control (Weight: 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

Hemphill Head Start

#851933

746.307(b)(4) Parental Communication - Situation that Placed a Child at Risk	It is important to communicate with parents in a timely manner about situations that may have put a child as risk.
746.1201(1) Responsibilities of Employees and Caregivers -Demonstrate Competency, Good Judgment, Self-control	Having resources to help teachers know when they are overwhelmed is important for them make good judgement calls.

Notification Date: 12/10/2025

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.



ADMINISTRATION FOR
CHILDREN & FAMILIES

Office of Head Start | 330 C St., SW, 4th Floor, Washington DC 20201 | headstart.gov

January 02, 2026

Danielle Engelke, Head Start Director
Community Action, Inc. of Central Texas

Re: Grant No. 06CH012370

Dear Grant Recipient,

Your agency previously received a letter with the names of two updated monitoring review types for FY26. Since then, based on feedback from the Head Start community, OHS has refined the naming to ensure it remains consistent, clear, and familiar to recipients.

To reduce burden, and provide stability, OHS is building on the current review structure. Beginning in FY26 the review names will be:

- Focus Area 1: Program Systems Review (FA1)
- Focus Area 2: Comprehensive Services Review (FA2)

While the names differ, OHS is hoping that the name additions are more transparent on what to expect from the reviews themselves. OHS is looking forward to the continued partnership, and the increased efficiency with the reduced burden on these review events.

A Focus Area 2: Comprehensive Services Review (FA2) will be conducted for your program Community Action, Inc. of Central Texas (06CH012370) during the week of **02/16/2026**. Please note: Review dates are firm, and the OHS will not authorize date changes.

Pre-Review Preparation:

All grant recipients must complete the following tasks no later than 14 days prior to your review event:

- Update contact information for program leadership in the Head Start Enterprise System (HSES).
- Update information pertinent to center and classroom operations, including the status (open/closed) of all classrooms and centers (*In HSES under the Programs/ Facilities tab*).
- Upload the following documents into HSES (*under Documents/Pre Review documents*):
 - Most recent audit

- Most recent annual SF-425 and SF-429A submissions
- Subrecipient/delegate contracts
- Detailed general ledger from the most recently completed program year (inclusive of all Federal Head Start grants being reviewed)
- Fiscal policies and procedures
- Program Enrollment Roster (without personal identifiable information), which will be used for Eligibility File Sampling. Instructions for submitting the Program Enrollment Roster are attached.

Pre-Review Planning Call:

Your assigned Review Lead, Amy Corriveau, will be in contact with you soon to schedule a pre-review planning call. During this call, they will share information about organizing and conducting the FA2 review, related forms and communication, and the responsibilities shared by both the grant recipient and the Review Lead. During this pre-review planning call, you will have an opportunity to share the service delivery options your program is currently providing and discuss specific details of the review event. Please plan to include your program's Head Start/Early Head Start director and fiscal officer on this call.

Your program should be prepared to discuss the following items during your pre-review planning call:

- Details around the service delivery for each Head Start grant, including fiscal details:
 - Grant numbers
 - Current enrollment
 - Funding sources
 - Facilities with Federal interest
- Staff and staff turnover data:
 - Total number of teachers (HS and EHS)
 - Current number of teacher vacancies (HS and EHS)
 - Number of teacher positions that turned over in the previous 12 months (HS and EHS)
 - Total number of managers and directors
 - Current number of manager and program leadership vacancies
 - Number of program leadership positions that turned over in the previous 12 months

On-site Preparation:

Examples of documentation that may be requested by the Review Team during your review event include:

- Detailed General Ledger from the most recently completed and current program year (inclusive of all Federal Head Start grants being reviewed) and detail of fiscal transactions
- Eligibility Files and Supporting Documentation
- Completed Criminal Records Check Tracking Sheet (see attached)
- Completed Staff Qualifications Tracking Form (see attached)
- Program Policies and Procedures, including Standards of Conduct
- Examples of data used to demonstrate program performance and compliance (e.g., eligibility, child health determination, child assessment, staff professional development, family partnership data etc.)

Please note the list above is not exhaustive; the Review Team will ask for additional documentation during the review week. It is preferred that all documents requested are provided in the English language.

Additional information about the Federal monitoring process, resources, and tools for grant recipients can be found on [HeadStart.gov](https://www.headstart.gov).

Sincerely,

OHS Monitoring Scheduling Team

Executive Director Report



BCCS Funding Loss Action Steps Update

As reported at the previous board meeting, Community Action lost its Breast and Cervical Cancer Services (BCCS) grant funding due to a missed email. In response, the Agency proactively secured alternative funding to continue these services in the coming year. CommuniCare has donated \$100,000 to support low-income women in Hays County, and Community Health Centers of South Central Texas (CHCSCT) has elected to subcontract a portion of its BCCS funding to our Agency, totaling nearly \$30,000. We are pleased to be able to continue providing BCCS services to women in need throughout our service area.

Christmas Lunch and Community Development Director Change

In December, Community Action celebrated the holiday season with a door decorating contest and a Christmas luncheon with board members and staff at the Village. Eleven employees participated by decorating their office doors, with board members serving as judges. Contest winners were announced following lunch. The event provided a meaningful opportunity for team building among staff and allowed Village administrative staff to connect with members of the Board.

On a more somber note, Bethany Moore, our Community Development Director, announced her resignation after eight months in the position. While this news was disappointing, Bethany made significant contributions during her tenure, including establishing a strong infrastructure for the intermediary grant project, allowing the program to continue smoothly under new leadership. To ensure continuity of this important work, Megan Campbell, our Home Visiting Director, has agreed to serve as Interim Director for the program.



- (a) Tripartite boards have a fiduciary responsibility for the overall operation of the Eligible Entity. Members are expected to carry out their duties as any reasonably prudent person would do.
- (b) At a minimum, board members are expected to:
 - (1) Maintain regular attendance of board and committee meetings;
 - (2) Develop thorough familiarity with core agency information as appropriate, such as the agency's bylaws, Certificate of Formation/Articles of Incorporation, sources of funding, agency goals and programs, federal and state CSBG statutes;
 - (3) Exercise careful review of materials provided to the board;
 - (4) Make decisions based on sufficient information;
 - (5) Ensure that proper fiscal systems and controls, as well as a legal compliance system, are in place;
 - (6) Maintain knowledge of all major actions taken by the agency; and
 - (7) Receive regular reports that include:
 - (A) Review and approval of all funding requests (including budgets);
 - (B) Review of reports on the organization's financial situation;
 - (C) Regular reports on the progress of goals specified in the Performance Statement or program proposal;
 - (D) Regular reports addressing the rate of expenditures as compared to those projected in the budget;
 - (E) Updated modifications to policies and procedures concerning employees and fiscal operations;
 - (F) Updated information on community conditions that affect the programs and services of the organization; and
 - (G) Reports on any monitoring correspondence transmitted by the Department.
- (c) Individuals that agree to participate on a tripartite governing board, accept the responsibility to assure that the agency they represent continues to:
 - (1) Assess and respond to the causes and conditions of poverty in their community;
 - (2) Achieve anticipated family and community outcomes; and
 - (3) Remains administratively and fiscally sound.
- (d) Excessive absenteeism of board members compromises the mission and intent of the program.

HUMAN RESOURCES

PROGRAM REPORT



Project Name	HR Program Report	Reporting Period
Board Meeting	January 15, 2026	11/12//2025 - 01/15/2026
Prepared by	Ruth M. Salinas	

In the news:

- 2025 Turnover Rate - 29.41%
- 7 New Hires to start on January 12th
- Leadership Academy coming up - April 10th
- Employee Handbook Revision coming up - March 26th

Status Update

New Hires	Separations	Vacancies	Employee Count
1	18	10	318
Numbers from Board Meeting - 11/13/2025			
6	9	4	335

Community Action, Inc of Central Texas
Statement of Financial Position
November 30, 2025

Item 6.3.1

ASSETS

Current Assets

Cash	\$	1,391,374
Grant Receivable		1,465,132
Inventory		7,107
Prepaid Expenses		2,950
Total Current Assets		<u>2,866,564</u>

Fixed Assets

Buildings & Equipment		4,400,656
less Accumulated Depreciation		<u>(3,936,374)</u>
Net Fixed Assets		464,282

TOTAL ASSETS

\$ 3,330,845

LIABILITIES & NET ASSETS

Current Liabilities

Accounts Payable & Accrued Liabilities	\$	<u>2,572,956</u>
Total Current Liabilities		2,572,956

Total Liabilities

2,572,956

Net Assets

Unrestricted		293,608
Permanently Restricted		<u>464,282</u>
Total Net Assets		<u>757,890</u>

TOTAL LIABILITIES & NET ASSETS

\$ 3,330,845

Community Action, Inc of Central Texas
Statement of Revenues
1 Month Ended November 30, 2025

Item 6.3.1

Federal & State Grant Revenue	\$ 1,217,149
Other Grant Revenue	11,632
Fee for Service Revenue	713
Fundraising/Donations	1,326
Interest Income	868
Program Income	<u>7,765</u>
 TOTAL REVENUES	 \$ <u><u>1,398,577</u></u>

Community Action, Inc of Central Texas
Statement of Functional Expenses
1 Month Ended November 30, 2025

Item 6.3.1

Salaries	768,747
Fringe Benefits	177,679
Supplies	37,974
Contractual	91,941
Rent	124,523
Telephone/Internet	9,055
Utilities	5,993
Miscellaneous	789
Insurance	130,042
Travel	10,901
Maintenance	5,863
Other Office Expense	8,019
Auto Expense	813
Employee Development	23,461
Interest & Bank Fees	144
Direct Assistance	41,067
Depreciation	6,000
TOTAL EXPENDITURES	<u>1,443,010</u>

Community Action, Inc. of Central Texas
 Grant Financial Report
 As of November 30, 2025

Item 6.3.2

Community Services

Program	Current Budget	Cumulative Expenditures To Date	Budget Balance	% of Budget Expended	% of Grant Period Completed	Grant FYE
1 CEAP (Energy Assistance) 2025	\$1,306,551	\$1,282,967	\$23,584	98.19%	91%	12/31/2025
2 CEAP (Energy Assistance) 2025 SUPP	\$49,429	\$33,820	\$15,609	68.42%	91%	12/31/2025
3 CSBG 2025 Allocation	\$341,788	\$239,435	\$102,353	70.05%	91%	12/31/2025
4 Senior Citizens - CAPCO	\$69,700	\$6,800	\$62,900	9.76%	16%	9/30/2026
5 Senior Citizens - COSM	\$18,000	\$18,000	\$0	100.00%	91%	12/31/2025
6 SM Youth Services	\$139,166	\$103,317	\$35,849	74.24%	83%	1/31/2026
7 TX Youth Action Network 24-25	\$80,000	\$46,971	\$33,029	58.71%	54%	10/31/2026
8 TBRA First Presbyterian	\$50,000	\$41,223	\$8,777	82.45%	91%	12/31/2025
9 First Presbyterian Church Relief	<u>\$2,994</u>	<u>\$0</u>	<u>\$2,994</u>	0.00%	86%	10/31/2025
Total Community Services	<u>\$2,057,628</u>	<u>\$1,772,533</u>	<u>\$285,095</u>			

- 1 CEAP 2025 - Received extra funding in November
- 2 CEAP - Supp - All CEAP funds should be depleted by end of December. Can only help clients with one month assistance due to grant closing at 12/31
- 9 First Presbyterian Church - Funds roll over to new year if unspent.

Child & Family Services						
Program	Current Budget	Cumulative Expenditures To Date	Budget Balance	% of Budget Expended	% of Grant Period Completed	Grant FYE
10 ST Davids - Home Visiting	\$253,327	\$228,589	\$24,738	90.23%	91%	12/31/2025
11 Head Start Program Federal Portion	\$7,629,068	\$608,480	\$7,020,588	7.98%	8%	10/31/2026
12 Child Care Food Program	\$499,905	\$85,607	\$414,298	17.12%	16%	9/30/2026
13 Texas Home Visiting	\$948,211	\$273,490	\$674,721	28.84%	25%	8/31/2026
14 Texas Home Visiting ECSB	\$936,500	\$745,770	\$190,730	79.63%	98%	12/31/2025
15 Texas School Ready	\$94,689	\$19,829	\$74,860	20.94%	33%	7/31/2026
Total Child & Family Services	<u>\$10,361,700</u>	<u>\$110,928</u>	<u>\$8,399,935</u>			

- 14 Texas Home Visiting ECSB - Have several projects lined up but possibly will have funds remaining at the end. Remaining funds can be rolled over into New Year
- 15 Texas School Ready - Was without the one staff member for the month of August for this grant

Literacy & Workforce Development

Program	Current Budget	Cumulative Expenditures To Date	Budget Balance	% of Budget Expended	% of Grant Period Completed	Grant FYE
16 Adult Basic Ed. (Fed Share) 25-26	\$1,506,115	\$489,407	\$1,016,708	32.49%	42%	6/30/2026
17 Adult Basic Ed. (EL Civics) 25-26	\$415,504	\$170,077	\$245,427	40.93%	42%	6/30/2026
18 Adult Basic Ed. - Bastrop Bldg	\$25,000	\$9,290	\$15,710	37.16%	75%	2/28/2026
Total Adult Education	<u>\$1,946,619</u>	<u>\$668,774</u>	<u>\$1,277,845</u>			

- 16 Adult Basic Ed. (Fed Share) 25-26 Were just awarded the funds the first of August
- 17 Adult Basic Ed. (EL Civics) 25-26 Were just awarded the funds the first of August
- 18 Adult Basic Ed. Bastrop Building - Will begin to pay rent for full building where have only been paying for 1/2 in previous years

Community Health Services

Program	Current Budget	Cumulative Expenditures To Date	Budget Balance	% of Budget Expended	% of Grant Period Completed	Grant FYE
19 Family Planning - Title X	\$155,072	\$92,152	\$62,920	59.43%	67%	3/31/2026
20 Healthy Texas Women - Fee	\$60,000	\$28,849	\$31,151	48.08%	25%	8/31/2026
21 HHSC Family Planning - Fee	\$172,412	\$66,307	\$106,105	38.46%	25%	8/31/2026
22 HHSC Family Planning - Cat	\$43,103	\$15,573	\$27,530	36.13%	25%	8/31/2026
23 Expanded Services	\$12,000	\$184	\$11,816	1.54%	8%	10/31/2026
24 Ryan White Part - B	\$78,000	\$52,184	\$25,816	66.90%	67%	3/31/2026
25 HIV HSS	\$429,371	\$100,914	\$328,457	23.50%	25%	8/31/2026
26 HOPWA	\$383,000	\$87,431	\$295,569	22.83%	25%	8/31/2026
27 Ryan White Part - A	\$68,821	\$50,893	\$17,928	73.95%	75%	2/28/2026
28 Ryan White Part - C	\$122,648	\$77,448	\$45,200	63.15%	91%	12/31/2025
29 Burdine Johnson Foundation	\$80,000	\$68,741	\$11,259	85.93%	91%	12/31/2025
30 United Way - CAIHC2 (Hays Co)	\$198,718	\$185,415	\$13,303	93.31%	96%	12/31/2025
31 St Davids - We all Benefit	\$1,000,000	\$210,980	\$789,020	21.10%	58%	9/30/2026
32 St Davids - Intermediary	\$375,000	\$76,941	\$298,059	20.52%	46%	12/31/2026
Community Health Total	\$3,358,145	\$1,187,708	\$2,064,133			
AGENCY TOTAL	\$17,724,092	\$3,739,943	\$12,027,008			
Administrative Cost	\$1,204,635	\$985,655	\$218,980	81.82%	108%	10/31/2025

- 19 Family Planning - Title X - Expenditures will be increase the next few months
- 20 Healthy Texas Women - These funds are based on client services and not a reimbursement grant. Amount is unlimited based on revenue
- 28 Ryan White Part -C - Received balance of Funding so late it may be difficult to fully expend this grant
- 31 St Davids - We all Benefit - Additional staff are scheduled to be hired in year 2 and have planned expenditures in year 2
- 32 St Davids Intermediary - Will be providing grants in year two that are included in full budget

Community Action, Inc. of Central Texas
 Non-Federal Funds
 As of November 30, 2025

Item 6.3.2

Program	Beginning 11/1/2025	Revenues	Expenditures	Balance 11/30/2025
HIV Non -Federal/Donor	76,186.13	0.00	2,967.00	73,219.13
Breast Cancer Donor	13,353.46	1,881.00	0.00	15,234.46
AE Non Federal/Donor	9,473.09	0.00	395.02	9,078.07
Heath Services Donor	1,970.24	15.00	0.00	1,985.24
Head Start Donor	4,148.55	408.50	30.00	4,527.05
Head Start Policy Council	3,906.03	0.00	0.00	3,906.03
Season for Caring - Daugherty	9,775.01	0.00	2,392.08	7,382.93
Youth Services Donor Fund	43.03	0.00	0.00	43.03
Sr Citizen Donor	21,406.85	155.00	155.00	21,406.85
	<u>140,262.39</u>	<u>2,459.50</u>	<u>5,939.10</u>	<u>136,782.79</u>

General Ledger System

COMMUNITY ACTION, INC.

