



## EXECUTIVE COMMITTEE MEETING

Wednesday, May 13, 2026 at 2:00 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/87493884860>

\*Meeting ID: **874 9388 4860** \*Passcode: **511481**

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. Information Items and Reports
  - a. Bill Helwig, Tom Green County District Attorney
  - b. Review of the CVCOG Monthly Financials for March 2026 (Balance Sheet, Schedule of Revenue by Source, and Cash Flow) – Michael Meek, Director of Finance
  - c. CVCOG Head Start Report for May 2026 – Carolina Raymond, Director of Head Start
  - d. CVCOG Report – Erin Hernandez, Executive Director
5. Consent Agenda
  - a. Consider and take appropriate action concerning the minutes from the April 8, 2026 Meeting.
  - b. Consider and take appropriate action concerning the Staff Travel Report March 2026.

#### **REGULAR AGENDA**

6. Consider and take appropriate action concerning Checks in excess of \$2,000 for March 2026.
7. Consider and take appropriate action concerning the Budget Comparison Report for Head Start Grant H09 FY 25-26, YTD June 1, 2025 through March 31, 2026.
8. Consider and take appropriate action concerning the Budget Comparison Report for Head Start Nutrition Grant H10 FY 25-26, YTD October 1, 2025 through March 31, 2026.
9. Consider and take appropriate action concerning the Head Start Credit Card/Open Account Summary for March 2026.

10. Consider and take appropriate action concerning the Head Start Scholastic Curriculum.
11. Consider and take appropriate action concerning the request to amend the previously approved not-to-exceed amount for the purchase of classroom and teaching supplies, equipment, furniture, and materials from Kaplan Early Learning Company utilizing Texas Buy Board cooperative purchasing contracts #750-24 and #767-25, increasing the total from \$100,000 to \$150,000 for FY 25-26.
12. Consider and take appropriate action concerning the CVCOG Head Start 2025-2026 Self-Assessment Report.
13. Consider and take appropriate action concerning the Head Start Policies and Procedures Attachment 4 1302 Subpart J – Program Management and Quality Improvement and the Head Start Quality Improvement Plan (QIP).
14. Consider and take appropriate action concerning the Area Agency on Aging Area Plan for FY 27-29.
15. Consider and take appropriate action concerning the approval of Amendment No. 1 to the Lease Agreement with San Angelo ISD for the Day and San Jacinto Early Childhood Center sites, to establish rent and include utilities in the Total Rent (Annual) for the San Jacinto site, and to define maintenance responsibilities.
16. Consider and take appropriate action concerning the selection of T. Steele Construction, Inc. as the highest-ranked proposer and authorization to negotiate and execute a contract with T. Steele Construction, Inc for telecommunications tower replacement services for McCulloch County, with expenditures from SERI funds in an amount not to exceed \$209,459.80, and any remaining costs to be borne by McCulloch County and the City of Brady.
17. Consider and take appropriate action concerning the selection of Waterway Engineering, PLLC as the highest-ranked firm under the RFQ process for SB 3 FEWS project planning/administration and authorization to negotiate and execute a contract with Waterway Engineering, PLLC to provide related services.
18. Consideration of any other business.
19. Adjournment

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*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, 6<sup>th</sup> day of May 2026.*



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**Erin Hernandez, Executive Director**

**CVCOG**  
**Balance Sheet**  
**As of 3/31/2026**

	<b>Current Period</b>	
	<b>Balance</b>	
<b>Assets</b>		
First Financial General Bank Acct	544,860.41	1112000
US Bank Credit Card	54,275.91	1198000
Grant Receivable, CJ VAWA	1,135.27	1203000
State Contract, HSGD	1,458.35	1204000
Grant Receivable, 2-1-1	51,638.12	1205000
Grant Receivable, 9-1-1	47,663.30	1211000
Grant Receivable, AAA	218,263.27	1212000
State Contract, CJ Planning	3,541.80	1214000
Grant Receivable, CJ Training	2,400.00	1215000
Grant Receivable, RSVP	10,464.07	1216000
Grant Receivable, Juvenile Justice Services	919.85	1217000
Grant Receivable, Foster Grandparent	25,751.51	1219000
Grant Receivable, Senior Companion	11,436.13	1220000
Grant Receivable, ADRC	16,621.14	1221000
Texas Veterans Commission FVA	25,548.64	1223000
SEARF TX Space Commission	147,460.13	1223500
State Contract, CEDAF	229.94	1224000
Grant Receivable, CACFP Head Start	48,850.89	1243000
Grant Receivable, Head Start HHS	317,137.59	1249000
Economic Development District	99,707.17	1290000
CV Transit District AR	337,557.86	1329000
Accounts Receivable-General	615.82	1391000
Prpd Health Insurance	158,473.50	1592000
Prepaid Life Insurance	199.10	1595000
Prepaid Vision Insurance	57.60	1596000
Prepaid Dental Insurance	55.10	1597000
Prepaid MASA Insurance	19.00	1599000
First Financial 911 Investment	313,705.02	1614000
CVCOG Investment Account	654,876.82	1618000
Leasehold Improvements	195,268.47	1730000
Facility Improvements	132,950.69	1732000
Other Assets - Project Equipment	836,611.36	1811000
<b>Total Assets</b>	<b>4,259,753.83</b>	
<b>Liabilities</b>		
AP	277,837.39	2111000
AP Clearing	25,770.50	2112000
AP First Financial Credit Card	2,980.96	2114000
AP US Bank Credit Card	143,447.78	2117000
Payroll Payable - Administration	305,729.94	2151000
Federal Withholding Tax	22,124.84	2311000
Medicare Payable	10,731.08	2321000
SUTA Payable	2,193.58	2323000
Employee Wellness Benefits Payable	40,144.22	2412000
Health Savings Account	3,316.44	2413000
AFLAC Payable	10,329.13	2416000
Employer Pension Plan Payable	117,406.36	2422000
Employee Contr to Pension Plan	74,713.01	2423000
Deferred Income Plan Withheld	5,028.00	2431000
Workers Comp Ins Payable	17,591.01	2432000
State Comptroller Unclaimed	213.20	2434000
United Way Payable	1,303.46	2441000
Child Support Payable	1,310.00	2442000
Other Payroll Garnishments	256.54	2444000
Accrued Vacation Leave	190,715.53	2521000
Inter-Fund Payable CVTD	568,373.49	2600000
Unearned Revenue General Fund	57,289.77	2911000

**CVCOG**  
**Balance Sheet**  
**As of 3/31/2026**

	<b>Current Period</b>		
	<b>Balance</b>		
Unearned Revenue- 911 Program	230,952.52		2917000
Unearned Revenue-VISTA	2,500.00		2918000
Unearned Revenue-Head Start	18,338.92		2919000
Unearned Revenue- Area on Aging	17,540.97		2924000
Unearned Revenue - Senior Companion	44.00		2925000
Unearned Revenue - Regional Law Academy Tuition	7,368.08		2926000
Unearned Revenue- RSVP	23,579.97		2929000
Unearned Revenue- Foster Grandparent	14.57		2930000
Unearned Revenue- Homeland Security	17.93		2934000
Unearned Revenue-Solid Waste	94,843.32		2938000
Due to/from other funds	300,771.56		2999000
<b>Total Liabilities</b>	<b>2,574,778.07</b>		
<b>Fund Balance</b>			
General Unrestricted Fund Balance	668,641.76		3000000
Long Term Debt - Annual Leave	(190,715.53)		3105000
Long Term Debt - Inter-Fund CVTD	(568,373.49)		3107000
Investment - Capital Assets	1,164,830.52		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	11,220.28		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	36,408.89		3405000
Assigned - CJ Planning	133,909.33		3406000
Assigned - CJ Law Enf Academy	213,816.47		3407000
Assigned - 211 Information Referral	34,638.48		3408000
Assigned - CEDAF	35,449.54		3409000
<b>Total Fund Balance</b>	<b>1,707,600.60</b>		
Excess Revenue	(22,624.84)		
<b>Total Liabilites and Fund Balance</b>	<b>4,259,753.83</b>		



