



EXECUTIVE COMMITTEE MEETING

Wednesday, November 12, 2025 at 1:00 p.m.

Concho Valley Council of Governments

5430 Link Rd, San Angelo, Texas 76904 and via Teleconference

The meeting place is accessible to persons with disabilities. If assistance is needed to observe or comment, please call the CVCOG office at 325-944-9666 at least 24 hours prior to the meeting.

Join By Zoom Teleconference - <https://us06web.zoom.us/j/86413704212>

*Meeting ID: **864 1370 4212** *Passcode: **423965**

833 548 0282 US Toll-free

877 853 5247 US Toll-free

888 788 0099 US Toll-free

833 548 0276 US Toll-free

Agenda

NOTICE: The Concho Valley Council of Governments may discuss, deliberate and take all appropriate action on any matter listed on this Agenda. Items on this Agenda may be taken out of the order listed. The Executive Committee reserves the right to deliberate in closed session pursuant to 551 of the Texas Government Code. Public comment is limited to five minutes per person on any agenda item.

BUSINESS

1. Determination of Quorum and Call to Order
2. Invocation and Pledge of Allegiance
3. Public Comment
4. Consent Agenda
 - a. Consider and take appropriate action concerning the minutes from the October 8, 2025 Meeting.
 - b. Consider and take appropriate action concerning the Staff Travel Report August 2025.

REGULAR AGENDA

5. Consider and take appropriate action concerning Checks in excess of \$2,000 for August 2025.
6. Consider and take appropriate action concerning the Budget Comparison Report for Head Start Nutrition Grant H08 FY 24-25, YTD October 1, 2024 through August 31, 2025.
7. Consider and take appropriate action concerning the Budget Comparison Report for Head Start Grant H09 FY 25-26, YTD June 1, 2025 through August 31, 2025.
8. Consider and take appropriate action concerning the Head Start Credit Card/Open Account Summary for August 2025.

9. Consider and take appropriate action concerning the Budget Comparison Report for Head Start Nutrition Grant H08 FY 24-25, YTD October 1, 2024 through September 30, 2025.
10. Consider and take appropriate action concerning the Budget Comparison Report for Head Start Grant H09 FY 25-26, YTD June 1, 2025 through September 30, 2025.
11. Consider and take appropriate action concerning the Head Start Credit Card/Open Account Summary for September 2025.
12. Consider and take appropriate action concerning the revisions to the CVCOG Early Head Start/Head Start - Mission, Vision, and Values Statement.
13. Consider and take appropriate action concerning the CVCOG Early Head Start/Head Start Policies and Procedures.
14. Consider and take appropriate action concerning the CVCOG Employee Handbook revisions.
15. Consider and take appropriate action concerning the request to execute a contract with RS&H, Inc. for the purpose of conducting a regional spaceport feasibility study in an amount not to exceed \$475,000.00.
16. Consider and take appropriate action regarding the authorization to remove John Austin Stokes, former Executive Director of the Concho Valley Council of Governments (CVCOG), and to add Daniel Martinez, Director of Senior Volunteer Programs, as an authorized check signer on all CVCOG checking accounts.
17. Information Items and Reports
 - a. Access and Assistance Update – Toni Roberts, Director of AaA
 - b. Review of the CVCOG Monthly Financials for August 2025 (Balance Sheet, Schedule of Revenue by Source, and Cash Flow) – Michael Meek, Director of Finance
 - c. CVCOG Head Start Director's Report for August/September 2025 – Carolina Raymond, Director of Head Start
 - d. CVCOG Report – Erin Hernandez, Executive Director
18. Consideration of any other business.
19. Adjournment

The Concho Valley Council of Governments reserves the right to conduct an executive/closed session at any time during the course of this meeting to discuss any matter listed on the agenda posted for this meeting, as needed, pursuant to one or more authorized and applicable exceptions to an open meeting described in Chapter 551 of the Texas Government Code (the Texas Open Meeting Act), including but not limited to the following statutory exceptions: Texas Government Code Sections 551.071 and 551.129 (Consultation with Attorney), 551.072 (Deliberation Regarding Real Property), 551.073 (Deliberation Regarding Prospective Gift or Donation), 551.074 (Personnel Matters), 551.076 and 551.089 (Deliberation Regarding Security Devices or Security Audits), or 551.087 (Deliberation Regarding Economic Development Negotiations).

Posted in accordance with the Texas Government Code, Title V, Chapter 551, Section .053 this, 5th day of November 2025.

Erin M.
Hernandez

Digitally signed by Erin M.
Hernandez
Date: 2025.11.05
16:52:56 -06'00'

Erin Hernandez, Executive Director



EXECUTIVE COMMITTEE MEETING MINUTES

Wednesday, October 8, 2025

The Executive Committee of the Concho Valley Council of Governments met on Wednesday, October 8, 2025 at 1:15 p.m. at 5430 Link Rd., San Angelo, Texas 76904 and via Zoom Teleconference.

Members present were:

Hal Rose, Chairman, Kimble County Judge
Frank Tambunga, Vice-Chairman, Crockett County Judge
Sheree Hardin, Secretary, Mason County Judge via Zoom
Charlie Bradley, Schleicher County Judge
Brandon Corbin, Menard County Judge
Belinda Counts, Sterling County Judge
Molly Criner, Irion County Judge
Bill Dendle, San Angelo ISD Board Member
David Dillard, Concho County Judge
Jim O'Bryan, Reagan County Judge
Souli Shanklin, Edwards County Judge
Hal Spain, Coke County Judge
Frank Trull, McCulloch County Judge

Members absent were:

Lane Carter, Tom Green County Judge
Jody Harris, Sutton County Judge

Guests present were:

Bobbi Hanson, West Texas Regional Director at U. S. Senator Ted Cruz via Zoom
Lori Wilson, District Director for State Representative Drew Darby

BUSINESS

Judge Hal Rose announced the presence of a quorum and called the meeting to order at 1:27 p.m.

Judge Hal Rose asked that we dispense with the invocation and the Pledge of Allegiance since we had just completed these two items at the General Assembly.

APPROVAL of the Consent Agenda

- a. Judge Charlie Bradley made a motion to approve the Meeting Minutes from September 10, 2025. Judge Souli Shanklin seconded the motion. No questions or discussion. The motion passed unanimously.

Closed Session

Judge Hal Rose announced item 5 – Closed Session. At 1:28 p.m. Judge Souli Shanklin made a motion to enter the closed session. Judge Charley Bradley seconded the motion. No questions or discussion. The motion passed unanimously.

Judge Souli Shanklin made a motion to reconvene the Executive Committee meeting at 1:43 p.m. Judge Charlie Bradley seconded the motion. No questions or discussion. The motion passed unanimously.

APPROVAL of the appointment of Erin Hernandez as the new Executive Director

Hal Rose, Kimble County Judge, presented the appointment of Erin Hernandez as the new Executive Director for approval. Judge Souli Shanklin made a motion to approve the appointment as presented. Judge Molly Criner seconded the motion. No questions or discussion. The motion passed unanimously.

ADJOURNMENT

There being no further business to discuss, Judge Souli Shanklin made a motion to adjourn the meeting. Judge Frank Tambunga seconded the motion. Judge Hal Rose adjourned the meeting at 1:49 p.m.

Duly adopted at a meeting of the Executive Committee of the Concho Valley Council of Governments on this 12th day of November 2025.

Judge Hal Rose, Chairman

Judge Frank Tambunga, Vice-Chairman

Concho Valley Council of Governments
Travel Report
For the month of August 2025

Employee Name	Program	Nature of Travel	Destination	Dates	Estimated Travel Cost	Travel Advances
John Austin Stokes (JAS)	ADMIN	Space Networking Event / Meet with TX Space Commission	Austin, TX	08/20/25-08/22/25	865.88	450.68
					\$ 865.88	\$ 450.68

CVCOG
Check/Voucher Register
From 8/1/2025 Through 8/31/2025

Docum... Number	Document Date	Name	Transaction Description	Document Amount
197494	8/5/2025	Angelo Painters	Day HS Phase 3 - powerwash, prep, and paint cinder block, fa	13,000.00
	8/5/2025	Angelo Painters	Day HS Phase 2 - powerwash, prep, and paint cinder block, fa	12,800.00
197495	8/5/2025	BLUE CROSS AND BLUE SHIELD OF TEXAS	029143 CVCOG Group Health 08/01/25-08/31/25	178,994.22
197498	8/5/2025	CITY OF ELDORADO	Solid Waste Pass Through Grant	6,900.00
197505	8/5/2025	MENARD COUNTY	Solid Waste Pass Through Grant	17,295.45
197508	8/5/2025	Huseman Logistics Inc	Professional moving services from Rio Vista Head Start to Sa	14,807.50
197513	8/12/2025	CITY OF MENARD	Solid Waste Pass Through Grant	14,500.00
197516	8/12/2025	TEXAS DEPARTMENT OF INFORMATION RESOURCES	911 Cstmr Code PA30000TSD ESINet AVPN Managed Circuits and M	40,027.51
197527	8/12/2025	Roderick Mays dba Ready Maids Cleaning Services LLC	5430 Link - July 2025 Janitorial Srvcs	12,250.00
197528	8/12/2025	Affirm Foundation Repair	1366681542 Foundation Repairs	3,850.00
197529	8/12/2025	Sysco West Texas	San Jacinto HS/EHS purchase of nutrition items for children	3,488.11
197534	8/19/2025	Angelo Painters	Day HS Phase 1 - powerwash, prep, and paint cinder block, fa	8,700.00
	8/19/2025	Angelo Painters	Day HS/EHS Payment for replacing the rotted wood on the fasc	3,000.00
197535	8/19/2025	AT&T -5001	911 91514006536056 Monitoring Srvc 08/01/25-08/31/25	2,070.00
197537	8/19/2025	BLUE 360 MEDIA, LLC	Law Books for region	8,200.00
197539	8/19/2025	CITY OF SAN ANGELO AGING PROGRAM	Congregate Meals COSA 05-25	3,535.96
	8/19/2025	CITY OF SAN ANGELO AGING PROGRAM	Congregate Meals COSA 06-25	4,006.34
197542	8/19/2025	CVCOG TRANSIT DISTRICT	AAA Urban Trips for July 2025 billing period 07/01/25-07/31/	2,300.00
197544	8/19/2025	DELL MARKETING LP	Purchase of computer servers for public safety 9-1-1	26,465.65
197550	8/19/2025	Q PRINTING & DESIGN	Day EHS, Menard EHS, San Jacinto EHS purchase of infant (15,	2,038.00
197555	8/19/2025	TELEPHONE PROFESSIONAL COMMUNICATION INC	San Jacinto HS/EHS service to move phone system from Rio Vis	2,300.00
197558	8/19/2025	TriTex Fence Co	Purchase of installation of fencing the playgrounds at San J	18,925.00
197568	8/26/2025	TEXAS DEPARTMENT OF INFORMATION RESOURCES	911 Cstmr Code PA30000TSD ESINet AVPN Managed Circuits and M	41,072.90
197570	8/26/2025	ENVIRONMENTAL SYSTEMS RESEARCH INSTITUTE, IN...	Annual ESRI Licensing renewal 09/04/25-09/03/26	25,036.40
197575	8/26/2025	NATIONWIDE RETIREMENT SOLUTIONS	NACO & Roth 457B payroll 8/15/2025	3,725.00
197577	8/26/2025	The Sanborn Map Company Inc.	MapGeo Subscription Year 2 of 2 for billing period 07/01/25-	5,924.10
197580	8/26/2025	Sysco West Texas	Day HS/EHS purchase of nutrition items for children and kitc	5,291.39
	8/26/2025	Sysco West Texas	Ozona HS purchase of nutrition items for children and kitche	3,338.66
	8/26/2025	Sysco West Texas	Day HS/EHS purchase of nutrition items for children and kitc	3,505.42
	8/26/2025	Sysco West Texas	San Jacinto HS/EHS purchase of nutrition items for children	4,141.85
197581	8/26/2025	TML INTERGOVERNMENTAL RISK POOL	08012025 Auto liability, errors & omissions, general liabili	14,510.14
197582	8/26/2025	Transcend Blinds and Shutters LLC	San Jacinto HS/EHS purchase and installation of blinds for r	3,563.30
197583	8/26/2025	True Tex Plumbing LLC	San Jacinto HS/EHS service and materials to install, connect	5,667.00
197586	8/26/2025	WESTERN STATES COMMUNICATIONS, INC.	UPS chassis, batteries and installation service for Edwards	17,591.75
	8/26/2025	WESTERN STATES COMMUNICATIONS, INC.	Under Desk Uninterrupted Power Supply (UPS) towers for GIS s	2,558.93
Report Total				535,380.58

CVCOG

Summary Budget Comparison - DIR-Grant H08, CACFP Head Start Nutrition 24-25

From 10/1/2024 Through 8/31/2025

Account Code	Account Title	YTD Budget \$ - Original	YTD Actual	Current Period Actual	YTD Budget \$ Variance	Percent Total Budget Used - Original
H08	Grant H08, CACFP Head Start Nutrition FY 24-25					
004	Revenue					
4221000	CACFP Nutrition CFDA 10.558	769,173.60	491,463.46	491,463.46	(277,710.14)	63.89%
Total 004	Revenue	769,173.60	491,463.46	491,463.46	(277,710.14)	63.89%
407	Head Start Nutrition					
5110000	General Wages	89,114.62	52,179.85	52,179.85	36,934.77	58.55%
5151000	Medicare Tax	1,292.00	676.92	676.92	615.08	52.39%
5172000	Workers Comp Insurance	3,433.00	2,628.48	2,628.48	804.52	76.56%
5173000	SUTA	313.61	313.61	313.61	0.00	100.00%
5174000	Health Insurance Benefit	34,893.50	14,641.92	14,641.92	20,251.58	41.96%
5175000	Dental Insurance Benefit	1,462.00	513.02	513.02	948.98	35.09%
5176000	Life Insurance Benefit	706.00	256.71	256.71	449.29	36.36%
5177000	HSA Insurance Benefit	3,868.00	88.88	88.88	3,779.12	2.29%
5181000	Retirement	9,912.00	5,739.83	5,739.83	4,172.17	57.90%
5199000	Indirect Allocation	5,546.89	5,546.89	5,546.89	0.00	100.00%
5291000	Contract Services	31,500.00	150.00	150.00	31,350.00	0.47%
5295000	HS Nutrition Service	480,931.98	337,128.22	337,128.22	143,803.76	70.09%
5513000	HS Food Serv Sup	106,000.00	94,651.53	94,651.53	11,348.47	89.29%
5761000	Communications	200.00	0.00	0.00	200.00	0.00%
Total 407	Head Start Nutrition	(769,173.60)	(514,515.86)	(514,515.86)	254,657.74	66.89%
Report Difference		0.00	(23,052.40)	(23,052.40)	(23,052.40)	100.00%

CVCOG

Summary Budget Comparison - DIR-Grant H09, Head Start FY 25-26
From 6/1/2025 Through 8/31/2025

Account Code	Account Title	YTD Budget \$ - Original	YTD Actual	YTD Budget \$ Variance - Original	Percent Total Budget Used - Original
H09	HHS Grant H09 06CH013199-01, Head Start FY 25-26				
004	Revenue				
4173000	HHS-ACF Head Start CFDA 93.600	7,413,457.00	1,870,177.67	(5,543,279.33)	25.22%
4411000	IK Contributions	1,853,365.00	175,992.98	(1,677,372.02)	9.49%
4523000	Local Revenue	250.00	225.89	(24.11)	90.35%
Total 004	Revenue	9,267,072.00	2,046,396.54	(7,220,885.46)	22.08%
400	Head Start CAN NO 9-G064122				
5110000	General Wages	2,505,373.24	598,991.97	1,906,381.27	23.90%
5119000	Holiday Work Time	270.00	266.40	3.60	98.66%
5150000	Vacation Time Allocation	25,000.00	7,357.09	17,642.91	29.42%
5151000	Medicare Tax	34,607.14	8,368.88	26,238.26	24.18%
5172000	Workers Comp Insurance	38,586.89	8,757.00	29,829.89	22.69%
5173000	SUTA	7,967.56	223.15	7,744.41	2.80%
5174000	Health Insurance Benefit	640,663.94	178,836.43	461,827.51	27.91%
5175000	Dental Insurance Benefit	24,861.65	6,133.35	18,728.30	24.66%
5176000	Life Insurance Benefit	8,959.26	4,350.94	4,608.32	48.56%
5177000	HSA Insurance Benefit	10,000.00	628.86	9,371.14	6.28%
5181000	Retirement	262,536.92	65,918.35	196,618.57	25.10%
5199000	Indirect Allocation	271,453.75	63,348.03	208,105.72	23.33%
5200000	Employee Health and Welfare	26,423.40	0.00	26,423.40	0.00%
5206000	HR Service Center	138,389.54	37,208.41	101,181.13	26.88%
5207000	Procurement Service Center	56,154.01	21,543.40	34,610.61	38.36%
5208000	Information Technology Service Center	78,104.38	22,934.84	55,169.54	29.36%
5291000	Contract Services	44,910.00	24,831.80	20,078.20	55.29%
5293000	HS Health & Disab Svc	200.00	0.00	200.00	0.00%
5294000	HS Policy Council	2,334.99	0.00	2,334.99	0.00%
5295000	HS Nutrition Service	15,952.77	0.00	15,952.77	0.00%
5296000	HS Parent Service	4,590.00	4,173.67	416.33	90.92%
5309000	Travel-In Region	5,276.48	0.00	5,276.48	0.00%
5351000	Fuel	1,000.00	298.42	701.58	29.84%
5361000	Vehicle Maintenance	550.00	0.00	550.00	0.00%
5413000	HS Site Rent	104,278.80	48,831.93	55,446.87	46.82%
5433000	HS Site Center Utilities	75,203.39	11,685.63	63,517.76	15.53%
5451000	Facility Allocation	60,105.21	13,197.79	46,907.42	21.95%
5453000	HS Site Center Bldg Maint	122,756.74	96,635.08	26,121.66	78.72%
5510000	Supplies	51,445.38	17,826.79	33,618.59	34.65%
5512000	HS Class Room Supplies	153,897.19	19,153.25	134,743.94	12.44%
5514000	HS Medical Supplies	3,517.65	1,414.62	2,103.03	40.21%
5515000	HS Disability Supplies	3,517.65	0.00	3,517.65	0.00%

CVCOG

Summary Budget Comparison - DIR-Grant H09, Head Start FY 25-26
From 6/1/2025 Through 8/31/2025

Account Code	Account Title	YTD Budget \$ - Original	YTD Actual	YTD Budget \$ Variance - Original	Percent Total Budget Used - Original
5518000	HS Diapers and Wipes	7,250.00	0.00	7,250.00	0.00%
5622000	Internal Computer/Software	40,398.00	15,758.84	24,639.16	39.00%
5632000	Copier	32,039.23	7,688.52	24,350.71	23.99%
5711000	Insurance	7,769.10	1,727.47	6,041.63	22.23%
5721000	Printing	3,957.36	0.00	3,957.36	0.00%
5722000	Ads & Promotions	2,198.53	0.00	2,198.53	0.00%
5753000	Dues and fees	2,032.28	303.31	1,728.97	14.92%
5760000	HS Site Center Communications	19,380.04	3,780.51	15,599.53	19.50%
5762000	Postage/freight	1,319.12	181.49	1,137.63	13.75%
5796000	Safety	1,800.41	142.60	1,657.81	7.92%
Total 400	Head Start CAN NO 9-G064122	(4,897,032.00)	(1,292,498.82)	3,604,533.18	26.39%
401	Early Head Start CAN NO 9-G064122				
5110000	General Wages	1,307,371.24	315,477.08	991,894.16	24.13%
5150000	Vacation Time Allocation	7,100.00	1,320.72	5,779.28	18.60%
5151000	Medicare Tax	18,099.94	4,397.61	13,702.33	24.29%
5172000	Workers Comp Insurance	17,609.38	3,894.17	13,715.21	22.11%
5173000	SUTA	3,642.44	78.01	3,564.43	2.14%
5174000	Health Insurance Benefit	351,772.50	91,086.39	260,686.11	25.89%
5175000	Dental Insurance Benefit	13,727.68	3,297.97	10,429.71	24.02%
5176000	Life Insurance Benefit	4,706.57	2,343.98	2,362.59	49.80%
5177000	HSA Insurance Benefit	7,500.00	408.80	7,091.20	5.45%
5181000	Retirement	137,309.92	34,702.48	102,607.44	25.27%
5199000	Indirect Allocation	142,198.95	32,904.33	109,294.62	23.13%
5200000	Employee Health and Welfare	120,060.74	0.00	120,060.74	0.00%
5206000	HR Service Center	49,912.46	3,887.48	46,024.98	7.78%
5207000	Procurement Service Center	7,699.99	2,059.77	5,640.22	26.75%
5208000	Information Technology Service Center	28,169.62	2,461.74	25,707.88	8.73%
5291000	Contract Services	36,985.00	2,935.49	34,049.51	7.93%
5293000	HS Health & Disab Svc	50.00	0.00	50.00	0.00%
5294000	HS Policy Council	43.41	0.00	43.41	0.00%
5295000	HS Nutrition Service	25.00	0.00	25.00	0.00%
5296000	HS Parent Service	605.00	548.86	56.14	90.72%
5309000	Travel-In Region	723.52	0.00	723.52	0.00%
5351000	Fuel	100.00	71.95	28.05	71.95%
5413000	HS Site Rent	27,788.79	7,407.67	20,381.12	26.65%
5433000	HS Site Center Utilities	26,302.23	1,987.02	24,315.21	7.55%
5451000	Facility Allocation	8,241.79	1,459.08	6,782.71	17.70%
5453000	HS Site Center Bldg Maint	45,204.19	11,265.80	33,938.39	24.92%
5510000	Supplies	18,554.62	2,551.98	16,002.64	13.75%

CVCOG

Summary Budget Comparison - DIR-Grant H09, Head Start FY 25-26
From 6/1/2025 Through 8/31/2025

Account Code	Account Title	YTD Budget \$ - Original	YTD Actual	YTD Budget \$ Variance - Original	Percent Total Budget Used - Original
5512000	HS Class Room Supplies	21,102.81	1,511.34	19,591.47	7.16%
5514000	HS Medical Supplies	482.35	181.49	300.86	37.62%
5515000	HS Disability Supplies	482.35	0.00	482.35	0.00%
5518000	HS Diapers and Wipes	3,500.00	859.87	2,640.13	24.56%
5622000	Internal Computer/Software	7,946.78	5,634.05	2,312.73	70.89%
5632000	Copier	6,225.77	857.56	5,368.21	13.77%
5711000	Insurance	1,736.10	83.06	1,653.04	4.78%
5721000	Printing	2,038.49	2,038.00	0.49	99.97%
5722000	Ads & Promotions	301.47	0.00	301.47	0.00%
5753000	Dues and fees	580.97	16.24	564.73	2.79%
5760000	HS Site Center Communications	3,931.36	488.80	3,442.56	12.43%
5762000	Postage/freight	180.88	0.00	180.88	0.00%
5796000	Safety	728.69	57.05	671.64	7.82%
Total 401	Early Head Start CAN NO 9-G064122	(2,430,743.00)	(538,275.84)	1,892,467.16	22.14%
402	Head Start T&TA CAN NO 9-G064120				
5308000	Head Start T & T A	56,824.00	36,100.39	20,723.61	63.53%
Total 402	Head Start T&TA CAN NO 9-G064120	(56,824.00)	(36,100.39)	20,723.61	63.53%
403	Early Head Start T&TA CAN NO 9-G064121				
5308000	Head Start T & T A	28,858.00	6,587.50	22,270.50	22.82%
Total 403	Early Head Start T&TA CAN NO 9-G064121	(28,858.00)	(6,587.50)	22,270.50	22.83%
409	Head Start InKind				
6791000	InKind Other	1,853,365.00	175,992.98	1,677,372.02	9.49%
Total 409	Head Start InKind	(1,853,365.00)	(175,992.98)	1,677,372.02	9.50%
997	Non Project				
5291000	Contract Services	210.00	0.00	210.00	0.00%
5510000	Supplies	250.00	225.89	24.11	90.35%
Total 997	Non Project	(460.00)	(225.89)	234.11	48.91%
Total Expenditures		-9,267,282.00	-2,049,681.42		

CVCOG

Summary Budget Comparison - DIR-Grant H09, Head Start FY 25-26
From 6/1/2025 Through 8/31/2025

Account Code	Account Title	YTD Budget \$ - Original	YTD Actual	YTD Budget \$ Variance - Original	Percent Total Budget Used - Original
		BUDGETED	ACTUAL EXP		
	Head Start (Project 400, 402)	(4,953,856.00)	(1,328,599.21)	26.82%	
	Early Head Start (Project 401, 403)	(2,459,601.00)	(544,863.34)	22.15%	
	CACFP (Project 407)			#DIV/0!	
	Total Federal	(7,413,457.00)	(1,873,462.55)	25.27%	
	Total Non-Federal, includes any Local Funds	(1,853,825.00)	(176,218.87)	9.51%	
	Grand Total Head Start Expenditures	(9,267,282.00)	(2,049,681.42)	22.12%	
	Non-Federal Percentage of Total Expenditures	8.60%	match of 20%		
	Head Start Admin Expenditures	70,354.03			
	Administrative Indirect Expenditures	96,252.36			
	Total Administrative Costs	166,606.39			
	Administrative Percentage of Approved Budget	8.13%	max of 15%		

Head Start Credit Card/Open Account Transactions Summary
(Detail Attached)

Head Start Transactions	August, 2025
Citibank P-Card	2,336.81
Dean's Dairy	4,076.07
First Financial Credit Card	
Lowes Pay and Save	195.71
Sysco Food Services	34,036.05
LakeShore Learning	7,341.97
West Texas Fire Extinguisher	1,005.57
	<u>\$ 48,992.18</u>

CVCOG
Vendor Activity - Head Start Citibank P-Card
H08 - Grant H08, CACFP Head Start Nutrition FY 24-25
From 8/1/2025 Through 8/31/2025

<u>Line Item Code</u>	<u>Line Item Title</u>	<u>Document Date</u>	<u>Document Number</u>	<u>Document Description</u>	<u>Expenses</u>
5295000	HS Nutrition Service	8/4/2025	033106	Day HS/EHS and San Jacinto HS/EHS purchase of oat and soy milks and Pediasure CB HS	111.96
5295000	HS Nutrition Service	8/6/2025	046083	San Jacinto HS/EHS purchase of bananas and trash cans CB HS	11.18
5295000	HS Nutrition Service	8/15/2025	095726	San Jacinto HS/EHS purchase of nutrition items and kitchen supplies CB FAC	35.88
5295000	HS Nutrition Service	8/18/2025	020338	Day EHS and San Jacinto HS/EHS purchase of baby food, formula, and non-dairy milk CB HS2	396.22
5295000	HS Nutrition Service	8/18/2025	045990	Day HS/EHS purchase of cucumbers CB HS2	13.44
5295000	HS Nutrition Service	8/19/2025	078930	San Jacinto HS/EHS purchase of carrots CB HS2	29.66
5295000	HS Nutrition Service	8/21/2025	045241	San Jacinto HS/EHS purchase of non-dairy milk and office supplies CB HS2	18.46
5295000	HS Nutrition Service	8/21/2025	077043	Day HS/EHS purchase of nutrition items CB HS2	53.68
5513000	HS Food Serv Sup	7/29/2025	12615	San Jacinto HS/EHS service and materials to hook up RO system CBG	155.00
5513000	HS Food Serv Sup	8/5/2025	0915546-4833835	Ozona HS Purchase of shelving unit for kitchen CBG	74.99
5513000	HS Food Serv Sup	8/12/2025	3597	San Jacinto HS/EHS service to disconnect dishwasher at Rio Vista center for move to San Jacinto CBG2	150.00
5513000	HS Food Serv Sup	8/13/2025	0999710-3122637	Ozona HS purchase of dish cloths and plastic utensils CBG2	48.87
5513000	HS Food Serv Sup	8/13/2025	12809	San Jacinto HS/EHS purchase of water softener tank for kitchen CBG2	470.00
5513000	HS Food Serv Sup	8/13/2025	8016259-5387408	Plates, bowls, and utensils (8 sets each) for San Jacinto Head Start Center CBG2	359.60

CVCOG
Vendor Activity - Head Start Citibank P-Card
H08 - Grant H08, CACFP Head Start Nutrition FY 24-25
From 8/1/2025 Through 8/31/2025

<u>Line Item Code</u>	<u>Line Item Title</u>	<u>Document Date</u>	<u>Document Number</u>	<u>Document Description</u>	<u>Expenses</u>
5513000	HS Food Serv Sup	8/15/2025	095726	San Jacinto HS/EHS purchase of nutrition items and kitchen supplies CB FAC	368.70
5513000	HS Food Serv Sup	8/18/2025	1649009-8878643	Produce slicer/chopper for Day Head Start Center CBG2	39.17
					2,336.81
Total H08 - Grant H08, CACFP Head Start Nutrition FY 24-25					2,336.81
Report Opening/Current Balance					
Report Transaction Totals					2,336.81
Report Current Balances					

CVCOG
Vendor Activity - Head Start Deans Dairy Corporate
H08 - Grant H08, CACFP Head Start Nutrition FY 24-25
From 8/1/2025 Through 8/31/2025

Line Item Code	Line Item Title	Document Date	Document Number	Document Description	Expenses
5295000	HS Nutrition Service	8/4/2025	652089029	San Jacinto HS/EHS purchase of milk for children - 45 whole 9/CS, 27 1% 9/CS, 6 whole lactose free 6BX, and 18 1% lactose free 6BX	327.40
5295000	HS Nutrition Service	8/4/2025	652286972	Day HS/EHS purchase of milk for children - 18 whole 9/CS, 24 1% 9/CS, and 3 2% lactose free 6BX	141.03
5295000	HS Nutrition Service	8/5/2025	652287158	Day HS/EHS purchase of milk for children - 45 whole 9/CS, 27 1% 9/CS, and 6 2% lactose free 6BX	245.43
5295000	HS Nutrition Service	8/6/2025	652089080	San Jacinto HS/EHS purchase of milk for children - 60 1% 9/CS and 18 1% lactose free 6BX	264.58
5295000	HS Nutrition Service	8/11/2025	652286973	Day HS/EHS purchase of milk for children - 63 whole 9/CS, 108 1% 9/CS, and 12 1% lactose free 6BX	573.52
5295000	HS Nutrition Service	8/13/2025	650691043	Eldorado HS purchase of milk for children - 9 1% 9/CS	27.36
5295000	HS Nutrition Service	8/13/2025	652089081	San Jacinto HS/EHS purchase of milk for children - 36 whole 9/CS, 216 1% 9/CS, and 18 1% lactose free 6BX	847.57
5295000	HS Nutrition Service	8/13/2025	652287179	Ozona HS purchase of milk for children - 18 1% 9/CS	54.71
5295000	HS Nutrition Service	8/18/2025	652287542	Day HS/EHS purchase of milk for children - 54 whole 9/CS, 216 1% 9/CS, and 18 1% lactose free 6BX	901.99
5295000	HS Nutrition Service	8/20/2025	650691408	Eldorado HS purchase of milk for children - 9 1% 9/CS	27.36
5295000	HS Nutrition Service	8/20/2025	652089369	San Jacinto HS/EHS purchase of milk for children - 18 whole 9/CS, 180 1% 9/CS, and 6 whole lactose free 6BX	628.64
5295000	HS Nutrition Service	8/20/2025	652287585	Ozona HS purchase of milk for children - 12 1% 9/CS	36.48
					4,076.07

CVCOG
Vendor Activity - Head Start Deans Dairy Corporate
H08 - Grant H08, CACFP Head Start Nutrition FY 24-25
From 8/1/2025 Through 8/31/2025

<u>Line Item Code</u>	<u>Line Item Title</u>	<u>Document Date</u>	<u>Document Number</u>	<u>Document Description</u>	<u>Expenses</u>
				Total H08 - Grant H08, CACFP Head Start Nutrition FY 24-25	4,076.07
Report Opening/Current Balance					
Report Transaction Totals					4,076.07
Report Current Balances					

CVCOG
Vendor Activity - Head Start Lakeshore Learning
H07 - HHS-ACF Grant H07, Head Start FY 24-25
From 8/1/2025 Through 8/31/2025

Line Item Code	Line Item Title	Document Date	Document Number	Document Description	Expenses
5512000	HS Class Room Supplies	8/1/2025	91401111	San Jacinto HS purchase of arts & crafts supplies for rm 32 (2025 CV Arts & Craft Consumable Kit)	704.04
5512000	HS Class Room Supplies	8/1/2025	91401112	San Jacinto HS purchase of arts & crafts supplies for rm 35 (2025 CV Arts & Craft Consumable Kit)	704.04
5512000	HS Class Room Supplies	8/2/2025	91417378	San Jacinto HS purchase of class pack washable markers for rm 33	63.99
5512000	HS Class Room Supplies	8/2/2025	91417379	San Jacinto HS purchase of class pack washable markers for rm 35	63.99
5512000	HS Class Room Supplies	8/3/2025	91426244	San Jacinto HS purchase of doll clothing for rm 33	37.99
5512000	HS Class Room Supplies	8/3/2025	91426245	San Jacinto HS purchase of doll clothing for rm 30	37.99
5512000	HS Class Room Supplies	8/4/2025	91428686	San Jacinto HS purchase of sensory sand (pink, purple) for rm 34	56.98
5512000	HS Class Room Supplies	8/8/2025	91523959	San Jacinto HS purchase of printing letters practice book (lowercase) for rm 37	18.98
5512000	HS Class Room Supplies	8/8/2025	91531320	Rio Vista HS purchase of write and wipe markers	33.24
5512000	HS Class Room Supplies	8/8/2025	91531321	Day HS purchase of write and wipe markers for rm 4	33.24
5512000	HS Class Room Supplies	8/8/2025	91531322	Day HS purchase of write and wipe markers for rm 2	33.24
5512000	HS Class Room Supplies	8/9/2025	91543521	Day HS purchase of write and wipe markers for rm 10	33.24
5512000	HS Class Room Supplies	8/12/2025	91601127	Day HS purchase of washable glitter tempera paint for rm 3	41.33
5512000	HS Class Room Supplies	8/12/2025	91601128	San Jacinto HS purchase of washable glitter tempera paint for rm 34	41.33
5512000	HS Class Room Supplies	8/14/2025	91632357	San Jacinto HS purchase of arts & crafts supplies for rm 38 (2025 CV Arts & Craft Consumable Kit)	704.04

CVCOG
Vendor Activity - Head Start Lakeshore Learning
H07 - HHS-ACF Grant H07, Head Start FY 24-25
From 8/1/2025 Through 8/31/2025

<u>Line Item Code</u>	<u>Line Item Title</u>	<u>Document Date</u>	<u>Document Number</u>	<u>Document Description</u>	<u>Expenses</u>
5512000	HS Class Room Supplies	8/20/2025	91726554	Rio Vista HS purchase of toddler light table sensory items (8 sets)	1,132.40
5512000	HS Class Room Supplies	8/20/2025	91726557	San Jacinto HS purchase of arts & crafts supplies for rm 33 (2025 CV Arts & Craft Consumable Kit)	704.04
5512000	HS Class Room Supplies	8/20/2025	91726560	Day EHS purchase of toddler light table sensory items	141.55
5512000	HS Class Room Supplies	8/20/2025	91726561	Rio Vista EHS purchase of toddler light table sensory items for rm 4	141.55
					4,727.20
				Total H07 - HHS-ACF Grant H07, Head Start FY 24-25	4,727.20

CVCOG
Vendor Activity - Head Start Lakeshore Learning
H08 - Grant H08, CACFP Head Start Nutrition FY 24-25
From 8/1/2025 Through 8/31/2025

<u>Line Item Code</u>	<u>Line Item Title</u>	<u>Document Date</u>	<u>Document Number</u>	<u>Document Description</u>	<u>Expenses</u>
5513000	HS Food Serv Sup	8/10/2025	91559314	San Jacinto EHS purchase of 2 30 x 78 rectangular tables and 16 chairs	1,897.94
				Total H08 - Grant H08, CACFP Head Start Nutrition FY 24-25	1,897.94

CVCOG
Vendor Activity - Head Start Lakeshore Learning
H09 - HHS Grant H09 06CH013199-01, Head Start FY 25-26
From 8/1/2025 Through 8/31/2025

Line Item Code	Line Item Title	Document Date	Document Number	Document Description	Expenses
5512000	HS Class Room Supplies	8/8/2025	91531323	Day HS purchase of colored tempera paint, glue and glue pump, and markers	523.12
5512000	HS Class Room Supplies	8/9/2025	91543523	Day HS purchase of washable blue tempera paint	51.27
5512000	HS Class Room Supplies	8/11/2025	91586394	Day HS purchase of washable green tempera paint	51.27
5512000	HS Class Room Supplies	8/12/2025	91601125	Ozona HS purchase of sports balls set	56.99
5512000	HS Class Room Supplies	8/13/2025	91619432	Ozona HS purchase of dough bakery set	23.74
5512000	HS Class Room Supplies	8/15/2025	91653623	Ozona HS purchase of peel & stick puzzle letters	10.44
Total H09 - HHS Grant H09 06CH013199-01, Head Start FY 25-26					716.83
Report Opening/Current Balance					
Report Transaction Totals					7,341.97
Report Current Balances					

CVCOG
Vendor Activity - Head Start Lowes Pay and Save
H08 - Grant H08, CACFP Head Start Nutrition FY 24-25
From 8/1/2025 Through 8/31/2025

<u>Line Item Code</u>	<u>Line Item Title</u>	<u>Document Date</u>	<u>Document Number</u>	<u>Document Description</u>	<u>Expenses</u>
5295000	HS Nutrition Service	8/14/2025	250814-239-3-3-78	Ozona HS purchase of nutrition items	127.24
5295000	HS Nutrition Service	8/21/2025	250821-169-1-1-7	Ozona HS purchase of nutrition items	68.47
					<u>195.71</u>
				Total H08 - Grant H08, CACFP Head Start Nutrition FY 24-25	195.71
Report Opening/Current Balance					<u> </u>
Report Transaction Totals					<u>195.71</u>
Report Current Balances					<u><u> </u></u>

CVCOG
Vendor Activity - Head Start Sysco
H08 - Grant H08, CACFP Head Start Nutrition FY 24-25
From 8/1/2025 Through 8/31/2025

<u>Line Item Code</u>	<u>Line Item Title</u>	<u>Document Date</u>	<u>Document Number</u>	<u>Document Description</u>	<u>Expenses</u>
5295000	HS Nutrition Service	8/2/2025	378164002	Eldorado HS credit for over ordered mayonnaise, pickles and mustard and returned foam trays	(73.48)
5295000	HS Nutrition Service	8/2/2025	378164640	San Jacinto HS/EHS purchase of nutrition items for children	196.29
5295000	HS Nutrition Service	8/4/2025	378165266	Eldorado HS purchase of nutrition items for children	43.29
5295000	HS Nutrition Service	8/7/2025	378166745	Ozona HS purchase of nutrition items for children and kitchen supplies	3,200.76
5295000	HS Nutrition Service	8/7/2025	378166755	Eldorado HS purchase of nutrition items for children	596.04
5295000	HS Nutrition Service	8/7/2025	378166759	Day HS/EHS purchase of nutrition items for children and kitchen supplies	3,213.65
5295000	HS Nutrition Service	8/11/2025	378169524	Day HS/EHS purchase of nutrition items for children	86.58
5295000	HS Nutrition Service	8/12/2025	378169714	San Jacinto HS/EHS purchase of nutrition items for children and kitchen supplies	3,548.04
5295000	HS Nutrition Service	8/14/2025	378171096	San Jacinto HS/EHS credit for damaged yogurt, ranch dressing and syrup short on truck, and spoiled bananas	(117.10)
5295000	HS Nutrition Service	8/14/2025	378171245	Day HS/EHS purchase of nutrition items for children and kitchen supplies	5,097.23
5295000	HS Nutrition Service	8/18/2025	378173693	San Jacinto HS/EHS purchase of nutrition items for children	184.34
5295000	HS Nutrition Service	8/19/2025	378174435	San Jacinto HS/EHS purchase of nutrition items for children and kitchen supplies	2,392.63
5295000	HS Nutrition Service	8/20/2025	378175202	Day HS/EHS purchase of nutrition items for children	52.66
5295000	HS Nutrition Service	8/21/2025	378175865	Day HS/EHS credit - Customer Incentive Program	(51.11)
5295000	HS Nutrition Service	8/21/2025	378175866	Day HS/EHS credit - Customer Incentive Program	(181.98)

