



Community Action, Inc. of Central Texas

BOARD OF DIRECTORS MEETING

Thursday, March 21, 2024 6:00 PM

Village Main Shared Board Room

215 S. Reimer Avenue

San Marcos, Texas 78666

Minutes

Members Present

Public Representatives:

Wayne Thompson
Barbara Shelton
Juan Mendoza
Brett Bray

Neighborhood Representatives:

Jeremy Sutton
Myra Vassian
Steven Hernandez
Marissa Reyna

Private Group Representatives:

Diane Insley
Deborah Villalpando
Clarena Larrotta
Gloria Martinez

Members Absent:

Alyssa Garza

Visitors Present:

Chris Duran

Staff Present:

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

Staff Absent:

1.0 CALL TO ORDER

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

2.0 ROLL CALL

Mr. Doug Mudd, called the roll

3.0 PUBLIC COMMENT PERIOD

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

4.0 MINUTES OF PREVIOUS MEETINGS, for approval

4.1 Executive Committee Minutes, January 18, 2024—for approval

The Board members reviewed the Board of Directors Minutes for January 18, 2024.

Barbara Shelton made the motion to approve the Minutes, Jeremy Sutton seconded the motion. All were in favor.

None opposed. Motion passed.

5.0 CORRESPONDENCE, for review and discussion – Mudd

5.1 Introduce new board member

Mr. Mudd introduced Judge Brett Bray as the new board member for Blanco County. It has been 14 years since we have had a Blanco County representative.

5.2 Luling CDC Investigation Letter

Mr. Mudd reviewed the letter dated 3/1/2024 from the Texas Health and Human Services regarding results of an investigation at Luling CDC. Purpose of the inspection was due to a report received by the Department alleging a deficiency of the Minimum Standard Rules or law. Allegations were concerns of an alleged caregiver not positively interacting with a child. There were concerns with discipline. The center was found to be in compliance. Mrs. Engelke stated that a parent came and said her child said a teacher was mean to them and held them down on the mat during nap time. Head Start did a self-report and all came back clear. No problems with mom and child.

5.3 Danielle Engelke Approval as Head Start Director

Mr. Mudd reviewed the letter dated 2/8/2024 from the Office of Head Start in regards to Danielle Engelke's official hiring as the new Head Start Director.

5.4 A Washington CDC Investigation Letter

Mr. Mudd reviewed the letter dated 2/8/2024 from the Texas Health and Human Services regarding results of an investigation at A. Washington. Purpose of the inspection was due to a report received by the Department alleging a deficiency of the Minimum Standard Rules or law. Allegations were concerns of prohibited discipline (grabbing/pulling of a child) within the center. The center was found to be in compliance. Mrs. Engelke stated a parent came forward stating she saw a teacher pull a child. No allegations were found.

6.0 LEADERSHIP PROGRAMMATIC REPORT—Mudd

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

6.1 Executive Director – Doug Mudd

6.1.1 Admin Building Rent Increase

Mr. Mudd addressed the issue dealing with rent increase for Community Action. Asked the board about how to strategize on fundraising. Mr. Mudd did state they are speaking with the Regional Bank on negotiating the loan.

6.1.2 Fundraising Strategy Discussion – Insley

Mrs. Insley opened the floor for ideas. Mrs. Shelton stated reaching out to donors while holding a banquet with keynote speakers possibly at the Embassy Suites. Community Action can sell tables and plates. Mr. Hernandez mentioned casino nights. The question was asked about the limitations on how much fundraising we can have within a certain amount of time. No amount was stated. Some limitations for things after work hours will be staff who can be involved. Mrs. Ramirez stated she just recently went to a resource fair that was at Kissing Tree and asked how they raised funds. They do Silent Auctions and luncheons. We could bring in organizations for lunch to see how they fundraise. Francesca mentioned that Mylinda Zapata offered to help supply lunch. Mr. Thompson asked when will the funds need to be raised? Sooner rather than later so the mortgage rate doesn't increase over time. Chris Duran is working on getting grants. Mr. Hernandez stated the City of San Marcos holds corn hole tournaments. Board asked Mr. Hernandez to be on the fundraising committee. Fundraising might take at least a year or two to figure it out but once a good strategy is set, it might become a yearly occurrence. Thoughts about putting something on the website or on social media. Mr. Thompson stated reaching out to the San Marcos Arts Commission to fund and sponsor an event, application must be sent in by September. Any other ideas come up, members can email Mrs. Insley.

6.2 Human Resources – Ruth Salinas

Mrs. Insley asked when the Kyle Library Career Fair will be held. Mrs. Salinas stated it will happen on March 27th from 3-6PM

6.3 Agency Financial – Keith Herington

6.3.1 Basic Financials

Mr. Herington reviewed the year-to date basic financial statements as of February 2024

6.3.2 Grant Financial Report

Mr. Herington reviewed the Grant Financial reports through February 2024. The reports listed a summary of the activities for their review on each report with explanations below for additional information. Direct Assistance total was \$532,260 and was awarded additional funds that almost doubled what was already given.

6.3.3 Head Start Program Budget Report

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

6.3.4 Head Start In-Kind

Mr. Herington reviewed the report for the period ending February 2024.

6.3.5 Head Start Program CACFP Report

Mr. Herington reviewed the report for the period ending February 2024. Ms. Insley asked if this fund could ever run out. Since it is a reimbursement fund, they will never run out.

6.3.6 Credit Card Report

Mr. Herington reviewed the report for the period ending February 2024.

6.3.7 Other Credit Card Purchases

Mr. Herington reviewed the report for the period ending February 2024.

6.4 Adult Education – Glenda Rose

Dr. Rose reviewed the report in regards to enrollment and achievements. She stated that they are a bit behind on IET training for ESL students.

6.5 Community Services – Francesca Ramirez

Ms. Insley asked how the Utility Assistance outreach went on 3/21/24 at the San Marcos Public Library.

6.6 Health Services - Stacey Martinez

6.7 Head Start - Danielle Engelke

6.7.1 Head Start Board Report for January and February

Mrs. Engelke reviewed the Monthly Reports for January and February. Management team has started planning for Annual Training for staff in August. Head Start completed a self-assessment and community assessment. They are sending managers to trainings for Active Supervision. Mylinda Zapata, Nutrition Coordinator, applied and received the GroMoreGood Garden Grant. Head Start is at 93% enrollment.

6.7.2 Parent Satisfaction Survey

Mrs. Engelke went over the results from the Parent Satisfaction Survey they sent out on Learning Genie. There was good feedback from parents at every center. The only complaint was the last-minute classroom closures. Head Start has been moving teachers around to help this not be an issue anymore.

6.7.3 Eligibility Criteria (for approval)

Mrs. Engelke went over the new Eligibility Criteria for enrolling students. They did present it to Region 6 and they liked how many types of documentation they accept and the points given. Barbara Shelton made the motion to pass. Steven Hernandez seconded the motion. All were in favor.

6.7.4 Pay Scale Change (for approval)

Mrs. Engelke asked for the approval of creating a new pay scale for a Director Position between her salary and a Coordinator salary for David Gonzales who is the Family Services Director. Mr. Herington stated it is within the budget. Deborah Villalpando made a motion. Gloria Martinez seconded that motion. All were in favor.

6.8 Home Visiting - Megan Campbell

6.9 Youth Services – Cristal Lopez

Ms. Lopez went over the upcoming events for Youth Services. May 9th they are having a festival to highlight mental health and will also have an art event with a mental health panel

7.0 ACTION ITEMS—Review, Discuss and Take Proper Action

7.1 Ryan White Part A – Keith Herington

Mr. Herington reviewed the City of Austin funding for a case manager. Jeremy Sutton made a motion to pass. Juan Mendoza seconded the motion. All were in favor. None opposed.

8.0 SUCCESS STORY – Adult Education – Glenda Rose

Dr. Rose went over the Adult Education Success Story which was Vanessa who graduated from the CAI GED class and has recently enrolled in a university to further her education. Also, all student success stories are now located on the CAI website.

9.0 BOARD MEMBERS' OPPORTUNITY TO SHARE

Ms. Insley asked if anyone present would like to make a public comment at this time. Mr. Mendoza stated that Lockhart is bringing back the BBQ festival. Ms. Shelton said there is lots of new growth in Caldwell County. They are even building a new school. Mr. Thompson said the Juvenile Center is talking about having an internship program and Ms.

Villalpando said there will be a resource fair at the end of the month.

10.0 PRESIDENT'S REPORT—Insley

Schedule of the next Board of Director's Meeting

Ms. Insley informed the Board members that the next meeting is Thursday, May 16, 2024 at 6:00 p.m.

11.0 ADJOURNMENT—Insley

Diane Insley made a motion at 7:00 pm to adjourn, Barbara Shelton seconded the motion. All were in favor. None opposed. Meeting adjourned.

The Minutes above are true and correct.

Diane Insley, President

Elizabeth Raxter, Secretary



ADMINISTRATION FOR
CHILDREN & FAMILIES

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

Program Performance Summary Report

To: Authorizing Official/Board Chairperson

Ms. Diane Insley

Community Action, Inc. of Central Texas

215 S Reimer Ave

Ste 130

San Marcos, TX 78666 - 5490

From: Responsible HHS Official

Date: 04/01/2024

Mr. Khari M. Garvin

Director, Office of Head Start

From March 18, 2024 to March 22, 2024, the Administration for Children and Families (ACF) conducted a monitoring review of Community Action, Inc. of Central Texas Head Start and Early Head Start programs to determine whether the previously identified findings had been corrected. The Office of Head Start (OHS) would like to thank your governing body, policy council, staff, and parents of your program for their cooperation and assistance during the review. This monitoring report has been issued to Ms. Diane Insley, Authorizing Official/Board Chair, as legal notice to your agency of the results of the program review.

Based on the information gathered during this review, we have closed the previously identified findings which are included in this report. For any previous findings that are not included in this report and remain open, the recipient will receive a future follow-up review to determine the compliance status of those findings.

Please contact your Regional Office for guidance should you have any questions or concerns.

DISTRIBUTION OF THE REPORT

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

Mr. Kenneth Gilbert, Regional Program Manager

Mr. Douglas Mudd, Chief Executive Officer/Executive Director

Ms. Danielle Engelke, Head Start Director

Ms. Danielle Engelke, Early Head Start Director

Glossary of Terms

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

The program monitored staff to ensure the implementation of procedures. The director stated that enhanced monitoring included observing transitions and looking for active supervision strategies. The site supervisors completed and documented monitoring twice per month using the Ongoing Monitoring tool in ChildPlus. They also checked the transition and tracking forms that staff completed daily. The compliance coordinator also visited classrooms monthly to observe and provide feedback. A review of copies of completed checklists verified monitoring activities occurred from February 1, 2024, through February 23, 2024.

The grant recipient ensured no child was left alone or unsupervised while under the care of its staff. This area of deficiency is corrected.

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



April 9, 2024

Community Action, Inc. of Central Texas
Attn: Doug Mudd, Executive Director, and Keith Herington, Fiscal Officer
The Village Main
215 S. Reimer Ave., Ste 130
San Marcos, TX 78667-0748

Re: Community Action Inc. of Central Texas 401(k) Retirement Plan
EBSA Case No.: 63-027821

Dear Mr. Mudd and Mr. Herington:

The Department of Labor (the “Department”) has responsibility for administration and enforcement of Title I of the Employee Retirement Income Security Act of 1974 (ERISA). Title I establishes standards governing the operation of employee benefit plans such as the Community Action, Inc. of Central Texas 401(k) Retirement Plan (the “Plan”), which is sponsored by Community Action, Inc. of Central Texas (the “Company”).

This office has concluded its investigation of the Plan and of your activities as plan fiduciaries.¹ Based on the facts gathered during this investigation, and subject to the possibility that additional information may lead us to revise our views, it appears that, as fiduciaries, you may have breached your fiduciary obligations to the Plan and have violated several provisions of ERISA. The purpose of this letter is to advise you of our findings.

What We Found

Our review found that from at least January 3, 2020, you withheld employee contributions from employee paychecks but did not forward them to the Plan for investment on time. During this period, the total amount of money you failed to forward timely was \$93,362.86.

In our view, the late deposit of employee contributions violates ERISA Sections 403(c)(1), and 404(a)(1)(A) and (B). Those sections require plan assets be held in trust for the exclusive purpose of providing benefits and require Plan fiduciaries to act solely in the interest of the Plan and its participants and beneficiaries.² Further, during the time employee contributions were withheld and not timely deposited, you allowed the employee contributions to remain commingled with Company assets and subject to the Company’s use. By doing so, you and the Company violated ERISA Sections 406(a)(1)(D) and 406(b)(1) and (2), which forbid fiduciaries from self-dealing

¹ See Appendix A, ERISA Sections 3(14) and 3(21).

² See Appendix A, ERISA Sections 403(c)(1) and 404(a)(1)(A) and (B).

and other types of prohibited transactions.³ Because you failed to ensure that employee contributions were timely forwarded to the Plan for investment, participants missed out on the opportunity to earn interest on their contributions. However, the calculated interest on those untimely contributions owed to the Plan is \$319.82, which would amount of approximately \$0.61 per participant and is thus de minimis.

We Are Closing Our Case

Given that lost earnings are de minimis, we have concluded that further action is not warranted at this time. You are cautioned, however, to refrain from such conduct in the future.

Please note that resolving this matter is limited to the specific issues reviewed in this investigation of the Plan. Our findings or absence of findings, including the absence of findings regarding any specific provision of the Plan, shall not bind the Department in:

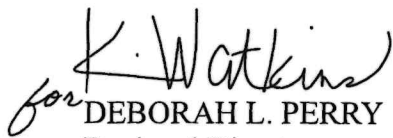
- reviewing or investigating any other employee benefit plan or service provider, or
- any subsequent Plan review regarding issues not raised by this investigation.

Please note that EBSA's Office of the Chief Accountant is responsible for accepting or rejecting any Annual Report (Form 5500) in whole or in part. The Office of the Chief Accountant will make the final decision concerning the adequacy of any Annual Report or any part thereof pursuant to the federal regulations set forth at 29 C.F.R. 2570.61 et seq.

Our decision is binding on the Department only. It does not prevent another individual or governmental agency from taking action.

Thanks for your cooperation.

Sincerely,


for DEBORAH L. PERRY
Regional Director

ATTACHMENTS:
Appendix A

³ See Appendix A, ERISA Sections 406(a)(1)(D) and 406(b)(1) and (2).

Appendix A: ERISA Act Sections & Department Regulations

ERISA Section 3(14)

The term “party in interest” means, as to an employee benefit plan-

- (A) any fiduciary (including, but not limited to, any administrator, officer, trustee, or custodian), counsel, or employee of such employee benefit plan;*
- ...
- (C) an employer any of whose employees are covered by such plan.*

ERISA Section 3(2)(A)

...a person is a fiduciary with respect to a plan to the extent

- (i) he exercises any discretionary authority or discretionary control respecting management of such plan or exercises any authority or control respecting management or disposition of its assets,*
- (ii) he renders investment advice for a fee or other compensation, direct or indirect, with respect to any moneys or other property of such plan, or has any authority or responsibility to do so, or*
- (iii) he has any discretionary authority or discretionary responsibility in the administration of such plan.*

ERISA Section 403(c)(1)

...the assets of a plan shall never inure to the benefit of any employer and shall be held for the exclusive purposes of providing benefits to participants in the plan and their beneficiaries and defraying reasonable expenses of administering the plan.

Department Regulation 2510.3-102

Definition of “plan assets” - participant contributions.

...the assets of the plan include amounts (other than union dues) that a participant or beneficiary pays to an employer, or amounts that a participant has withheld from his wages by an employer, for contribution or repayment of a participant loan to the plan, as of the earliest date on which such contributions or repayments can reasonably be segregated from the employer’s general assets. ...in no event shall the date...occur later than the 15th business day of the month following the month in which the participant contribution amounts are received by the employer...in which such amounts would otherwise have been payable to the participant in cash (in the case of amounts withheld by an employer from a participant’s wages)[emphasis added].

ERISA Section 404(a)(1)

...a fiduciary shall discharge his duties with respect to a plan solely in the interest of the participants and beneficiaries and-

- (A) *for the exclusive purpose of:*
- (i) *providing benefits to participants and their beneficiaries; and*
 - (ii) *defraying reasonable expenses of administering the plan*
- (B) *with the care, skill, prudence, and diligence under the circumstances then prevailing that a prudent man acting in a like capacity and familiar with such matters would use in the conduct of an enterprise of a like character and with like aims.*

ERISA Section 406(a)(1)

A fiduciary with respect to a plan shall not cause the plan to engage in a transaction, if he knows or should know that such transaction constitutes a direct or indirect-

- (D) *transfer to, or use by or for the benefit of, a party in interest, of any assets of the plan;*

ERISA Section 406(b)

A fiduciary with respect to a plan shall not-

- (1) *deal with the assets of the plan in his own interest or for his own account,*
- (2) *in his individual or in any other capacity act in any transaction involving the plan on behalf of a party (or represent a party) whose interests are adverse to the interests of the plan or the interests of its participants or beneficiaries....*



TEXAS

Health and Human Services

Child-Care Inspection Form

A Washington Child Development Center

#504402

Arrival Date and Time 05/01/2024 12:30 PM

Departure Date and Time 05/01/2024 02:15 PM

Part I: OPERATION INFORMATION

Location: 103 HAYS ST, SAN MARCOS, TX 78666

Phone: (512) 353-1507

Permit Type: License

Type: Child Care Program

Capacity:84

Infant Capacity: 14

Status: Full

Director/Administrator: Monica Silguero

Designee/Registrant: Danielle Engelke

Director/Administrator:

Type of Inspection: Unannounced Investigation

Investigation Numbers: 3049249

Licensing Staff: MADALYNN PENA

Phone: (512) 839-5205

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

Licensing Supervisor: JESSICA LEATHERS

Phone: (512) 239-8895

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

Part II: NOTIFICATION

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: 58
- Director Present
- Dir Qual Eval
- Photographs were taken during the inspection

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:

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

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

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

ACKNOWLEDGEMENT OF RECEIPT

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

05/01/2024

05/01/2024

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: 06/09/2023

Health Inspection: 04/04/2023

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

Gas Pipe Pressure Test: 01/28/2022

Last LP Gas Inspection :

Allegations:

There were concerns of prohibited discipline at the center.

Findings for this inspection are listed below:

No monitoring deficiencies were found at this inspection. The findings related to an investigation of allegations may be mailed in a separate letter or form if not included as part of this inspection form.