**CVCOG**  
**Statement of Revenues and Expenditures**  
**10/1/2025 through 3/31/2026**

	<u>Current Period</u>	<u>Actual</u>
<b>Revenue</b>		
CNCS Senior Companion CFDA 94.016	73,570.04	4164000
CNCS Foster Grandparent CFDA 94.011	157,041.52	4165000
CNCS RSVP CFDA 94.002	39,967.76	4167000
HHS-ACF Head Start CFDA 93.600	3,310,801.41	4173000
AAA - Title IIIB CFDA 93.044	107,754.00	4201000
AAA - Title IIIC1 CFDA 93.045	108,074.00	4205000
Off Gov-CJ Juvenile Justice Service CFDA 16.523	12,443.92	4206000
AAA - Title IIIC-2 CFDA 93.045	93,581.00	4207000
AAA - Title IIIE CFDA 93.052	27,660.00	4215000
AAA - Title VII EAP CFDA 93.041	1,781.00	4216000
AAA - Title VII OM CFDA 93.042	16,669.00	4218000
CACFP Nutrition CFDA 10.558	301,453.00	4221000
Off Gov-Violence Against Women Act CFDA 16.588	6,673.59	4222000
AAA - HICAP CFDA 93.324	99,692.00	4225000
PY - Title IIIB CFDA 93.044	20,442.00	4227000
211 TANF OPS FED CFDA 93.558	45,488.11	4231000
211 FD RIDER 28 HB1	6,128.68	4231100
PY - Title IIIC1 CFDA 93.045	6,571.00	4232000
PY - Title IIIC2 CFDA 93.045	366.00	4235000
PY - Title IIIE CFDA 93.052	6,218.00	4239000
ACL Texas Disaster Assistance	33,710.27	4260100
ADRC Housing Navigator Sept to Dec CFDA 93.791	7,900.79	4274000
ADRC Local Contact Agency Sept to Dec CFDA 93.791	3,205.84	4275000
ADRC MIPPA CFDA 93.071	4,766.00	4279000
AAA State General	12,539.00	4301000
TCEQ Solid Waste State	15,518.85	4302000
Off Gov - CJ Academy State	27,008.26	4307000
CJ Academy Supplemental	9,270.00	4307100
TxHHS-RSVP State	28,293.04	4309000
Off Gov - HSGD Contract State	8,192.95	4311000
TxHHS - 211 State Funds	44,864.76	4312000
211 SGR RIDER 28	6,044.70	4312100
AAA - SGR HDM Rate Increase	900.00	4313000
Grant Z02, NG911 Project SB8	85,571.92	4314000
Off Gov, CJ Planning Services	22,167.16	4315000
CSEC 911 ER Communications State	895,863.59	4316000
AAA Housing Bond	13,236.00	4319000
ADRC State General Revenue	36,781.78	4325000
ADRC State Promoting Independence	10,656.25	4331000
ADRC State Respite	6,168.76	4332000
TXHHS-FGP State	5,316.48	4335000
TXHHS-SCP State	6,791.48	4336000
SEARF TX Space Commission	152,786.13	4368000
Texas Veterans Commission Fund for Veterans Assistance	76,412.73	4391000
IK Contributions	880,767.18	4411000
Senior Center Program Income-Tracking Only	53,790.93	4416000
Senior Center Local Revenue-Tracking Only	216,064.93	4417000
CVCOG Membership Dues	3,451.55	4511000
CJ Membership Dues	58,000.00	4513000
Program Income	26,271.87	4522000
Local Revenue	61,013.50	4523000
Interest Income General	(6,437.02)	4731000
Interest on 911 Trust Acct	19,084.69	4732000
Credit Card Cash Rewards Redemption	3,723.36	4737000
Economic Development District Pass-Thru	369,127.67	4760000
Concho Valley Transit District Pass-Thru	2,215,269.31	4761000
Prior Year Cost Pool Contribution	208,674.09	4762000
Vacation Accrual Allocation	185,586.65	4911000
Indirect Cost Allocations	412,752.98	4912000
Information Technology Services	159,190.47	4913000
Human Resources Allocation	160,081.72	4914000
Procurement Dept Allocation	95,320.15	4915000
Property Management Allocation	210,903.96	4916000
Head Start Maintenance Allocation	6,273.00	4917000
<b>Total Revenue</b>	<b>11,295,253.76</b>	
<b>Expenditures</b>		
General Wages	3,511,920.17	5110000
General Overtime Hours	1,334.86	5118000
Holiday Work Time	37.67	5119000
Vacation Time Allocation	185,586.64	5150000
Medicare Tax	62,485.48	5151000
Workers Comp Insurance	120,915.52	5172000
SUTA	36,067.67	5173000
Health Insurance Benefit	900,559.31	5174000
Dental Insurance Benefit	35,700.23	5175000
Life Insurance Benefit	29,903.72	5176000
HSA Insurance Benefit	6,762.31	5177000
Retirement	488,820.67	5181000

**CVCOG**  
**Statement of Revenues and Expenditures**  
**10/1/2025 through 3/31/2026**

	<b>Current Period</b>	
	<b>Actual</b>	
Indirect Allocation	412,752.97	5199000
Employee Health and Welfare	269.89	5200000
Stipend - FGP Volunteers	96,280.00	5201000
Stipend - SCP Volunteers	39,327.00	5202000
Uniforms	787.48	5203000
Recognition	7,566.65	5205000
HR Service Center	160,081.72	5206000
Procurement Service Center	95,320.15	5207000
Information Technology Service Center	159,190.47	5208000
Driver Wages	836,880.39	5210000
Dispatch/Customer Service Wages	35,322.96	5217000
Driver Overtime Hours	54,090.02	5218000
Dispatch/Customer Service Overtime Wages	4,033.52	5219000
Driver Holiday Hours Worked	192.84	5222000
Audit & Legal	40,000.00	5231000
Counseling Services	6,850.00	5251000
Contract Services	942,983.78	5291000
HS Health & Disab Svc	300.81	5293000
HS Nutrition Service	201,911.44	5295000
HS Parent Service	864.18	5296000
AAA Congregate Meals	149,518.65	5301000
AAA Home Delivered Meals	278,802.13	5302000
Head Start T & T A	22,452.00	5308000
Travel-In Region	12,913.90	5309000
Travel-Out of Region	26,677.29	5310000
Conference Fees	600.00	5311000
Meals	5,691.19	5312000
Travel-Volunteer	29,056.50	5313000
Fuel	2,913.96	5351000
Lubricant	1,373.37	5352000
Vehicle Maintenance	4,215.30	5361000
Tires	26.00	5363000
Non-Vehicle Maintenance	737.84	5366000
HS Site Rent	6,300.00	5413000
Utilities	16,333.61	5431000
HS Site Center Utilities	40,554.93	5433000
Link Road Building Maintenance	20,910.91	5448000
Facility Allocation	210,903.96	5451000
HS Site Center Bldg Maint	34,066.66	5453000
Supplies	64,507.31	5510000
HS Class Room Supplies	32,394.69	5512000
HS Food Serv Sup	33,483.04	5513000
HS Medical Supplies	2,439.13	5514000
HS Disability Supplies	413.67	5515000
Supplies - Bus/Service Vehicles	880.12	5516000
HS Diapers and Wipes	8,603.76	5518000
Parts Supply	4,038.88	5520000
Project Equipment	344.64	5621000
Internal Computer/Software	51,703.01	5622000
County Project Equipment	247,322.47	5627000
Tools	1,527.18	5629000
Copier	16,179.62	5632000
Copier Lease	11,197.88	5633000
Copier Paper	1,656.15	5634000
Insurance	81,557.90	5711000
Cell Phones	1,491.74	5713000
Printing	3,992.28	5721000
Ads & Promotions	500.00	5722000
Training	14,114.25	5751000
Dues and fees	35,202.06	5753000
Vehicle Registration	257.69	5754000
HS Site Center Communications	9,533.49	5760000
Communications	9,905.61	5761000
Postage/freight	4,970.61	5762000
911 PSAP Services	22,629.36	5766000
911 Equipment Maintenance	3,518.46	5767000
911 PSAP Training	118.25	5768000
911 PUB ED	2,945.00	5771000
911 Network Reliability	3,009.60	5774000
911 Network	39,032.88	5775000
911 PSAP Network	100,945.75	5777000
911 Geographic Information Systems	7,443.25	5780000
911 Core Functions	220,440.67	5781000
Other	(10.99)	5791000
Coffee Expense	1,817.79	5792000
Physicals	30.00	5793000
General Assembly Costs	4,829.78	5794000
Safety	14,143.02	5796000
Volunteer Recruiting	515.00	5797000
Multi-Modal Supplies	480.52	5810000

**CVCOG**  
**Statement of Revenues and Expenditures**  
**10/1/2025 through 3/31/2026**

	<b>Current Period</b>	
	<b>Actual</b>	
Multi-Modal Building Insurance	7,227.65	5811000
Multi-Modal Internet	5,393.51	5814000
Multi-Modal Utilities	4,244.89	5831000
Multi-Modal Building Maintenance	310.27	5851000
Multi-Modal Communications	2,495.55	5861000
Shop Christoval Rd Supplies	16.09	5870000
Shop Christoval Rd Utilities	669.20	5876000
Link Road Amortization	17,500.02	5901000
InKind Travel	69,038.71	6310000
InKind Other	811,728.47	6791000
<b>Total Expenditures</b>	<b>11,317,878.60</b>	
<b>Excess Revenue over Expenditures</b>	<b>(22,624.84)</b>	

Concho Valley Council of Governments Cash Flow

FY 25-26	First Financial CVCOG General Fund (000's)			First Financial 9-1-1 Trust Account (000's)				First Financial General Investment Savings				First Financial CVTD (000's)			First Financial CVTD-ICB (000's)			First Financial Square Credit Card			First Financial CVEDD (000's)			Total Balance	
	Inflows	Outflows	Balance	Inflows	Interest	Outflows	Balance	Inflows	Interest	Outflows	Balance	Balance	Inflows	Outflows	Balance	Inflows	Outflows	Balance	Inflows	Outflows	Balance	Inflows	Outflows		Balance
October	1,684,023	(1,773,032)	1,227,390	-	1,532	(135,524)	434,220	-	1,067	-	345,375	2,006,986	889,691	(580,174)	860,643	1,693	(1,306)	37,991	1,258	-	14,366	15,381	(302,789)	328,544	3,248,529
November	1,177,878	(1,233,344)	1,171,924	-	1,004	(81,031)	354,194	-	881	-	346,256	1,872,373	390,333	(537,235)	713,741	1,567	(1,637)	37,922	1,487	-	15,853	3,475	-	332,018	2,971,907
December	1,741,406	(1,538,395)	1,374,935	-	883	(70,046)	285,031	3,723	975	-	350,954	2,010,920	674,685	(655,810)	732,616	2,472	(1,277)	39,117	4,288	-	20,141	35,394	(31,676)	305,736	3,138,531
January	1,384,910	(1,491,737)	1,268,108	-	706	(56,141)	229,596	-	971	-	351,925	1,849,628	1,552,172	(745,889)	1,538,900	1,074	(1,757)	38,433	2,898	-	23,039	40,274	(72,728)	303,282	3,753,283
February	1,794,711	(1,730,285)	1,332,534	143,492	754	-	373,841	300,000	1,272	-	653,197	2,359,572	768,407	(996,272)	1,311,035	759	(852)	38,343	772	-	23,811	75,207	(81,292)	297,197	4,029,955
March	1,317,991	(1,853,451)	797,073	-	883	(61,019)	313,705	-	1,680	-	654,877	1,765,655	757,517	(998,354)	1,070,197	826	(546)	38,620	1,237	-	25,048	108,087	(83,725)	321,559	3,221,080
April			797,073				313,705				654,877	1,765,655			1,070,197			38,620			25,048			321,559	3,221,080
May			797,073				313,705				654,877	1,765,655			1,070,197			38,620			25,048			321,559	3,221,080
June			797,073				313,705				654,877	1,765,655			1,070,197			38,620			25,048			321,559	3,221,080
July			797,073				313,705				654,877	1,765,655			1,070,197			38,620			25,048			321,559	3,221,080
August			797,073				313,705				654,877	1,765,655			1,070,197			38,620			25,048			321,559	3,221,080
September			797,073				313,705				654,877	1,765,655			1,070,197			38,620			25,048			321,559	3,221,080

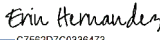
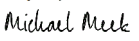
Beginning Balance: \$ 1,316,400      \$ 568,212      \$ 344,308      \$ 551,126      \$ 37,605      \$ 13,107      \$ 615,952