CVCOG
Vendor Activity - Head Start Sysco
H08 - Grant H08, CACFP Head Start Nutrition FY 24-25
From 8/1/2025 Through 8/31/2025

<u>Line Item Code</u>	<u>Line Item Title</u>	<u>Document Date</u>	<u>Document Number</u>	<u>Document Description</u>	<u>Expenses</u>
5295000	HS Nutrition Service	8/21/2025	378175867	San Jacinto HS/EHS credit - Customer Incentive Program	(45.41)
5295000	HS Nutrition Service	8/21/2025	378175868	San Jacinto HS/EHS credit - Customer Incentive Program	(173.25)
5295000	HS Nutrition Service	8/21/2025	378175875	Eldorado HS credit - Customer Incentive Program	(2.83)
5295000	HS Nutrition Service	8/21/2025	378175876	Eldorado HS credit - Customer Incentive Program	(6.49)
5295000	HS Nutrition Service	8/21/2025	378175877	Menard HS/EHS credit - Customer Incentive Program	(3.29)
5295000	HS Nutrition Service	8/21/2025	378175878	Menard HS/EHS credit - Customer Incentive Program	(15.35)
5295000	HS Nutrition Service	8/21/2025	378175879	Eden HS credit - Customer Incentive Program	(2.23)
5295000	HS Nutrition Service	8/21/2025	378175880	Eden HS credit - Customer Incentive Program	(3.33)
5295000	HS Nutrition Service	8/21/2025	378176094	Eldorado HS/EHS purchase of nutrition items for children	766.88
5295000	HS Nutrition Service	8/21/2025	378176102	Day HS/EHS purchase of nutrition items for children and kitchen supplies	3,406.96
5295000	HS Nutrition Service	8/21/2025	378176146	Menard HS/EHS purchase of nutrition items for children and kitchen supplies	575.29
5295000	HS Nutrition Service	8/23/2025	378177674	Day HS/EHS credit for foam cups short on truck and spoiled cucumbers	(28.12)
5295000	HS Nutrition Service	8/26/2025	378179414	San Jacinto HS/EHS purchase of nutrition items for children and kitchen supplies	4,371.40
5295000	HS Nutrition Service	8/28/2025	378180733	Menard HS/EHS purchase of nutrition items for children	36.57
5295000	HS Nutrition Service	8/28/2025	378180849	San Jacinto HS/EHS credit for returned cottage cheese and waffles	(536.24)
5295000	HS Nutrition Service	8/28/2025	378181067	Day HS/EHS purchase of nutrition items for children and kitchen supplies	4,012.00

CVCOG
Vendor Activity - Head Start Sysco
H08 - Grant H08, CACFP Head Start Nutrition FY 24-25
From 8/1/2025 Through 8/31/2025

<u>Line Item Code</u>	<u>Line Item Title</u>	<u>Document Date</u>	<u>Document Number</u>	<u>Document Description</u>	<u>Expenses</u>
5513000	HS Food Serv Sup	8/2/2025	378164002	Eldorado HS credit for over ordered mayonnaise, pickles and mustard and returned foam trays	(49.05)
5513000	HS Food Serv Sup	8/7/2025	378166745	Ozona HS purchase of nutrition items for children and kitchen supplies	137.90
5513000	HS Food Serv Sup	8/7/2025	378166759	Day HS/EHS purchase of nutrition items for children and kitchen supplies	291.77
5513000	HS Food Serv Sup	8/12/2025	378169714	San Jacinto HS/EHS purchase of nutrition items for children and kitchen supplies	593.81
5513000	HS Food Serv Sup	8/14/2025	378171245	Day HS/EHS purchase of nutrition items for children and kitchen supplies	194.16
5513000	HS Food Serv Sup	8/19/2025	378174264	Day HS/EHS purchase of kitchen supplies	33.63
5513000	HS Food Serv Sup	8/19/2025	378174435	San Jacinto HS/EHS purchase of nutrition items for children and kitchen supplies	386.86
5513000	HS Food Serv Sup	8/21/2025	378176102	Day HS/EHS purchase of nutrition items for children and kitchen supplies	519.62
5513000	HS Food Serv Sup	8/21/2025	378176146	Menard HS/EHS purchase of nutrition items for children and kitchen supplies	60.32
5513000	HS Food Serv Sup	8/23/2025	378177674	Day HS/EHS credit for foam cups short on truck and spoiled cucumbers	(23.98)
5513000	HS Food Serv Sup	8/26/2025	378179414	San Jacinto HS/EHS purchase of nutrition items for children and kitchen supplies	720.70
5513000	HS Food Serv Sup	8/28/2025	378181067	Day HS/EHS purchase of nutrition items for children and kitchen supplies	629.91
					34,036.05
Total H08 - Grant H08, CACFP Head Start Nutrition FY 24-25					34,036.05

CVCOG
Vendor Activity - Head Start Sysco
H08 - Grant H08, CACFP Head Start Nutrition FY 24-25
From 8/1/2025 Through 8/31/2025

<u>Line Item Code</u>	<u>Line Item Title</u>	<u>Document Date</u>	<u>Document Number</u>	<u>Document Description</u>	<u>Expenses</u>
Report Opening/Current Balance					
Report Transaction Totals					34,036.05
Report Current Balances					

CVCOG
Vendor Activity - Head Start West Texas Fire Extinguisher
H08 - Grant H08, CACFP Head Start Nutrition FY 24-25
From 8/1/2025 Through 8/31/2025

Line Item Code	Line Item Title	Document Date	Document Number	Document Description	Expenses
5513000	HS Food Serv Sup	8/13/2025	322133	Ozona HS semi-annual vent and hood inspection (single system)	100.00
5513000	HS Food Serv Sup	8/13/2025	322183	San Jacinto HS/EHS purchase of paper towels, facial tissue, nitrile gloves, spray bottles & heads, toilet brushes & holders, mop handles, trash can liners, glass cleaner, plastic cups, brooms, and dust pans	40.73
5513000	HS Food Serv Sup	8/18/2025	322447	Day HS/EHS semi-annual vent and hood inspection (single system), Ansul fusible links, and compliance reporting fee	178.00
5513000	HS Food Serv Sup	8/19/2025	322450	San Jacinto HS/EHS semi-annual vent and hood inspection with additional cylinder, Ansul fusible links, Ansul R-102 nozzles, and compliance reporting fee	493.00
5513000	HS Food Serv Sup	8/25/2025	322183-01	San Jacinto HS/EHS purchase of reusable towels - 2 cases	122.02
5513000	HS Food Serv Sup	8/26/2025	322829	Menard HS/EHS purchase of nitrile gloves, disinfectant cleaner, dish detergent, and mop bucket	71.82
					1,005.57
					1,005.57
Report Opening/Current Balance					
Report Transaction Totals					1,005.57

CVCOG
Vendor Activity - Head Start West Texas Fire Extinguisher
H08 - Grant H08, CACFP Head Start Nutrition FY 24-25
From 8/1/2025 Through 8/31/2025

<u>Line Item Code</u>	<u>Line Item Title</u>	<u>Document Date</u>	<u>Document Number</u>	<u>Document Description</u>	<u>Expenses</u>
Report Current Balances					<u><u> </u></u>

CVCOG

Summary Budget Comparison - X-DIR-Grant H08, CACFP Head Start Nutrition 24-25

From 10/1/2024 Through 9/30/2025

Account Code	Account Title	YTD Budget \$ - Original	YTD Actual	Current Period Actual	YTD Budget \$ Variance - Original	Percent Total Budget Used - Original
H08	Grant H08, CACFP Head Start Nutrition FY 24-25					
004	Revenue					
4221000	CACFP Nutrition CFDA	769,173.60	552,692.43	552,692.43	(216,481.17)	71.85%
Total 004	Revenue	769,173.60	552,692.43	552,692.43	(216,481.17)	71.86%
407	Head Start Nutrition					
5110000	General Wages	89,114.62	52,179.85	52,179.85	36,934.77	58.55%
5151000	Medicare Tax	1,292.00	676.92	676.92	615.08	52.39%
5172000	Workers Comp Insurance	3,433.00	2,628.48	2,628.48	804.52	76.56%
5173000	SUTA	313.61	313.61	313.61	0.00	100.00%
5174000	Health Insurance Benefit	34,893.50	14,641.92	14,641.92	20,251.58	41.96%
5175000	Dental Insurance Benefit	1,462.00	513.02	513.02	948.98	35.09%
5176000	Life Insurance Benefit	706.00	256.71	256.71	449.29	36.36%
5177000	HSA Insurance Benefit	3,868.00	88.88	88.88	3,779.12	2.29%
5181000	Retirement	9,912.00	5,739.83	5,739.83	4,172.17	57.90%
5199000	Indirect Allocation	5,546.89	5,546.89	5,546.89	0.00	100.00%
5291000	Contract Services	31,500.00	150.00	150.00	31,350.00	0.47%
5295000	HS Nutrition Service	479,721.98	379,510.32	379,510.32	100,211.66	79.11%
5513000	HS Food Serv Sup	107,210.00	106,547.40	106,547.40	662.60	99.38%
5760000	HS Site Center Communications	0.00	(129.87)	(129.87)	129.87	100.00%
5761000	Communications	200.00	0.00	0.00	200.00	0.00%
Total 407	Head Start Nutrition	(769,173.60)	(568,663.96)	(568,663.96)	200,509.64	73.93%
Report Difference		0.00	(15,971.53)	(15,971.53)	(15,971.53)	100.00%

CVCOG

Summary Budget Comparison - DIR-Grant H09, Head Start FY 25-26
From 6/1/2025 Through 9/30/2025

Account Code	Account Title	YTD Budget \$ - Original	YTD Actual	Current Period Actual	YTD Budget \$ Variance - Original	Percent Total Budget Used - Original
H09	HHS Grant H09 06CH013199-01, Head					
004	Revenue					
4173000	HHS-ACF Head Start CFDA 93.600	7,413,457.00	2,457,296.10	2,457,296.10	(4,956,160.90)	33.14%
4411000	IK Contributions	1,853,365.00	286,024.62	286,024.62	(1,567,340.38)	15.43%
4523000	Local Revenue	460.00	431.23	431.23	(28.77)	93.74%
Total 004	Revenue	9,267,282.00	2,743,751.95	2,743,751.95	(6,523,530.05)	29.61%
400	Head Start CAN NO 9-G064122					
5110000	General Wages	2,505,373.24	795,249.65	795,249.65	1,710,123.59	31.74%
5119000	Holiday Work Time	270.00	266.40	266.40	3.60	98.66%
5150000	Vacation Time Allocation	25,000.00	9,590.20	9,590.20	15,409.80	38.36%
5151000	Medicare Tax	34,607.14	11,121.04	11,121.04	23,486.10	32.13%
5172000	Workers Comp Insurance	38,586.89	11,962.52	11,962.52	26,624.37	31.00%
5173000	SUTA	7,967.56	390.37	390.37	7,577.19	4.89%
5174000	Health Insurance Benefit	640,663.94	231,328.48	231,328.48	409,335.46	36.10%
5175000	Dental Insurance Benefit	24,861.65	7,922.39	7,922.39	16,939.26	31.86%
5176000	Life Insurance Benefit	8,959.26	5,650.48	5,650.48	3,308.78	63.06%
5177000	HSA Insurance Benefit	10,000.00	816.49	816.49	9,183.51	8.16%
5181000	Retirement	262,536.92	87,506.75	87,506.75	175,030.17	33.33%
5199000	Indirect Allocation	271,453.75	83,650.00	83,650.00	187,803.75	30.81%
5200000	Employee Health and Welfare	26,423.40	0.00	0.00	26,423.40	0.00%
5206000	HR Service Center	138,389.54	48,412.41	48,412.41	89,977.13	34.98%
5207000	Procurement Service Center	56,154.01	24,779.20	24,779.20	31,374.81	44.12%
5208000	Information Technology Service Center	78,104.38	29,609.59	29,609.59	48,494.79	37.91%
5291000	Contract Services	44,910.00	27,536.04	27,536.04	17,373.96	61.31%
5293000	HS Health & Disab Svc	200.00	0.00	0.00	200.00	0.00%
5294000	HS Policy Council	2,334.99	0.00	0.00	2,334.99	0.00%
5295000	HS Nutrition Service	15,767.77	0.00	0.00	15,767.77	0.00%
5296000	HS Parent Service	4,775.00	4,768.42	4,768.42	6.58	99.86%
5309000	Travel-In Region	5,276.48	145.28	145.28	5,131.20	2.75%
5351000	Fuel	1,000.00	411.60	411.60	588.40	41.16%
5361000	Vehicle Maintenance	550.00	244.02	244.02	305.98	44.36%
5413000	HS Site Rent	104,278.80	49,781.93	49,781.93	54,496.87	47.73%
5433000	HS Site Center Utilities	75,203.39	24,400.44	24,400.44	50,802.95	32.44%
5451000	Facility Allocation	60,105.21	17,893.90	17,893.90	42,211.31	29.77%
5453000	HS Site Center Bldg Maint	122,756.74	104,987.09	104,987.09	17,769.65	85.52%
5510000	Supplies	51,445.38	26,206.74	26,206.74	25,238.64	50.94%
5512000	HS Class Room Supplies	153,897.19	32,254.88	32,254.88	121,642.31	20.95%
5514000	HS Medical Supplies	3,517.65	1,441.59	1,441.59	2,076.06	40.98%

CVCOG

Summary Budget Comparison - DIR-Grant H09, Head Start FY 25-26
From 6/1/2025 Through 9/30/2025

Account Code	Account Title	YTD Budget \$ - Original	YTD Actual	Current Period Actual	YTD Budget \$ Variance - Original	Percent Total Budget Used - Original
5515000	HS Disability Supplies	3,517.65	0.00	0.00	3,517.65	0.00%
5518000	HS Diapers and Wipes	7,250.00	2,423.35	2,423.35	4,826.65	33.42%
5622000	Internal Computer/Software	40,398.00	17,546.10	17,546.10	22,851.90	43.43%
5632000	Copier	32,039.23	10,828.35	10,828.35	21,210.88	33.79%
5711000	Insurance	7,769.10	1,727.47	1,727.47	6,041.63	22.23%
5721000	Printing	3,957.36	0.00	0.00	3,957.36	0.00%
5722000	Ads & Promotions	2,198.53	0.00	0.00	2,198.53	0.00%
5753000	Dues and fees	2,032.28	503.02	503.02	1,529.26	24.75%
5760000	HS Site Center Communications	19,380.04	6,949.37	6,949.37	12,430.67	35.85%
5762000	Postage/freight	1,319.12	232.66	232.66	1,086.46	17.63%
5796000	Safety	1,800.41	274.27	274.27	1,526.14	15.23%
Total 400	Head Start CAN NO 9-G064122	(4,897,032.00)	(1,678,812.49)	(1,678,812.49)	3,218,219.51	34.28%
401	Early Head Start CAN NO 9-G064122					
5110000	General Wages	1,307,371.24	424,928.33	424,928.33	882,442.91	32.50%
5150000	Vacation Time Allocation	7,100.00	1,645.70	1,645.70	5,454.30	23.17%
5151000	Medicare Tax	18,099.94	5,925.99	5,925.99	12,173.95	32.74%
5172000	Workers Comp Insurance	17,609.38	5,223.86	5,223.86	12,385.52	29.66%
5173000	SUTA	3,642.44	137.25	137.25	3,505.19	3.76%
5174000	Health Insurance Benefit	351,772.50	120,758.61	120,758.61	231,013.89	34.32%
5175000	Dental Insurance Benefit	13,727.68	4,371.21	4,371.21	9,356.47	31.84%
5176000	Life Insurance Benefit	4,706.57	3,105.77	3,105.77	1,600.80	65.98%
5177000	HSA Insurance Benefit	7,500.00	547.57	547.57	6,952.43	7.30%
5181000	Retirement	137,309.92	46,742.05	46,742.05	90,567.87	34.04%
5199000	Indirect Allocation	142,198.95	44,163.68	44,163.68	98,035.27	31.05%
5200000	Employee Health and Welfare	120,060.74	0.00	0.00	120,060.74	0.00%
5206000	HR Service Center	49,912.46	5,512.82	5,512.82	44,399.64	11.04%
5207000	Procurement Service Center	7,699.99	2,529.18	2,529.18	5,170.81	32.84%
5208000	Information Technology Service Center	28,169.62	3,430.03	3,430.03	24,739.59	12.17%
5291000	Contract Services	36,985.00	3,464.48	3,464.48	33,520.52	9.36%
5293000	HS Health & Disab Svc	50.00	0.00	0.00	50.00	0.00%
5294000	HS Policy Council	43.41	0.00	0.00	43.41	0.00%
5295000	HS Nutrition Service	25.00	0.00	0.00	25.00	0.00%
5296000	HS Parent Service	605.00	603.24	603.24	1.76	99.70%
5309000	Travel-In Region	723.52	0.00	0.00	723.52	0.00%
5351000	Fuel	100.00	76.73	76.73	23.27	76.73%
5413000	HS Site Rent	27,788.79	7,407.67	7,407.67	20,381.12	26.65%
5433000	HS Site Center Utilities	26,302.23	4,180.81	4,180.81	22,121.42	15.89%
5451000	Facility Allocation	8,241.79	2,140.33	2,140.33	6,101.46	25.96%
5453000	HS Site Center Bldg Maint	45,204.19	17,066.79	17,066.79	28,137.40	37.75%

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Summary Budget Comparison - DIR-Grant H09, Head Start FY 25-26
From 6/1/2025 Through 9/30/2025

Account Code	Account Title	YTD Budget \$ - Original	YTD Actual	Current Period Actual	YTD Budget \$ Variance - Original	Percent Total Budget Used - Original
5510000	Supplies	18,554.62	4,768.62	4,768.62	13,786.00	25.70%
5512000	HS Class Room Supplies	21,102.81	2,443.95	2,443.95	18,658.86	11.58%
5514000	HS Medical Supplies	482.35	181.49	181.49	300.86	37.62%
5515000	HS Disability Supplies	482.35	0.00	0.00	482.35	0.00%
5518000	HS Diapers and Wipes	3,500.00	1,738.89	1,738.89	1,761.11	49.68%
5622000	Internal Computer/Software	7,946.78	6,061.63	6,061.63	1,885.15	76.27%
5632000	Copier	6,225.77	1,233.03	1,233.03	4,992.74	19.80%
5711000	Insurance	1,736.10	83.06	83.06	1,653.04	4.78%
5721000	Printing	2,038.49	2,038.00	2,038.00	0.49	99.97%
5722000	Ads & Promotions	301.47	0.00	0.00	301.47	0.00%
5753000	Dues and fees	580.97	33.29	33.29	547.68	5.73%
5760000	HS Site Center Communications	3,931.36	1,024.12	1,024.12	2,907.24	26.05%
5762000	Postage/freight	180.88	0.00	0.00	180.88	0.00%
5796000	Safety	728.69	80.63	80.63	648.06	11.06%
Total 401	Early Head Start CAN NO 9-G064122	(2,430,743.00)	(723,648.81)	(723,648.81)	1,707,094.19	29.77%
402	Head Start T&TA CAN NO 9-G064120					
5308000	Head Start T & T A	56,824.00	46,586.34	46,586.34	10,237.66	81.98%
Total 402	Head Start T&TA CAN NO 9-G064120	(56,824.00)	(46,586.34)	(46,586.34)	10,237.66	81.98%
403	Early Head Start T&TA CAN NO 9-					
5308000	Head Start T & T A	28,858.00	8,378.33	8,378.33	20,479.67	29.03%
Total 403	Early Head Start T&TA CAN NO 9-	(28,858.00)	(8,378.33)	(8,378.33)	20,479.67	29.03%
407	Head Start Nutrition					
5295000	HS Nutrition Service	0.00	49.52	49.52	(49.52)	100%
Total 409	Head Start InKind	0.00	(49.52)	(49.52)	(49.52)	100%
409	Head Start InKind					
6791000	InKind Other	1,853,365.00	286,024.62	286,024.62	1,567,340.38	15.43%
Total 409	Head Start InKind	(1,853,365.00)	(286,024.62)	(286,024.62)	1,567,340.38	15.43%
997	Non Project					
5291000	Contract Services	210.00	205.34	205.34	4.66	97.78%
5510000	Supplies	250.00	225.89	225.89	24.11	90.35%

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Summary Budget Comparison - DIR-Grant H09, Head Start FY 25-26
From 6/1/2025 Through 9/30/2025

Account Code	Account Title	YTD Budget \$ - Original	YTD Actual	Current Period Actual	YTD Budget \$ Variance - Original	Percent Total Budget Used - Original
Total 997	Non Project	(460.00)	(431.23)	(431.23)	28.77	93.70%
Total Expenditures		-9,267,282.00	-2,743,931.34			

	BUDGETED	ACTUAL EXP	
Head Start (Project 400, 402)	(4,953,856.00)	(1,725,398.83)	34.83%
Early Head Start (Project 401, 403)	(2,459,601.00)	(732,027.14)	29.76%
CACFP (Project 407)	-	(49.52)	#DIV/0!
Total Federal	(7,413,457.00)	(2,457,475.49)	33.15%
Total Non-Federal, includes any Local Funds	(1,853,825.00)	(286,455.85)	15.45%
Grand Total Head Start Expenditures	(9,267,282.00)	(2,743,931.34)	29.61%
Non-Federal Percentage of Total Expenditures	10.44%	match of 20%	
Head Start Admin Expenditures	51,449.94		
Administrative Indirect Expenditures	127,813.68		
Total Administrative Costs	179,263.62		
Administrative Percentage of Approved Budget	6.53%	max of 15%	

**Head Start Credit Card/Open Account Transactions Summary
(Detail Attached)**

Head Start Transactions	September, 2025
Citibank P-Card	40,114.66
Dean's Dairy	7,290.06
First Financial Credit Card	35.92
Lowes Pay and Save	1,338.16
Sysco Food Services	37,127.29
LakeShore Learning	6,755.58
West Texas Fire Extinguisher	589.23
	<u>\$ 93,250.90</u>

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Vendor Activity - Head Start Citibank P-Card
H08 - Grant H08, CACFP Head Start Nutrition FY 24-25
From 9/1/2025 Through 9/30/2025

<u>Line Item Code</u>	<u>Line Item Title</u>	<u>Document Date</u>	<u>Document Number</u>	<u>Document Description</u>	<u>Expenses</u>
5295000	HS Nutrition Service	9/5/2025	3799	Day HS/EHS purchase of nutrition items and formula CB HS2	339.62
5295000	HS Nutrition Service	9/8/2025	057360	Day EHS purchase of formula and San Jacinto HS purchase of pediatric drink CB HS2	117.62
5295000	HS Nutrition Service	9/8/2025	090960	San Jacinto EHS purchase of whole milk CB HS2	10.20
5295000	HS Nutrition Service	9/10/2025	016640	San Jacinto HS/EHS purchase of Pediasure CB HS2	32.47
5295000	HS Nutrition Service	9/16/2025	071067	Day EHS purchase of assorted baby food, pediatric drink, and formula CB HS2	296.96
5295000	HS Nutrition Service	9/22/2025	014722	Day EHS purchase of distilled water for formula CB HS	7.56
5295000	HS Nutrition Service	9/26/2025	069634	San Jacinto HS/EHS purchase of lactose free whole and 1% milk CB HS	34.76
5513000	HS Food Serv Sup	8/5/2025	12775	Day HS/EHS bi-annual filter change CBG	199.00
5513000	HS Food Serv Sup	8/5/2025	12776	19	199.00
5513000	HS Food Serv Sup	8/5/2025	12781	Ozona HS RO filter change and sanitization with mileage CBG	361.30
5513000	HS Food Serv Sup	8/5/2025	12782	Eldorado HS RO filter change, sanitization, and mileage CBG	303.50
5513000	HS Food Serv Sup	8/5/2025	12783	Menard HS/EHS RO filter change, sanitization, and mileage CBG	303.50
5513000	HS Food Serv Sup	8/7/2025	046869	Menard HS/EHS purchase of kitchen containers CB HS	44.00
5513000	HS Food Serv Sup	8/14/2025	098395	Head Start purchase of toys for outside play and nutrition supplies CB HS	72.01
5513000	HS Food Serv Sup	8/18/2025	2747977-5296221	San Jacinto HS/EHS purchase of bottle brush set CBG2	12.99
5513000	HS Food Serv Sup	8/21/2025	064327	Day HS/EHS purchase of bowls, plates, flatware, pails, and dustpans & brushes CB HS	48.93

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Vendor Activity - Head Start Citibank P-Card
H08 - Grant H08, CACFP Head Start Nutrition FY 24-25
From 9/1/2025 Through 9/30/2025

Line Item Code	Line Item Title	Document Date	Document Number	Document Description	Expenses
5513000	HS Food Serv Sup	8/27/2025	12854	San Jacinto HS/EHS purchase of labor and materials to add 20 gallon pressure tank to RO system in kitchen CBG	950.00
5513000	HS Food Serv Sup	8/28/2025	016318	Day EHS Supplies (bibs) for new classroom at Day CB HS	86.64
5513000	HS Food Serv Sup	9/4/2025	7821364-9984220	San Jacinto HS/EHS purchase of mandoline produce slicer/chopper CBG	39.17
5513000	HS Food Serv Sup	9/10/2025	093783	San Jacinto HS/EHS purchase of foam plates CB HS2	230.76
5513000	HS Food Serv Sup	9/23/2025	1527634-8052206	San Jacinto EHS purchase of long sleeve bib sets (3 4-piece) for baby room CBG	29.97
5513000	HS Food Serv Sup	9/23/2025	8628156-7519405	Day EHS purchase of pullover bib sets (3 6-piece) for room 23 CBG	67.47
5513000	HS Food Serv Sup	9/30/2025	2579593-1969851	Ozona HS purchase of rinse aid, folding stool, and ice packs CBG	87.63
5513000	HS Food Serv Sup	9/30/2025	8920888-3586640	San Jacinto EHS purchase of long sleeve bib sets (3 4-piece) CBG	29.97
					3,905.03
				Total H08 - Grant H08, CACFP Head Start Nutrition FY 24-25	3,905.03

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Vendor Activity - Head Start Citibank P-Card
H09 - HHS Grant H09 06CH013199-01, Head Start FY 25-26
From 9/1/2025 Through 9/30/2025

Line Item Code	Line Item Title	Document Date	Document Number	Document Description	Expenses
5296000	HS Parent Service	8/6/2025	047289	Day HS/EHS and San Jacinto HS/EHS purchase of food for staff working registration CB HS	284.00
5296000	HS Parent Service	9/3/2025	000681	Day HS and San Jacinto HS purchase of food for registration CB HS2	78.69
5296000	HS Parent Service	9/3/2025	Dunbar 09-03-25	Day HS and San Jacinto HS purchase of food for staff working registration CB HS2	182.40
5296000	HS Parent Service	9/8/2025	062025	Day HS/EHS and San Jacinto HS/EHS purchase of food for parent education meetings CB HS	38.12
5296000	HS Parent Service	9/9/2025	014162	Day HS/EHS and San Jacinto HS/EHS purchase of presenters (2) for parent education meetings CB HS	65.92
5308000	Head Start T & T A	8/5/2025	089696	Head Start credit for returned supplies for pre-service training CB HS2	(93.10)
5308000	Head Start T & T A	8/8/2025	FYNVNQ5C75P	CLASS certification extension for S.H. CB HS	200.00
5308000	Head Start T & T A	8/11/2025	MCKEE 08-11-25	Eldorado HS purchase of 2025 Business Bundle 7 for supervisor's management hours CB HS2	50.00
5308000	Head Start T & T A	8/26/2025	179846	Observer recertification for M.H. CB HS2	150.00
5308000	Head Start T & T A	8/27/2025	1268-0260	Eldorado HS purchase of Community Involvement & Communicating w/ the Parents of Children in Your Care course CB HS	7.00
5308000	Head Start T & T A	8/27/2025	1487-7939	Eldorado HS purchase of How to Eat While Feeding Your Business course CB HS	7.00
5308000	Head Start T & T A	8/27/2025	1640-2535	Eldorado HS purchase of Stress and Time Management course CB HS	5.00
5308000	Head Start T & T A	8/27/2025	1833-7476	Eldorado HS purchase of Growing and Managing a Small Business course CB HS	7.00

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Vendor Activity - Head Start Citibank P-Card
H09 - HHS Grant H09 06CH013199-01, Head Start FY 25-26
From 9/1/2025 Through 9/30/2025

<u>Line Item Code</u>	<u>Line Item Title</u>	<u>Document Date</u>	<u>Document Number</u>	<u>Document Description</u>	<u>Expenses</u>
5308000	Head Start T & T A	8/27/2025	1934-3331	Eldorado HS purchase of Doing Business in a Residential Zone CB HS	7.00
5308000	Head Start T & T A	9/4/2025	4669-5604	National Head Start Association Parent and Family Engagement Conference registration fee for S.W. CB HS	675.00
5308000	Head Start T & T A	9/15/2025	10597997	Head Start purchase of meals for FSW training on Family Partnership Process and GoEngage software CB HS	133.00
5308000	Head Start T & T A	9/16/2025	0012275311869	Airfare for NHSA Parent and Family Engagement Conference (12/08/25-12/11/25, Orlando, FL) for S.W. CBG2	893.97
5308000	Head Start T & T A	9/16/2025	0012275311870	Airfare for NHSA Parent and Family Engagement Conference (12/08/25-12/11/25, Orlando, FL) for O.B. CBG2	893.97
5308000	Head Start T & T A	9/16/2025	0012275311871	Airfare for NHSA Parent and Family Engagement Conference (12/08/25-12/11/25, Orlando, FL) for E.C. CBG2	893.97
5308000	Head Start T & T A	9/16/2025	0012275311872	Airfare for NHSA Parent and Family Engagement Conference (12/08/25-12/11/25, Orlando, FL) for N.G. CBG2	893.97
5308000	Head Start T & T A	9/16/2025	0012275311873	Airfare for NHSA Parent and Family Engagement Conference (12/08/25-12/11/25, Orlando, FL) for M.H. CBG2	893.97
5308000	Head Start T & T A	9/16/2025	0012275311874	Airfare for NHSA Parent and Family Engagement Conference (12/08/25-12/11/25, Orlando, FL) for B.S. CBG2	893.97
5308000	Head Start T & T A	9/16/2025	1887869	Day EHS CDA renewal fee for M.C CB HS2	250.00

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Vendor Activity - Head Start Citibank P-Card
H09 - HHS Grant H09 06CH013199-01, Head Start FY 25-26
From 9/1/2025 Through 9/30/2025

Line Item Code	Line Item Title	Document Date	Document Number	Document Description	Expenses
5308000	Head Start T & T A	9/16/2025	6QNGYR84XYC	Pre-K-3rd CLASS 2nd Edition Trainer Transition Training for M.R. CB HS2	1,500.00
5308000	Head Start T & T A	9/16/2025	XBNPLPQ76VM	Pre-K-3rd CLASS 2nd Edition Trainer Transition Training for S.H. CB HS2	1,500.00
5308000	Head Start T & T A	9/17/2025	2TN7MYK7WRT	Pre-K CLASS 2nd Edition Observation Training for monitoring classrooms for M.M. CB HS	955.00
5308000	Head Start T & T A	9/18/2025	S3N7KGPYXH3	Pre-K-3rd CLASS 2nd Edition Observation Training for monitoring classrooms for C.M. CB HS	955.00
5309000	Travel-In Region	9/17/2025	095884	Head Start purchase of fuel for program software training CB HS2	33.93
5351000	Fuel	8/4/2025	009897	Head Start purchase of fuel for program vehicles CB HS	42.47
5351000	Fuel	9/8/2025	6043	Head Start purchase of fuel for program vehicle CB HS2	39.57
5361000	Vehicle Maintenance	9/3/2025	1115705, 1115706	Head Start purchase of semi-annual maintenance for program vehicles CBG2	244.02
5433000	HS Site Center Utilities	7/31/2025	0691-001378344	Rio Vista HS/EHS temporary dumpster service (final pickup & disposal and tax credit & credit balance from previous month's invoice) CBG	250.57
5433000	HS Site Center Utilities	7/31/2025	0691-001378473	San Jacinto HS/EHS trash service for acct# 3-0691-0025459 from 08/01/25 to 08/31/25, including credit from previous month due to decrease in pickup frequency CBG	212.69
5433000	HS Site Center Utilities	7/31/2025	0691-001379409	Day HS/EHS trash service for acct# 3-0691-2405694 from 08/01/25 to 08/31/25 CBG	936.35
5433000	HS Site Center Utilities	8/4/2025	221727-179684 07-25	Rio Vista HS/EHS water utility service from 06/27/25 to 07/30/25 (acct# 221727-179684) CBG	360.48

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Vendor Activity - Head Start Citibank P-Card
H09 - HHS Grant H09 06CH013199-01, Head Start FY 25-26
From 9/1/2025 Through 9/30/2025

Line Item Code	Line Item Title	Document Date	Document Number	Document Description	Expenses
5433000	HS Site Center Utilities	8/13/2025	221727-180104 07-25	Day HS/EHS water utility service from 07/09/25 to 08/11/25 (acct# 221727-180104) CBG	285.96
5433000	HS Site Center Utilities	8/13/2025	221727-180106 07-25	Day HS/EHS water utility service from 07/09/25 to 08/11/25 (acct# 221727-180106) CBG	150.64
5433000	HS Site Center Utilities	8/18/2025	05-0560-02 07-25	Eden HS water, garbage, and sewer service from 07/15/25 to 08/15/25 CBG	234.63
5433000	HS Site Center Utilities	8/31/2025	0691-001384563	San Jacinto HS/EHS trash service for acct# 3-0691-0025459 from 09/01/25 to 09/30/25 CBG	583.30
5433000	HS Site Center Utilities	8/31/2025	0691-001385571	Day HS/EHS trash service for acct# 3-0691-2405694 from 09/01/25 to 09/30/25 CBG	947.94
5433000	HS Site Center Utilities	9/19/2025	05-0560-02 08-25	Eden HS water, garbage, and sewer service from 08/15/25 to 08/28/25 (final bill) CBG	107.51
5453000	HS Site Center Bldg Maint	8/1/2025	55vwrtpllx7	Professional Commercial Security Monitoring, Fire Alarm Monitoring, and Commercial Security Service Agreement for Day (Invoice I207951) and Rio Vista (Invoice I207949) Head Start sites from 08/01/25 to 08/31/25 CBG	155.00
5453000	HS Site Center Bldg Maint	8/6/2025	76941	Day HS purchase of supplies to hang boards CB FAC	129.86
5453000	HS Site Center Bldg Maint	8/15/2025	073113	Head Start purchase of hanging equipment for health equipment/sanitary supplies CB HS	16.25
5453000	HS Site Center Bldg Maint	8/15/2025	D108220	Ozona HS purchase of 2 brooms and 2 mops CB HS	51.71

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Vendor Activity - Head Start Citibank P-Card
H09 - HHS Grant H09 06CH013199-01, Head Start FY 25-26
From 9/1/2025 Through 9/30/2025

Line Item Code	Line Item Title	Document Date	Document Number	Document Description	Expenses
5453000	HS Site Center Bldg Maint	9/1/2025	8vpxe5yat4r2	Professional Commercial Security Monitoring, Fire Alarm Monitoring, and Commercial Security Service Agreement for Day (Invoice I211881) and Rio Vista (Invoice I211888) Head Start sites from 09/01/25 to 09/30/25 CBG	155.00
5453000	HS Site Center Bldg Maint	9/9/2025	H6807-250369	Day HS/EHS purchase of play sand and supplies to repair doors for rooms 4 and 23 CB FAC	28.29
5453000	HS Site Center Bldg Maint	9/11/2025	02807	San Jacinto HS/EHS purchase of supplies to repair floor trim CB FAC	25.74
5453000	HS Site Center Bldg Maint	9/16/2025	5733686-0498636	Head Start purchase of broom & dustpan sets, wall mount mop & broom holders, and dust covers for all centers CBG	699.61
5510000	Supplies	8/4/2025	038620	Menard HS/EHS purchase of totes and San Jacinto HS/EHS purchase of umbrellas CB HS	72.30
5510000	Supplies	8/4/2025	062533	San Jacinto EHS purchase of turf rug CB HS	119.98
5510000	Supplies	8/6/2025	043147	Head Start purchase of pens and folders for registration CB HS	33.62
5510000	Supplies	8/13/2025	056669	San Jacinto EHS purchase of turf rugs CB HS	239.96
5510000	Supplies	8/15/2025	0919488-4148242	San Jacinto HS purchase of 2 10-pack walkie talkie sets CBG2	239.98
5510000	Supplies	8/15/2025	5125682-9227439	San Jacinto HS/EHS purchase of wet floor signs CBG2	18.99
5510000	Supplies	8/15/2025	5162418-7622649	Day HS/EHS purchase of wet floor signs CBG2	18.99
5510000	Supplies	8/20/2025	AF56X8B	Day HS/EHS and San Jacinto HS/EHS purchase of 7 Brother ADS-1350 portable document scanners for family service workers CBG	1,963.92

CVCOG
Vendor Activity - Head Start Citibank P-Card
H09 - HHS Grant H09 06CH013199-01, Head Start FY 25-26
From 9/1/2025 Through 9/30/2025

Line Item Code	Line Item Title	Document Date	Document Number	Document Description	Expenses
5510000	Supplies	8/21/2025	70390	San Jacinto HS/EHS purchase of carbon monoxide detectors (13) CB HS	491.53
5510000	Supplies	8/21/2025	9281643-2278607	Head Start purchase of 12-pack yellow binders CBG2	50.99
5510000	Supplies	8/22/2025	9987670-3557868	Menard HS/EHS purchase of copy paper (1 case) CBG2	39.93
5510000	Supplies	8/25/2025	097465	Day HS/EHS purchase of supplies for parent meeting staff communication display CB HS	899.89
5510000	Supplies	8/25/2025	1365307-6683427	San Jacinto HS/EHS purchase of desktop calculator and chair mat for office CBG2	65.76
5510000	Supplies	8/27/2025	436731505-001	San Jacinto HS/EHS purchase of 2 Canon ImageClass MF273dw wireless monochrome printers CBG	346.61
5510000	Supplies	8/28/2025	5923765-0908221	Day EHS purchase of yellow file folders for EHS family service worker CBG	56.26
5510000	Supplies	8/28/2025	63021	Menard HS/EHS purchase of moving blanket and tape to move items from closed Eden site to Menard CB FAC	53.94
5510000	Supplies	9/2/2025	3028462-1557035	Day HS purchase of keyboard and mouse combo for HS family service worker CBG	54.99
5510000	Supplies	9/2/2025	7431971-7025803	San Jacinto HS/EHS purchase of chair mat for data entry clerk office CBG	35.00
5510000	Supplies	9/4/2025	4189561-3881037	Head Start purchase of rolling tote bag for Admin member use CBG	87.99
5510000	Supplies	9/8/2025	9517888-7987409	Head Start purchase of books for national Read for the Record event CBG	121.96
5510000	Supplies	9/16/2025	10345268790	San Jacinto HS/EHS purchase of shop rags/cleaning sheets CBG2	85.40
5510000	Supplies	9/16/2025	10345397167	Day HS/EHS purchase of copy paper - 50 boxes CBG2	944.50
5510000	Supplies	9/16/2025	10345428576	San Jacinto HS/EHS purchase of copy paper - 50 boxes CBG2	944.50

CVCOG
Vendor Activity - Head Start Citibank P-Card
H09 - HHS Grant H09 06CH013199-01, Head Start FY 25-26
From 9/1/2025 Through 9/30/2025