Notification Date: 05/01/2024

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



Executive Director Report

May 2024

6.1.1 Admin Building Rent Increase & Loan Update

Review

Community Action's rent at the Village Main has increased by 32% (\$3,436.36) per month from \$10,907.22 to \$14,343.58. The Village charges rent to Community Action based on the Village mortgage payment due each month. In 2019 Texas Regional Bank granted a loan to the Village for \$1.9 million dollars at a variable rate starting at 4.5% for the first 5 years (Feb. 9, 2019-Feb. 9, 2024) and thereafter based upon the Wall Street Journal Prime Rate Plus .25%, which is currently 8.75%. The rate increase will cost the Agency an annual total of \$41,236.32 as it stands right now. Furthermore, in five more years, the entire principal amount (currently \$1.6 million) and accrued interest will balloon and be due February 9, 2029.

Update

In efforts to reduce the loan interest rate, the Village/Community Action is negotiating with Texas Regional Bank to bring the monthly payment down. Texas Regional Bank is offering the following:

- Reduce the interest rate from 8.75% to 7.65% (-1.1%) and make it a fixed rate for the next 5 years or reduce it for the next 12 months at 7.65% and have it adjust annually at a rate of WSJP + 0.50%. The 1.1% rate reduction will save the Village \$1000/month at what it is right now.
- In exchange, TRB would like Community Action to move our Wells Fargo and First Lockhart banking business to Texas Regional Bank.

The Village will be looking at other bank options to see if there is a better deal than what TRB is offering.

6.1.2 Fundraising Committee

In further efforts to pay off the loan debt, Community Action seeks a board member who can lead the Fundraising Committee. The committee should not meet any more than once a month.

6.1.3 Housing Grants

Board members voted electronically with 11 out of 11 voting in the affirmative to pursue Tenant Based Rental Assistance. See Board Resolution and tally on next page.



6.1.4 Community Action's 60th Birthday Celebration

May is Community Action month and this year we are commemorating 60 years of continuous service to our communities! To honor our Agency, we will be celebrating in a variety of ways.

Proclamations:

Community Action staff members are celebrating CAI's 60th birthday by attending Proclamations at Hays County Commissioners May 7th, Blanco County Commissioners: May 14th. Caldwell County Commissioners May 14th and City of San Marcos: May 21st.

Texas Roadhouse Fundraiser

Come join us as we wish Community Action "Happy Birthday" at the Texas Roadhouse restaurant located at **1502 IH 35 South** in San Marcos on Tuesday, **May 21st 3-10pm**. Please present the attached flyer to your server and Texas Roadhouse will donate 10% of your total food purchases to the Agency.

Coloring Page Facebook Post

During the week of May 12-18th, color the attached CAI page, post to Facebook and tag Community Action. Everyone who posts and tags the Agency will be entered into a drawing to win a gift card raffle including staff, clients and the public. The raffle will be announced on May 21st.

All Staff Day

To honor the birth of Community Action Agencies in 1964, our own Community Action will be celebrating All Staff Day with a 1960's theme. The event will be held at the San Marcos Activity Center on **Friday, November 1st**. All board members are invited to attend.

Tenant-Based Rent Assistance (TBRA) Program Grant for Board Approval

11 Responses

01:45 Average time to complete

Active Status

1. Board member verification: Please type your first and last name.

11 Responses

Latest Responses

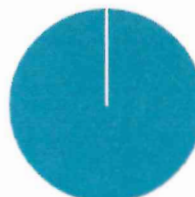
- "Brett Bray"
- "Wayne Thompson"
- "Juan Mendoza "

1 respondents (9%) answered **M Elizabeth Raxter** for this question.

Barbara Shelton **Marissa Reyna** **Juan Mendoza**
Myra Vassian **M Elizabeth Raxter** **Deborah Villalpando**
Clarena Larrotta **Jeremy Sutton**
Wayne Thompson **Steven Hernandez**

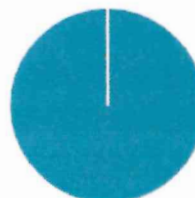
2. Do you approve of Community Action receiving TBRA funding to assist residents in the service area for up to 24 months while they engage in a Self Sufficiency Program?

● Yes 11
● No 0



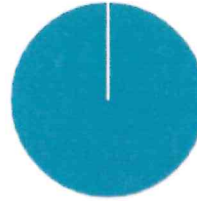
3. Do you approve of Community Action applying for and receiving City of San Marcos CDBG funding for Case Management services to assist clients and to help run the TBRA housing program?

● Yes 11
● No 0



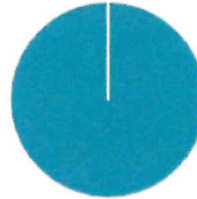
4. Do you approve of Community Action applying for and receiving funding from St. David's Foundation of \$25k for a case manager for housing project?

● Yes 11
● No 0



5. Do you approve of Community Action applying for and receiving up to \$25k grant for case management services from First Presbyterian Church of San Marcos for the above housing program?

● Yes 11
● No 0





Community Action, Inc. of Central Texas

— DEVELOPING OPPORTUNITIES —

RESOLUTION 24-04

STATE OF TEXAS
COUNTY OF HAYS

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

Pursuant to the Texas Non-Profit Corporation Act and in compliance with Section 9: Action Without Meetings of the official bylaws of Community Action, Inc. of Central Texas, the Board of Directors of said corporation held a virtual election on Monday, April 29th with a majority of the Directors voting in the affirmative, the following business was conducted:

BE IT RESOLVED, the Board of Directors of the above corporation does hereby authorize Douglas Mudd, Executive Director of said corporation to submit the 2024 HOME Program Single Family Activities Reservation System Participant (RSP) application, and

BE IT RESOLVED, the Board of Directors of the above corporation does hereby authorize Douglas Mudd, Executive Director of said corporation to submit the 2024 City of San Marcos Community Development Block Grant application, and

BE IT RESOLVED, the Board of Directors of the above corporation agrees that the organization has unencumbered funds in the amount of \$15,000 of cash reserves to be utilized, if necessary, during the RSP agreement term, and

BE IT RESOLVED, the Board of Directors of the above corporation does hereby authorize Douglas Mudd, Executive Director to represent the organization and sign documents on behalf of the organization for CDBG grant requirements, and

BE IT RESOLVED, the Board of Directors of the above corporation designates Douglas Mudd, Executive Director as the signature authority to execute a Reservation System Participation Agreement.

I certify that the above resolution was passed by a majority of the Board of Directors and voting in accordance with the By-Laws and Articles of Incorporation of Community Action, Inc. of Central Texas.

Elizabeth Raxter, Board Secretary

05/03/2024

Date



Community Action, Inc
of Central Texas
— DEVELOPING OPPORTUNITIES —

**Make a difference in your community
by donating to Community Action -
<https://bit.ly/donatetocai>**

HUMAN RESOURCES

PROGRAM REPORT



Project Name	HR Program Report	Reporting Period
Board Meeting	May 16, 2024	03/18/2024 - 05/10/2024
Prepared by	Ruth M. Salinas	

HIGHLIGHTS

Turnover Rate as of 05/10/24 - 3.6% - (05/10/23 - 8.28%) - This accomplishment speaks volumes of our HR Department. We remain dedicated to maintaining this positive trend through ongoing efforts in recruiting, leadership management, and fostering a supportive workplace culture.

1 Internal Promotion - Promotion demonstrates our commitment to nurturing talent from within and providing opportunities for and advancement to our dedicated employees.

Luisa Loera was selected as Employee of the Quarter - “You Can Do It” Award - This achievement showcases the dedication and exemplary performance of our staff. For Luisa, it’s a testament to her hard work, commitment and contributions as our administrative assistant in supporting all of our departments. She is a valuable asset!

Status Update

Employee Count	New Hires	Terminations/ Resignations	Vacancies	Pending New Hires
323	14	8	6	0
Numbers from Board Meeting - 03/15/2024				
309	12	5	11	8

CHALLENGES

- Communication (ongoing)
- Trust
- Employee Morale

NEXT STEPS

Action Items:

Task or Deliverable

- Task: Communication, Trust and Staff Morale
- Deliverable:
 - Address communication challenges
 - Promote trusting work environment
 - Team building activities or events

Coming Soon:

- Harassment Training - 08/24
- Diversity Training - 08/24
- Effective Communication Training - 08/24

Next Reporting Period

05/20/2024 - 07/19/2024

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

Reported on: 5/10/2024

Date Range:

Data Set: All Data

Job Title	Job ID	Location	Department	# of Openings	Job Status	Date Job Activated
Program Floater	24-36	Luling, TX	Early Childhood Education	1	Active	4/23/2024
Adult Education Teacher (Quick Books)	24-35	All Counties, TX	Administration (Accounting & HR)	1	Active	4/22/2024
School Readiness and Professional Development Coordinator	24-33	San Marcos, TX	Early Childhood Education	1	Active	4/4/2024
Early Head Start Teacher	24-29	Kyle, TX	Early Childhood Education	1	Active	2/23/2024
Head Start Teacher One	24-15	San Marcos, TX	Early Childhood Education	2	Active	2/7/2024
Program Floater	24-22	San Marcos, TX	Early Childhood Education	1	Active	1/31/2024
Parent Educator	24-03	All Counties, TX	Home Visiting Program	2	Active	1/3/2024

Termination Detail for Community Action, Inc. of Central Texas

Full Name	Hire Date	Job Title	Termination Date	Termination Reason
Carrillo, Teresa	4/9/2024	Head Start Teacher One	4/12/2024	Trm-NoEmploymentDocuments
Chavez, Joanna	2/12/2024	Teacher Aid-Substitute	3/18/2024	Term-FailuretoReportoWork
Cox, Stephanie L.	6/13/2022	Compliance & Operations Director	3/22/2024	Term-FailedPIP
Davidson, Alyssa J.	6/21/2021	Nutrition Specialist	4/3/2024	Resign-2 Wks Notice
Enriquez, Felisha G.	8/2/2021	Substitute Teacher	3/22/2024	Term-failuretofinishPD
Esparza, Jennifer L.	10/24/2017	Family Services & ERSEA Administrative Assistant	4/8/2024	Resign-2 Wks Notice
Johnston, Mary C.	12/11/2023	Online Adult Education Teacher	4/3/2024	Resignation -
Stokes, Erlinda	2/12/2024	Teacher Aide-Substitute	3/18/2024	Term-FailuretoReportoWork

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

Item 6.3.1

ASSETS

Current Assets

Cash	\$	670,595
Grant Receivable		1,072,870
Inventory		53,895
Prepaid Expenses		29,919
Total Current Assets		<u>1,827,280</u>

Fixed Assets

Buildings & Equipment		4,310,208
less Accumulated Depreciation		<u>(3,622,654)</u>
Net Fixed Assets		687,553

TOTAL ASSETS \$ 2,514,833

LIABILITIES & NET ASSETS

Current Liabilities

Accounts Payable & Accrued Liabilities	\$	1,167,101
Total Current Liabilities		<u>1,167,101</u>

Total Liabilities 1,167,101

Net Assets

Unrestricted		660,178
Permanently Restricted		<u>687,553</u>
Total Net Assets		<u>1,347,732</u>

TOTAL LIABILITIES & NET ASSETS \$ 2,514,833

Community Action, Inc of Central Texas
Statement of Revenues
6 Months Ended April 30, 2024

Item 6.3.1

Federal & State Grant Revenue	\$ 8,471,680
Other Grant Revenue	33,372
Fee for Service Revenue	10,279
Fundraising/Donations	161,343
Interest Income	111
Program Income	43,310
 TOTAL REVENUES	 \$ <u>9,151,597</u>

Community Action, Inc of Central Texas
Statement of Functional Expenses
6 Months Ended April 30, 2024

Item 6.3.1

Salaries	4,766,156
Fringe Benefits	1,000,977
Supplies	214,835
Contractual	622,679
Rent	441,095
Telephone/Internet	42,655
Utilities	46,295
Miscellaneous	349,986
Insurance	103,945
Travel	66,045
Maintenance	153,445
Other Office Expense	81,375
Dues, License & Fees	5,398
Employment Advertisement	171
Audit	0
Auto Expense	15,746
Employee Development	122,943
Interest & Bank Fees	2,084
Direct Assistance	1,017,825
Depreciation	39,000
TOTAL EXPENDITURES	<u>9,092,656</u>

Community Services			Cumulative		% of	% of	Grant
Program	Current	Expenditures	Budget	Budget	Grant Period	Completed	FYE
	Budget	To Date	Balance	Expended			
1	CEAP (Energy Assistance) 2024	\$1,040,284	\$580,936	\$459,348	55.84%	33%	12/31/2024
2	CEAP - Supplemental 2024	\$55,597	\$0	\$55,597	0.00%	33%	12/31/2024
3	CSBG 2024 Allocation	\$288,684	\$13,467	\$275,217	4.66%	33%	3/31/2024
4	CSBG - Equipment	\$6,451	\$6,451	\$0	100.00%	60%	8/31/2024
5	CSBG - 083124	\$18,965	\$5,131	\$13,834	27.06%	60%	8/31/2024
6	Senior Citizens - CAPCO	\$64,700	\$52,758	\$11,942	81.54%	58%	9/30/2024
7	Senior Citizens - COSM	\$20,000	\$0	\$20,000	0.00%	33%	12/31/2024
8	SM Youth Services	\$110,000	\$27,471	\$82,529	24.97%	24%	1/31/2025
9	TX Youth Action Network	\$100,000	\$60,382	\$39,618	60.38%	92%	5/31/2024
10	City of Lockhart	\$10,000	\$8,853	\$1,147	88.53%	85%	12/31/2024
11	First Presbyterian Church Covid Relief	\$2,994	\$0	\$2,994	0.00%	75%	7/31/2024
Total Community Services		\$1,717,675	\$755,449	\$962,226			

- 2 CEAP 2024 Supplemental - Must spend full CEAP 2024 Allocation before spending these funds
- 3 CSBG 2024 Allocation - Finally used all the 2023 allocation so now using 2024 allocation
- 4 CSBG Equipment - Funds were for computer purchases which have already been purchased.
- 5 CSBG 083124 - Funds are specifically for assistance and there is a plan for spending by 8 31 24
- 6 Senior Citizens CAPCO - After funds are expended in this grant we will have the City of San Marcos 2024 grant to use
- 7 Senior Citizens COSM - We use these funds after the CAPCO funds are fully expended.
- 11 First Presbyterian Church - Just a small amount of money remaining

Child & Family Services						
Program	Current Budget	Cumulative Expenditures To Date	Budget Balance	% of Budget Expended	% of Grant Period Completed	Grant FYE
12 ST Davids - Home Visiting	\$234,562	\$87,171	\$147,391	37.16%	33%	12/31/2024
13 Head Start Program Federal Portion	\$7,456,168	\$3,420,333	\$4,035,835	45.87%	50%	10/31/2024
14 Child Care Food Program	\$275,185	\$245,394	\$29,791	89.17%	58%	9/30/2024
15 Texas Home Visiting	\$948,000	\$511,039	\$436,961	53.91%	66%	8/31/2024
16 Texas Home Visiting ARP	\$77,699	\$34,059	\$43,640	43.83%	66%	8/31/2024
17 Texas Home Visiting ECSB	\$312,000	\$160,492	\$151,508	51.44%	75%	8/31/2024
18 Texas School Ready	\$89,432	\$56,474	\$32,958	63.15%	66%	8/31/2024
Total Child & Family Services	<u>\$9,393,046</u>	<u>\$110,928</u>	<u>\$4,878,084</u>			

- 14 Child Care Food Program - Since this is a fee based grant if we go over original budget on expenditures we will still have grant revenue to cover expenses.
- 16 Texas Home Visiting ARP - The funds are for a specific purpose and the purchase has not happened as of this date
- 17 Texas Home Visiting ECSB - We are anticipating the Grant period will be extended due to funding not coming until 3 months into grant period

Literacy & Workforce Development

Program	Current Budget	Cumulative Expenditures To Date	Budget Balance	% of Budget Expended	% of Grant Period Completed	Grant FYE
19 Adult Basic Ed. (Fed Share) 22-23	\$3,222,478	\$3,222,478	\$0	100.00%	92%	6/30/2024
20 Adult Basic Ed. (Fed Share) 23-24	\$2,607,072	\$2,258,759	\$348,313	86.64%	83%	6/30/2024
21 Adult Basic Ed. - ACC	\$100,000	\$75,227	\$24,773	75.23%	83%	6/30/2024
22 Adult Basic Ed. - Bastrop Bldg	\$15,000	\$2,620	\$12,380	17.47%	33%	12/31/2024
23 Adult Basic Ed. - Bastrop Cares	\$7,800	\$5,813	\$1,987	74.53%	92%	5/31/2024
Total Adult Education	<u>\$5,952,350</u>	<u>\$5,564,897</u>	<u>\$387,453</u>			

- 19 Adult Basic Ed. (Fed Share) 22-23 - Received budget increase in May and expenditures lower during summer months Grant Extended 12 months months until 6/30/24 but funds will be used by end of November 2023
- 21 Adult Basic Ed. - ACC - Classes charged to this grant did not get started until late in July
- 22 Adult Basic Ed. - Bastrop Bldg - Were awarded funding late but will just pay more of the lease to use up excess
- 23 Adult Basic Ed. - Bastrop Cares - Grant is for less than 12 months for special class and will be expended.