Interest Rate at 3.427800% as of 10/01/2025      Interest Rate at 3.427800% as of 10/01/2025      Interest Rate at 3.235000% as of 11/03/2025      Account opened to segregate Flx Funds  
 Interest Rate at 3.292300% as of 12/01/2025      Interest Rate at 3.292300% as of 12/01/2025      Interest Rate at 3.151800% as of 01/02/2026      \$21,997.39 belongs to CVTD  
 Interest Rate at 3.151800% as of 01/02/2026      Interest Rate at 3.104700% as of 02/02/2026      Interest Rate at 3.129100% as of 03/02/2026

FY 24-25	First Financial CVCOG General Fund (000's)			First Financial 9-1-1 Trust Account (000's)				First Financial General Investment Savings				First Financial CVTD (000's)			First Financial CVTD-ICB (000's)			First Financial Square Credit Card			First Financial CVEDD (000's)			Total Balance	
	Inflows	Outflows	Balance	Inflows	Interest	Outflows	Balance	Inflows	Interest	Outflows	Balance	Balance	Inflows	Outflows	Balance	Inflows	Outflows	Balance	Inflows	Outflows	Balance	Inflows	Outflows		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	1,775,348	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	2,496,594	(2,320,855)	1,316,400	317,149	-	1,122	568,212	-	983	-	344,308	2,228,921	268,960	(483,162)	551,126	1,555	(766)	37,605	1,869	-	13,107	50,264	(3,454)	615,952	3,446,711

Beginning Balance: \$ 1,013,689      \$ 118,626      \$ 314,720      \$ 642,184      \$ 33,245      \$ 1,204      \$ 536,605

Interest Rate at 4.177300% as of 10/01/2024      Interest Rate at 4.177300% as of 10/01/2024      Interest Rate at 3.934300% as of 11/01/2024      Account opened to segregate Flx Funds  
 Interest Rate at 3.855400% as of 12/02/2024      Interest Rate at 3.934300% as of 11/01/2024      Interest Rate at 3.855400% as of 12/02/2024      \$21,997.39 belongs to CVTD  
 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 3.659700% 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 3.704300% as of 06/02/2025  
 Interest Rate at 3.665000% as of 05/01/2025      Interest Rate at 3.704300% as of 06/02/2025      Interest Rate at 3.688200% 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 3.602500% as of 09/02/2025  
 Interest Rate at 3.695300% as of 08/01/2025      Interest Rate at 3.602500% as of 09/02/2025

DocuSigned by: sent Policy section XI  
  
 Erin Hernandez      4/6/2026  
 C7562D7C0336473...      www.docusign.com      Officer      Date  
 Signed by:   
 Michael Meek      4/6/2026  
 BD2D38EAC4EB497...      cc      Date









May 2026



March Enrollment Data	Funded Enrollment	Reported Enrollment	Percent of Enrollment	Attendance Greater than 85%	Attendance Less than 85%
Head Start	323	322	99%	131 (41%)	191 (59%)
Early Head Start/Pregnant Mom	128	127	99%	51 (43%)	68 (57%)

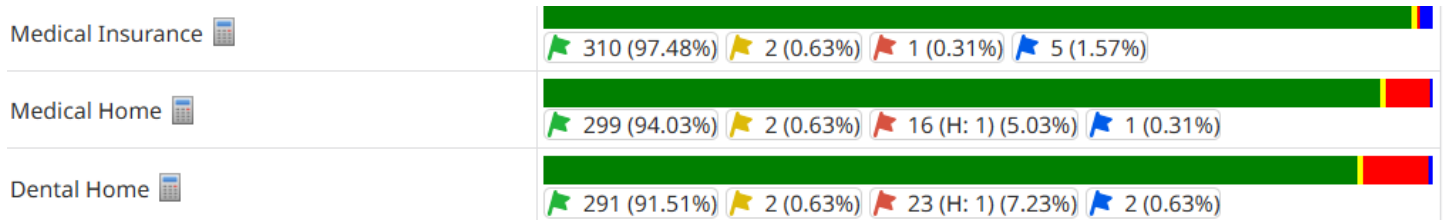
Live Disability Data	Current	Reported Enrollment	Percent of Enrollment
HS # of Children with IEP	20	318	6%
EHS Children with IFSP	11	120	9%
Program Wide Total # of children with IEP/ IFSP	32	438	7.3%

March Nutrition Data	Breakfast	Lunch	Snack	Total
Head Start	 4221	 4408	 3209	16059
Early Head Start	 1550	 1601	 692	3843

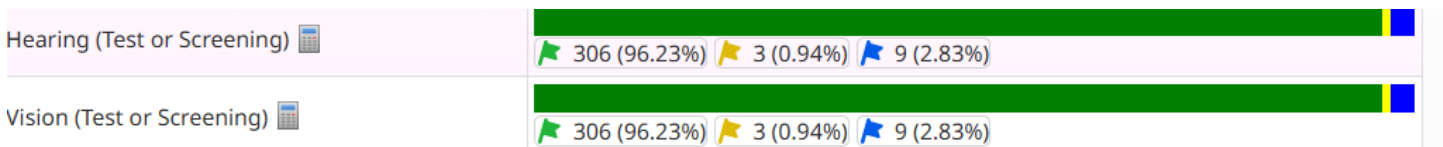


## Live Head Start Health Events

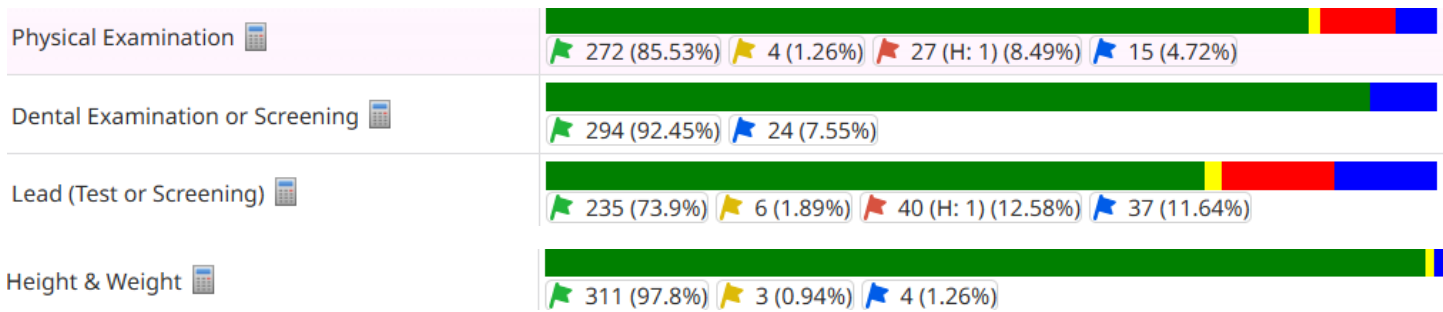
### 30 Day



### 45 Days



### 90 Days



**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 Laura Cortinas	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 Christina Barrera	7:45 am - 3:30 pm	325-659-3670

## HEAD START Admin Staff

Administrative Office - 5430 Link Road - (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**



**CONCHO VALLEY**  
COUNCIL OF GOVERNMENTS



# Head Start



## **CVCOG Head Start**

**SCAN ME**



### **Job Positions Available**

1. Day Head Start Family Service Worker
2. Day Head Start Cook
3. Day Early Head Start Teacher
4. 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



**CONCHO VALLEY**  
COUNCIL OF GOVERNMENTS

**EXECUTIVE COMMITTEE MEETING MINUTES**

**Wednesday, April 8, 2026**

The Executive Committee of the Concho Valley Council of Governments met on Wednesday, April 8, 2026 at 2:00 p.m. at 5430 Link Rd., San Angelo, Texas 76904 and via Zoom Teleconference.

Members present were:

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

Members absent were:

**Jody Harris**, Sutton County Judge

Guests present were:

**Cheryl deCordova**, District Director for Senator Charles Perry  
**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 Frank Tambunga announced the presence of a quorum and called the meeting to order at 2:00 p.m.

Judge Hal Spain gave the invocation and led the Pledge of Allegiance.

**Public Comment**

Regina Sutton, Deputy Statewide Interoperability Coordinator (SWIC) provided outlined plans for “Radio Rodeo” training events designed to improve communication among first responders in the Concho Valley and surrounding counties. These trainings bring agencies together to test radios, update programming, and ensure interoperability channels are accessible and properly labeled. The goal is to strengthen coordination during mutual aid situations by ensuring all agencies can communicate effectively, with the first local event planned for August.

## **INFORMATION ITEMS & REPORTS**

- a. Spaceport Feasibility Study Update - Andrew Nelson, RS&H, Inc. provided an update on the Concho Valley spaceport feasibility study, which is about 60% complete and slightly behind schedule, with completion now expected in July. The study has included public workshops, community input, and analysis of market demand, risks, and potential uses such as suborbital flights, reentry operations, and satellite communications. Six potential sites were identified and narrowed down to three, with further evaluation, planning, and cost analysis still underway. The next steps include selecting a final site, assessing economic impact and workforce needs, and completing a final report.
- b. Michael Meek, Director of Finance, gave the report of the CVCOG Monthly Financials for February 2026. He gave an overview of the balance sheet, schedule of revenue and cash flow. There is no action to take, as this is an informational item only.
- c. Carolina Raymond, Director of Head Start, gave a report on the operations, enrollment and disability numbers for the Head Start and Early Head Start Centers for the months of April 2026. Ms. Raymond went on to discuss an incident in Menard involving a foster grandparent resulted in a licensing deficiency for inappropriate discipline, leading to the individual's immediate removal from the program. After a follow-up review with licensing, officials noted improvements in procedures and progress toward a corrective action plan. However, another separate incident involving a staff member occurred about two weeks ago, resulting in that employee's immediate termination within hours of investigation, with additional licensing correspondence expected next month.
- d. Erin Hernandez, Executive Director, provided an update on current COG activities, noting continued collaboration with Carolina Raymond and Head Start staff to address program concerns through root-cause analysis and enhanced ongoing teacher training in coordination with the Office of Head Start and Licensing. She emphasized that while the issues are being taken seriously and have been challenging for leadership, corrective actions are underway and licensing has expressed cautious confidence in the organization's response. Hernandez also reported continued work on space initiatives, preparation for an upcoming broadband project, and emerging discussions on transmission lines and Chapter 391 opportunities to be addressed at a future meeting.