For User: Kherington

Category Statement of Operations for: 270 - HEAD START PROG 25-26

Report year: 11/1/2025 thru 10/31/2026

Period ending: November 2025

Page: Page 1 of 4

Date: 12/12/2025

Time: 10:15:14 AM

Account	-----Monthly-----			-----To Date-----			Annual budget	Unexpended
	Budget	Expenditures	Pct	Budget	Expenditures	Pct		
Expenditures								
SALARIES								
5000 SALARIES	\$389,474.00	\$346,395.41	88.94%	\$389,474.00	\$346,395.41	88.94%	\$4,673,713.00	\$4,327,317.59
Total SALARIES	\$389,474.00	\$346,395.41	88.94%	\$389,474.00	\$346,395.41	88.94%	\$4,673,713.00	\$4,327,317.59
FRINGE BENEFITS								
5150 FICA	\$25,981.00	\$25,350.95	97.57%	\$25,981.00	\$25,350.95	97.57%	\$311,788.00	\$286,437.05
5151 HEALTH/LIFE INSURANCE	\$50,461.00	\$46,220.04	91.60%	\$50,461.00	\$46,220.04	91.60%	\$605,563.00	\$559,342.96
5152 TWC	\$7,631.00	\$6,789.20	88.97%	\$7,631.00	\$6,789.20	88.97%	\$91,603.00	\$84,813.80
5153 WORKMENS COMPENSATION	\$3,348.00	\$0.00	0.00%	\$3,348.00	\$0.00	0.00%	\$40,194.00	\$40,194.00
5154 RETIREMENT PLAN	\$3,661.00	\$3,133.18	85.58%	\$3,661.00	\$3,133.18	85.58%	\$43,966.00	\$40,832.82
Total FRINGE BENEFITS	\$91,082.00	\$81,493.37	89.47%	\$91,082.00	\$81,493.37	89.47%	\$1,093,114.00	\$1,011,620.63
TRAVEL								
5232 OUT-OF-AREA TRAVEL	\$925.00	\$7,337.03	793.19%	\$925.00	\$7,337.03	793.19%	\$11,108.00	\$3,770.97
Total TRAVEL	\$925.00	\$7,337.03	793.19%	\$925.00	\$7,337.03	793.19%	\$11,108.00	\$3,770.97
SUPPLIES								
5401 OFFICE SUPPLIES	\$1,258.00	\$0.00	0.00%	\$1,258.00	\$0.00	0.00%	\$15,124.00	\$15,124.00
5402 PROGRAM SUPPLIES	\$2,428.00	\$0.00	0.00%	\$2,428.00	\$0.00	0.00%	\$29,145.00	\$29,145.00
5407 ERISA SUPPLIES	\$32.00	\$0.00	0.00%	\$32.00	\$0.00	0.00%	\$400.00	\$400.00
5408 KITCHEN SUPPLIES	\$2,166.00	\$297.06	13.71%	\$2,166.00	\$297.06	13.71%	\$26,000.00	\$25,702.94
5411 PARENT CENTER SUPPLIES	\$783.00	\$0.00	0.00%	\$783.00	\$0.00	0.00%	\$9,400.00	\$9,400.00
5412 STAFF TRAINING SUPPLIES	\$656.00	\$0.00	0.00%	\$656.00	\$0.00	0.00%	\$7,903.00	\$7,903.00
5413 JANITORIAL SUPPLIES	\$2,937.00	\$393.74	13.41%	\$2,937.00	\$393.74	13.41%	\$35,250.00	\$34,856.26
5415 VEHICLE SUPPLIES	\$24.00	\$0.00	0.00%	\$24.00	\$0.00	0.00%	\$300.00	\$300.00
5417 DENTAL SUPPLIES	\$41.00	\$0.00	0.00%	\$41.00	\$0.00	0.00%	\$500.00	\$500.00
5418 CHILD EDU.SUPPL./LIBRARY	\$1,349.00	\$0.00	0.00%	\$1,349.00	\$0.00	0.00%	\$16,200.00	\$16,200.00
5421 HYGIENIC/1ST AIDE SUPPLIE	\$166.00	\$0.00	0.00%	\$166.00	\$0.00	0.00%	\$2,000.00	\$2,000.00
5422 MAINTENANCE MATERIALS	\$658.00	\$437.34	66.47%	\$658.00	\$437.34	66.47%	\$7,900.00	\$7,462.66

General Ledger System

COMMUNITY ACTION, INC.

For User: Kherington

Category Statement of Operations for: 270 - HEAD START PROG 25-26

Report year: 11/1/2025 thru 10/31/2026

Period ending: November 2025

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Date: 12/12/2025

Time: 10:15:16 AM

Account	-----Monthly-----			-----To Date-----			Annual budget	Unexpended
	Budget	Expenditures	Pct	Budget	Expenditures	Pct		
5424 POSTAGE & FREIGHT CHARGES	\$107.00	\$0.00	0.00%	\$107.00	\$0.00	0.00%	\$1,300.00	\$1,300.00
5425 TECHNOLOGY SUPPLIES	\$416.00	\$0.00	0.00%	\$416.00	\$0.00	0.00%	\$5,000.00	\$5,000.00
5426 MENTAL HEALTH SUPPLIES	\$33.00	\$0.00	0.00%	\$33.00	\$0.00	0.00%	\$400.00	\$400.00
5427 ADULT ED TEST SUPPLIES	\$206.00	\$0.00	0.00%	\$206.00	\$0.00	0.00%	\$2,477.00	\$2,477.00
5429 DIAPERS	\$1,849.00	\$1,296.64	70.13%	\$1,849.00	\$1,296.64	70.13%	\$22,200.00	\$20,903.36
Total SUPPLIES	\$15,109.00	\$2,424.78	16.05%	\$15,109.00	\$2,424.78	16.05%	\$181,499.00	\$179,074.22
CONTRACTUAL								
5507 CONTRACTUAL-BONHAM	\$19,597.00	\$0.00	0.00%	\$19,597.00	\$0.00	0.00%	\$235,169.00	\$235,169.00
5510 CONTRACTUAL	\$16,051.00	\$6,435.76	40.10%	\$16,051.00	\$6,435.76	40.10%	\$192,645.00	\$186,209.24
5550 LITERACY SERVICES	\$583.00	\$0.00	0.00%	\$583.00	\$0.00	0.00%	\$7,000.00	\$7,000.00
5557 CONTRACTUAL/MENTAL HEALTH	\$208.00	\$0.00	0.00%	\$208.00	\$0.00	0.00%	\$2,500.00	\$2,500.00
Total CONTRACTUAL	\$36,439.00	\$6,435.76	17.66%	\$36,439.00	\$6,435.76	17.66%	\$437,314.00	\$430,878.24
OTHER								
5601 RENT/BUILDING LEASE	\$2,557.00	\$1,037.00	40.56%	\$2,557.00	\$1,037.00	40.56%	\$30,703.00	\$29,666.00
5602 TELEPHONE	\$2,506.00	\$2,157.82	86.11%	\$2,506.00	\$2,157.82	86.11%	\$30,100.00	\$27,942.18
5603 UTILITIES	\$5,788.00	\$2,688.44	46.45%	\$5,788.00	\$2,688.44	46.45%	\$69,489.00	\$66,800.56
5604 PEST CONTROL SERVICES	\$541.00	\$110.00	20.33%	\$541.00	\$110.00	20.33%	\$6,500.00	\$6,390.00
5606 ALARM FEE	\$241.00	\$143.95	59.73%	\$241.00	\$143.95	59.73%	\$2,900.00	\$2,756.05
5608 REPAIRS/MINOR BLDG.	\$4,249.00	\$4,129.51	97.19%	\$4,249.00	\$4,129.51	97.19%	\$51,000.00	\$46,870.49
5609 INTERNET CONNECTION	\$1,245.00	\$1,015.33	81.55%	\$1,245.00	\$1,015.33	81.55%	\$14,950.00	\$13,934.67
5613 INSURANCE/GENL LIABILITY	\$2,822.00	\$38,318.85	1357.86%	\$2,822.00	\$38,318.85	1357.86%	\$33,868.00	(\$4,450.85)
5614 INSURANCE/VEHICLE	\$1,533.00	\$32,774.00	2137.90%	\$1,533.00	\$32,774.00	2137.90%	\$18,400.00	(\$14,374.00)
5619 ANNUAL GAS INSPECTION	\$274.00	\$0.00	0.00%	\$274.00	\$0.00	0.00%	\$3,300.00	\$3,300.00
5621 FUEL & OIL	\$491.00	\$0.00	0.00%	\$491.00	\$0.00	0.00%	\$5,900.00	\$5,900.00
5622 VEHICLE LICENSE & REGIST.	\$66.00	\$0.00	0.00%	\$66.00	\$0.00	0.00%	\$800.00	\$800.00
5623 VEHICLE MAINTENANCE	\$581.00	\$0.00	0.00%	\$581.00	\$0.00	0.00%	\$6,982.00	\$6,982.00
5632 STAFF LOCAL TRAVEL	\$1,623.00	\$70.00	4.31%	\$1,623.00	\$70.00	4.31%	\$19,500.00	\$19,430.00
5633 FOOD/CHILDREN	\$8,145.00	\$0.00	0.00%	\$8,145.00	\$0.00	0.00%	\$97,745.00	\$97,745.00

General Ledger System

COMMUNITY ACTION, INC.

For User: Kherington

Category Statement of Operations for: 270 - HEAD START PROG 25-26

Report year: 11/1/2025 thru 10/31/2026

Period ending: November 2025

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Date: 12/12/2025

Time: 10:15:17 AM

Account	-----Monthly-----			-----To Date-----			Annual budget	Unexpended	
	Budget	Expenditures	Pct	Budget	Expenditures	Pct			
5634 FOOD/STAFF TRAINING/MTG.	\$491.00	\$0.00	0.00%	\$491.00	\$0.00	0.00%	\$5,900.00	\$5,900.00	
5635 PC FOOD/SUPPLIES EXPENSES	\$124.00	\$0.00	0.00%	\$124.00	\$0.00	0.00%	\$1,500.00	\$1,500.00	
5640 DATA PROCESSING	\$474.00	\$65.97	13.92%	\$474.00	\$65.97	13.92%	\$5,700.00	\$5,634.03	
5643 INDOOR EQUIP.MAINT,	\$216.00	\$0.00	0.00%	\$216.00	\$0.00	0.00%	\$2,600.00	\$2,600.00	
5644 KITCHEN EQUIP. MAINT.	\$1,816.00	\$0.00	0.00%	\$1,816.00	\$0.00	0.00%	\$21,800.00	\$21,800.00	
5645 PLAYGROUND MAINT.	\$1,666.00	\$0.00	0.00%	\$1,666.00	\$0.00	0.00%	\$20,000.00	\$20,000.00	
5647 POSTAGE & FREIGHT	\$16.00	\$0.00	0.00%	\$16.00	\$0.00	0.00%	\$200.00	\$200.00	
5651 ADVERTISING/EMPLOYMENT	\$29.00	\$0.00	0.00%	\$29.00	\$0.00	0.00%	\$350.00	\$350.00	
5652 STAFF LICENSURE	\$191.00	\$0.00	0.00%	\$191.00	\$0.00	0.00%	\$2,300.00	\$2,300.00	
5653 MEMBERSHIP DUES	\$466.00	\$0.00	0.00%	\$466.00	\$0.00	0.00%	\$5,600.00	\$5,600.00	
5655 CONFE. REGIST./FEES/STAFF	\$4,533.00	\$0.00	0.00%	\$4,533.00	\$0.00	0.00%	\$54,408.00	\$54,408.00	
5656 LICENSING OF SITES	\$74.00	\$0.00	0.00%	\$74.00	\$0.00	0.00%	\$900.00	\$900.00	
5664 PROFESSIONAL DUES/FEES	\$0.00	\$19,975.00	0.00%	\$0.00	\$19,975.00	0.00%	\$0.00	(\$19,975.00)	
5670 BACKGROUND CHECKS	\$183.00	\$0.00	0.00%	\$183.00	\$0.00	0.00%	\$2,200.00	\$2,200.00	
5675 MOVING EXPENSES	\$32.00	\$0.00	0.00%	\$32.00	\$0.00	0.00%	\$400.00	\$400.00	
5685 TUITION FEES	\$333.00	\$0.00	0.00%	\$333.00	\$0.00	0.00%	\$4,000.00	\$4,000.00	
5686 Health & Safety Inspectio	\$314.00	\$368.00	117.20%	\$314.00	\$368.00	117.20%	\$3,779.00	\$3,411.00	
5689 MISC SHARED EXPENSES	\$57,217.00	\$55,228.07	96.52%	\$57,217.00	\$55,228.07	96.52%	\$686,615.00	\$631,386.93	
5694 CHILDPLUS/PAT/BBT	\$1,037.00	\$5,900.00	568.95%	\$1,037.00	\$5,900.00	568.95%	\$12,453.00	\$6,553.00	
5701 MEDICAL SERVICES	\$16.00	\$200.86	1255.38%	\$16.00	\$200.86	1255.38%	\$200.00	(\$0.86)	
5704 DENTAL SERV.FOLLOW UP	\$41.00	\$0.00	0.00%	\$41.00	\$0.00	0.00%	\$500.00	\$500.00	
5710 EMPLOYEE MEDICAL EXAMS	\$158.00	\$0.00	0.00%	\$158.00	\$0.00	0.00%	\$1,900.00	\$1,900.00	
5713 STIPENDS/FAM INCENTIVES	\$638.00	\$0.00	0.00%	\$638.00	\$0.00	0.00%	\$7,672.00	\$7,672.00	
Total OTHER	\$102,727.00	\$164,182.80	159.82%	\$102,727.00	\$164,182.80	159.82%	\$1,233,114.00	\$1,068,931.20	
EQUIPMENT									
Total EQUIPMENT	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	
Total Expenditures	\$635,756.00	\$608,269.15	95.68%	\$635,756.00	\$608,269.15	95.68%	\$7,629,862.00	\$7,021,592.85	

General Ledger System

COMMUNITY ACTION, INC.

For User: Kherington

Category Statement of Operations for: 270 - HEAD START PROG 25-26

Report year: 11/1/2025 thru 10/31/2026

Period ending: November 2025

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Date: 12/12/2025

Time: 10:15:19 AM

Account	----- <i>Monthly</i> -----			----- <i>To Date</i> -----			Annual budget	Unexpended
	Budget	Expenditures	Pct	Budget	Expenditures	Pct		
Excess (Deficit)	(\$635,756.00)	(\$608,269.15)		(\$635,756.00)	(\$608,269.15)		(\$7,629,862.00)	(\$7,021,592.85)

General Ledger System

COMMUNITY ACTION, INC.

For User: Kherington

Fund Expenditure report for: 270 - HEAD START PROG 25-26 (Fund status: Active)

Report year: 11/1/2025 thru 10/31/2026

Period ending: November 2025

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Date: 12/12/2025

Time: 10:32:20 AM

Account	-----Monthly-----			-----To Date-----			Annual budget	Unexpended
	Budget	Expenditures	Pct	Budget	Expenditures	Pct		
Department: 120 IN-KIND								
5000 SALARIES	\$32,014.00	\$32,014.00	100.00%	\$32,014.00	\$32,014.00	100.00%	\$384,171.00	\$352,157.00
5402 PROGRAM SUPPLIES	\$17,940.00	\$17,940.00	100.00%	\$17,940.00	\$17,940.00	100.00%	\$215,280.00	\$197,340.00
5510 CONTRACTUAL	\$30,609.00	\$30,609.00	100.00%	\$30,609.00	\$30,609.00	100.00%	\$367,311.00	\$336,702.00
5601 RENT/BUILDING LEASE	\$77,309.00	\$77,309.00	100.00%	\$77,309.00	\$77,309.00	100.00%	\$927,714.00	\$850,405.00
5603 UTILITIES	\$1,250.00	\$1,250.00	100.00%	\$1,250.00	\$1,250.00	100.00%	\$15,000.00	\$13,750.00
Total for sub program ----->	\$159,122.00	\$159,122.00	100.00%	\$159,122.00	\$159,122.00	100.00%	\$1,909,476.00	\$1,750,354.00
Total for program ----->	\$159,122.00	\$159,122.00	100.00%	\$159,122.00	\$159,122.00	100.00%	\$1,909,476.00	\$1,750,354.00
Total for department 120 ----->	\$159,122.00	\$159,122.00	100.00%	\$159,122.00	\$159,122.00	100.00%	\$1,909,476.00	\$1,750,354.00
Fund Totals	\$159,122.00	\$159,122.00	100.00%	\$159,122.00	\$159,122.00	100.00%	\$1,909,476.00	\$1,750,354.00

**Child & Adult Care Food Program
Claim For Reimbursement Summary for November 2025**

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

Month/Year Claimed	Adjustment Number	Date Received	Date Accepted	Date Processed	Reason Code
Nov 2025	0	12/09/2025	12/09/2025		Original

Head Start

Contracting Entity Totals	Meals/Snacks	Federal Rate	Reimbursement Amount
Breakfast			
Free	918	2.4600	2,258.28
Reduced	0	2.1600	0.00
Paid	0	0.4000	0.00
Total	918		2,258.28
Lunch			
Free	925	4.6000	4,255.00
Reduced	0	4.2000	0.00
Paid	0	0.4400	0.00
CIL	925	0.3050	282.13
Total	925		4,537.13
PM Snack			
Free	868	1.2600	1,093.68
Reduced	0	0.6300	0.00
Paid	0	0.1100	0.00
Total	868		1,093.68
Claim Reimbursement Total			7,889.09

Contracting Entity Claim Reimbursement Totals	Meal Reimbursement	CIL Reimbursement	Totals
Current Claim Reimbursement Total	7,606.96	282.13	7,889.09

Previous Claim Reimbursement Total	0.00	0.00	0.00
Net Claim Reimbursement Total	7,606.96	282.13	7,889.09

[Show Site Meal Details](#)

Created By: KHERINGTON10 on: 12/9/2025 1:14:22 PM Modified By: KHERINGTON10 on: 12/9/2025 1:17:01 PM