Community Health Services

Program	Current Budget	Cumulative Expenditures To Date	Budget Balance	% of Budget Expended	% of Grant Period Completed	Grant FYE
24 Family Planning - Title X	\$145,883	\$21,160	\$124,723	14.50%	8%	3/31/2025
25 Healthy Texas Women - Fee	\$104,000	\$55,372	\$48,628	53.24%	66%	8/31/2024
26 Healthy Texas Women - Cat	\$104,000	\$13,506	\$90,494	12.99%	66%	8/31/2024
27 HHSC Family Planning - Fee	\$168,927	\$130,636	\$38,291	77.33%	66%	8/31/2024
28 HHSC Family Planning - Cat	\$36,981	\$30,758	\$6,223	83.17%	66%	8/31/2024
29 HTWP - Navigator	\$52,400	\$30,998	\$21,402	59.16%	66%	8/31/2024
30 Expanded Services	\$2,144	\$1,884	\$260	87.87%	50%	10/31/2024
31 Ryan White Part - B	\$84,050	\$2,698	\$81,352	3.21%	8%	3/31/2025
32 HIV HSS	\$371,500	\$210,357	\$161,143	56.62%	66%	8/31/2024
33 HOPWA	\$351,814	\$290,679	\$61,135	82.62%	66%	8/31/2024
34 Ryan White Part - A	\$17,023	\$0	\$17,023	0.00%	16%	2/28/2025
35 Ryan White Part - C	\$30,664	\$15,339	\$15,325	50.02%	33%	12/31/2024
36 Cancer Screening	\$233,992	\$80,414	\$153,578	34.37%	66%	8/31/2024
37 McKenna Legacy Foundation	\$18,000	\$15,084	\$2,916	83.80%	80%	8/31/2024
38 Burdine Johnson Foundation	\$75,000	\$14,541	\$60,459	19.39%	33%	12/31/2024
39 United Way - CAIHC2 (Hays Co)	\$99,359	\$24,033	\$75,326	24.19%	21%	11/30/2025
40 United Way BCCS (Hays Outreach)	\$125,292	\$103,442	\$21,850	82.56%	78%	8/31/2024
Community Health Total	\$2,021,029	\$1,114,597	\$980,128			
AGENCY TOTAL	\$19,084,100	\$7,545,871	\$7,207,891			
Administrative Cost	\$1,099,791	\$515,648	\$584,143	46.89%	50%	10/31/2024

27/28 HHSC Family Planning - We usually utilize these funds before the end of the grant period. We have requested to reclassify Healthy Texas Women funding into this category as in past years.

29 HTWP - Navigator - This is a new grant specifically to hire a HTW navigator which has now been hired but anticipate all funds will be utilized by adding part time additional person

33 HOPWA - Have had lots of need in this grant and clients have been put on waitlist

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

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

Item 6.3.2

Program	Beginning 4/1/2024	Revenues March	Expenditures March	Balance 4/30/2024
HIV Non -Federal/Donor	36,607.39	146.16	0.00	36,753.55
Breast Cancer Donor	7,870.12	767.00	3,724.00	4,913.12
AE Non Federal/Donor	30,674.92	0.00	0.00	30,674.92
Heath Services Donor	887.29	201.73	0.00	1,089.02
Head Start Donor	5,591.38	0.00	250.07	5,341.31
Head Start Policy Council	6,014.93	0.00	199.91	5,815.02
Season for Caring - Parten	3,946.21	0.00	0.00	3,946.21
Season for Caring - Piper	118,891.98	0.00	1,211.87	117,680.11
Youth Services Donor Fund	49.28	0.00	0.00	49.28
Sr Citizen Donor	8,941.87	0.00	30.42	8,911.45
	<u>219,475.37</u>	<u>1,114.89</u>	<u>5,416.27</u>	<u>215,173.99</u>

General Ledger System

COMMUNITY ACTION, INC.

For User: Keith

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

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

Period ending: April 2024

Page: Page 1 of 4

Date: 5/10/2024

Time: 3:22:33 PM

Account	-----Monthly-----			-----To Date-----			Annual budget	Unexpended
	Budget	Expenditures	Pct	Budget	Expenditures	Pct		
Expenditures								
SALARIES								
5000 SALARIES	\$405,021.00	\$337,124.90	83.24%	\$2,430,126.00	\$2,001,567.31	82.36%	\$4,860,290.00	\$2,858,722.69
Total SALARIES	\$405,021.00	\$337,124.90	83.24%	\$2,430,126.00	\$2,001,567.31	82.36%	\$4,860,290.00	\$2,858,722.69
FRINGE BENEFITS								
5150 FICA	\$26,307.00	\$24,647.33	93.69%	\$157,842.00	\$147,240.77	93.28%	\$315,727.00	\$168,486.23
5151 HEALTH/LIFE INSURANCE	\$61,777.00	\$49,827.54	80.66%	\$370,662.00	\$282,355.27	76.18%	\$741,375.00	\$459,019.73
5152 TWC	\$10,932.00	\$5,731.10	52.42%	\$65,592.00	\$34,026.48	51.88%	\$131,227.00	\$97,200.52
5153 WORKMENS COMPENSATION	\$3,237.00	\$2,899.30	89.57%	\$19,422.00	\$17,213.57	88.63%	\$38,883.00	\$21,669.43
5154 RETIREMENT PLAN	\$1,048.00	\$3,231.74	308.37%	\$6,288.00	\$18,586.80	295.59%	\$12,590.00	(\$5,996.80)
Total FRINGE BENEFITS	\$103,301.00	\$86,337.01	83.58%	\$619,806.00	\$499,422.89	80.58%	\$1,239,802.00	\$740,379.11
TRAVEL								
5232 OUT-OF-AREA TRAVEL	\$0.00	\$761.06	0.00%	\$0.00	\$12,656.59	0.00%	\$0.00	(\$12,656.59)
5240 TRAVEL - PER DIEM	\$925.00	\$0.00	0.00%	\$5,550.00	\$0.00	0.00%	\$11,108.00	\$11,108.00
Total TRAVEL	\$925.00	\$761.06	82.28%	\$5,550.00	\$12,656.59	228.05%	\$11,108.00	(\$1,548.59)
SUPPLIES								
5401 OFFICE SUPPLIES	\$1,573.00	\$1,614.33	102.63%	\$9,438.00	\$7,370.91	78.10%	\$18,899.00	\$11,528.09
5402 PROGRAM SUPPLIES	\$3,275.00	\$1,565.36	47.80%	\$19,650.00	\$29,708.42	151.19%	\$39,316.00	\$9,607.58
5407 ERISA SUPPLIES	\$32.00	\$0.00	0.00%	\$192.00	\$0.00	0.00%	\$400.00	\$400.00
5408 KITCHEN SUPPLIES	\$1,332.00	\$1,198.46	89.97%	\$7,992.00	\$6,331.35	79.22%	\$16,000.00	\$9,668.65
5411 PARENT CENTER SUPPLIES	\$783.00	\$2,292.52	292.79%	\$4,698.00	\$7,921.22	168.61%	\$9,400.00	\$1,478.78
5412 STAFF TRAINING SUPPLIES	\$656.00	\$1,352.18	206.13%	\$3,936.00	\$2,993.03	76.04%	\$7,903.00	\$4,909.97
5413 JANITORIAL SUPPLIES	\$3,299.00	\$2,920.22	88.52%	\$19,794.00	\$16,724.93	84.49%	\$39,600.00	\$22,875.07
5415 VEHICLE SUPPLIES	\$24.00	\$0.00	0.00%	\$144.00	\$69.98	48.60%	\$300.00	\$230.02
5417 DENTAL SUPPLIES	\$41.00	\$0.00	0.00%	\$246.00	\$0.00	0.00%	\$500.00	\$500.00
5418 CHILD EDU.SUPPL./LIBRARY	\$1,349.00	\$2,364.18	175.25%	\$8,094.00	\$11,237.47	138.84%	\$16,200.00	\$4,962.53
5421 HYGIENIC/1ST AIDE SUPPLIE	\$1,125.00	\$43.96	3.91%	\$6,750.00	\$1,184.35	17.55%	\$13,512.00	\$12,327.65
5422 MAINTENANCE MATERIALS	\$657.00	\$642.69	97.82%	\$3,942.00	\$3,479.95	88.28%	\$7,900.00	\$4,420.05

General Ledger System

COMMUNITY ACTION, INC.

For User: Keith

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

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

Period ending: April 2024

Page: Page 2 of 4

Date: 5/10/2024

Time: 3:22:38 PM

Account	-----Monthly-----			-----To Date-----			Annual budget	Unexpended
	Budget	Expenditures	Pct	Budget	Expenditures	Pct		
5423 GLOVES	\$0.00	\$1,506.96	0.00%	\$0.00	\$3,534.96	0.00%	\$0.00	(\$3,534.96)
5424 POSTAGE & FREIGHT CHARGES	\$107.00	\$0.00	0.00%	\$642.00	\$737.55	114.88%	\$1,300.00	\$562.45
5425 TECHNOLOGY SUPPLIES	\$416.00	\$334.41	80.39%	\$2,496.00	\$1,220.32	48.89%	\$5,000.00	\$3,779.68
5426 MENTAL HEALTH SUPPLIES	\$33.00	\$0.00	0.00%	\$198.00	\$5,787.56	2923.01%	\$400.00	(\$5,387.56)
5427 ADULT ED TEST SUPPLIES	\$206.00	\$0.00	0.00%	\$1,236.00	\$0.00	0.00%	\$2,477.00	\$2,477.00
5428 TEXTBOOKS/SUPPLIES	\$0.00	\$0.00	0.00%	\$0.00	\$579.37	0.00%	\$0.00	(\$579.37)
5429 DIAPERS	\$1,516.00	\$2,074.04	136.81%	\$9,096.00	\$9,628.84	105.86%	\$18,200.00	\$8,571.16
5451 EQUIPMENT <\$5000	\$0.00	\$0.00	0.00%	\$0.00	\$20,748.12	0.00%	\$0.00	(\$20,748.12)
Total SUPPLIES	\$16,424.00	\$17,909.31	109.04%	\$98,544.00	\$129,258.33	131.17%	\$197,307.00	\$68,048.67
CONTRACTUAL								
5507 CONTRACTUAL-BONHAM	\$14,597.00	\$0.00	0.00%	\$87,582.00	\$43,792.25	50.00%	\$175,169.00	\$131,376.75
5510 CONTRACTUAL	\$22,850.00	\$19,655.57	86.02%	\$137,100.00	\$109,269.18	79.70%	\$274,241.00	\$164,971.82
5550 LITERACY SERVICES	\$583.00	\$0.00	0.00%	\$3,498.00	\$0.00	0.00%	\$7,000.00	\$7,000.00
5557 CONTRACTUAL/MENTAL HEALTH	\$208.00	\$0.00	0.00%	\$1,248.00	\$0.00	0.00%	\$2,500.00	\$2,500.00
5660 AUDIT	\$811.00	\$0.00	0.00%	\$4,866.00	\$0.00	0.00%	\$9,744.00	\$9,744.00
Total CONTRACTUAL	\$39,049.00	\$19,655.57	50.34%	\$234,294.00	\$153,061.43	65.33%	\$468,654.00	\$315,592.57
OTHER								
5601 RENT/BUILDING LEASE	\$9,563.00	\$500.00	5.23%	\$57,378.00	\$16,730.51	29.16%	\$114,784.00	\$98,053.49
5602 TELEPHONE	\$2,764.00	\$1,289.00	46.64%	\$16,584.00	\$14,121.57	85.15%	\$33,202.00	\$19,080.43
5603 UTILITIES	\$7,130.00	\$5,437.46	76.26%	\$42,780.00	\$35,970.18	84.08%	\$85,591.00	\$49,620.82
5604 PEST CONTROL SERVICES	\$541.00	\$920.00	170.06%	\$3,246.00	\$5,997.30	184.76%	\$6,500.00	\$502.70
5606 ALARM FEE	\$241.00	\$593.95	246.45%	\$1,446.00	\$1,638.70	113.33%	\$2,900.00	\$1,261.30
5608 REPAIRS/MINOR BLDG.	\$4,249.00	\$9,604.75	226.05%	\$25,494.00	\$115,781.02	454.15%	\$51,000.00	(\$64,781.02)
5609 INTERNET CONNECTION	\$1,245.00	\$1,062.95	85.38%	\$7,470.00	\$7,548.30	101.05%	\$14,950.00	\$7,401.70
5613 INSURANCE/GENL LIABILITY	\$3,516.00	\$0.00	0.00%	\$21,096.00	\$42,771.38	202.75%	\$42,224.00	(\$547.38)
5614 INSURANCE/VEHICLE	\$1,533.00	\$0.00	0.00%	\$9,198.00	\$23,692.00	257.58%	\$18,400.00	(\$5,292.00)
5619 ANNUAL GAS INSPECTION	\$274.00	\$510.00	186.13%	\$1,644.00	\$970.00	59.00%	\$3,300.00	\$2,330.00
5621 FUEL & OIL	\$491.00	\$424.25	86.41%	\$2,946.00	\$1,984.68	67.37%	\$5,900.00	\$3,915.32

General Ledger System

COMMUNITY ACTION, INC.

For User: Keith

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

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

Period ending: April 2024

Page: Page 3 of 4

Date: 5/10/2024

Time: 3:22:40 PM

Account	-----Monthly-----			-----To Date-----			Annual budget	Unexpended
	Budget	Expenditures	Pct	Budget	Expenditures	Pct		
5622 VEHICLE LICENSE & REGIST.	\$66.00	\$0.00	0.00%	\$396.00	\$164.75	41.60%	\$800.00	\$635.25
5623 VEHICLE MAINTENANCE	\$581.00	\$2,664.05	458.53%	\$3,486.00	\$4,274.38	122.62%	\$6,982.00	\$2,707.62
5632 STAFF LOCAL TRAVEL	\$1,855.00	\$710.87	38.32%	\$11,130.00	\$6,265.23	56.29%	\$22,296.00	\$16,030.77
5633 FOOD/CHILDREN	\$7,916.00	\$240.94	3.04%	\$47,496.00	\$36,635.97	77.13%	\$95,000.00	\$58,364.03
5634 FOOD/STAFF TRAINING/MTG.	\$491.00	\$61.30	12.48%	\$2,946.00	\$3,037.46	103.10%	\$5,900.00	\$2,862.54
5635 PC FOOD/SUPPLIES EXPENSES	\$124.00	\$0.00	0.00%	\$744.00	\$1,112.58	149.54%	\$1,500.00	\$387.42
5640 DATA PROCESSING	\$1,285.00	\$1,870.00	145.53%	\$7,710.00	\$5,857.25	75.97%	\$15,456.00	\$9,598.75
5641 OFFICE EQUIPMENT MAINT.	\$109.00	\$0.00	0.00%	\$654.00	\$478.95	73.23%	\$1,319.00	\$840.05
5643 INDOOR EQUIP.MAINT,	\$216.00	\$0.00	0.00%	\$1,296.00	\$1,078.58	83.22%	\$2,600.00	\$1,521.42
5644 KITCHEN EQUIP. MAINT.	\$1,483.00	\$374.30	25.24%	\$8,898.00	\$7,387.75	83.03%	\$17,800.00	\$10,412.25
5645 PLAYGROUND MAINT.	\$1,666.00	\$2,773.90	166.50%	\$9,996.00	\$7,777.44	77.81%	\$20,000.00	\$12,222.56
5647 POSTAGE & FREIGHT	\$16.00	\$0.00	0.00%	\$96.00	\$619.30	645.10%	\$200.00	(\$419.30)
5651 ADVERTISING/EMPLOYMENT	\$29.00	\$0.00	0.00%	\$174.00	\$39.27	22.57%	\$350.00	\$310.73
5652 STAFF LICENSURE	\$191.00	\$150.00	78.53%	\$1,146.00	\$750.00	65.45%	\$2,300.00	\$1,550.00
5653 MEMBERSHIP DUES	\$503.00	\$0.00	0.00%	\$3,018.00	\$0.00	0.00%	\$6,047.00	\$6,047.00
5655 CONFE. REGIST./FEES/STAFF	\$4,533.00	\$0.00	0.00%	\$27,198.00	\$21,072.05	77.48%	\$54,408.00	\$33,335.95
5656 LICENSING OF SITES	\$74.00	\$0.00	0.00%	\$444.00	\$518.40	116.76%	\$900.00	\$381.60
5661 BANK FEES	\$0.00	\$0.00	0.00%	\$0.00	\$153.73	0.00%	\$0.00	(\$153.73)
5664 PROFESSIONAL DUES/FEES	\$0.00	\$0.00	0.00%	\$0.00	\$11,213.99	0.00%	\$0.00	(\$11,213.99)
5667 EMPLOYEE DEVELOPMENT	\$769.00	\$0.00	0.00%	\$4,614.00	\$1,328.46	28.79%	\$9,235.00	\$7,906.54
5670 BACKGROUND CHECKS	\$249.00	\$0.00	0.00%	\$1,494.00	\$105.07	7.03%	\$3,002.00	\$2,896.93
5675 MOVING EXPENSES	\$32.00	\$0.00	0.00%	\$192.00	\$0.00	0.00%	\$400.00	\$400.00
5683 PAYROLL PROCESSING-ADP	\$0.00	\$0.00	0.00%	\$0.00	\$234.62	0.00%	\$0.00	(\$234.62)
5686 Health & Safety Inspectio	\$647.00	\$386.00	59.66%	\$3,882.00	\$2,262.98	58.29%	\$7,779.00	\$5,516.02
5689 MISC SHARED EXPENSES	\$28.00	\$56,072.59	20259.25%	\$168.00	\$210,106.04	5063.12%	\$346.00	(\$209,760.04)
5694 CHILDPLUS/PAT/BBT	\$1,474.00	\$16,988.15	1152.52%	\$8,844.00	\$33,976.30	384.17%	\$17,700.00	(\$16,276.30)
5695 WEBSITE MAINTENANCE	\$0.00	\$0.00	0.00%	\$0.00	\$305.00	0.00%	\$0.00	(\$305.00)
5701 MEDICAL SERVICES	\$16.00	\$69.02	431.38%	\$96.00	\$214.41	223.34%	\$200.00	(\$14.41)

General Ledger System

COMMUNITY ACTION, INC.

For User: Keith

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

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

Period ending: April 2024

Page: Page 4 of 4

Date: 5/10/2024

Time: 3:22:42 PM

Account	-----Monthly-----			-----To Date-----			Annual budget	Unexpended
	Budget	Expenditures	Pct	Budget	Expenditures	Pct		
5704 DENTAL SERV.FOLLOW UP	\$41.00	\$0.00	0.00%	\$246.00	\$82.77	33.65%	\$500.00	\$417.23
5710 EMPLOYEE MEDICAL EXAMS	\$158.00	\$0.00	0.00%	\$948.00	\$0.00	0.00%	\$1,900.00	\$1,900.00
5901 MAJOR RENOVATIONS	\$444.00	\$0.00	0.00%	\$2,664.00	\$0.00	0.00%	\$5,336.00	\$5,336.00
5905 BOARD EXPENSE	\$0.00	\$0.00	0.00%	\$0.00	\$108.98	0.00%	\$0.00	(\$108.98)
Total OTHER	\$56,543.00	\$102,703.48	181.64%	\$339,258.00	\$624,367.35	184.04%	\$679,007.00	\$54,639.65
EQUIPMENT								
Total EQUIPMENT	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	0.00%	\$0.00	\$0.00
Total Expenditures	\$621,263.00	\$564,491.33	90.86%	\$3,727,578.00	\$3,420,333.90	91.76%	\$7,456,168.00	\$4,035,834.10
Excess (Deficit)	(\$621,263.00)	(\$564,491.33)		(\$3,727,578.00)	(\$3,420,333.90)		(\$7,456,168.00)	(\$4,035,834.10)

General Ledger System

COMMUNITY ACTION, INC.