<u>Line Item Code</u>	<u>Line Item Title</u>	<u>Document Date</u>	<u>Document Number</u>	<u>Document Description</u>	<u>Expenses</u>
5510000	Supplies	9/19/2025	0753280-1952221	San Jacinto HS/EHS purchase of box cutter for diaper room CBG	12.34
5510000	Supplies	9/24/2025	2764846	San Jacinto HS/EHS purchase of 3 toner cartridges for FSW printer CBG2	123.00
5510000	Supplies	9/24/2025	5182425-2939412	San Jacinto HS purchase of binders, dividers, stamps, monitor riser/organizer, label maker & refills, and desk organizer for HS FSW CBG	190.39
5510000	Supplies	9/26/2025	1955103-7445804	Ozona HS purchase of copy paper - 2 cases CBG	79.94
5510000	Supplies	9/30/2025	0125381-4879428	San Jacinto EHS purchase of rubber bands CBG	19.49
5512000	HS Class Room Supplies	8/11/2025	048280	Menard EHS purchase of safety gate for EHS classroom CB HS	24.86
5512000	HS Class Room Supplies	8/13/2025	035391	San Jacinto HS purchase of name badges/stickers for first day of school CB HS	19.60
5512000	HS Class Room Supplies	8/14/2025	098395	Head Start purchase of toys for outside play and nutrition supplies CB HS	224.43
5512000	HS Class Room Supplies	8/18/2025	1808349-9317043	Day HS purchase of assorted sensory necklaces CBG2	17.87
5512000	HS Class Room Supplies	8/18/2025	7409995-9064251	Day HS purchase of child safety door locks CBG2	39.96
5512000	HS Class Room Supplies	8/21/2025	026981	Head Start purchase of pails and dustpan sets for classrooms and Eldorado HS purchase of diapers and wipes CB HS	85.49
5512000	HS Class Room Supplies	8/21/2025	064327	Day HS/EHS purchase of bowls, plates, flatware, pails, and dustpans & brushes CB HS	109.87
5512000	HS Class Room Supplies	8/28/2025	030331	Menard EHS credit for returned safety gate CB HS	(24.86)
5512000	HS Class Room Supplies	8/28/2025	040824	Day HS credit for returned dustpans and brushes CB HS	(77.71)

CVCOG
Vendor Activity - Head Start Citibank P-Card
H09 - HHS Grant H09 06CH013199-01, Head Start FY 25-26
From 9/1/2025 Through 9/30/2025

Line Item Code	Line Item Title	Document Date	Document Number	Document Description	Expenses
5512000	HS Class Room Supplies	8/28/2025	058830	Head Start credit for returned dustpan and brush sets CB HS	(45.29)
5512000	HS Class Room Supplies	8/29/2025	8633298-9233851	San Jacinto EHS purchase of changing table paper CBG	173.15
5512000	HS Class Room Supplies	9/9/2025	H6807-250369	Day HS/EHS purchase of play sand and supplies to repair doors for rooms 4 and 23 CB FAC	59.80
5512000	HS Class Room Supplies	9/12/2025	060478	San Jacinto HS purchase of training potty CB HS	12.97
5512000	HS Class Room Supplies	9/15/2025	099347	Menard HS/EHS purchase of paper rolls, poster board, and tempera paint CB HS	91.57
5512000	HS Class Room Supplies	9/16/2025	10345268790	San Jacinto HS/EHS purchase of shop rags/cleaning sheets CBG2	85.40
5512000	HS Class Room Supplies	9/16/2025	10345397167	Day HS/EHS purchase of copy paper - 50 boxes CBG2	944.50
5512000	HS Class Room Supplies	9/16/2025	10345428576	San Jacinto HS/EHS purchase of copy paper - 50 boxes CBG2	944.50
5512000	HS Class Room Supplies	9/19/2025	1405315-2959404	San Jacinto EHS purchase of changing table paper CBG	313.44
5512000	HS Class Room Supplies	9/23/2025	7599444-6051418	Day HS and San Jacinto HS purchase of noise canceling headphones (12) CBG	78.99
5512000	HS Class Room Supplies	9/25/2025	98530	Ozona HS purchase of blinds and San Jacinto HS purchase of cabinet knobs and locks CB HS2	190.02
5512000	HS Class Room Supplies	9/26/2025	092027	San Jacinto HS purchase of weighted plush animals for calming students in the classroom (6) CB HS	125.88
5514000	HS Medical Supplies	9/10/2025	3555520-3820250	Ozona HS purchase of silicone toothbrushes (12) CBG	17.98
5514000	HS Medical Supplies	9/30/2025	2579593-1969851	Ozona HS purchase of rinse aid, folding stool, and ice packs CBG	8.99
5518000	HS Diapers and Wipes	8/15/2025	10332093734	San Jacinto EHS purchase of size 7 diapers (5 boxes) CBG2	199.90

CVCOG
Vendor Activity - Head Start Citibank P-Card
H09 - HHS Grant H09 06CH013199-01, Head Start FY 25-26
From 9/1/2025 Through 9/30/2025

Line Item Code	Line Item Title	Document Date	Document Number	Document Description	Expenses
5518000	HS Diapers and Wipes	8/21/2025	026981	Head Start purchase of pails and dustpan sets for classrooms and Eldorado HS purchase of diapers and wipes CB HS	164.88
5518000	HS Diapers and Wipes	8/25/2025	10336507034	Menard HS/EHS purchase of boys' and girls' training pants (4T-5T, 2 each) and wipes CBG	203.40
5518000	HS Diapers and Wipes	8/28/2025	10337855212	Day HS/EHS purchase of assorted size diapers (24 boxes) and Pampers (size 3, 2 boxes) CBG	1,049.48
5518000	HS Diapers and Wipes	8/29/2025	10338196682	San Jacinto HS/EHS purchase of baby wipes CBG	326.10
5518000	HS Diapers and Wipes	9/2/2025	10339972084	San Jacinto EHS purchase of diapers for room 23 (5 boxes) CBG	199.90
5518000	HS Diapers and Wipes	9/10/2025	10343077374	San Jacinto HS/EHS purchase of size 5 diapers (5 boxes) CBG	199.90
5518000	HS Diapers and Wipes	9/11/2025	10343469931	Day HS/EHS purchase of diapers (3 Huggies sz 5) and Pull Ups (6 each girls' 3T-4T & boys' 3T-4T) CBG2	593.70
5518000	HS Diapers and Wipes	9/15/2025	027169	Menard HS purchase of training pants CB HS	39.97
5518000	HS Diapers and Wipes	9/22/2025	10347826453	San Jacinto HS purchase of size 6 Pampers diapers (3 boxes) CBG2	149.94
5518000	HS Diapers and Wipes	9/25/2025	8521596-2008242	San Jacinto HS purchase of 5T-6T Easy Ups - 5 boxes CBG	175.20
5622000	Internal Computer/Software	9/10/2025	9280ec9fe1e2d7...	Head Start purchase of GoEngage program software communication CB HS2	40.93
5622000	Internal Computer/Software	9/18/2025	9280ec9fe1e2d7...	Head Start purchase of GoEngage program software communication CB HS2	100.00
5622000	Internal Computer/Software	9/25/2025	3228304827	Purchase of 3 pro-rated Adobe licenses (2 for Head Start, 1 for CVT) for Administrative consolidation (09/25/25-10/29/25) CBG2	39.08

CVCOG
Vendor Activity - Head Start Citibank P-Card
H09 - HHS Grant H09 06CH013199-01, Head Start FY 25-26
From 9/1/2025 Through 9/30/2025

Line Item Code	Line Item Title	Document Date	Document Number	Document Description	Expenses
5753000	Dues and fees	8/25/2025	91002923782548	Ozona HS annual post office box fee - Box #4029 CBG	106.00
5753000	Dues and fees	9/5/2025	529CL0068BB476E	Day HS/EHS - TX HHSC Child Care Licensing Fee CB HS2	8.44
5753000	Dues and fees	9/5/2025	529CL0068BB480A	San Jacinto HS/EHS - TX HHSC Child Care Licensing Fee CB HS2	30.93
5753000	Dues and fees	9/5/2025	529CL0068BB4A11	Menard HS/EHS - TX HHSC Child Care Licensing Fee CB HS2	6.39
5760000	HS Site Center Communications	8/8/2025	0708195 08-25	Head Start rural phone/internet service from 08/08/25 to 09/07/25 CBG	456.56
5760000	HS Site Center Communications	8/12/2025	14713-79 08-25	Eldorado HS, Menard HS/EHS, and Ozona HS internet service for acct# ACC-3331567-37502-10 from 08/12/25 to 09/12/25, including credit for Eldorado service issues CBG2	123.50
5760000	HS Site Center Communications	8/17/2025	07710150887017 08-25	Rio Vista HS/EHS internet/phone service for acct# 07710-150887-01-7 from 08/01/25 to 08/31/25 CBG	163.99
5760000	HS Site Center Communications	8/25/2025	07710150503019 08-25	Rio Vista HS/EHS internet service for acct# 07710-150503-01-9 from 08/15/25 to 09/14/25 CBG	389.60
5760000	HS Site Center Communications	8/25/2025	07710150505015 08-25	Day HS/EHS phone/internet service for acct# 07710-150505-01-5 from 08/15/25 to 09/14/25 CBG	426.55
5760000	HS Site Center Communications	9/1/2025	07710822493019 09-25	San Jacinto HS/EHS internet service for acct# 07710-822493-01-9 from 08/19/25 to 09/18/25 CBG	536.77
5760000	HS Site Center Communications	9/10/2025	07710150890010 09-25	Day HS/EHS phone service for acct# 07710-150890-01-0 from 08/25/25 to 09/24/25 CBG	264.20
5760000	HS Site Center Communications	9/12/2025	87006-60 09-25	Eldorado HS, Menard HS/EHS, and Ozona HS internet service for acct# ACC-3331567-37502-10 from 09/12/25 to 10/12/25, including top-up for EL & OZ CBG2	245.00

CVCOG
Vendor Activity - Head Start Citibank P-Card
H09 - HHS Grant H09 06CH013199-01, Head Start FY 25-26
From 9/1/2025 Through 9/30/2025

Line Item Code	Line Item Title	Document Date	Document Number	Document Description	Expenses
5760000	HS Site Center Communications	9/17/2025	07710150887017 09-25	San Jacinto HS/EHS phone/internet service for acct# 07710-150887-01-7 from 09/01/25 to 09/30/25 CBG	151.99
5760000	HS Site Center Communications	9/25/2025	07710150503019 09-25	Rio Vista HS/EHS internet service for acct# 07710-150503-01-9 from 09/15/25 to 10/14/25 (final bill for this account) CBG	389.60
5760000	HS Site Center Communications	9/25/2025	07710150505015 09-25	Day HS/EHS phone/internet service for acct# 07710-150505-01-5 from 09/15/25 to 10/14/25 CBG	426.55
5796000	Safety	9/2/2025	UZTX68JH93	Daycare licensing (fingerprinting) for prospective Head Start employee Y.S. (Day HS/EHS and San Jacinto HS/EHS) CB HR	39.31
5796000	Safety	9/2/2025	UZTX68KT52	Daycare licensing (fingerprinting) for prospective Head Start employee C.T. (Day HS/EHS and San Jacinto HS/EHS) CB HR	39.31
5796000	Safety	9/9/2025	405SP0000654081	Criminal history search for prospective new employees on C.G., J.T., C.T., & Y.S. (San Angelo HS/EHS), M.M. & A.M. (Day HS/EHS), and M.H. & E.T. (Menard HS/EHS) CB HR	30.93
5796000	Safety	9/16/2025	UZTX693S49	Daycare licensing (fingerprinting) for prospective Head Start employee M.H. (Menard HS/EHS) CB HR	39.31
5796000	Safety	9/19/2025	405SP0000660615	Criminal history search for prospective new employee on A.F. (San Jacinto HS/EHS) CB HR	6.39
Total H09 - HHS Grant H09 06CH013199-01, Head Start FY 25-26					36,209.63

CVCOG
Vendor Activity - Head Start Citibank P-Card
H09 - HHS Grant H09 06CH013199-01, Head Start FY 25-26
From 9/1/2025 Through 9/30/2025

<u>Line Item Code</u>	<u>Line Item Title</u>	<u>Document Date</u>	<u>Document Number</u>	<u>Document Description</u>	<u>Expenses</u>
Report Opening/Current Balance					
Report Transaction Totals					40,114.66
Report Current Balances					

CVCOG
Vendor Activity - Head Start Deans Dairy Corporate
H08 - Grant H08, CACFP Head Start Nutrition FY 24-25
From 9/1/2025 Through 9/30/2025

Line Item Code	Line Item Title	Document Date	Document Number	Document Description	Expenses
5295000	HS Nutrition Service	8/25/2025	652287861	Day HS/EHS purchase of milk for children - 27 whole 9/CS, 162 1% 9/CS, and 18 1% lactose free 6BX	656.24
5295000	HS Nutrition Service	8/27/2025	650691807	Menard HS/EHS purchase of milk for children - 4 whole 9/CS and 18 1% 9/CS	66.80
5295000	HS Nutrition Service	8/27/2025	650691808	Eldorado HS purchase of milk for children - 12 1% 9/CS	36.48
5295000	HS Nutrition Service	8/27/2025	652089742	San Jacinto HS/EHS purchase of milk for children - 18 whole 9/CS, 63 1% 9/CS, and 6 1% lactose free 6BX	273.30
5295000	HS Nutrition Service	8/27/2025	652287903	Ozona HS purchase of milk for children - 18 1% 9/CS	54.71
5295000	HS Nutrition Service	8/29/2025	652288259	Day HS/EHS purchase of milk for children - 36 whole 9/CS, 144 1% 9/CS, and 12 1% lactose free 6BX	601.32
5295000	HS Nutrition Service	9/3/2025	650692174	Eldorado HS purchase of milk for children - 12 1% 9/CS	36.47
5295000	HS Nutrition Service	9/3/2025	650692191	Menard HS/EHS purchase of milk for children - 3 whole 9/CS and 15 1% 9/CS	54.63
5295000	HS Nutrition Service	9/3/2025	652090040	San Jacinto HS/EHS purchase of milk for children - 9 whole 9/CS, 214 1% 9/CS, and 6 1% lactose free 6BX	704.91
5295000	HS Nutrition Service	9/3/2025	652288208	Ozona HS purchase of milk for children - 15 1% 9/CS	45.59
5295000	HS Nutrition Service	9/8/2025	652288260	Day HS/EHS purchase of milk for children - 18 whole 9/CS, 180 1% 9/CS, and 18 1% lactose free 6BX	683.51
5295000	HS Nutrition Service	9/10/2025	650692554	Eldorado HS purchase of milk for children - 4 1% 9/CS	12.16
5295000	HS Nutrition Service	9/10/2025	650692571	Menard HS/EHS purchase of milk for children - 1 whole 9/CS and 15 1% 9/CS	48.60
5295000	HS Nutrition Service	9/10/2025	652090341	San Jacinto HS/EHS purchase of milk for children - 36 whole 9/CS, 197 1% 9/CS, and 18 1% lactose free 6BX	789.41

CVCOG
Vendor Activity - Head Start Deans Dairy Corporate
H08 - Grant H08, CACFP Head Start Nutrition FY 24-25
From 9/1/2025 Through 9/30/2025

Line Item Code	Line Item Title	Document Date	Document Number	Document Description	Expenses
5295000	HS Nutrition Service	9/10/2025	652288528	Ozona HS purchase of milk for children - 9 1% 9/CS	27.35
5295000	HS Nutrition Service	9/15/2025	652288805	Day HS/EHS purchase of milk for children - 54 whole 9/CS, 162 1% 9/CS, and 24 1% lactose free 6BX	764.69
5295000	HS Nutrition Service	9/16/2025	650692862	Menard HS/EHS purchase of milk for children - 2 whole 9/CS and 15 1% 9/CS	51.62
5295000	HS Nutrition Service	9/17/2025	650692844	Eldorado HS purchase of milk for children - 12 1% 9/CS	36.47
5295000	HS Nutrition Service	9/17/2025	652090634	San Jacinto HS/EHS purchase of milk for children - 36 whole 9/CS, 198 1% 9/CS, and 12 1% lactose free 6BX	765.05
5295000	HS Nutrition Service	9/17/2025	652288844	Ozona HS purchase of milk for children - 18 1% 9/CS	54.71
5295000	HS Nutrition Service	9/22/2025	652289113	Day HS/EHS purchase of milk for children - 45 whole 9/CS, 135 1% 9/CS, and 24 1% lactose free 6BX	655.51
5295000	HS Nutrition Service	9/24/2025	650693231	Eldorado HS purchase of milk for children - 9 1% 9/CS	27.35
5295000	HS Nutrition Service	9/24/2025	650693626	Menard HS/EHS purchase of milk for children - 3 whole 9/CS and 15 1% 9/CS	54.63
5295000	HS Nutrition Service	9/24/2025	652090930	San Jacinto HS/EHS purchase of milk for children - 18 whole 9/CS and 44 1% 9/CS	187.97
5295000	HS Nutrition Service	9/24/2025	652289155	Ozona HS purchase of milk for children - 18 1% 9/CS	54.71
5295000	HS Nutrition Service	9/29/2025	652289421	Day HS/EHS purchase of milk for children - 54 whole 9/CS, 90 1% 9/CS, and 24 1% lactose free 6BX	545.87
					7,290.06
Total H08 - Grant H08, CACFP Head Start Nutrition FY 24-25					7,290.06

CVCOG
Vendor Activity - Head Start Deans Dairy Corporate
H08 - Grant H08, CACFP Head Start Nutrition FY 24-25
From 9/1/2025 Through 9/30/2025

<u>Line Item Code</u>	<u>Line Item Title</u>	<u>Document Date</u>	<u>Document Number</u>	<u>Document Description</u>	<u>Expenses</u>
Report Opening/Current Balance					
Report Transaction Totals					<u>7,290.06</u>
Report Current Balances					<u><u> </u></u>

CVCOG
Vendor Activity - Head Start First Financial Credit Card
H09 - HHS Grant H09 06CH013199-01, Head Start FY 25-26
From 9/1/2025 Through 9/30/2025

<u>Line Item Code</u>	<u>Line Item Title</u>	<u>Document Date</u>	<u>Document Number</u>	<u>Document Description</u>	<u>Expenses</u>
5351000	Fuel	9/24/2025	217913	Eldorado HS purchase of fuel for IT travel to site to set up equipment with new Frontier internet service LF FF	35.92
					35.92
					35.92
Report Opening/Current Balance					
Report Transaction Totals					35.92
Report Current Balances					

CVCOG
Vendor Activity - Head Start Lakeshore Learning
H09 - HHS Grant H09 06CH013199-01, Head Start FY 25-26
From 9/1/2025 Through 9/30/2025

Line Item Code	Line Item Title	Document Date	Document Number	Document Description	Expenses
5512000	HS Class Room Supplies	8/9/2025	91543522	San Jacinto HS purchase of space saver storage units (2) and storage bins (20)	795.90
5512000	HS Class Room Supplies	8/10/2025	91559315	San Jacinto HS purchase of pitcher sets (20), crayon class pack, washable marker class pack, and washable tempera paint	962.61
5512000	HS Class Room Supplies	8/20/2025	91726564	San Jacinto HS purchase of see-inside cubby bins - set of 10	103.55
5512000	HS Class Room Supplies	9/2/2025	91895261	San Jacinto HS purchase of storage bins (40)	455.60
5512000	HS Class Room Supplies	9/11/2025	91994597	San Jacinto HS purchase of arts & crafts supplies for rm 37 (2025 CV Arts & Craft Consumable Kit)	704.04
5512000	HS Class Room Supplies	9/11/2025	91994600	San Jacinto HS purchase of arts & crafts supplies for rm 34 (2025 CV Arts & Craft Consumable Kit)	704.04
5512000	HS Class Room Supplies	9/11/2025	91994602	San Jacinto HS purchase of dough assortment sets 1 & 2	142.48
5512000	HS Class Room Supplies	9/12/2025	92004247	San Jacinto HS purchase of arts & crafts supplies (2 2025 CV Arts & Craft Consumable Kits)	1,408.08
5512000	HS Class Room Supplies	9/15/2025	92025511	San Jacinto HS purchase of arts & crafts supplies for rm 30 (2025 CV Arts & Craft Consumable Kit)	704.04
5512000	HS Class Room Supplies	9/16/2025	92037350	Eldorado HS purchase of arts & crafts supplies for rm 1 (2025 CV Arts & Craft Consumable Kit)	704.04
5512000	HS Class Room Supplies	9/25/2025	92105251	Rio Vista HS purchase of all stars sticker packs (5)	71.20
					6,755.58
Total H09 - HHS Grant H09 06CH013199-01, Head Start FY 25-26					6,755.58

CVCOG
Vendor Activity - Head Start Lakeshore Learning
H09 - HHS Grant H09 06CH013199-01, Head Start FY 25-26
From 9/1/2025 Through 9/30/2025

<u>Line Item Code</u>	<u>Line Item Title</u>	<u>Document Date</u>	<u>Document Number</u>	<u>Document Description</u>	<u>Expenses</u>
Report Opening/Current Balance					
Report Transaction Totals					6,755.58
Report Current Balances					

CVCOG
Vendor Activity - Head Start Lowes Pay and Save
H08 - Grant H08, CACFP Head Start Nutrition FY 24-25
From 9/1/2025 Through 9/30/2025

Line Item Code	Line Item Title	Document Date	Document Number	Document Description	Expenses
5295000	HS Nutrition Service	8/13/2025	250813-120-1-1-3	Eldorado HS purchase of nutrition items	34.89
5295000	HS Nutrition Service	8/18/2025	250818-357-3-3-...	Menard HS/EHS purchase of nutrition items	32.53
5295000	HS Nutrition Service	8/19/2025	250819-399-1-1-63	Menard HS/EHS purchase of nutrition items	134.78
5295000	HS Nutrition Service	8/20/2025	250820-120-1-1-18	Eldorado HS purchase of nutrition items	19.33
5295000	HS Nutrition Service	8/20/2025	250820-420-1-1-72	Menard HS/EHS purchase of nutrition items	9.27
5295000	HS Nutrition Service	8/21/2025	250821-420-2-2-49	Menard HS purchase of nutrition items	43.40
5295000	HS Nutrition Service	8/25/2025	250825-120-1-1-15	Eldorado HS purchase of nutrition items	39.39
5295000	HS Nutrition Service	8/25/2025	250825-120-1-1-27	Eldorado HS purchase of nutrition items	4.38
5295000	HS Nutrition Service	8/25/2025	250825-399-1-1-59	Menard HS/EHS purchase of nutrition items	107.91
5295000	HS Nutrition Service	8/27/2025	250827-420-2-2-63	Menard HS/EHS purchase of nutrition items	3.29
5295000	HS Nutrition Service	8/28/2025	250828-239-3-3-83	Ozona HS purchase of nutrition items	4.37
5295000	HS Nutrition Service	8/28/2025	250828-382-3-3-5	Menard HS/EHS purchase of nutrition items	4.55
5295000	HS Nutrition Service	8/29/2025	250829-311-2-2-5	Ozona HS purchase of nutrition items	77.95
5295000	HS Nutrition Service	8/29/2025	250829-399-1-1-20	Menard HS/EHS purchase of nutrition items	6.68
5295000	HS Nutrition Service	9/2/2025	250902-382-3-3-6	Menard HS/EHS purchase of nutrition items	65.08
5295000	HS Nutrition Service	9/3/2025	250903-168-1-1-24	Eldorado HS purchase of nutrition items	21.03
5295000	HS Nutrition Service	9/3/2025	250903-374-1-1-12	Menard HS/EHS purchase of nutrition items	42.00
5295000	HS Nutrition Service	9/4/2025	250904-420-1-1-55	Menard HS/EHS purchase of nutrition items	59.21
5295000	HS Nutrition Service	9/10/2025	250910-210-1-1-4	Eldorado HS purchase of nutrition items	21.95
5295000	HS Nutrition Service	9/11/2025	250911-168-1-1-22	Eldorado HS purchase of nutrition items	5.62
5295000	HS Nutrition Service	9/12/2025	250912-239-3-3-26	Ozona HS purchase of nutrition items	88.55
5295000	HS Nutrition Service	9/16/2025	250916-210-1-1-19	Eldorado HS purchase of nutrition items	19.76
5295000	HS Nutrition Service	9/16/2025	250916-311-3-3-...	Ozona HS purchase of nutrition items	12.65
5295000	HS Nutrition Service	9/17/2025	250917-168-1-1-25	Eldorado HS purchase of nutrition items	3.38
5295000	HS Nutrition Service	9/18/2025	250918-210-1-1-21	Eldorado HS purchase of nutrition items	7.98

CVCOG
Vendor Activity - Head Start Lowes Pay and Save
H08 - Grant H08, CACFP Head Start Nutrition FY 24-25
From 9/1/2025 Through 9/30/2025

Line Item Code	Line Item Title	Document Date	Document Number	Document Description	Expenses
5295000	HS Nutrition Service	9/22/2025	250922-239-3-3-33	Ozona HS purchase of nutrition items	96.18
5295000	HS Nutrition Service	9/22/2025	250922-420-1-1-42	Menard HS/EHS purchase of nutrition items and kitchen supplies	144.05
5295000	HS Nutrition Service	9/23/2025	250923-210-1-1-21	Eldorado HS purchase of nutrition items	24.72
5295000	HS Nutrition Service	9/23/2025	250923-420-2-2-30	Menard HS/EHS purchase of nutrition items	44.41
5295000	HS Nutrition Service	9/25/2025	250925-382-1-1-32	Menard HS/EHS purchase of nutrition items	44.95
5295000	HS Nutrition Service	9/26/2025	250926-210-1-1-32	Eldorado HS purchase of nutrition items	8.07
5295000	HS Nutrition Service	9/29/2025	250929-168-1-1-19	Eldorado HS purchase of nutrition items	28.27
5295000	HS Nutrition Service	9/29/2025	250929-420-2-2-18	Menard HS/EHS purchase of nutrition items	44.27
5295000	HS Nutrition Service	9/30/2025	250930-420-2-2-46	Menard HS/EHS purchase of nutrition items	25.18
5513000	HS Food Serv Sup	8/27/2025	250827-420-2-2-63	Menard HS/EHS purchase of nutrition items	5.16
5513000	HS Food Serv Sup	9/22/2025	250922-420-1-1-42	Menard HS/EHS purchase of nutrition items and kitchen supplies	2.97
					1,338.16
					Total H08 - Grant H08, CACFP Head Start Nutrition FY 24-25
					1,338.16
Report Opening/Current Balance					
Report Transaction Totals					1,338.16
Report Current Balances					

CVCOG
Vendor Activity - Head Start Sysco
H08 - Grant H08, CACFP Head Start Nutrition FY 24-25
From 9/1/2025 Through 9/30/2025

Line Item Code	Line Item Title	Document Date	Document Number	Document Description	Expenses
5295000	HS Nutrition Service	8/28/2025	378181118	Menard HS/EHS purchase of nutrition items for children and kitchen supplies	279.90
5295000	HS Nutrition Service	9/1/2025	378184031	San Jacinto HS/EHS purchase of nutrition items for children	99.04
5295000	HS Nutrition Service	9/2/2025	378186064	San Jacinto HS/EHS purchase of nutrition items for children and kitchen supplies	2,001.54
5295000	HS Nutrition Service	9/4/2025	378187461	Eldorado HS purchase of nutrition items for children	442.63
5295000	HS Nutrition Service	9/4/2025	378187466	Day HS/EHS purchase of nutrition items for children and kitchen supplies	2,968.12
5295000	HS Nutrition Service	9/8/2025	378190652	Day HS/EHS purchase of nutrition items for children	86.58
5295000	HS Nutrition Service	9/8/2025	378190653	Eldorado HS purchase of nutrition items for children	36.57
5295000	HS Nutrition Service	9/9/2025	378190828	San Jacinto HS/EHS purchase of nutrition items for children and kitchen supplies	3,547.79
5295000	HS Nutrition Service	9/11/2025	378192247	Day HS/EHS purchase of nutrition items for children and kitchen supplies	4,172.92
5295000	HS Nutrition Service	9/11/2025	378192297	Menard HS/EHS purchase of nutrition items for children and kitchen supplies	244.13
5295000	HS Nutrition Service	9/15/2025	378194865	Menard HS/EHS purchase of nutrition items for children	275.70
5295000	HS Nutrition Service	9/16/2025	378195586	San Jacinto HS/EHS purchase of nutrition items for children and kitchen supplies	3,108.67
5295000	HS Nutrition Service	9/18/2025	378196958	Day HS/EHS purchase of nutrition items for children	97.48
5295000	HS Nutrition Service	9/18/2025	378197167	Eldorado HS purchase of nutrition items for children	554.94
5295000	HS Nutrition Service	9/18/2025	378197170	Day HS/EHS purchase of nutrition items for children and kitchen supplies	3,116.71
5295000	HS Nutrition Service	9/18/2025	378197217	Menard HS/EHS purchase of nutrition items for children and kitchen supplies	183.59

CVCOG
Vendor Activity - Head Start Sysco
H08 - Grant H08, CACFP Head Start Nutrition FY 24-25
From 9/1/2025 Through 9/30/2025

Line Item Code	Line Item Title	Document Date	Document Number	Document Description	Expenses
5295000	HS Nutrition Service	9/23/2025	378200414	San Jacinto HS/EHS purchase of nutrition items for children and kitchen supplies	3,730.02
5295000	HS Nutrition Service	9/25/2025	378201988	Ozona HS purchase of nutrition items for children	1,266.38
5295000	HS Nutrition Service	9/25/2025	378201997	Day HS/EHS purchase of nutrition items for children and kitchen supplies	3,388.38
5295000	HS Nutrition Service	9/25/2025	378202041	Menard HS/EHS purchase of nutrition items for children	81.81
5295000	HS Nutrition Service	9/30/2025	378205279	San Jacinto HS/EHS purchase of nutrition items for children and kitchen supplies	3,264.63
5295000	HS Nutrition Service	9/30/2025	378205868	San Jacinto HS/EHS purchase of nutrition items for children	33.93
5295000	HS Nutrition Service	10/2/2025	378208812	San Jacinto HS/EHS credit for black pepper damaged on truck	(58.64)
5513000	HS Food Serv Sup	8/28/2025	378181118	Menard HS/EHS purchase of nutrition items for children and kitchen supplies	20.34
5513000	HS Food Serv Sup	9/2/2025	378186064	San Jacinto HS/EHS purchase of nutrition items for children and kitchen supplies	206.99
5513000	HS Food Serv Sup	9/4/2025	378187466	Day HS/EHS purchase of nutrition items for children and kitchen supplies	375.64
5513000	HS Food Serv Sup	9/9/2025	378190828	San Jacinto HS/EHS purchase of nutrition items for children and kitchen supplies	985.97
5513000	HS Food Serv Sup	9/11/2025	378192247	Day HS/EHS purchase of nutrition items for children and kitchen supplies	351.38
5513000	HS Food Serv Sup	9/11/2025	378192297	Menard HS/EHS purchase of nutrition items for children and kitchen supplies	74.69
5513000	HS Food Serv Sup	9/16/2025	378195586	San Jacinto HS/EHS purchase of nutrition items for children and kitchen supplies	1,031.21
5513000	HS Food Serv Sup	9/18/2025	378197024	San Jacinto HS/EHS credit for nitrile gloves short on truck	(28.95)

CVCOG
Vendor Activity - Head Start Sysco
H08 - Grant H08, CACFP Head Start Nutrition FY 24-25
From 9/1/2025 Through 9/30/2025

<u>Line Item Code</u>	<u>Line Item Title</u>	<u>Document Date</u>	<u>Document Number</u>	<u>Document Description</u>	<u>Expenses</u>
5513000	HS Food Serv Sup	9/18/2025	378197170	Day HS/EHS purchase of nutrition items for children and kitchen supplies	258.85
5513000	HS Food Serv Sup	9/18/2025	378197217	Menard HS/EHS purchase of nutrition items for children and kitchen supplies	42.06
5513000	HS Food Serv Sup	9/23/2025	378200414	San Jacinto HS/EHS purchase of nutrition items for children and kitchen supplies	132.57
5513000	HS Food Serv Sup	9/25/2025	378201997	Day HS/EHS purchase of nutrition items for children and kitchen supplies	183.28
5513000	HS Food Serv Sup	9/30/2025	378205279	San Jacinto HS/EHS purchase of nutrition items for children and kitchen supplies	520.92
					37,077.77
Total H08 - Grant H08, CACFP Head Start Nutrition FY 24-25					37,077.77

CVCOG
Vendor Activity - Head Start Sysco
H10 - Grant H10, CACFP Head Start Nutrition FY 25-26
From 9/1/2025 Through 9/30/2025

<u>Line Item Code</u>	<u>Line Item Title</u>	<u>Document Date</u>	<u>Document Number</u>	<u>Document Description</u>	<u>Expenses</u>
5295000	HS Nutrition Service	10/1/2025	378208645	Day HS/EHS purchase of nutrition items for children	49.52
				Total H10 - Grant H10, CACFP Head Start Nutrition FY 25-26	49.52
Report Opening/Current Balance					
Report Transaction Totals					37,127.29
Report Current Balances					

CVCOG
Vendor Activity - Head Start West Texas Fire Extinguisher
H08 - Grant H08, CACFP Head Start Nutrition FY 24-25
From 9/1/2025 Through 9/30/2025

Line Item Code	Line Item Title	Document Date	Document Number	Document Description	Expenses
5513000	HS Food Serv Sup	8/22/2025	322720	Eldorado HS semi-annual vent and hood inspection (single system) and Ansul fusible links	118.00
5513000	HS Food Serv Sup	8/27/2025	322963	San Jacinto HS/EHS purchase of mop handles, paper & reusable towels, trash can liners, multi-purpose cleaner, broom, and dust pan	256.67
5513000	HS Food Serv Sup	9/4/2025	322829-01	Menard HS/EHS purchase of paper towels - 1 case	13.75
5513000	HS Food Serv Sup	9/10/2025	322963-02	San Jacinto HS/EHS purchase of microfiber mop heads - 3	15.30
5513000	HS Food Serv Sup	9/11/2025	323715	San Jacinto HS/EHS purchase of cleaners and disinfectants, paper towels and dispenser, and toilet tissue	52.06
5513000	HS Food Serv Sup	9/17/2025	324079	San Jacinto HS/EHS purchase of disinfecting wipes, facial tissue, paper towels, nitrile gloves, trash can liners, delimer, and mop heads	29.68
5513000	HS Food Serv Sup	9/24/2025	324482	San Jacinto HS/EHS purchase of paper and reusable towels and trash can liners	103.77
					589.23
					589.23
Report Opening/Current Balance					
Report Transaction Totals					589.23

CVCOG
Vendor Activity - Head Start West Texas Fire Extinguisher
H08 - Grant H08, CACFP Head Start Nutrition FY 24-25
From 9/1/2025 Through 9/30/2025

<u>Line Item Code</u>	<u>Line Item Title</u>	<u>Document Date</u>	<u>Document Number</u>	<u>Document Description</u>	<u>Expenses</u>
Report Current Balances					<u><u> </u></u>



To: Executive Committee and Policy Council

From: Carolina Raymond – Director of Head Start

Date: November 12th 2025

Re: Approval of Revisions to CVCOG Head Start Mission, Vision, and Values Statement

Changes to Mission, Vision, and Values Statement

Mission:

The Concho Valley Council of Governments Head Start and Early Head Start program is committed to empowering children and families for life long success.

Our Vision:

To be leaders in early childhood development by providing safe and high-quality programing and delivering growth in community engagement, family wellbeing, and school readiness.

Values:

We promote and stand for:

- Family empowerment, school readiness, independence and self-sufficiency, community collaboration, healthy children and families, mental wellness health, and safe and nurturing environments.

Policy Council Chairman

Date

Executive Committee Chairman

Date

Memo

To: Executive Committee

From: Carolina Raymond, Director of Head Start

Date: 11/12/2025

Re: CONSIDER AND TAKE APPROPRIATE ACTION – ITEM 12

ITEM 12

Carolina Raymond, Director of Head Start, is seeking consideration and approval concerning the revisions to the CVCOG Early Head Start/Head Start - Mission, Vision, and Values Statement.

Approved at the Executive Committee Meeting on November 12, 2025.



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REFERENCE	1302 Health Program Services Subpart D		
APPROVAL/EFFECTIVE	August 14, 2024, November 13, 2024, December 11, 2024, July 9, 2025, November 10, 2025	Pages: 1-7	
SUBJECT	Child Health Status and Care	STANDARD	1302.42

Source of Health Care

Within 30 calendar days after the child first attends the Concho Valley Council of Governments (CVCOG) Head Start Program will consult with parents/guardians whether each child has ongoing sources of continuous health care and health care insurance.

1. Determine if the child has a health care provider and a dental provider to serve as a medical home.
2. Determine the source of funding for health care.
3. Assist families with access to healthcare.
4. Provide a list of health, dental, oral, and vision providers for parents/guardians in the **Welcome Packet**.
5. Parents will sign stating they received a copy.

Ensuring up-to-date child health status

1. The Head/Early Head Start will follow the current guidelines of the **Texas Health Steps Medical Checkups Periodicity Schedule (EPSDT)** for children birth through twenty years of age.
2. Will follow the **Center for Disease Prevention Immunization Schedule**.
3. Ask parents/guardians to provide an enrolled child's last immunization, medical, dental, or mental health visit from their health care provider.
4. A case note will be initiated in GoEngage in My Health Workbook in the Dental Home/Medical Home tab every month until follow-up treatment or ongoing care is established.
5. The FSW will familiarize parents/guardians with the **EPSDT schedule** of preventative care.
6. Parents/guardians will sign a **Parent/Guardian Consent to Exchange Information** form for their health, dental, or mental health care provider if necessary.
7. The FSW will review information from the health care provider to determine if the child is up to date on a schedule of age-appropriate preventive and primary health care providers.
8. If there are any concerns about physicals, dentals, and mental health issues that have not been addressed by the health care professional, a FSW will initiate a case note in GoEngage under My Health Workbook in the Physical/Dental Exam tab and will indicate the concern, and resources will be provided to parents/guardians and referred to appropriate health professional.
9. If noncompliance is still exhibited after barriers are addressed and resources have been provided, with the approval of the Health Manager, the parent/guardian will be asked to sign the **Decline of**



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Services form and will be uploaded into GoEngage in the Enrollment Package under the medical records tab.

Policy:

The Head Start Program will develop and implement procedures to ensure high quality health, oral health, mental health, and nutrition services that are developmentally, culturally, and linguistically appropriate, and that will support each child's growth and school readiness.

Procedures must include the system to meet the following:

30- Day Requirement:

- Within 30 calendar days after the child's entry date to the program each year, the Head Start Program must consult with parents/guardians to determine if the child has an ongoing source of continuous health care and health insurance coverage.

45- Day Screenings:

- Each child will have the following screening obtained and completed within 45 days of their entry date: **growth assessment, social emotional screening assessment, nutrition assessment, vision and hearing screenings.**
- **Head Start Hearing Screen Procedure:**
 1. Parental consent will be obtained prior to screening.
 2. Screening will be performed by certified staff using the Pure Tone Audiometer or other state-approved equipment.
 3. Results must be documented on the **Vision and Hearing Screener Report, DHS, and entered into GoEngage under the Hearing tab, then uploaded into GoEngage in the Hearing tab. This must be done by the 5th of next month after the hearing screen is done.**
 4. All children who failed the test must be rescreened within 3-4 weeks of the initial test.
 5. **If a 3 or 5-year-old fails the rescreen, the data clerk will initiate an internal referral to the appropriate FSW.**
 6. **The FSW will initiate an external referral under the hearing tab.**
 7. If noncompliance is still exhibited after barriers are addressed and resources have been provided, with the approval of the Health Manager the parent/guardian will be asked to sign the **Decline of Services** form and upload to GoEngage in hearing screen tab.
 - **Head Start Vision Screen Procedure:**
 1. Parental consent will be obtained prior to the screening.



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2. Screening will be performed by a certified staff member or trained professional using the 10-foot HOTV Vision Chart or other state approved equipment or chart.
 3. Results must be documented on the **Vision and Hearing Screener Report, DHS**, entered in GoEngage under Vision tab and uploaded in the Vision tab by the 5th of the next month after the screening is complete.
 4. All children who fail to respond or fail the test using the HOTV Vision Chart will be rescreened 2-3 weeks after the initial test. Children who failed with the Spot Vision Screener do not need to be rescreened.
 5. Data clerk will initiate an internal referral to the appropriate FSW in the Vision screening tab, and an external referral will be made by the FSW under the vision tab. This is for children who fail the rescreening of the HOTV, or the initial Spot Vision Screener.
 6. If noncompliance is still exhibited after barriers are addressed and resources have been provided, with the approval of the Health Manager the parent/guardian will be asked to sign the **Decline of Services** form and will be uploaded into GoEngage in the vision screen tab.
- **Growth Assessment**
 1. FSW/teachers/teacher aide will obtain the height and weight for each child twice a year. First time within the first 45 days of enrollment, the second will be in January for the following calendar year.
 2. Data clerk/FSW will enter height and weight into GoEngage in My Health Workbook by the 5th of next month after screening is completed.
 3. For abnormal BMIs, the data clerk will initiate an internal referral to the appropriate FSW.
 4. FSW will initiate an external referral and do an Abnormal Growth Plan for children under/overweight. Parents will sign the Abnormal Growth Plan if they want information from the nutrition specialist.
 5. If noncompliance is still exhibited after barriers are addressed and resources have been provided, with the approval of the Health Manager the parent/guardian will be asked to sign the **Decline of Services** form and will be uploaded into GoEngage in the height and weight tab.