## **APPROVAL of the Consent Agenda**

- a. Judge Souli Shanklin made a motion to approve the Meeting Minutes from March 11, 2026. Judge Charlie Bradley seconded the motion. No questions or discussion. The motion passed unanimously.
- b. Judge Charlie Bradley made a motion to approve the Staff Travel report from February 2026. Judge Jim O'Bryan seconded the motion. No questions or discussion. The motion passed unanimously.

## **APPROVAL of Checks**

Michael Meek, Director of Finance, presented the checks in excess of \$2,000 written for February 2026. Judge Souli Shanklin made a motion to approve the checks as presented. Judge Charlie Bradley seconded the motion. No questions or discussion. The motion passed unanimously.

## **APPROVAL of the Budget Comparison for Head Start Grant H09**

Carolina Raymond, Director of Head Start, presented the Budget Comparison Report for Head Start Grant H09 FY 25-26, YTD June 1, 2025 through February 28, 2026 for approval. Judge David Dillard made a motion to approve the Budget Comparison Report as presented. Judge Souli Shanklin seconded the motion. No questions or discussion. The motion passed unanimously.

### **APPROVAL of the Budget Comparison for Head Start Nutrition Grant H10**

Carolina Raymond, Director of Head Start, presented the Budget Comparison Report for Head Start Nutrition Grant H10 FY 25-26, YTD October 1, 2025 through February 28, 2026 for approval. Judge David Dillard made a motion to approve the Budget Comparison Report as presented. Judge Souli Shanklin seconded the motion. No questions or discussion. The motion passed unanimously.

### **APPROVAL of the Head Start Credit Card/Open Account Summary Transactions**

Carolina Raymond, Director of Head Start, presented the CVCOG Head Start Credit Card/Open Account Summary Transactions for the month of February 2026 for approval. Judge David Dillard made a motion to approve the summary of transactions as presented. Judge Souli Shanklin seconded the motion. No questions or discussion. The motion passed unanimously.

### **APPROVAL of the CVCOG Head Start School Readiness Report**

Carolina Raymond, Director of Head Start, presented the CVCOG Head Start School Readiness Report for approval. Judge Charlie Bradley made a motion to approve the report as presented. Judge Hal Spain seconded the motion. No questions or discussion. The motion passed unanimously.

### **APPROVAL of the CVCOG Head Start Policies and Procedures: a. Subpart J PM 1302.101 Management and Quality Improvement, b. Subpart J PM 1302.102 Program Management and Quality, c. Subpart I HR 1302.92 Training and Professional Development, d. Video Surveillance Monitoring Policy**

Carolina Raymond, Director of Head Start, presented the CVCOG Head Start Policies and Procedures: a. Subpart J PM 1302.101 Management and Quality Improvement, b. Subpart J PM 1302.102 Program Management and Quality, c. Subpart I HR 1302.92 Training and Professional Development, d. Video Surveillance Monitoring Policy for approval. Judge Belinda Counts made a motion to approve the policies and procedures as presented. Judge Lane Carter seconded the motion. No questions or discussion. The motion passed unanimously.

### **APPROVAL of the CVCOG Head Start Quality Improvement Plan**

Carolina Raymond, Director of Head Start, presented the CVCOG Head Start Quality Improvement Plan for approval. Ms. Raymond informed the Executive Committee that she participated in a Risk Assessment Notification (RAN) call with the Office of Head Start regarding incidents at the Menard Head Start site and a separate incident involving an employee at the Day Head Start site. She noted that the Office of Head Start indicated the two incidents would likely be reviewed and combined for assessment purposes. Judge Souli Shanklin made a motion to approve the plan as presented. San Angelo ISD Board Member Bill Dendle seconded the motion. No questions or discussion. The motion passed unanimously.

### **APPROVAL of the CVCOG Head Start Self-Assessment Action Items/Goals developed from the annual Self-Assessment process**

Carolina Raymond, Director of Head Start, presented the CVCOG Head Start Self-Assessment Action Items/Goals developed from the annual Self-Assessment process for approval. Judge David Dillard made a motion to approve the process as presented. Judge Brandon Corbin seconded the motion. No questions or discussion. The motion passed unanimously.

**APPROVAL of the regional Statewide Homeland Security Grant Program (SHSP) grant prioritization, as prioritized and approved by the Emergency Preparedness Advisory Committee (EPAC)**

Gary Wolfe, Criminal Justice/Homeland Security Planner, presented the regional Statewide Homeland Security Grant Program (SHSP) grant prioritization, as prioritized and approved by the Emergency Preparedness Advisory Committee (EPAC) for approval. Judge Frank Trull made a motion to approve the prioritization as presented. Judge Lane Carter seconded the motion. No questions or discussion. The motion passed unanimously.

**ADJOURNMENT**

There being no further business to discuss, Judge Frank Tambunga adjourned the meeting at 2:49 p.m.

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Duly adopted at a meeting of the Executive Committee of the Concho Valley Council of Governments on this 13<sup>th</sup> day of May 2026.

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Judge Frank Tambunga, Chairman

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Judge Molly Criner, Vice-Chairman



**CVCOG**  
Check/Voucher Register  
From 3/1/2026 Through 3/31/2026

Docum... Number	Document Date	Name	Transaction Description	Document Amount
198300	3/3/2026	CTWP	HS copier lease and usage 01/20/26 to 02/19/26 13/60	2,763.61
198316	3/10/2026	AMERITAS LIFE INSURANCE CORP	010-028641-00001 Employee Dental Premium 01/01/26-01/31/26	8,680.00
	3/10/2026	AMERITAS LIFE INSURANCE CORP	010-028641-00001 Employee Dental Premium 02/01/26-02/28/26	8,565.44
198321	3/10/2026	CVCOG TRANSIT DISTRICT	January 2026 TVC Transportation for billing period 01/01/26-	11,833.85
198329	3/10/2026	NATIONWIDE RETIREMENT SOLUTIONS	NACO & Roth 457B payroll 2/27/2026	2,924.00
198330	3/10/2026	OFFICE FURNITURE DISCOUNTERS	Day HS purchase of desk, credenza, combo file, and overhead	2,404.00
198332	3/10/2026	Sedona Ranch Apartments	1221991 Rental Assistance-6 Months	4,848.00
198333	3/10/2026	Sysco West Texas	San Jacinto HS/EHS purchase of nutrition items for children	3,903.25
	3/10/2026	Sysco West Texas	Day HS/EHS purchase of nutrition items for children and kitc	4,266.36
198335	3/10/2026	TML INTERGOVERNMENTAL RISK POOL	02012026 Auto liability, errors & omissions, general liabili	15,276.57
198341	3/17/2026	AT&T -5001	911 91514006536056 Monitoring Srvc 02/01/26-02/28/26	2,070.00
198350	3/17/2026	TEXAS DEPARTMENT OF INFORMATION RESOURCES	911 Cstmr Code PA30000TSD ESINet AVPN Managed Circuits and M	45,364.16
198359	3/17/2026	Mason County - Nutrition Program	Congregate Meals Mason 02-26	2,179.35
198363	3/17/2026	Sysco West Texas	San Jacinto HS/EHS purchase of nutrition items for children	4,182.22
198371	3/24/2026	AUTOMATIC FIRE PROTECTION, INC.	Repair deficiencies on fire sprinkler system per 1/28/26 ins	2,958.00
198373	3/24/2026	CITY OF BRADY	Congregate Meals Brady 02-26	2,272.32
	3/24/2026	CITY OF BRADY	HDM Meals Brady 02-26	2,917.50
198375	3/24/2026	CITY OF SAN ANGELO AGING PROGRAM	Congregate Meals COSA 02-26	4,706.00
198377	3/24/2026	CITY OF SONORA	HDM SONORA 02-26	2,399.90
198381	3/24/2026	CVCOG TRANSIT DISTRICT	February 2026 TVC Transportation for billing period 02/01/26	11,697.60
198389	3/24/2026	Lakeview Loan Servicing LLC	CVADRC-FY26-D8 Mortgage Assistance-Disaster-March 2026	4,115.02
198396	3/24/2026	Roderick Mays dba Ready Maids Cleaning Services LLC	5430 Link - February 2026 Janitorial Srvc	12,862.50
198398	3/24/2026	RS&H Inc	CVCOG Spaceport Feasibility Study February Milestone Payment	114,243.00
198401	3/24/2026	Sysco West Texas	San Jacinto HS/EHS purchase of nutrition items for children	4,130.29
	3/24/2026	Sysco West Texas	Day HS/EHS purchase of nutrition items for children and kitc	4,472.74
	3/24/2026	Sysco West Texas	Day HS/EHS purchase of nutrition items for children and kitc	3,802.12
198407	3/31/2026	AFLAC	J5711 Employees Premium 02/01/26-02/28/26	10,738.34
198408	3/31/2026	AMERICAN UNITED LIFE INSURANCE COMPANY	G00620509 Employer Life Premium 03/01/26-03/31/26	8,523.09
198410	3/31/2026	AT&T -5001	911 91514006536056 Monitoring Srvc 03/01/26-03/31/26	2,070.00
198412	3/31/2026	Baylor Scott & White Health Plan	029143 CVCOG Group Health 01/01/26-04/30/26	155,826.00
198417	3/31/2026	LAKESHORE LEARNING MATERIALS	Day EHS purchase of double-sided storage unit, play-top stor	2,997.25
198420	3/31/2026	NATIONWIDE RETIREMENT SOLUTIONS	NACO & Roth 457B payroll 3/15/2023	2,924.00
198425	3/31/2026	TeachMeGIS	Purchase of training in using updated GIS software for PUB p	11,775.25
Report Total				484,691.73