For User: Keith

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

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

Period ending: April 2024

Page: Page 1 of 1

Date: 5/10/2024

Time: 3:29:48 PM

Account	-----Monthly-----			-----To Date-----			Annual budget	Unexpended
	Budget	Expenditures	Pct	Budget	Expenditures	Pct		
Department: 120 IN-KIND								
5000 SALARIES	\$46,668.00	\$46,668.00	100.00%	\$280,008.00	\$186,674.00	66.67%	\$560,018.00	\$373,344.00
5422 MAINTENANCE MATERIALS	\$1,250.00	\$1,250.00	100.00%	\$7,500.00	\$5,000.00	66.67%	\$15,000.00	\$10,000.00
5510 CONTRACTUAL	\$27,060.00	\$27,060.00	100.00%	\$162,360.00	\$108,240.00	66.67%	\$324,720.00	\$216,480.00
5601 RENT/BUILDING LEASE	\$67,604.00	\$67,604.00	100.00%	\$405,624.00	\$270,421.00	66.67%	\$811,253.00	\$540,832.00
5603 UTILITIES	\$1,250.00	\$1,250.00	100.00%	\$7,500.00	\$5,000.00	66.67%	\$15,000.00	\$10,000.00
Total for sub program ----->	\$143,832.00	\$143,832.00	100.00%	\$862,992.00	\$575,335.00	66.67%	\$1,725,991.00	\$1,150,656.00
Total for program ----->	\$143,832.00	\$143,832.00	100.00%	\$862,992.00	\$575,335.00	66.67%	\$1,725,991.00	\$1,150,656.00
Total for department 120 ----->	\$143,832.00	\$143,832.00	100.00%	\$862,992.00	\$575,335.00	66.67%	\$1,725,991.00	\$1,150,656.00
Fund Totals	\$143,832.00	\$143,832.00	100.00%	\$862,992.00	\$575,335.00	66.67%	\$1,725,991.00	\$1,150,656.00

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

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

Month/Year Claimed	Adjustment Number	Date Received	Date Accepted	Date Processed	Reason Code
Apr 2024	0	05/09/2024	05/09/2024		Original

Head Start

Contracting Entity Totals	Meals/Snacks	Federal Rate	Reimbursement Amount
Breakfast			
Free	5,473	2.2800	12,478.44
Reduced	0	1.9800	0.00
Paid	0	0.3800	0.00
Total	5,473		12,478.44
Lunch			
Free	5,718	4.2500	24,301.50
Reduced	0	3.8500	0.00
Paid	0	0.4000	0.00
CIL	5,718	0.2950	1,686.81
Total	5,718		25,988.31
PM Snack			
Free	5,369	1.1700	6,281.73
Reduced	0	0.5800	0.00
Paid	0	0.1000	0.00
Total	5,369		6,281.73
Claim Reimbursement Total			44,748.48

Contracting Entity Claim Reimbursement Totals	Meal Reimbursement	CIL Reimbursement	Totals
Current Claim Reimbursement Total	43,061.67	1,686.81	44,748.48
Previous Claim Reimbursement Total	0.00	0.00	0.00
Net Claim Reimbursement Total	43,061.67	1,686.81	44,748.48

[Show Site Meal Details](#)

Created By: KHERINGTON10 on: 5/9/2024 11:32:54 AM Modified By: KHERINGTON10 on: 5/9/2024 11:37:34 AM

Payment Information	
Payment Due Date May 20, 2024	For online and phone payments, the deadline is 8pm ET.
New Balance \$36,941.66	Minimum Payment Due \$36,941.66
<p>LATE PAYMENT WARNING: If we do not receive your minimum payment by your due date, you may have to pay a late fee of 2.99% of the unpaid portion of your Minimum Payment.</p> <p>MINIMUM PAYMENT WARNING: You are required to pay your balance in full each month.</p> <p>If you do not pay off your full statement balance, you may be subject to additional late fees and your charging privileges may be suspended.</p> <p>If you would like information about credit counseling services, call 1-888-326-8055.</p>	

Account Summary	
Previous Balance	\$37,050.25
Payments	- \$37,050.25
Other Credits	- \$1,201.78
Transactions	+ \$38,143.44
Cash Advances	+ \$0.00
Fees Charged	+ \$0.00
New Balance	= \$36,941.66
Cash Advance Credit Limit	\$1,500.00
Available Credit for Cash Advances	\$1,500.00

Rewards Summary	Rewards as of: 04/24/2024	
Rewards Balance \$4,611.22	Track and redeem your rewards with our mobile app or on capitalone.com	
Previous Balance	Earned This Period	Redeemed this period
\$3,902.32	\$708.90	\$0.00

Account Notifications

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


Pay or manage your account at capitalone.com

Customer Service: 1-800-867-0904

See reverse for Important Information



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



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

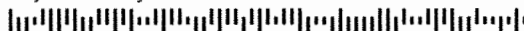
Scan this QR Code with your phone's camera to download the top-rated Capital One Mobile app.

Payment Due Date: **May 20, 2024** Account ending in 7729

New Balance	Minimum Payment Due	Amount Enclosed
\$36,941.66	\$36,941.66	\$ _____

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

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





Transactions

Visit capitalone.com to see detailed transactions.

DOUGLAS D MUDD #7729: Payments, Credits and Adjustments

Trans Date	Post Date	Description	Amount
Apr 8	Apr 10	CVENT* CHILDPLUS SOFTWTYSONS CORNERVA <i>278-114-25-5655 HS</i>	- \$1,199.00
Apr 17	Apr 17	CAPITAL ONE ONLINE PYMTAuthDate 10-Apr	- \$37,050.25
Apr 19	Apr 20	Restaurant Network RbtEasySavingsNY <i>YOUTH</i>	- \$2.78

DOUGLAS D MUDD #7729: Transactions

Trans Date	Post Date	Description	Amount
Mar 26	Mar 27	SCHOOLSIN513-77233300H <i>HS</i>	\$242.93
Mar 26	Mar 27	NCS*GED EXAM800-511-3478MN <i>AZ</i>	\$725.00
Mar 26	Mar 28	W2,1099,1095 EFILINGGRAND RAPIDSMI <i>SH</i>	\$4.82
Mar 28	Mar 29	ZOOM.US 888-799-9666SAN JOSECA <i>HS/AZ</i>	\$813.63
Mar 28	Mar 29	TX HHSC CCL FEEAUSTINTX <i>HS</i>	\$121.93
Mar 29	Mar 30	DIGITALSPACE8887400502NV <i>SH</i>	\$10.66
Apr 1	Apr 2	HILL COUNTRY SPRINGS SAUSITNTX <i>HS</i>	\$42.46
Apr 1	Apr 2	IN *AUSTIN SILENT DISC512-6085751TX <i>YOUTH</i>	\$950.00
Apr 1	Apr 2	PY *GUARD DOG STORAGE SAN MARCOSTX <i>HS</i>	\$240.00
Apr 1	Apr 2	USPS PO 4880750466 SAN MARCOSTX <i>CS</i>	\$30.45
Apr 1	Apr 3	SOUTHWES 5262275149280800-435-9792TX <i>HS</i>	\$380.96
Apr 2	Apr 3	CANVA* I04109-40981240CAMDENDE <i>HS</i>	\$32.00
Apr 3	Apr 4	IN *NATIONAL ASSOCIATI801-5135122UT <i>AZ</i>	\$1,040.00
Apr 5	Apr 6	CVENT* CHILDPLUS SOFTWTYSONS CORNERVA <i>HS</i>	\$5,259.57
Apr 5	Apr 8	SOUTHWES 5262277183373800-435-9792TX <i>YOUTH</i>	\$806.96
Apr 9	Apr 10	POSITIVE PROMOTIONS800-635-2666NY <i>HS</i>	\$3,075.74
Apr 9	Apr 11	SOUTHWES 5262278786318800-435-9792TX <i>HS</i>	\$50.00
Apr 9	Apr 11	SOUTHWES 5262278786319800-435-9792TX <i>HS</i>	\$50.00
Apr 10	Apr 11	PAPA JOHN'S #0897 SAN MARCOSTX <i>YOUTH</i>	\$151.49
Apr 11	Apr 12	CANVA* I04118-51913853CAMDENDE <i>HS</i>	\$48.00
Apr 11	Apr 13	SOUTHWES 5262280666230800-435-9792TX <i>CS</i>	\$351.95
Apr 11	Apr 13	CHICK-FIL-A #02389 SAN MARCOSTX <i>YOUTH</i>	\$439.59
Apr 12	Apr 15	SOUTHWES 5262281394611800-435-9792TX <i>HS</i>	\$369.96
Apr 12	Apr 15	SOUTHWES 5262281394612800-435-9792TX <i>HS</i>	\$369.96
Apr 12	Apr 15	SOUTHWES 5262281394613800-435-9792TX <i>HS</i>	\$369.96
Apr 12	Apr 15	MCALISTER'S #100972 SAN MARCOSTX <i>SH</i>	\$563.50
Apr 15	Apr 16	CANVA* I04122-48347522CAMDENDE <i>HS</i>	\$101.50
Apr 15	Apr 16	USPS PO 4880750466 SAN MARCOSTX <i>SH</i>	\$680.00
Apr 16	Apr 17	CANVA* I04123-67591583CAMDENDE <i>HS</i>	\$16.00
Apr 16	Apr 17	BILL MILLER BAR-B-Q -SAN MARCOSTX <i>YOUTH</i>	\$69.50

Additional Information on the next page



Transactions (Continued)

Trans Date	Post Date	Description	Amount
Apr 17	Apr 19	SOUTHWES 5262283545274800-435-9792TX	\$351.95
Apr 18	Apr 19	COMMUNITY ACTION PARTNWASHINGTONDC	\$1,370.00
Apr 19	Apr 20	COMMUNITY ACTION PARTNWASHINGTONDC	\$5,040.00
Apr 24	Apr 25	ZERO TO THREEWASHINGTONDC	\$1,585.00
DOUGLAS D MUDD #7729: Total Transactions			\$25,755.47

KEITH HERINGTON #0229: Payments, Credits and Adjustments

Trans Date	Post Date	Description	Amount
KEITH HERINGTON #0229: Transactions			
Mar 27	Mar 28	USPS PO 4880750466SAN MARCOSTX	\$30.45
Apr 2	Apr 3	SALTGRASS SAN MARCO I-SAN MARCOSTX	\$291.40
Apr 11	Apr 12	CCSI CONSENSUS844-804-1234CA	\$209.79
Apr 17	Apr 19	SOUTHWES 5262283443073800-435-9792TX	\$351.95
KEITH HERINGTON #0229: Total Transactions			\$883.59

DANIELLE ENGELKE #4209: Payments, Credits and Adjustments

Trans Date	Post Date	Description	Amount
DANIELLE ENGELKE #4209: Transactions			
Apr 18	Apr 20	HILTON HOTELSPORTLANDOR	\$1,016.20
Apr 18	Apr 20	HILTON HOTELSPORTLANDOR	\$1,016.20
DANIELLE ENGELKE #4209: Total Transactions			\$2,032.40

MEGAN CAMPBELL #6230: Payments, Credits and Adjustments

Trans Date	Post Date	Description	Amount
MEGAN CAMPBELL #6230: Transactions			
Mar 27	Mar 28	4TE*CITY OF SAN MARCOSSAN MARCOSTX	\$609.00
Apr 1	Apr 2	ORG SUB FEESAN FRANCISCOCA	\$28.86
		<u>\$39.00</u> CAD 1.351351351 Exchange Rate	
Apr 2	Apr 3	USPS PO 4880750466SAN MARCOSTX	\$25.00

Additional Information on the next page

Transactions (Continued)

Trans Date	Post Date	Description	Amount
Apr 16	Apr 17	SQ *CITY OF KYLE PARD877-417-4551TX	\$125.00
Apr 16	Apr 17	USPS PO 4880750466SAN MARCOSTX	\$5.00
Apr 24	Apr 25	SQ *SQUARE WEEBLYgosq.comCA	\$29.95
MEGAN CAMPBELL #6230: Total Transactions			\$822.81

STACEY MARTINEZ #9555: Payments, Credits and Adjustments

Trans Date	Post Date	Description	Amount
STACEY MARTINEZ #9555: Transactions			
Mar 29	Mar 30	LYFT *RIDE FRI 7AMSAN FRANCISCOCA	\$66.87
Mar 29	Mar 30	LYFT *RIDE FRI 8AMSAN FRANCISCOCA	\$40.90
Apr 1	Apr 2	BCBS HEALTH INS PAYMNT312-653-6000IL	\$283.87
Apr 1	Apr 2	BCBS HEALTH INS PAYMNT312-653-6000IL	\$270.10
Apr 1	Apr 2	BCBS HEALTH INS PAYMNT312-653-6000IL	\$373.49
Apr 1	Apr 2	TXTAG 888 468 9824AUSTINTX	\$17.80
Apr 1	Apr 2	RMA TOLL833-762-8655CA	\$14.00
Apr 1	Apr 2	ESI972-4229700TX	\$43.32
Apr 4	Apr 5	SQ *BASTROP RIDES - PHgosq.comTX	\$190.00
Apr 4	Apr 5	SQ *BASTROP RIDES - PHgosq.comTX	\$95.00
Apr 4	Apr 5	SQ *BASTROP RIDES - PHgosq.comTX	\$150.00
Apr 4	Apr 5	SQ *BASTROP RIDES - PHgosq.comTX	\$315.00
Apr 4	Apr 5	SQ *BASTROP RIDES - PHgosq.comTX	\$75.00
Apr 5	Apr 6	CLCKPAY*ROSCOE PROPERTAUSTINTX	\$1,798.54
Apr 8	Apr 10	VALERO ENERGY CORPAMARILLOTX	\$1,025.00
Apr 12	Apr 13	LYFT *RIDE FRI 11AMSAN FRANCISCOCA	\$42.67
Apr 12	Apr 13	LYFT *RIDE FRI 8AMSAN FRANCISCOCA	\$230.57
Apr 15	Apr 16	TXTAG 888 468 9824AUSTINTX	\$132.00
Apr 16	Apr 17	LYFT *RIDE TUE 10AMSAN FRANCISCOCA	\$15.90
Apr 16	Apr 17	LYFT *RIDE TUE 8AMSAN FRANCISCOCA	\$21.84
Apr 17	Apr 18	TARGET 00024380SAN MARCOSTX	\$200.00
Apr 18	Apr 19	ATT*BILL PAYMENT800-288-2020TX	\$113.63
Apr 19	Apr 20	DOLLAR GENERAL #5728SAN MARCOSTX	\$500.00
Apr 19	Apr 22	BATH AND BODY WORKS 47SAN MARCOSTX	\$224.62

Additional Information on the next page

Transactions (Continued)

Trans Date	Post Date	Description	Amount
Apr 22	Apr 23	LYFT *RIDE MON 10AM SAN FRANCISCO CA <i>RASP</i>	\$41.99
Apr 22	Apr 23	LYFT *RIDE MON 7AM SAN FRANCISCO CA <i>RASP</i>	\$83.81
Apr 23	Apr 25	HOBBY-LOBBY #0130 SAN MARCO TX <i>CS</i>	\$101.44
STACEY MARTINEZ #9555: Total Transactions			\$6,467.36

GLEND A ROSE #3759: Payments, Credits and Adjustments

Trans Date	Post Date	Description	Amount
GLEND A ROSE #3759: Transactions			
Apr 1	Apr 2	GOOGLE *SVCScommunitya650-253-0000 CA <i>AE</i>	\$127.98
Apr 5	Apr 8	CASAS8582922900 CA <i>AE</i>	\$138.38
Apr 10	Apr 11	NCS*GED EXAM800-511-3478 MN <i>AE</i>	\$350.00
Apr 11	Apr 12	NACPB* NACPB E3B-DOD FARMINGTON UT <i>AE</i>	\$1,202.95
Apr 23	Apr 24	NCS*GED EXAM800-511-3478 MN <i>AE</i>	\$362.50
GLEND A ROSE #3759: Total Transactions			\$2,181.81
Total Transactions for This Period			\$38,143.44

Fees

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

Totals Year-to-Date

Total Fees charged			\$0.00
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www.capitalone.com/stopscams

530486 EN

Sum of Amount			
VendorName	TransactionDate	ObjectName	Total
CAPITAL ONE/Walmart	4/1/2024	DIAPERS	118.13
		JANITORIAL SUPPLIES	13.98
		KITCHEN SUPPLIES	50.91
		MAINTENANCE MATERIALS	123.2
		PARENT CENTER SUPPLIES	101.81
	4/2/2024	FOOD/CHILDREN	23.84
	4/4/2024	DIAPERS	29.97
		MAINTENANCE MATERIALS	132.86
	4/11/2024	MAINTENANCE MATERIALS	26.76
	4/12/2024	KITCHEN SUPPLIES	22.98
	4/16/2024	DIAPERS	86.41
		PARENT CENTER SUPPLIES	13.12
	4/18/2024	CHILD EDU.SUPPL./LIBRARY	6.56
		MAINTENANCE MATERIALS	19.52
		PROGRAM SUPPLIES	6.94
	4/21/2024	JANITORIAL SUPPLIES	25.86
		PROGRAM SUPPLIES	24.93
	4/23/2024	PARENT CENTER SUPPLIES	47.29
	4/24/2024	OFFICE SUPPLIES	40.79
	4/27/2024	FOOD/CHILDREN	99.22
4/29/2024	FOOD/CHILDREN	10.03	
	KITCHEN SUPPLIES	22.98	
	PARENT CENTER SUPPLIES	56.61	
CAPITAL ONE/Walmart Total			1104.7
HEB Credit Receivables	4/1/2024	FOOD/CHILDREN	830.31
		KITCHEN SUPPLIES	113.19
		PARENT CENTER SUPPLIES	153.64
	4/2/2024	FOOD/CHILDREN	228.91
		KITCHEN SUPPLIES	6.64
		PARENT CENTER SUPPLIES	250.07
	4/3/2024	FOOD/CHILDREN	170.55
		KITCHEN SUPPLIES	36.16
	4/4/2024	FOOD/CHILDREN	101.84
	4/9/2024	FOOD/CHILDREN	727.21
	4/10/2024	FOOD/CHILDREN	32.45
	4/11/2024	FOOD/CHILDREN	141.51
		KITCHEN SUPPLIES	13.96
	4/12/2024	FOOD/CHILDREN	285.83
		FOOD/STAFF TRAINING/MTG.	25.74
		KITCHEN SUPPLIES	119.37
	4/15/2024	FOOD/CHILDREN	144.66
	4/16/2024	DIAPERS	36.42
		FOOD/CHILDREN	273.04
		KITCHEN SUPPLIES	34.89
	4/17/2024	FOOD/CHILDREN	64.6
		KITCHEN SUPPLIES	109.32
	4/18/2024	FOOD/CHILDREN	47.42
4/19/2024	FOOD/CHILDREN	84.83	
4/22/2024	FOOD/CHILDREN	539.78	
	KITCHEN SUPPLIES	204.22	
4/23/2024	FOOD/CHILDREN	42.04	