Early Head Start Hearing Procedure:

1. Early Head Start parents/guardians will complete the **THSteps Hearing Checklist for Parents** within 30 days of enrollment, and then every 6-months continuously while enrolled in the program. Teachers will do hearing forms with their parents.
2. If parents/guardians answer NO to any of the questions on the **THSteps Hearing Checklist for Parents** or if parents/guardians, or staff are



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concerned, data clerk will initiate an internal referral to the appropriate FSW under the hearing tab.

3. The FSW will initiate an external referral under the hearing tab.
4. ~~The case notes will be done monthly until treatment is complete and/or ongoing care has been established.~~
5. Teaching staff will turn in **THSteps Hearing Checklist for Parents** to the data clerk to upload and enter and upload to GoEngage under the hearing tab by the 5th of the next month after the screening is completed. Data Clerk will return forms to the teaching staff after entry.
6. ~~The teaching staff will document all results on the **State Admission Form**.~~
7. If noncompliance is still exhibited after barriers are addressed and resources have been provided, with the approval of the Health Manager the parent/guardian will be asked to sign the **Decline of Services** form and will uploaded into GoEngage under the hearing tab.

- **Early Head Start Vision Procedure:**

1. Early Head Start parents/guardians will complete a **Vision Questionnaire** Form within 30 days of enrollment, and then every 6 months continuously while enrolled in the program. Teachers will do the vision form with the parents.
2. If parents/guardians answer No to any of the questions on the **Vision Questionnaire Form** or if parents/guardians, or staff are concerned, the data clerk will initiate an internal referral to the appropriate FSW under the vision tab.
3. FSW will initiate an external referral under the vision tab.
4. ~~The case notes will be done monthly until treatment is complete and/or ongoing care has been established.~~
5. Teaching staff will turn in **Vision Questionnaire Form** to the data clerk to enter results under the vision tab and upload to GoEngage in the vision tab by the 5th of the next month after the screening is completed. Data clerk will return the forms to the teaching staff after entry.
6. ~~The teaching staff will document all results on the **State Admissions Form**.~~

7. If noncompliance is still exhibited after barriers are addressed and resources have been provided; with the approval of the Health Manager the parent/guardian will be asked to sign the **Decline of Services** form and will be uploaded into GoEngage under Enrollment Package under Medical Records.

- **Early Head Start Heights and Weights**

1. Teachers will get the heights and weights give them to the data clerk to enter in GoEngage under height and weight tab and upload to GoEngage under



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height and weight tab by the 5th of the next month after the screening is completed.

☐ The Family Service Worker (FSW) will obtain a Decline of Service form within 90 days for physicals, dental exams, lead screenings, and any necessary follow-up treatments. This applies to both currently enrolled and withdrawn children in the program. The FSW will continue to make monthly attempts to collect these documents, documenting efforts through case notes.

If physicals, dental exams, lead screenings, or follow-up treatment documentation are not received by the end of the year, the Decline of Service form will be used in place of these records. It will be uploaded to GoEngage under the Enrollment Package in the Medical Records tab.

Ongoing Care

Policy: CVCOG Head Start will do periodic observations or other appropriate strategies for staff and parent/guardians to identify new or recurring developmental, medical, oral, or mental health concerns.

1. All staff members will welcome parents/guardians every morning.
2. Teaching staff will complete **Daily Well Check** with parents/guardians as the child arrives at school every morning.
3. Teaching staff will document any findings not mentioned in the **Daily Well Check** with the parents/guardians that morning.
4. The teaching staff will describe finding with time and date on the **Daily Well Check**.
5. Teaching staff will notify the Site Supervisor of any findings, and a courtesy call will be made to the parents/guardians or if warranted CPS if needed.
6. The Health Manager will receive water reports to check fluoride levels.
7. Children will brush their teeth twice a day if fluoride levels are low.

Extended Follow Up Care

Policy: CVCOG Head Start will assist parents as needed in obtaining any prescribed medications, aids, or equipment for medical and oral health conditions.

1. All referrals made will be entered into GoEngage as a case note under My Health Workbook. Under the tab, the referral is for FSW.

Use of Funds

Policy:

1. CVCOG Head Start will provide generic brands of diapers and wipes for enrolled children.
2. If a specific brand of diapers and wipes is needed, a doctor's note is required, and the program will purchase accordingly for the program's day.



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CVCOG Head Start may use program funds for professional medical and oral health services when no other source of funding is available, and if funding is available through CVCOG

1. FSW will refer family/child/pregnant woman to public health insurance programs.
2. If family/child/pregnant woman is denied for public health insurance, they must provide documentation showing the denial.
3. FSW will contact local community agencies to see if funds are available to help cover the cost.
4. When determined no other funds are available and appropriate documentation has been collected, the FSW will complete a **Request for Payment Services** that contains the following information:
 - a. Name
 - b. Medical/Dental provider
 - c. Type of service needed
 - d. Cost
5. **Request for Payment of Services** will be forwarded to the Head Start Director for approval.

Lead and Anemia Policy:

Head/Early Head Start programs will develop and implement procedures to ensure that all children are up to date with anemia and lead screenings. The State of Texas early and Periodic Screening, Diagnosis, and Treatment (EPSDT) schedule requires children to receive a blood screening at 12 months of age and 24 months (about 2 years) of age. These screenings may be obtained from an outside source such as WIC, THSteps physical, Head Start physical, and others. The Head/Early Start program will provide onsite screenings for any child with missing anemia and lead screenings.

1. Staff will inform parents/guardians of the screening and provide an **Anemia and Lead Consent Form** to be signed before blood is drawn.
2. Parents/guardians will be informed of when the blood will be drawn.
3. Blood screening will be performed on-site by a qualified health staff, provider, or agency.
4. Results will be documented on the **Lead & Anemia Screening Results Form** and sent to the Family Service Workers.
5. FSW and/or data clerk will enter in My Health Workbook and upload results to GoEngage in the Enrollment Package under medical records tab by the 5th of the next month after results have been submitted.
6. Children with abnormal blood results, the data clerk will initiate an external referral to their medical provider for further evaluation. A FSW and/or data clerk will initiate a case note in GoEnage My Health Workbook under the Lead/Anemia screening that will indicate the blood results, and the referral information.

Tuberculosis (TB) Policy:

1. A **TB** will be completed according to the **EPSDT**.



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2. Head Start/Early Head Start children must have the questionnaire within 45 days of entry into the program. FSW will complete this **TB Questionnaire** with parents/guardians during enrollment in GoEngage under My Program Workbook.
3. If parents/guardians answer "yes" or "I don't know" on the **TB Questionnaire**, FSW will complete a case notes in GoEngage in My Health Workbook under TB screening and provide parents/guardians with information on TB exposure.
4. Child will be required to have a TB skin test if the provider deems it necessary.
5. Designated staff will update information using the case notes monthly in Go Engage under My Health Workbook until treatment is complete or ongoing care is established.
6. If noncompliance is exhibited after barriers are addressed and resources have been provided, with the approval of the Health Manager, the parents/guardians will be asked to sign a **Decline of Services** form and upload into GoEngage under Enrollment Package under the medical records tab.

Immunization Policy:

CVCOG Head Start Program will ensure all children are up to date with immunization recommendations issued by the Centers for Disease Control and Prevention (CDC (Centers for Disease Control)). The program must also ensure children meet the Texas Minimum State Vaccine Requirements.

If a child is not up to date with minimum requirements, they may be excluded from attendance but not un-enrolled from the program.

1. Applicants must submit an official immunization record stating the child's full name and date of birth generated by a state or local health authority.
2. Any child may be placed on the **Waiting List** when immunization is not up to date if they have one of the following:
 - a. Official State Affidavit signed and notarized (pending affidavits will not be accepted).
 - b. Statement from doctor to when immunizations will be up to date.
 - c. Approval from the Health Manager on a case-by-case basis.
3. Children that are in foster care and/or experiencing homelessness will have 30 days to obtain immunization records and/or get a catch-up immunization schedule.
4. The Health Manager will approve all immunizations for applicants.
5. FSW/data clerk will upload the most current immunization record/affidavits in GoEngage in Enrollment Package under the medical records tab and file it in the child's DHS file by the 5th of the next month.
6. If immunizations are not up to date, the Health Manager will complete the **Immunization Notice Form** with an exclusion date. Parents/guardians will have 30 days to get missing immunizations. After the 30 days, the child will exclude attending classes until the child is current with immunizations or has a doctor's note stating why the child is not current and when the child will be current.
7. The Family Service Worker will continue to review the case notes in GoEngage under My Health Workbook under the immunization tab for children that are not up to date.



CONCHO VALLEY COUNCIL OF GOVERNMENTS
HEAD START/EARLY HEAD START
Policies & Procedures



8. The Family Service Worker will work with families to ensure they are informed and have the resources needed to complete the requirements.



CONCHO VALLEY COUNCIL OF GOVERNMENTS
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Policies & Procedures



REFERENCE	1302 Health Program Services Subpart D		
APPROVAL/EFFECTIVE	July 10, 2024, August 14, 2024, November 13, 2024, July 9, 2025, November 12, 2025		Pages:1-2
SUBJECT	Child Mental Health and Social and Emotional Well-being	STANDARD	1302.45

Policy:

Concho Valley Council of Governments Head Start will promote children's mental health, social and emotional well-being, and overall health. We will provide support for effective classroom management and positive learning environments, supportive teaching practices, strategies for supporting children with challenging behaviors, and other social, emotional, and mental health concerns.

Programs must use a multidisciplinary approach to mental health and mental wellness. Mental health consultations services must be available at a frequency of at least once a month; if a mental health consultant is not available to provide services at least once a month, programs must use other licensed mental health professionals or behavior health support specialists who coordinate with a mental health consultant.

1. Mental Health Manager will secure a contract with a Mental Health Consultant to provide services or consultations to staff, children, and families.
2. Family Service Worker (FSW) will secure Memorandum of Understanding (MOU) with community agencies to help provide mental health services directly or indirectly.
3. **ASQ SE 2** form will be done two times a year. First time within the 45-days of enrollment. The second will be done in January.
4. FSWs will make copies and give them to the teaching staff to hand them out to the parents/guardians.
5. FSWs will score the ASQ SE 2 forms, then data clerk/FSW will enter and upload them in GoEngage under the social emotional assessment tab.
6. If the **ASQ SE 2** has a high score, the FSW/data clerk will initiate an internal referral to the Health/Mental Health Manager.
7. The Health/Mental Health Manager will provide an external referral if needed.
8. The Mental Health Consultant does observations throughout the year and talks with teaching staff regarding skills that can help them in the classroom.
9. ~~The FSW will enter a case note information into GoEngage in the My Program Workbook under the Social Emotional Screening Assessment first. If a referral is to be made, an external referral will be initiated by FSW under the Social Emotional Screening Assessment.~~
10. ~~The Health/Mental Health Manager will keep track of referrals in GoEngage.~~

The implementation of policies to limit suspension and prohibit expulsion as described in 1301.17.

1. For children with consistent challenging behaviors, Teachers/Teacher Assistants will complete **Behavior Observation Notes** before a **Behavior Plan** is concerned.



CONCHO VALLEY COUNCIL OF GOVERNMENTS
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2. **Behavior Observation Notes** will be sent to the Mental Health Manager as they occur through email.
3. Information that needs to be included in the Behavior Observation Notes:
 - a. What was the child doing before the behavior occurred? (Jojo was playing with some blocks in the corner).
 - b. Describe the behavior. (Jojo grabbed the toys from Sally and slapped her in the face). Do not add your thoughts (because he was mad, angry, and frustrated).
 - c. What happened after the behavior? (I took Jojo to a safe space and let him calm down).
4. The Mental Health Manager will review the notes and send them to the Mental Health Consultant to schedule an observation.
5. The Mental Health Manager, Education Manager, and Classroom Support Specialist will make several observations regarding the child in question and give strategies and/or resources to the teaching staff.
6. Once teaching staff have implemented strategies provided by Mental Health Consultant, Education Manager, Health/Mental Health Manager, and Classroom Support Specialist and the child continues to have consistent challenging behaviors, a meeting with the parents/guardians, teacher, teacher assistant, FSW, and Site Supervisor will take place to discuss referral for outside services.
7. If outside services are not obtained, another meeting will be set up with parents/guardians to discuss the child being put on a **Behavior Plan**.
8. Children on a **Behavior Plan** will be reevaluated monthly and/or as needed.
9. **Behavior Plans** will be put in place as needed. Suspension will only be used as a last resort when children and staff are at risk. If suspension is necessary, it will have to be approved by the Head Start Program director.
10. FSW and/or data clerk will upload all notes into GoEngage in My Program Workbook under the Social Emotional Screening Assessment by the 5th of the month.
11. If a child is hurting other children/staff and the **Behavior Plan** meeting has not been held, staff may send the child home for the day with the approval from Mental Health Manager, or anyone in Admin.
12. If a child needs to be placed on a **Behavior Plan** and staff are unable to contact parents/guardians. Actions for the **Behavior Plan** will proceed.

Early Head Start:

11. **ASQ SE 2** form will be done every 6 months.
12. FSWs will make copies and give them to the teaching staff to hand them out to the parents/guardians.
13. FSWs will score the ASQ SE 2 forms, then data clerk/FSW will enter and upload them in GoEngage under the social emotional assessment tab.
14. If the **ASQ SE 2** has a high score, the FSW/data clerk will initiate an internal referral to the Health/Mental Health Manager.
15. The Health/Mental Health Manager will provide an external referral if needed.



CONCHO VALLEY COUNCIL OF GOVERNMENTS
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Mental Health Consultants:

1. Mental health consultants must be able to provide services to the parents/guardians who have children enrolled in the Head Start Program.
2. Mental health consultants must include social and emotional development in children when providing services to parents/guardians.

Memo

To: Executive Committee

From: Carolina Raymond, Director of Head Start

Date: 11/12/2025

Re: CONSIDER AND TAKE APPROPRIATE ACTION – ITEM 13

ITEM 13

Carolina Raymond, Director of Head Start, is seeking consideration and approval concerning the CVCOG Early Head Start/Head Start Policies and Procedures.

Approved at the Executive Committee Meeting on November 12, 2025.

2025-2026 Employee Handbook Changes

1. Cover Page – Changed date

2. Pg. 37-38 Personal Leave

a. Accrual changed back on all 3 levels

1- 2 years:	3.847% per hour worked (approx. 10 days per year)
3-9 years:	5.770% per hour worked (approx. 15 days per year)
10 years or longer:	6.920% per hour worked (approx. 18 days per year)

3. Pg. 71 Added date on when updated

Concho Valley Council of Governments



Revised: **November** ~~September~~ 2025

San Angelo, Texas

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MISSION OF THE CONCHO VALLEY COUNCIL OF GOVERNMENTS

Concho Valley Council of Governments (CVCOG) is a voluntary organization of local governments which fosters cooperative efforts toward resolving problems, policies, and plans that are common and regional.

ABOUT THE CONCHO VALLEY COUNCIL OF GOVERNMENTS

CVCOG is a voluntary association of local governments (cities, counties, schools and special-purpose districts) established in 1967 under the provisions of Section 391 of *Texas Local Government Code*. CVCOG is an independent political subdivision covering the 14 county Concho Valley region.

- CVCOG's primary purposes are to make plans to guide the future development of the region and to provide joint services which local governments are unable to provide individually.
- CVCOG is funded by grants and contracts from State and Federal governments, as well as by local funds.
- CVCOG conducts major programs in aging and disability services and provides public transportation, 9-1-1 emergency communications, criminal justice planning and training, economic development, regional services, 211, and Head Start.
- CVCOG is governed by a General Assembly made up of local elected officials representing each of the local governments, which meet annually; and an Executive Committee chosen from General Assembly representatives, which meets monthly to conduct the on-going business of CVCOG.
- The Executive Committee appoints an Executive Director, who serves as CVCOG's chief administrative officer and is responsible for hiring and supervising all other employees.

HANDBOOK

This Handbook will assist you in learning about CVCOG. Specifically, it will help you understand many important points about how we work with our employees, guests and each other.

CVCOG has an obligation to help you get acquainted as quickly as possible with the way we do business. That includes making you familiar with our practices, policies, procedures, and training you properly. Your responsibility includes working in accordance with our policies and procedures

This Handbook has been created to give you direction on how to handle yourself and what is expected of others. The policies and procedures in this handbook are not to be interpreted as a contract for employment. The Executive Director, with the permission of the Executive Committee, has the complete right to **alter, modify, delete, change, add, or interpret** as deemed necessary. You will be notified of any such changes, deletions, additions, modifications, and decisions. All changes are subject to approval by the Executive Director and the Executive Committee. This handbook and its policies will be reviewed annually to ensure Federal and State compliance as well as to ensure all policies in place create clear and concise boundaries that are in line with our commitment to the service of our community. Policies not listed in this handbook (such as Travel, P-Card, and all financial policies) can be found on our CVCOG team website, or you can seek direction from your Supervisor, Director, or Human Resources (HR) at any time.

Please note that the Head Start Program is required by outside federal, state, and local agencies to have certain specified policies in place that do not affect other areas or operations of CVCOG; these specified policies are published as a separate handbook, "CVCOG Employee Handbook for Head Start". Concho Valley Transit (CVT) is also required by outside federal, state, and local agencies to have certain specified policies in place that do not affect other areas or operations of CVCOG; these specified policies are published as a separate handbook, "CVCOG Handbook for CVT Employees" that addresses the items listed in the CVCOG Handbook along with CVT's additional requirements. This Handbook, together with the Head Start Handbook, and CVCOG Handbook for CVT Employees supersedes all other policies and statements regarding employment policies.

The policies outlined in this Handbook are established by the Executive Committee of CVCOG. These policies completely replace and supersede any and all personnel policies previously adopted individually or as a set of policies by the Executive Committee.

The Executive Director, along with HR, is responsible for the administration of CVCOG'S personnel policies and procedures. The Executive Director will make all final decisions regarding policies and in the event of his absence may delegate authority to appropriate staff to act on his or her behalf in the administration of these policies and procedures.

These personnel policies apply equally to all employees of CVCOG unless a class of employees is specifically exempted by these policies. In cases where Federal or State laws or regulations supersede policy for specific groups of employees, such laws or regulations will control only insofar as necessary for compliance. Please note this is a possibility since the varied parts of CVCOG work from different program regulations and grant requirements.

CVCOG'S Department Directors and Supervisors are willing to answer your questions and give you the help you need in order to learn about CVCOG, its organizational structure, and its policies.

EMPLOYMENT TERMS, CONDITIONS AND BUSINESS ETHICS

COMPLIANCE

Any violation of the policies and procedures listed in this handbook will subject the employee to disciplinary action up to and including termination of employment. Any CVCOG employee who has knowledge of any violations that require reporting are required to promptly report such violation to the appropriate level of management. Each supervisor, manager, director and officer of CVCOG is responsible for policy compliance in their area of responsibility. When a question arises regarding any aspect of the policy, contact HR or the Executive Director.

EMPLOYMENT-AT-WILL

This handbook is not to be interpreted as representing a contract of employment. CVCOG is an employment-at-will employer. This means both you and CVCOG have the freedom to terminate our employment relationship at any time, with or without cause. No representative of management has the authority to make any arrangements or commitments to the contrary or seek to enter into employment contracts without the express, written approval of the Executive Director.

CVCOG'S employees maintain only the highest ethical standards in the conduct of CVCOG's affairs. The intent of this policy is that each employee conducts CVCOG's business with integrity and complies with all applicable laws in a manner that excludes considerations of personal advantage or gain.

Further, the Executive Director and the Executive Committee have the right and freedom to alter, modify, change, delete, add to or interpret the guidelines as they deem appropriate.

GIFTS AND GRATUITIES

A CVCOG employee may not: solicit, accept or agree to accept a financial benefit other than from CVCOG, that might reasonably tend to influence his or her performance of duties for CVCOG or that he or she knows or should know is offered with intent to influence the employee's performance; accept employment or compensation that might reasonably induce him or her to disclose confidential information acquired in the performance of official duties; accept outside employment or compensation that might reasonably tend to impair independence or judgment in performance duties for CVCOG; make any personal investment that might reasonably be expected to create a substantial conflict between the employee's private interest and duties for CVCOG; or solicit or accept or agree to accept any financial benefit from another person in exchange for having performed duties as a CVCOG employee in favor of that person.

Gifts, Favors, and Payments Made by CVCOG: Gifts, favors, and payments may be given to others at CVCOG'S expense, if they meet all of the following criteria:

1. They are consistent with accepted business practices,
2. They are of sufficiently limited value and in a form that cannot be perceived as a bribe or payoff,
3. They are not in violation of applicable law or generally accepted ethical standards; and
4. Public disclosure of the facts will not embarrass CVCOG.

Gifts, Favors, Entertainment and Payments Received by CVCOG Employees:

- Employees shall not seek or accept, for themselves or others, any gifts, favors, entertainment, or payments without a legitimate business purpose; neither shall they seek or accept personal loans (other than conventional loans at market rates from recognized lending institutions) from any persons or business organizations that do, or seek to do business with, or are a competitor of CVCOG.

In the application of this policy:

- Employees may accept for themselves, and employees of their family's common courtesies usually associated with customary business practices. These include but are not limited to:
 - Lunch and/or dinner with vendors sometimes including spouses as long as the invitation is extended by the vendor.
 - Gifts of small value from vendors such as calendars, pens, pads, knives, etc.
 - Tickets to events (such as sports, arts, etc.) are acceptable if offered by the vendor and the vendor accompanies the employee to the event. These are not to be solicited by CVCOG employee and must be approved by the Executive Director.
 - Overnight outings are acceptable under the condition that individuals from either other companies or the vendor are in attendance. The employee must have prior approval from the Executive Director.
 - Gifts of perishable items usually given during the holidays such as hams, cookies, nuts, etc., are acceptable.
 - The receipt of alcoholic beverages is allowed; however, employees must continue to follow CVCOG's Drug and Alcohol Policy.
- Day outings such as golf, fishing, and hunting are acceptable if offered by the vendor and the vendor accompanies the employee to the event. These are not to be solicited by CVCOG employees and must be approved by the Executive Director. Participation by the employee's family is not acceptable.
- It is never permissible to accept stocks or other forms of marketable securities of any amount.
- A gift of cash or cash equivalent, such as gift cards, should not be accepted in an amount of more than limited value, or in violation of generally accepted ethical standards.
- Employees are not expected to buy gifts for supervisors, managers, and/or directors. If situations arise, directors, managers, and supervisors should not accept gifts of more than limited value from those under their supervision. Gifts to management employees are only given on their own free will with the understanding the employee will not receive any form of fiduciary gains.

For the purposes of this handbook, limited value is equal to \$25.00 per occurrence and \$50.00 per calendar year. For further clarification, seek out guidance from your supervisor or HR. *The exception to this policy is employee incentives received via donation and delivered through CVCOG Engagement Committee activities.*

CONFLICT OF INTEREST

Employees should avoid any situation which involves or may involve a conflict between their personal interest and the interest of CVCOG. As in all other facets of their duty, employees dealing with clients, suppliers, contractors, competitors or any person doing or seeking to do business with CVCOG, are to act in the best interest of CVCOG.

It is not possible to define all the circumstances and relationships that might create a conflict of interest. If a situation arises in which there is a potential conflict of interest, the employee should discuss this with a manager for advice and guidance on how to proceed. Each employee shall make prompt and full disclosure in writing to their manager of any potential situation which may involve a conflict of interest. The list below suggests some of the types of activities that indicate improper behavior, unacceptable personal integrity, or unacceptable ethics:

- Ownership by the employee, or by the employee's family, of significant interest in any outside enterprise which does or seeks to do business with or is a competitor of CVCOG.
- Serving as a director, officer, partner, consultant, or in a managerial or technical capacity with an outside enterprise which does or is seeking to do business with or is a competitor of CVCOG. Exceptions to this may be approved by the Executive Director.
- Acting as a broker, finder, go-between or otherwise for the benefit of a third party in transactions involving or potentially involving CVCOG or its interests.
- Any other arrangements or circumstances, including family or other personal relationships, which might dissuade the employee from acting in the best interest of CVCOG.

Employees of CVCOG will neither have financial interest in the profits of any contract, service, or other work performed for CVCOG nor derive personal profit directly or in-directly from any contract, purchase, sale or service between CVCOG and any person or company.

Confidential Information: The revelation or use of any confidential product information, data on decisions, plans, or any other information which might be contrary to the interest of CVCOG (not in conflict with the Freedom of Information Act or Open Information Act) without prior authorization, is prohibited. The misuse, unauthorized access to, or mishandling of confidential information, particularly personnel information, is strictly prohibited.

INTERNS, FIELD STUDENTS, CONTRACTORS AND TEMPS

Field Students and Interns – CVCOG understands the importance of working with local universities and other entities to provide hands on job experience to those seeking out degrees or jobs in fields related to public service. CVCOG will continue to seek out qualified applicants for field students & internships while working in partnerships with said agencies to provide experience to potential future applicants. All field students & interns interested in creating an agreement with CVCOG will be required to follow the same process of applying for a regular position allowing CVCOG to follow its hiring process. Field students & Interns will also comply with the following guidelines;

- Acknowledgement that any field student's assignment, project, task, or internship with CVCOG is purely an educational experience.
- A field student's assignment, project, task, or internship will have no exchange of wages unless otherwise arranged.
- Any creations, inventions, designs, projects, or intellectual material developed while working as a field student or during internships are property of CVCOG regardless of whether they were developed by external consultants, employees of CVCOG, field students, or interns.
- There are no expectations of a job offer once a field student's assignment or internship is completed
- Field students and interns are required to follow all policies and procedures.
- The Department Director and/or Executive Director have the right to terminate a field student's assignment or internship at any time.

Contractors and Temporary Workers – CVCOG acknowledges that a portion of its staffing requirements may be met using agency temporary (temp) workers and contractors. The Procurement department will ensure all necessary paperwork is in place for temporary and contract staff while the HR department will oversee the management of the selection and hiring processes related to temporary and contract staff.

The Department Director will contact the HR department with a request for a temp worker and will provide details such as the date the worker is needed, job responsibilities, location, shift, duration of the assignment, and recommended salary. HR will contact a staffing agency with a request for a temp worker, provide the specifics of the position, review the candidates, and work with the Department Director to make a selection.

The Department Director will be responsible for signing the temp's timesheets during the assignment and will monitor performance. If any performance concerns arise, the supervisor/manager or Department Director must notify the HR department immediately. Disciplinary actions will be handled by the HR department and the temp agency's representative.

JOB POSTING

In accordance with Texas Government Code 656.024, as soon as a position becomes available or vacant, CVCOG will publicly list said vacancy on, at minimum, the Texas Workforce Solutions and CVCOG website along with other appropriate platforms. Jobs are posted in accordance with the requirements of the EEO Policy/Affirmative Action Plan. If

appropriate and effective, newspaper advertisements, flyers placed in the community and word of mouth may be utilized as well. Vacancies will be posted for a minimum of 10 (ten) working days, with notice provided to current employees.

Certain situations may require the Executive Director, to not publicly or internally post a position, or post for less than 10 (ten) days. The Executive Director will use guided discretion based on operational and program need or the availability of a highly qualified candidate. If this situation occurs, CVCOG will continue to adhere to all local, state, and federal EEO requirements.

Every effort will be made to ensure that all CVCOG employees are made aware of and have the opportunity to apply for open positions, either before or concurrent with CVCOG's consideration of external candidates for the position. While it is CVCOG practice to promote from within whenever possible, certain business conditions could cause a position to be filled without posting internally.

Regardless of the source of applicants, CVCOG seeks to locate the **best-qualified** person for the job.

All regular part-time and full-time employees with 90 days or more of continuous employment with CVCOG or with approval from the Executive Director and who have satisfactory performance and attendance records are eligible to apply for any CVCOG position. Operational exceptions may be approved by the Department Director and Executive Director.

Qualified and eligible employees who wish to apply for a posted position must notify their Department Director. Interested employees will be prompted to submit their resume and CVCOG's online application. These employees may contact HR for guidance in applying for these positions

SELECTION OF EMPLOYEES

Our application and screening processes are designed and carried out in a **non-discriminatory** manner in order to maintain compliance with Federal, Local, and State Equal Employment Opportunity (EEO) laws; CVCOG will not discriminate against applicants based on a person's protected status such as race, color, religion, national origin, age, sex, pregnancy, citizenship, familial status, disability status, veteran status, genetic information, or any other protected group status. It is our goal to employ the best-qualified applicant for the job. Additionally, we seek to promote from within whenever we can find the best-qualified person for the job inside our workforce.

All candidates for employment must fully complete CVCOG's online application. The forms must be completed in detail and electronically signed by the applicant to verify the accuracy and completeness. Incomplete applications will not be accepted. A resume will not be accepted in place of a completed application. If an applicant wishes, the resume may accompany the completed application form as additional information.

In compliance with our funding agency and contractual requirements, it is our policy to conduct background investigations for all new employees. The following types of searches may be conducted during the hiring process:

Verification of Identity - CVCOG requires all employees to have a valid and current driver license or some form of identifying documentation, used to verify a person's identity.

Reference Checks - To ensure that individuals who join CVCOG are well-qualified and have strong potential for success and productivity, CVCOG may verify previous employment references prior to extending a job offer.

Education Verification - CVCOG may verify education listed on your job application as CVCOG feels necessary.

Employment Verification - CVCOG may seek to verify all prior employment.

Criminal Records Search - CVCOG will conduct a criminal records search for information such as misdemeanor or felony convictions, open arrest warrants, or other related illegal activities. CVCOG will also obtain a sex offender record and any other criminal record search(es) required by their department.

Unless otherwise specified in a department's specific program requirements, CVCOG employees may not have any felony convictions within the last 7 years from the time of the employment offer. Felony or misdemeanor convictions are up for review by the Department Director and Executive Director. Regardless of the timeframe, the severity of charges/convictions, the nature of the position, as well as length of time passed is taken into consideration. Immediate disqualification may occur if the applicant has charges/conviction of physical violence, domestic abuse, child abuse/neglect, or elderly abuse during any time on their search history.

National and State Data Bases - Depending on department requirements, CVCOG may submit your information through various national databases such as the Office of Inspector General (OIG) US Department of Health and Human Services (HHS) Exclusion and the Texas Health and Human Service Commission Exclusion databases. Immediate disqualification may occur if the applicant is listed on either of these exclusion databases, in accordance with program requirements.

Social Security Number Verification - CVCOG verifies an individual's connection to his or her social security number by participating in a government program called E-Verify. This program determines an employee's eligibility to work in the United States.

Driving Eligibility - CVCOG verifies if an individual has a valid and current driver's license. If the individual does not have a driver license, they must sign the CVCOG Employment - Driver License Waiver and will not be able to operate a motor vehicle while on duty.

Skills/Competencies/Aptitudes - Certain jobs may require an applicant to test for the position, in order to evaluate skills with computers, internet/e-mail, word processing, program-specific hardware, or other specific aptitudes.

Certain employees must be capable of being bonded. This may be a required condition of employment, if the position involves the handling of money or other negotiable instruments.

The following types of searches may be conducted during employment:

Any of these searches may be conducted during an employee's tenure as based on program and contractual requirements but may also include:

Office of Attorney General (OAG) - CVCOG will enter every hired employee's information to the Child Support Division of the OAG database, in accordance with Federal and State Law. CVCOG will follow all laws and regulations regarding these types of withholdings

Verification of Employment - All requests for information on current or former employees must be referred to the HR Department. Prospective employers, financial institutions, and residential property managers routinely contact employers requesting verification of a former or current employee's work history and/or salary. Requests must be submitted in either physical or electronic written format, with a wet signature, and all responses will only be provided in written format. Regardless of employment status and/or termination reason; the only information to be provided will be dates of employment, last position held, salary or hourly rate, nature of the separation (voluntary or involuntary) and rehire status (only if available). Representatives of Government or law enforcement agencies, in the course of their business, may be allowed access to additional personnel file information.

Rehire Policy- Employees that have terminated from employment on a permanent basis are not prohibited from applying for any position with CVCOG. Due to TCDRS requirements (see pg. 36 for more details), previous employees, no matter the reason for termination, will not be considered for rehire until a full 3 calendar month period has passed. The following items will be taken into consideration before CVCOG rehires an employee:

- Previous resignation was submitted in a timely manner
- Reason for leaving
- Severity of disciplinary issues
- Ability to meet all current hiring requirements
- Previous supervisors suggested rehire status (if available)

Previous employees have no guarantee of rehire. HR and the Department Director will seek the approval from the Executive Director regarding rehiring employees.

CVCOG reserves the right to add to or take away from the searches listed above in accordance with grant, local, State or Federal, and contractual requirements. The Executive Director has final discretion on if an applicant meets CVCOG background requirements. *See the Employee and Volunteer Background Check Policy for more information.*

OUTSIDE ACTIVITY

CVCOG does not intervene in the private lives of its employees but does expect employees not to engage in any outside employment, activity, or enterprise that adversely affects the employee's job performance or is determined by the Executive Director to be inconsistent or incompatible for employment with CVCOG.

Should a conflict with a client, or an employee's activity be of the nature that could tarnish the image of CVCOG or hurt our business position in the community, the Executive Director reserves the right to enforce proper disciplinary action.

OUTSIDE EMPLOYMENT/MOONLIGHTING

Moonlighting is considered as additional employment. Such extra employment will be allowed if it does not interfere with your duties at CVCOG and is not in competition with CVCOG. Should any outside financial endeavor become damaging to our business position in the community, CVCOG will require corrective action on your part.

Employees with outside employment are expected to work their assigned CVCOG work schedule. Outside employment will not be considered an excuse for poor job performance, absenteeism, tardiness, leaving early, refusal to travel, or refusal to work overtime or different hours.

If a supervisor or director becomes aware that an employee's second job is having an adverse effect on his or her job with CVCOG, a supervisor or director may request the employee to make a choice between employment with CVCOG or with their alternate employer.

All outside employment must be conducted COMPLETELY off CVCOG premises. CVCOG equipment, supplies, or space may never be used toward outside employment.

EMPLOYMENT OF RELATIVES AND DOMESTIC PARTNERS (NEPOTISM)

Nepotism is the demonstration of favoritism toward a relative.

CVCOG is committed to a policy of employment and advancement based on qualifications and merit and does not discriminate in favor of or in opposition to the employment of relatives or domestic partners.

No person may be hired who is related within the first (parent or child), second (brother, sister, grandparent or grandchild) or third (great-grandparents, great-grandchildren, parent's brother or sister, or nieces and nephews) degree of affinity (marriage) or consanguinity (blood) to any member of the Executive Committee or to the Executive Director.

No person who is related to a member of the Executive Committee or to the Executive Director in one of the prohibited degrees may continue in CVCOG's employment. The exception will be if the employee has been employed continuously by CVCOG for a period of:

At least 30 days, if the Executive Director or member is appointed;

At least 6 months, if the Executive Director or member is elected at general election (other than the general election for State and county officers); or

At least 1 year, if the Executive Director or member is elected at general election for State and county officers.

Due to potential for perceived or actual conflicts, such as favoritism or personal conflicts from outside the work environment, which can be carried into the daily working relationship, CVCOG, will hire relatives or domestic partners of persons currently employed only if: a) candidates for employment will not be working directly for or supervising a relative, and b) candidates for employment will not occupy a position in the same line of authority in which employees can initiate or participate in decisions involving a direct benefit to the relative or domestic partner. Such decisions include hiring, retention, transfer, promotion, wages and leave requests.

"Family member" is defined as one of the following: spouse or significant other, parent/stepparent, child/stepchild, grandparent, grandchild, brother/brother-in-law, sister/sister-in-law, uncle, aunt, nephew, niece, first cousin, in-laws (father, mother, son daughter). A "domestic partnership" is generally defined as a committed relationship between two individuals who are sharing a home or living arrangements

Department directors are responsible for monitoring changes in employee reporting relations after initial hire to ensure compliance with this policy. Employees are responsible for immediately reporting any changes to their supervisor.

If any employee, after employment or change in employment, enters into one of the above relationships, one of the affected individuals must seek a transfer or a change in the reporting relationship. Such changes must be approved by the Executive Director.

TRANSFERS, PROMOTIONS AND DEMOTIONS

All internal job transfers, promotions and demotions are handled on the same non-discriminatory basis as new hires. CVCOG will not discriminate against applicants or employees based on a person's protected status such as race, color, religion, national origin, age, sex, pregnancy, citizenship, familial status, disability status, veteran status, genetic information or other protected group status. All internal job transfers, promotions and demotions will be subject to a 90-day probationary period. If an employee is within their 90-day probationary period, their transfer, promotion or demotion will be subject to the Department Director's discretion with the approval of the Executive Director.

A **transfer** is an assignment to another job of equal pay, status, or benefits. A transfer is not a promotion. Transfers to other positions can be requested by you, the Department Director, or both. The purpose of a transfer may be: to relocate you in a more suitable position; to achieve better scheduling; to address personal issues; to be able to retain you if you might otherwise have to leave; or to train you in other tasks so that you can ultimately make a more significant contribution to the organization and our clients.

A **promotion** occurs when you move to a new position with more pay or status. Promotions will always put the best-qualified person into a job that demands more skills, knowledge and judgment. There are no scheduled promotions or raises at CVCOG.

Previous performance management discussions and seniority are important considerations for both transfers and promotions. Any employee wishing to be considered for a promotion or transfer must notify the Department Director and submit an updated resume and online application to HR.

A **demotion** may occur in your best interest, in the best interest of CVCOG, or both. A demotion is a move to a job with lesser pay or status.

PHYSICAL EXAMINATIONS

Except for CVT and the Head Start Departments, CVCOG does not generally conduct health-related inquiries or medical examinations on job applicants, although there are certain positions in CVCOG which may require agility testing prior to starting work. Any physical examination, including agility testing, is conducted in accordance with the guidelines of the Americans with Disabilities Act (ADA) and EEO Laws.

LICENSES, CERTIFICATIONS AND REGISTRATIONS

Some jobs require a license, certification or registration as a condition of being able to legally and ethically perform the job. In these cases, it is your responsibility to provide proper documentation prior to being allowed to perform any duties of the job or work with your supervisor on obtaining certifications in a timely manner. All licenses, certifications and registrations are verified prior to any performance of job duties.

JOB DESCRIPTIONS

A job description has been prepared for each position, including general duties and responsibilities, minimum qualifications, and reporting and supervisory information.

You will be presented with your specific job description, which will remain available for you to review. You must sign a copy of your job description.

Job descriptions are reviewed periodically for content and accuracy. Job descriptions are updated as needed; revisions and updates to your job description do not necessarily give reason for a pay raise.

ORIENTATION

On your first day, you will be given a general orientation to CVCOG. Safety issues and training will be given to you during this time. During your first few weeks and months your supervisor will work closely with you to help you learn your duties quickly and to provide you with guidance as you need it.

Feel free to ask your immediate supervisor or Department Director for understanding and clarification of any new words, terms, or concepts you do not understand. Questions can also be directed to HR.

PERFORMANCE REVIEWS

When you have completed the 90-day introductory period, you will receive a review of your performance. This is to determine early on how you are performing. During this review, we will point out job functions that you are performing satisfactorily. Any areas that may need further development will be discussed and documented for your benefit. At this time, and anytime throughout your employment, the employee and CVCOG have the right to terminate employment.

Your supervisor does have the discretion to meet with you sooner to discuss early interventions for any behaviors and or performance issues that require immediate action. In this case, the disciplinary process may be applied. *See Disciplinary Issues and Procedures section for more information.*

Subsequent performance reviews will be conducted at least annually via discussions with your supervisor. This provides feedback on your performance, development, satisfaction of your job requirements, job knowledge, growth plans and

needs. These performance review sessions will become part of your permanent record of performance and may be taken into consideration for pay increases, promotions, etc.

TRAINING AND PROFESSIONAL DEVELOPMENT

CVCOG provides several avenues for you to advance your knowledge. This starts with the new skills you learn to perform the basics of your job functions. Depending on your position, there may be opportunities for you to attend job-related programs. Some trainings may be optional and be supplemental to the in-house training you receive at COG, however, there are some trainings that may be a requirement for a particular position.

If CVCOG authorizes or requires you to attend any educational or training course, conference, or seminar related to your role or department, CVCOG will adjust your schedule to allow for the necessary time off, with pay, and will reimburse you for associated costs (including tuition or registration fees and authorized travel, meals, and lodging). When appropriate, CVCOG may prepay registration fees, hotel costs, and/or airline or other public transportation costs directly to the entity involved.

See the Travel Policy for additional information regarding more detailed travel instructions.