**CVCOG**  
 Summary Budget Comparison - DIR-Grant H09, Head Start FY 25-26  
 From 6/1/2025 Through 3/31/2026

Account Code	Account Title	YTD Budget \$ - Original	YTD Actual	Current Period Actual	YTD Budget \$ Variance - Original	Percent Total Budget Used - Original
<b>H09</b>	<b>HHS Grant H09 06CH013199-01, Head Start FY 25-26</b>					
<b>004</b>	<b>Revenue</b>					
4173000	HHS-ACF Head Start CFDA 93.600	7,413,457.00	5,784,248.43	5,784,248.43	(1,629,208.57)	78.02%
4411000	IK Contributions	1,853,365.00	1,097,753.09	1,097,753.09	(755,611.91)	59.23%
4523000	Local Revenue	16,311.00	16,131.13	16,131.13	(179.87)	98.89%
<b>Total 004</b>	<b>Revenue</b>	<b>9,283,133.00</b>	<b>6,898,132.65</b>	<b>6,898,132.65</b>	<b>(2,385,000.35)</b>	<b>74.31%</b>
<b>400</b>	<b>Head Start CAN NO 9-G064122</b>					
5110000	General Wages	2,468,923.24	2,032,704.14	2,032,704.14	436,219.10	82.33%
5119000	Holiday Work Time	270.00	266.40	266.40	3.60	98.66%
5150000	Vacation Time Allocation	31,005.00	25,362.64	25,362.64	5,642.36	81.80%
5151000	Medicare Tax	34,607.14	28,405.70	28,405.70	6,201.44	82.08%
5172000	Workers Comp Insurance	36,586.89	27,991.05	27,991.05	8,595.84	76.50%
5173000	SUTA	7,967.56	6,189.31	6,189.31	1,778.25	77.68%
5174000	Health Insurance Benefit	641,566.94	526,191.16	526,191.16	115,375.78	82.01%
5175000	Dental Insurance Benefit	24,861.65	19,631.86	19,631.86	5,229.79	78.96%
5176000	Life Insurance Benefit	17,172.26	14,309.32	14,309.32	2,862.94	83.32%
5177000	HSA Insurance Benefit	10,000.00	3,154.09	3,154.09	6,845.91	31.54%
5181000	Retirement	269,665.92	223,627.00	223,627.00	46,038.92	82.92%
5199000	Indirect Allocation	271,453.75	209,363.61	209,363.61	62,090.14	77.12%
5200000	Employee Health and Welfare	1,423.40	237.34	237.34	1,186.06	16.67%
5206000	HR Service Center	147,589.54	124,030.54	124,030.54	23,559.00	84.03%
5207000	Procurement Service Center	64,654.01	52,058.43	52,058.43	12,595.58	80.51%
5208000	Information Technology Service Center	83,504.38	69,251.75	69,251.75	14,252.63	82.93%
5291000	Contract Services	54,910.00	40,954.84	40,954.84	13,955.16	74.58%
5293000	HS Health & Disab Svc	400.00	264.53	264.53	135.47	66.13%
5294000	HS Policy Council	2,334.99	0.00	0.00	2,334.99	0.00%
5295000	HS Nutrition Service	5,330.90	0.00	0.00	5,330.90	0.00%
5296000	HS Parent Service	7,225.00	5,488.15	5,488.15	1,736.85	75.96%
5309000	Travel-In Region	5,225.48	1,208.52	1,208.52	4,016.96	23.12%
5310000	Travel-Out of Region	808.00	756.03	756.03	51.97	93.56%
5351000	Fuel	1,000.00	985.74	985.74	14.26	98.57%
5361000	Vehicle Maintenance	550.00	489.85	489.85	60.15	89.06%
5413000	HS Site Rent	82,278.80	55,801.85	55,801.85	26,476.95	67.82%
5433000	HS Site Center Utilities	75,203.39	58,831.73	58,831.73	16,371.66	78.23%
5451000	Facility Allocation	59,605.21	41,522.34	41,522.34	18,082.87	69.66%
5453000	HS Site Center Bldg Maint	133,256.74	132,275.50	132,275.50	981.24	99.26%
5510000	Supplies	49,445.38	45,169.59	45,169.59	4,275.79	91.35%
5512000	HS Class Room Supplies	148,337.19	56,579.12	56,579.12	91,758.07	38.14%
5514000	HS Medical Supplies	3,622.65	3,604.87	3,604.87	17.78	99.50%
5515000	HS Disability Supplies	3,517.65	413.67	413.67	3,103.98	11.75%
5518000	HS Diapers and Wipes	7,250.00	6,616.82	6,616.82	633.18	91.26%
5622000	Internal Computer/Software	62,353.00	42,409.55	42,409.55	19,943.45	68.01%

**CYCOG**  
 Summary Budget Comparison - DIR-Grant H09, Head Start FY 25-26  
 From 6/1/2025 Through 3/31/2026

Account Code	Account Title	YTD Budget \$ - Original	YTD Actual	Current Period Actual	YTD Budget \$ Variance - Original	Percent Total Budget Used - Original
5632000	Copier	32,039.23	26,952.09	26,952.09	5,087.14	84.12%
5711000	Insurance	7,769.10	4,251.04	4,251.04	3,518.06	54.71%
5721000	Printing	3,957.36	952.30	952.30	3,005.06	24.06%
5722000	Ads & Promotions	2,198.53	0.00	0.00	2,198.53	0.00%
5753000	Dues and fees	2,032.28	4,713.48	4,713.48	(2,681.20)	231.93%
5760000	HS Site Center Communications	19,380.04	15,310.41	15,310.41	4,069.63	79.00%
5762000	Postage/freight	1,319.12	590.37	590.37	728.75	44.75%
5796000	Safety	1,800.41	702.75	702.75	1,097.66	39.03%
<b>Total 400</b>	<b>Head Start CAN NO 9-G064122</b>	<b>(4,884,402.13)</b>	<b>(3,909,619.48)</b>	<b>(3,909,619.48)</b>	<b>974,782.65</b>	<b>80.04%</b>
<b>401</b>	<b>Early Head Start CAN NO 9-G064122</b>					
5110000	General Wages	1,313,790.18	1,085,934.48	1,085,934.48	227,855.70	82.65%
5150000	Vacation Time Allocation	7,100.00	4,008.10	4,008.10	3,091.90	56.45%
5151000	Medicare Tax	18,341.94	15,155.06	15,155.06	3,186.88	82.62%
5172000	Workers Comp Insurance	17,609.38	12,535.18	12,535.18	5,074.20	71.18%
5173000	SUTA	3,642.44	3,391.01	3,391.01	251.43	93.09%
5174000	Health Insurance Benefit	346,523.50	277,057.67	277,057.67	69,465.83	79.95%
5175000	Dental Insurance Benefit	13,727.68	10,591.25	10,591.25	3,136.43	77.15%
5176000	Life Insurance Benefit	9,374.57	7,770.72	7,770.72	1,603.85	82.89%
5177000	HSA Insurance Benefit	4,000.00	1,937.18	1,937.18	2,062.82	48.42%
5181000	Retirement	144,517.92	119,453.14	119,453.14	25,064.78	82.65%
5199000	Indirect Allocation	142,198.95	110,723.92	110,723.92	31,475.03	77.86%
5200000	Employee Health and Welfare	116,376.51	32.55	32.55	116,343.96	0.02%
5206000	HR Service Center	49,912.46	16,482.56	16,482.56	33,429.90	33.02%
5207000	Procurement Service Center	7,699.99	6,270.22	6,270.22	1,429.77	81.43%
5208000	Information Technology Service Center	23,495.62	9,180.82	9,180.82	14,314.80	39.07%
5291000	Contract Services	34,404.00	5,770.87	5,770.87	28,633.13	16.77%
5293000	HS Health & Disab Svc	55.00	36.28	36.28	18.72	65.96%
5296000	HS Parent Service	1,106.41	747.69	747.69	358.72	67.57%
5309000	Travel-In Region	666.52	47.64	47.64	618.88	7.14%
5310000	Travel-Out of Region	7.00	0.00	0.00	7.00	0.00%
5351000	Fuel	150.00	113.97	113.97	36.03	75.98%
5413000	HS Site Rent	14,438.79	7,687.75	7,687.75	6,751.04	53.24%
5433000	HS Site Center Utilities	18,802.23	10,304.45	10,304.45	8,497.78	54.80%
5451000	Facility Allocation	8,241.79	5,568.05	5,568.05	2,673.74	67.55%
5453000	HS Site Center Bldg Maint	45,204.19	23,845.04	23,845.04	21,359.15	52.74%
5510000	Supplies	18,543.62	7,559.09	7,559.09	10,984.53	40.76%
5512000	HS Class Room Supplies	20,492.81	10,514.40	10,514.40	9,978.41	51.30%
5514000	HS Medical Supplies	482.35	457.34	457.34	25.01	94.81%
5515000	HS Disability Supplies	482.35	0.00	0.00	482.35	0.00%
5518000	HS Diapers and Wipes	8,278.00	6,149.18	6,149.18	2,128.82	74.28%
5622000	Internal Computer/Software	21,699.48	12,025.86	12,025.86	9,673.62	55.42%
5632000	Copier	5,363.77	3,193.27	3,193.27	2,170.50	59.53%
5711000	Insurance	1,736.10	261.15	261.15	1,474.95	15.04%
5721000	Printing	2,688.49	2,665.54	2,665.54	22.95	99.14%