Posted Date	Description	Category	Debit	Code
11/4/2025	HILL COUNTRY SPRINGS	Other Services	77.99	053-117-5401
11/7/2025	Adobe	Merchandise	16.23	053-117-5640
11/20/2025	USPS.COM POSTAL STORE	Other Services	782.75	053-117-5642
11/7/2025	BILL MILLER BAR-B-Q -	Dining	41.84	053-117-5667
11/10/2025	Restaurant Network Rbt	Other Services	-1.67	053-117-5667
11/11/2025	BILL MILLER BAR-B-Q -	Dining	253.95	053-117-5667
11/13/2025	RBT BILL MILLER BAR-B-	Other Services	-10.16	053-117-5667
11/18/2025	BILL MILLER BAR-B-Q -	Dining	128.95	053-117-5667
11/21/2025	RBT BILL MILLER BAR-B-	Other Services	-5.16	053-117-5667
		SHARED TOTAL	1284.72	
10/30/2025	BILT RENT - Willow Bri	Other Services	199.82	069-010-5601
11/4/2025	YSI*ONLINE PROPERTY P	Other Services	208.63	069-010-5601
11/14/2025	YSI*THE 1856 APARTMEN	Other Services	788.45	069-010-5601
11/12/2025	PYL*THE LODGE AT LOST	Other Services	250.95	069-010-5603
11/20/2025	NOTARY SERVICE AND BON	Professional Services	96.95	093-117-5401
10/29/2025	DIGITALSPACE	Internet	12.43	120-010-5602
		Community Services Total	1557.23	
10/31/2025	PAPA JOHN'S #0897	Dining	65.94	176-010-5634
11/1/2025	MENTIMETER	Merchandise	107.88	182-010-5402
11/14/2025	OPENAI *CHATGPT SUBSCR	Merchandise	21.28	182-010-5402
10/29/2025	PAPA JOHN'S #0897	Dining	162.36	182-010-5634
11/18/2025	BILL MILLER BAR-B-Q -	Dining	310.60	182-010-5634
11/20/2025	BILL MILLER BAR-B-Q -	Dining	8.80	182-010-5634
11/21/2025	RBT BILL MILLER BAR-B-	Other Services	-12.42	182-010-5634
11/24/2025	Restaurant Network Rbt	Other Services	-0.35	182-010-5634
		Youth Services Total	664.09	
11/3/2025	EVENTBRITE PRO SUB	Merchandise	15.03	230-010-5666
11/3/2025	AHASLIDES	Merchandise	49.95	230-010-5666
11/3/2025	PY *GUARD DOG STORAGE	Other Travel	537.00	270-010-25-5601
11/14/2025	CCSI CONSENSUS	Other Services	104.89	270-010-26-5602
10/27/2025	SOUTHWES 5262399155639	Airfare	413.00	270-114-26-5232
10/27/2025	HILTON CAPITAL	Lodging	259.00	270-114-26-5232
10/29/2025	SOUTHWES 5262399852794	Airfare	501.97	270-114-26-5232
10/29/2025	SOUTHWES 5262399852795	Airfare	501.97	270-114-26-5232
10/29/2025	SOUTHWES 5262399852796	Airfare	501.97	270-114-26-5232
10/29/2025	SOUTHWES 5262399852797	Airfare	501.97	270-114-26-5232
10/29/2025	SOUTHWES 5262399852798	Airfare	501.97	270-114-26-5232
10/28/2025	NATIONAL HEAD START AS	Other Services	3975.00	270-114-26-5664
10/29/2025	ZOOM.COM 888-799-9666	Phone/Cable	44.86	279-010-25-5640
10/29/2025	ZOOM.COM 888-799-9666	Phone/Cable	21.11	279-010-26-5640
10/27/2025	HYATT REGENCY DALLAS	Lodging	797.64	279-114-26-5232
10/27/2025	HYATT REGENCY DALLAS	Lodging	797.64	279-114-26-5232
11/1/2025	PAYPAL *GREATLAKEST	Other Services	110.00	288-010-5655
11/14/2025	PARENTS AS TEACHERS	Other Services	345.00	288-010-5655
		HS/THV Total	9979.97	

10/29/2025 VISTAPRINT	Other Services	112.56 507-010-5402
10/31/2025 VISTAPRINT	Other Services	297.99 507-010-5402
	Health Services Total	410.55
11/6/2025 OFFICE DEPOT #689	Merchandise	58.22 627-010-5401
11/4/2025 ESI	Merchandise	45.65 627-010-5602
11/10/2025 ATT*BILL PAYMENT	Phone/Cable	119.65 627-010-5602
11/12/2025 BILL SERVICING CLEAR W	Other Services	2.75 627-010-5602
11/14/2025 CCSI CONSENSUS	Other Services	104.90 627-010-5602
11/22/2025 VALLEY AIDS COUNCIL	Other	513.00 636-060-5655
11/20/2025 HCTRA EZ TAG ONLINE	Gas/Automotive	84.46 646-031-5231
10/28/2025 LYFT *CANCEL FEE	Other Travel	5.00 646-031-5627
10/28/2025 LYFT *RIDE MON 12PM	Other Travel	21.95 646-031-5627
10/29/2025 LYFT *RIDE TUE 9AM	Other Travel	6.81 646-031-5627
10/29/2025 LYFT *RIDE TUE 9AM	Other Travel	9.85 646-031-5627
11/1/2025 LYFT *RIDE FRI 12PM	Other Travel	8.98 646-031-5627
11/1/2025 LYFT *RIDE FRI 11AM	Other Travel	22.99 646-031-5627
11/5/2025 LYFT *RIDE TUE 9AM	Other Travel	10.65 646-031-5627
11/5/2025 LYFT *RIDE TUE 11AM	Other Travel	8.99 646-031-5627
11/15/2025 LYFT *RIDE FRI 3PM	Other Travel	43.98 646-031-5627
11/15/2025 LYFT *RIDE FRI 1PM	Other Travel	35.84 646-031-5627
11/19/2025 LYFT *RIDE TUE 8AM	Other Travel	57.95 646-031-5627
11/19/2025 LYFT *RIDE TUE 11AM	Other Travel	35.99 646-031-5627
11/25/2025 LYFT *RIDE MON 9AM	Other Travel	39.99 646-031-5627
11/25/2025 LYFT *RIDE MON 11AM	Other Travel	30.99 646-031-5627
11/14/2025 WGC*Valero	Other Services	1015.99 646-031-5639
11/6/2025 MYCHART	Health Care	823.51 651-010-5595
11/22/2025 MARLEYLILLY & ML KIDS	Merchandise	122.25 651-010-5600
11/6/2025 BLUEBONNET ELECTRIC CO	Utilities	79.52 651-010-5603
11/12/2025 CRYSTAL CLEAR SPEC. UT	Utilities	93.21 651-010-5603
11/19/2025 BLUEBONNET ELECTRIC CO	Utilities	247.50 651-010-5603
11/3/2025 OLIVE GARDEN 0024495	Dining	81.69 651-010-5634
11/7/2025 PANERA BREAD #606324 O	Dining	119.32 651-010-5634
11/5/2025 DOLLAR GENERAL #5728	Merchandise	200.00 651-010-5636
10/31/2025 ZEFFY* NATIONAL AIDS	Other Services	351.00 663-010-5655
10/31/2025 VTG*The Evergreen at W	Other Services	283.25 663-010-5697
11/4/2025 YSI*ONLINE PROPERTY P	Other Services	1445.00 663-113-5601
11/14/2025 YSI*THE 1856 APARTMEN	Other Services	514.00 663-113-5601
	RASP Total	6644.83
10/29/2025 ZOOM.COM 888-799-9666	Phone/Cable	461.79 910-010-5640
11/11/2025 IN *NATIONAL ASSOCIATI	Professional Services	5385.00 910-111-5510
11/22/2025 DATA RECOGNITION CORPO	Other Services	507.30 951-010-5427
11/3/2025 GOOGLE*SVCSCOMMUNITYAC	Phone/Cable	104.36 951-010-5602
10/29/2025 ZOOM.COM 888-799-9666	Phone/Cable	307.86 951-010-5640
11/11/2025 SP METATEEL	Merchandise	389.97 981-010-5401
	AE TOTAL	7156.28
	Grand Total	27697.67

Sum of Amount		
VendorName	TransactionDate	ObjectName
HEB Credit Receivables	11/17/2025	FOOD/CHILDREN KITCHEN SUPPLIES
	11/18/2025	FOOD/CHILDREN
	11/21/2025	FOOD/CHILDREN KITCHEN SUPPLIES
HEB Credit Receivables Total		
Lowe's Bus.Acct./SYNCB	11/17/2025	MAINTENANCE MATERIALS
	11/18/2025	MAINTENANCE MATERIALS
Lowe's Bus.Acct./SYNCB Total		
TREVIPAY-WALMART	11/17/2025	DIAPERS
	11/18/2025	MAINTENANCE MATERIALS
	11/19/2025	DIAPERS
	11/20/2025	MAINTENANCE MATERIALS
TREVIPAY-WALMART Total		
Grand Total		

Total
1005.41
288.12
123.21
14.78
8.94
1440.46
40.95
24.08
65.03
39.77
367.34
39.97
4.97
452.05
1957.54

Updates:

- All funding has been received; program will run through June 30, 2026
- Awarded a 2025 I Partner with My Public Library Recognition
- Caldwell County Jail Appreciation Recognition Dec 12
- Received Performance Measures Target: Dec 12
- Winter Break: Classes Resume January 20, 2026



Medical Assistant Class



Holiday Door Decoration Contest

Quality Indicator	Community Action, Inc. Adult Education Program Progress Report 1-8-2026			
Participant Enrollment		Current	Target	% of Target
	Reg AEL	855	1,359	63%
Participant Enrollment		Current	Target	% of Target
	EL Civics	283	634	45%
Intensive Enrollment		Current	Target	% of Target
	Reg AEL	70	64	109%
IET (Training)		Current	Target	% of Target
	Reg AEL	120	103	117%
IET (Training)		Current	Target	% of Target
	EL Civics	45	21	214%



Holiday Celebrations



COMMUNITY SERVICES JANUARY 2026 REPORT

HIGHLIGHTS

Compiled by: Francesca Ramirez

- **CEAP** assisted 3,053 individuals within 1,295 households in 2025.
- **Compared to 2024**, we served an additional 168 families (11.49% increase) and an additional 479 individuals within those households (11.86%)
- **As of January 2025**, we have been approved for \$923,882 in funding for direct assistance which is an increase of \$71,201 from this time last year.
- **Utility Assistance** staff will process applications the same way they did last year:
 - Clients who are **vulnerable** (age 60+, have a disability, and/or have a child 5 and under) will receive assistance based on their highest 6 months of electrical/gas usage.
 - Clients who are **non-vulnerable** will receive assistance based on their highest 3 months.
- **2026 CEAP** applications will become available on Monday, January 26th and are available in-person, online, or can be faxed or mailed out.



- **TOP** (Transition Out of Poverty Program): One family of two transitioned in 2025. One individual lost their job and moved out of the county. One family of two has restarted twice and will carryover for 2026 with the goal of transitioning in April. One family was enrolled in November and is on track to transition in February.



COMMUNITY SERVICES JANUARY 2026 REPORT

HIGHLIGHTS

Compiled by: Francesca Ramirez



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

- Case manager Jessica Soto assisted 8 households with receiving 24 months of rental assistance in 2025 (April-December).
- Currently, there are 4 applications pending with TDHCA for approval.
- 2 clients have been contacted to update their paperwork
- We currently have agreements with 11 landlords and agreements with 4 are pending
- The goal is to enroll 20 families in the program by early May in order to open up applications again.



COMMUNITY SERVICES JANUARY 2026 REPORT

HIGHLIGHTS

Compiled by: Francesca Ramirez

- **November and December activities** at the San Marcos Senior Citizen Center included: Veteran Day Celebration, Thanksgiving and Christmas luncheons, Balance Screening, Gingerbread man art project, and a coping skills presentation sponsored by the University of Incarnate Word's department on Occupational Therapy
- **Nov and Dec** daily attendance ranged between 23-52 clients.
- **Overall**, at the end of 2025, 112 clients had enrolled and received one or more services from the center. This enrollment total is only 4 less clients compared to the end of 2024.
- **A heater drive** was held for three weeks in December and was promoted between CAI staff and the public through Facebook. A total of 26 new heaters were donated from staff through an Amazon Wishlist.





COMMUNITY SERVICES 2025 SURVEY RESULTS

HIGHLIGHTS

Compiled by: Francesca Ramirez



Community Action, Inc. of Central Texas

DEVELOPING OPPORTUNITIES

Utility Assistance Client Survey

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

Name (optional) _____ Age (optional) _____

City _____ County _____

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

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

3. How can we better serve your needs?

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



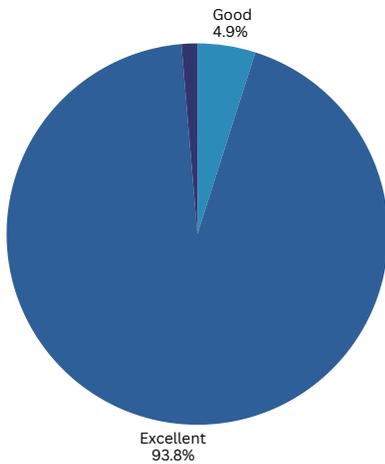
COMMUNITY SERVICES 2025 SURVEY RESULTS

HIGHLIGHTS

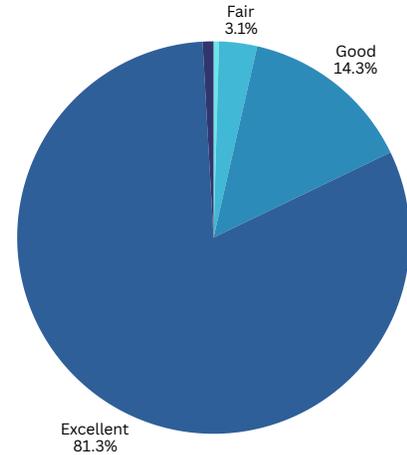
Compiled by: Francesca Ramirez

- Surveys were filled out online or mailed to households that received CEAP assistance
- **Hays/Blanco:** 751 households were served and 121 completed a survey
- **Caldwell:** 544 households were served and 103 completed a survey

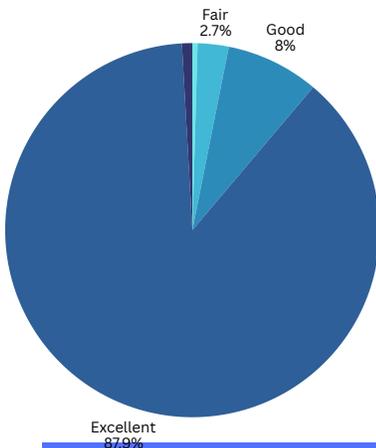
STAFF TREATMENT



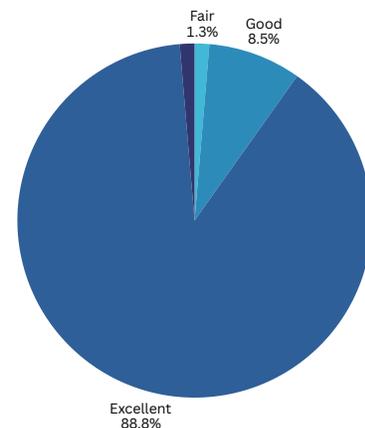
APPLICATION PROCESS



TIMELY ASSISTANCE



OVERALL EXPERIENCE





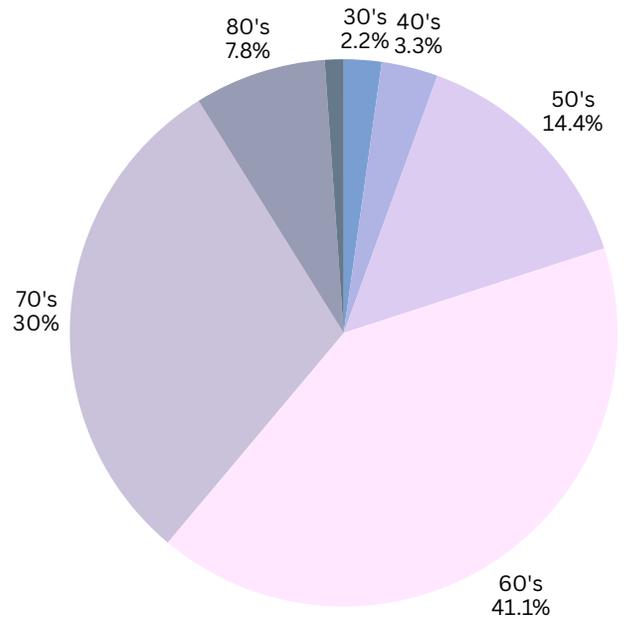
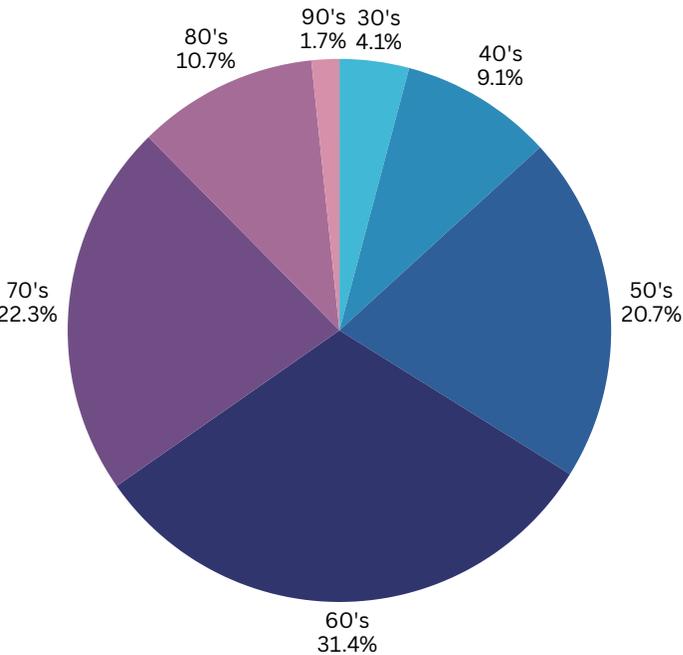
COMMUNITY SERVICES 2025 SURVEY RESULTS- AGE

HIGHLIGHTS

Compiled by: Francesca Ramirez

BLANCO/HAYS CO
YOUNGEST: 31
OLDEST: 89

CALDWELL
YOUNGEST: 32
OLDEST: 90



BLANCO/HAYS CO: AGED 60 AND OLDER: **65%** (66% IN 2024)

CALDWELL CO: AGED 60 AND OLDER: **66%** (80% IN 2024)



COMMUNITY SERVICES 2025 SURVEY RESULTS- COMMENTS

HIGHLIGHTS

Compiled by: Francesca Ramirez

HOW CAN WE BETTER SERVE YOUR NEEDS?