RULES OF CONDUCT

The purpose of this section is to provide you with the rules, or expectations, that are common to all of us. Hopefully, CVCOG can answer many of your questions regarding how to conduct business and the behavior required of all employees. Our purpose is to point out what can cause you problems so that inappropriate conduct can be avoided.

OPEN DOOR POLICY

Our "Open Door" Policy states that your supervisor, Department Director, HR and the Executive Director are accessible to discuss issues. Should you have a personal or business need to discuss, please feel free to do so. CVCOG wants you to enjoy a full, productive and healthy work relationship with us. If CVCOG can assist you, please approach us and give us the opportunity to help you.

CVCOG does request you respect the "chain of command" when needing to discuss matters of concern. "Chain of command" is the formal line of authority that outlines who reports to whom within an organization. For CVCOG, employees can seek assistance from their first-line supervisor, then Department director, HR, and then the Executive Director. However, if you are unable to discuss your concern with your immediate supervisor or Department Director, you may also contact HR. If HR is not available, you may contact the Executive Director. If neither is available and your situation is such that a response is required immediately, you may also contact another Department Director.

EMPLOYEE INVESTIGATIONS

There are times during the operations of any business, including ours, when investigations for various reasons and purposes are necessary. CVCOG will attempt to keep sensitive information discovered during such necessary investigations confidential; however, this does not equate to total secrecy. Although our efforts and intents are to achieve confidentiality during investigations, CVCOG cannot guarantee total confidentiality.

POLYGRAPH EXAMINATIONS

In the event of an investigation, or other CVCOG required event, you may be asked to submit to a polygraph examination. Any polygraph examination will be limited solely to inquiries related to CVCOG's business affairs. You will not be asked about your personal or private affairs unrelated to CVCOG's business affairs. Any polygraph examinations are conducted in compliance with the "Employee Polygraph Protection Act of 1988."

PROBLEM - SOLVING PROCEDURE

The first step is to review with your immediate supervisor what is of concern to you, unless there is a concern about talking with your supervisor. If there is a concern, another member of management may be sought out. The supervisor or management team member will receive your problem/concern and seek to resolve the issue within a reasonable period of time.

If you do not believe you have received a satisfactory solution, you may then speak with any other member of management or the Department Director. At this point you will be asked to submit your issue in writing. This extra step will further ensure the Department Director understands clearly the exact nature of your concern.

The Department Director, with assistance from HR, will need a reasonable amount of time to investigate this issue, research options for a solution and get back to you with an answer.

We ask that you do not speak with anyone, who is not a member of management, regarding the concern as this could be considered as perpetuating gossip or rumors.

Should you feel you still are not satisfied with a resolution to your problem/concern, you have another avenue of assistance: you may request to discuss it with the Executive Director. As in the prior steps, the Executive Director will need a reasonable amount of time to study, obtain necessary facts and opinions, conduct research and finally provide you with an answer to your inquiry.

It is critical to realize that having had adequate appeals steps, the decision of the Executive Director will be final and there is no other appeal or avenue to take for resolution.

During this entire problem-solving procedure, you are free to consult with HR. This person can assist you in: submitting your problem/concern in writing and articulating the issue clearly; explaining the steps in the procedure and answering questions for you; possibly arranging the meetings with your immediate supervisor, Department Director and the Executive Director; interpreting the resolution; and ensuring all the steps are conducted in a non-discriminatory manner.

CVCOG's progressive discipline policy and procedures are designed to provide a structured corrective action process to improve and prevent a recurrence of undesirable employee behavior and performance issues.

Outlined below are the steps of CVCOG's progressive discipline policy and procedures. CVCOG reserves the right to combine or skip steps depending on the facts of each situation and the nature of the offense. Some of the factors that will be considered are whether the offense is repeated despite coaching, counseling or training; the employee's work record; and the impact the conduct and performance issues have on the organization.

If requested, the employee will be provided with copies of all progressive discipline documentation. The employee will be asked to sign copies of their documentation attesting to his or her receipt and understanding of the corrective action outlined in these documents. If the employee does not agree to sign, this will be documented on the form, and two (2) witnesses will sign acknowledging that they were present and aware of the refusal.

Copies of any disciplinary action will be permanently placed in the employee's official personnel file.

Counseling and verbal warning

Our preferred course of action is coaching and training. This creates an opportunity for the immediate supervisor to bring attention to the existing performance, conduct, or attendance issue.

The supervisor will discuss with the employee the nature of the problem or the violation of company policies and procedures. Expectations and steps the employee must take to improve his or her performance or resolve the problem will be clearly described.

The employee will be asked to sign this document to demonstrate his or her understanding of the issues and the corrective action.

Written warning

A written warning involves more formal documentation of the performance, conduct or attendance issues and consequences.

Someone within the program's management will meet with the employee to review any additional incidents or information about the performance, conduct or attendance issues as well as any prior relevant corrective action plans. Consequences for the employee of his or her continued failure to meet performance or conduct expectations will be clearly spelled out.

The written warning may also include a statement indicating that the employee may be subject to additional discipline, up to and including termination, if immediate and sustained corrective action is not taken.

Final written warning and / or suspension

Some performance, conduct or safety incidents are so problematic and harmful that the most effective action may be the temporary removal of the employee from the workplace. When immediate action is necessary to ensure the safety of the employee or others, the immediate supervisor may suspend the employee pending the results of an investigation.

Depending on the seriousness of the infraction, the employee may be suspended without pay in full day increments consistent with federal, state and local wage and hour employment laws. Nonexempt/hourly employees may not substitute for or use an accrued paid personal or sick day in lieu of the unpaid suspension. In compliance with the Fair Labor Standards Act (FLSA), unpaid suspension of salaried/exempt employees is reserved for serious workplace safety or conduct issues. Pay may be restored to the employee if an investigation of the incident or infraction absolves the employee of wrongdoing.

After a suspension, CVCOG may deem it necessary to terminate employment based on information acquired through an investigation, or from receiving clarification on the violation. If CVCOG believes the behaviors or actions can be remedied or prevented in the future, an employee may continue employment if the employee indicates the desire to work for CVCOG and follow its policies, practices, and corrective actions. However, if the employee decides they do not agree with CVCOG'S purpose, practices, policies and beliefs, they will be terminated or given the opportunity to resign. If, following suspension, the employee further violates our policies, practices, and/or beliefs, the employee will be terminated. Should management decide suspension would not accomplish any purpose, they may terminate the employee immediately.

Recommendation for termination of employment

The last and most serious step in the progressive discipline process is a recommendation to terminate employment. Generally, CVCOG will try to exercise the progressive nature of this policy by first providing warnings, issuing a final written warning or suspending the employee from the workplace before proceeding to a recommendation to terminate employment. However, CVCOG reserves the right to combine and skip steps depending on the circumstances of each situation and the nature of the offense. Furthermore, employees may be terminated without prior notice or disciplinary action.

Management's recommendation to terminate employment must be approved by human resources (HR) and the Program Director.

Appeals Process

Employees will have the opportunity to present information to dispute information management has used to issue disciplinary action. The purpose of this process is to provide insight into extenuating circumstances that may have contributed to the employee's performance or conduct issues while allowing for an equitable solution.

The employee will need to contact the Director of Human Resources and may be asked to complete the Disciplinary Action Appeal Form. Submission of an appeal, verbally or in writing, should occur no later than five (5) business days after receiving the disciplinary action. The Director of Human Resources will forward the Executive Director information regarding the disciplinary action and the appeal. The Executive Director will make the final decision regarding the disciplinary action and appeal.

Performance and Conduct Issues Not Subject to Progressive Discipline

Behavior that is illegal is not subject to progressive discipline and may result in immediate termination. Such behavior may be reported to local law enforcement authorities.

Some examples that would call for immediate termination include but are not limited to: theft, substance abuse, intoxication, insubordination, misconduct, physical violence, sexual harassment, other forms of harassment, dishonesty, breach of business ethics, incorrect treatment of our employees, certain forms of outside activity, mistreatment of fellow employees, abusive behavior, lack of productivity, or an inability to meet goals.

FIREARMS

Employees are only permitted to carry firearms in a concealed manner while on the COG's premises, while conducting company business, or while acting as a company representative at any work-related activity, meeting, or function. This prohibition against the possession or carrying of firearms applies even if the employee is licensed to carry a concealed handgun or to openly carry a handgun by the state of Texas. This policy is intended to comply with all applicable state laws concerning employee rights to possess and carry firearms and should be interpreted and enforced accordingly.

HORSEPLAY

Horseplay is rough or boisterous play or pranks that occur at the workplace. Horseplay can be activities such as joking that includes physical contact, playing around, racing, grabbing, foolish vehicle operation, social pressure to participate in unsafe acts, harassment and unauthorized contests. Playing jokes can lead to serious injuries and sometimes be deadly.

When practical jokes are common in the workplace, it's hard to pay attention to your job because you're always on the lookout for the next joke. Even if a practical joke isn't dangerous, it can result in humiliation, embarrassment, anger, hurt feelings, distrust and even a desire for revenge. If someone else gets hurt because of your horseplay or joke, you may be liable for damages, and you could risk losing your job.

Employees should not engage or participate in any type of unsafe behavior or acts and should follow instructions and obey the safety rules designed for your protection. If you see someone behaving in an unprofessional or unsafe way at work, report it to a supervisor.

THEFT

Theft can occur in many different ways. Stealing property of any kind from a coworker, visitor, vendor, client or CVCOG is considered theft. All manner of theft is prohibited and will be dealt with quickly.

ABUSIVE, PROFANE, OR OBSCENE LANGUAGE

This type of language is unacceptable in the workplace. It is not acceptable, for any reason, to direct this type of language towards clients, visitors, or fellow employees, and it will not be tolerated.

VIOLENCE IN THE WORKPLACE

CVCOG seeks to provide a safe workplace for all its employees and visitors. To ensure a safe workplace and to reduce the risk of violence, all employees should review and understand all the provisions of this Workplace Violence Policy.

Prohibited Conduct: CVCOG does not tolerate any type of workplace violence committed by or against employees. Employees are prohibited from making threats or engaging in violent activities.

The following list, while not all inclusive, provides examples of conduct that is prohibited:

- Causing physical injury to another person.
- Making threatening remarks.
- Aggressive or hostile behavior that creates a reasonable fear of injury in another person or subjects another person to emotional distress.
- Intentionally damaging employer property or property of another employee.
- Use of any weapon, illegal or legal, while on CVCOG property or while on CVCOG business.
- Committing acts motivated by, or related to, sexual harassment or domestic violence.

Reporting Procedure: Any potentially dangerous situation must be reported **immediately** to a supervisor or HR. Reports can be made anonymously; all reported incidents will be investigated. Reports or incidents warranting confidentiality will be handled appropriately and information will be disclosed to others only on a need-to-know basis. All parties involved in a situation will be counseled and the results of investigations will be discussed with them. CVCOG will actively intervene at any indication of a possibly hostile or violent situation.

Risk Reduction Measures

Hiring: CVCOG takes reasonable measures to review candidates' backgrounds and conduct background investigations to reduce the risk of hiring individuals with a history of violent behavior.

Safety: CVCOG conducts inspections of the premises to evaluate and determine any vulnerability to workplace violence or other hazards. If you become aware of any dangerous situations or areas notify any manager immediately. Any necessary corrective action will be taken to reduce risk.

Individual Situations: While we do not expect employees to be skilled at identifying potentially dangerous persons, employees are expected to exercise good judgment and to inform any member of management if any employee exhibits behavior which could be a sign of a potentially dangerous situation. Such behavior includes:

- Discussing weapons or bringing them to the workplace;
- Displaying overt signs of extreme stress, resentment, hostility, or anger;
- Making threatening remarks;
- Sudden or significant deterioration of performance;
- Displaying irrational or inappropriate behavior;
- Cordial and ethical relationships improve our business, and our feelings towards each other. At no time will fighting or altercations, physical or verbal, be tolerated.

Employees at Risk: CVCOG will identify employees, roles, or positions which have been determined to be at risk for becoming victims of violence because of the nature of their job or because they are subject to harassment, violence, or threats from a non-employee. Management will design a plan with at-risk employees to prepare for possible emergency situations.

Enforcement: Threats, threatening conduct, or any other acts of aggression or violence in the workplace will not be tolerated. Any employee determined to have committed such acts is in violation of CVCOG policy. Non-employees engaged in violent acts on the employer's premises may be removed immediately or reported to the proper authorities and fully prosecuted.

ARRESTS AND INCARCERATIONS

CVCOG reserves the right to respond to any employee being arrested and/or incarcerated as it sees fit. Employees are required to report the information and appropriate details to their supervisor regarding any arrest or incarceration as soon as possible following the incident. Depending on the offense and potential negative impact on CVCOG's position in

the community, CVCOG reserves the right to apply the disciplinary process up to and including suspension during the incarcerated time period or during an investigation and termination. If a resulting guilty charge or verdict does not meet CVCOG or awarding agency background requirements, CVCOG will immediately process a termination.

INSUBORDINATION

Insubordination includes the following behaviors: willfully disobeying one's supervisor; showing disregard for instructions that are reasonable management directives; actions that could have a negative impact on our productivity and service to our clients; or abusive conduct or language toward a supervisor. Insubordination will not be tolerated.

CONFLICT OF CONSCIENCE

You may have religious or other personal beliefs and convictions that may put you in conflict with our business purposes and policies. If you feel such a condition might exist, you are encouraged to inform your supervisor or other member of management in order to seek a resolution if possible. Regardless of your held beliefs, all CVCOG policies must still be followed.

DUTY OF LOYALTY

CVCOG has valid ethical and business reasons to expect and require duty of loyalty from our employees. Employees' duty of loyalty includes maintaining confidentiality both during and after their employment with CVCOG and always making decisions, acting and behaving in a manner conducive to the values and ethics CVCOG strives to maintain. Employees can neither use nor disclose confidential or proprietary information they have obtained as a result of working for CVCOG. This confidentiality applies both during and after employment with CVCOG/CVT.

Current employees may not gather confidential information with the goal of disclosing that information after their employment with CVCOG has terminated. An employee is also prohibited from diverting business opportunities that would otherwise benefit CVCOG. Employees are expected to aggressively continue to pursue business opportunities for CVCOG with both current and potential clients.

The revelation or use of any confidential product information, data on decisions, plans, or any other information which might be contrary to the interest of CVCOG (not in conflict with the Freedom of Information Act or Open Information Act) without prior authorization, is prohibited. The misuse, unauthorized access to, or mishandling of confidential information, particularly personnel information, is strictly prohibited.

CVCOG will pursue all remedies against any employee (current or former) who violated this confidentiality. In addition, CVCOG will seek remedy from this employee's future employer who caused or allowed such a violation to occur.

See the CVCOG Privacy Policy for additional information regarding confidentiality.

FRAUD

Fraud is defined as: A false representation of a matter of fact, whether by word or by conduct, by false or misleading allegations, or by concealment, intentional perversion of truth in order to induce another to part with something of value or to surrender a legal right. The terms of defalcation, misappropriation, and other fiscal irregularities refer to, but are not limited to:

- Any dishonest or fraudulent act,
- Misappropriation or theft of funds, securities, supplies, or other assets,
- Impropriety in handling or reporting of money or financial transactions,

- Accepting or seeking anything of material value from contractors, vendors or persons providing services/materials to CVCOG. Exception: Gifts which are less than \$50.00 in value that can be used/enjoyed by all employees, i.e., cookies at Christmas.
- Destruction, removal, or inappropriate use of records, furniture, fixtures, and equipment, and/or
- Any similar or related irregularity
- Falsification of documentation (*see below*)

Falsification includes knowingly not stating the truth; knowingly not stating the truth fully; knowingly providing incorrect information to members of the public, CVCOG staff, board members or stake holders; knowingly entering or submitting incorrect information on time sheets or other CVCOG, local, State or Federal required forms; omission of important details; and deceptive statements.

Any type of fraud will not be tolerated. An employee who discovers or suspects fraudulent activity shall contact their Department Director, Executive Director, or CVCOG Board Chair immediately.

For more information, see CVCOG's Fraud Policy

WHISTLEBLOWERS

A whistleblower is an employee who reports an issue or activity in the workplace that he/she believes to be illegal, dishonest, or fraudulent. A whistleblower is not responsible for investigating the activity or for determining fault or corrective measures; appropriate management officials are charged with these responsibilities. Examples of illegal or dishonest activities include violations of Federal, State or local laws; billing for services not performed or for goods not delivered; and fraudulent financial reporting.

If you feel you have knowledge of an illegal or dishonest or fraudulent issue in our workplace, please contact one of the following: your immediate supervisor, your Department Director, HR the Director of Finance, Executive Director, or any member of the Executive Committee.

We ask that you be as certain as possible about the allegation. Any employee who intentionally files a false report of wrongdoing will be subject to disciplinary action up to and including termination.

All reports of illegal and dishonest activities will promptly be submitted to the Executive Director and/or Executive Committee, who are responsible for investigating and coordinating corrective action.

Whistleblowers are protected in two ways:

- Insofar as possible, the confidentiality of the whistleblower will be maintained. However, identity may have to be disclosed in order to conduct a thorough investigation, to comply with the law, or to provide accused individuals their legal right to defense.
- CVCOG does not retaliate against a whistleblower. This includes, but is not limited to, protection from retaliation in the form of an adverse employment action such as termination, compensation decreases, poor work assignments or threats of physical harm. Any whistleblower who believes he/she is being retaliated against must contact his/her immediate supervisor, Department Director, HR the Director of Finance, Executive Director, or any member of the Executive Committee immediately. The right of a whistleblower to protection against retaliation does not include immunity for any proven personal wrongdoing.

Employees with any questions regarding this policy should contact the HR, the Director of Finance, or the Executive Director.

RETALIATION

FLSA (Fair Labor Standards Act) protects employees from retaliation from their employer. CVCOG strives to maintain a work environment free of retaliation. FLSA States that it is a violation for any person to “discharge or in any other manner discriminate against any employee because such employee has filed any complaint or instituted or caused to be instituted any proceeding under or related to this ACT, or has testified or is about to testify in any such proceeding, or has served or is about to serve on an industry committee.”

CVCOG employees, supervisors, managers and directors may not punish any employee for making discrimination or harassment claims or for participating in a CVCOG investigation. This policy extends out to any employee making any type of complaint towards or against their supervisor or any CVCOG team member.

Retaliation is any negative action(s) that affects one’s job. Observable examples include, but are not limited to, termination, demotion, unreasonable reduction in work, unreasonable addition of work, and reduction in salary. More subtle signs of retaliation can include, but are not limited to, sabotaging a coworker, unreasonable demands, making life difficult for another employee, exclusion (including emails, events, and meetings), forgetting to return messages, or refusing to speak directly to the employee.

It is clearly the position of CVCOG to not condone, authorize or tolerate retaliation. A thorough investigation on these charges will be made quickly. CVCOG will act quickly and decisively on charges of retaliation.

FOOD PREPARATION AND STORAGE

An employee who prepares, eats or stores food on CVCOG property is responsible for cleaning the area immediately after preparation and/or eating. Additionally, any food stored needs to be kept in a sealed container to help protect against pests.

GAMBLING

CVCOG prohibits most forms of gambling in the workplace, including professional or organized gambling activities. Where federal, state and local gambling laws allow, the company may allow exceptions to this policy for CVCOG sponsored events supporting a charitable or other fundraising cause.

Employees must seek the approval of the Executive Director prior to engaging in any gambling activities. Failure to comply with this policy may result in disciplinary action, up to and including termination.

SMOKING AND TOBACCO USE

There will be no smoking or tobacco use in any form (i.e., snuff, dipping, smoking, or vaping) in CVCOG owned vehicles, facilities, in high pedestrian traffic areas such as within 25 feet of any exterior doors, or windows, or while conducting CVCOG business. Smoking and tobacco use is restricted to designated outside areas only.

Employees who require breaks to smoke, vape, etc. should communicate this need with their supervisor. Breaks should be minimal and not interfere with the employee’s productivity.

PERSONAL APPEARANCE, HYGIENE, AND DRESS

CVCOG strives to maintain a workplace environment that functions well and is free from unnecessary distractions and annoyances. As part of that effort, CVT requires employees to maintain a neat and clean appearance that is appropriate for the workplace setting and for the work being performed. Department Directors may determine and enforce

guidelines for workplace-appropriate attire and grooming & hygiene for their areas; guidelines may limit natural or artificial scents that could be distracting or annoying to others.

Supervisors should communicate any department-specific workplace attire and grooming/hygiene guidelines to staff members during new-hire orientation and evaluation periods. Any questions about the department's guidelines for attire should be discussed with the immediate supervisor.

Any staff member who does not meet the attire or grooming/hygiene standards will be subject to corrective action and may be asked to leave the premises to change clothing or tend to their hygiene. Hourly paid staff members will not be compensated for any work time missed because of failure to comply with designated workplace attire and grooming/hygiene standards. In compliance with Federal and State Laws, medical accommodations will be provided with appropriate medical documentation.

Regardless of the specific dress code, each employee should be neatly and appropriately dressed as specified for their particular job. All dress and appearance will be in good taste and utilize good judgment. No dress or personal appearance will be provocative or in bad taste.

Without unduly restricting an individual's tastes, the following personal appearance guidelines and dress code should be adhered to at all times:

- As a standard, employees are expected to wear "smart casual" dress. Exceptions to this would be on Fridays, when traveling, attending business-related events or activities, or during designated engagement events, in which employees are allowed to wear casual attire.
- Clothing such as midriff baring tops, "muscle" shirts, sweatpants, workout leggings, tights as pants, shorts of any kind, short skirts (anything above the knee), short dresses (anything above the knee), jeans with holes and low-slung pants are never allowed.
- Shoes must be appropriate for your role and environment.
- Employees will wear their name tags or have them readily available for safety and identification.
- Mustaches, beards, and other facial hair must be clean, well-trimmed, and neat.
- Hairstyles are expected to be in good taste and present an appropriate professional appearance.
- Offensive body odor and poor personal hygiene is not professionally acceptable.
- Perfume, cologne, and aftershave lotion should be used moderately as some individuals may be sensitive to strong fragrances.

Your Department Director, supervisor, HR, and/or the Executive Director will be the interpreters of what is defined as provocative attire and what attire is in bad taste.

PERSONAL TELEPHONE CALLS AND CELLULAR PHONE USAGE

It is understood that personal calls are occasionally necessary; however, use of telephones for local personal calls/texting/e-mailing/web surfing or any other smart phone option is permitted only if the number and length of "calls" are kept to a minimum. The Department Director, HR, or Executive Director of CVCOG will have the discretion of defining "minimum" and violation of phone privileges may result in loss of telephone use for personal reasons.

Personal cellular phones: While at work, you are to exercise the same discretion in using personal cellular phones as you do for CVCOG phones. Regardless of the phone used, excessive personal calls/e-mailing/texting/web surfing or any other smart phone function during the workday interfere with employee productivity and are distracting to your co-workers. CVCOG encourages a reasonable standard of limiting personal calls/e-mailing/texting/ web surfing or any other smart phone function. We ask that you make personal calls/e-mailing/texting/ web surfing or any other smart phone function on non-work time when possible, and that you make sure that your family and friends are aware of this CVCOG policy.

CVCOG is not liable for the loss, damage or theft of personal cellular phones brought into the workplace.

Business use of personal cell phones: CVCOG may provide a monthly reimbursement of up to \$30.00 for any authorized employees who are regularly required to use their own personal cell phone in relationship to business calls. Reimbursements for less than the allowable amount will be reimbursed only for the lower amount. Employees are responsible for ensuring that supervisors have the most current cell phone number.

To receive the cell phone reimbursement, employees are required to: complete the Expense Reimbursement form in its entirety; include a copy of the month's statement (from the cell phone provider) with the employee's name & phone number associated; sign the form and have it signed by your immediate supervisor; and must be submitted no later than the last day of the month in which you are seeking reimbursement. Supervisors will not be reminding employees to submit the reimbursement forms and it is the employee's responsibility to submit all requests within the allotted time to be eligible for reimbursement. *CVCOG may opt out of this or any other reimbursement at any time.*

Personal use of CVCOG-provided cellular phones: If job or business needs require that you have immediate telephone access, CVCOG may issue a business cell phone to you for work-related communications. To protect you from incurring a tax liability for the personal use of this equipment, business cell phones are to be used **for business reasons only**, otherwise, you must keep a precise log of your personal use of the cell phone and are liable for any taxes related to non-business use of the cell phone. Some departments of CVCOG may elect to reimburse you for any business-related calls made on your personal cell phone.

If you are issued a business cell phone or other equipment by CVCOG, you are expected to guard the equipment from loss, damage or theft. CVCOG cellphones are considered to be information technology equipment. *See CVCOG Information Technology Equipment policy for more information.*

Upon resignation or termination of employment, or at any time at our request, you may be asked to produce the phone or other equipment for inspection or return. If you are unable to present the phone or other equipment in good working condition within the specified reasonable time period, you may be required to bear the cost of repair or replacement.

Employees who separate from employment with outstanding debts for equipment loss or other unauthorized charges will be considered to have left employment on unsatisfactory terms and may be subject to legal action for recovery of the loss.

Driver safety and cell phone use: If your job responsibilities include regular or occasional driving, and you have been issued a cell phone for business use, you are expected to refrain from using the cell phone while driving. **Safety comes before all other concerns.** If your job responsibilities include regular driving while making or accepting business calls, provisions (such as hands-free equipment) and/or practices will be implemented to allow you to comply with the policy.

If your job responsibilities do not specifically include driving as an essential function, and you are issued a cell phone for business use, you are expected to abide by the provisions above. **Under no circumstances are you allowed to place yourself or others at risk to fulfill business needs.**

Employees who are charged with traffic violations as a result of cell phone use while driving will be solely responsible for all liabilities that result from this behavior.

CLIENT AND GUEST RELATIONS

Our clients are extremely valuable to us and interactions with our clients and guests are of primary importance. Honesty, courtesy, and satisfaction of our clients' expectations are our goals. As a representative of CVCOG, we expect staff to always be courteous, polite, and professional.

VISITORS AND VOLUNTEERS

It is understood that occasionally personal visits are necessary; however, such personal visits are permitted only if the number and length of the visits are kept to a minimum.

All visitors must check in with the receptionist or front desk, must wear a visitor's badge, and must be escorted by an employee. This policy applies to anyone who is not an active employee, including employees on leave, former employees, vendors, and suppliers.

Volunteers, while having the privilege of not having to sign in, must still be monitored and adhere to the guidelines outlined for visitors. As such, volunteers who come in for a specific event, will need to stay with that event. Should they need to see other staff members, they must be announced and escorted as other guests.

Employees are encouraged to use de-escalation methods if a visitor(s) behavior becomes upset and / or angry; however, some instances require help from others to handle the situation. If this occurs, they should contact their immediate supervisor, program director, or another member of CVCOG management to assist with that situation.

If a visitor or volunteer disapproves of any service provided or assignment given by CVCOG employee, they may issue a formal grievance. Ideally, this request should be in written format (i.e. letter, email, etc.) but may also be addressed verbally with a member of the program's leadership. In the event a resolution cannot be reached, the Executive Director or Assistant Executive Director will be involved.

CHILDREN IN THE WORKPLACE

If bringing a child to work with the employee is unavoidable, the employee must first contact his or her supervisor as soon as possible to discuss the situation and obtain permission to have the child at CVCOG with the employee while working. Such occasions should be very unusual and very infrequent and only for a brief period of time. Factors that supervisors may consider are the age of the child, how long the child needs to be present, the work environment in the employee's area, and any possible disruption to the employee's and co-workers' work. Children with an illness should not come to work with the employee.

A child brought to the workplace in unavoidable situations will be the responsibility of the employee and must always be accompanied and remain under the direct supervision of the parent.

This policy is not intended to prohibit children or other minors and family members from being in the workplace during CVCOG sponsored events but is designed to minimize potential liability to CVCOG, risk of harm to children, and decrease employee productivity due to distractions and disruptions.

Employees may utilize their chain of command if they find that the child, or children, is affecting their service delivery or interfering with their productivity.

POLITICAL ACTIVITY

Employees of CVCOG are encouraged to vote and to exercise other prerogatives of citizenship consistent with State and Federal law and these policies. An employee **may not**:

1. Use his or her official authority or influence to interfere with or affect the result of an election or nomination for office.

2. Directly or indirectly coerce, attempt to coerce, command, or advise a local or State officer or employee to pay, lend, or contribute anything of value to a party, committee, organization, agency, or person for a political purpose.

No CVCOG owned property, vehicle, building, and/or office may be used for displaying campaign materials or for conducting any partisan political activity. CVT and the use of “bus wraps” are specifically addressed in the CVCOG Handbook for CVT Employees.

Any CVCOG employee who is subject to the provisions of the Federal Hatch Act may not be a candidate for elective office in a partisan election. (A partisan election is an election in which candidates are to be nominated or elected to represent a party whose candidates for presidential electors received votes in the last preceding election in which presidential electors were selected). CVCOG employees are subject to this additional Federal Hatch Act restriction if their principal employment is in connection with an activity which is financed in whole or in part by loans or grants made by the Federal government.

An employee's political activity or affiliation, not in violation of this section, shall not be considered in determining his or her compensation, eligibility for promotion or demotion, work assignment, leave or travel request, or in applying any other employment practices to the employee.

CVCOG follows Government Code Chapter 556 Political Activities by Certain Public Entities and Individuals. Violation of this policy could put CVCOG, its funding, and employees at risk and will not be tolerated.

POLITICS IN THE WORKPLACE

Regardless of individuals' political party or beliefs, sometimes tensions may arise related to political decisions and / or elections. Employees need to remember that the workplace is a place where everyone should feel safe, welcomed, respected and included.

CVCOG respects employees' rights to engage in political speech and activities outside of work, such discussions at work can detract from productivity and workplace harmony. While we do not want to limit healthy dialogue about social issues, we do have a vested interest in reducing disruptions and maintaining a culture of respect. Employees are encouraged to approach these conversations from a place of curiosity and accept that they may not find common ground.

Regardless of one's views and feelings related to politics, employees should follow these general guidelines:

- Employees may not wear political paraphernalia (logos, buttons, t-shirts, hats, etc.) to work.
- Employees may not wear work-related paraphernalia to political rallies or functions that may imply the CVCOG's support for that candidate and/or party.
- Employer-sponsored social media accounts will not be used to post political viewpoints or opinions. Any such misuse may be subject to disciplinary action.
- Any political discussion, unrelated to National Labor Relations Act (NLRA)-protected matters that causes an employee to feel discriminated against, retaliated against or bullied is strictly prohibited and may be subject to disciplinary action.
- Employees should never intimidate, harass, or otherwise pressure a co-worker to support one particular candidate or party over another.

RESTRICTING PRODUCTIVITY/OUTPUT

CVCOG strives to be good stewards of its funding and always maintains high levels of efficiency where productivity and client services are concerned. Employees may not engage in any activity that restricts the output of services to our clients or general work productivity. Examples of activities that could interfere with productivity/output include but are not limited to excessive cell phone usage, conversations with co-workers, social media or internet browsing (not related to work), excessive smoke or snack breaks, and napping.

SUGGESTIONS AND CLIENT FEEDBACK

We constantly strive to improve our products and services. We welcome input from our clients that can result in improvement. CVCOG encourages feedback that you think will allow us to improve and increase our services to the Concho Valley.

UNACCEPTABLE PERFORMANCE

It is CVCOG'S belief that when you came to work here you wanted to be a productive member of the CVCOG team. As mentioned in the Policies section of this Handbook, you will receive feedback on your performance periodically. CVCOG will not tolerate unacceptable performance.

Unacceptable performance includes but is not limited to, repeated or similar mistakes, carelessness in performance or decision making, poor performance in general, not meeting minimum job standards & expectations, diminishing morale with a poor attitude, and perpetuating gossip or rumors. Engaging in behaviors that have a negative impact on COG employees, stakeholders, or members of the public is also considered to be unacceptable performance. Violation of this policy will not be tolerated.

NON-COMPETE COVENANTS

Certain individuals may occupy positions of a particularly sensitive nature for the success of CVCOG. These positions will be familiar with sensitive data about our client's business, possess critical information about our operations/plans and be difficult to replace or affect our competitive position. Individuals in these positions may be required to enter into a separate, personal, and non-compete covenant that is not a part of this Handbook and general policies.

TERMINATION OF EMPLOYMENT

There are two primary ways to end the employment relationship:

- **Voluntary Termination:** you, the employee, terminate the employment relationship by submitting a resignation, an intention to cease work, or behave in a way interpreted to have resigned or quit work.
- **Involuntary Termination:** the employer terminates the relationship.

As a reminder, employment is by mutual consent. We are an employment-at-will employer. Therefore, an employee is free to resign at any time, and the employer is free to terminate an employee at any time, with or without cause.

Notification of Termination: Written and advance notice of 2-4 weeks is the preferred resignation method. This allows us time to find a suitable replacement and work out a smooth transition. CVCOG reserves the right to waive your advance notice and take your resignation effective immediately if it is more beneficial to CVCOG or the employee or if CVCOG thinks there is any threat to our security or operations.

Exit Interview: You and your supervisor may be asked to complete an exit interview. An exit interview helps CVCOG to obtain information that may be useful in improving employee relations and provide a rehire status that may or may not be used for future employment opportunities with CVCOG. This notification will also allow us to give you information on

the pension plan, benefit end dates, Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA) and will help expedite your final check.

Reduction in Force: An employee may be separated when his or her position is abolished, or when there is either a lack of funds or a lack of work. When reductions in force are necessary, decisions on individual separations will be made after considering (1) the relative importance of each position to the organization, (2) the performance record of each employee, (3) qualifications of the employee for remaining positions with CVCOG, and (4) the employee's length of service. Prior to separation, employees may apply for other CVCOG positions for which they may be qualified; applying does not guarantee an employee will be selected per CVCOG's hiring process.

Furlough: Another option, when there is a lack of program funding, is that an employee may be placed on a furlough. Furloughs are intended to be temporary, with a known or unknown end date, but individuals would remain an employee for the duration of the furlough. Though meant to be temporary, if funds do not become available, a furlough could turn into a permanent job elimination. As with reductions in force, when furloughs are necessary, decisions will be made after considering (1) the relative importance of each position to the organization, (2) the performance record of each employee, (3) qualifications of the employee for remaining positions with CVCOG, and (4) the employee's length of service. Employees placed on a furlough may apply for other CVCOG positions for which they may be qualified but does not guarantee an employee will be selected per CVCOG's hiring process.

Upon termination, whether voluntary or involuntary, any CVCOG issued uniforms, keys, devices, equipment, etc. should be returned to your supervisor, Department Director, or someone in HR. Items should be returned at the time of termination but no later than one (1) business day. In accordance with local, state, & federal laws, failure to return any CVCOG issued items could result in deductions from the employee's final paycheck.

See Personal Leave and Sick Leave Policies in the Benefits Section of the CVCOG handbook for details regarding leave balances upon termination of employment.

RETIREMENT

If you plan to retire, please notify HR so you can be provided with information regarding the Texas Counties and Districts Retirement System (TCDRS) as well as general information regarding retirement.

Employees will retire on a voluntary basis and will not be asked by members of CVCOG to retire at a particular time. Upon retirement, there will be no expectation to return to your previous position or any other position with CVCOG. Once an employee has retired and withdrawn money or has begun to receive monthly payments from TCDRS, said employee is not eligible for rehire for 3 full calendar months. There will be no exceptions.

For more information, see TCDRS under the Benefits Section.

ACCESS TO PERSONNEL RECORDS

All employees of CVCOG are allowed reasonable access to their individual personnel files. Although personnel files are the property of CVCOG, you may see your own file by making an appointment with HR, during normal working hours.

Since personnel files are the property of CVCOG, you will be allowed to review your own file only while in the presence of your supervisor, manager or HR. Although you have access to review your personnel file, you may not alter, modify, change, delete, remove, or mark on any of the material in your file.

It is to our mutual benefit to see that personnel files are kept current and accurate. You are required to let us know if there are any changes to your official name, address, marital status, telephone number and other contact information, emergency contact information, and any changes regarding your dependents. Keeping your information up to date prevents errors regarding your benefits and tax records and lets us know how to contact you in case of an emergency.

Lastly, information in your personnel file will only be released by legally required release orders, such as a court order, or by your specific written permission.

PAY

PAY POLICIES

CVCOG uses a Pay Period in Reserve Policy. Any work performed from the 1st through the 15th of the month will be paid on the last day of the month. Work performed from the 16th through the last day of the month will be paid on the 15th of the following month. If the 15th or last day of the month falls on a Saturday, Sunday or holiday, employees will receive pay checks on the business day preceding said day. Direct Deposit is the preferred method for an employee to receive their compensation. For employees receiving a paper check, they are required to deposit or cash said check within 30 days of employee receiving the check. This ensures we maintain compliance with funding agency requirements.

Certain deductions from your pay will automatically and routinely be withheld. These withholdings include FICA (for temporary and seasonal employees who do not qualify for participation in the retirement system), retirement (for all other employees who do qualify for participation in the retirement system), Medicare, deferred compensation, and Federal income tax. Other payments that may be deducted from your pay are United Way, and any legally required garnishments such as child support payments and IRS bankruptcy or student loan garnishments. Elected benefit deductions will occur semi-monthly. Other deductions may be approved by you and CVCOG, if required. *See the Benefits section of the CVCOG Handbook for more information.*

Employees are responsible for submitting all time sheets, missed punch requests, and leave requests through our electronic Time Reporting System (TRS) accurately and in a timely fashion. Failure to do so may result in delayed pay, as well as denial of compensation for leave taken without proper documentation or approval. Employees will have 3 business days after a pay period to electronically submit time sheets. When time sheets are submitted without correct information or missing hours, and they are NOT submitted within the 3-day grace period, there will be one pay period delay on the incorrect hours. You will receive the remainder of your paycheck as scheduled.

Included in the 3-day grace period is approval on all sick, personal, and bereavement leave. If there is an extenuating circumstance, an employee will be granted a one pay period grace period to have leave requests submitted electronically. If the one pay period grace period has ended, leave will not be paid out and those hours will remain on your balance.

CVCOG'S pay policies do not allow advances on your potential pay.

CLASSIFICATION OF EMPLOYEES

Regular Full-Time: An employee who works an average 30-40-hour workweek on a regularly scheduled basis.

Regular Part-Time: An employee who works an average of less than 30 hours a work week, either on a regularly scheduled basis or on an irregular basis.

Temporary: An employee who is hired for a specific, limited purpose to work on a non-regular basis that is less than 12 months.

Seasonal: An employee who is hired for a specific, limited purpose for less than 6 months and generally beginning around the same time of the calendar year.

Every position is classified as either exempt or non-exempt. An **exempt** (salaried) position is usually of a managerial, administrative or professional nature, and is exempt from overtime calculation and payments. A **non-exempt** (hourly) position is usually of a clerical, technical, or service nature, and is eligible for overtime. Overtime pay is explained in the Pay Policy.

NON-EXEMPT EMPLOYEE TIME AND PAY

According to FLSA regulations, an employee classified as non-exempt (or paid hourly) is entitled to overtime pay and is usually of a clerical, technical, or service nature. Overtime shall include all time actually worked for CVCOG in excess of 40 hours in any workweek. Personal, sick, holiday, or other leave are not hours worked and are not counted when determining overtime.

According to the provisions of the FLSA, overtime hours are paid at one-and one-half times your base pay, or will be recorded as “comp time” (compensatory time). Comp time is time off, with pay, at a rate of one and one-half (1 ½) times the amount of overtime worked. CVCOG will work with supervisors and directors to determine whether to payout the overtime or to classify it as comp time. Overtime hours must be approved **in advance** by your supervisor. Unapproved overtime is not allowed. It is understood and agreed that all employees may be required to work additional time in excess of our normally scheduled hours based on operational or service need.

Meal Breaks: You are not allowed to be working during your mealtimes. Make sure you are away from your work area and not working while eating your meal. Due to the nature of their jobs, some employees do not receive a separate lunch break, such as CVT drivers and Head Start staff who eat with the children. The pay of CVT and Head Start employees makes provision for their meal breaks. Specific information regarding CVT and Head Start pay policies are located in their respective addendum or handbook.

All records for payments of wages are important documents. You will be asked to complete certain paperwork involving your pay and we expect accurate and timely completion of this paperwork to help us maintain payroll records that are required by law. Your help and compliance are appreciated.

CVCOG is an equal pay employer. CVCOG does not discriminate in amounts of pay, or in the application of our pay policies, based on a person's protected status such as race, color, religion, national origin, age, sex, pregnancy, citizenship, familial status, disability status, veteran status, genetic information, or any other protected group status.