**CYCOG**  
 Summary Budget Comparison - DIR-Grant H09, Head Start FY 25-26  
 From 6/1/2025 Through 3/31/2026

Account Code	Account Title	YTD Budget \$ - Original	YTD Actual	Current Period Actual	YTD Budget \$ Variance - Original	Percent Total Budget Used - Original
5753000	Dues and fees	580.97	369.61	369.61	211.36	63.61%
5760000	HS Site Center Communications	3,631.36	2,066.70	2,066.70	1,564.66	56.91%
5762000	Postage/freight	180.88	14.68	14.68	166.20	8.11%
5796000	Safety	728.69	192.93	192.93	535.76	26.47%
<b>Total 401</b>	<b>Early Head Start CAN NO 9-G064122</b>	<b>(2,426,275.94)</b>	<b>(1,780,115.35)</b>	<b>(1,780,115.35)</b>	<b>646,160.59</b>	<b>73.37%</b>
<b>402</b>	<b>Head Start T&amp;TA CAN NO 9-G064120</b>					
5308000	Head Start T & T A	56,824.00	56,180.64	56,180.64	643.36	98.86%
<b>Total 402</b>	<b>Head Start T&amp;TA CAN NO 9-G064120</b>	<b>(56,824.00)</b>	<b>(56,180.64)</b>	<b>(56,180.64)</b>	<b>643.36</b>	<b>98.87%</b>
<b>403</b>	<b>Early Head Start T&amp;TA CAN NO 9-G064121</b>					
5308000	Head Start T & T A	28,858.00	21,236.03	21,236.03	7,621.97	73.58%
<b>Total 403</b>	<b>Early Head Start T&amp;TA CAN NO 9-G064121</b>	<b>(28,858.00)</b>	<b>(21,236.03)</b>	<b>(21,236.03)</b>	<b>7,621.97</b>	<b>73.59%</b>
<b>407</b>	<b>Head Start Nutrition</b>					
5295000	HS Nutrition Service	4,631.56	4,631.56	4,631.56	0.00	100.00%
5513000	HS Food Serv Sup	12,465.37	12,465.37	12,465.37	0.00	100.00%
<b>Total 407</b>	<b>Head Start Nutrition</b>	<b>(17,096.93)</b>	<b>(17,096.93)</b>	<b>(17,096.93)</b>	<b>0.00</b>	<b>100.00%</b>
409	Head Start InKind					
6791000	InKind Other	1,853,365.00	1,097,753.09	1,097,753.09	755,611.91	59.23%
<b>Total 409</b>	<b>Head Start InKind</b>	<b>(1,853,365.00)</b>	<b>(1,097,753.09)</b>	<b>(1,097,753.09)</b>	<b>755,611.91</b>	<b>59.23%</b>
<b>997</b>	<b>Non Project</b>					
5291000	Contract Services	15,210.00	15,205.34	15,205.34	4.66	99.96%
5510000	Supplies	1,100.00	924.80	924.80	175.20	84.07%
5753000	Dues and fees	1.00	0.99	0.99	0.01	99.00%
<b>Total 997</b>	<b>Non Project</b>	<b>(16,311.00)</b>	<b>(16,131.13)</b>	<b>(16,131.13)</b>	<b>179.87</b>	<b>98.90%</b>

**CYCOG**

Summary Budget Comparison - DIR-Grant H09, Head Start FY 25-26  
From 6/1/2025 Through 3/31/2026

Account Code	Account Title	YTD Budget \$ - Original	YTD Actual	Current Period Actual	YTD Budget \$ Variance - Original	Percent Total Budget Used - Original
		<b>BUDGETED</b>	<b>ACTUAL EXP</b>			
	Head Start (Project 400, 402)	(4,941,226.13)	(3,965,800.12)	80.26%		
	Early Head Start (Project 401, 403)	(2,455,133.94)	(1,801,351.38)	73.37%		
	CACFP (Project 407)	(17,096.93)	(17,096.93)	100.00%		
	Total Federal	(7,413,457.00)	(5,784,248.43)	78.02%		
	Total Non-Federal, includes any Local Funds	(1,869,676.00)	(1,113,884.22)	59.58%		
	<b>Grand Total Head Start Expenditures</b>	<b>(9,283,133.00)</b>	<b>(6,898,132.65)</b>	<b>74.31%</b>		
	<b>Non-Federal Percentage of Total Expenditures</b>	<b>16.15%</b>	<b>match of 20%</b>			
	Head Start Admin Expenditures	47,299.27				
	Administrative Indirect Expenditures	320,087.53				
	<b>Total Administrative Costs</b>	<b>367,386.80</b>				
	<b>Administrative Percentage of Approved Budget</b>	<b>5.33%</b>	<b>max of 15%</b>			

**CVCOG**

Summary Budget Comparison - DIR-Grant H10, CACFP Head Start Nutrition 25-26

From 10/1/2025 Through 3/31/2026

Account Code	Account Title	YTD Budget \$ - Original	YTD Actual	Current Period Actual	YTD Budget \$ Variance - Original	Percent Total Budget Used - Original
<b>H10</b>	<b>Grant H10, CACFP Head Start Nutrition FY 25-26</b>					
<b>004</b>	<b>Revenue</b>					
4221000	CACFP Nutrition CFDA 10.558	778,140.62	301,453.00	301,453.00	(476,687.62)	38.74%
<b>Total 004</b>	<b>Revenue</b>	<b>778,140.62</b>	<b>301,453.00</b>	<b>301,453.00</b>	<b>(476,687.62)</b>	<b>38.74%</b>
<b>407</b>	<b>Head Start Nutrition</b>					
5110000	General Wages	40,198.88	22,701.92	22,701.92	17,496.96	56.47%
5151000	Medicare Tax	578.64	326.09	326.09	252.55	56.35%
5172000	Workers Comp Insurance	2,025.75	1,065.54	1,065.54	960.21	52.59%
5173000	SUTA	62.28	134.72	134.72	(72.44)	216.31%
5174000	Health Insurance Benefit	10,652.77	8,005.34	8,005.34	2,647.43	75.14%
5175000	Dental Insurance Benefit	415.01	310.68	310.68	104.33	74.86%
5176000	Life Insurance Benefit	214.93	160.64	160.64	54.29	74.74%
5177000	HSA Insurance Benefit	161.25	125.89	125.89	35.36	78.07%
5181000	Retirement	4,422.14	2,497.23	2,497.23	1,924.91	56.47%
5199000	Indirect Allocation	4,604.62	2,543.63	2,543.63	2,060.99	55.24%
5291000	Contract Services	22,000.00	3,833.00	3,833.00	18,167.00	17.42%
5295000	HS Nutrition Service	617,304.35	201,534.93	201,534.93	415,769.42	32.64%
5513000	HS Food Serv Sup	75,000.00	32,913.54	32,913.54	42,086.46	43.88%
5761000	Communications	500.00	0.00	0.00	500.00	0.00%
<b>Total 407</b>	<b>Head Start Nutrition</b>	<b>(778,140.62)</b>	<b>(276,153.15)</b>	<b>(276,153.15)</b>	<b>501,987.47</b>	<b>35.49%</b>
<b>Report Difference</b>		<b>0.00</b>	<b>25,299.85</b>	<b>25,299.85</b>	<b>25,299.85</b>	<b>100.00%</b>

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

<b>Head Start Transactions</b>	<b>March, 2026</b>
Citibank P-Card	18,243.70
Dean's Dairy	4,907.52
First Financial Credit Card	109.27
Lowes Pay and Save	209.98
Sysco Food Services	29,381.33
LakeShore Learning	2,997.25
Kaplan Learning	
West Texas Fire Extinguisher	2,709.86
	<u>\$ 58,558.91</u>

CVCOG  
Vendor Activity - Head Start Citibank P-Card  
H09 - HHS Grant H09 06CH013199-01, Head Start FY 25-26  
From 3/1/2026 Through 3/31/2026

<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>
5296000	HS Parent Service	3/10/2026	04511Z	Head Start purchase of breakfast supplies for parent meeting USB HS3	39.22
5308000	Head Start T & T A	2/20/2026	1923728	San Jacinto HS CDA renewal fee for B.D. USB HS2	250.00
5308000	Head Start T & T A	2/24/2026	1924417	San Jacinto HS CDA renewal fee for E.M. USB HS2	250.00
5308000	Head Start T & T A	2/26/2026	5672929-6272237	Head Start purchase of rescue mask kits for CPR training (150) PROC2	1,066.08
5308000	Head Start T & T A	3/12/2026	53NHRG82ZFG	CLASS 2nd Edition Pre-K - 3rd Observation Transition Training for S.W. USB HS2	330.00
5308000	Head Start T & T A	3/23/2026	2399565	San Jacinto HS Preschool - English CDA initial application fee for M.G. USB HS2	525.00
5308000	Head Start T & T A	3/23/2026	r2603BT-2	Head Start purchase of Early Head Start Bites on-line training for S.H. USB HS1	675.00
5308000	Head Start T & T A	3/23/2026	T-TAS 03-23-2026	Head Start purchase of Early Head Start Bites on-line training for M.M. USB HS1	675.00
5351000	Fuel	3/4/2026	094337	Head Start purchase of fuel for program vehicle USB HS3	40.08
5361000	Vehicle Maintenance	3/17/2026	1118759, 1118764	Head Start purchase of semi-annual maintenance for program vehicles PROC2	227.83
5433000	HS Site Center Utilities	2/10/2026	221727-180104 01-26	Day HS/EHS water utility service from 01/07/26 to 02/08/26 (acct# 221727-180104) PROC1	350.76
5433000	HS Site Center Utilities	2/10/2026	221727-180106 01-26	Day HS/EHS water utility service from 01/07/26 to 02/06/26 (acct# 221727-180106) PROC1	193.84
5433000	HS Site Center Utilities	2/28/2026	0691-001421885	Day HS/EHS trash service for acct# 3-0691-2405694 from 03/01/26 to 03/31/26 PROC1	981.12
5453000	HS Site Center Bldg Maint	2/26/2026	14503	Day HS/EHS service to replace faucet on RO unit in teacher's lounge PROC2	95.00

CVCOG  
Vendor Activity - Head Start Citibank P-Card  
H09 - HHS Grant H09 06CH013199-01, Head Start FY 25-26  
From 3/1/2026 Through 3/31/2026

<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>
5453000	HS Site Center Bldg Maint	3/1/2026	VGS82FDVEPZS	Commercial Security Monitoring & Service Agreement and Fire Alarm Monitoring for Day site (Invoice I235264) from 03/01/26 to 03/31/26 and Commercial Security Monitoring & Service Agreement and Hosted Access Control for San Jacinto site (Invoice I235262)	195.00
5453000	HS Site Center Bldg Maint	3/5/2026	0570389-9550607	San Jacinto HS/EHS purchase of microfiber replacement mop pads PROC2	29.99
5453000	HS Site Center Bldg Maint	3/5/2026	3738174-6228251	San Jacinto HS/EHS purchase of microfiber mop kits (2) PROC2	121.14
5453000	HS Site Center Bldg Maint	3/6/2026	9414270-3647445	San Jacinto HS/EHS purchase of tilt trucks (2) PROC2	1,230.00
5510000	Supplies	3/2/2026	6801759-7561826	Day HS/EHS purchase of cardstock paper - 6 reams PROC2	67.80
5510000	Supplies	3/2/2026	800000021143622	San Jacinto HS/EHS purchase of Scott rags all purpose cleaning sheets - 12 boxes PROC2	104.88
5510000	Supplies	3/5/2026	0238601-9539466	San Jacinto HS purchase of laminating film (10 500' rolls) PROC2	345.45
5510000	Supplies	3/5/2026	04061Z	Head Start purchase of materials for required Family Service Worker credential class USB HS2	37.94
5510000	Supplies	3/11/2026	2541485-8037805	Head Start purchase of desk calendar and planner inserts PROC2	22.88
5510000	Supplies	3/11/2026	9157335-5793013	San Jacinto EHS purchase of exam table paper - 5 cases PROC2	220.30
5510000	Supplies	3/13/2026	5881709-9741061	San Jacinto HS purchase of replacement Surface Pro case for room 37 PROC2	27.49
5510000	Supplies	3/23/2026	3845043-0311428	Ozona HS purchase of office chair and file cabinet PROC2	219.46
5510000	Supplies	3/24/2026	2547571-2832212	Menard HS/EHS purchase of doorbell kits (2) PROC2	31.48