“THE LOCKHART STAFF IS AWESOME AND HELP YOU WHEN THE NEED IS THERE. THEY REALLY DO CARE. NOW IF THEY COULD GET MORE FUNDING SO THEY CAN HELP MORE PEOPLE THAT WOULD BE GREAT.”

“SOMEONE THAT CARES IS A HUGE FACTOR FOR ME. AND WE ARE TREATED AS HUMAN BEINGS NOT A NUMBER. I THANK YOU FOR BEING THERE FOR ALL OF US.”

“THE QUALITY OF SERVICE WAS OUTSTANDING. THEY PICKUP THE PHONE RIGHT AWAY, WERE VERY FRIENDLY, AND ANSWERED MY MANY QUESTIONS. THEY JUST MADE THE WHOLE PROCESS SO EASY FOR ME. I WAS REALLY IMPRESSED!”

“MY EXPERIENCE WAS EXCELLENT, STAFF MEMBERS WERE VERY KNOWLEDGEABLE, FRIENDLY, AND HELPFUL. ALL GOOD, NO PROBLEMS.”

“EVERYONE WAS VERY HELPFUL FROM DAY ONE & VERY COURTEOUS. I'M JUST GRATEFUL & THANKFUL FOR THE ASSISTANCE I WAS GIVEN. BLESSINGS TO ALL THE STAFF, YOU ALL DON'T HAVE ANY IDEA HOW JUST A LITTLE HELP DOES FOR ALL I'D NEED WITH LOW INCOMES. SINCE MOST OF US ONLY RELY ON SS AS OUR ONLY INCOME & IT ONLY GOES SO FAR. AND IF DOESN'T HELP WITH EVERYTHING GOING UP. GOD BLESS YOU ALL FOR ALL YOU DO.”



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

COMMUNITY SERVICES

SUCCESS STORY: SYLVIA REYNA AND JANIE FAIRAS



- **THE FAMILY WAS NOMINATED BY THE SAN MARCOS SENIOR CITIZEN CENTER DIRECTOR, APRIL DELEON-HUGGARD AND WERE CHOSEN AS ONE OF THE FAMILIES FOR 2025'S SEASON FOR CARING CAMPAIGN.**
- **SYLVIA AND REYNA , BOTH IN THEIR EARLY 70'S HAVE BEEN TOGETHER FOR 50 YEARS.**
- **THEY WORKED LOW PAYING BLUE-COLLAR JOBS ALL THEIR LIVES UP UNTIL 12 YEARS AGO WHEN THEY BECAME DISABLED.**
- **TODAY, THEY LIVE WITH SERIOUS HEALTH CONDITIONS. ASIDE FROM EACH OF THEIR MENTAL HEALTH STRUGGLES (DEPRESSION, ANXIETY, SUICIDAL THOUGHTS), SYLVIA HAS AN INOPERABLE BRAIN TUMOR, FIBROMYALGIA, DIABETES, AND NEEDS BACK SURGERY. JANIE BECAME DISABLED FOLLOWING COMPLICATIONS FROM KNEE SURGERY THAT LED TO THE AMPUTATION OF HER RIGHT LEG.**
- **THEY STRUGGLE TO GET TO THEIR DOCTOR APPOINTMENTS BECAUSE OF THE DIFFICULTY TO GET IN AND OUT OF THEIR VEHICLE OR THEY DON'T HAVE THE MONEY FOR THEIR COPAYS OR GAS.**



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

COMMUNITY SERVICES

SUCCESS STORY: SYLVIA REYNA AND JANIE FAIRAS



- **SO FAR SINCE BEING NOMINATED, THE FAMILY HAS RECEIVED \$3,000 WORTH OF ITEMS FROM THEIR AMAZON WISH LIST INCLUDING: A POWER LIFT RECLINER CHAIR, A TRANSFER BENCH AND SHOWER CHAIR, ADJUSTABLE BEDSIDE TABLES, A KING SIZE FRAME AND MATTRESS, A WHEELCHAIR, A KEURIG, CLEANING SUPPLIES, HYGIENE PRODUCTS, GIFT CARDS, AND DOG FOOD.**
- **CAI HAS RECEIVED \$15,000 SO FAR THAT WAS RAISED FOR THE FAMILY THROUGH FUNDRAISING EVENTS AND CAI HOPES TO RECEIVE ADDITIONAL FUNDS THROUGH THE END OF FEBRUARY.**
- **THIS FUNDING WILL ASSIST THE FAMILY WITH COPAYS FOR MEDICAL, PHYSICAL THERAPY, AND MENTAL HEALTH APPOINTMENTS, PAYMENTS FOR ANY OUTSTANDING BILLS, FURNITURE FOR THEIR NEW ADA-COMPLIANT APARTMENT AND HOPEFULLY HAVE SUFFICIENT FUNDING FOR A VEHICLE THAT INCLUDES A CHAIR LIFT.**



HEALTH SERVICES

a community action inc
program

NOVEMBER & DECEMBER 2025



REPRODUCTIVE SERVICES

6.6

Compiled by Ely Nieto

OUR SERVICES

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

TITLE X CONTRACT GOALS

- Goal: 1329 unduplicated clients
- between 04/01/2025 -03/31/26
- to date we have served 1041 UDC
- 78% of goal has been met



FAMILY PLANNING ACTIVITIES

- Outreach to 14 students at Texas State University
- December 11 – Every Body Texas conducted an on-site monitoring visit that included a comprehensive review of programmatic, clinical, financial, and data components.



BREAST AND CERVICAL CANCER

Compiled by Lydia Perez

DIRECT SERVICES

- 46 screening mammograms
- 19 diagnostic procedures
- 11 women enrolled in Medicaid
- 5 diagnosed women were connected with funding for treatment



PROGRAM UPDATES

- Entered into a subcontract agreement with Community Health Centers of South Central Texas (CHCSCT) to continue to provide BCCS services.

ACHIEVEMENTS

- Provided navigation and support to all eligible clients, ensuring access to culturally competent care and resources



RURAL AIDS SERVICES PROGRAM

Compiled by Stacey Martinez

DIRECT SERVICES

- 119 unduplicated clients with 1 new intake
- 1,064 Case management units
- Client enrollments:
 - Health Insurance: 10 clients - 20 insurance premium payments processed
 - Transportation: 31 clients provided with 222 trips
 - Housing: 22 households assisted w/44 payments processed for assistance

ACHIEVEMENTS/EVENTS

- Client Viral Suppression Rate: **94%** (Standards of Care Goal is 85%)
- Actively participating in quality management activities to increase viral suppression rates
- City of Austin Monitoring resulted in no programmatic or financial findings, and no corrective action plans were required.
- TX DSHS HOPWA monitoring resulted in no findings, and no corrective action plans were required.
- Case Management Staff attended the 2025 HIV & STI Conference in Austin.

PENDING OUTCOMES

- 2026 Hill Country Ride for AIDS to be held in April.
- One case manager vacancy in Elgin.



ACCESSING HEALTHCARE PROJECT

Compiled by David Wiley, Ph.D.

PROGRAM INFORMATION

- 2 YR \$1 Million grant from St. David's Foundation
- Focus: To identify and enroll/re-enroll Medicaid eligible clients

ACTIVITIES

- Began enrolling clients in Marketplace Insurance
- Attended four outreach events in Hays County
- Signed new MOU with CommuniCare Health Center: Kyle, TX
- Application Data:
 - 28 clients completed contact form
 - 12 clients completed Medicaid applications
 - 5 Marketplace applications completed
 - 3 clients referred to other agencies/organizations
 - 2 client enrollment applications pending
 - 9 clients not responding to follow-up contacts
 - 30 applications from CommuniCare Navigator

KEY UPCOMING ACTIVITIES

- Added a new navigator in January 2026
- Increased outreach on Marketplace enrollment opportunities with CAI
- Addressing changes to Medicaid eligibility rules
- Identify new partners for referrals
- Increasing outreach efforts due to staff size increase
- Identifying and joining community coalitions in the surrounding counties





HEAD START REPORT

JANUARY 2026

As we begin the new year, several children transitioned out of Early Head Start over the holiday break, and new children are now enrolling. Family Advocates are actively processing applications to fill these vacancies. At the same time, management staff are preparing for our upcoming Focus Area 2 Review scheduled for February.

On January 5, we held a Professional Development Day focused on hands-on classroom materials from Lakeshore, staff wellness, and Kindermusik. This training took place immediately following winter break and received very positive feedback from staff.

In December, five staff members attended the NHSA Parent & Family Engagement Conference in Orlando, Florida. They returned with valuable insights, strategies, and resources that will support our continued commitment to providing high-quality services to children and families.

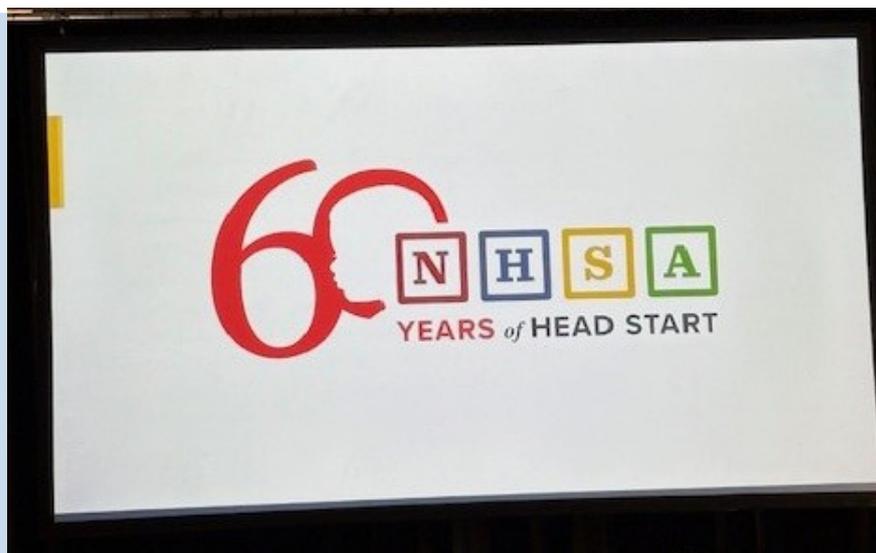
Additionally, staff worked diligently to distribute Angel Tree gifts and coats to our families, ensuring children had what they needed during the winter season. Holiday celebrations and traditions were also enjoyed across all sites, creating meaningful and joyful experiences for children, families, and staff.

Highlights

- **UNDERENROLLMENT PLAN COMPLETED**
- **CLASS VIDEOS SUBMITTED - AWAITING FEEDBACK**

Upcoming Events

- Health & Safety Institute Jan 13-14 Charleston, SC
- NHSA Winter Leadership Institute Jan 26-29 Washington, DC
- Focus Area 2 Review - Week of February 16th
- Centers Closed January 19th -MLK Day



NOVEMBER ENROLLMENT & ATTENDANCE

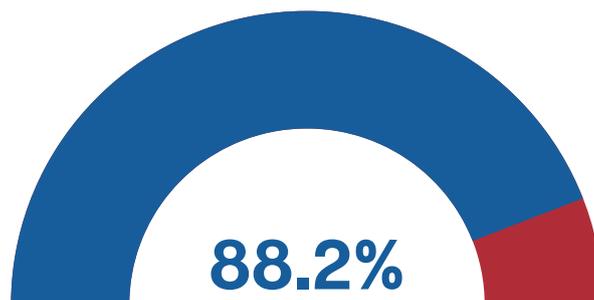
EARLY HEAD START ENROLLMENT

Site	Current/Funded
A. Washington CDC	48/48
William Crook CDC	15/16
Hemphill EHS	32/32
Lockhart CDC	16/16
Luling EHS	39/40

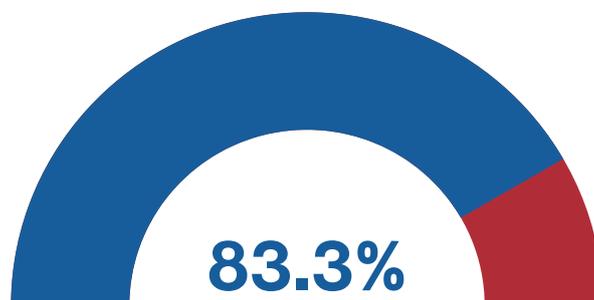
HEAD START ENROLLMENT

Site	Current/Funded
A. Washington CDC	15/15
Henry Bush CDC	67/68
Bonham Pre K	60/60
Hemphill HS	83/85
Lockhart CDC	33/34
Luling CDC	34/34

***ATTENDANCE AND ENROLLMENT DATA WAS COLLECTED FROM 3 OPERATING DAYS IN NOVEMBER DUE TO THE GOVERNMENT SHUTDOWN**
EHS AVERAGE DAILY ATTENDANCE



HS AVERAGE DAILY ATTENDANCE



DECEMBER ENROLLMENT & ATTENDANCE

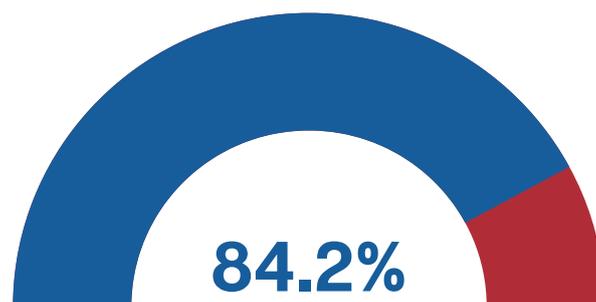
EARLY HEAD START ENROLLMENT

Site	Current/Funded
A. Washington CDC	47/48
William Crook CDC	15/16
Hemphill EHS	32/32
Lockhart CDC	16/16
Luling EHS	39/40

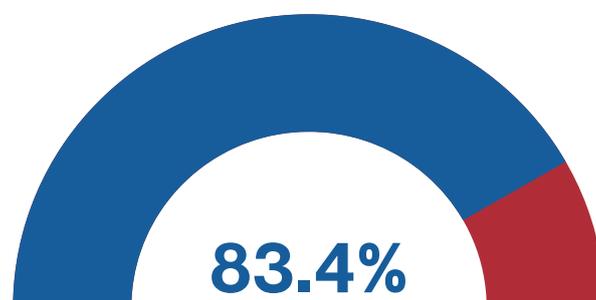
HEAD START ENROLLMENT

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



Health Fair @ Henry Bush

During the month of November, the Family Advocate at Henry Bush hosted a Health Fair for enrolled families. Several community partners participated, including WIC, Blue Cross Blue Shield, and Superior Health Plan. These partners shared valuable health information and resources to support the families we serve.