Non-exempt employees must account for a minimum of 8 hours a day or 40 hours per work week's total activity. Any available accrued leave must be applied if the 8-hour day or 40-hour week is not met. CVCOG will always follow DOL regulations in determining if an exempt employee's pay needs to be adjusted based on full days or weeks with no worked hours. Applying or exhausting leave balances will occur before deductions are considered for employees who miss full days or weeks.

EXEMPT EMPLOYEE PAY

An exempt (or salaried) position is exempt from overtime pay provisions and is usually of a managerial, administrative or professional nature. In accordance with Fair Labor Standards Act regulations, exempt employees who are paid on a salaried basis may not have their pay reduced for variations in the quantity or quality of work performed. CVCOG follows the following regulations when processing payroll.

Exempt employees normally must receive their full salary for any week in which they perform any work, without regard to the number of days or hours worked. However, exempt employees need not be paid for any work week in which they perform NO work at all for the organization.

Deductions from pay cannot be made as a result of absences due to the circumstances listed below. These improper pay deductions are specifically prohibited by CVCOG, regardless of the circumstances. Managers or supervisors violating this policy will be subject to investigation of their pay practices and appropriate corrective action will be taken.

- Jury duty (Please note: documentation will be required)
- Attendance as a witness in a court of law or other legal hearing (Please note: documentation will be required)
- Temporary military leave (Please note: documentation will be required)

- Absences caused by CVCOG
- Absences caused by the operating requirements of CVCOG
- Partial day amounts other than those specifically discussed below

The few exceptions to the requirement to pay exempt employees on a salaried basis are listed below. In these cases, deductions may be permissible as long as they are consistent with other CVCOG policies and practices:

- Absences of one or more full days, for personal reasons other than sickness or disability, such as leave of absence without pay (partial days must be paid)
- Absences of one or more full days due to sickness or disability
- Fees received by the employee for jury or witness duty or military leave may be applied to offset the pay otherwise due to the employee for the week. However, no payroll deductions can be made for failure to work for these reasons
- Penalties imposed by infractions of safety rules of major significance
- Unpaid disciplinary suspensions of one or more full days in accordance with CVCOG'S disciplinary policies
- Deductions for the first and last week of employment, when only part of the week is worked by the employee, as long as this practice is consistently applied to all exempt employees in the same circumstances
- Deductions for unpaid taken in accordance with a legitimate absence under the Family and Medical Leave Act

In order to comply with federal, State, local, and awarding agency requirements, CVCOG employees classified as exempt will meet the following requirements:

- Exempt employees are paid using a "daily rate" basis determined by an employee's annual salary
- Exempt employees are required to complete personnel activity reports (time sheets) that document worked hours in order to submit charges to Federal or State awards

These personnel activity reports, as per the Uniform Grant Management Standards, will meet the following standards:

- Reflect an after-the-fact distribution of the actual activity of each employee
- Account for the total activity for which each employee is compensated
- Coincide with each pay period
- Be signed by the employee and the supervisory official having firsthand knowledge of the work performed by the employee
- Budget estimates and other distribution percentages determined before the services are performed to do not qualify as support for charges to Federal or State awards
- Salaries and wages of employees used in meeting cost sharing or matching requirements of Federal or State awards will be supported in the same manner as those claimed as allowable costs under Federal or State awards

In times of federally declared natural disasters, federal agencies such as the Federal Emergency Management Agency (FEMA) allow for salaried exempt employees who are performing job duties which are out of the scope of their regular job descriptions to be compensated for time in excess of their normal work hours. CVCOG will allow for these expenses as well, to the extent that agencies such as FEMA reimburses the expenses, and all time will be tracked separately apart from normal timesheets.

PROCESS FOR COMPLAINTS REGARDING PAY

If you believe that your pay has been reduced improperly, please contact your supervisor or the Payroll Department immediately to request an investigation. You will be asked to specify, in writing, the circumstances of the pay deduction, and whether it has occurred on other occasions. We will review pay records and interview the supervisor or manager, and payroll representatives handling the payroll to determine if the allegation is correct. If the deduction was in fact improper, you will be reimbursed as promptly as possible (but in no case longer than one pay period from the identification of the problem).

The individual(s) responsible for the error will be investigated further to determine if this was an isolated incident or a pattern of conduct that requires further action on the part of CVCOG. If warranted, the responsible person(s) will be held accountable for the error(s), consistent with CVCOG disciplinary policy. The resolution of the situation will be documented (including your confirmation that the situation has been resolved) and kept with your payroll records.

RECORDING OF WORK AND NON-WORK TIME

You will be shown how to record your work time accurately. CVCOG uses different methods for accurately recording time worked throughout the various programs. Depending on where you work, you may be required to accurately record your actual time worked by one of the following methods: time clock, electronic time sheet on a computer or tablet. In some areas, exempt employees may also be required to record their actual work time.

It is very important that you record your time in and out as shown to you. Your pay is based on the hours you work. We are required by law to maintain accurate records of when you work. Should a mistake occur when using any of our time recording methods, let your supervisor know about it immediately, and submit the proper electronic documentation.

Time worked and/or not worked must be recorded accurately and legally. Non-exempt employees should not be checking, sending or responding to emails, or performing other work duties outside of their regularly scheduled work week. Circumstances in which an hourly employee must check, send, or respond to work emails, or perform other duties will do so only at the request or approval of their immediate supervisor. In the event an employee needs to take such action, the employee is responsible for recording this time in TRS in 15-minute increments.

Employees who fall under the punch system must clock in and out at the beginning and end of every shift. Lunch breaks also require a punch in and punch out. Punch errors should be non-existent or very limited and will be required to have a valid reason for supervisor's approval. Excessive punch errors may result in disciplinary action.

Also, please remember that once you are clocked in you are to be productive. Supervisors are free to use discretion in disciplinary actions when employees have various, albeit repeated, offenses to the timekeeping policy or procedure.

Failure to report time accurately, knowingly reporting incorrect time worked, or punching in for another employee is a violation of CVCOG's Falsification or Records/Facts Policy. Any questions about whether your time is being accurately recorded and reported for pay purposes should be directed immediately to your supervisor, Department Director, or payroll/finance staff.

INCENTIVE PAY

When appropriate, and when budgets allow, Department Directors may provide incentive compensation to CVCOG employees based on cost reduction, efficient performance, suggestion awards, safety awards or program improvement plans, per 2CFR Part 200.430. All incentives must be determined then approved by the Executive Director. Employees will receive details prior to the distribution of said incentive compensation and provide written acknowledgment of receipt of incentive requirements.

BAD WEATHER AND UNEXPECTED OR EXTRAORDINARY CIRCUMSTANCES POLICY

In the event of a time of crisis, such as a natural disaster, pandemic, or any other socially disruptive event, the Executive Director has the authority to enact Unexpected or Extraordinary Circumstances (UEC) conditions. During UEC conditions, the Executive Director is authorized to issue UEC leave in accordance with local, state, and federal laws and requirements.

In the event of closures or reduced staff during UEC conditions, all employees should remain available in the event they must report to work and/or work from home.

UEC leave will not be given to employees that are not scheduled to work at times when UEC is authorized. During UEC conditions, the following positions are deemed essential core functions:

- Board Executive Leadership
- Executive Director
- Finance (selected employees)
- Human Resources (selected employees)
- Information Technology
- Maintenance/ Facility staff
- Program Directors
- Other staff as required based on operational need

BENEFITS

CVCOG offers a variety of mandated benefits in addition to many elective benefits. CVCOG follows all current Affordable Care Act (ACA) regulations on the benefits CVCOG offers to its employees. Benefits, the laws and regulations that impact benefits administration and the desirability of specific benefits change from time to time. It is important to remember that all of the following benefits are subject to change, modification, amendment or elimination. Benefit costs will vary year to year. Specific employer and employee costs can be located in the benefit manual provided to employees every year during open enrollment.

ELIGIBILITY CRITERIA

Full time CVCOG employees, according to ACA regulations, are eligible for medical, dental, vision, MASA, and life insurance coverage on the 1st of the month immediately following 60 days of employment. All coverage is optional to the eligible employee, and acceptance or request for coverage has no bearing on future employment status, promotions, pay, or termination decisions.

CVCOG follows ACA requirements on determining classification of employees regarding full time or part time status. Part time employees are not eligible for medical, dental, vision, or life insurance. If in question, CVCOG uses the ACA approved look back method of 12 months to determine if an employee meets full-time status requirements which would make the employee eligible for coverage.

CVCOG also offers a Pension and 457 plans that do not require the same 60 day waiting period mentioned above. *See the Deferred Compensation section for more information.*

Deductions for benefits will occur on a semi-monthly schedule beginning the first check of the month an employee is eligible. Employees will need to register for benefits with HR prior to the month an employee is eligible. Only benefit deductions that have been selected and approved by the employee will be deducted from their semi-monthly pay checks.

HOLIDAYS

Paid holidays are established by the Executive Committee. The following are normally observed as paid holidays for our employees:

- New Year's Day
- President's Day
- MLK Day
- Good Friday
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Indigenous People's Day (Columbus Day)
- Veteran's Day
- Thanksgiving Day and the Friday following Thanksgiving
- Christmas Week (depending on the days of the week Christmas and Christmas Eve fall, the Executive Director will assign 3- 5 holidays to employees. This may include closing COG offices for no more than one week.)

Full-time employees will receive 8 hours on an established holiday. Part-time employees will receive a set number of hours established for their entire department. These hours are determined by the Department Director and are specific

to each department based on normally scheduled hours for that day on which the established holiday falls. Each Director will determine these hours prior to the start of the fiscal year and disseminate this information to their employees. If an official holiday falls within your scheduled personal leave, you will be granted the holiday and not charged for a day of personal leave.

See below for additional information regarding holidays:

- An employee who is absent without approval on the workday immediately preceding or following a holiday will not be paid for the holiday
- Whenever an approved holiday falls on a Saturday or Sunday, it will be observed on the Friday preceding or the Monday following, as determined by the Executive Director
- Employees who work on a holiday will only get paid for the number of hours worked unless the time worked does not meet the number of holiday hours they would have received, if not working. *(Example: If a full-time employee works 6 hours, they will only be given 2 hours of holiday pay)*
- Non-exempt employees get paid time and a half for worked hours on a holiday; employees must have approval from their supervisor to work on a holiday
- Whenever an approved holiday falls on a day on which the employee is normally scheduled to be off, the employee will not be paid for the holiday
- Seasonal or Temporary employees will not be paid for the holiday
- Employees on approved FMLA will be paid for the holiday
- Employees on Worker's Compensation Leave will not be paid for the holiday

LEAVE

All time off (other than FMLA leave) taken by CVCOG employees must be submitted electronically for supervisor approval via TRS. Supervisors and Department Directors are responsible for keeping track of time off requests from their employees to ensure proper department coverage. Leave requests can be made up to one year in advance. Employees are responsible for ensuring they have adequate leave accrued to accommodate their requests.

Employees will not be allowed to use leave when they are out for an extended period and are receiving long-term disability income.

Employees who work 40 hours within the workweek, or more, will not enter leave time & this will be treated similar to flex time. *Example: If an employee is out on personal leave for 8 hours on Monday and makes up for these 8 hours on Saturday, the employee would not enter 8 hours of personal leave on that Monday. Actual hours worked will be entered on the days worked.*

PERSONAL LEAVE

You become eligible to use personal leave when you complete 180 days of service. Personal leave will not be paid to any employee upon separation during the 180-day waiting period. After completion of the 180-day waiting period, personal leave accrued will be credited to a regular full-time employee's personal leave time account on the first available pay period immediately following the 180-day waiting period.

All eligible employees will earn a set hours for each pay period, based on years of service, and it is not based on hours worked.

<u>Length of Service</u>	<u>Personal Leave Earned</u>
1-2 years:	4 hours pay / pay period (approx. 12 days per year)
3-9 years:	5 hours / pay period (approx. 15 days per year)
10 years or longer:	6 hours / pay period (approx. 18 days per year)

1- 2 years:	3.847% per hour worked (approx. 10 days per year)
3-9 years:	5.770% per hour worked (approx. 15 days per year)
10 years or longer:	6.920% per hour worked (approx. 18 days per year)

NOTE: Part time, Temporary, and Seasonal employees do not accrue personal leave time.

NOTE: Due to the nature of their jobs, Head Start employees should refer to the Head Start Personnel Policies Addendum for more information regarding personal leave guidelines.

You are encouraged to use your accrued personal leave each year as it is earned. You may take earned personal leave in increments of 15 minutes. A request for leave is not a guarantee of approval and is subject to review by the supervisor, Department Director, HR and Executive Director.

You are encouraged to **schedule your** personal leave **and request** personal leave **well in advance**. Personal leave scheduling must accommodate CVCOG'S work schedules. If there is a conflict in personal leave schedules involving two or more employees, employees are granted their preference on a "first-come, first served" basis. If two requests are received at approximately the same time and cover the same requested personal period, the employees will be granted their preference at the discretion of the Department Director. If the desired leave schedules conflict with CVCOG requirements, CVCOG'S requirements will be given first consideration.

If you submit a request for leave and an event occurs that prevents you from taking your requested leave, notify your supervisor within 48 hours of requested leave date so they may make suitable arrangements regarding staffing and coverage.

Personal Leave Carryover: Unused personal leave can be carried over to the next fiscal year. The maximum allowable accumulation of unused personal leave is the number of hours which you would accumulate in 1 full year at your current accrual rate. Employees with 1-2 years of service will have an **80-hour maximum** carryover. Employees with 3-9 years of service will have a **120-hour maximum** carryover. Employees with 10 years or higher will have a **144-hour maximum** carryover. Each September 30, any personal leave balance more than the maximum is cleared and reduced to the maximum allowed carryover amount.

Upon departure from the service of CVCOG, unused personal leave is forfeited when an employee is involuntarily terminated. Employees who are laid off for economic reasons, or who supply an adequate two-week notice, will be paid for accrued but unused personal leave. The rate of pay will be determined by your salary rate in effect at the time of separation.

SICK LEAVE

Employees may begin to use sick leave as it is accrued and will earn four (4) hours of sick leave for each pay period (12 days a year for full-time employees).

NOTE: Part time, Temporary, and Seasonal employees do not accrue sick leave time.

NOTE: Due to the nature of their jobs, Head Start employees are not eligible for sick leave and should refer to the Head Start Personnel Policies Addendum for more information regarding leave.

You may use accrued sick leave if you are absent from work due to:

- Personal illness or physical or mental health incapacity;
- Medical, dental, or optical examinations or treatments; or
 - Actual travel time to and from qualified appointments
- Medical quarantine resulting from exposure to a contagious disease;

- Illness, examination, treatment or quarantine of a member of your immediate family who requires your personal care and attention. For this purpose, immediate family is defined as:
 - spouse
 - child(ren)
 - parents
 - siblings
 - or anyone who permanently resides in your household

No advance of unearned sick leave benefits will be made for any reason. Sick leave may be carried over from one fiscal year to the next. However, no employee may carry forward more than 480 hours at the end of a fiscal year.

Notification Requirements: You must obtain approval from your supervisor and Department Director at least three days in advance for sick leave for non-emergency medical, dental, or optical appointments. For all other uses of sick leave, unless emergency conditions exist, you must communicate with your supervisor and/or Department Director DIRECTLY not less than 30 minutes before you are scheduled to begin work. Some departments, such as Head Start and CVT, may require earlier advance notification. You must also contact your supervisor and/or Department Director on each subsequent day you will be out on sick leave unless other arrangements are made. You should speak directly with your supervisor or Department Director whenever possible. Failure to provide the required notice may result in your being placed on leave without pay (LWOP) status and may be considered a policy violation. You are expected to return to work as soon as the circumstances of your sick leave have been resolved.

Medical Statement: Sick leave lasting three (3) full days or longer may require you to furnish written verification by a physician of the existence of a medical condition which prevents you from reporting for work or allows you to return to work. Your failure to provide such verification when requested may be considered a policy violation.

If an employee is out on sick leave, either consecutively or individually, for three (3) or more full days within a calendar month, written verification by a physician of the existence of a medical condition which prevents you from reporting for work or allows you to return to work may be required.

Chronic Conditions/FMLA: Any employee requiring two (2) weeks or longer of sick leave will be required to apply for and use FMLA. If an employee has a chronic condition that requires them to be out for several days of the year, they may be required to provide documentation for absences. Please see HR for more information.

Exhaustion of Sick Leave: If you have exhausted your earned sick leave benefits, you will be required to use accumulated personal leave or may request LWOP. No advance of unearned sick leave benefits will be made for any reason. No pay shall be received for accrued and unused sick leave during employment.

Illness While on Personal Leave: If illness or physical incapacity occurs during your personal leave, accrued sick leave may be granted to cover the period of illness or incapacity and the charge against personal leave reduced accordingly. Application for such substitution must be supported by a medical certificate or other acceptable evidence if requested.

Cancellation Upon Termination: Accrued and unused sick leave is forfeited upon termination of employment without compensation.

FAMILY AND MEDICAL LEAVE ACT

The Family and Medical Leave Act (FMLA) provides eligible employees with up to 12 weeks (or 480 hours) of unpaid leave in the event of a serious health condition affecting the employee or the employee's immediate family (defined as a spouse, children, or parents), or for the birth or adoption of a child. CVCOG tracks all FMLA on a rolling year. A rolling year is defined as a 12-month period measured backward from the date the employee takes FMLA leave. The leave may be taken in one consecutive period of time, intermittently, or via a reduced schedule, as needed.

All FMLA requests will go to HR immediately. From the date of notification, CVCOG has 7 days to provide employees with proper paperwork. The employee then has 15 days from receipt of paperwork to return to HR in order to receive a designation notice to inform the employee if the leave was approved.

Eligible employees must:

- have worked for a total of 12 months;
- have worked at least 1,250 hours over the previous 12 months;
- And have worked where at least 50 employees are employed by the employer within 75 miles.

"Key" employees, defined as a "highly compensated employee" may be affected by other stipulations in the Family and Medical Leave Act, which will be addressed as the situations arise.

Unless an emergency situation occurs, you are required to inform CVCOG at least thirty (30) days in advance of your intended leave date. We will need to discuss the continuation of your health and/or dental insurance benefits during your absence. CVCOG will continue to pay for the employer portion of your benefits. You will be responsible for the employee portion of insurance premiums while on leave regardless of if your FMLA is covered by accrued personal or sick leave. This includes but is not limited to medical, dental, vision, and life insurance. Please contact the Payroll Department to make payment arrangements. Failure to do so could result in cancellation of insurance.

As allowed under FMLA, employees are required to use their accumulated sick and personal leave concurrently with their FMLA leave. Employees that have exhausted their accrued leave or do not have a sufficient amount of leave accrued to cover approved FMLA time off, will be on LWOP but will still be covered under FMLA regulations.

Upon return to work, CVCOG will attempt to place you in the same or equivalent job you had when your leave began. Medical release documentation will be required, informing CVCOG that you are clear to return to work. If a doctor provides a release of "light duty," CVCOG will accommodate this request if such a position or work is available. CVCOG will not create a special position or role to accommodate "light duty." If "light duty" is not available, an employee will not be able to return to work until a full medical release is obtained. Each department has different levels of physicality; therefore, each "light duty" request will be determined based on position and department need.

An employee that has exhausted their 12 weeks (or 480 hours) of FMLA, and still has not returned to work, will be placed on a Leave of Absence (LOA). This LOA will not exceed 30 days beyond the exhaustion of FMLA. If the employee is still not able to return to work at the end of their FMLA, and LOA, CVCOG will move forward with a termination. The termination will be effective on the last day of the month after the employee has exhausted FMLA and the Leave of Absence.

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

In accordance with provisions of the National Defense Authorization Act and its amendments to the requirements of the Family and Medical Leave Act and the Americans with Disabilities Act, FMLA may be extended for up to 26 workweeks of unpaid leave, during a single 12-month period, for qualifying emergencies arising out of the fact that an employee's spouse, son, daughter, or parent is on active duty in the Armed Forces or for employees who are caregivers for a spouse, son, daughter, parent, or next of kin of who is a seriously injured service member. Up to 12 of the 26 weeks may be for an FMLA-qualifying reason other than military caregiver leave. *For example, if an employee uses 10 weeks of FMLA leave for his or her own serious health condition during the single 12-month period, the employee has up to 16 weeks of FMLA leave left for military caregiver leave.*

PLEASE CONTACT HR WITH ANY QUESTIONS OR AS SOON AS YOU BELIEVE YOU MAY HAVE FMLA ELIGIBLE LEAVE.

BEREAVEMENT/ EMERGENCY LEAVE

CVCOG will allow all full-time employees to spend up to 40 hours of paid Bereavement or Emergency leave per fiscal year.

Employees may not take more than three (3) consecutive days of Bereavement per occurrence, unless approved by your Department Director or Executive Director. CVCOG will try to accommodate and approve all requests, however, there is no guarantee of approval, nor should a request for Bereavement Leave come with the expectation of approval.

Bereavement leave in excess of the five days per calendar year will be accommodated by personal leave.

Emergency Leave is STRICTLY for emergency purposes and is only available for use, when all other leave has been depleted. The length of time granted for Emergency Leave must be approved by your Department Director and the Executive Director and will be dependent upon the circumstances. Emergency Leave will not be granted as an alternative when an employee has exhausted all other leave options. The event must be deemed a true emergency, by the Executive Director, who has sole discretion.

MILITARY LEAVE

CVCOG encourages members of the National Guard and military reservists to fulfill their training requirements and obligations upon assignment for duty. CVCOG adheres to the provisions allowing fulfillment of those obligations. (Members of the National Guard and military reservists will be required to use available personal leave time while training or on duty.)

If you are required to be away for military duty, please let us know of your intention to return to work, based on the following:

- If you will be away for 1-30 days, you should return to work on your next regularly scheduled workday;
- If you will be away for 31-180 days, please let us know within 14 days;
- If you will be away for more than 180 days, we require notification of your intent to return to work within 90 days of finishing your service commitment.

LEAVE OF ABSENCE

The Executive Director may grant additional time off without pay to regular full-time employees. This leave is only to be used when no other leave is appropriate, an employee does not qualify for FMLA, or FMLA has been exhausted (*See FMLA section for more information*). The length of time granted as Leave of Absence must be approved by your Department Director and the Executive Director in advance and will depend on the circumstances.

WELLNESS

In accordance with State law, employers are permitted to allow each employee 30 minutes during normal working hours to exercise three times a week. If you would like to participate, please discuss this with your supervisor. Some programs may require you to submit a Wellness Schedule Request Form. Your request to participate must be approved by your supervisor and the Executive Director. The following criteria are to be followed

- You must be in good standing, and not be on probation or suspension
- This privilege can be revoked at any time
- Time MUST be broken up into 3 days, and not all 90 minutes can be used at once
- Participation is dependent upon approval from each Department Director. Due to operational needs, funding requirements, or staff availability some departments may not be able to allow participation
- Abuse or misuse of this program will be grounds for loss of privilege

JURY DUTY / COURT APPEARANCE

CVCOG supports you in your civic duty of fulfilling your obligations to our community. If you receive notice of jury duty, you will be allowed time off from work to do so. However, if you should not actually be serving jury duty, you are to report back to work. Please notify your supervisor immediately upon receiving a summons. Exempt and Non-Exempt-employees will have their pay continue for the duration of their service and we allow you to keep any pay you may receive for jury duty. You will need to provide your Department Director with proof of your jury duty requirement.

Should you be required to serve longer than a week, you need to talk with us about your job duties and work coverage. CVCOG may need to adjust the schedule and duties of the affected department to be sure that our clients are well served and our workflow continues productively.

Court appearances, include responding to subpoenas to testify, serving as a witness, or attending hearings for personal legal matters will be allowed but employees will need to use personal leave, or Leave Without Pay, to do so. Jury Duty Leave cannot be used for these purposes.

VOTING RIGHTS

We all have the opportunity to vote in elections to register our preference for candidates and other issues. Ordinarily, voting polls are open early enough and stay open late enough to allow us to vote. Additionally, early voting with absentee status is also an option. However, if our hours of operation cause a problem with your access to voting, please bring this to CVCOG's attention immediately so that we can work out a solution to the problem.

SOCIAL SECURITY

CVCOG participates in the Texas County and District Retirement System (TCDRS) in lieu of participating in the Social Security System. However, seasonal and temporary employees do not qualify to participate in the TCERS System. Therefore, those categories of employees participate in Social Security. Your status will be relayed to you at your employee orientation. Also, employees who were hired on or after March 1, 1986, are required by Federal law to be covered by the Medicare tax.

TEXAS COUNTY AND DISTRICT RETIREMENT SYSTEM

CVCOG is very proud to be a member of the Texas County and District Retirement System (TCERS). The TCERS system is a Statewide system created in 1967; it has more than 890 participating counties and districts.

A requirement of our TCERS membership is that all eligible employees enroll immediately into the TCERS Plan at the organization's elected rate. There is no waiting period for TCERS, and deductions begin on the 1st paycheck. Employees do not have an option to opt out of the TCERS Plan, as all employees are required to contribute to the TCERS Plan; a stipulation of CVCOG's membership.

Regular full-time and part-time employees contribute 7% of their respective compensation. Temporary or seasonal employees do not qualify to participate in TCERS therefore they participate in Social Security. CVCOG currently matches that amount at a rate of 250%, after vestment. However, it is important to note that one or both percentage rates may be changed in the future. Under the TCERS rules, employees may not contribute more than the established rate.

CVCOG adopted the 10-year vesting with 3 retirement qualifications.

- Age 60 (with vesting) – employee must be 60 years of age and have 10 years of service
- Rule of 80- service years plus age equals or exceeds 80
- At any age- 30 years of service any age

For more information, please contact HR or visit the "Member Benefits Guide" available to all employees at www.tcdrs.org.

DEFERRED COMPENSATION

In addition to our TCDRS Pension Plan, CVCOG provides an optional 457 plan, also known as a deferred compensation plan for its employees. There is no waiting period for the 457 plans, and full-time employees may elect to begin deductions at the time of their choosing. Employees may elect to have a portion of their salaries deferred (not to exceed limits set by Federal law) and placed in one of several investment accounts offered by the trustee. Voluntary contributions to the plan are withheld from employees' paychecks and deposited with the trustee by CVCOG. Participants direct the investment of funds in their accounts and receive periodic statements from the trustee. For information on enrollment, contact HR.

HEALTH SERVICES

If you become ill at work, or somehow injure yourself while at work, CVCOG must know about it so we can help you. CVCOG will be glad to assist you in getting proper medical attention. Contact your supervisor, Department Director or, if they are unavailable, HR, immediately and notify them of any illness or injury that happens at work.

CVCOG may be required by law to maintain a record of your illness/injury on the job. It is important for us to help you and, at the same time, to document the facts involved in your illness or injury. These records will be maintained confidentially in a file separate from your personnel file.

CVCOG encourages employees to return to work as soon as they are able to do so. An employee returning to work may be required to submit a physician's release to return to work. As determined by the Executive Director, at CVCOG's expense, an employee may be required to submit to examination by an independent physician.

WORKERS' COMPENSATION INSURANCE

Employees of CVCOG are covered by workers' compensation. This insurance provides medical expense and salary continuation coverage to employees who receive a bona fide, on-the-job, work-related injury or illness. It is required that you notify CVCOG immediately upon receiving a work-related injury to ensure you are properly taken care of and that proper procedures are followed.

Coordinating with HR is important because CVCOG'S Worker's Compensation Insurance Company maintains a list of eligible health care providers that must be used by employees in non-emergency situations. They also provide prescription services for any medicine that must be purchased for a work-related injury or illness.

If you should get injured while conducting business for CVCOG, whether on or off premises, immediately notify your supervisor and obtain a 1st Report of Injury Form. (If it is an emergency, seek medical treatment immediately.) Once you have filled out the 1st Report of Injury, you may choose to go and visit one of the approved physicians. If you feel your injury does not require a physician visit, you are not required but must return to work. If you go to a physician, they will provide you with information regarding being able to return to work or having to take time off. Whichever is the case, you must provide documentation to either return to work or be out.

If you must miss work due to a work-related injury, our insurance provider, TML, will be in contact with you and let you know what steps to take next. Worker's Compensation Insurance may provide Temporary Income Benefits (TIBs) to an employee who misses more than eight (8) workdays due to a work-related injury. In the interim, an employee will use accumulated sick leave, personal leave or take LWOP; once the employee meets the 8-day threshold and begins TIB, they will not be allowed or required to utilize any accrued leave.

Employees out for 2 weeks or longer due to a Worker's Compensation Injury will be required to apply for and use FMLA. All FMLA requirements must be met during this time, including paying employee's paying their portion of insurance premiums and updating HR every two weeks.

We will need to discuss continuation of your health and/or dental insurance benefits during your absence. You will be responsible for your portion of insurance premiums while on leave. This includes but is not limited to medical, dental, vision, and life insurance. Please contact the Payroll Department to make payment arrangements. Failure to do so could result in cancellation of insurance.

Before returning to work, employees who have been out due to a work-related injury or illness will be required to provide a full release from their doctor. If a doctor provides a release of "light duty", CVCOG will accommodate this request if such a position or work is available. CVCOG will not create a special position or role to accommodate "light duty". If "light duty" is not available, an employee will not be able to return to work until a full medical release is obtained. Each department has different levels of physicality required; therefore, each "light duty" request will be determined based on position and department need.

At any time, you can contact the representative from TML or HR for more information.

Department of Insurance, Division of Worker's Compensation - Notice to Employees:

You may elect to retain your common law right of action if, no later than five days after you begin employment or within five days after receiving written notice from the employer that the employer has obtained coverage, you notify your employer in writing that you wish to retain your common law right to recover damages for personal injury. If you elect to retain your common law right of action, you cannot obtain worker's compensation income or medical benefits if you are injured.

CONTINUATION OF GROUP INSURANCE (COBRA)

The Federal Consolidated Omnibus Reconciliation Act of 1985 (COBRA) allows certain individuals the option of continuing their group health and/or dental insurance coverage beyond the date on which it would otherwise end, normally at the termination of employment, at the individual's full expense, under specified conditions. An insurance certificate from CVCOG'S group insurance carrier is issued to every employee at the time of employment, which explains continuation of benefit options under CVCOG'S carrier at the time the employee is hired. Any revisions to group insurance coverage are outlined in subsequent insurance certificates distributed to each employee at the time the coverage revision is effective.

At termination, insurance carriers are notified which causes an automatic trigger to mail out COBRA information. In order to qualify for continued coverage, specific deadlines for application must be met, and full premiums must be paid in a timely manner by the employee and/or the applicable spouse or child.

Each covered employee is responsible for notifying CVCOG of any change in family status such as separation from employment, divorce, birth of a child, or a child becoming eligible or ineligible for dependent coverage. If the change causes the employee or a covered dependent to become ineligible for CVCOG-supplemented group insurance, CVCOG or its designee will provide an Insurance Coverage Continuation Form to be completed by the appropriate person(s).

UNEMPLOYMENT INSURANCE

Employees of the CVCOG are covered under the Texas Unemployment Compensation Insurance Program. This program provides payments for unemployed workers in certain circumstances. Texas Workforce Commission Unemployment Benefits Website will provide more information.

POLICIES

WORKING HOURS

The official work week for CVCOG is a seven-day period beginning at 12:01 a.m. on Sunday morning and ending at midnight on the following Saturday. Generally, working hours are Monday through Friday, 8:00 a.m. to 5:00 p.m. with one hour for lunch (12:00p.m. to 1:00 p.m.), for a total of 40 hours per workweek. Due to the nature of their job requirements some CVCOG departments have varying work hours and lunch breaks. General working hours may also be affected by various employment positions and special events such as noon and/or evening meetings, training, conferences, holidays, etc.

Each employee is scheduled for definite hours of work, with the exception of temporary and seasonal employees. These will be communicated to you before your scheduled time of work. Adjustments to the general hours of operation may be made by your supervisor and/or the Department Director, in order to better serve member governments or the public.

FLEXIBLE WORK SCHEDULE

In keeping with the modern work setting and, in an effort, to provide an environment most conducive toward productivity while also providing CVCOG employees the flexibility to balance life and work commitments, CVCOG has implemented the option of a “flex” schedule. The following factors set the parameters for the Flex Schedule Policy.

Eligibility:

- Not all positions will be eligible for the flex schedule arrangement. This is not a critique of any particular position or person; rather it is the realization that the business of CVCOG must continue and, as such, some employees and their positions are not suited for a flex schedule arrangement. Your Department Director will notify you of the availability of this option.
- CVCOG’s requirement to provide service to our clients supersedes the flex schedule option. As such, the Department Director will determine if the flex schedule option is workable within their department.
- Each schedule is approved on a case-by-case basis and a request for a flex schedule does not guarantee approval.
- While it is not required that flexible work schedules be uniformly available to all positions in a department, supervisors are responsible for ensuring the fair and equitable administration to eligible employees.

Requesting a Flexible Work Schedule:

- If an employee wishes consideration for a flexible work schedule, he/she must submit the request in writing to the supervisor, using the Flexible Work Schedule Request Form. The supervisor will review the request and advise the employee of final determination.
- All original Flexible Work Schedule requests must be submitted to the HR Director for review. Final approval will be provided by the Executive Director.
- Forms are available from the CVCOG team site and from your supervisor/director.

Guidelines:

- Adequate supervisory contact and/or employee accountability must be maintained.
- No work schedule shall be implemented that results in a full-time employee working less than 40 hours during the work week or does not provide the employee with at least a 30-minute unpaid meal break each day.
- Flexible work schedules must be agreed upon in advance by the supervisor and the employee must be in writing and must remain in effect until the written agreement is amended or terminates.
- During weeks when the employee is scheduled for travel and/or training for one or more days during a pay period, it is recommended that the flexible work schedule be suspended and that participants revert to a traditional eight-hour schedule. However, if the travel or training is for a short duration, the schedule can be altered to change the non-workday for that pay period. Advance notice of the change in work schedule is not required under this situation.
- The flex schedule arrangement DOES NOT supersede, supplant, replace, alter or change any of the other policies currently required by law or policy. For example, you will still be required to submit time sheets, you will still report time accurately, accrue no unauthorized overtime, also FMLA, ADA, FLSA etc. laws must still be adhered to.
- During weeks when there is a CVCOG approved holiday, the flexible schedule will be suspended, and the employee will revert to a traditional eight-hour schedule.
- The policy is for a “flex” schedule and NOT a “floating” schedule. In other words, whatever schedule you and your Department Director arrange will be set. The schedule may not be altered by you to adapt to a week-by-week issue. As an example, you are on a Monday through Thursday, 10-hour schedule but you get sick on Tuesday, the employee is not allowed to arbitrarily switch their schedule and substitute Friday for the Tuesday in an effort to save their sick time, unless prior Department Director approval has been obtained.
- Sick/Personal /Bereavement Leave taken during a flex schedule workday will be taken at a rate equivalent to the flex schedule workday. As an example, an employee on a Monday through Thursday, 10-hour schedule gets sick one of those days, that employee must take 10 hours of sick leave.
- The CVCOG reserves the right to suspend, cancel or amend the Flexible Work Schedule Policy at any time. Supervisors have the right to cancel or suspend use of flexible work schedules at any time and to return an employee to his or her standard schedule if the employee’s schedule does not allow the department to operate effectively and efficiently.

TELEWORK OR REMOTE WORK

Teleworking or working remotely is a way for CVCOG to provide an additional flexible work option, when appropriate. This option can be beneficial as a regular arrangement, or in the event of an emergency or crisis. Teleworking or remote work may be suitable for some employees and roles, but not for others. Teleworking or remote work is designated at the discretion of the Department Director based on the operational needs and requirements of their specific department.

Eligibility:

- Employees’ participation as a teleworker is entirely voluntary and is available only to eligible employees, at CVCOG’s sole discretion
- Not all positions will be eligible to telework or work remotely. This is not a critique of any particular position or person; rather it is the realization that some positions require an individual to physically be in their office or designated workspace. Your Department Director can clarify what category your position falls.
- CVCOG’s requirement to provide service to our clients supersedes the Telework and Remote Work Policy. As such, the Department Director will determine if teleworking or remote work is workable within their department. The Department Director and the employee(s) will then determine details of the arrangement which will be submitted to HR and the Executive Director for final approval.
- Each request is approved on a case-by-case basis and a request to telework or work remotely does not guarantee approval.

- While it is not required that teleworking or working remotely be uniformly available to all positions in a department, supervisors are responsible for ensuring fair and equitable administration to eligible employees.

Requesting to Telework or Work Remotely:

- If an employee wishes consideration to telework or work remotely, he/she must submit the request in writing to the supervisor. The Department Director will review the request and advise the employee to complete CVCOG's Teleworker Agreement. Final approval must be obtained by the Executive Director before implementation.
- All original teleworking that lasts beyond 2 weeks must be submitted to the HR Director for review. Final approval will be provided by the Executive Director.

Guidelines:

- Participation in the program may be ended at any time, with or without cause, upon reasonable notice and in writing, to the other party.
- Teleworking and remote work options may be for long periods of time or used as a temporary solution to certain issues.
- Work hours are not expected to change during the telework/remote work program and employees are still expected to follow all leave policies.
- Teleworking is not a substitute for dependent care and will not be available during their set schedule to provide dependent care.
- Employees must work with their Department Director and IT to ensure they have all required equipment and supplies.
- Employees are responsible for the care of all CVCOG equipment in their possession. Lost, stolen or damaged equipment is the responsibility of the employee.
- Employees are responsible for keeping any files, passwords, and computer access secure.
- Employees are encouraged to only connect through known secure connections and reliable sources.
- Employees are required to utilize known secure networks and a Virtual Private Network (VPN) set up by IT.
- If an employee is ill, it is highly recommended that the employee utilizes their sick leave and focuses on their health. In some situations where immediate attention is required or when dealing with an urgent task, solely determined by the Department Director, employees may be authorized to work from home when they are ill.
- While teleworking or working remotely, employees continue to have high performance expectations that include meeting deadlines and performing with a high degree of accuracy.
- Employees must remain in contact with their supervisors and be readily available to respond to all forms of communication.
- If a teleworking or remote work request is approved but the employee's work begins to suffer, or performance issues arise, the director has the authority to rescind approval and require the employee to return to the office.
- Employees are still obligated to comply with all CVCOG's policies, procedures, instructions and the Telework/Remote Work Agreement and violation of any of these may result in preclusion from teleworking and any applicable disciplinary action.

Please consult the IT Department for any questions.

ATTENDANCE

You are expected to be at work each day and be punctual in reporting for work, keeping appointments, and meeting schedules for completion of work. If you expect to be late for, or absent from work, you must communicate the expected tardiness or absence to your supervisor and/or Department Director (as determined by your departmental needs), no later than 30 minutes before the time you are scheduled to begin work, unless emergency conditions exist. Staff may communicate absences/tardiness via phone message, text message, or other method that has been

approved by your supervisor. You must receive a response indicating your supervisor, or other member of management, is aware of this absence/tardiness.

Failure to report to work within the required period may result in leave without pay for the absence. Due to the nature of our work, it is vital to have full communication between you and your supervisor.

If an employee begins to show a pattern of **excessive** absenteeism, regardless of accrued leave or LWOP is used, and regardless of if multiple forms of physician/provider documentation are provided, the disproportionate absenteeism and the effect it has on the employee's department will be addressed with the employee.

The Department Director will ultimately determine what is considered excessive. CVCOG will follow all local, state, and federal regulations regarding mandated leaves; however, if there is a chronic medical issue, employees should visit with HR about the FMLA Policy, and process located in Benefits section of this handbook.

UNEXCUSED ABSENCES FROM WORK

An **unauthorized absence** is one in which an employee is absent from regular duty without permission of a supervisor. Employees are not paid for unauthorized absences, and such absences are not permitted.

It is unacceptable for an employee to not call or not show up for work. CVCOG ordinarily has the right to process the termination of that employee, effective the date of the first absence. Any such termination is considered voluntary and an abandonment of the job.

If an employee fails to return from an approved leave of absence CVCOG has the right to process a termination of that employee, effective the date the employee was scheduled to return from the leave of absence. Any such termination is considered voluntary and an abandonment of the job.

Please remember that non-compliance with our attendance expectations has a direct impact on other members of our team.

EMPLOYEE RELATIONS

If you have a relationship with a fellow employee, no display of affection, touching, massaging, etc., is allowed on premises. Work performance is not to be affected. This policy also includes e-mails, faxes and other electronic communications of offensive or pornographic materials. Employees must notify their immediate supervisor and/or HR of inter-work relationships. Relationships amongst supervisors and subordinates are highly discouraged.