CVCOG  
Vendor Activity - Head Start Citibank P-Card  
H09 - HHS Grant H09 06CH013199-01, Head Start FY 25-26  
From 3/1/2026 Through 3/31/2026

<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	3/24/2026	800000023599138	San Jacinto HS/EHS purchase of Scott rags all purpose cleaning sheets - 15 boxes PROC2	131.10
5510000	Supplies	3/25/2026	2446692-3570632	Eldorado HS purchase of cardstock, colored paper, dry erase markers, paper clips, binder clips, label maker tape refills, staplers, and packing tape PROC2	329.31
5510000	Supplies	3/25/2026	2844206-2818664	Eldorado HS purchase of lockable printer stand with wheels PROC2	34.19
5510000	Supplies	3/25/2026	4955358-6688219	Eldorado HS purchase of office chair PROC2	108.99
5510000	Supplies	3/25/2026	9244942-1180263	Eldorado HS purchase of 72 storage cabinet PROC2	199.99
5512000	HS Class Room Supplies	3/2/2026	5630057-6940238	Head Start purchase of books (There Was an Old Lady Who Swallowed a Frog - 12) PROC2	74.64
5512000	HS Class Room Supplies	3/2/2026	800000021143622	San Jacinto HS/EHS purchase of Scott rags all purpose cleaning sheets - 12 boxes PROC2	104.88
5512000	HS Class Room Supplies	3/11/2026	05278Z	Day HS purchase of supplies for room 4 USB HS3	54.76
5512000	HS Class Room Supplies	3/11/2026	08349Z	San Jacinto HS purchase of bubble blowers for playground USB HS3	33.76
5512000	HS Class Room Supplies	3/16/2026	90949040	Head Start purchase of BRIGANCE Screens III - data sheets (15 15-pks each - toddler & 2 yr old) PROC2	638.40
5512000	HS Class Room Supplies	3/23/2026	79340	Day EHS purchase of Maytag Model MVW4505MW washing machine and hoses USB FAC	647.48
5512000	HS Class Room Supplies	3/24/2026	800000023599138	San Jacinto HS/EHS purchase of Scott rags all purpose cleaning sheets - 15 boxes PROC2	131.10
5512000	HS Class Room Supplies	3/31/2026	08153Z	Day EHS purchase of books, toys and supplies for classrooms USB HS1	457.18

CVCOG  
Vendor Activity - Head Start Citibank P-Card  
H09 - HHS Grant H09 06CH013199-01, Head Start FY 25-26  
From 3/1/2026 Through 3/31/2026

<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>
5514000	HS Medical Supplies	2/13/2026	D47949	Head Start purchase of Hemopoint H2 NXT microcuvette 200/box PROC2	373.50
5514000	HS Medical Supplies	3/18/2026	04214Z	Head Start purchase of bandages for lead and anemia testing USB HS3	33.55
5518000	HS Diapers and Wipes	3/5/2026	63983229	Day EHS purchase of size 4 Pampers diapers - 2 boxes PROC2	84.94
5518000	HS Diapers and Wipes	3/5/2026	800000022802797	Day EHS purchase of size 7 Huggies diapers (2 boxes) PROC2	93.96
5518000	HS Diapers and Wipes	3/6/2026	7317127-8074633	Menard HS/EHS purchase of baby wipes - 2 cases PROC2	30.58
5518000	HS Diapers and Wipes	3/10/2026	74359402	Day HS/EHS purchase of assorted size Pull-Ups - 18 boxes PROC2	746.22
5518000	HS Diapers and Wipes	3/10/2026	74359402-1	Day HS/EHS purchase of Pull-Ups - 2 boxes PROC2	59.94
5518000	HS Diapers and Wipes	3/10/2026	800000024110954	Day HS/EHS purchase of size 5 diapers - 6 boxes PROC2	239.88
5518000	HS Diapers and Wipes	3/11/2026	6562034-6872234	San Jacinto HS/EHS purchase of assorted Pull-Ups training pants - 8 boxes PROC2	379.92
5518000	HS Diapers and Wipes	3/11/2026	800000021854615	San Jacinto HS/EHS purchase of baby wipes - 8 boxes PROC2	173.92
5518000	HS Diapers and Wipes	3/26/2026	0249443-9713843	Menard EHS purchase of Luvs diapers (4 boxes) and baby wipes PROC2	182.68
5622000	Internal Computer/Software	3/10/2026	T 03-10-2026	Head Start purchase of GoEngage program software communication USB HS3	125.35
5622000	Internal Computer/Software	3/24/2026	T 03-24-2026	Head Start purchase of GoEngage program software communication USB HS3	125.34
5753000	Dues and fees	3/3/2026	529CL0069A7294A	Day HS/EHS - TX HHSC Child Care Licensing Fee USB HS2	51.38
5753000	Dues and fees	3/3/2026	529CL0069A72B1C	San Jacinto HS/EHS - TX HHSC Child Care Licensing Fee USB HS2	41.16
5753000	Dues and fees	3/15/2026	91003040183630	Eldorado HS annual post office box fee - Box #854 PROC1	68.00

CVCOG  
Vendor Activity - Head Start Citibank P-Card  
H09 - HHS Grant H09 06CH013199-01, Head Start FY 25-26  
From 3/1/2026 Through 3/31/2026

<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>
5753000	Dues and fees	3/26/2026	100352726569	Head Start purchase of registration renewal for 2 Chevrolet Traverses PROC2	17.00
5760000	HS Site Center Communications	2/8/2026	0708195 02-26	Head Start rural phone/internet service from 02/08/26 to 03/07/26 PROC1	344.10
5760000	HS Site Center Communications	3/4/2026	07710822494017 03-26	San Jacinto HS/EHS phone/internet service for acct# 07710-822494-01-7 from 02/18/26 to 03/17/26 PROC1	272.87
5760000	HS Site Center Communications	3/12/2026	5DMV9 03-26	Menard HS/EHS internet service for acct# ACC-3331567-37502-10 from 03/12/26 to 04/12/26 PROC1	115.00
5760000	HS Site Center Communications	3/13/2026	07710150890010 03-26	Day HS/EHS phone service for acct# 07710-150890-01-0 from 02/25/26 to 03/24/26 PROC1	265.24
5760000	HS Site Center Communications	3/25/2026	07710150505015 03-26	Day HS/EHS phone/internet service for acct# 07710-150505-01-5 from 03/15/26 to 04/14/26 PROC1	450.00
5796000	Safety	3/4/2026	UZTX6KTJ7F	Daycare licensing (fingerprinting) for prospective Head Start employee J.G. (Day HS/EHS and San Jacinto HS/EHS) USB HR	39.31
5796000	Safety	3/9/2026	405SP0000752706	Criminal history search for prospective new employee on M.T. (San Jacinto EHS) USB HR	3.32
					15,615.68
Total H09 - HHS Grant H09 06CH013199-01, Head Start FY 25-26					15,615.68

CVCOG  
Vendor Activity - Head Start Citibank P-Card  
H10 - Grant H10, CACFP Head Start Nutrition FY 25-26  
From 3/1/2026 Through 3/31/2026

<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>
5291000	Contract Services	2/28/2026	0691-001420677	San Jacinto HS/EHS trash service for acct# 3-0691-0025459 from 03/01/26 to 03/31/26 PROC1	981.12
5295000	HS Nutrition Service	3/6/2026	05907Z	Day HS purchase of pediatric drinks (5 6-packs) USB HS2	54.85
5295000	HS Nutrition Service	3/10/2026	7773207-0051425	San Jacinto EHS purchase of NIDO milk beverage - 2 canisters PROC2	22.86
5295000	HS Nutrition Service	3/25/2026	3270650-5711452	Day EHS purchase of formula (2 canisters) and bottle set PROC2	77.94
5295000	HS Nutrition Service	3/27/2026	08404Z	San Jacinto HS/EHS purchase of plant based milk USB HS2	22.95
5513000	HS Food Serv Sup	2/27/2026	7602073-9056241	Day EHS purchase of bottles and nipples (3 3-pack sets) PROC2	45.17
5513000	HS Food Serv Sup	3/4/2026	7653276-3713067	Ozona HS purchase of kitchen utility box PROC2	17.97
5513000	HS Food Serv Sup	3/4/2026	96152	San Jacinto EHS purchase of replacement mini-fridge for room 23 PROC3	179.00
5513000	HS Food Serv Sup	3/5/2026	205018822	Day HS/EHS and San Jacinto HS/EHS purchase of indoor insect traps, glue boards, and bulbs PROC2	416.04
5513000	HS Food Serv Sup	3/5/2026	9957642-7417001	Day HS/EHS and San Jacinto HS/EHS purchase of cord covers for insect traps PROC2	27.96
5513000	HS Food Serv Sup	3/9/2026	14719	Day HS/EHS bi-annual filter change PROC2	199.00
5513000	HS Food Serv Sup	3/9/2026	14720	San Jacinto HS/EHS bi-annual filter change PROC2	199.00
5513000	HS Food Serv Sup	3/9/2026	205137647	Day HS/EHS and San Jacinto HS/EHS purchase of replacement glue boards for insect traps (72) PROC2	295.50
5513000	HS Food Serv Sup	3/9/2026	9812061-0438658	San Jacinto HS/EHS purchase of kitchen utility tongs (2 sets of 12) PROC2	26.54
5513000	HS Food Serv Sup	3/10/2026	8077612-1279431	San Jacinto EHS purchase of long sleeve bibs (2 10-packs) PROC2	36.08