Bonham PreK Holiday Celebrations



Nutrition Activities



GREEN BEANS FROM HH GARDEN



**NUTRITION INTERN - HENRY BUSH
HOT CHOCOLATE**



HH GREEN BEAN TASTING

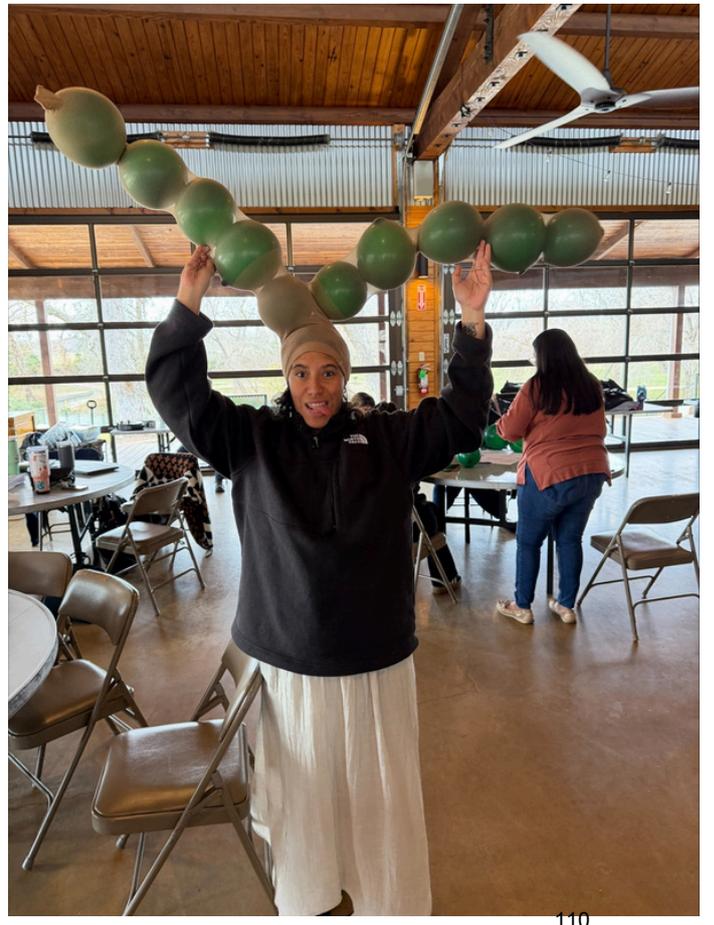
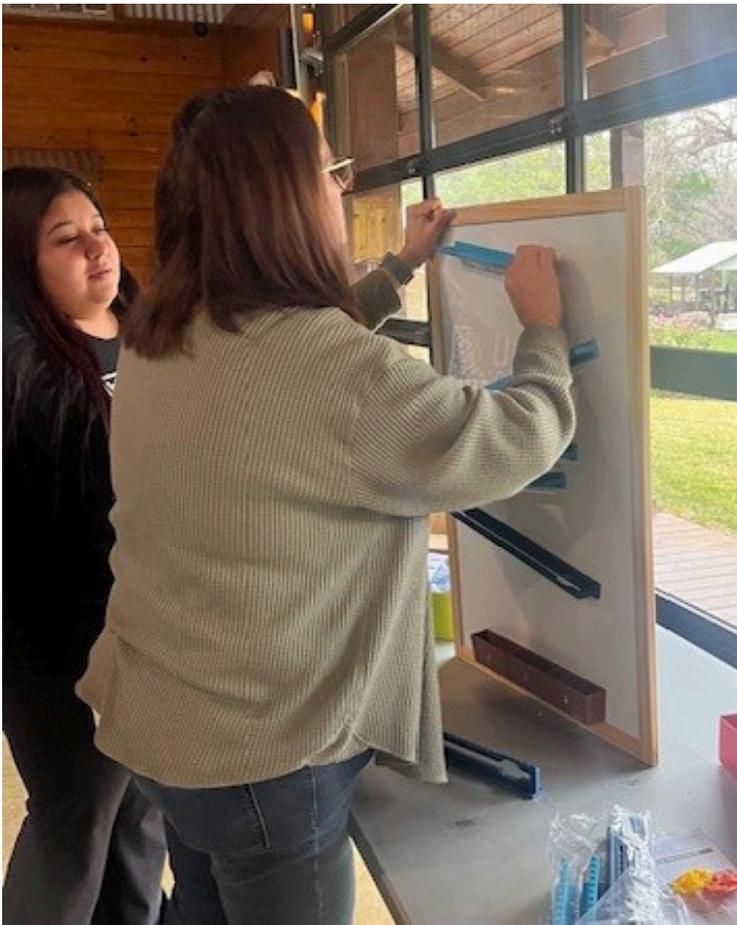
William Crook CDC



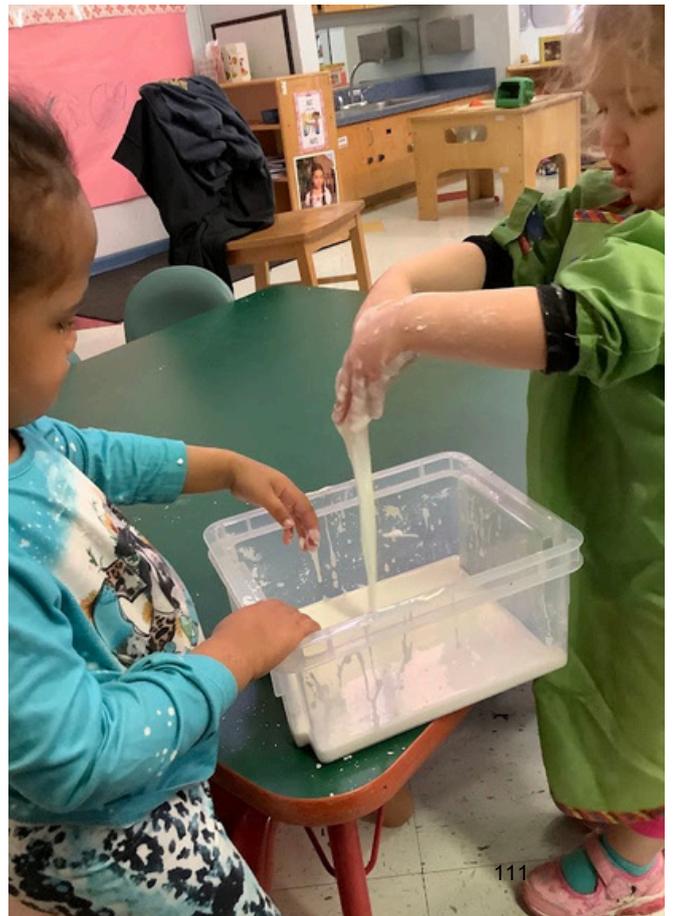
Luling EHS Holiday



Winter PD



Luling CDC



NHSA PFCE Conference



Management Holiday Celebration





Head Start Program

Program Management Policies & Procedure Manual

Effective Date (s) of Education Policies & Procedures

The effective date of all Education policies & procedures described in this manual is August 1, 2025. If a policy is added or modified after this date, the effective date of the new/revised policy will be indicated parenthetically immediately following the policy heading.

Table of Contents

Camera Policy	P.4
Cell Phone Policy	P.5
Code of Conduct	P.7
Guidance & Discipline	P.9
Progressive Discipline	P.12
Health & Safety Incident Reporting	P.15
Program Operations - Investigative Procedure	P.17
Head Start Succession Plan	P.20
Head Start Training Program	P.24
Head Start Onboarding	P.33

Camera Policy

Purpose of Cameras:

Cameras are used for safety and security purposes to monitor children, staff, and the facilities. This policy applies to all cameras installed in the childcare center and playgrounds, including security cameras, monitoring systems, and any other devices used to capture images or video.

Policy Guidelines:

1. Security Cameras:

- o The center is equipped with security cameras in classrooms and on the playground to ensure the safety of children, staff, and visitors.
- o Cameras will not be placed in private areas such as restrooms or staff break rooms to protect the privacy of children and staff.
- o Live footage from security cameras may be monitored by authorized staff only. The footage will not be used for any purposes other than monitoring and ensuring safety and security.

2. Recording and Storage:

- o Video footage will be recorded and securely stored for a specified period before being automatically deleted, unless it is needed for investigation or incident documentation.
- o Access to recorded footage is restricted to authorized personnel only, such as the Site Supervisor, Facilities & Maintenance Coordinator, and Program Director.

3. Parental Access:

- o Parents and guardians do not have access to the live camera feed or recorded footage for personal observation of their child.

4. Privacy:

- o The privacy and dignity of children and staff will be respected at all times. Cameras will not be used to record or monitor staff interactions with children in ways that violate individual privacy rights.
- o Staff and parents will be informed that the premises are under video surveillance and will sign an acknowledgment form.

5. Prohibited Use:

- o The use of personal devices (e.g., cell phones, tablets) to record or take photos/videos of children while at the center is prohibited unless authorized for specific activities (such as class projects or events).
- o No one, including staff, parents, or visitors, may record video or take photos in areas not designated for such purposes without permission.

6. Emergency Use of Footage:

- o In the event of an emergency or health and safety incident, video footage may be shared with law enforcement, regulatory agencies, or other relevant parties to ensure the safety and well-being of children and staff.

7. Compliance with Laws:

- o The center is committed to complying with all local, state, and federal laws and regulations related to the use of cameras, surveillance, and privacy.

Cell Phone Policy

All Community Action Inc. Head Start Staff, Volunteers, Contractors, and Community Partners agree to adhere to the cell phone policy as indicated by Child Care Licensing Minimum Standards 746.1203 concerning the responsibilities of caregivers. All Community Action Inc. Head Start Staff, Volunteers, Contractors, and Community Partners will be trained annually and on an ongoing basis as needed.

Guidance: Child Care Licensing Minimum Standards [746.1203]

Purpose: To ensure the safety, supervision, and engagement of all children in our early childhood education program, this policy establishes clear expectations regarding cell phone use for staff members. The use of personal mobile devices in the classroom setting is strictly regulated to uphold active supervision standards and align with the organization's progressive discipline procedures.

Policy: Staff members are expected to provide undivided attention to the children in their care at all times. The use of personal cell phones during working hours is prohibited, except in cases of emergency or as authorized by the administration. Non-compliance with this policy will be addressed through the organization's progressive discipline procedures.

Guidelines: Cell phones and smart watches should not be used by staff in the ratio while supervising children in the classroom. They must be securely stored out of reach and not carried on their person. In the event of a personal emergency, staff members should provide the center's contact number to family or others, ensuring that communication remains uninterrupted and the focus stays on the children's safety and well-being.

Active Supervision Priority

- Staff must remain fully engaged with children and actively monitor their environment at all times.
- Use of cell phones or smart watches for personal reasons (e.g., texting, social media, phone calls) while supervising children is not permitted.

Permitted use

- Cell phones or smart watches may only be used during scheduled break times and in designated staff areas.

Progressive Discipline for Violations

- First Offense: Verbal Reminder and note to file for personnel file
- Second Offense: Counseling Statement and a meeting with a supervisor.
- Third Offense: Counseling Statement and Potential Suspension.
- Fourth Offense: Recommendation for Termination.

Enforcement

Supervisors will conduct regular observations to ensure compliance with this policy. Any concerns related to cell phone use should be reported immediately to the administration.

By enforcing this policy, we prioritize the safety, engagement, and well-being of the children in our care.

CODE OF CONDUCT

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

Name _____ Site _____

Please check one: Employee Parent/Volunteer Policy Council Member

Board Member Contractor

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

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

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

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

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

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

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

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

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

_____ I will adhere to equal employment opportunity laws and all other regulations that govern the Head Start Program.

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

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

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

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

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

Signature: _____

Date: _____

GUIDANCE & DISCIPLINE POLICY

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

Standards of Guidance and Discipline:

The Texas Department of Family and Protective Services, Minimum Standards for Child-Care Centers, Subchapter L, Discipline and Guidance states that guidance and discipline must be:

1. Individualized and consistent for each child;
2. Appropriate to the child's level of understanding; and
3. Directed toward teaching the child acceptable behavior and self-control.[i]

Staff will use positive methods of child guidance and discipline by building positive relationships and utilizing preventative practices :

1. Using praise and encouragement of good behavior instead of focusing only on unacceptable or undesirable behavior;
2. Reminding a child of behavior expectations daily by using clear, positive statements and teaching consistent classroom routines, transitions, rules, and directions. Pictures of expected behaviors and classroom rules will be posted and used as references as often as possible in classrooms; and
3. Redirecting behavior using positive statements whenever possible.[ii]

Staff will not engage in corporal punishment, emotional or physical abuse, or humiliation. I will not employ methods of discipline that involve isolation, the use of food as punishment or reward, or the denial of basic needs. The following types of discipline and guidance are prohibited:

1. Corporal punishment or threats of corporal punishment;
2. Punishment associated with food, naps, or toilet training;
3. Pinching, shaking, or biting a child;
4. Hitting a child with a hand or instrument;
5. Putting anything in or on a child's mouth;
6. Humiliating, ridiculing, rejecting, or yelling at a child;

7. Subjecting a child to harsh, abusive, or profane language;
8. Placing a child in a locked or dark room, bathroom, or closet with the door closed; and
9. Requiring a child to remain silent or inactive for inappropriately long periods for the child's age.[iii]
10. The use of physical activity or outdoor time as a punishment or reward

Staff will utilize child development best practices regarding the developmentally appropriate length of time children within my care will be provided direct small or whole group instruction:

Per the Texas Pre-Kindergarten guidelines, section, Social and Emotional Domain: Control of Attention, page 14: PK3 outcome is for a child to remain focused on engaging, teacher-led group activities for 10-15 minutes, PK4 outcome is for a child to remain focused on engaging, teacher-led group activities for 15- 20 minutes.

· *During large group instruction, teachers may often gather the entire class together to provide information, support collaboration, and listen to ideas. By the end of the year, large-group sessions should occur two to three times per day and last 10–25 minutes.*

- o The Head Start Program interprets this guidance to mean that within the first half of the school year, students should not be sitting in large group instruction for longer than 15 minutes.

· Small-group learning activities with the teacher providing intentional instruction about new concepts may be one of the most effective ways to promote young children's learning. Research shows that children learn math, literacy, and language concepts best when teachers support their attention and growth in gaining new knowledge in small groups (no more than six children). These activities are effective if the teacher engages children with targeted activities for short periods (10–15 minutes). The activities, whether they are meant to facilitate the learning of specific cognitive (such as math or literacy) or social skills, need to be engaging, with children taking an active role using manipulatives, books, and pictures as opposed to worksheets or flashcards.

*Failure to follow these standards will result in disciplinary action as outlined in the personnel policies, up to and including recommendation for termination of employment. Guidelines for Personnel Policies can be found: <http://communityaction.com/staff-pages-2/human-resources-staff-pages/>

*Violation of any of these standards by volunteers, consultants, or contractors will result in corrective action and could include exclusion from program activities and premises.

*Failure to adhere to these stated policies will result in the Community Action Inc. Head Start Program Management staff contacting the Principal of the collaborating school campus to resolve the conflict.

[i] The Texas Department of Family and Protective Services, Minimum Standards for Child-Care Centers, Subchapter L, Discipline and Guidance, 746.2803, page 171

[ii] The Texas Department of Family and Protective Services, Minimum Standards for Child-Care Centers, Subchapter L, Discipline and Guidance, 746.280,3 page 171

[iii] The Texas Department of Family and Protective Services, Minimum Standards for Child-Care Centers, Subchapter L, Discipline and Guidance, 746.280,3 page 171

Progressive Discipline Procedure

For Violations of the Guidance & Discipline Policy On Child Safety & Supervision Concerns

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

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

Level 1 - Counseling Statement

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

All level 1 offenses will receive a modeling, mentoring, and feedback visit from the Instructional Coach.

Level 2 – Suspension*

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

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

Level 3 – Immediate Suspension & Recommendation for Termination

- Use of corporal punishment
- Physical harm, for example: pinching, pushing, pulling, shaking, or biting a child
- Putting anything in or on a child's mouth
- Binding or tying a child to restrict movement, or taping a child's mouth
- Placing a child in a locked or dark room, bathroom, or closet with the door closed as punishment
- Incident that involves a lack of supervision and lasts for more than 3 minutes
- Lack of supervision that results in an injury to a child
- Failure to follow the procedure to administer, handle, and store child/staff medication that results in an injury to a child
- Failure to follow the poisonous solution storage procedure results in an injury to a child

- Failure of the supervisor to monitor and enforce Active Supervision Procedures that result in a Level 3 offense
- Failure to report any health & safety incidents immediately that staff witnessed

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

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

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

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

Health & Safety Incident Reporting

Policy: All health and safety incidents, including injuries, illnesses, accidents, near misses, and hazardous conditions, must be reported promptly and accurately. This reporting helps us ensure the continued safety of children and staff, fulfill our legal obligations, and promote a culture of continuous improvement. Failure to adhere to the Health & Safety Incident Reporting Procedure will result in disciplinary action as outlined in the Progressive Discipline Procedure.

Guidance: Head Start Performance Standards [1302.102; 1302.47; 1302.90]
 Child Care Licensing Minimum Standards [746.701 - 746.709; 746.2401]
 Caring for Our Children Standards [2.2.09; 3.4.4.1; 9.2.4.1]

Purpose: The purpose of reporting health and safety incidents is to protect the children, families, and staff while ensuring compliance with Head Start Program Performance Standards, licensing standards, and state and local laws. This will allow the program to maintain accurate records for monitoring and quality improvement.

Procedure:

When a Health & Safety Incident happens :

- **Immediate Care:** Ensure the child involved receives appropriate first aid or emergency care first if needed.
- **Notification:**
 - Once the child is safe, notify the site supervisor of the incident.
 - The Site Supervisor or Person in Charge will Immediately Notify the Parent by phone call.
 - The Site Supervisor or Person in Charge will notify the Program Director immediately after notifying the parent.
 - Depending on the situation, the Program Director will notify the Human Resource Director and the Executive Director as needed.
- **Reporting to Authorities:**
 - Site Supervisor or Person in Charge will make a report to Child Care licensing or relevant Authorities (CPS, Police) as deemed necessary by the Program Director.
 - The Site Supervisor or Person in Charge will document the case number and the case worker relevant to any incident from any authorities involved in the situation.
- **Documentation:**
 - The teacher or staff member who witnessed the incident will complete the incident report in Child Plus under the health tab before the end of the day and get the parent to sign at pick-up time.
 - Site Supervisor or Person in Charge will document the incident under the OHS Incident Reporting Tab under Family Services in Child Plus and notify the Program Director when complete.

- The Site Supervisor will collect written statements from all staff involved in the incident and forward them to the Program Director.
- **Submitting to the Office of Head Start**
 - Once all documentation and relevant information have been collected, the Program Director will send the information and report to the Office of Head Start via the Head Start Enterprise System within the 7-day required time frame.

Depending on the incident, the Program Operations Investigative Procedure may be initiated.

Any child involved in a Health & Safety incident that must be reported to the Office of Head Start will be given a RED Flag in Child Plus.

Program Operations-Investigative Procedures

Guidance: Head Start Performance Standards [1302.74; 1302.90]
 Child Care Licensing Minimum Standards [746.701 - 746.709; 746.1201]
 Caring for Our Children Standards [2.2.09; 3.4.4.1; 9.2.4.1]

Policy: It is the policy of Community Action Inc. of Central Texas to ensure a safe, respectful, and accountable environment for children, families, and staff. All reports of concerns will be taken seriously and investigated promptly, fairly, and confidentially to protect the rights and well-being of all involved.