SECURITY

For your protection and the protection of our clients and visitors, CVCOG has designated security measures. The first and most prominent of these security measures is the issuance of identification badges. These badges identify the individuals who are permitted on premises. Guests, clients, volunteers, and contractors may be issued temporary badges and/or key cards when necessary. *See the full ID Badge Policy for more information.*

When CVCOG is closed for lunch, or at any other time during regular business hours that the front reception desk is unmanned, the front door will remain locked, for the security of those who remain inside the building.

Your awareness of any unusual or strange action or behavior exhibited by another person is an important part of our security measures.

In order to protect yourself and others, it is necessary to strictly follow all our security procedures. Breaking any of these rules could endanger business, other people and yourself. This is a **personal responsibility** of each employee. Should it become necessary to conduct a search of the premises for any reason, you will be expected to cooperate to the fullest extent with all parts of the search procedure.

SOCIAL MEDIA

CVCOG recognizes the important role social media plays in distributing information to the public, clients, board members, and stakeholders. CVCOG provides many services for the Concho Valley, and we want you to be proud to share your work with friends, family and the public. The way you do so is at your sole discretion. However, social media has the potential to cause problems by interfering with an employee's productivity, creating a harassing environment, or harming the reputation of CVCOG or its clients. Whenever you mention CVCOG or the work you do on any social media outlet you must adhere to our Confidentiality Policy, but also stay within the following guidelines:

- Anytime you mention CVCOG make sure all comments and opinions are advertised to be your own voice and not to be interpreted as being a representative of CVCOG.
- Never speak derogatorily about any fellow employees or CVCOG itself.
- Never mention personal information about previous or current clients, employees or other agencies CVCOG works with.
- Never comment on settled or ongoing legal issues.
- Refrain from posting any content that can be perceived as harassment based on a person's protected status such as race, color, religion, national origin, age, sex, pregnancy, citizenship, familial status, disability status, veteran status, genetic information, or other protected group.
- Social media activities should not interfere with your duties at work, limit use to breaks or lunch break. (CVCOG reserves the right to monitor its facilities to ensure compliance with this restriction)

Business Use of Social Media: CVCOG expects that all employees will use good judgment as well as maintain a high level of professionalism, along with the following guidelines:

- The IT Department should be consulted before implementation of any cloud-based services to ensure compliance with Texas Government Code, Section 2054.059.
- Only authorized staff or hired public relations professionals will be allowed to create, edit, post or modify to CVCOG social media outlets.
- Departments wishing to have content posted on any CVCOG social media outlet should submit their request to HR or the Executive Director following the Social Media Procedures.
- Always use proper grammar and correct spelling.
- Only use family appropriate photos and refrain from using profane, sexually explicit, harassing or discriminatory images.
- Mistakes or incorrect information must be corrected immediately along with an apology for the error.

Employees must not engage in the creation, promotion, or distribution of content that involves nudity, sexually explicit material, or anything that has the potential to compromise the agency's public image, interfere with agency operations, or diminish the public's trust in CVCOG. This applies regardless of whether the content is created on personal time or using personal equipment, particularly when:

- The employee holds a public-facing or trust-sensitive role, including positions working with young people, older adults, or vulnerable populations.
- The content includes references to CVCOG employment, use of uniforms, CVCOG-issued equipment, logos, vehicles, or facilities.
- The employee is identified or identifiable as a representative of CVCOG.

CVCOG reserves the right to restrict, remove, or deny content that is deemed or perceived to be in violation of this policy. CVCOG employees should immediately bring to the attention of management staff any inappropriate content. Failure to abide by these guidelines will not be tolerated.

Nothing in this policy is meant to, nor should it be interpreted to, in any way limit employees' rights under any applicable federal, state, or local laws, including rights under the National Labor Relations Act (NLRA) to engage in protected concerted activities with other employees to improve or discuss terms and conditions of employment, such as wages, working conditions, and benefits. Employees have the right to engage in or refrain from such activities.

CVCOG COMMUNIQUEES & MEDIA REPRESENTATIONS

The following is our guide to information and relationships with the outside media:

- Advertisements for newspapers, radio, television, trade journals, magazines, brochures, trade association bulletins, and so forth: All advertisements must comply with official CVCOG formats and specifications and must only be placed through CVCOG approved advertising agencies. These advertisements must be approved in writing by the Executive Director.
- Requests for sponsorships from civic, professional community and/or other groups must be approved in writing by the Executive Director.
- In the case of matters dealing directly within the scope of an employee's program expertise, the Executive Director and Departmental Director allow employees to speak on program events or matters that are informational in nature, with advanced notice. This allowance is for standard and normal interviews dealing with non-contentious or non-divisive program issues. The Executive Director and Department Director reserve the right to withdraw this privilege without notice.
- Other than as allowed above, news articles, inquiries, questions, interviews, editorials, research papers and/or other comments about CVCOG, its business, and its employees are to be handled by the Executive Director. No other person in CVCOG, unless specifically authorized by the Executive Director, is permitted, authorized or allowed to represent CVCOG to the media, newspaper, magazines, radio-television stations or other similar media organizations.
- Requests for endorsements from machinery, equipment, product vendors, and consultants are not allowed.

ID BADGE

- The ID Badge is the property of CVCOG
- CVCOG governs the use of the ID Badge
- The ID Badge is nontransferable, and lending the badge to anyone else for any purpose may result in disciplinary action
- Must be worn at all times when at work
- Must be clearly visible
- Must not be covered in any way by outside stickers, pins or buttons
- Must not be misused, altered or copied
- You may receive one new badge every calendar year, if needed. If you require more than one replacement in a calendar year, you will be monetarily responsible for the replacements
- Stolen cards will be replaced with the submission of a completed police report. If no report is furnished, the card will be replaced as listed under "lost or damaged"
- Cards replaced due to name changes, job transfers or other similar occurrences will be replaced at no charge
- Upon termination, ID Badges will be returned to CVCOG, failure to do so could result in monetary responsibility on the departing employee

All employees will have their picture taken and be issued an ID Badge, blue sleeve and given the choice of a lanyard, clip or magnet to secure their badge to their clothing. If an employee has a personal preference for a different method of attaching their ID it will be allowed as long as it does not interfere or cover any portion of the ID Badge, is in good taste, and is approved by both the Executive Director and Department Director.

All volunteers will also be issued a badge. They will be issued a green sleeve and given their choice of attachment method. They follow all other protocols regarding the ID Badge.

KEY CARD / KEY FOBS / PIN CODES / KEYS

Key cards, key fobs, pin codes, and keys are for security purposes; they grant access to specific facilities for employees. Not every employee will receive a key card and/or key fob(s), pin code(s), and / or keys. If you receive a key card, key fobs, pin codes, and keys and / or key(s), you must abide by the following:

- The Key Cards, key fobs, pin codes, and keys are the property of CVCOG
- The Key Cards, key fobs, pin codes, and keys is nontransferable and lending the Key Card to anyone else for any purpose is not permitted
- PIN codes can be used at the Main training entrance, Transit Main office, and Transit Annex buildings where number pad access points are available.
- **Key Cards:**
 - use a proximity sensor the readers located at the doors providing access to the building. They are not magnetic strip cards and will not have to be removed from the sleeve
 - Sliding the Key Card across the face of the card reader will disable the lock (indicator light will turn green) and the employee may enter without ever having to remove the card from the sleeve
- If an employee is accessing the CVCOG Main Office building during regular business hours, they need to enter through one of the employee entrances and are expected to avoid using front entrance.
- Upon entering and exiting any CVCOG building, it is the responsibility of each central office employee to ensure that the door closes behind them
- Upon entering and exiting, do not allow others to enter with or behind you unless you are aware that they are a current CVCOG employee. Ask to see their ID badge if you are not certain.
- At no time is an unattended door to be “propped open”. Any employee found to have left an unattended door propped open may be subject to disciplinary action. Additionally, if an employee finds an unattended door propped open, it is their responsibility to remove the object and ensure the door closes correctly. The employee should then report the incident to their Departmental Director at the next available opportunity
- An unattended door is defined as a door outside of the clear vision of an employee and the employee is not clearly visible from that door
- If a meeting, class, or other event is planned for after hours (HS Policy Council, one-time police class, etc.) the sponsoring department will be responsible for all guests
- Abuse, neglect, employee performance, or other work issues may result in an employee losing the privilege to access the building outside of normal business hours
- Lost, damaged or stolen Key Cards, key fob, or key(s) must be immediately reported to either HR or IT so that the individual Key Card may be disabled. Employees may also be required to notify their Department Director according to Departmental requirements
- CVCOG will pay for the replacement of one lost or damaged key card / key fob. If the employee loses or damages the new card/fob, it will be replaced at the cost of \$10.00 to the employee
- Stolen cards / key fobs will be replaced with the submission of a completed police report. If no report is furnished, the card will be replaced as listed under “lost or damaged”
- Upon termination, the Key Card must be returned to CVCOG, failure to do so could result in monetary responsibility on the departing employee

While it is impossible for any policy document to consider every situation that may occur, it is essential that every central office employee understands, commits to and uses common sense in applying these policies. The emphasis must be to never compromise the intent of this policy.

USE OF COMPANY VEHICLES

Any employee that may be required to operate a CVCOG vehicle during their employment must be authorized to do so. The employee is responsible for ensuring the vehicle is in full operational condition before each use. Employees are required to follow all local, state, and federal laws in regard to operating a motor vehicle.

Due to the nature of their job, certain employees may have to be on-call for emergencies that occur after hours. The Department Director may authorize these staff to keep CVCOG vehicles parked at their home outside of normal business hours. Use of the CVCOG vehicle should be for business purposes. Personal use of CVCOG vehicles may be approved by the Department Director or Executive Director should a rare situation arise, that would warrant such usage. Failure to follow these guidelines may result in this privilege being revoked and the employee may be subject to disciplinary action.

CVCOG employees should be aware that CVCOG vehicles are always in view of the public and should practice good stewardship regarding use of said vehicles.

ALCOHOL AND DRUG ABUSE AND TESTING

It is clearly the position of CVCOG to not condone, authorize or tolerate alcohol and or drug use during business hours or to engage in any outside illegal drug use. Employees are expected to report for work and remain at work in condition to perform assigned duties free from the effects of alcohol and drugs. Alcohol abuse or illegal drug use, and their physiological effects, present a threat to the well-being and security of employees, and can have an adverse effect on an employee's job performance. It could jeopardize the safety of other employees, the public, or CVCOG equipment and it could also cause extensive damage to CVCOG's reputation, community standing and or affect CVCOG's relations with the public.

CVCOG prohibits the use of non-prescribed drugs or alcohol during work hours as well as the possession, sale or transfer of alcoholic beverages, illegal drugs, other controlled substances, or improper use of prescription drugs either on CVCOG property or while performing duties of work for CVCOG. For all employees, alcohol consumption is strictly prohibited during the workday, including rest periods and meal periods.

This policy does not prohibit employees from the lawful use and possession of prescribed medications. Employees must, however, consult with their doctors about the medications' effect on their fitness for duty and ability to work safely, and they must promptly disclose any work restrictions to their supervisor.

CVCOG will assist and support employees who voluntarily seek help with drug or alcohol addiction before becoming subject to discipline or termination under this or other CVCOG policies. Such employees will be allowed to use accrued paid time off, placed on leaves of absence, referred to treatment providers and otherwise accommodated as required by law. Employees may be required to document that they are successfully following prescribed treatment and to take and pass follow-up tests if they hold jobs that are safety-sensitive or require driving, or if they have violated this policy previously. Once a drug test has been initiated under this policy, unless otherwise required by the Family and Medical Leave Act or the Americans with Disabilities Act, the employee will have forfeited the opportunity to be granted a leave of absence for treatment, and will face possible discipline, up to and including termination.

If an employee comes to work and is suspected to be under the influence of drugs or alcohol or is reported to have used drugs or alcohol during work time, this should be reported to the Department Director, the HR Director or HR Supervisor, or the Executive Director immediately. *It should never be shared with co-workers.*

CVCOG reserves the right to request any employee to submit to testing for alcohol or drug usage based on the employee's condition, actions, comments, observations (i.e., smell of alcohol, slurred speech, abnormal movements or behaviors), on input from others, or an accident occurrence. In addition, CVCOG reserves the right to initiate for ***cause/reasonable suspicion*** testing in the future should we feel it necessary.

Such drug and / or alcohol testing requests will be made when, in our belief, there is a *legitimate* reason for needing the test results. The test results will be treated as confidential information and only a limited number of people will know the results. These persons will be on a "need to know" basis only.

A full and thorough investigation will be made quickly. CVCOG does reserve the right to inspect the workplace and your work area. This may include desks, lockers, storage areas and packages. (This provision makes allowance for items required by the Criminal Justice Department to conduct legitimate law enforcement training.)

CVCOG will act swiftly and decisively regarding drug or alcohol-related investigations. If necessary, the employee will be disciplined according to the steps outlined in CVCOG's disciplinary procedure.

It is important that you know and understand that compliance with these requests and this action are clearly a **condition of employment** with CVCOG. A refusal to test, refusal to give written permission to test or a "no show" for testing as directed will be interpreted as quitting work on your part, and your resignation will be effective immediately.

Information and records relating to positive test results, drug and alcohol dependencies, and legitimate medical explanations will be kept confidential to the extent required by law and maintained in secure files separate from normal personnel files. Such records and information may be disclosed among managers and supervisors on a need-to-know basis and may also be disclosed when relevant to a grievance, charge, claim or other legal proceeding initiated by or on behalf of an employee.

Head Start and CVT employees need to refer to the Head Start Addendum for additional requirements.

OTHER WORKPLACE ISSUES

COMMUNITY INVOLVEMENT

Employees of CVCOG should be constantly aware that the growth and progress of CVCOG is dependent upon the growth of our community. CVCOG encourages employees to take an active role in support of civic and community projects that make our community a better place in which to live and work.

CVCOG is proud to have its employees involved in such endeavors. If necessary and appropriate, you may be granted time off from your regular work in order to fulfill community involvement commitments.

Please be sure that you have provided written notification to your Department Director, HR and the Executive Director prior to or at the time of undertaking any community involvement activity.

EMPLOYEE INFORMATION SYSTEMS

There are numerous ways we try to communicate and keep our employees informed about activities and information.

CVCOG's bulletin boards located in the employee breakroom contain important information to everyone. (Please note that the bulletin boards are property of CVCOG and information placed on them is subject to our policies and approval.) Notices and other information on the bulletin boards are updated continually, and you will want to check them frequently.

Employees may submit to HR any notices of general interest, such as recreational-type announcements and/or club functions (e-mail should not be used for the aforementioned); postcards; or expressions of gratitude or sympathy. HR approves, posts, and takes down all notices. All notices posted by employees will be removed after 2 weeks unless otherwise stipulated. The company reserves the right to refuse permission to post or to take down any announcement.

Your supervisor and Department Director are also a continual source of information. You are encouraged to speak with them freely and enlist his or her assistance with getting you information important to your job and employment at CVCOG.

Finally, we occasionally send out e-mails, memos and intercom announcements about new issues, decisions and events. These are valuable, quick sources of help and information.

SOLICITATION

Employees should be able to work in an environment that is free from unnecessary annoyances and interference with their work. To protect our employees and visitors, solicitation is strictly prohibited while either the employee

being solicited or the employee doing the soliciting is on working time, unless it is in connection with a CVCOG-sponsored event

CVCOG prohibits the solicitation, distribution and posting of materials on or at CVCOG property (including public areas; including client service areas and lounges) by any employee or non-employee, except as may be permitted by this policy. The sole exceptions to this policy are charitable and community activities supported by the Executive Director and CVCOG sponsored programs related to CVCOG products and services.

The posting of materials or electronic announcements is permitted with approval from Executive Director.

INFORMATION TECHNOLOGY EQUIPMENT

As the user of Concho Valley Council of Governments (CVCOG) IT (Information Technology) equipment identified below, the CVCOG IT equipment user signing this statement acknowledges the responsibility to be careful with its use and keep it always secure, guarding against loss or theft. CVCOG IT equipment remains the property of CVCOG and must be returned to CVCOG upon request or upon termination of employment.

CVCOG IT equipment must not be altered or changed, including addition, modification, or removal of software applications, data, hardware components, or any peripheral components included only authorized Administration may authorize or make such additions or changes.

The CVCOG IT equipment user must report damaged, lost or stolen CVCOG IT equipment to the Program Director as soon as possible, but no later than the next business day.

If CVCOG IT equipment is stolen, the employee/user must initiate a police report before the equipment can be replaced. The user that chooses not to initiate a police report will be responsible for reimbursing CVCOG for all costs before a replacement can be purchased.

If equipment is neglectfully handled or damaged, or the CVCOG IT equipment is lost, CVCOG may determine that the user is responsible for paying the comparable equipment replacement cost, not to exceed the original cost of the equipment, plus any applicable service fees or charges related to actual replacement or the activation of replacement equipment.

At termination of employment or at CVCOG request, CVCOG IT equipment must be returned to CVCOG in good working order or else be considered lost or damaged, therefore the user may be held responsible for paying the comparable equipment replacement cost, including any applicable service fees or charges related to actual replacement or the activation of replacement equipment.

See the complete IT Policy and User Guide, located on our CVCOG Team Site, for further questions, or seek guidance from your supervisor or HR.

INTERNET CONDUCT AND USE

CVCOG reserves the right to monitor all activities conducted over its communication and technology infrastructure. This includes, but is not limited to, fax transmissions, telephone communications, internet usage, email, chat communications, and any other activity transmitted, received, or accessed via the organization's wired, wireless, or cloud-based computer networks. All network activity is subject to monitoring, logging, and audit to ensure compliance with applicable laws, policies, and security requirements. Monitoring may take place with or without prior notice.

See the complete IT Policy and User Guide, located on our CVCOG Team Site, for further questions, or seek guidance from IT, your supervisor, or HR.

MONITORING EMPLOYEE ACTIVITY

CVCOG employees should be aware that all employee activity is subject to monitoring and there should be no expectation of privacy. CVCOG reserves the right to monitor communications and activity during work time and at other periods when your actions may reflect on CVCOG practices, procedures and image.

Working premises include the following areas: regular work areas, break areas, hallways, parking lots, passageways, work rooms, shops, production areas, warehouses, and CVCOG vehicles or vehicles rented or leased.

Please be advised that CVCOG has the right to search all premises. This includes lockers, desks, storage areas, and CVCOG vehicles (owned, leased or rented). Employees using CVCOG provided equipment and furnishing, such as computers, desks and lockers, may have them searched. If you have provided your own locking device for CVCOG provided equipment, you must provide CVCOG with the combination, password or other means of access so that we can enter the area as needed.

We also reserve the right to monitor all activities conducted over its communication and technology infrastructure. This includes, but is not limited to, fax transmissions, telephone communications, internet usage, email, chat communications, and any other activity transmitted, received, or accessed via the organization's wired, wireless, or cloud-based computer networks. All network activity is subject to monitoring, logging, and audit to ensure compliance with applicable laws, policies, and security requirements. Monitoring may take place with or without prior notice.

You will be informed of the communication devices you have authority to use. Only authorized employees may use any CVCOG communications devices.

The receipt and/or transmission of illegal or pornographic communications are forbidden. Pornographic and any other illicit or illegal activity on the premises is forbidden.

See CVCOG's IT Policy and User Guide for additional information.

RECORDING DEVICES IN THE WORKPLACE

As a political subdivision of the State of Texas, CVCOG is committed to upholding employee privacy, maintaining operational integrity, complying with records retention requirements, and ensuring the appropriate handling of information that may be subject to public disclosure under the Texas Public Information Act (TPIA), Texas Government Code Chapter 552.

This policy serves as a formal notice that CVCOG does not authorize or permit recording of meetings, discussions, or workplace activity without proper clearance. All requests for exception or clarification should be directed to the employee's Department Director.

CVCOG prohibits the unauthorized use of personal recording devices, including but not limited to cameras, camera phones, audio recorders, smart watches, and video-capable devices within CVCOG-owned or CVCOG controlled property, without explicit written authorization. Access must be removed from the premises if CVCOG withdraws permission.

Employees are permitted to bring personal devices with built-in recording capabilities (e.g., smartphones, smartwatches) into the workplace; however, to protect employee confidentiality, proprietary business practices, and sensitive information (including audio, video, photographic, and digital recordings) these devices may not be used for any form of recording without written approval and are subject to revocation of use privileges at any time for any reason deemed necessary by CVCOG management.

Recording equipment owned and operated by CVCOG (e.g., building surveillance cameras, meeting room recording systems) is deployed for official business purposes, including but not limited to:

- Public safety
- Facilities monitoring
- Official recordkeeping in accordance with the Texas State Library and Archives Commission (TSLAC) records retention schedules

These devices are operated in accordance with state and federal law, including retention and disclosure obligations under the Texas Local Government Records Act (Chapter 201-205, Local Government Code).

REQUEST TO RECORD MEETINGS OR PROCEEDINGS

Employees may request permission to record a meeting, conversation, or other work-related activity when: A legitimate business purpose is served, and the recording does not infringe on employee privacy or legal confidentiality obligations.

When such authorization is granted, all participants must be notified at the outset that the discussion or event is being recorded, monitored, or transcribed.

Please note that any recordings, whether made intentionally or inadvertently, may be subject to disclosure under the Texas Public Information Act if they pertain to CVCOG business. Accordingly, unauthorized recordings may inadvertently create public records that the agency is obligated to retain, review, and produce upon request.

Employees may be held personally accountable for violations of records management rules or failure to protect confidential or sensitive data.

GENERATIVE ARTIFICIAL INTELLIGENCE (AI)

With the increasing popularity of generative AI tools such as OpenAI's ChatGPT, it has become necessary to outline the proper use of such tools while working at CVCOG. While we remain committed to adopting new technologies to aid our mission, when possible, we also understand the risks and limitations of generative AI and want to ensure responsible use. Our goal is to protect employees, clients, suppliers, customers and the company from harm.

See IT Policy for more information.

RESTRICTED ITEMS

In order to provide as much protection as possible for our employees and property, certain restricted items will be issued only to those employees whose responsibilities require them.

Examples of restricted items include security keys, office or room keys, file, desk and cabinet keys, CVCOG-sponsored credit cards, telephone credit cards, and policy and procedures manuals.

All restricted items will be controlled and issued by the proper agent of CVCOG. If you receive restricted items, you may be asked to sign a form indicating that you have received the particular items and understand that they are the property of CVCOG. Duplication of any restricted item (for example, copying a key) is prohibited.

Loss, damage or theft of any restricted item should be reported to the issuing party as soon as the loss, damage or theft is discovered. You may be charged a fee or be asked to replace any lost, damaged or stolen restricted item. Upon leaving employment for any reason, all restricted items must be returned prior to final processing.

PATENTS, COPYRIGHTS AND INTELLECTUAL PROPERTY

CVCOG may occasionally develop certain patents, copyrights and/or intellectual materials which are the property of CVCOG, regardless of whether they were developed by external consultants or internally by compensated employees of CVCOG.

Additionally, any intellectual property, inventions and electronic property developed or generated while one is in the pay or employ of, or is otherwise reimbursed by CVCOG, is the property of CVCOG.

TRAVEL

On July 25, 2001, the CVCOG Executive Committee elected to follow the State travel policies. The Travel Policies will be provided to you as a separate document not included in this handbook. All CVCOG staff should be familiar with the policy and must comply with it to have travel expenses paid or reimbursed.

See the complete Travel Policy on the CVCOG Team Website.

HARASSMENT, DISCRIMINATION, AND BULLYING

HARASSMENT / DISCRIMINATION

It is clearly the position of CVCOG to not condone, authorize or tolerate harassment. CVCOG is committed to maintaining a work environment that is free of harassment and discrimination of employees by anyone, including supervisors, co-workers, clients, vendors or employees.

Harassment consists of unwelcome conduct, whether verbal, physical, or visual, that is based on a person's protected status such as race, color, religion, national origin, age, sex, pregnancy, citizenship, familial status, disability status, veteran status, genetic information, or any other protected group. This policy includes e-mails, faxes and other electronic communications of offensive/pornographic materials. CVCOG will not tolerate harassing conduct that affects tangible job benefits, interferes unreasonably with an individual's work performance, or creates an intimidating, hostile, or offensive working environment.

Each employee has an obligation to **immediately** report an occurrence of harassment. Your obligation is to let us know about your belief that harassment has occurred. Employees may submit their information to any Director, HR or Executive Director. Submissions may be verbal but are strongly encouraged to be in written format. Employees may also submit information anonymously, if this makes them more comfortable. An employee is not required to follow the chain of command on any type of harassment allegations. You are **strongly encouraged** to personally (verbally or in writing) inform the person causing the offensive action that you want it to stop.

Managers and supervisors are required to **immediately** report to their Department Director, HR or the Executive Director all reports or observations of harassing behavior regardless of if the employee wants the information reported up the chain of command. Managers and Supervisors have an obligation to protect all employees by allowing CVCOG the opportunity to thoroughly investigate all claims and take proper action. Failure of a supervisor or manager to report claims of sexual harassment will not be tolerated.

CVCOG policy is to investigate all such complaints thoroughly and promptly. An investigation into these charges will be made quickly and CVCOG will act swiftly and decisively on charges of harassment. To the fullest extent practicable, CVCOG will keep complaints and the terms of their resolution confidential. If an investigation confirms that harassment has occurred, CVCOG will take corrective action, following the Disciplinary Procedure.

Harassment and Discrimination are protected acts against retaliation. *See CVCOG Retaliation Policy for more information.*

SEXUAL HARASSMENT

It is clearly the position of CVCOG to not condone, authorize or tolerate sexual harassment. CVCOG is committed to maintaining a work environment that is free of sexual harassment-of employees by anyone, including supervisors, co-workers, clients, vendors or employees of CVCOG.

Sexual harassment is defined as:

Unwelcome sexual conduct that is a term or condition of employment, when submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment...and unwelcome sexual conduct that unreasonably interferes with an individual's job performance or creates an intimidating, hostile, or offensive working environment even if it leads to no tangible or economic job consequences.

There are two types of sexual harassment. **"Quid pro quo"** sexual harassment occurs when an employee/agent of management makes the "submission to or rejection of such conduct" by them as a "basis for employment decisions affecting" the employee. **This type of authority and action is not given to any supervisor, Department Director, Executive Director or agent of CVCOG.** Examples of quid pro quo sexual harassment are:

- submission to such conduct is made either explicitly or implicitly a term or condition of employment;
- submission to or rejection of such conduct by an employee is used as a basis for employment decisions; or
- conduct that has the purpose or effect of unreasonably interfering with an employee's work performance or creating an intimidating, hostile or offensive work environment.

The second type of sexual harassment is called **"hostile environment."** Hostile environment occurs when the unwelcome sexual conduct creates an "intimidating, hostile, or offensive working environment." This can be verbal or physical conduct that ridicules or shows hostility or aversion to an individual because of sex or gender that:

- has the purpose of creating an intimidating, hostile or offensive work environment; or
- has the purpose or effect of unreasonably interfering with an individual's work performance or otherwise adversely affects employment opportunities.

Sexually harassing conduct includes, but is not limited to:

- slurs, negative stereotyping, threatening, intimidating or hostile acts that relate to sex or gender;
- written, offensive, graphic material/pictures that ridicules or shows hostility or aversion to an individual because of sex or gender.

Each employee has an obligation to **immediately** report an occurrence of sexual harassment. Your obligation is to let CVCOG know about your belief that sexual harassment has occurred. Also, you are **strongly encouraged** to personally (verbally or in writing) inform the person causing the offensive action that you want it stopped.

Managers and supervisors are required to **immediately** report to their Department Director, HR or the Executive Director all reports or observations of harassing behavior regardless of if the employee wants the information reported up the chain of command. Managers and Supervisors have an obligation to protect all employees by allowing CVCOG the opportunity to thoroughly investigate all claims and take proper action. Failure of a supervisor or manager to report claims of sexual harassment will not be tolerated.

CVCOG's policy is to investigate all such complaints thoroughly and promptly. An investigation into these charges will be made quickly-and CVCOG will act swiftly and decisively on charges of sexual harassment. To the fullest extent practicable, CVCOG will keep complaints and the terms of their resolution confidential. If an investigation confirms that sexual harassment has occurred, CVCOG will take corrective action, following the Disciplinary Procedure.

Sexual harassment is protected acts against retaliation. *See CVCOG Retaliation Policy for more information.*

BULLYING

It is clearly the position of CVCOG to not condone, authorize or tolerate bullying. CVCOG is committed to maintaining a work environment that is free of bullying of employees by anyone, including supervisors, co-workers, clients, vendors or employees of CVCOG.

Per Texas law, bullying is described as the following:

- engaging in written or verbal expression, expression through electronic means, or physical conduct that occurs on CVCOG property, CVCOG sponsored activity, in a vehicle operated by CVCOG; that has or will have the effect of physically harming an employee, damaging an employee's property, or placing an employee in reasonable fear of harm to the employee or of damage to the employee's property
- sufficiently severe, persistent, and pervasive enough that the action or threat creates an intimidating, threatening, or abusive work environment for the employee
- exploits an imbalance of power between the employee perpetrator and the employee victim through written or verbal expression or physical conduct
- interferes with an employee's daily tasks or substantially disrupts the operation of the organization

Each employee has an obligation to **immediately** report an occurrence of bullying. Your obligation is to let CVCOG know about your belief that bullying has occurred. Also, you are **strongly encouraged** to personally (verbally or in writing) inform the person causing the offensive action that you want it stopped.

Managers and supervisors are required to **immediately** report to their Department Director, HR, or the Executive Director all reports or observations of bullying behavior regardless of if the employee wants the information reported up the chain of command. Managers and Supervisors have an obligation to protect all employees by allowing CVCOG the opportunity to thoroughly investigate all claims and take proper action. Failure of a supervisor or manager to report claims of sexual harassment will result in disciplinary action, up to and including termination.

CVCOG's policy is to investigate all such complaints thoroughly and promptly. An investigation into these charges will be made quickly—and CVCOG will act swiftly and decisively on charges of bullying. To the fullest extent practicable, CVCOG will keep complaints and the terms of their resolution confidential. If an investigation confirms that bullying has occurred, CVCOG will take corrective action, following the Disciplinary Procedure.

Bullying is protected acts against retaliation. *See CVCOG Retaliation Policy, for more information.*

HIV/AIDS DISCRIMINATION

CVCOG does not discriminate against any employee or applicant afflicted with the HIV virus or AIDS.

We will make reasonable efforts to accommodate any individual afflicted with the HIV virus or AIDS, while at the same time ensuring the health and safety of our other employees.

CVCOG does not require that any of its employees or applicants be tested for the HIV virus or AIDS. Any individual who suspects exposure to the HIV virus or AIDS is encouraged to submit to voluntary testing. Should an individual receive a positive test result, CVCOG encourages, but does not require, consultation with our designated management representative.

All information regarding any individual afflicted with the HIV virus or AIDS is strictly confidential and will be disclosed to HR or the Executive Director only. Any improper disclosure regarding any individual afflicted with the HIV virus or AIDS by individual's supervisor, Department Director or other management representative is a violation of CVCOG's Confidentiality Policy.

EQUAL EMPLOYMENT OPPORTUNITIES

CVCOG does not discriminate on the basis of a person's protected status such as race, color, religion, national origin, age, sex, pregnancy, citizenship, familial status, disability status, veteran status, genetic information, or any other protected group status.

Decisions about employment and job opportunities are based on workforce compatibility, principle of business necessity, applicant skill, education, experience, credentials, and training. CVCOG seeks to place the best-qualified person in all Council of Government positions. The Executive Director is responsible for reviewing and authorizing all job postings prior to the posting of the job opening.

CVCOG has an Equal Employment Opportunity (EEO) Policy and an Affirmative Action (AA) Plan which ensures that it follows all local, state, and federal laws prohibiting employment discrimination. CVCOG'S EEO Policy and EEO Officer's contact information are posted in conspicuous places in all CVCOG facilities and are also available on CVCOG's Team Website.

The actions of every employee are important to achieving CVCOG's EEO Plan's objectives. Disciplinary action will be taken against any employee found to be deliberately obstructing implementation of the plan or participating in any discriminatory behaviors. Every supervisor is critically important to program success and should be familiar with EEO policies and procedures.

Reasonable Accommodation - In order to provide individuals with disabilities equal access to all employment opportunities, CVCOG is committed to comply with ADA requirements and provide reasonable accommodations to qualified employees or applicants with disabilities, unless to do so would cause undue hardship. "An individual with a disability is defined by the ADA as a person who has a physical or mental impairment that substantially limits one or more major life activities, a person who has a history or record of such impairment, or a person who is perceived by others as having such an impairment" (www.ada.gov).

Candidates and employees are considered in relation to the ability to perform the essential elements of the job. We seek to make reasonable accommodations, for applicants and employees as requested, and in compliance with Federal and State laws regarding a barrier-free workplace for all employees and provide a safe, accessible, and comfortable work environment.

If you require a reasonable accommodation, please contact HR to begin the process. Requests can be made orally or in writing and will be reviewed within two (2) business days. Employees will be contacted within ten (10) business days to retrieve additional information and verify that the accommodation would be effective and not cause due hardship. If a disability is not already known, or clearly visible, CVCOG may request medical information from a certified health professional. During this investigation, a temporary accommodation may be proposed or granted. A final determination or request for additional information will be made within fifteen (15) business days of receiving the initial request. If an accommodation is denied, an employee may appeal to the Executive Director and use the Problem-Solving Procedure or any other means dictated by Federal, State or Local laws.

Religious Discrimination and Accommodation - CVCOG respects the religious beliefs and practices of all its employees and will make, upon request, an accommodation for such religious observances when a reasonable accommodation is available that does not create an undue hardship.

An employee whose religious beliefs or practices conflicts with his/her job, work schedule, or with CVCOG's policy or practice on dress and appearance, or with other aspects of employment and who seeks a religious accommodation must submit a written request for the accommodation to his/her immediate supervisor. The written request will include the type of religious conflict that exists and the employee's suggested accommodation.

The immediate supervisor, in conjunction with HR, will evaluate the request considering whether a work conflict exists due to a sincerely held religious belief or practice and whether an accommodation is available which is reasonable and which would not create an undue hardship on CVCOG's business. An accommodation may be a change in job, using paid leave or leave without pay, allowing an exception to the dress and appearance code which does not impact safety or uniform requirements, or for other aspects of employment.

The supervisor and employee will meet to discuss the request and decision on an accommodation. If the employee accepts the proposed religious accommodation, the immediate supervisor will implement the decision. If the employee rejects the proposed accommodation, he/she may appeal to HR and use the Problem-Solving Procedure.

Pregnancy and Lactation - The Pregnant Workers Fairness Act (PWFA) requires a covered employer to provide a "reasonable accommodation" to a qualified employee's or applicant's known limitations related to, affected by, or arising out of pregnancy, childbirth, or related medical conditions, unless the accommodation will cause the employer an "undue hardship."

For up to one year following the birth of a child, CVCOG will provide a reasonable amount of break time to accommodate employees who wish to express breast milk for their child. Such time should run concurrently with existing mealtimes and break times, and if that is not possible, the time will be unpaid. CVCOG will also ensure the employee has adequate space to express milk when needed.

See the Equal Employment Opportunity (EEO) Policy and Affirmative Action (AA) Plan for more information.

SAFETY ANNEX

GENERAL SAFETY

The CVCOG Safety Committee plays a key role in promoting a safe and healthy work environment. Its main function is to bring together management and employee representatives to facilitate employee involvement through the following areas: Identifying hazards, improving and/or developing safety practices and policies, promoting safety awareness and training, and ensuring compliance with safety regulations.

It is, however, the responsibility of each employee to see that that all tasks are conducted in a safe and efficient manner, complying with all local, State and Federal safety and health regulations, program-standards, and with any special safety concerns identified by CVCOG. Many safety regulations are consistent throughout each department and program; everyone is expected to identify and become familiar with the safety plan and procedures for your working area.

As a part of New Hire Orientation, employees will be given information regarding various safety procedures. Some employees may also need to attend a briefing on use of the Wellness Center at the Main Office (5430 Link Road) and sign a waiver before utilizing the Wellness Center.

It is also your responsibility to complete a First Report of Injury (DWC Form-001) for each safety and health infraction that occurred or that you witnessed. Failure to report such an infraction may result in employee disciplinary action, up to and including termination.

In order to maintain a safe work environment, please take note of the following items:

General office safety

Workstations

- Designed to reduce excessive bending and stretching
- Good housekeeping is essential
- Never store items under your desk
- Never store items on top of cupboards
- Never leave desk and/or filing cabinet drawers open
- If using fragrance products in your personal workspace (i.e. plug-in air fresheners, reed diffusers, aerosol room sprays, etc.), please do so in moderation and consider those around you

Chairs and desks

- Good lower back support
- Adjustable - knees and hips are level
- Chairs on castors must have 5 legs
- If your desk is too high, compensate by raising the seat height of your chair
- Never stand on the chair to reach anything, particularly if the chair has wheels or is of the swivel kind

Stacking and storage

- Light objects stored on top and heavy objects in the bottom - also in filing cabinets
- Boxes, files and other heavy articles must not be stacked on top of cabinets, cupboards or windowsills
- Keep passages clear and firefighting equipment unobstructed

Electrical safeguarding

- Cables
 - Loose lying cables can cause
 - A tripping hazard
 - Electrocutation
 - People can hook on cables and pull expensive equipment from tables
 - They are untidy
 - It is your responsibility to inform the property director so they can be fixed
- No unauthorized person may tamper with any electrical appliance or distribution board.
- Do not use red plugs in the Main Office unless approved by the Director of IT
- Do not overload sockets. When plugging in multiple cords, use a plug bar with surge protection, or ask for an additional point to be installed (if possible).
- If a machine or an electric cable becomes warm to touch, it must be disconnected and reported without delay.
- Cable and extension cords should not be run unprotected beneath carpeting nor should they span walkways without being secured in an encapsulation device.
- Do carry out your own visual inspections of plugs and leads and get them repaired as necessary.
- Look out for:
 - Physical damage to the cable
 - Damage to the plugs
 - Insecure connections to the plug
- Do switch off equipment before unplugging and before cleaning.

Heat generating equipment

Heat generating equipment, like electrical equipment, can be very safe if used and maintained correctly. However, improper care, storage, or placement of any type of equipment that generates heat can cause a fire, bodily injury, or even death.

Types of Permitted Heat Generating Equipment

- Coffee pot
- Cooling fans
- Mug warmer
- Other electrical equipment

Safe Practices for Heat Generating Equipment

- Nothing can be stored within 30" of electrical panels
- Plug into the outlet directly
- Turn-off all items when not in use
- Do not leave equipment unattended

Accident reporting

- Report all injuries on duty to HR on the same day.

Slips, trips and falls

- Prevent them by remembering the following:
 - Do not allow cabling to create a tripping hazard
 - Clear up spillages quickly
 - Do not block passageways

- Keep office areas clean
- Keep stacking and storage areas safe watch out for:
 - Worn or loose carpets
 - Broken stair tread edges
 - Chipped floorboards and tiles
 - Watch where you walk!
 - High heels
 - Pick up objects that fall - pencils etc.

Office machines - learn how to operate them safely before you use them

- Learn how to operate them safely before you use them
- Loose clothing, jewelry, long flowing hair to be kept out of machines
- Keep hands and fingers clear of paper inlet at the shredder
- Switch the machine off before trying to clear a blockage

First aid box

- Make sure you know where the box is
- If the box is not stocked, report to the Facilities Manager

EMERGENCY PROCEDURES

Employees who are confronted by or who encounter an armed or dangerous person should not attempt to challenge or disarm the individual. Employees should remain calm, make constant eye contact and talk to the individual. If a supervisor or Department Director can be safely notified of the need for assistance without endangering the safety of the employee or others, such notice should be given. Otherwise, you should cooperate and follow any instructions given by the armed or dangerous individual.

FIRE SAFETY

Anyone who receives information or observes an emergency situation should immediately call 911.

In the Main Office building, occupants will be notified of emergencies by fire alarm and paging system.

Occupants will:

- Know at least two exits from the building
- Be familiar with the evacuation routes throughout the whole facility
- To report a fire or emergency, call 911. Give the company name and address. State exactly what is burning, or what is smoking or what smells like fire to you. Then notify the front desk at extension 221 and she/he will activate the building notification system
- When notified to evacuate, or when the fire alarms sound, exit the building in a calm and orderly fashion and remember:
 - walk, don't run
 - keep conversation level down
 - close all doors behind you
 - assist others in need of assistance

There are two (2) designated assembly areas (or muster points) located on the far south side and far north side of the building.