HEB Credit Receivables	45405	FOOD/STAFF TRAINING/MTG. PARENT CENTER SUPPLIES	35.56 115.44
	4/24/2024	FOOD/CHILDREN	153.16
	4/25/2024	FOOD/CHILDREN	174.1
		KITCHEN SUPPLIES	28.53
	4/26/2024	FOOD/CHILDREN	86.58
		KITCHEN SUPPLIES	28.25
		PARENT CENTER SUPPLIES	467.71
4/29/2024	FOOD/CHILDREN	192.72	
	KITCHEN SUPPLIES	6.3	
4/30/2024	FOOD/CHILDREN	262.07	
HEB Credit Receivables Total			6369.02
Lowe's Bus.Acct./SYNCB	4/1/2024	MAINTENANCE MATERIALS	57
	4/10/2024	MAINTENANCE MATERIALS	17.76
		PROGRAM SUPPLIES	41.78
	4/16/2024	MAINTENANCE MATERIALS	72.39
	4/22/2024	MAINTENANCE MATERIALS	23.52
4/23/2024	MAINTENANCE MATERIALS	4.45	
Lowe's Bus.Acct./SYNCB Total			216.9
SAM'S CLUB DIRECT	4/1/2024	CHILD EDU.SUPPL./LIBRARY	89.9
		FOOD/CHILDREN	48.76
		KITCHEN SUPPLIES	32.14
		PARENT CENTER SUPPLIES	525.65
	4/2/2024	DIAPERS	933.54
		FOOD/CHILDREN	25.98
		JANITORIAL SUPPLIES	991.7
	4/4/2024	KITCHEN SUPPLIES	22.65
		JANITORIAL SUPPLIES	53.94
	4/9/2024	MAINTENANCE MATERIALS	134.26
FOOD/CHILDREN		175.18	
4/12/2024	KITCHEN SUPPLIES	20.98	
	DIAPERS	813.6	
4/22/2024	JANITORIAL SUPPLIES	1049.42	
	JANITORIAL SUPPLIES	161.76	
4/26/2024	PARENT CENTER SUPPLIES	228.68	
SAM'S CLUB DIRECT Total			5308.14
Wex Fleet Universal	4/1/2024	FUEL & OIL	430.95
Wex Fleet Universal Total			430.95
Grand Total			13429.71



Program Year Kickoff, 8/5/2023

ADULT EDUCATION

March Board Report

Period Ending 01/31/2024

Quality Indicator	Current (7/1/23 – 01/31/24)	Target	% of Target
Participant Enrollment (12 or more hours)	1854	1836	101%
Intensive Enrollment	142	173	82%
IET (Training) Enrollment	180	294	61%
Credential Achievement	57.08%	45.00%	126.90%
Measurable Skills Gains	31.98%	46.01%	69.50%
Employed/Enrolled 2 nd Qtr After Exit	67.69%	56.00%	120.88%
Employed/Enrolled 2 nd -4 th Quarter After Exit	90.45%	84.00%	107.68%
TxCHSE Graduates	51		



HIGHLIGHTS

COMMUNITY SERVICES MAY 2024 REPORT



Compiled by: Francesca Ramirez

- As of May 1st, the **CEAP** program has processed 463 applications for utility assistance since January 22nd (250 apps in Hays/Blanco Counties and 213 apps in Caldwell County).
- Currently, 155 apps are in line to be processed for Hays/Blanco Counties and 126 for Caldwell County.
- To date we have expended \$491,760.00 in CEAP assistance for the three counties.

TOP Program (Transition Out of Poverty)

- We enrolled one household of two in April and one family of two in May
- Qualifications:
 - Household lives in Hays, Caldwell, or Blanco county
 - Income for the household cannot exceed more than 125% of the poverty guidelines when enrolling, taking into account all household members 18 and older
- Requirements:
 - Applicant meets with a case manager to fill out an application, set SMART goals, case manager does a SWOT analysis of household situation
 - Applicant agrees to meet with case manager 1-2 times a month to collect paycheck stubs, work on budgeting/financial literacy, and access situation at that time
- Successful completion of the program when the household can earn above the 125% poverty guidelines for 90 consecutive days.
- Support services offered: rental assistance, gas cards, uniforms, car repairs, and/or car payments



COMMUNITY SERVICES MAY REPORT

HIGHLIGHTS

Compiled by: Francesca Ramirez

- **The San Marcos Senior Citizen Center's** attendance is up 10% from this time last year in April 2023. A total of 82 clients are enrolled. Daily average attendance is between 15-46, with the majority attending on Tuesdays for Food Bank distribution.
- 3 new agencies sponsored Bingo and/or an activity for the seniors in April. New sponsors included a Dr.'s Office, Rehab Facility, and a Home Health Provider.
- Upcoming events include: Puzzle Club, a Mother's Day celebration, and a summer project to build a bird feeder.
- The Center has a new volunteer who twice a month cuts the lawn and maintains the areas in and around the building sweeping, edging, and trimming where needed.
- The Senior Citizen Center is gearing up for their 2nd Annual Christmas in July event where they hope to get a lot of the Center's wish list fulfilled, including toiletries, cleaning supplies, arts and crafts supplies, and fans for the summer.





MARCH/APRIL 2024

REPRODUCTIVE SERVICES

Compiled by Ely Nieto

TITLE X CONTRACT UPDATE

- Goal is to serve 1367 unduplicated clients from 04/01/2023 through 3/31/24
- Contract YTD Totals: 1517 UDC
- Contractual goal at end of March = 110%

FAMILY PLANNING ACTIVITIES

- Clinic participated in the Southside Community Center Resource Fair
- At the Texas State University Testing event, staff screened 65 students
- Upcoming event: Live Better Together: Mental Health & Wellness Fair
- Nurses Week: May 6-10



BREAST AND CERVICAL CANCER

Compiled by Lydia Perez

DIRECT SERVICES

- 103 screening mammograms
- The program is close to reaching their goal of 500 unduplicated clients in their Hays County grant



OUTREACH

- 577 people received information about the program
- Weekly presence at Communicare in Kyle
- Local community food banks
- San Marcos Lions Club
- Baylor Scott & White
- Hays Latino United
- Sierra Pointe Apartments
- Flea Market
- Wimberley Community Baby Shower



RURAL AIDS SERVICES PROGRAM

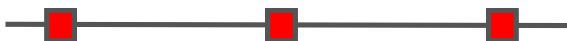
Compiled by Stacey Martinez

DIRECT SERVICES

- UDC: 145 with 2 new intakes
- 1,247 Case management units
- Client enrollments:
 - Health Insurance: 17 clients (34 insurance payments – premium & copay)
 - Transportation: 38 clients with 115 round trip transports
 - Housing: 24 households assisted and 22 of those are long term housing
- Viral Suppression Rate: 94% (Standards of Care Goal is 85%)

ACHIEVEMENTS

- Received close out letter from the City of Austin from October 2023 monitoring indicating no findings in programmatic or fiscal reviews.
- Staff participated in the 2024 Hill Country Ride for AIDS and our team has raised over \$6,000. Fundraising ends May 31, 2024.

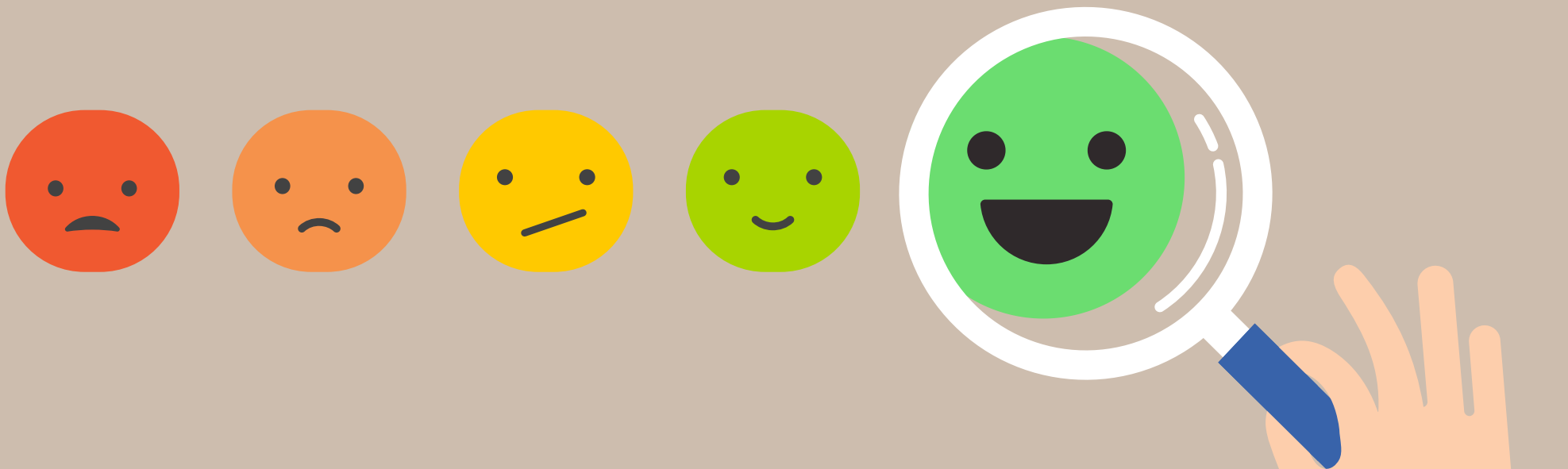


PENDING OUTCOMES

- Awaiting final funds raised for the 2024 Hill Country Ride for AIDS
- Check distributions expected in June 2024 for beneficiary awards
- New electronic case management system will be made available free though the City of Austin beginning in June 2024.



CLIENT SATISFACTION SURVEY RESULTS



RURAL AIDS SERVICES PROGRAM



Survey Information

Surveys mailed to clients in January for services provided in 2023

4 categories screened: services, access & availability of services, staff skills, confidentiality

122
Surveys
Distributed

25
Surveys
Returned

20%
Return Rate

All surveys contained an enclosed self-addressed return stamped envelope for confidentiality.

30 day period to return surveys.

Demographics

Length of Services

Less than 1 year = 12%
1-5 years = 28%
6-10 years = 12%
More than 10 years = 48%

County of Residence

Bastrop = 24%
Caldwell = 4%
Hays = 48%
Llano = 4%
Williamson = 20%

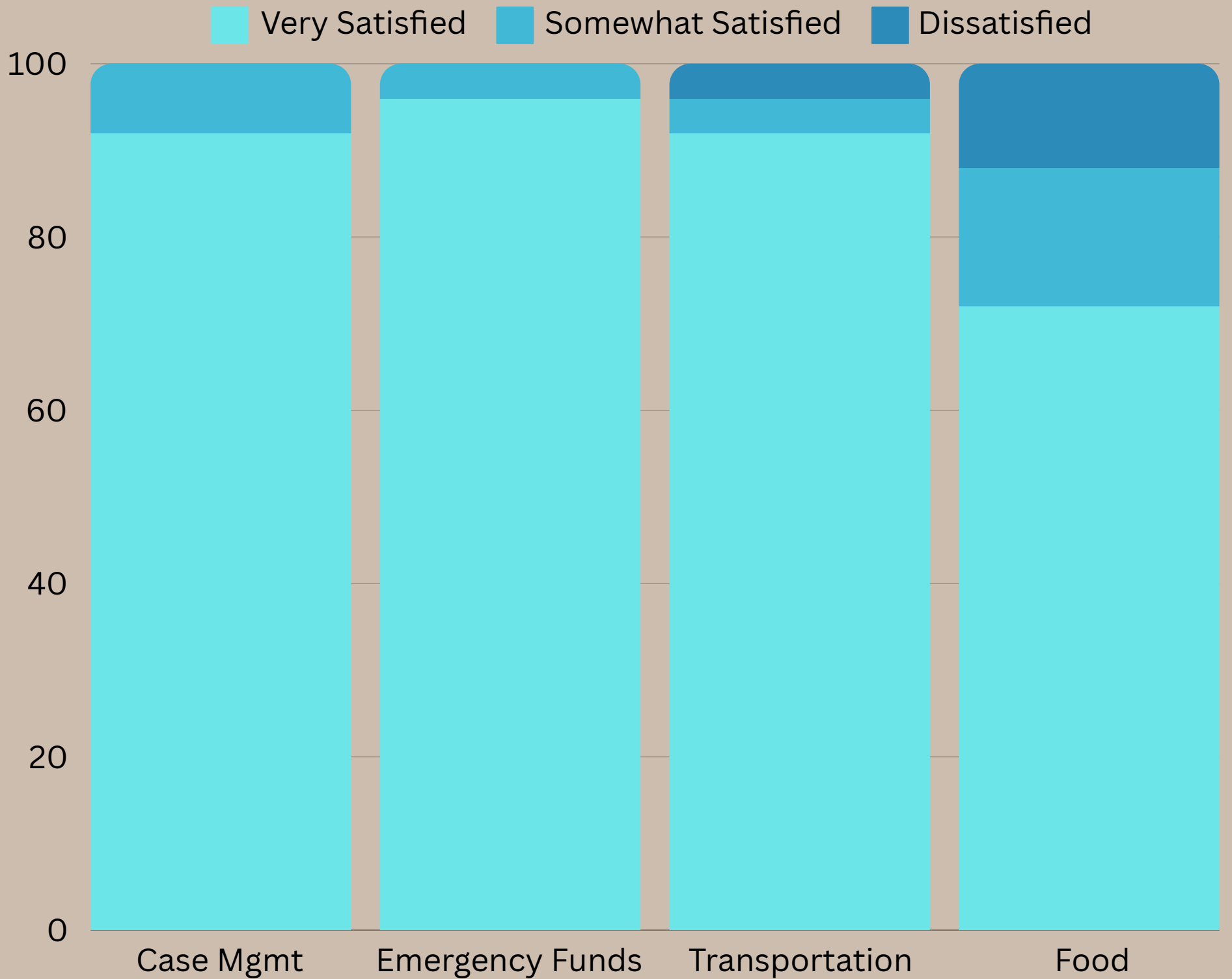
Race/Ethnicity

White = 36%
Hispanic/Latino = 32%
Black/African American = 28%
Other/Not Listed = 4%

Age

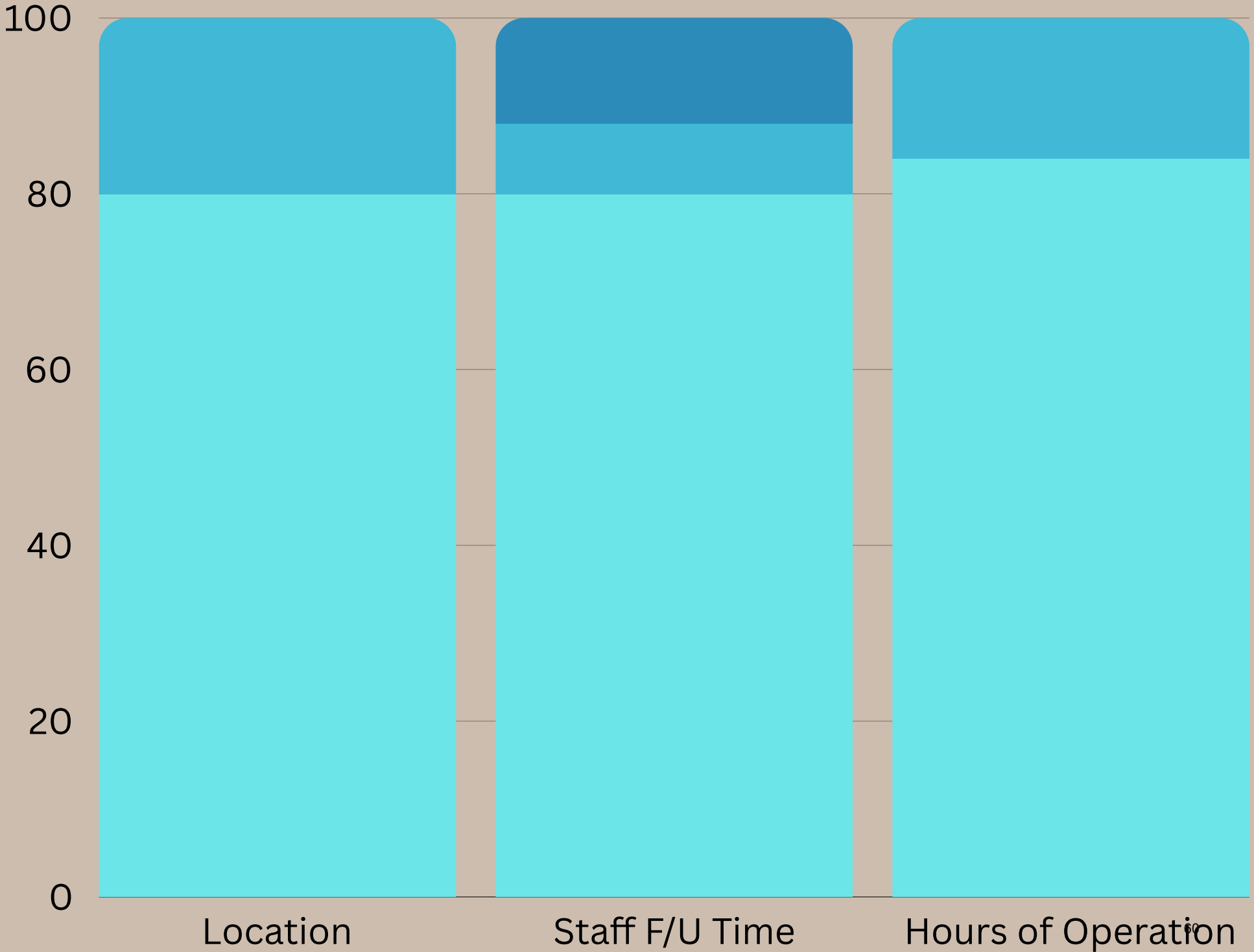
Under 20 = 8%
20-29 = 12%
50-59 = 44%
60-69 = 32%
70+ = 4%