Purpose: This policy outlines the procedures for conducting prompt, thorough, and impartial investigations of any concerns, incidents, or complaints within the Head Start program, including but not limited to child safety, staff conduct, discrimination, harassment, or suspected violations of policies, procedures, or laws.

Procedure:

If a report is made regarding inappropriate conduct towards a child or any action/behavior towards a child that results in unsafe or unhealthy conditions for the child, an investigation will be conducted within 24 hours of the report being made. During the investigation, the staff member under investigation is to be removed from the classroom immediately and is not to interact with children until the investigation has been closed, depending on the situation and severity of the allegations.

The following steps are to be followed:

- The parent/community member, or staff member making the report, should be directed to the Site Supervisor. The Site Supervisor should communicate directly with the person making the report to attempt to establish as many facts as possible. This could be in the form of an in-person interview, a phone call, or via email. The ideal would be an in-person interview.

The Site Supervisor is to attempt to establish all facts, including, but not limited to:

- Who is being alleged to have committed the offense?
- What exactly is the allegation?
- When did it happen? (Date/Time)
- Has it happened before?
- Where did it occur?
- Has it been reported before, and if so, to whom?
- Were there other children present?
- Were there other adults present?
- Can the reporter demonstrate/re-enact the incident?

- Did the child have any markings?
 - If the child is alleged to have verbalized the allegation, what were his/her exact words?
 - In what context was the incident discussed with the child?
 - If the child is verbal and the parent is agreeable, the Site Supervisor should ask the child directly to share what they know about the concern. Avoid asking leading questions, like “Where did he hit you?” Instead, ask open-ended questions like, “Can you tell me what happened?”
 - If possible, get a written statement from the person making the report. Be sure that it is dated and signed.
 - Check to see if there is video footage available.
- Once the initial facts have been established, the Site Supervisor is to inform the Head Start Program Director and share all known facts. This should occur as soon as possible, but no later than the end of the business day. The Site Supervisor will also notify the parent as soon as facts are established. The Program Director will notify Head Start Management team members if necessary, for their content to assist in the investigation.
 - The Site Supervisor and Program Director are to schedule a meeting with the staff member who has allegedly committed the offense and inform them of the allegation on the same day the report is received.
 - The staff member is to be allowed to present their side of the story and share any additional information that will shed light on the situation, including additional witnesses and extenuating circumstances.
 - The staff member should be asked to write a statement including as many details about the situation as they can recall.
 - The Site Supervisor and the Program Director are to conduct interviews with any/all possible witnesses and also gather written statements from each of them.
 - Statements need to include what was directly heard and/or seen rather than speculations or hearsay.
 - The Program Director will call Human Resources and the Executive Director to inform them of the situation.
 - The Program Director will share all written statements and give a summary of the situation.
 - Human Resources will provide a letter of Administrative Suspension for the Site Supervisor and Program Director to present to the employee immediately after the interview and written statement have been conducted.
 - The Administrative Suspension may be with pay or without pay, depending on the circumstances.
 - That decision is made by the Executive Director, as is stated in the Progressive Discipline Procedure.
 - The staff member is to be sent home until the investigation is concluded.
 - The Site Supervisor and Program Director are to file a report with CPS, the local police department, and CCL as soon as possible, but no later than the end of the business day.
 - Report/case numbers should be recorded for all three of these agencies.
 - All Child Abuse Reporting Procedures are to be followed and

- appropriately documented.
- Each of these outside agencies will determine for themselves whether or not the incident calls for an investigation and what their investigative procedures will be.
 - The Program Director will make a report to the Office of Head Start via the Head Start Enterprise System within the required seven days following the Health & Safety Incident reporting procedure.
 - The staff member will remain on suspension until clearance from all three outside agencies is received. When we are notified that all agencies have completed their investigation, we will follow their guidance regarding whether or not it is safe for the staff member to return to work and interact with children.
 - Should the outcome of the investigation find the allegations to be true, HR will recommend termination of the employee, as is stated in our Progressive Discipline Procedure.
 - The employee has the right to present an appeal at the next Policy Council meeting should they believe the decision to terminate is unfounded. The Policy Council has the final approval regarding termination decisions per Head Start Act **642(c)(2)(D)(vi)**.
 - Should the allegation prove to be unfounded, the Site Supervisor will inform the employee that they are cleared to return to work after providing the investigative report findings from CCL to the Program Director and HR.
 - The Site Supervisor and Program Director will schedule a meeting with the person who made the original report and share the outcome of the investigation. If the person who made the original report is not the parent, the parent should also be called and informed of the outcome.

Head Start Succession Plan

Community Action Inc. of Central Texas

Purpose: The purpose of this policy is to establish a clear, proactive framework for leadership continuity within Community Action, Inc. of Central Texas (CAI). This plan ensures that the organization is prepared for both planned and unplanned transitions in key leadership roles, minimizing disruptions to operations, programs, and stakeholder relationships.

Policy: Leadership changes are an inevitable part of organizational life and can present significant challenges. CAI is committed to ensuring continuity, stability, and accountability during transitions in executive and program leadership. This policy provides a clear framework for managing both planned and unplanned leadership changes, whether temporary or permanent. It outlines procedures for appointing interim leaders to key positions such as directors, management roles, and board members; recruiting permanent replacements; and ensuring ongoing compliance with the Head Start Program Performance Standards and all other applicable regulatory requirements.

Guidance: Head Start Program Performance Standards 45 CFR 1302.90

Temporary Leadership Changes

A. Executive Director – Temporary Absence (3 Months or Less)

In the event of a temporary absence of the Executive Director (e.g., illness, leave of absence lasting three months or less), the **Fiscal Officer** shall assume responsibility for daily operations and essential executive duties until the Executive Director returns or further action is taken by the Board.

B. Head Start Program Director – Temporary Absence (3 Months or Less)

If the Head Start Program Director takes a short-term leave of absence (three months or less), the **Executive Director** shall assign the interim director duties to either the **Family Services Director** or the **Education Services Director**, based on program needs and staff capacity. Duties will include administration of the Head Start Program, program planning, program management, and compliance with the Head Start Program Performance Standards.

C. Content Coordinator - Temporary Absence (3 Months or Less)

If a Head Start Content Coordinator takes a short-term leave of absence (three months or less), the **Head Start Program** director shall assign interim duties to either **another content coordinator or an Instructional Coach**, based on the program's needs and staff capacity. Duties

would include, but not be limited to, content management and policy implementation. The Head Start Program Director will coordinate training for these duties.

D. Site Supervisor - Temporary Absence (3 Months or Less)

If a Site Supervisor takes a short-term leave of Absence (three months or less), the **Education Services Director** shall assign interim duties to either the **PIC (person in charge) or a qualified staff member**, based on the program needs and staff capacity. PIC or qualified staff need to meet the child care licensing qualifications for a Center Director.

E. Family Advocate - Temporary Absence (3 Months or Less)

If a Family Advocate takes a short-term leave of absence (three months or less), **the Family Service Director** will assign interim caseload duties to **another Family Advocate or the Family Advocate Assistant**, based on the program's needs and capacity.

Permanent Leadership Changes

A. Executive Director – Permanent Vacancy

If the Executive Director is no longer able to fulfill the role permanently, the Executive Committee of the Board of Directors shall appoint an Interim Executive Director (the CFO) within 15 business days. The interim appointee will ensure that all essential operations, contractual obligations, and reporting requirements continue without disruption. The HR department will help with the transition of duties and any training needs. The CFO will continue to do both roles with the support of the Accounting Department and the HR Department.

B. Head Start Program Director – Permanent Vacancy

If the Head Start Program Director is no longer able to serve, the Executive Director, in consultation with the Board of Directors, will appoint an Interim Head Start Program Director (Family Service Director or Education Director) until a candidate is identified to fill the position permanently to ensure uninterrupted program operations and regulatory compliance. The HR department will help with the transition of duties and any training needs.

C. Content Coordinator - Permanent Vacancy

If a Head Start Content Coordinator is no longer able to serve, the Head Start Program Director, in consultation with the Executive Director and Human Resource Director, will appoint an Interim Content Coordinator (Instructional Coach or other Content Coordinator) until a candidate is identified to fill the position permanently to ensure uninterrupted program

operations and regulatory compliance. The HR department will help with the transition of duties and any training needs.

D. Site Supervisor - Permanent Vacancy

If a Site Supervisor is no longer able to serve, the Education Services Director, in consultation with the Head Start Program Director and Human Resource Director, will appoint an Interim Site Supervisor (PIC) until a candidate is identified to fill the position permanently to ensure uninterrupted program operations and regulatory compliance. The HR department will help with the transition of duties and any training needs.

E. Family Advocate - Permanent Vacancy

If a Family Advocate is no longer able to serve, the Family Services Director, in consultation with the Head Start Program Director and Human Resource Director, will assign family caseloads to other Family Advocates and Family Advocate Assistants. The HR department will help with the transition of duties and any training needs.

Recruitment and Selection Process

Once interim leadership has been established, CAI will implement the following process to recruit and select a permanent replacement:

1. **Establish a time frame & Action Plan**
A clear recruitment timeline and action plan will be developed in coordination with the HR department, including job posting dates, interview timelines, and onboarding plans.
2. **Job Posting**
The vacancy will be advertised both internally and externally to attract a diverse and highly qualified pool of applicants. Individuals serving in interim leadership roles are eligible to apply and will be considered through the same competitive process as all other candidates.
3. **Application Screening**
All applications will be screened by the Human Resources Department to verify qualifications before scheduling interviews.
4. **Interview Committee Formation**
The Board Chair will appoint an Executive Selection Committee within 15 business days, consisting of at least two members from the Executive Committee and two from the Personnel Committee or other board members. The Interview Committee is for the Executive Director and Head Start Program Director Positions. Lower-level positions will be interviewed by the Hiring Managers and the Human Resources department.

5. Qualifications Review

The committee will refer to the current job description to confirm the required qualifications, competencies, and leadership attributes, ensuring alignment with CAI's mission and the Head Start Program Performance Standards.

6. Stakeholder Communication

The organization will notify key stakeholders of the leadership transition, interim appointments, and recruitment plans. A current list of stakeholders (e.g., funders, government agencies, foundations, banking institutions) will be maintained for timely communication.

7. Use of External Consultants

The committee may consider hiring an external consultant or executive search firm, based on the organization's needs and capacity.

8. Organizational Assessment

The committee will review the strategic plan and conduct a brief SWOT analysis (Strengths, Weaknesses, Opportunities, Threats) to identify current priorities and leadership traits needed for the future.

Leadership Fit and Readiness

It is the policy of CAI to ensure that permanent leaders are selected based not only on their qualifications but also on their alignment with the organization's mission, vision, values, goals, and objectives. All Leaders must possess the necessary leadership skills and professional experience to ensure full compliance with federal regulations, including the Head Start Program Performance Standards.

Head Start Staff Training Program Community Action Inc. of Central Texas

Staff Training Program Goals:

- Ensure staff understand and implement Head Start Performance Standards.
- Maintain health, safety, and wellness standards.
- Support professional growth and team collaboration
- Promote child development and school readiness

Training Overview:

Audience	Training Frequency	Format
All Staff	Orientation/Onboarding, Annually & Ongoing	In-person, Virtual, & self-paced
New Hires	Orientation/ Onboarding Core Training Modules Within the first 2 weeks	In-person, virtual & self-paced
Teaching Staff	Annually & ongoing	In-person, virtual, & self-paced, workshops & coaching
Family service staff	Annually & ongoing	In-person, virtual, self-paced, & workshops
Volunteers/Interns	Orientation/ Onboarding Core Training Modules	In-person, virtual & self-paced
Individual Professional Development	As needed	Depends on need

Core Training Modules

1. Orientation & Onboarding

- Overview of Head Start Mission
- HR Orientation

- Introduction to Performance Standards
- Program Goals
- Policies & Procedures
- Organizational Structure
- Operational policies

2. Child Development & Education

- Education Procedure Manual
- Conscious Discipline
- Baby Doll Circle Time
- Classroom environment
- Lesson plan
- Daily Schedule
- Diapering & Toileting
- Nutrition in Education
- DRDP - Desired Results Developmental Profile - Assessment
- Active Supervision
- Transition & Tracking
- Learning Genie in Education
- Pyramid model
- Behavior incident reports
- Home visits/ parent conferences
- ASQ 3/ ASQ SE
- Circle Progress Monitoring

3. Health

- Health Procedure Manual
- CPR/First Aid Certification
- Medication Administration
- Illness & Exclusion
- Medical Emergencies
- Child Incident/Injury/Illness
- Daily Health Check
- Sanitation and Cleaning
- Communicable Diseases
- Hand washing

- Tooth Brushing
- Diapering & Toileting
- First Aid kits

4. Family & Community Engagement

- Family Services Procedure Manual
- Family Goal-Setting and Partnership Building
- Child Abuse Procedures
- Confidential Binder
- Student Family Reviews & Child Plus Documentation
- Learning Genie - communication app
- Parent-powered - parenting curriculum
- In-kind Procedures

5. Mental Health & Wellness

- Staff Wellness
- Child Behavior Guidance
- Partnering with Mental Health Consultants
- Adult Resilience Survey
- Starling minds
- Classroom Management
- Pyramid model
- Behavior incident reports

6. Program Compliance & Professional Conduct

- Guidance & Discipline
- Online Database agreement
- Progressive Discipline
- Grievance Procedures
- Code of Conduct
- Cell Phone Policy
- Camera Acknowledgment

7. Nutrition

- Nutrition Standards & Mealtime Procedures
- Meal Time Environment
- Food Handler's Certification

- Nutrition Screenings
- Infant Nutrition
- Nutrition Education
- Nutrition Monitoring
- Responding to Children with Food Allergies
- Special Diets
- CACFP
 - Meal count sheets
 - Meal times
 - Menu patters

8. Facilities & Maintenance / Safety

- Facility & Maintenance Procedure Manual
- Emergency Preparedness & Response
- Operation Request Procedure
- Transportation Procedure

9. Disabilities

- Identifying children with special needs
- IDEA Individual with Disabilities Education Act
- Child IEP/IFSP Individual Learning Plan
- Inclusion
- Documentation in Child Plus

10. ERSEA - Eligibility, Recruitment, Selection, Enrollment, Attendance

- ERSEA & Transition Procedure Manual
- Eligibility & income guidelines
- Employee applications
- Recruitment
- Selections
- Enrollment
- Attendance processes
- Child Plus Documentation
- Transitions
- Confidentiality

Additional Training Areas

CDA - Child Development Associate Credential

Family Service Worker Credential

CLASS Reliability Certification

Center Director Credential

Child Plus - Certifications/Credentials

NHSA Certifications/Credentials

Procedure:

Step 1: Identify Training needs

- New Hire Assessment - HR
- Need Assessment Survey for all staff
- Data - ongoing monitoring, CLASS, Child Assessments, Family Assessments etc
- Evaluations

Step 2: Define the training path needed for individual staff & create an individual professional development plan

- Core Training Modules
- CDA
- Family Service Worker Credential
- Center Director Credential
- CLASS Reliability Certification

Step 3: Enroll staff in Training

Step 4: Upload certifications or documentation from training in the staff personnel folders

Annual Training

Required topics:

HSPPS 1302.92 Training and Professional Development

- (1) Staff completing a minimum of 15 clock hours of professional development per year. For teaching staff, such professional development must meet the requirements described in section 648A(a)(5)29 of the Act, and include creating individual professional development plans as described in section [648A\(f\)](#) of the Act;
- (2) Annual training on mandatory reporting of suspected or known child abuse and neglect that complies with applicable Federal, State, local, and Tribal laws;
- (3) Annual training on positive strategies to understand and support children's social and emotional development, such as tools for managing children's behavior;
- (4) Training for child and family services staff on best practices for implementing family engagement strategies in a systemic way, as described throughout this part;
- (5) Training for child and family services staff, including staff that work on family services, health, and disabilities, that builds their knowledge, experience, and competencies to improve child and family outcomes; and,
- (6) Research-based approaches to professional development for education staff, that are focused on effective curricula implementation, knowledge of the content in *Head Start Early Learning Outcomes Framework: Ages Birth to Five*, partnering with families, supporting children with disabilities and their families, providing effective and nurturing adult-child interactions, supporting dual language learners as appropriate, addressing challenging behaviors, preparing children and families for transitions (as described in subpart G of this part), and use of data to individualize learning experiences to improve outcomes for all children.

Child Care Licensing Minimum Standards 746.1301

24 hours Pre-Service Training

24 hours annually

30 hours annually for the Center Director

746.1309. What areas of training must the annual training for

caregivers cover?

(a) The 24 clock hours of annual training must be relevant to the age of the children for whom the caregiver provides care.

(b) At least six clock hours of the annual training hours must be in one or more of the following topics:

(1) Child growth and development

(2) Guidance and discipline

(3) Age-appropriate curriculum [Medium]; and

(4) Teacher-child interaction.

(c) At least one clock hour of the annual training hours must focus on prevention, recognition, and reporting of child maltreatment, including:

(1) Factors indicating a child is at risk for abuse or neglect

(2) Warning signs indicating a child may be a victim of abuse or neglect

(3) Procedures for reporting child abuse or neglect

(4) Community organizations that have training programs available to employees, children, and parents.