BOMB THREAT PROCEDURE

To ensure a safe and orderly response in the event of a bomb threat, be familiar with all evacuation procedures. In the event of a bomb threat, the area should be immediately evacuated to one of the designated assembly areas. Designated assembly areas (or muster points) are located on the far south side **and** far north side of the building unless directed otherwise by law enforcement.

If you receive a bomb threat via phone:

- Record as much information regarding the call and caller as you are able to write down safely.
- Try to notify a co-worker, supervisor, or manager without alerting the caller.
- If you are able to notify a co-worker, supervisor or manager, they should contact 911 and follow all instructions.
- Evacuate as soon as you are safely able to do so.
- Report all information documented during the call to the authorities as soon as possible.
- Follow all law enforcement directions.

IN CASE OF ROBBERY

Any business that handles money or other valuables is, unfortunately, vulnerable to robbery. In case of robbery, the **first and foremost rule** is to **obey any directions the robber gives you**. If you are approached by a person who intends to rob CVCOG, let them have the money or any item they are requesting! **Do not put yourself in danger by trying to prevent the robbery.**

Try to remain calm, alert, and observant. Notice as many things about the person (or persons) as possible so you can tell the police what the person was wearing, the size and build of the person, or anything about the person that seems unique (such as the person's voice or speech pattern, or mannerisms).

To repeat – **cooperate with a robber**. Do not endanger yourself by aggravating the robber or trying to stop the robbery. **Your life is more important to us than any amount of money.**

ACTIVE SHOOTER

In the unlikely event of an active shooter, all employees should be prepared on how they will respond to different situations. CVCOG advises employees to follow the Department of Homeland Security's recommendations.

1. Evacuate

If there is an escape path, attempt to evacuate the premises. Be sure to:

- Have an escape route and plan in mind.
- Evacuate regardless of whether others agree to follow
- Leave your belongings behind
- Help others escape, if possible
- Prevent individuals from entering an area where the active shooter may be
- Keep your hands visible
- Follow the instructions of any police officers
- Do not attempt to move wounded people
- Call 911 when you are safe

2. Hide out

If evacuation is not possible, find a place to hide where the active shooter is less likely to find you. Your hiding place should:

Be out of the active shooter's view

- Provide protection if shots are fired in your direction (i.e., an office with a closed or locked door)
- Not trap or restrict your options for movement

To prevent an active shooter from entering your hiding place:

- Lock the door

- Block the door with heavy furniture

If the active shooter is nearby:

- Lock the door
- Silence your cell phone or pager
- Turn off any source of noise (i.e., radios, televisions)
- Hide behind large items (i.e., cabinets, desks)
- Remain quiet

If evacuation and hiding out are not possible:

- Remain calm
- Dial 911, if possible, to alert police to the active shooter's location
- If you cannot speak, leave the line open and allow the dispatcher to listen

3. Act against the active shooter

As a last resort, and only when your life is in imminent danger, attempt to disrupt and or incapacitate the active shooter by:

- Acting as aggressively as possible against him or her
- Throwing items and improvising weapons
- Yelling
- Committing to your actions

For more information, please visit the [dhs.gov](https://www.dhs.gov). The above steps have been taken from [dhs.gov](https://www.dhs.gov) from "Active Shooter: How to Respond".

PARKING / PARKING LOT SAFETY

CVCOG provides reasonable parking for our employees. The handicapped parking places and the first-row parking spaces nearest the front door of the Main Office are all reserved for guests and business visitors. Please do not park in the first row of parking spaces. The remaining rows of parking spaces are for our employees. Please, take advantage of this area to maximize convenience for our guests and business visitors.

For the safety of clients and employees, the parking lot speed limit is 10 MPH. Always look before backing out of a spot and watch for others who are trying to back out as well.

When suspicious persons are observed loitering around the parking lot or building, employees should contact their supervisor or HR. If suspicious persons are observed near parked vehicles, try to obtain the license number as well as the make and color of the vehicle before contacting a supervisor or HR.

CVCOG assumes no liability or responsibility for damage or theft to your vehicle while it is parked on Council of Government premises.

DRIVING SAFETY

The safety and well-being of our clients is of critical importance to our organization. We each have a responsibility to protect, not only when we are on the road, but also to do our part to protect those around us. If you are required to drive on CVCOG business at any time, you are expected to consistently apply and follow all the procedures below:

- Employees are expected to wear seat belts at all times while in a moving vehicle being used for CVCOG business, whether they are the driver or a passenger.
- Although use of cell phones under any circumstances is strongly discouraged while driving, the use of hands-free technology may be warranted in unusual or emergency circumstances.
- Use of handheld cell phones, whether personal or business-owned, while behind the wheel of a moving vehicle being used on CVCOG business is strictly prohibited.

- Engaging in other distracting activities including, but not limited to, eating, putting on makeup, reading or changing radio stations or music, is also strongly discouraged while driving, even when in slow-moving traffic.
- Use of alcohol, drugs or other substances, including certain over-the-counter cold or allergy medications that in any way impair driving ability, is strictly prohibited.
- All employees are expected to follow all driving laws and safety rules such as adherence to posted speed limits and directional signs, use of turn signals and avoidance of confrontational or offensive behavior while driving.
- Employees should never allow anyone to ride in any part of the vehicle not specifically intended for passenger use and/or any seat that does not include a working seat belt.
- Employees who drive commercial vehicles or who are otherwise subject to separate rules and regulations such as those dictated by State or Federal law are also expected to adhere to all policies and regulations associated with the applicable law or regulation.
- Employees must promptly report any accidents to local law enforcement as well as to your immediate supervisor, in accordance with established procedures.
- Employees are expected to report any moving or parking violations received while driving on CVCOG business and/or in CVCOG vehicles, personally owned vehicles, and rental vehicles.

SEVERE WEATHER PROCEDURE

Tornado Safety

Thinking and planning ahead can significantly reduce dangers of a tornado. It is important that those in your department discuss and develop a tornado emergency plan for your area.

- Take notice of the environment, building, and rooms where you spend much of your time.
- Identify the best areas to take protective cover during a tornado as well as the possible exits from the building.
- Have a flashlight; a battery powered radio and spare batteries in case the power is off.
- Have a first aid kit available. Know who in your department is certified in First Aid and CPR.

Tornado Watch

Tornado Watch Tornadoes are possible. Remain alert for approaching storms. Watch the sky and stay tuned to NOAA Weather Radio, commercial radio, or television for information.

Tornado Warning

A tornado has been sighted or indicated by weather radar. Take shelter immediately. Be alert to changing weather conditions.

- Listen to NOAA Weather Radio or to commercial radio or television newscasts for the latest information.
- Look for approaching storms

Look for the following danger signs:

- Dark, often greenish sky
- Large hail
- A large, dark, low-lying (particularly if rotating)
- A large, dark, low-lying cloud (particularly rotating)
- Loud roar, similar to a freight train

In the event of a tornado, employees should follow these steps:

Immediately STOP whatever you are doing and quickly get to **THE NEAREST SAFE ZONE**. ** If you have a client, visitor, or class during that time please make sure those individuals are also escorted to a safe zone.* **SAFE ZONES are innermost rooms, without windows that might include bathrooms, meeting rooms and some interior offices.**

For employees at the Main Office, there are also five (5) **Emergency Shelters** located outside the South Side Employee Entrance. As a part of New Hire Orientation, employees will be scheduled to attend a Safety Briefing on sheltering in place and use of the Emergency Shelters and must sign an acknowledgement form. *In the event of an actual tornado, or when conducting tornado drills, employees may choose which location is best for them but should get to a safe location as quickly as possible.*

Get down low with your head against the wall and use your arms to protect your head or neck. * *In a real situation, if you're unable to get out of your office, you can also get under a sturdy desk.* Remain in that place until **it is safe to get up.**

We encourage staff to keep a **whistle and flashlight** in your desk drawer, within easy reach, in case of this type of situation.

INCLEMENT WEATHER PLAN

CVCOG will follow the same rulings as SAISD regarding delays or cancellation of services. If SAISD is closed, then CVCOG offices will not be open. If SAISD is delayed, CVCOG services will start at the same time. This information can be obtained through local media and department supervisors will be responsible for notifying their staff of delays or closings. If flooding, wintry conditions, etc. occur on a SAISD holiday, the decision to delay or close CVCOG services will be at the discretion of the CVCOG Executive Director.

We do want to ensure the safety of CVCOG employees. If you feel it is unsafe to travel to work, or you have questions, please contact your supervisor.

**This handbook was originally adopted on October 1, 2008. This version supersedes all previous versions and has been revised on the following dates: October 1, 2008, January 1, 2010, January 16, 2013, September 2, 2015, September 9, 2016, August 15, 2017, September 1, 2018, October 1, 2020, September 15, 2021, November 9, 2022, March 15, 2023, September 2025, November 2025.*

Memo

To: Executive Committee

From: Felicia Lindsey, Director of Human Resources

Date: 11/12/2025

Re: CONSIDER AND TAKE APPROPRIATE ACTION – ITEM 14

ITEM 14

Felicia Lindsey, Director of Human Resources, is seeking consideration and approval concerning the CVCOG Employee Handbook revisions.

Approved at the Executive Committee Meeting on November 12, 2025.

Memo

To: Executive Committee

From: Jaylon Seales, Procurement Manager

Date: 11/12/2025

Re: CONSIDER AND TAKE APPROPRIATE ACTION – ITEM 15

ITEM 15

Jaylon Seales, Procurement Manager, is seeking consideration and approval concerning the request to execute a contract with RS&H, Inc. for the purpose of conducting a regional spaceport feasibility study in an amount not to exceed \$475,000.00.

Approved at the Executive Committee Meeting on November 12, 2025.

First Financial Bank

As of October 16, 2025

Bank Account	Number
Concho Valley Council of Governments	1484
Concho Valley Transit District	1500
CVTD - ICB (Flix pass-through)	2417
911 Interest Bearing	2391
CVCOG Interest Bearing	2409
Concho Valley Economic Development District	1435
CVTD Square Account	0308

Authorized Signers with full access:

Judge David Dillard
William (Bill) Dendle
Erin Hernandez

Mason Wheeler authorized signer on CVCOG, CVTD, CVTD ICB, CVEDD
Daniel Martinez authorized signer on CVCOG, CVTD, CVTD ICB, CVEDD

Authorized to communicate with institution, issue stop payments, transfer funds btw accounts, and issue ACH payments:

Michael Meek, Director of Finance

Authorized to manage desk-top deposits:

Crystal Garcia, Finance Specialist
Amber Williams, Finance Manager

View Access only:

Cheryl Franke, Records Retention Officer / Accounting Tech
Audrey Aguirre, CVTD Finance Manager
Jeff York, CVTD Director, CVTD & ICB accounts only
Ryan Herrera, CVTD Asst Director, CVTD & ICB accounts only
Devin Williams, CVTD Finance Specialist
Pam Haby, Data Entry/Collection Clerk, CVTD, ICB, & Square accounts only

Memo

To: Executive Committee

From: Michael Meek, Director of Finance

Date: 11/12/2025

Re: CONSIDER AND TAKE APPROPRIATE ACTION – ITEM 16

ITEM 16

Michael Meek, Director of Finance, is seeking consideration and approval concerning the authorization to remove John Austin Stokes, former Executive Director of the Concho Valley Council of Governments (CVCOG), and to add Daniel Martinez, Director of Senior Volunteer Programs, as an authorized check signer on all CVCOG checking accounts.

Approved at the Executive Committee Meeting on November 12, 2025.

CVCOG
Balance Sheet
As of 8/31/2025

	Current Period	
	Balance	
Assets		
First Financial General Bank Acct	942,509.33	1112000
CitiBank Credit Card	46,750.14	1198000
First Financial Credit Card	370.05	1199000
Grant Receivable, CJ VAWA	7,933.86	1203000
State Contract, HSGD	1,458.35	1204000
Grant Receivable, 2-1-1	18,296.56	1205000
Grant Receivable, 9-1-1	596,647.82	1211000
Grant Receivable, AAA	148,930.00	1212000
State Contract, CJ Planning	3,541.82	1214000
Grant Receivable, CJ Training	360.00	1215000
Grant Receivable, RSVP	9,028.66	1216000
Grant Receivable, Juvenile Justice Services	883.93	1217000
Grant Receivable, Foster Grandparent	9,445.07	1219000
Grant Receivable, Senior Companion	1,167.00	1220000
Grant Receivable, ADRC	18,985.47	1221000
State Contract, CEDAF	8,946.00	1224000
OOG CV Communications Upgrade	217,526.50	1225000
Grant Receivable, Homeland Security SHSP	20,591.07	1232000
Grant Receivable, CACFP Head Start	39,213.48	1243000
Grant Receivable, Head Start HHS	341,503.15	1249000
Economic Development District	3,454.41	1290000
CV Transit District AR	376,973.66	1329000
Prepaid Life Insurance	10.05	1595000
Prepaid Vision Insurance	16.64	1596000
Prepaid Dental Insurance	72.96	1597000
Prepaid AFLAC	384.29	1598000
First Financial 911 Investment	249,940.77	1614000
CVCOG Investment Account	343,325.23	1618000
Leasehold Improvements	85,951.58	1730000
Facility Improvements	170,941.59	1732000
Other Assets - Project Equipment	1,889,313.27	1811000
Total Assets	5,554,472.71	
Liabilities		
AP	1,090,783.04	2111000
AP Clearing	21,141.81	2112000
AP First Financial Credit Card	6,967.68	2114000
AP CitiBank Credit Card	105,324.98	2117000
Payroll Payable - Administration	281,997.68	2151000
Federal Withholding Tax	19,896.13	2311000
Medicare Payable	9,895.43	2321000
SUTA Payable	200.86	2323000
Employee Wellness Benefits Payable	40,144.22	2412000
Health Savings Account	1,563.80	2413000
Health Insurance Payable	1,415.55	2414000
Employer Pension Plan Payable	124,282.85	2422000
Employee Contr to Pension Plan	79,089.15	2423000
Deferred Income Plan Withheld	2,925.00	2431000
Workers Comp Ins Payable	142,125.82	2432000
State Comptroller Unclaimed	160.14	2434000
United Way Payable	173.44	2441000
Child Support Payable	1,881.00	2442000
Accrued Vacation Leave	195,316.94	2521000
Inter-Fund Payable CVTD	588,790.18	2600000
Unearned Revenue General Fund	56,233.84	2911000
Unearned Revenue- 911 Program	9,726.28	2917000
Unearned Revenue-VISTA	2,500.00	2918000

CVCOG
Balance Sheet
As of 8/31/2025

	Current Period	
	Balance	
Liabilities continued ...		
Unearned Revenue-Head Start	18,669.16	2919000
Unearned Revenue- Area on Aging	22,195.01	2924000
Unearned Revenue - Regional Law Academy Tuition	25,818.08	2926000
Unearned Revenue- RSVP	165.17	2929000
Total Liabilities	2,849,383.24	
Fund Balance		
General Unrestricted Fund Balance	598,545.28	3000000
Long Term Debt - Annual Leave	(195,316.94)	3105000
Long Term Debt - Inter-Fund CVTD	(588,790.18)	3107000
Investment - Capital Assets	2,146,206.44	3110000
Restricted - USDA Note Available	23,850.00	3202000
Restrict - Regional Assistance Corp 501c3	35,286.51	3204000
Restricted - CV Medical Reserve Corp	3,765.02	3205000
Assigned - Area Agency on Aging	3,736.70	3401000
Assigned - SCP Visiting Program	8,331.81	3402000
Assigned - Caregiver	2,213.65	3403000
Assigned - Housing Finance	94,327.36	3404000
Assigned - Homeland Security	28,091.82	3405000
Assigned - CJ Planning	124,843.56	3406000
Assigned - CJ Law Enf Academy	235,578.90	3407000
Assigned - 211 Information Referral	34,638.48	3408000
Assigned - CEDAF	35,449.54	3409000
Total Fund Balance	2,590,757.95	
Excess Revenue	114,331.52	
Total Liabilities and Fund Balance	5,554,472.71	

CVCOG
Statement of Revenues and Expenditures
10/1/2024 through 8/31/2025

	Current Period	
	Actual	
Revenue		
CNCS Senior Companion CFDA 94.016	206,016.43	4164000
CNCS Foster Grandparent CFDA 94.011	338,880.68	4165000
CNCS RSVP CFDA 94.002	86,374.59	4167000
HHS-ACF Head Start CFDA 93.600	7,034,198.56	4173000
AAA - Title IIIB CFDA 93.044	290,119.00	4201000
AAA - Title IIIC1 CFDA 93.045	214,748.00	4205000
Off Gov-CJ Juvenile Justice Service CFDA 16.523	25,003.57	4206000
AAA - Title IIIC-2 CFDA 93.045	195,553.00	4207000
AAA - Title IIIE CFDA 93.052	65,419.00	4215000
AAA - Title VII EAP CFDA 93.041	1,806.00	4216000
AAA - Title VII OM CFDA 93.042	14,094.00	4218000
AAA - NSIP CFDA 93.053	51,151.00	4219000
CACFP Nutrition CFDA 10.558	491,463.46	4221000
Off Gov-Violence Against Women Act CFDA 16.58	15,515.67	4222000
PY - Title IIIB CFDA 93.044	65,814.00	4227000
211 TANF OPS FED CFDA 93.558	93,632.06	4231000
211 FD RIDER 28 HB1	14,507.44	4231100
PY - Title IIIC1 CFDA 93.045	10,613.00	4232000
PY - Title IIIC2 CFDA 93.045	8,391.00	4235000
PY - Title IIID CFDA 93.043	3,890.00	4237000
PY - Title IIIE CFDA 93.052	38,794.00	4239000
211 Child Care CFDA 93.575	2,496.40	4258000
AAA Title D Disaster Flex CFDA 93.043	14,934.00	4260000
Tx Dept Rural Affairs, CEDAF State	16,568.00	4264000
CF - HICAP Basic CFDA 93.324	55,700.00	4267000
ADRC Housing Navigator Sept to Dec CFDA 93.79	12,400.76	4274000
ADRC Local Contact Agency Sept to Dec CFDA 93	4,384.00	4275000
ADRC MIPPA CFDA 93.071	17,866.00	4279000
Off Gov-Homeland Security SHSP CFDA 97.067	106,930.77	4294000
AAA-MIPPA CY CFDA 93.071	31,833.00	4296000
PY AAA - MIPPA CFDA 93.071	101.00	4297000
ADRC Housing Navigator Jan to Aug CFDA 93.791	27,241.99	4298000
ADRC Local Contact Agency Jan to Aug CFDA 93.	8,788.99	4299000
AAA State General	61,780.00	4301000
TCEQ Solid Waste State	130,718.06	4302000
AAA - State Title III E Match	15,000.00	4306000
Off Gov - CJ Academy State	55,823.72	4307000
CJ Academy Supplemental	20,460.00	4307100
AAA - State OMB GR	10,943.00	4308000
TxHHS-RSVP State	48,542.48	4309000
Off Gov - HSGD Contract State	16,041.85	4311000
TxHHS - 211 State Funds	92,348.81	4312000
211 SGR RIDER 28	14,308.61	4312100
AAA - SGR HDM Rate Increase	2,329.00	4313000
Grant Z02, NG911 Project SB8	249,035.79	4314000
Off Gov, CJ Planning Services	38,959.82	4315000
CSEC 911 ER Communications State	2,051,000.66	4316000
AAA Housing Bond	14,073.00	4319000
ADRC State General Revenue	75,881.10	4325000
Grant X07, OOG CV Communications Upgrade 44€	324,358.21	4327000
ADRC State Promoting Independence	13,012.00	4331000
ADRC State Respite	16,180.89	4332000
TXHHS-FGP State	5,316.48	4335000
TXHHS-SCP State	6,791.48	4336000
IK Contributions	1,799,765.32	4411000
Senior Center Program Income-Tracking Only	97,200.69	4416000
Senior Center Local Revenue-Tracking Only	388,134.18	4417000
CVCOG Membership Dues	2,853.66	4511000
Area Agency on Aging Membership Dues	28,333.00	4512000
CJ Membership Dues	67,500.00	4513000
Program Income	6,118.00	4522000
Local Revenue	128,077.64	4523000
Interest Income General	24,032.48	4731000
Credit Card Cash Rewards Redemption	17,144.40	4737000
Economic Development District Pass-Thru	750,710.23	4760000
Concho Valley Transit District Pass-Thru	4,366,146.03	4761000
Prior Year Cost Pool Contribution	154,290.82	4762000
Vacation Accrual Allocation	366,083.50	4911000
Indirect Cost Allocations	818,081.65	4912000
Information Technology Services	385,830.41	4913000
Human Resources Allocation	303,728.39	4914000
Procurement Dept Allocation	321,007.78	4915000
Property Management Allocation	407,279.09	4916000
Total Revenue	23,260,451.60	
Expenditures		
General Wages	6,782,099.68	5110000
General Overtime Hours	2,075.04	5118000
Holiday Work Time	754.46	5119000

CVCOG
Statement of Revenues and Expenditures
10/1/2024 through 8/31/2025

	Current Period	
	Actual	
Expenditures continued ...		
Vacation Time Allocation	366,083.52	5150000
Medicare Tax	120,228.92	5151000
Workers Comp Insurance	254,846.79	5172000
SUTA	18,252.49	5173000
Health Insurance Benefit	1,987,484.32	5174000
Dental Insurance Benefit	71,027.39	5175000
Life Insurance Benefit	58,586.91	5176000
HSA Insurance Benefit	7,467.60	5177000
Retirement	940,815.63	5181000
Indirect Allocation	818,081.60	5199000
Employee Health and Welfare	828.75	5200000
Stipend - FGP Volunteers	159,824.00	5201000
Stipend - SCP Volunteers	87,222.00	5202000
Uniforms	3,303.72	5203000
Recognition	117,634.50	5205000
HR Service Center	302,977.42	5206000
Procurement Service Center	317,820.13	5207000
Information Technology Service Center	382,743.92	5208000
Driver Wages	1,527,895.32	5210000
Dispatch/Customer Service Wages	111,842.71	5217000
Driver Overtime Hours	123,193.78	5218000
Dispatch/Customer Service Overtime Wages	2,360.22	5219000
Driver Holiday Hours Worked	3,267.31	5222000
Audit & Legal	44,718.10	5231000
Counseling Services	15,508.85	5251000
Contract Services	1,254,112.21	5291000
HS Health & Disab Svc	179.51	5293000
HS Nutrition Service	337,248.38	5295000
HS Parent Service	9,319.92	5296000
AAA Congregate Meals	354,396.39	5301000
AAA Home Delivered Meals	537,940.59	5302000
Head Start T & T A	91,339.35	5308000
Travel-In Region	24,241.90	5309000
Travel-Out of Region	55,915.28	5310000
Meals	8,062.89	5312000
Travel-Volunteer	48,453.75	5313000
Fuel	5,914.14	5351000
Lubricant	302.06	5352000
Vehicle Maintenance	2,491.74	5361000
Tires	20.00	5363000
Non-Vehicle Maintenance	2,353.69	5366000
Other Facility Rent	1,000.00	5412000
HS Site Rent	157,918.60	5413000
Utilities	36,152.18	5431000
HS Site Center Utilities	95,003.68	5433000
Link Road Building Maintenance	34,665.76	5448000
Facility Allocation	413,400.60	5451000
HS Site Center Bldg Maint	208,398.83	5453000
Supplies	139,378.58	5510000
HS Class Room Supplies	105,641.49	5512000
HS Food Serv Sup	94,651.53	5513000
HS Medical Supplies	3,596.84	5514000
HS Disability Supplies	578.49	5515000
Supplies - Bus/Service Vehicles	2,678.43	5516000
HS Diapers and Wipes	9,761.49	5518000
Parts Supply	3,405.16	5520000
Project Equipment	239.00	5621000
Internal Computer/Software	174,928.07	5622000
County Project Equipment	322,147.35	5627000
Tools	1,791.64	5629000
Copier	26,510.22	5632000
Copier Lease	16,547.61	5633000
Copier Paper	3,239.92	5634000
Insurance	168,826.77	5711000
Communications - Bus	500.00	5712000
Cell Phones	4,779.83	5713000
Printing	4,272.16	5721000
Ads & Promotions	855.43	5722000
Publications	1,496.04	5723000
HS Capital Playground	236,098.06	5734000
Training	5,746.94	5751000
Dues and fees	60,696.01	5753000
Vehicle Registration	516.94	5754000
HS Site Center Communications	20,081.86	5760000
Communications	15,432.97	5761000
Postage/freight	13,508.83	5762000
911 PSAP Services	38,518.87	5766000
911 Equipment Maintenance	549,298.32	5767000
911 PSAP Training	16,761.45	5768000

CVCOG
Statement of Revenues and Expenditures
10/1/2024 through 8/31/2025

	Current Period	
	Actual	
Expenditures continued ...		
911 PUB ED	11,008.00	5771000
911 PSAP Room Prep	5,000.00	5773000
911 Network Reliability	43,452.24	5774000
911 Network	132,609.10	5775000
911 MIS	105,552.28	5776000
911 PSAP Network	208,143.00	5777000
911 Text-to-911	78,304.22	5779000
911 Geographic Information Systems	57,099.87	5780000
911 Core Functions	249,035.79	5781000
Other	658.43	5791000
Coffee Expense	2,949.14	5792000
Physicals	150.00	5793000
General Assembly Costs	3,473.54	5794000
Safety	12,721.47	5796000
Volunteer Recruiting	1,356.88	5797000
Multi-Modal Supplies	2,850.36	5810000
Multi-Modal Building Insurance	19,824.25	5811000
Multi-Modal Internet	10,652.20	5814000
Multi-Modal Utilities	14,841.70	5831000
Multi-Modal Building Maintenance	1,850.24	5851000
Multi-Modal Communications	165.00	5861000
Shop Christoval Rd Supplies	19.48	5870000
Shop Christoval Rd Utilities	2,291.41	5876000
Link Road Amortization	32,083.33	5901000
InKind Professional Services	38,888.66	6291000
InKind Travel	181,574.51	6310000
InKind Other	1,579,302.15	6791000
Total Expenditures	23,146,120.08	
Excess Revenue over Expenditures	114,331.52	

Concho Valley Council of Governments Cash Flow

First Financial				First Financial				First Financial				First Financial				First Financial				First Financial				First Financial											
CVCOG General Fund (000's)				9-1-1 Trust Account (000's)				General Investment Savings				CVCOG				CVTD (000's)				CVTD-ICB (000's)				Square Credit Card				CVEDD (000's)				Total			
Beginning Balance: \$ 1,013,689				\$ 118,626				\$ 314,720								\$ 642,184				\$ 33,245				1,204				\$ 536,605							
FY 24-25	Inflows	Outflows	Balance	Inflows	Interest	Outflows	Balance	Inflows	Interest	Outflows	Balance	Balance	Inflows	Outflows	Balance	Inflows	Outflows	Balance	Inflows	Outflows	Balance	Inflows	Outflows	Balance	Inflows	Outflows	Balance	Balance							
October	2,095,728	(2,020,375)	1,089,042	359,171	1,035	-	478,831	-	1,114	-	315,833	1,883,707	683,070	(412,635)	912,619	2,845	(1,448)	34,641	597	-	1,801	14,155	(10,717)	540,043	3,372,811										
November	1,595,941	(1,838,990)	845,994	-	1,026	(294,607)	185,250	-	1,052	-	316,886	1,348,129	290,393	(515,444)	687,567	1,833	(2,469)	34,006	515	-	2,316	3,175	(68,041)	475,177	2,547,195										
December	1,486,913	(1,665,930)	666,977	-	389	(116,704)	68,935	11,281	1,024	-	329,191	1,065,103	669,413	(603,742)	753,238	2,375	(1,348)	35,033	2,276	-	4,592	23,650	(38,418)	460,408	2,318,374										
January	1,755,972	(1,234,882)	1,188,067	-	234	-	69,169	1,275	1,116	-	331,582	1,588,817	1,043,802	(611,858)	1,185,182	1,190	(2,011)	34,212	186	-	4,778	3,775	(88,549)	375,634	3,188,624										
February	2,021,970	(2,547,755)	662,282	557,176	1,147	-	627,492	-	934	-	332,516	1,622,289	787,823	(602,462)	1,370,543	2,697	(1,141)	35,768	661	-	5,439	103,288	(8,619)	470,303	3,504,342										
March	1,402,905	(1,366,598)	698,589	-	1,688	(94,553)	534,628	-	970	-	333,486	1,566,702	839,256	(518,894)	1,690,905	2,260	(2,013)	36,015	300	-	5,739	24,162	(109,487)	384,978	3,684,340										
April	2,064,501	(1,570,914)	1,192,176	-	1,476	(82,528)	453,576	-	1,003	-	334,489	1,980,240	641,730	(1,015,585)	1,317,050	2,171	(1,865)	36,321	1,684	-	7,423	200,406	(116,358)	469,025	3,810,060										
May	1,407,320	(1,768,950)	830,546	86,114	1,613	-	541,302	-	1,075	-	335,564	1,707,412	483,531	(653,538)	1,147,043	2,043	(1,859)	36,505	1,450	-	8,873	113,172	(129,695)	452,503	3,352,336										
June	1,923,573	(1,488,312)	1,265,807	-	1,403	(104,027)	438,678	4,588	996	-	341,148	2,045,633	352,852	(491,873)	1,008,023	824	(1,537)	35,793	1,068	-	9,941	47,767	(132,646)	367,624	3,467,013										
July	1,516,800	(1,699,725)	1,082,882	-	1,220	(89,649)	350,250	-	1,069	-	342,217	2,075,348	437,366	(472,696)	972,693	1,713	(432)	37,074	669	-	10,610	108,175	(74,820)	400,979	3,196,703										
August	1,454,433	(1,396,653)	1,140,662	-	940	(101,249)	249,941	-	1,109	-	343,325	1,733,928	312,375	(519,740)	765,328	1,347	(1,606)	36,815	629	-	11,238	200,428	(32,265)	569,142	3,116,452										
September			1,140,662				249,941				343,325	1,733,928			765,328			36,815			11,238			569,142	3,116,452										
				Interest Rate at 4.177300% as of 10/01/2024				Interest Rate at 4.177300% as of 10/01/2024												Account opened to segregate Flix Funds															
				Interest Rate at 3.934300% as of 11/01/2024				Interest Rate at 3.934300% as of 11/01/2024												\$21,997.39 belongs to CVTD															
				Interest Rate at 3.855400% as of 12/02/2024				Interest Rate at 3.855400% as of 12/02/2024																											
				Interest Rate at 3.744300% as of 01/02/2025				Interest Rate at 3.744300% as of 01/02/2025																											
				Interest Rate at 3.670800% as of 02/03/2025				Interest Rate at 3.670800% as of 02/03/2025																											
				Interest Rate at 3.672900% as of 03/03/2025				Interest Rate at 3.672900% as of 03/03/2025																											
				Interest Rate at 3.659700% as of 04/01/2025				Interest Rate at 3.659700% as of 04/01/2025																											
				Interest Rate at 3.665000% as of 05/01/2025				Interest Rate at 3.665000% as of 05/01/2025																											
				Interest Rate at 3.704300% as of 06/02/2025				Interest Rate at 3.704300% as of 06/02/2025																											
				Interest Rate at 3.688200% as of 07/01/2025				Interest Rate at 3.688200% as of 07/01/2025																											
				Interest Rate at 3.695300% as of 08/01/2025				Interest Rate at 3.695300% as of 08/01/2025																											

First Financial				First Financial				First Financial				First Financial				First Financial				First Financial				First Financial									
CVCOG General Fund (000's)				9-1-1 Trust Account (000's)				General Investment Savings				CVCOG				CVTD (000's)				CVTD-ICB (000's)				Square Credit Card				CVEDD (000's)				Total	
Beginning Balance: \$ 973,339				\$ 676				\$ 283,993				\$ 1,666,792				\$ 27,165				\$ -				\$ 538,422									
FY 23-24	Inflows	Outflows	Balance	Inflows	Interest	Outflows	Balance	Inflows	Interest	Outflows	Balance	Balance	Inflows	Outflows	Balance	Inflows	Outflows	Balance	Inflows	Outflows	Balance	Inflows	Outflows	Balance	Inflows	Outflows	Balance	Balance					
October	2,757,004	(2,562,497)	1,167,846	436,720	449	-	437,845	-	1,087	-	285,080	1,890,771	199,943	(980,629)	886,106	2,280	(1,950)	27,496	-	-	-	19,149	(8,900)	548,670	3,353,043								
November	1,817,090	(2,219,059)	765,877	-	1,406	(153,867)	285,383	-	1,095	-	286,175	1,337,435	367,786	(506,797)	747,096	2,163	(1,718)	27,940	-	-	-	6,357	(5,566)	549,461	2,661,931								
December	1,401,334	(1,406,172)	761,040	-	952	(70,918)	215,417	9,590	1,149	-	296,914	1,273,371	416,649	(595,492)	568,253	3,022	-	30,962	-	-	-	2,254	(54,468)	497,247	2,369,833								
January	1,741,775	(1,452,332)	1,050,483	-	673	(66,645)	149,444	-	1,158	-	298,073	1,497,999	504,152	(494,515)	577,889	3,745	(4,314)	30,394	-	-	-	51,768	(74,401)	474,614	2,580,897								
February	1,680,391	(1,366,438)	1,364,436	-	398	(76,741)	73,101	-	1,082	-	299,155	1,736,692	1,000,783	(652,433)	926,240	795	(2,841)	28,349	-	-	-	67,286	(67,121)	474,779	3,166,060								
March	1,423,127	(2,029,865)	757,697	371,206	1,120	-	445,427	-	1,160	-	300,315	1,503,439	889,887	(445,650)	1,370,477	3,244	(518)	31,074	20	(20)	-	68,989	(57,726)	486,043	3,391,034								
April	1,807,497	(1,740,774)	824,420	-	1,514	(78,394)	368,547	-	1,127	-	301,442	1,494,409	579,540	(510,578)	1,439,440	3,115	(2,667)	31,522	120	(20)	100	87,033	(46,854)	526,222	3,491,693								
May	1,540,682	(1,582,153)	782,949	125,972	1,804	-	496,323	-	1,244	-	302,686	1,581,958	290,255	(645,528)	1,084,167	3,055	(2,712)	31,865	-	-	100	15,398	(40,274)	501,346	3,199,437								
June	1,275,113	(1,509,549)	548,513	-	1,605	(83,568)	414,360	7,404	1,079	-	311,169	1,274,041	2,116,911	(1,938,550)	1,262,528	3,822	(2,485)	33,202	158	0	258	56,402	(5,625)	552,123	3,122,152								
July	2,112,398	(1,734,998)	925,914	-	1,391	(108,248)	307,503	-	1,208	-	312,376	1,545,793	485,268	(426,305)	1,321,490	4,038	(3,061)	34,179	289	-	547	3,975	(8,875)	547,223	3,449,231								
August	2,349,558	(3,032,076)	243,396	-	1,108	(82,602)	226,009	-	1,282	-	313,659	783,063	318,643	(497,955)	1,142,178	2,825	(3,208)	33,795	318	-	865	2,070	(7,627)	541,666	2,501,567								
September	2,151,434	(1,381,140)	1,013,689	-	530	(107,912)	118,626	-	1,061	-	314,720	1,447,035	269,580	(769,574)	642,184	1,978	(2,528)	33,245	339	-	1,204	3,775	(8,836)	536,605	2,660,273								
Interest Rate at 4.658900% as of 10/02/23				Interest Rate at 4.658900% as of 10/02/23				Interest Rate at 4.658900% as of 10/02/23				Interest Rate at 4.658900% as of 10/02/23				Interest Rate at 4.658900% as of 10/02/23				Interest Rate at 4.658900% as of 10/02/23				Interest Rate at 4.658900% as of 10/02/23				Interest Rate at 4.658900% as of 10/02/23					
Interest Rate at 4.672200% as of 11/01/23				Interest Rate at 4.672200% as of 11/01/23				Interest Rate at 4.672200% as of 11/01/23				Interest Rate at 4.672200% as of 11/01/23				Interest Rate at 4.672200% as of 11/01/23				Interest Rate at 4.672200% as of 11/01/23				Interest Rate at 4.672200% as of 11/01/23				Interest Rate at 4.672200% as of 11/01/23					
Interest Rate at 4.632500% as of 12/01/23				Interest Rate at 4.632500% as of 12/01/23				Interest Rate at 4.632500% as of 12/01/23				Interest Rate at 4.632500% as of 12/01/23				Interest Rate at 4.632500% as of 12/01/23				Interest Rate at 4.632500% as of 12/01/23				Interest Rate at 4.632500% as of 12/01/23				Interest Rate at 4.632500% as of 12/01/23					
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Signed by:
In compliance with PFOIA 2256.023 and CVCOC Investment Policy section XI

John Austin Stokes

Signed by:
B22CC52E77004D9
CVCOC Executive Director/Investment Officer

Michael Meek

BD2D3BEAC4E497
CVCOC Director of Finance

9/4/2025

Date

9/5/2025

Date



August & September 2025



Attendance August/September	Funded Enrollment		Reported Enrollment		Percent Enrollment	
	Aug	Sept	Aug	Sept	Aug	Sept
Head Start Funded	411	323	323	323	100%	100%
Early Head Start Funded	120	120	120	120	100%	100%
Pregnant Moms Funded	TBD	TBD	TBD	TBD	TBD	TBD

- We were at 411 funded until the change of scope was approved in Sept 2025.

Disability August/September	Current	Actual Enrollment	Percent of Enrollment
HS # of Children with IEP	6	310	2%
EHS Children with IFSP	6	120	5%
Program Wide Total # of children with IEP/IFSP	12	430	3%

Nutrition	Meals Served	Reimbursement Amount
August	13,012	\$ 39,213.46
September	20,333	\$ 61,228.97

HEAD START STAFF

Administrative Office
 5430 Link Road
 Phone (325)944-9666

Carolina Raymond
 Director

Stephanie Hernandez
 Assistant Director / Early Head
 Start Education Manager

Cheryl Mayberry
 Education & Disability Manager

Ofelia Barron
 ERSEA & Facility Manager

Mary Husted
 Compliance & Nutrition Specialist

Stacy Walker
 Family & Community, Parent
 Engagement Manager

Melissa Miranda
 Health & Mental Health Manager

Maida Rojas
 Classroom Specialist



HEAD START (HS) promotes school readiness of children under 5 from low-income families through education, health, social and other services.

Early Head Start (EHS) provides intensive comprehensive child development and family support services to low-income infants and toddlers under the age of 3 and their families, and to pregnant women and their families.



To complete an application please contact the following sites below:

School	Director	Family Service Workers	Hours Operation	Phone
Day Head Start Early Head Start	Comoshontai Hollis	Madelyn Herrera Nelda Garza Lori Palacios Ana Rios	7:45 am - 3:30 pm	325-481-3395
Eldorado Head Start	Abigail Ussery	Abigail Ussery	7:45 am - 3:30 pm	325-853-3366
Menard Head Start Early Head Start	Marsha Wallace	Marsha Wallace	7:45 am - 3:30 pm	325-396-2885
Ozona Head Start	Tracy Ybarra	Tracy Ybarra	7:45 am - 3:30 pm	325-392-3429
San Jacinto Head Start Early Head Start	Michelle Aguirre	Rebecca Salinas Maria Vasquez Emily Ceballos Mary Torres	7:45 am – 3:30 pm	325-659-3670



Program News

- Menard Head Start and Government Shut Down Update
- We will be hosting our annual clothing drive on November 7th at Day Head Start
- Fighting Food Insecurities during this tough time the San Angelo centers are opening up food pantries for our families in need and the rural sites will be receiving a turkey donation for each family from Lowes Grocery Stores.
- We have our Health Advisory Meeting on December 2nd. We will be discussing the gap between behaviors and disabilities, cold and flu season, and screening procedures.
- The Family Service Workers just completed setting their 1st family goal with their families and our Education Administration team just completed their CLASS training for classroom evaluation.
- Head Start Administration staff attend Trunk or Treats around San Angelo strengthening our community partnerships.





CONCHO VALLEY
COUNCIL OF GOVERNMENTS



Head Start



CVCOG Head Start

SCAN ME



Job Positions Available

1. Day and San Jacinto Head Start Family Service Worker
2. San Jacinto Head Start Teacher Assistant
3. San Jacinto Early Head Start Teacher
4. Day and San Jacinto Head Start Teacher Floater
5. San Jacinto Head Start Part-Time Cook
6. San Angelo, Menard, Ozona, & Eldorado Universal Substitute

To Apply: Scan the QR Code or Contact us at!
CVCOG Head Start/Early Head Start
325-944-9666 / <https://www.cvcog.org/cvcog/>
5430 Link Rd. San Angelo, TX 76903