Services



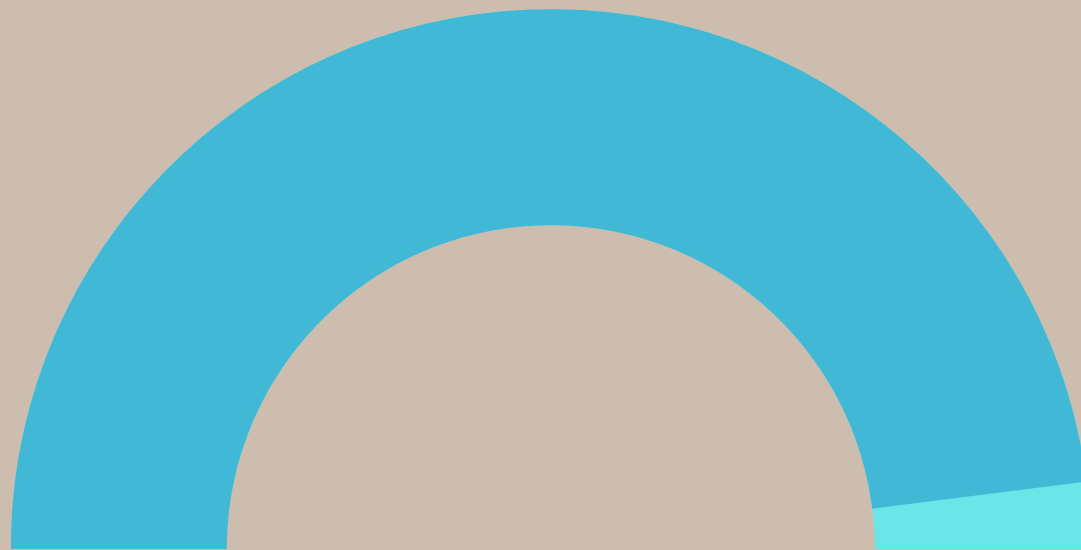
Access to & Availability of Services

Very Satisfied Somewhat Satisfied
Somewhat Dissatisfied



Customer Service/Staff Skills ^{6.6.2}

- I felt safe and supported when receiving services
- I am treated with respect by staff
- I get services in the language I understand
- I am better able to manage my health because of the services I receive



- 96% reported very satisfied
- 4% reported somewhat dissatisfied

Confidentiality

My HIV and personal information is always kept private by staff and only shared when I give permission



100% Very Satisfied



Comments

- Good job CAI
- I love and am very satisfied with all the services I get with Community Action.
- Thank you for your work of love
- Keep up the good work
- My case manager has my best interest at heart. He has never given me bad advice.
- Staff are kind and responsive
- I need help with more, especially food and housing



HEAD START REPORT

MAY 2024

6.7.1

April 26th we held our 3rd Annual Family Dance and it was a success! We had food, music and lots of fun. Every center had representation from our families. Our Family Advocate team put on another great event and we're looking forward to more. Special shoutout to Joshua Romero (a former HS Parent) who gifted his time to provide our families with music.

During the week of April 8-12, all our programs celebrated the Week of the Young Child. Each day had a theme in which classrooms participated as well as our families. This year each classroom got to enjoy an outdoor picnic!

Myself and two other Coordinators attended the National Head Start Association Conference in Portland Oregon the week of April 15 -18. It was a great week of learning and growing as well as networking with other programs. We each came back with a refreshed desire to improve and continue the quality work we provide.

We are hiring each week! While it has been a slow process we are seeing an uptick in applicants. Our outlook is getting brighter as we see some impressive resumes and potential to add to our program. We are looking to fill our School Readiness & Child Development Coordinator position and a Head Start Teacher One position.

Highlights

- Opened the last Head Start Room at Henry Bush.
- TOY Winners included below
- Received the Garden Grant in Portland, OR

Upcoming Events

- Child Plus Training - New Orleans, LA May 14-15, 2024
- New Director Academy - Atlanta, GA June 9-13, 2024
- Last day for Head Start May 24th, 2024

Center Snapshot

- Lillie B. Townsend CDC (LBT) closed.



MARCH ENROLLMENT & ATTENDANCE

6.7.1

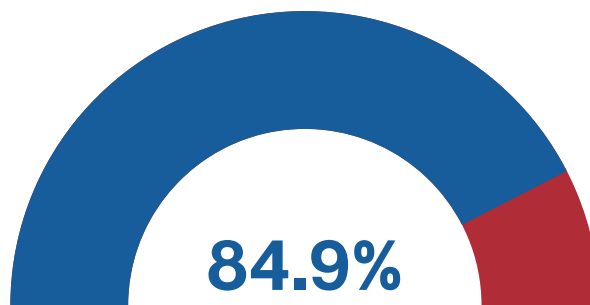
EARLY HEAD START ENROLLMENT

Site	Current/Funded
A. Washington CDC	44/48
William Crook CDC	11/16
Hays PEP/ Pregnancy Center	9/14
Hemphill EHS	30/32
Lillie B. Townsend CDC	0/31
Lockhart CDC	16/16
Luling EHS	27/40

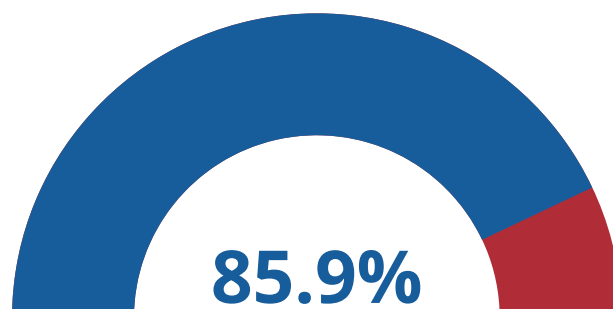
HEAD START ENROLLMENT

Site	Current/Funded
A. Washington CDC	15/15
Henry Bush CDC	46/68
Bonham PreK	60/60
Hemphill HS	80/85
Lockhart CDC	32/34
Luling CDC	34/34

EHS AVERAGE DAILY ATTENDANCE



HS AVERAGE DAILY ATTENDANCE



APRIL ENROLLMENT & ATTENDANCE

6.7.1

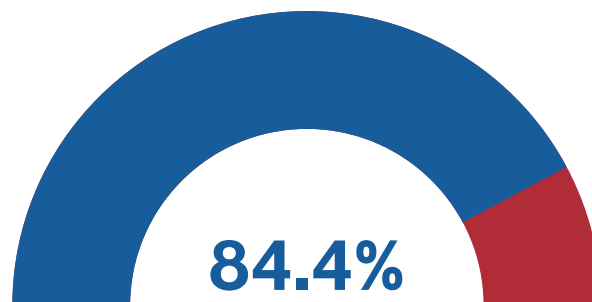
EARLY HEAD START ENROLLMENT

Site	Current/Funded
A. Washington CDC	46/48
William Crook CDC	12/16
Hays PEP/ Pregnancy Center	9/14
Hemphill EHS	31/32
Lillie B. Townsend CDC	0/31
Lockhart CDC	16/16
Luling EHS	39/40

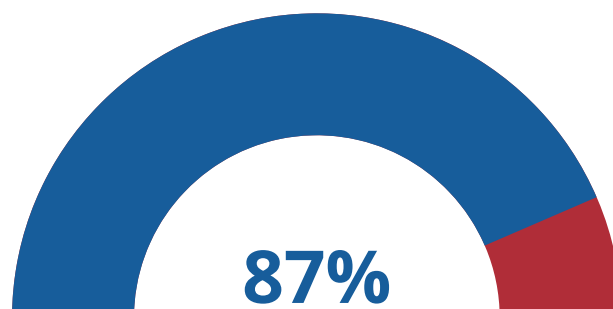
HEAD START ENROLLMENT

Site	Current/Funded
A. Washington CDC	15/15
Henry Bush CDC	58/68
Bonham PreK	60/60
Hemphill HS	84/85
Lockhart CDC	34/34
Luling CDC	34/34

EHS AVERAGE DAILY ATTENDANCE



HS AVERAGE DAILY ATTENDANCE





HEAD START TEACHER OF THE YEAR



MARIA HERNANDEZ-NUNEZ

♥
**TEACHING IS A
WORK OF HEART**

HEAD START TEACHING ASSISTANT OF THE YEAR



MARIA CRUZ

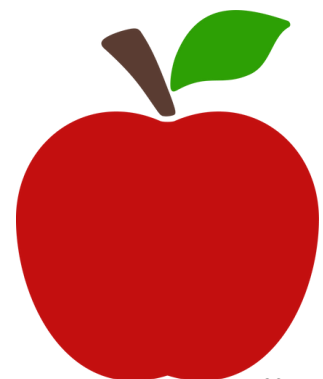


**TEACH
LOVE
INSPIRE**

EARLY HEAD START TEACHER OF THE YEAR



ASHLEY CASTILLEJA



Head Start Black & White Dance



**Community Action Inc., of Central Texas Head Start Program zero-to-five
Grant 06CH012370**

Change in Scope
2023/2024

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Narrative

Community Action, Inc. of Central Texas is requesting a change in scope for Head Start and Early Head Start slots due to service area issue in the one of our San Marcos ISD site and staffing issues in Early Head Start. Bonham ISD has been chronically under-enrolled for several years. Lillie Belle Townsend CDC has been closed for a year and a half due to lack of staff. Following are the reduction numbers we are asking for specifically by center:

	Funded Enrollment	Projected Enrollment
Bonham Prekindergarten	76	60
Lillie Belle Townsend CDC	31	0

The program will be reducing by 16 Head Start slots and 31 Early Head Start Slots.

Historical data for the past 3 years

Community Needs Assessment

Our 2023 community assessment data for Public Kindergarten Programs of Hays and Caldwell Counties, Central Texas Education Profile of School Readiness, enrollment reports, waitlists by location as well as applications by location further support the need for the proposed slot reduction. The community assessment data proves the need for earlier intervention and high quality infant and toddler programs in our service communities. While the areas we serve are saturated with Preschool Programs there is limited availability of infant-toddler programs for the families we serve. In Hays county there are only 10 Childcare centers that serve infants and toddlers in our geographic location of San Marcos, Texas with 2 of those centers as part of our program. Thus, the need to continuing serving infant and toddlers in San Marcos. With the reduction of slots, we will convert two toddler classrooms at A. Washington CDC to infant classrooms to fulfill the need for infant child care in this area. As our only other center serving infants in this area is William Crook CDC which is part of the transitional housing complex, Marla's Place.

Community Action Inc., of Central Texas uses a five-year and annual planning process to develop, monitor, and evaluate the effectiveness of the Agency's Head Start and Early Head Start Program. During this process, the Program Assesses the Communities served to determine the strength, needs, and strategies needed for the service area and slot allocation based on the data collected.

Reflecting on the results of 2023 Community Assessment and subsequent update, there were not any significant changes in the proposed service area that would require a change in the way CAI Head Start Program currently recruits and serves low income children in Hays and Caldwell Counties. CAI is not proposing any geographical changes to the current Head Start or Early Head Start locations that are currently in operation in Hays and Caldwell Counties. This decision is supported by comprehensive data that justifies a need for Head Start and Early Head Start services in Hays and Caldwell Counties: lack of affordable child care for children zero-to-five, lack

of mental health services for young children, lack of high paying jobs, affordable housing, and public transportation.

Description of Agency

Community Action, Inc. of Central Texas (CAI) was established in 1965 with funding from the Economic Opportunities Act as part of the War on Poverty under President Lyndon B. Johnson. The Agency has an historic background as it was one of first Head Start providers in the nation to be funded in the summer of 1966 in Kyle, TX. CAI has been in continuous operation since that time and brings forward a wealth of experience and institutional history. In 59 years of service to the Central Texas area, we have become a strong well-established social service agency that provides a wide range of services.

Today CAI employs over 300 individuals and has an operating budget of over **sixteen million** dollars. The Agency's greatest strength is its integrated structure and strong well-established monitoring systems, which enables the Agency to implement a comprehensive outreach approach

Early Head Start Wait Lists vs. Head Start Wait Lists

Our wait lists for our Early Head Start Programs are significant and we do not have a problem filling Early Head Start slots within 30 days when there is transition. The majority of the applicants on our Early Head Start wait lists are income eligible families, versus our Head Start wait lists that are mostly over income families. We will continue to recruit income eligible families for our Head Start Program to ensure that we have the required 10% waitlist as slots open up in Head Start.

Description of How Needs of Head Start Children Will be Met After Reduction

Currently we are serving all of the applicants from each of these communities who are income eligible and still have slots left unfilled, therefore, no eligible HS age children will be left unserved. Our currently served families will not be displaced and there will be no need for them to transition to other centers. In an effort to fill slots, we have fallen out of compliance for the past couple of years with the cap on serving over income families and lack of staff. We are working hard with our Grant Specialist to correct this situation and this reduction is one of the corrective measures towards that goal. We will continue to serve HS aged income eligible families in all of the communities we serve as follows:

Center	HS Children Currently Funded Slots	Income Eligible Waiting List	HS Children Funded Slots with Approval of Reduction
Hemphill HS	85	0	85
Luling HS	34	0	34
Lockhart HS	34	0	34
Henry Bush HS	68	0	68
Bonham HS	80	0	60

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Capacity to Carry out an Effective Early Head Start Program

CAI currently serves 197 in our EHS program. Approval of the reduction proposal would change our EHS program to 166 slots. Community Action is fortunate to be surrounded by excellent institutions of higher education. The relationship our Agency has developed with these local institutions has also gained our program access to students through student internships. Many of these students search for positions with our Agency after graduation. In particular students from the Family and Child Development Program of Texas State University hold education and intern experiences that greatly match the needs of both our Head Start and Early Head Start Programs. Faculty of this program is aware of our program's needs and has adapted their program to provide students and our staff with extensive background in infant and toddler care and positive discipline strategies. Texas State's Family and Child Development program's philosophy in working with the whole family in addition to the child matches our program's approach to working with families.

We will continue to serve EHS aged income eligible families in all of the communities we serve as follows:

Center	EHS Children Currently Funded Slots	Income Eligible Waiting List	EHS Children Funded Slots with Approval of Reduction
Hemphill EHS	34	0	34
Luling EHS	40	0	40
Lockhart EHS	16	0	16
A Washington EHS	48	0	48
William Crook CDC	16	0	16
Hays Pep	9 & 5 Pregnancies		9 & 5 Pregnancies
Lillie Belle Townsend CDC	31		0

Additionally, our Content Area Managers' backgrounds reflect diverse experience and background including social work, counseling, domestic violence, child development, health, cultural diversity, family literacy and work with children with disabilities. All the positions are co-funded between Head Start and Early Head Start in an effort to provide a seamless transition of comprehensive services.

Program Calendar

Our Early Head Start calendar starts in mid-August and runs through mid-July. We serve our Infants and Toddlers 7 hours per day for 209 days of the year for a grand total of 1,463 service hours per year. The four weeks that the program is closed in late July to early August are used to deep clean the classrooms, maintain the playgrounds, and to provide some much-needed time for

teachers to participate in staff development. Our Head Start calendar starts mid-August and runs through the end of May. We serve our head start and Pre-K children 7 hours per day for 171 days for a grand total of 1,197 hours. Head Start staff return the first of August for professional development and preparations for the new school year.

Participation in Training and Technical Assistance

Ongoing evaluations and feedback of classroom staff will be conducted utilizing standardized monitoring tools: monthly classroom checklist, and CLI classroom environmental checklist, CLASS, observation results. An Individualized Professional Development plan (IPDP) will be developed to ensure highly qualified teachers who will provide quality services to children and families.

The Training and Technical Assistance (TTA) Plan is developed utilizing the results of a self-assessment, the community assessment, family and child assessment data, staff evaluations, and ongoing monitoring results. Successful training plans address identified needs in order to provide targeted training and ongoing support to encourage cutting edge practices for staff to enhance their teaching skills. The T &TA Plan is submitted on an annual basis.

Qualification & Competencies of Staff

Over **98%** of Lead Head Start classroom teachers have a Bachelor's Degree in early childhood education or a related field. 100% of the Head Start Teaching Assistants holds either an Associate Degree in Early Childhood Education or a Child Development Associate Credential (CDA) These requirements are clearly stated on the respective job descriptions.

100% of Early Head Start Teachers hold either an Associate Degree or Bachelor's Degree in Early Childhood Education or have a Child Development Associates Credential. We partner with the Adult Education Program within our agency to enroll our Early Head Start teachers in a Child Development Associate course if they do not already have the credential upon hire. We anticipate the ability to maintain teaching staff with the same level of education and experience.

The Staff qualifications and development section [62 U.S.C. 9843a] Sec. 648A.5 of the Head Start Act specifies that each Head Start teacher shall attend not less than 15 clock hours of professional development per year. Such professional development shall, among other things, be high-quality, sustained, intensive, and have a positive and lasting impact on classroom instruction and the teacher's performance in the classroom, and will be regularly evaluated by the program for effectiveness. The focus of the professional development our teachers will continue to participate in is CLASS (we use CLASS for our EHS program), Conscious Discipline, Frog Street, and Meeting the Needs of Children who Have Experienced Trauma.

Description of the Facilities and Program Infrastructure

A Washington CDC currently serves 48 Early Head Start children in 6 toddler classrooms and 15 Head start Children in 1 classroom. With the reduction of slots from Lillie Belle Townsend CDC we will convert two toddler classrooms to infant classrooms in order to still meet the need for infant child care in Hays County.

Timetable for Implementing Slot reductions

The program would implement the slot reduction beginning in August 2024 which is the start of the 2024 – 2025 School year. The summer months would allow us the opportunity to clean out Lillie Belle Townsend and move any necessary infant materials to A. Washington CDC in preparation for the new year.

Recruitment Efforts

Recruitment of EHS families is always on-going. We accept applications all year and add families to our Waitlist once we reach full enrollment for the respective center(s). The EHS locations proposed for reduction currently does not have a long waitlist as toddlers are waitlisted for A. Washington CDC currently. We will intensify our 2023-2024 recruitment efforts and application process the beginning of May if our current waitlist of income eligible families has not already filled all of the EHS slots.