(d) If a caregiver provides care for children younger than 24 months of age, one clock hour of the annual training hours must cover the following topics:

(1) Recognizing and preventing shaken baby syndrome and abusive head trauma

(2) Understanding and using safe sleep practices and preventing sudden infant Sudden death syndrome (SIDS)

(3) Understanding early childhood brain development.

(e) While there are no clock hour requirements for the topics in this subsection, the Annual training hours must also include training on the following topics:

(1) Emergency preparedness

(2) Preventing and controlling the spread of communicable diseases, including immunizations

(3) Administering medication, if applicable, including compliance with §746.3803 of this chapter (relating to What authorization must I obtain before administering a medication to a child in my care?)

(4) Preventing and responding to emergencies due to food or an allergic reaction

(5) Understanding building and physical premises safety, including identification and protection from hazards that can cause bodily injury, such as electrical hazards, bodies of water, and vehicular traffic

(6) Handling, storing, and disposing of hazardous materials, including compliance with §746.3425 of this chapter (relating to Must caregivers Wear gloves when handling blood or bodily fluids containing blood?).

(f) The remaining annual training hours must be in one or more of the following topics:

(1) Care of children with special needs

(2) Child health (for example, nutrition and physical activity)

(3) Safety

(4) Risk management

(5) Identification and care of ill children

(6) Cultural diversity for children and families

(7) Professional development (for example, effective communication with families and time and stress management)

(8) Topics relevant to the particular age group the caregiver is assigned (for example, Caregivers assigned to an infant or toddler group should receive training on biting and toilet training)

(9) Planning developmentally appropriate learning activities

(10) Observation and assessment

(11) Attachment and responsive caregiving

(12) Minimum standards and how they apply to the caregiver.

(g) At least five of the 24 required annual training hours must come from instructor-led training. The remaining 19 required annual training hours may come from self-instructional training, of which no more than three hours may come from self-study training

(h) The 24 clock hours of annual training are exclusive of any requirements for orientation, pre-service training, pediatric first-aid, and pediatric CPR training, transportation safety training, water safety training, and high school child care work-study classes.

Online Resources for Training:

NHSA Academy +

Texas Agrilife

TECPDS

Headstart.gov

Head Start New Staff Onboarding Procedure

Purpose: To ensure new Head Start staff receive consistent orientation, training, and support to effectively carry out their roles in compliance with Head Start Program Performance Standards (HSPPS) and organizational policies.

Policy: The Head Start program is committed to providing a structured onboarding process that equips new staff with the knowledge, skills, and resources necessary to perform their job responsibilities effectively while ensuring compliance with federal, state, and program-specific requirements. All new employees must complete the required onboarding activities before assuming full responsibility for their role.

1. Pre-Hire Preparation

- Collect required pre-employment documents (application, transcripts, credentials, background checks, physical/TB test, references).
- Verify staff qualifications meet HSPPS requirements.
- Prepare a welcome packet with:
 - Employee handbook & Head Start policies
 - Job description & performance expectations
 - Program calendar & organizational chart
 - Ethic forms
 - Code of Conduct
 - Guidance & Discipline
 - Progressive Discipline
 - Camera Acknowledgment
 - Cellphone Policy
 - Online Database User Agreement
 - Operational Policies
 - Child abuse acknowledgement

2. First Day- Orientation

- Welcome & Introductions

- HR Orientation 9 - 12 am
 - **Program Overview**
 - Head Start Program Director -1 - 2 pm
 - Head Start mission, philosophy, and goals
 - Review of organizational structure and service areas (education, health, family services, disabilities, nutrition, mental health)
 - Review & sign Ethics Forms
 - **Online PD 3-5 pm**
 - Academy + - Guidance from Education Services Director
-

3. Day two

- **Continue Online PD**
-

4. Day Three

- **Content Day or Education Day**
 - Content Day - specific training for new hires with content coordinators
 - Education Day - specific trainings with the Education Team
-

5. Day Four

- **Content Day or Education Day**
 - Content Day - specific training for new hires with content coordinators
 - Education Day - specific trainings with the Education Team
-

6. Day Five

- Site orientation with Site Supervisor
 - Complete site checklist
 - Beginning shadowing in the assigned classroom
-

7. Days Six - Eight

- Shadow in the assigned classroom or position

8. Day Nine - Fully in New Classroom or Position

30-60-90 Day Check-In

As part of the onboarding and professional support process, all newly hired Head Start staff will participate in structured check-in meetings at 30, 60, and 90 days of employment. These check-ins will be conducted by the staff member's Site Supervisor and/or Instructional Coach, as appropriate to the position.

The purpose of the 30-60-90 day check-ins is to:

- Support successful integration into the program
- Review job responsibilities and performance expectations
- Identify strengths, challenges, and training needs
- Provide guidance, feedback, and professional support
- Ensure compliance with Head Start Performance Standards and program policies

Each check-in will be documented using agency evaluation forms and will include a review of the employee's progress, identification of any needed supports or professional development, and confirmation that all onboarding requirements are being completed within established timelines.

Ongoing support and coaching may continue beyond the 90 days as needed to promote staff success and program quality.

At the end of the Program Term, an Annual Evaluation will be completed by the Supervisor and sent to the Program Director and Human Resources to be filed in the staff's personnel record.



Home Visiting Board Report

11/2025 - 12/2025



Prepared by:
Megan Campbell

Program Events & Updates

NOVEMBER

Start Smart Hays & Caldwell (SSHC) hosted November Steering Committee meeting to plan last coalition meeting of the calendar year and to review Start Early consulting memo regarding upcoming projects in 2026.

Hays & Caldwell County Teams hosted “Thankful Potluck” group connections in San Marcos and Lockhart.

All Home Visiting Teams enjoyed annual “Staffsgiving” team building and Thanksgiving potluck.



DECEMBER

SSHC hosted end of year celebration lunch to reflect on the work accomplished by the coalition in 2025.

Hays County Team hosted “Cocoa and Lights” group connection at the Kyle courthouse.

Caldwell County Team hosted “Cookies with Santa” group connection at the Eugene Clark Library.

Parents as Teachers (PAT) program partnered with PromiseLand Church in San Marcos to host Angel Tree project, ensuring that all PAT enrolled children and their siblings received holiday gifts.

318 children were sponsored through this partnership..

Home Visiting Data

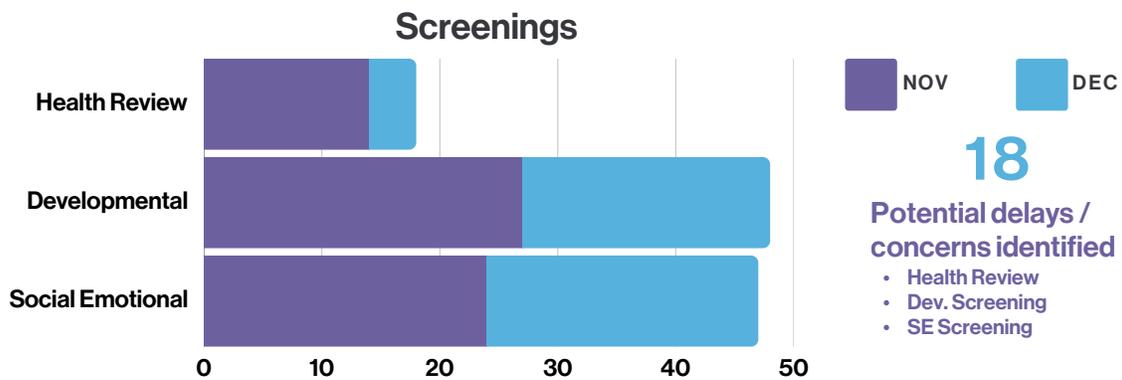
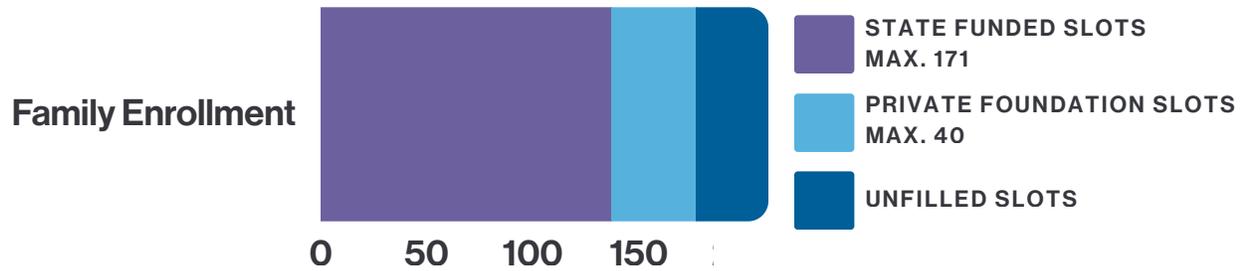
As of 1/1/26



Personal Visits

NOVEMBER 197

DECEMBER 221



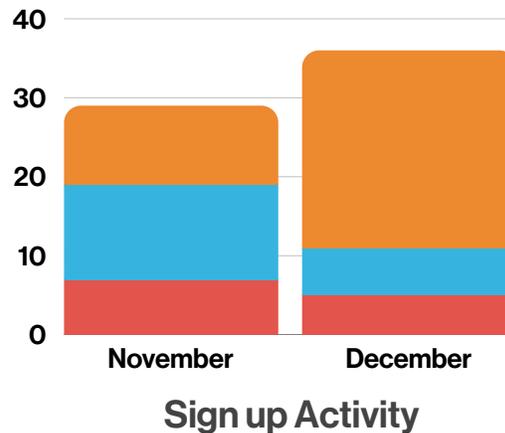
- Text Sign Up
- Web Sign Up
- Paper Sign Up

Hays & Caldwell Co Subscribers



834 ACTIVE ACCOUNTS

979 CHILDREN





Youth Services Highlights

1. The Youth Task Force is recruiting for the 2025-26 cohort.
 - a. Induction is on December 17.
 - b. YTF will also recruit during Spring 2026 to help support the TML YAC Summit in Spring 2027.
2. YTF volunteered at the SMTX Regional Animal Shelter in Oct and again on November 14.
3. Core Four Partnership along with TYAN and Society of Royals is planning to co-host a Youth Conference in Fall 2026.
4. SMTX Mental Health Coalition hosted YMHFA/ADMHFA Training in person in October. Public Safety MHFA is planned for February 19 in partnership with the Hays County Health Dept. They also hosted the ASIST Training in December.
 - a. Annual Self-Compassion event for coalition members will be held in Dec.
 - b. Annual Vibrant Visions Mental Health and Wellness Event is planned for May.
 - c. Kindness Campaign to be launched the first week of December.
 - d. Youth Services is partnering with HCWC hosted a holiday loteria event in December.
5. YSD along with the Core Four Task Force drafted Childcare Needs Survey. Working with the partnership to finalize and distribute in Spring 2026
6. The Youth Coalition planning to host a community training for Spring 2026 and to pilot a Youth Ambassador Program.

Scan QR code or use link.
<https://linktr.ee/corefourpartnership>



Youth Services Outcomes

Outcome	Measure	Update
Community partners will work together to increase awareness of youth mental health issues and provide mental health prevention measures to improve overall mental wellness in our service area.	Provide mental health training to first responders, human services employees, teachers, and other public-facing workers that includes learning communication techniques, mentorship training, mental-health awareness strategies, etc.	Trained 600+ SMCISD Staff in YMHFA. ASIST is being offered.
Youth Services program will increase youth diversity and inclusivity in the Youth Taskforce membership.	Provide recruitment and outreach to homeless/foster/at-risk youth to be included in the membership of the current Youth Taskforce	Increased the participation of home schooled youth in YTF. Looking for partnership opportunities to specifically target this group. Expanding YTF to include 18-24yrs.
Youth Services Program will strengthen Youth Taskforce pipeline by increasing participation from 8th graders.	Program will outreach to local school district or other agencies that work with youth to find 8th graders interested in joining the Youth Taskforce	8th grade students were included in recruitment for Fall 2024.
Youth Services program will create a steering committee for SMTX Mental Health Coalition to assist in setting the goals and developing the strategies of the coalition based upon the latest mental health assessment.	Youth Services program will outreach to local stakeholders and community partners who have vested interest in mental health and well-being to find appropriate steering committee members for the Mental Health Coalition.	Texas State, Cenikor-Project AIM & Project AWARE are the primary steering committee members. Collectively we work on coalition activities. Partnered with Healthy Hays-YMHWG to help streamline San Marcos Community Partners and efforts.
Youth Services program will increase the number of at-risk & non-at-risk youth served by Big Brothers, Big Sisters mentorship program.	Youth Services program will outreach to local stakeholders and community partners to find at-risk youth to participate in BBBS.	Currently at a stand-still with BBBS. Will revisit this Goal with Core Four Partnership. This goal is being revisited by the Core Four Task Force.
There will be an increased number of BBBS volunteers to help mentor youth.	Youth Services will increase volunteer pool in the service area by initiating a community-wide volunteer recruitment campaign by attending and hosting volunteer fairs and other similar events.	Currently at a stand-still with BBBS. Will revisit this Goal with Core Four Partnership. This goal is being revisited by the Core Four Task Force.
Youth Services program will work with community partners to establish a Hays County Youth Coalition that will provide youth resources and support including a community youth development training.	Community partners who participate in the coalition will set goals that impact youth needs.	Steering Committee established, General meetings kick-off had 14 youth attend, and free community PYD trainings will be held in March 2025.
The Youth Coalition will create and evaluate youth community needs assessment and provide programming to address youth needs.	Youth services program will work with Coalition in training them in creating needs assessment and assisting them in developing programs to address youth needs.	Completed 2 nd Youth Survey. 153

**CITY OF SAN MARCOS FACILITY LEASE AGREEMENT
FOR NONPROFIT TENANTS**

This Lease Agreement (“this Agreement”) is entered into on the 2nd day of November, 2025, between the City of San Marcos, Texas, (“the City”), a Texas home rule municipality, and Community Action, Inc. of Central Texas a Texas nonprofit corporation (“the Nonprofit”), collectively referred to as Parties (“the Parties”).

RECITALS:

1. The Nonprofit is a Nonprofit entity and has as its public purpose the operation and administration of helping Central Texans improve their economic self-reliance through a wide range of services and community partnerships.

2. It is the desire of the City Council of the City of San Marcos and the Board of Directors of the Nonprofit to enter into this Agreement to set forth the terms by which the City will lease to the Nonprofit the City facility commonly known as San Marcos Senior Citizens Center from which the Nonprofit will carry out its public purpose in San Marcos for the benefit of the City and its residents.

NOW, THEREFORE, THE PARTIES MUTUALLY AGREE AS FOLLOWS:

SECTION 1. PREMISES; PUBLIC PURPOSE.

A. The City leases to Nonprofit and Nonprofit leases from the City the premises in San Marcos, Texas, located at 810 Arizona Street, San Marcos, TX 78666 as further described on Exhibit “A” attached hereto and incorporated herein for all purposes (“the Premises”), subject to the terms and conditions contained in this Agreement and to be used solely for the public purpose of operating and administering CAI San Marcos Senior Citizens Center in the City to provide Services to senior citizens including nutrition support, recreational & social activities, health & wellness activities, educational programs, individual support services, and clothing support (“the Public Purpose”). The Premises are more clearly described in the Hays Central Appraisal District records as: R101705; also known as Lot 73-A, South End Addition, Amending Plat of Lot 73-A, South End Addition, being a Resubdivision of Lots 73, 82, and 83, South End Addition, as recorded in Volume 10, Page 25 of the Plat Records of Hays County, Texas.

B. The Premises may not be used for any other purpose than the Public Purpose. The failure of the Nonprofit to maintain the use of the Premises solely for the Public Purpose shall be considered a breach of this Agreement and will result in the automatic termination of this Agreement.

SECTION 2. TERM.

A. The term of this Agreement shall commence on the date on which authorized representatives of both parties have signed below following the approval of the City Council of the City of San Marcos (“the Effective Date”) and, unless sooner terminated as provided in this

Agreement, shall extend for a period of ten (10) years from the Effective Date. If the Nonprofit seeks to extend the term of this Agreement beyond ten years, the Nonprofit shall provide written notice to the City one hundred eighty days (180) before the expiration of the Agreement to express its intent to renew. Any renewal must be by the mutual agreement of the City and Nonprofit and must be approved by the San Marcos City Council.

B. Failure of the Nonprofit to surrender the Premises at the expiration of this Agreement constitutes a holding over which shall be construed as a tenancy from month to month.

SECTION 3. RENT/COMPENSATION

It is the intent of the Parties that the annual rental payment for this Agreement is to be made by an in-kind contribution of the Nonprofit by providing services to the City and its residents necessary to accomplish the Public Purpose. The memorialized commitment of the Nonprofit established by this Agreement to serve the Public Purpose by complying with all terms and conditions of this Agreement on behalf of the entire City of San Marcos community is to be recognized as legally sufficient consideration.

SECTION 4. CARE AND USE OF PREMISES.

A. The Nonprofit shall use reasonable care to maintain the Premises in a good condition and take every precaution to prevent damage or destruction to the Premises. The Nonprofit shall not use or permit the use of the Premises for any unlawful purpose, maintain any nuisance, permit any waste, or use the Premises in any way that creates a hazard to persons or property. The Nonprofit shall keep the sidewalks and public ways on the Premises, together with any public right-of-way abutting the Premises, free and clear from any obstructions or conditions which might create a hazard, or from any litter and debris. The Nonprofit shall also be responsible for mowing the Premises and areas of public right-of-way abutting the Premises on a regular basis, but no less often than necessary to ensure that grass and weeds do not exceed 12 inches in height in accordance with Chapter 34, Division 2 of the San Marcos City Code.

B. The Nonprofit shall not permit any sign on the Premises, except signs relating to the Nonprofit's hours of operation or programs. No political signs supporting candidates or measures shall be placed on the Premises or on the adjacent road right-of way.

C. The Nonprofit shall comply with all governmental laws, ordinances, rules, regulations and orders relating to the Nonprofit's use of the Premises and this Agreement.

D. Any costs or expenses related to the maintenance, use, or operation of the Premises which are not specifically allocated to the City under this Agreement shall be the responsibility of the Non-Profit

SECTION 5. MAINTENANCE AND REPAIRS

A. The Nonprofit agrees to maintain the Premises in a manner that keeps the Premises safe and in good, clean condition at all times and shall provide its own janitorial services and make

all needed repairs and replacements to the Premises at its sole cost and expense up to a total of \$2,000.00 per incident requiring repair or replacement, including replacement of items such as, but not limited to, cracked or broken glass and light bulbs. The Nonprofit agrees to maintain the Premises by keeping the exterior and interior walls repaired and periodically repainted, and maintain and repair all doors, windows, any molding, and door and window locks at its sole cost and expense up to a total of \$2,000.00 per incident requiring repair or replacement. The Nonprofit shall keep the Premises free from all refuse and obstructions that may create unsafe conditions. The Nonprofit shall promptly remove all garbage and refuse of any kind from the Premises and provide routine daily janitorial activities and landscaping services.

B. In the event any repair or maintenance item for the Premises requires an expenditure greater than \$2,000.00 per incident of repair or maintenance, the Nonprofit may request in writing that the City perform that portion of the repairs or maintenance which will exceed \$2,000.00. The City may, at its discretion, perform the requested maintenance or repairs. In the event the City chooses to perform maintenance or repairs at any time on the Premises, the Nonprofit shall provide the City with access to the Premises at all reasonable times for performance of the maintenance or repairs and shall cooperate with the City in providing access or cordoning off of areas from the public, as necessary for the performance of the needed maintenance or repairs. Where maintenance or repairs are performed or paid for by the City, the City shall have sole discretion in all decisions related to the repairs or maintenance, including, but not limited to design, type of materials, and method of acquisition of materials and services.

SECTION 6. IMPROVEMENTS.

No alterations, improvements or installations may be made on the Premises without the prior written consent of the City. Any alterations, improvements or installations must comply with all City Code requirements. The City may perform alterations, improvements, or installations on the Premises with thirty (30) days advanced notice to the Nonprofit, except that the City may make emergency repairs for the protection of public safety without the need for such notice.

SECTION 7. CONDITION OF PREMISES.

The Nonprofit has examined the Premises and accepts the Premises in its current "As Is" condition.

SECTION 8. INSURANCE.

A. Before commencement of the term of this Agreement and at least once every year thereafter, the Nonprofit shall provide the City a certificate issued by its insurance carrier evidencing the insurance coverage required by this Agreement. The amount of insurance required is \$1,000,000.00 for commercial general liability coverage. The policy shall list the City as an additional insured.

B. Not more frequently than once every two years, the City may reasonably modify the required insurance coverage to reflect the current risk management practices of the City.

C. All insurance correspondence, certificates and endorsements shall be directed to: Risk Manager, City of San Marcos, 630 East Hopkins Street, San Marcos, TX 78666.

D. The Nonprofit shall carry insurance sufficient to cover the value of its personal property and any improvements owned by it on the Premises.

SECTION 9. RESERVATIONS, TITLE AND PRIOR RIGHTS.

A. The City reserves to itself, its agents and contractors the right to enter the Premises during normal business hours at such times as will not unreasonably interfere with the Nonprofit's use of the Premises, and, when necessary, at times outside of normal business hours. The City shall be given keys to the Premises and any security code needed for access to the Premises. The City will provide sufficient notification, twenty-four hours at a minimum, to the Nonprofit of its intent to enter the Premises, except that the City may enter the Premises without such notice in the event of an emergency. The City will conduct at least one yearly inspection of the Premises to examine the conditions of the Premises and provide written notice of any deficiencies that must be corrected to the Nonprofit.

B. The City reserves the exclusive right to permit placement of signs on the Premises, and the right to construct, maintain and operate new and existing facilities (including, without limitation, fences, communication facilities, roadways and utilities) upon over, across or under the Premises, and to grant to others such rights, provided that the Nonprofit's use of the Premises is not interfered with unreasonably. No political signs shall be placed on the Premises or on adjacent road right-of-way.

C. The Nonprofit acknowledges that the City makes no representations or warranties, express or implied, concerning the title to the Premises, and that the rights granted to the Nonprofit under this Agreement do not extend beyond such right, title or interest as the City may have in and to the Premises. Without limitation of the foregoing, this Agreement is made subject to all outstanding rights, whether or not of record.

SECTION 10. TAXES.

The Premises are tax exempt under a public property tax exception pursuant to Section 11.11 of the Texas Tax Code. It is anticipated that continued use of the Premises for a public purpose will result in the retention of the public exemption. All personal property and improvements to the Premises are expected to be tax exempt as well. Although such an event is unlikely, in the event any activity of the Nonprofit on the Premises causes the Premises to lose this tax exemption, the Nonprofit shall be responsible for payment of any resulting taxes owed, and either party may terminate this Agreement.

SECTION 11. UTILITIES/OTHER SERVICES

The Nonprofit will arrange and pay for all utilities and services supplied to the Premises including, but not limited to, monthly security, telephone service, electric, gas, and water services, cable and internet costs, drainage fees, and solid waste pickup services.

SECTION 12. LIENS.

The Nonprofit shall not allow any liens to attach to the Premises for any services, labor or materials furnished to the Premises or otherwise arising from the Nonprofit's use of the Premises. The City shall have the right to discharge any liens placed on the Premises at the Nonprofit's expense.

SECTION 13. RELEASE AND INDEMNITY,

A. AS A MATERIAL PART OF THE CONSIDERATION FOR THIS AGREEMENT, THE NONPROFIT, TO THE EXTENT IT MAY LAWFULLY DO SO, WAIVES AND RELEASES ANY AND ALL CLAIMS AGAINST THE CITY, FOR, AND AGREES TO INDEMNIFY, DEFEND AND HOLD HARMLESS THE CITY, ITS AFFILIATES, AND ITS AND THEIR OFFICERS, AGENTS AND EMPLOYEES ("INDEMNIFIED PARTIES") FROM AND AGAINST, ANY LOSS, DAMAGE (INCLUDING, WITHOUT LIMITATION, PUNITIVE OR CONSEQUENTIAL DAMAGES), INJURY, LIABILITY, CLAIM, DEMAND, COST OR EXPENSE (INCLUDING, WITHOUT LIMITATION, ATTORNEYS' FEES AND COURT COSTS), FINE OR PENALTY (COLLECTIVELY, "LOSS") INCURRED BY ANY PERSON (INCLUDING, WITHOUT LIMITATION, THE CITY, THE NONPROFIT, OR ANY EMPLOYEE OF THE CITY OR THE NONPROFIT) (I) FOR PERSONAL INJURY OR PROPERTY DAMAGE CAUSED TO ANY PERSON WHILE ON OR ABOUT THE PREMISES, OR (II) ARISING FROM OR RELATED TO ANY USE OF THE PREMISES BY NONPROFIT OR ANY INVITEE OR LICENSEE OF NONPROFIT, ANY ACT OR OMISSION OF NONPROFIT, ITS OFFICERS, AGENTS, EMPLOYEES, LICENSEES OR INVITEES OR ANY BREACH OF THIS AGREEMENT BY NONPROFIT.

B. THE FOREGOING RELEASE AND INDEMNITY SHALL APPLY REGARDLESS OF ANY NEGLIGENCE, MISCONDUCT OR STRICT LIABILITY OF ANY INDEMNIFIED PARTY, EXCEPT THAT THE INDEMNITY, ONLY, SHALL NOT APPLY TO ANY LOSS DETERMINED BY FINAL ORDER OF A COURT OF COMPETENT JURISDICTION TO HAVE BEEN CAUSED BY THE SOLE ACTIVE DIRECT NEGLIGENCE OF ANY INDEMNIFIED PARTY.

C. WHERE APPLICABLE TO THE LOSS, THE LIABILITY PROVISIONS OF ANY CONTRACT BETWEEN THE CITY AND THE NONPROFIT COVERING THE CARRIAGE OF SHIPMENTS OR TRUCKAGE SERVING THE PREMISES SHALL GOVERN THE LOSS AND SHALL SUPERSEDE THE PROVISIONS OF THIS SECTION 13.

D. NO PROVISION OF THIS AGREEMENT WITH RESPECT TO INSURANCE SHALL LIMIT THE EXTENT OF THE RELEASE AND INDEMNITY PROVISIONS OF THIS SECTION 13. NOTHING HEREIN SHALL LIMIT ANY IMMUNITY DEFENSE AVAILABLE TO THE CITY AS A GOVERNMENTAL ENTITY.

SECTION 14. TERMINATION.

A. Either Party may terminate this Agreement for the other Party's default by giving the defaulting Party notice of termination if either Party defaults under any obligation under this Agreement and, after written notice is given by the other Party specifying the default, the defaulting Party fails either to immediately commence to cure the default, or to complete the cure expeditiously but in all events within thirty (30) days after the default notice is given. The City may terminate this Agreement by giving notice of termination to the Nonprofit if Nonprofit abandons the Premises for a period of one hundred twenty (120) consecutive days.

B. In the event that in any year of this Agreement City Council determines there are not sufficient funds available in the budget for the City's portion of building maintenance and repair or any other obligation under this Agreement, the City may terminate this Agreement by providing the Nonprofit with one hundred eighty (180) days-notice of the termination.

C. Failure of the Nonprofit to comply with any term or condition of this Agreement, including, but not limited to failure to maintain the Premises as required in Section 5a above, failure to submit required reports, or failure to provide services as set forth in Exhibit B shall constitute a default under this Agreement.

D. In the event the Nonprofit has a funding agreement from the City and the funding agreement is terminated by the City for default by the Nonprofit, the City may terminate this Agreement with thirty (30) days-notice to the Nonprofit.

SECTION 15. REPORTS.

A. The Nonprofit agrees to provide quarterly reports as required by the City relating to its performance and expenditures of funds under the terms of this Contract. Quarterly reports are due by the 15th of the month following the end of each quarter with the first of these reports being due on or prior to April 15, 2026, for the period from January 1, 2026 through March 31, 2026. ("Report 1"). The City of San Marcos requires that detailed records be kept related to staffing, staffing compensation and hours of operation along with attendance documents related to visitors of the Nonprofit.

B. As clarification, reports will be for the following periods:

- January 1, 2026 through March 31, 2026 (Report #1)
- April 1, 2026 through June 30, 2026 (Report #2)
- July 1, 2026 through September 30, 2026 (Report #3)
- October 1, 2026 through December 31, 2026 (Report #4)

C. Quarterly report documents required:

1. Provide a report demonstrating the provision of services as set out in Exhibit "B."
2. Income statement (profit-and-loss statement) - organization's revenue, expenses and profitability – budget vs actual

3. Statement of financial position (balance sheet) – organization’s assets, liabilities and equity.

SECTION 16. NOTICES.

Any notice, consent or approval to be given under this Agreement shall be in writing and personally served, sent:

If to the City

- (1) by email to citymanagerinfo@sanmarcostx.gov,
with a copy to: legal@sanmarcostx.gov ; or
- (2) by reputable courier service, or by certified mail, postage prepaid, return receipt requested, to City at: City of San Marcos, Attn: City Manager, 630 East Hopkins Street, San Marcos, TX 78666; or

If to the Nonprofit

- (1) by email to dmudd@communityaction.com ,
With a copy to: framirez@communityaction.com ; or,
- (2) by reputable courier service, or by certified mail, postage prepaid, return receipt requested, to: Community Action, Inc. of Central Texas, 215 S. Reimer Avenue, Suite 130, P.O Box 748, San Marcos, TX 78666-0748,

or to such other address as a party may designate in notice given to the other party. Mailed notices shall be deemed served five (5) days after deposit in the U.S. Mail. Notices which are faxed, emailed, are personally served or sent by courier service shall be deemed served upon receipt.

SECTION 17. ASSIGNMENT/SUBLEASES.

A. The Nonprofit shall not sublease the Premises, in whole or in part, or assign, encumber or transfer (by operation of law or otherwise) the rights under this Agreement, without the prior consent of the City, which consent may be denied at City's sole and absolute discretion. Any purported transfer or assignment without the City's consent shall be void and shall constitute a default of this Agreement by Nonprofit.

B. Subject to the prohibition stated in paragraph A above, this Agreement shall be binding upon and inure to the benefit of the Parties hereto and their respective heirs, executors, administrators, successors and assigns.

C. Upon written request and approval, the City may authorize the Nonprofit to allow members of the public to use the Premises for special classes or authorized activities that relate to the Public Purpose so long as the activity is covered by the Nonprofit’s insurance and the Nonprofit agrees to indemnify the City for any damage resulting from the activity. The Nonprofit may charge a usage fee for the activity to be used to pay for Programs sponsored by the Nonprofit or other operating expenses.

SECTION 18. CONDEMNATION.

If any portion of the Premises is taken for any public or quasi-public use under any governmental law, ordinance or regulation or by right of eminent domain or should the Premises be sold to a condemning authority under threat of condemnation, this Agreement shall terminate.

SECTION 19. DISPUTES; ATTORNEY'S FEES; VENUE.

If either party retains an attorney to enforce this Agreement (including, without limitation, the indemnity provisions of this Agreement), the prevailing party is entitled to recover reasonable attorney's fees. Venue for any dispute arising under this Agreement shall be in the state courts having appropriate jurisdiction in Hays County, Texas, or, if in federal court, the United States District Court for the Western District of Texas, Austin Division.

SECTION 20. NON-DISCRIMINATION.

Nonprofit shall comply with Title VI and Title VII Civil Rights Act of 1964, the Americans with Disabilities Act of 1990, and all other State and Federal laws prohibiting discrimination and shall not discriminate on the basis of race, creed, color, religion, age, sex, national origin, physical disability, or other protected class in its use of the Premises.

SECTION 21. ENTIRE AGREEMENT; AMENDMENT.

This Agreement is the entire agreement between the Parties. This Agreement supersedes all other oral or written agreements between the Parties pertaining to this transaction, including any other agreement under which all or any portion of the Premises was leased to Nonprofit. This Agreement may be amended only by a written instrument signed by the City and the Nonprofit following approval by the City Council of the City of San Marcos.

SECTION 22. REQUIREMENT OF PAYMENT AND PERFORMANCE BONDS FOR CONSTRUCTION.

Nonprofit must include in each contract for the construction, alteration, or repair of an improvement to the leased property a condition that the contractor execute a payment bond and execute a performance bond in an amount equal to the amount of the contract for the protection of the governmental entity and conditioned on the faithful performance of the contractor's work in accordance with the plans, specifications, and contract documents; and provide to the City a notice of commencement at least ninety (90) days before the construction, alteration, or repair of any improvement to the leased property begins. The notice of commencement must identify the public property where the work will be performed, describe the work to be performed, state the total cost of the work to be performed, include copies of the performance and payment bonds, and include a written acknowledgment signed by the contractor stating that copies of the required performance and payment bonds will be provided to all subcontractors not later than the fifth day after the date a subcontract is executed.

EXECUTED this 20th day of January, 2026. (“the Effective Date”).

CITY:

NONPROFIT:

By: _____
Stephanie Reyes, City Manager

By: _____

Name: Doug Mudd

Title: Executive Director

EXHIBIT A

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San Marcos Senior Citizens Center Exhibit A

Map Date: 10/8/2025



Path: \\san_marcos\arcfile\Department Projects and File Geodatabases\Public Services\transportation\GSipes\ProProjects\BaseMap\BaseMap.aprx

EXHIBIT B

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Exhibit B-Performance Measures

The following list of performance measures is to be reviewed and submitted by the Lessee. This exhibit will be returned to city staff by Lessee for review. The performance measures will be included in the Lease Agreement. When this Exhibit B is signed and incorporated into the Lease Agreement between Lessee and the City as Exhibit B the performance measures below must be submitted to the City on an annual basis as specified in the Lease Agreement.

- **Provide brief summary of all organization's projects and programs providing community services.**

The San Marcos Senior Citizen Center, operated by Community Action, Inc. of Central Texas, provides a variety of supportive, recreational, health, and educational services for older adults in the community. The Center is open Tuesday through Friday and serves an average of 20–48 seniors daily.

- **State the hours which the facility is open for community services and total weekly hours.**

Monday-Friday 8:30am-2:30pm (open 30 hours a week)

- **Number of people served annually categorized by:**

- **Residents:** 91
- **Non-residents:** 25

- **List of programs/classes provided with schedule and summary of how this program provides community service**

Services and activities include:

- **Nutrition Support:** Daily hot, nutritious lunches; weekly food distributions in partnership with the Hays County Food Bank.
- **Recreational and Social Activities:** Daily Bingo/Lotería, monthly birthday celebrations, arts and crafts projects, gardening and walking clubs, and group exercise activities such as Chair Zumba.
- **Health and Wellness Services:** Monthly wellness checks (blood pressure, blood sugar, diabetes education) provided by healthcare partners; health and nutrition presentations.
- **Educational Programs:** Monthly presentations on long-term care planning, hospice, funeral arrangements, wills, and end-of-life planning.
- **Individual Support Services:** Monthly assistance with government benefits, medical forms, utility assistance applications, affordable housing referrals, and access to low-cost vision care.
- **Clothing Support:** Weekly clothes closet providing free clothing items.

The Center also partners with Texas State University students, community sponsors, and healthcare providers to offer ongoing enrichment opportunities.

Signature of Lessee

Date