Additional Data to Support Reduction/Needs of the Communities

2023 Community Assessment shows that the 0-5 age group of the child population for Hays County is 34.6% making it the largest age group of the child population. Conversely, Caldwell County's largest child age group is 6-11 year old's who are of school age. Furthermore, Hays County has a significantly larger single parent and grandparents raising grandchildren population both of which are often in higher need for additional support and resources. Child care for infants and toddlers in Hays County in high demand and short supply based on data gathered via the Community Assessment.

Enrollment Concerns by County/Service Area

Bonham ISD in Hays County has historically provided HS services to children in Pre-K. With the implementation of full day State funded Pre-K by San Marcos ISD and loss of service to 4's in late June of 2019, Bonham has remained under enrolled in its HS program since the start of the 2019-2020 school year. Reduction of the 16 HS slots for Bonham ISD will allow us to maintain full enrollment with income eligible families and allow for better overall management of the program by bringing the leadership/support staff closer to the classrooms. We have struggled to find income eligible families for our Bonham ISD HS program for the past three years. This conversion will allow us to serve the income eligible families in need of HS services and face under enrollment.

Before and After the Proposed Reduction Budget Figures

Program	<u>Before the Proposed Conversion</u>		<u>After the Proposed Conversion</u>	
	Head Start	Early Head Start	Head Start	Early Head Start
Operations	\$3,587,983	\$3,031,114	\$3,587,983	\$3,031,114

The Head Start funded enrollment numbers for Grant #06CH012370 will change from 312 to 296 after the reduction, while the Early Head Start funded enrollment numbers will change from 197

to 166. These figures were derived by subtracting 16 slots from the Head Start program and subtracting 31 slots to the Early Head Start Program. Both programs will remain Center-Based only after the proposed reduction. Total funded enrollment decreases from 509 to 462.

Explanation of how freed up funds will be used

Funds that are freed up from the reduction of slots would go to 4 additional salaries. The first salary would be for a full-time Mental Health Consultant. Currently CAI has a contract with Family Services for a part-time Mental Health Consultant. Based on the currently caseload it would benefit our program to have a full-time Mental Health consultant in order to serve all the families and staff in need of Mental Health Services. The next salaries would be for two behavior support specialists to help assistant teachers with strategies for challenging behaviors. Our self-assessment reflected a need for support in the areas of challenging behaviors. These two behavior support staff would be additional resources for teachers as well as Instructional coaches. The last salary would be for part-time Facilities & Maintenance Specialist that would assist the Facilities & Maintenance Coordinator in ensuring our centers & playgrounds are safe and in good repair. Remaining funds will go back into teaching staff salaries to help boost wages.

Position	Proposed Salary
Full-Time Mental Health Consultant	\$87,145.00 – a difference of \$34,577 from current part-time contract
Behavior Support Specialist	\$53, 695.97
Behavior Support Specialist	\$53, 695.97
Part-time Facilities & Maintenance Specialist	\$28,828.80

Funded Enrollment Before and After the Proposed Slot Reduction

Program	<u>Before Slot Reduction</u>		<u>After Slot Reduction</u>	
	Head Start	Early Head Start	Head Start	Early Head Start
Funded Enrollment	312	197	296 (-16)	166 (-31)
Classrooms	17	25	16	21

Before and After Budget Numbers

<p>Personnel- Salaries & Fringe Benefits Reduction in 8 EHS Teachers, 1 Family Advocate, 1 Site Supervisor, 1 program float - (\$480,000)</p> <p>Contractual- Reduction in 1 ISD Contract Teacher salary & Benefits - (\$75,345)</p> <p>Total Reductions - (\$557,345)</p>	<p>Personnel- Add two New Behavior Support Specialists – Salaries & Fringe - \$107,392.00</p> <p>Add part-time Facilities & Maintenance Specialist – Salary -\$28,828.00</p> <p>Increase Mental Health Consultant contract from part time to full time - \$34,577.00</p> <p>Increase approximately 75 teaching staff salaries by at least \$2.00 - \$386,548</p> <p>Total Increases - \$557,345</p>
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Policy Council Chair Approval _____ Date: _____

CAI Board Chair Approval _____ Date: _____

APPENDICES PAGES 1-58

August 2024						September 2024						
M	T	W	T	F		M	T	W	T	F		
7/31 - 8/16 Annual Training												
19 - First Day of School			1	2		2	3	4	5	6	2nd - Holiday	
	5	6	7	8	9	9	10	11	12	13	9th: 1st wave DRDP Begins (EHS)	
	12	13	14	15	16	16	17	18	19	20	9-20:CEC EHS & HS	
	19	20	21	22	23	23	24	25	26	27		
	26	27	28	29	30	30					30: CLI testing wave 1 (HS)	
October 2024						November 2024						
M	T	W	T	F		M	T	W	T	F		
2- 45th day Deadline		1	2	3	4					1	1 - All Staff Day	
1-31 CLI testing wave 1 (HS)	7	8	9	10	11	4	5	6	7	8	4 - Closed for P/T conferences	
21-25 DRDP rating week	14	15	16	17	18	11	12	13	14	15	25 - Professional Development	
	21	22	23	24	25	18	19	20	21	22	25-29 Centers Closed	
	28	29	30	31		25	26	27	28	29		
December 2024						January 2025						
M	T	W	T	F		M	T	W	T	F		
23-31 Winter Break											1-3 Winter Break	
	2	3	4	5	6			1	2	3	6 - Closed for Professional	
	9	10	11	12	13	6	7	8	9	10	7th: 2nd wave DRDP begins (EHS)	
	16	17	18	19	20	13	14	15	16	17	13-31 CLI Testing Wave 2 (HS)	
	23	24	25	26	27	20	21	22	23	24		
	30	31				27	28	29	30	31	20- Holiday	
February 2025						March 2025						
M	T	W	T	F		M	T	W	T	F		
3-14 CLI Testing Wave 2(HS)												
17 - Closed 2nd Home Visit	3	4	5	6	7	3	4	5	6	7	17 - Professional development	
17th: DRDP Rating week (EHS)	10	11	12	13	14	10	11	12	13	14	17-21 Spring Break	
	17	18	19	20	21	17	18	19	20	21	29- Holiday	
	24	25	26	27	28	24	25	26	27	28		
						31						
April 2025						May 2025						
M	T	W	T	F		M	T	W	T	F		
7-30 CLI Testing Wave 3 (HS)		1	2	3	4					1	2	5: 2nd P/T Conference (HS)
11 - Closed Professional development	7	8	9	10	11	5	6	7	8	9	1-9: CLI Testing Wave 3 (HS)	
14-25 CEC EHS & HS	14	15	16	17	18	12	13	14	15	16	23 - HS last day of school	
18th Holiday	21	22	23	24	25	19	20	21	22	23	26th - Holiday	
	28	29	30			26	27	28	29	30	19th: 4th wave begins DRDP	
June 2025						July 2025						
M	T	W	T	F		M	T	W	T	F		
9 - Closed 2nd P/T		2	3	4	5	6			2	3	4	4 - Holiday
Conference (EHS)	9	10	11	12	13	7	8	9	10	11	18 - EHS last day of school	
	16	17	18	19	20	14	15	16	17	18		
	23	24	25	26	27	21	22	23	24	25	21 - Staff workday	
30:DRDP Rating Week (EHS)	30					28	29	30	31			
First/Last Day of School						Closed - Conference/Home Visit						
Closed - Holiday						Closed - Professional Development						
* CLI Testing dates may change												



Home Visiting Board Report

3/2024- 4/2024



Prepared & presented by:
Megan Campbell

Program Events & Updates

MARCH

Texas PAT State Office conducted annual site visit and provided exemplary feedback on model adherence.

Start Smart Hays & Caldwell (SSHC) hosted March meeting with a presentation from Methodist Healthcare Ministries and discussion of several upcoming community events.

Hays Co Team hosted March Group Connection play date at Buda Public Library.

Caldwell Co Team hosted March Group Connection “Kite Making” at Lockhart offices.



APRIL

Home Visiting Leadership attended PAT Leadership Summit in Dallas, TX focusing on leadership supporting staff through connection.

Hays Co Team hosted Dia Del Nino event at San Marcos Plaza Park.

Caldwell Co Team partnered with Lockhart’s Dr. Eugene Clark Library to facilitate Baby Day.

Start Smart Hays & Caldwell (SSHC) hosted Baby Day at San Marcos Public Library.

Home Visiting Data

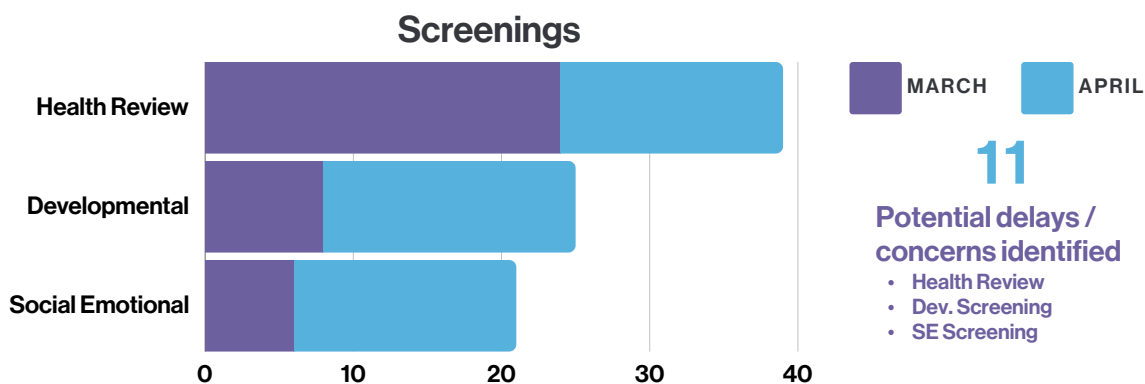
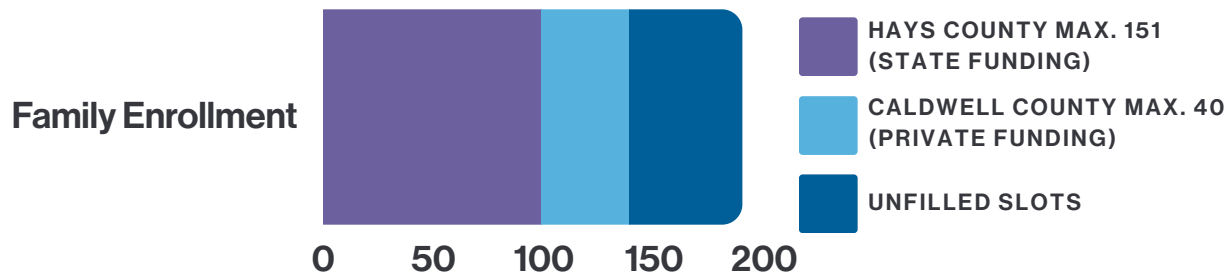
As of 5/1/24



Personal Visits

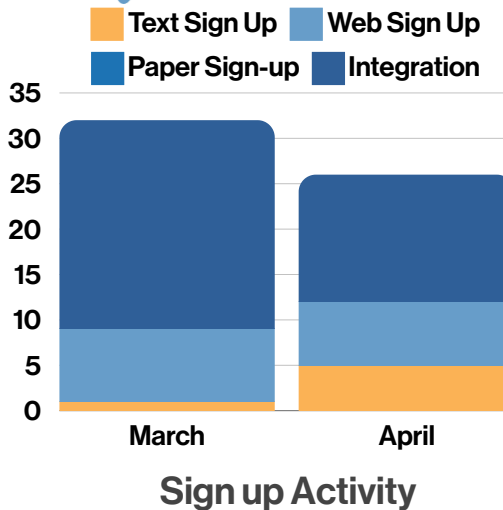
MARCH 163

APRIL 171



Hays & Caldwell Co Subscribers

 **518** ACTIVE ACCOUNTS
661 CHILDREN





2023-Grant Year 3

Youth Services Annual Report





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Introduction

The Core Four Partnership is between the City of San Marcos, Hays County, San Marcos Consolidated Independent School District and Texas State University. This Partnership was formalized through a city ordinance that Council approved on February 18, 2020. The ordinance created the provision for Youth Services which allowed Community Action, Inc. of Central Texas to hire a Youth Services Director. Cristal Lopez, MA was hired on January 25, 2021. Through this process the San Marcos Commission on Children and Youth (SMCCY) and The San Marcos Youth Commission formally transitioned to the following groups below:

Core Four Policy Group	Core Four Task Force	Youth Task Force
<p><u>CITY OF SAN MARCOS</u> Stephanie Reyes, City Manager Alyssa Garza, City Council Member Place 3 Mark Gleason, City Council Member Place 5</p>	<p><u>CITY OF SAN MARCOS</u> Jessica Ramos, Assistant Director of Parks and Recreation Julie Hollar, Youth Services Bureau Director</p>	<p><u>PRESIDENT</u> Ruby M. Wilsford</p> <p><u>MEMBERS</u> Austin Ault Brisha Canahuati Danielle Martinez Rosario Castro Braxsten Williams Angelina Vazquez Maddie Purcell Haley Aguilar Malcom Guerre Autumn Friesenhahn Eva Garza Maureena Bri Lucio Gael Quintanilla Kendall Opiela Selah Portis Gael Quintanilla Khatin M. Raymond Sophia Robertson Citlali Itzel Salinas Katelyn Seeback Cherry Vasquez</p>
<p><u>HAYS COUNTY</u> Ruben Becerra, Hays County Judge Walt Smith, Commissioner Precinct 4</p>	<p><u>HAYS COUNTY</u> Lisa Griffin, Budget and Operations Manager Brayden Watson, Emergency Preparedness Coordinator</p>	
<p><u>SAN MARCOS CISD</u> Dr. Michael Cardona, Superintendent Clem Cantu, District 5 Trustee Anne Halsey, President</p>	<p><u>SAN MARCOS CISD</u> Clem Cantu, District 5 Trustee, Anne Halsey, President</p>	
<p><u>TEXAS STATE UNIVERSITY</u> Dr. Michael O'Malley, Dean of the College of Education Dr. Michelle Hamilton, Professor</p>	<p><u>TEXAS STATE UNIVERSITY</u> Dr. Michelle Hamilton, Professor Dr. Amy Weimer, Professor</p>	

The Youth Services Director facilitates with each of these entities to implement the goals of the 2013 Youth Master Plan.

The Youth Services Director meets annually with the Core Four Policy Group and monthly with the Core Four Task Force and Youth Task Force.

The Core Four Task Force set Initiatives for the 2023 Grant Year:

- Build a sustainable Youth Task Force
- Facilitate a sustainable SMTX Mental Health Coalition
- Strengthening mentoring opportunities for youth
- Complete a Community Needs Assessment for youth through the development of the Youth Coalition

These were the four main focus impact areas for Year 3 of the Youth Services Grant that is housed at Community Action, Inc. of Central Texas.



Our Story

It is the mission of the Core Four Partnership to ensure that Youth Services is modeled after Positive Youth Development (PYD) framework. In 2021 the Core Four Partnership participated in Texas Youth Action Network Collaborative which provided training on PYD. PYD is intentional way of working with youth and young adults that engages youth within their communities, schools, organizations, peer groups, and families. It highlights the strengths that young people have and involve them in decision making. PYD model can:

- Guide communities in organizing services, opportunities, and supports.
- Assist youth and young adults to reach their full potential.
- Emphasize a shift in engaging youth as partners versus problems.

The PYD approach builds on the strengths youth have and uses this belief as the foundation of all services for youth and young adults. (Texas Health and Human Services- Adolescent Health). The Core Four Partnership while rooted in the 2013 Master Plan aims to grow it's partnership through the positive youth development approach. To keep the spirit of 2013 Youth Master Plan alive the Core Four Task Force wants to ensure that youth are "healthy, active, and safe (physically and emotionally), and academically productive and motivated."

According to the 2013 Youth Master Plan:

They envisioned a community where youth develop the skills

- To be civically engaged
- Become emerging leaders
- Who are good stewards of resources
- Grow up to be prepared for college and career
- Overall become contributing members of the community.

The goal of youth services is to uphold the integrity of the 2013 Youth Master Plan while also understanding the current landscape of youth and young adults in San Marcos. The Core Four Partnership prioritized developing a community needs assessment in Year 3 to allow for more current data to help guide the work of the partnership.

The development of the Community Needs Assessment was possible through funding from Texas Youth Action Network and the establishment of working group that consisted of community partners in San Marcos.

The needs assessment focused on the following three areas: mental health, sense of belonging, and college/career opportunities. Based on findings of this assessment the new formed youth coalition will determine goals for 2024.

Our 2023 Impact Areas ^{6.9}

The Impact Areas of the 2023 Core Four Partnership were set by the Core Four Task Force. The Core Four Task Force continued to focus on meeting the goals set in 2022, while also pivoting to best serve youth in the Greater San Marcos Area. The Youth Task Force continues to be the foundation of Youth Services, while also strengthening the SMTX Mental Health Coalition and expanding to include the Youth Coalition.



01. Youth Services

The Youth Services Director received training from Texas Youth Action Network (TYAN) which provides the framework that youth services implements. As youth services grows, we aim to provide positive youth development opportunities for local area youth and provide positive youth development training for community partners. Youth Services completed the TYAN collaborative in Fall 2022 and currently serves as TYAN Regional Pod Leader for region 7. Through this opportunity youth services will continue to provide youth programming and support for adults who work with youth to promote a PYD culture.



02. Youth Task Force

The Youth Task Force functions as a Youth-Adult Partnership that promotes positive youth development through youth-led activities. The Core Four Task Force Liaison, Jessica Ramos, Assistant Director of Parks and Recreation for the City of San Marcos provides support and guidance for the Youth Task Force. The priority areas for the YTF include service and leadership development. Their end of year project is to provide a free youth-led leadership conference. The Live Your Best Live Conference: Sprouting into Your Best Self had 45 attendees in June 2023.



03. SMTX Mental Health Coalition

The SMTX Mental Health Coalition was created in 2018 in response to concerns outlined the City's Youth Master Plan. To continue the work that was started, the Youth Services Director in partnership with the Core Four Task Force Liaison, Anne Halsey, School Board President for SMCISD along with the steering committee facilitate the SMTX Mental Health Coalition to help ensure coalition partners are able to access meetings, information, and support from the coalition partners. Their primary goal in 2023 was to provide Mental Health First Aid Training and ASIST Training for San Marcos. They trained 279 in MHFA and 47 in ASIST totaling 326 members participating in mental health training.



04. Mentoring / Youth Coalition

The Youth Services Director with support from TYAN and a working group comprised of the Greater San Marcos Youth Council, TXST SOAR Scholars, SMPL Star Teens, San Marcos Public Housing Authority and TXST Student Support Services Association established the Youth Coalition. Their primary goal in Year 1 was to develop a community needs assessment for youth between the ages of 11-24, parents, & Key Stakeholders. Data from the needs assessment that was distributed in Fall 2023 will be shared in Spring 2024. YSD along with the Core Four Task Force will also revisit mentoring and how we can effectively increase volunteer interest to support the needs of Big Brothers Big Sisters of Central Texas. This is something that the Youth Coalition will also work to address.





Measuring Progress

Initiative	Goals	Year 3 Outcomes
Youth Task Force	Growth- Expand the Youth Task Force to include (18-21 *College Age Students) & to include 8th Grade Students that will help to establish a pipeline for the Youth Task Force	YTF accepted their first 8th Grade students who joined the Youth Task Force in Fall 2023. We also accepted 3 homeschooled youth who serve on the board. The goal is to continue to build out 8th grade board to have 3 full functioning YTF for middle school, high school, & 18+ -24 youth and young adults.
SMTX Mental Health Coalition	Sustainability, Growth, education & awareness	Steering Committee established to help lead the coalition. Committee members include CENIKOR Foundation- Project AIM & SMCISD Project AWARE. They trained 279 in MHFA, 47 in ASIST and 10 in YAM totaling 336 members participating in mental health training.
SMTX Mentorship Coalition	Bring all the stakeholders who provide mentoring together to asses gaps & to leverage resources	Core Four Task Force shifted from establishing a mentorship coalition to establishing a Youth Coalition that developed a community needs assessment for youth, parents, & key stakeholders.
YOUTH SERVICES	Seek additional training and support to allow for positive youth development programming.	Youth Services serves as Texas Youth Action Network Pod Leader for Region 7. This is a 1 Year Grant that comes with \$100,000 in funding to support youth programming, facilitate a community needs assessment, and work with 3-5 organizations that work with youth. Year 1 ends in April 2024.

Youth Services Strategy ^{6.9}

Year 4 of the Core Four Partnership Youth Services Grant will continue the work that was set in Year 3 by the Core Four Task Force. To further develop and strengthen youth services the following goals have been developed.

Goal	Measure	Projected Outcome
Increase membership in the Youth Task Force	Recruit 2-4 youth who are homeless/foster/at-risk	Increase youth diversity and inclusivity
Strengthen Youth Task Force Pipeline	Develop 2 partnerships that engage 8th graders to participate in YTF programming by Spring 2024.	increase participation from 8th graders
Create a steering committee for the STMX Mental Health Coalition	Recruit 2-3 coalition partners to serve on the steering committee	Steering committee to set the goals and strategies for the coalition
Provide education and awareness for youth mental health	Facilitate Mental Health First Aid Training, ASIST Training, and other trainings to increase education and awareness around mental health. Promote Suicide Awareness month in September and Mental Health Awareness month in May.	To train between 100 community members in MHFA, ASIST and other mental health trainings.
Increase number of youth served by Big Brothers Big Sisters	Recruit 6-8 at-risk youth to participate in BBBS and complete the match process by Spring 2025	Youth currently on the waitlist have been matched and at-risk youth are in the match process.
Increase volunteer pool for Big Brothers Big Sisters	Recruit 10-15 volunteers by Spring 2025 that will have completed the match process	Increased presence of BBBS in the community
Expand the Youth Coalition	Transition the working group to the steering committee & accept members by Fall 2024	Community partners will be invited to join the youth coalition.
Share Community Needs Assessment Findings	Youth Coalition will share data from the CNA in Spring 2024 & set goals based on the top 3-5 needs.	Youth Coalition will set goals based on the results of the CNA and offer coalition training and activities to support these goals

Our 2023 Highlights



01. Youth Services

Continues to establish partnerships that help support the Core Four Initiatives. Through these partnerships and collaborations we have been able to leverage community resources to provide mental health training, youth-led events, and positive youth development opportunities for youth in San Marcos.



02. Youth Task Force

The Youth Task Force has 22 active voting members that participate and provide youth-led activities in the community. They have partnered with SMA NHS, SMCISD NHS, Key Club, and theatre club to support various activities that include:

- Facilitated an supply drive for the little libraries in San Marcos to restock the books
- YTF Seniors received 1:1 college support
- Hosted youth leadership conference in June 2023
- Participated in Mermaid Parade
- Provided Loteria for seniors at Stone Brook Assisted Living Center
- Held a supply drive for the Senior Citizens Center
- Participated in the Fall 2023/Spring River Clean Up 2023
- Hosted YTF leadership retreat for members in August 2023
- Officers completed YAM Training in October 2023
- Participated in the Fall 2023/Spring Carnival 2023
- Completed their Annual Report for September 2022- August 2023



03. SMTX Mental Health Coalition

The Coalition hosted a Town Hall in Fall 2022 to update goals for 2022-23. The goals and strategies will be finalized by the Steering Committee in Summer 2023. The coalition is collaborating with coalition partners to provide access to mental health training in Spring 2023. They participated in the Mermaid Parade with the Youth Task Force. The coalition developed a list of local resources that was updated in Fall 2022.



04. Mentoring Opportunities/Youth Coalition

Youth Services will focus efforts on assisting recruitment efforts to support Big Brothers Big Sisters of Central Texas to strengthen the pool of volunteers in order to increase the number of youth served in Hays County. Our goal is to recruit 10-15 volunteers who can commit to one year of volunteer service with BBBS. Additionally, through the youth coalition the working group will transition to steering committee in Fall 2024 and extend membership to new partners with an interest in youth and young adults and promoting positive youth development opportunities. The findings from the CNA will guide the priorities and goals of the youth coalition.

Acknowledgements

The Core Four Partnership: City of San Marcos, Hays County, San Marcos Consolidated Independent School District, and Texas State University would like to express its gratitude to the community and the following groups/organizations for their continued support of Youth Services:

Community Action, Inc. of Central Texas
 City of San Marcos – Parks and Recreation
 SMTX Mental Health Coalition- Coalition Partners
 Youth Coalition Working Group
 Texas Youth Action Network at Texas A & M University
 San Marcos CISD Project AWARE
 San Marcos Public Library- Star Teens
 San Marcos Public Housing Authority- Teen Programs
 Hays County Mental Health Court
 Office of the Hays County Judge
 Texas State University- SOAR Scholars
 Texas State University- Student Support Services Association
 Texas State University- Center for Diversity and Gender Studies
 Texas State University- Sociology
 Texas State University- Family and Consumer Sciences
 Hill Country MHDDC – MHFA Training Team
 Cenikor Foundation- Project AIM
 Greater San Marcos Youth Council
 Big Brothers Big Sisters of Central Texas
 Stone Brook Assisted Living Center
 Keep San Marcos Beautiful
 San Marcos Academy- National Honors Society
 It's Time Texas
 Youth Services Bureau
 Hays-Caldwell Women's Center
 Communities in School of Central Texas

We look forward to Year 4 and our continued work in creating positive youth development opportunities through the support of the Core Four entities and our community partners.

Contact

Cristal Lopez, MA
 Director of Youth Services
 Community Action, Inc. of Central Texas

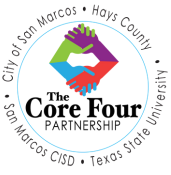
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youthservices@communityaction.com

 @smtxytf





YOUTH SERVICES QUARTERLY REPORT



Executive Summary

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

Highlights

Priority Areas

- Youth Services is developed a Community Needs Assessment that included youth survey, parent survey, & key stakeholder survey. This was distributed in Fall 2023. Data will be analyzed in Spring 2024 and will be shared with the community via town halls.
- Youth Task Force are attended the YAC Summit in Lewisville, TX and are working on their annual leadership conference.
- Continued Partnership with Hill Country MHDDC to provide Mental Health First Aid Training and ASIST (Suicide Prevention) Training.
- Texas State University- Translational Health Research Center and Project Aware at SMCISD provided \$15,000 in funding for 100 participants to complete the Applied Suicide Intervention Skills Training that will be offered April - September 2024.
- The Youth Coalition- working group hosted Youth Fest for high students on March 7.



What's Next



Upcoming Events

Mental Health First Aid Training (Virtual)	Various Dates
ASIST Training	TBD
Youth Fest- Young Adult	April 26
Live Better Together: Mental Health & Wellness Fest	May 9
Live Your Bet Life Conference: Healthy Habits	June 7

Learn More



Scan the QR Code

Youth Services

6.9

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

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

Working group completed Positive Youth Development Training in Fall 2023 and completed PYD Collaborative in April. The working-group members will be recognized on April 9 at the TYAN collaborative meeting. The coalition will also offer PYD Training for community partners as the coalition expands in Fall 2024/2025.

This work began in May 2023 and funded at \$100,000 through April 2024 through TYAN.

Priority Areas

YOUTH TASK FORCE

Next Steps :

- YTF participated in the Spring Carnival hosted by the City of San Marcos.
- YTF also held their valentines day loteria at Stone Brook Senior Assisted Living Center.
- YTF will host Live Your Best Life Conference on June 7, 2024.

SMTX MENTAL HEALTH COALITION

Next Steps :

- MHFA has been scheduled through July 2024 with both virtual and in-person options for the community.
- 100 additional spots for members in the Hays County to participate in ASIST Trainings have been added for 2024.
- The Coalition will host the Live Better Together Mental Health & Wellness Fest in May during Mental Health Awareness Month.
 - This event will feature an Art Exhibit for Middle School, High School and Young Adults ages 11-24yrs

MENTORING PARTERNSHIPS

Next Steps :

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

COMMUNITY ACTION CREDIT CARD POLICY

Corporate Cards are issued to program directors and their proxies in good standing only upon approval of the Executive Director when deemed necessary due to purchasing and operational responsibilities. Corporate Cards are to be used for business related purposes. Cash advances drawn from credit cards are not allowed.

Use of the Corporate Card is authorized for the purchase of local and domestic travel and goods and services on behalf of the Agency when vendor does not accept a PO for the purchase. Use of a credit card should not circumvent the Agency Purchasing Policies including the requirement to obtain a purchase order (“PO”) when required, prior to using the credit card for the purchase.

Corporate Card Limits

Each Card will be limited to a maximum set by the Executive Director who determines the limit on the basis of expected need and available budget.

Credit Cards will be issued to the following programs based on set monthly spending limitations:

Head Start \$10,000

Health Services \$10,000

Home Visiting ~~\$3000~~ \$10,000

Adult Education ~~\$3000~~ \$10,000

Community Services, Youth Services, and Admin./Shared will use Fiscal Officer’s or Executive Director’s corporate card.

If for any reason a program must exceed the monthly purchasing limit, the program director must obtain prior approval from Executive Director before making the purchase.

Cardholders and their proxies must not exceed the credit limits that have been set for their Cards and must use their Cards in accordance with all Agency policies, including but not limited to:

- Procurement and expenditure policies and Budgetary restraints.
- All applicable government laws and regulations.

Internal and external auditors may perform periodic audits of Card use. All employees must fully cooperate and make all documents available when requested by auditors. Individuals who do not adhere to these policies and procedures risk revocation of their Card privileges and/or disciplinary action including termination of employment or prosecution.

The use of each Card is governed by the conditions set out in this policy and the relevant Cardholders’ Responsibility Statement by the bank issuing each Card. Cardholders and their proxies are responsible for ensuring that they adhere to this policy and the bank’s policies.

Any employee who receives a Corporate Card must sign the Cardholder Agreement form acknowledging that they have reviewed and agree to comply with this and any related policies.

PROCEDURES

Cardholder Record Keeping and Retention

Detailed receipts must be submitted to Accounts Payable within 7 working business days of receipt of Card statements to enable timely payment of amounts due.

Cardholders and their proxies must retain transactional evidence to support all charges. An acceptable receipt for expenses on the Card is an original receipt (which may include a receipt emailed by the vendor). Card purchases without receipts are ultimately the responsibility of the Cardholder.

Cardholders must reconcile original receipts to the credit card monthly statements and forward the approved statement and receipts to Fiscal Officer for further processing.

Cardholder must provide appropriate accounting codes on every receipt.

Cardholders should keep a copy of the card on file for his/her own records (back and front)

Reimbursement for return of goods and/or services must be credited directly to the Card. The Cardholder and their proxies should receive no cash for return of goods.

Lost or stolen Cards must be cancelled immediately by the Cardholder by contacting the Lost/Stolen Cards Unit of the credit card bank along with notifying the Executive Director.

Prior to departure or termination from the Agency, the Cardholder must reconcile all expenditures on his/her card account. The card must be surrendered upon termination of employment or other request to the Executive Director.

Credit Card should be kept in a secure location when not in use.

Cardholder should maintain a sign-out sheet when allowing another staff member to be in possession of the card.

I have received an agency credit card. I also have read and understood Community Action's Credit Card Policies and Procedures above and will adhere to all requirements set out in this document.

Name

Signature

Date

Citizenship and Integration Grant Program

The main goal of the grant program has generally been to provide citizenship instruction and application assistance to lawful permanent residents (LPRs). Recipients of the Citizenship and Integration Grant Program have included various types of organizations such as community and faith-based groups, public libraries, and adult education and literacy organizations.

Proposed services **must** include the following two components:

1.) Citizenship Instruction Services:

Educational services that provide enrolled LPRs with the skills and knowledge needed to prepare for citizenship, including instruction in English as a Second Language (ESL), U.S. history and government, and the naturalization process.

2.) Naturalization Application Services:

Within the scope of the authorized practice of immigration law, grant recipients must assist eligible program participants in preparing and submitting Form N-400, Application for Naturalization, preparing for the naturalization interview, and providing ongoing case management as needed.

Maximum Award Amount

\$300,000

Period of Performance

24 months

COMMUNITY ACTION, INC. OF CENTRAL TEXAS				
				F
Proposed FY 2024-2025 Senior Citizens Program Budget				
				Total
Categories	HAYS CO.	CITY OF SM	CAPCO	SRS BUDGET
Personnel				
Center Director - San Marcos 35 hrs/wk - 52 wks @16 \$23,400.00	\$11,250.00	\$7,815.00	\$10,300.00	\$29,365.00
Activity Specialist 25 hrs/wk - 50 wks @11.00 \$13,750.00	\$8,500.00	\$1,150.00	\$6,250.00	\$15,900.00
Community Services Director 6 hrs/wk - 52 wks @25 \$7,800.00	\$0.00	\$0.00	\$2,000.00	\$2,000.00
Total Personnel Costs	\$19,750.00	\$8,965.00	\$18,550.00	\$47,265.00
Fringe Benefits	\$4,525.00	\$2,402.00	\$7,340.00	\$14,267.00
Total Personnel with Fringe	\$24,275.00	\$11,367.00	\$25,890.00	\$61,532.00
Meals and Food	\$0.00	\$0.00	\$0.00	\$0.00
Special Holiday Meals (Thankg. etc)		\$300.00	\$350.00	\$650.00
Materials and Supplies				
Office Supplies	\$700.00	\$1,000.00	\$1,000.00	\$2,700.00
Arts & Crafts / Recreation Supplies	\$0.00	\$0.00	\$1,000.00	\$1,000.00
Total Materials and Supplies	\$700.00	\$1,000.00	\$2,000.00	\$3,700.00
Occupancy Costs				
Building Maintenance	\$0.00	\$0.00	\$8,000.00	\$8,000.00
Utilities	\$2,525.00	\$3,748.00	\$2,440.00	\$8,713.00
Alarm	\$0.00	\$700.00	\$875.00	\$1,575.00
Janitorial	\$0.00	\$800.00	\$4,400.00	\$5,200.00
Equipment Maintenance	\$0.00	\$800.00	\$500.00	\$1,300.00
Building / Liability Insurance	\$0.00	\$100.00	\$300.00	\$400.00
Total Occupancy Costs	\$2,525.00	\$6,148.00	\$16,515.00	\$25,188.00
Transport and Travel				
	\$0.00	\$200.00	\$0.00	\$200.00
Other General Costs				
Telephone/Internet	\$0.00	\$800.00	\$900.00	\$1,700.00
Postage	\$0.00	\$50.00	\$45.00	\$95.00
Staff Development	\$0.00	\$135.00	\$0.00	\$135.00
Advertising	\$0.00	\$0.00	\$0.00	\$0.00
Audit	\$0.00	\$0.00	\$0.00	\$0.00
Total Other General Costs	\$0.00	\$985.00	\$945.00	\$1,930.00
Grand Total	\$27,500.00	\$20,000.00	\$45,700.00	\$93,200.00

Texas Workforce Childcare Apprenticeship Grant

Project Description:

This Request for Application (RFA) seeks Applicants to foster sustainable career pathways that increase the availability of qualified Early Childhood Educators through the development of Registered Apprenticeship Programs (RAPs), which combines on the job learning with related classroom instruction. Early Childhood Education RAPs will assist in improving the education and training that Early Childhood Educators receive, thus allowing them to improve their understanding of child development and improve the quality of child care. CAICT's Adult Education and Head Start programs currently work together to offer a CDA credentialing trainings to Head Start staff. This grant will expand the offerings to other childcare and Head Start Centers in the area that have staff in need of the trainings.

Due May 29, 2024

Estimated start date: November 2024

Requesting: up to \$300k

Job Abandonment Policy

Community Action, Inc. of Central Texas expects employees to report for work on time for every scheduled shift. An employee who is unable to report to work at the designated time is required to notify the department supervisor as soon as practicable but no later than the employee's scheduled start time in accordance with the sick leave policy. Employees who fail to report to work for three consecutive business days without notifying the company of the absence will be considered as having voluntarily resigned as a result of job abandonment.

If the employee is unable to contact the company for any absence, the employee should ask a representative (such as a family member or friend) to do so on the employee's behalf. If the employee or a representative is unable to contact Community Action, Inc. of Central Texas Human Resources Department due to extreme circumstances (such as a medical emergency or natural disaster that prohibits the employee or a representative from contacting the company within three days), the employee or the employee's representative must contact the company as soon as practicable to explain the situation. In extreme circumstances, the employer will consider the explanation and its timing before determining if the voluntary resignation will be upheld.

Current Policy:

LIMITATIONS ON LEAVES OF ABSENCE

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



Piper Family

- Piper family selected in Nov 2023 as a Season for Caring recipient
- Since November the family has received numerous donations from the community based on their wish list
- Items included new appliances, clothing, household items, cleaning supplies, sensory toys, trampoline, paying off her vehicle to lessen her financial burden