CVCOG  
 Vendor Activity - Head Start Citibank P-Card  
 H10 - Grant H10, CACFP Head Start Nutrition FY 25-26  
 From 3/1/2026 Through 3/31/2026

<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	3/25/2026	3270650-5711452	Day EHS purchase of formula (2 canisters) and bottle set PROC2	26.04
				Total H10 - Grant H10, CACFP Head Start Nutrition FY 25-26	2,628.02
Report Opening/Current Balance					_____
Report Transaction Totals					18,243.70
Report Current Balances					=====

CVCOG  
Vendor Activity - Head Start Deans Dairy Corporate  
H10 - Grant H10, CACFP Head Start Nutrition FY 25-26  
From 3/1/2026 Through 3/31/2026

<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	3/2/2026	652296514	Day HS/EHS purchase of milk for children - 18 whole 9/CS, 160 1% 9/CS, and 18 1% lactose free 6BX	617.14
5295000	HS Nutrition Service	3/3/2026	652098339	San Jacinto HS/EHS purchase of milk for children - 36 whole 9/CS, 135 1% 9/CS, and 12 1% lactose free 6BX	566.10
5295000	HS Nutrition Service	3/3/2026	652098645	San Jacinto HS/EHS credit for returned milk - 12 1% 9/CS	(36.18)
5295000	HS Nutrition Service	3/4/2026	650601162	Eldorado HS purchase of milk for children - 10 1% 9/CS	30.15
5295000	HS Nutrition Service	3/4/2026	650601176	Menard HS/EHS purchase of milk for children - 2 whole 9/CS and 17 1% 9/CS	57.03
5295000	HS Nutrition Service	3/4/2026	652296550	Ozona HS purchase of milk for children - 18 1% 9/CS	54.27
5295000	HS Nutrition Service	3/9/2026	652296806	Day HS/EHS purchase of milk for children - 18 whole 9/CS and 135 1% 9/CS	458.98
5295000	HS Nutrition Service	3/10/2026	652098646	San Jacinto HS/EHS purchase of milk for children - 36 whole 9/CS and 135 1% 9/CS	510.91
5295000	HS Nutrition Service	3/11/2026	650601544	Eldorado HS purchase of milk for children - 9 1% 9/CS	27.14
5295000	HS Nutrition Service	3/11/2026	650601558	Menard HS/EHS purchase of milk for children - 1 whole 9/CS and 9 1% 9/CS	30.02
5295000	HS Nutrition Service	3/18/2026	652296844	Ozona HS purchase of milk for children - 18 1% 9/CS	54.27
5295000	HS Nutrition Service	3/23/2026	652297098	Day HS/EHS purchase of milk for children - 36 whole 9/CS, 162 1% 9/CS, and 18 1% lactose free 6BX	675.10
5295000	HS Nutrition Service	3/24/2026	652099209	San Jacinto HS/EHS purchase of milk for children - 36 whole 9/CS, 180 1% 9/CS, and 18 1% lactose free 6BX	729.38
5295000	HS Nutrition Service	3/25/2026	650601930	Menard HS/EHS purchase of milk for children - 3 whole 9/CS, 9 1% 9/CS and 6 1% lactose free 6BX	63.38

CVCOG  
Vendor Activity - Head Start Deans Dairy Corporate  
H10 - Grant H10, CACFP Head Start Nutrition FY 25-26  
From 3/1/2026 Through 3/31/2026

<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	3/25/2026	650602724	Eldorado HS purchase of milk for children - 9 1% 9/CS	27.14
5295000	HS Nutrition Service	3/25/2026	652297428	Ozona HS purchase of milk for children - 18 1% 9/CS	54.27
5295000	HS Nutrition Service	3/25/2026	652297818	Ozona HS credit for returned milk - 4 1% 9/CS	(12.06)
5295000	HS Nutrition Service	3/30/2026	652297775	Day HS/EHS purchase of milk for children - 36 whole 9/CS, 162 1% 9/CS, and 18 1% lactose free 6BX	675.10
5295000	HS Nutrition Service	3/31/2026	652099513	San Jacinto HS/EHS purchase of milk for children - 9 whole 9/CS, 81 1% 9/CS, and 12 1% lactose free 6BX	325.38
					4,907.52
				Total H10 - Grant H10, CACFP Head Start Nutrition FY 25-26	4,907.52
	Report Opening/Current Balance				
	Report Transaction Totals				4,907.52
	Report Current Balances				

CVCOG  
 Vendor Activity - Head Start First Financial Credit Card  
 H09 - HHS Grant H09 06CH013199-01, Head Start FY 25-26  
 From 3/1/2026 Through 3/31/2026

<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>
5309000	Travel-In Region	3/23/2026	WM 03232026	Head Start purchase of fuel for travel to GoEngage 2026 training in San Antonio, March 24-26 SW FF	18.30
5351000	Fuel	3/4/2026	69252	Ozona HS purchase of fuel for IT travel to site to address fax line issues with Frontier LF FF	35.69
5351000	Fuel	3/25/2026	124761	Head Start purchase of fuel for program vehicle SH FF	55.28
					109.27
				Total H09 - HHS Grant H09 06CH013199-01, Head Start FY 25-26	109.27
Report Opening/Current Balance					
Report Transaction Totals					109.27
Report Current Balances					

CVCOG  
 Vendor Activity - Head Start Lakeshore Learning  
 H09 - HHS Grant H09 06CH013199-01, Head Start FY 25-26  
 From 3/1/2026 Through 3/31/2026

<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	3/22/2026	93581794	Day EHS purchase of double-sided storage unit, play-top storage centers, manipulative storage center, and space-saver storage unit	2,997.25
					<u>2,997.25</u>
				Total H09 - HHS Grant H09 06CH013199-01, Head Start FY 25-26	<u>2,997.25</u>
				Report Opening/Current Balance	<u>                    </u>
				Report Transaction Totals	<u>2,997.25</u>
				Report Current Balances	<u><u>                    </u></u>

CVCOG  
 Vendor Activity - Head Start Lowes Pay and Save  
 H10 - Grant H10, CACFP Head Start Nutrition FY 25-26  
 From 3/1/2026 Through 3/31/2026

<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	3/2/2026	260302-326-2-2-30	Ozona HS purchase of nutrition items	66.86
5295000	HS Nutrition Service	3/2/2026	260302-374-2-2-34	Menard HS/EHS purchase of nutrition items	7.56
5295000	HS Nutrition Service	3/3/2026	260303-420-1-1-41	Menard HS/EHS purchase of nutrition items	35.44
5295000	HS Nutrition Service	3/6/2026	260306-382-3-3-4	Menard HS/EHS purchase of nutrition items	4.73
5295000	HS Nutrition Service	3/11/2026	260311-382-3-3-8	Menard HS/EHS purchase of nutrition items	11.37
5295000	HS Nutrition Service	3/16/2026	260316-325-3-3-19	Ozona HS purchase of nutrition items	79.03
5513000	HS Food Serv Sup	3/17/2026	260317-325-3-3-16	Ozona HS purchase of kitchen supplies	4.99
					209.98
				Total H10 - Grant H10, CACFP Head Start Nutrition FY 25-26	209.98
	Report Opening/Current Balance				
	Report Transaction Totals				209.98
	Report Current Balances				

CVCOG  
Vendor Activity - Head Start Sysco  
H10 - Grant H10, CACFP Head Start Nutrition FY 25-26  
From 3/1/2026 Through 3/31/2026

<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	3/2/2026	378319132	Eldorado HS purchase of nutrition items for children	16.61
5295000	HS Nutrition Service	3/4/2026	378320672	San Jacinto HS/EHS purchase of nutrition items for children and kitchen supplies	3,862.90
5295000	HS Nutrition Service	3/5/2026	378321457	Day HS/EHS purchase of nutrition items for children and kitchen supplies	3,537.83
5295000	HS Nutrition Service	3/5/2026	378321505	Menard HS/EHS purchase of nutrition items for children and kitchen supplies	675.77
5295000	HS Nutrition Service	3/5/2026	378322088	San Jacinto HS/EHS credit for price adjustment on yogurt	(50.89)
5295000	HS Nutrition Service	3/5/2026	378322089	San Jacinto HS/EHS credit for price adjustment on yogurt	(16.16)
5295000	HS Nutrition Service	3/5/2026	378322090	San Jacinto HS/EHS credit for price adjustment on yogurt	(3.31)
5295000	HS Nutrition Service	3/5/2026	378322091	San Jacinto HS/EHS credit for price adjustment on yogurt	(13.03)
5295000	HS Nutrition Service	3/5/2026	378322092	San Jacinto HS/EHS credit for price adjustment on yogurt	(1.65)
5295000	HS Nutrition Service	3/11/2026	378325616	San Jacinto HS/EHS purchase of nutrition items for children and kitchen supplies	3,602.93
5295000	HS Nutrition Service	3/12/2026	378326443	Menard HS/EHS purchase of nutrition items for children and kitchen supplies	302.53
5295000	HS Nutrition Service	3/12/2026	378326454	Day HS/EHS purchase of nutrition items for children and kitchen supplies	4,226.81
5295000	HS Nutrition Service	3/13/2026	378327085	San Jacinto HS/EHS credit for returned yogurt (overordered)	(136.76)
5295000	HS Nutrition Service	3/18/2026	378330215	San Jacinto HS/EHS purchase of nutrition items for children	75.92
5295000	HS Nutrition Service	3/19/2026	378330660	San Jacinto HS/EHS credit for sales error on tomatoes	(75.92)
5295000	HS Nutrition Service	3/25/2026	378334545	San Jacinto HS/EHS purchase of nutrition items for children and kitchen supplies	3,511.54

CVCOG  
Vendor Activity - Head Start Sysco  
H10 - Grant H10, CACFP Head Start Nutrition FY 25-26  
From 3/1/2026 Through 3/31/2026

<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	3/26/2026	378335313	Ozona HS purchase of nutrition items for children and kitchen supplies	1,295.05
5295000	HS Nutrition Service	3/26/2026	378335319	Eldorado HS purchase of nutrition items for children and kitchen supplies	1,325.88
5295000	HS Nutrition Service	3/26/2026	378335322	Day HS/EHS purchase of nutrition items for children and kitchen supplies	4,225.81
5295000	HS Nutrition Service	3/26/2026	378335368	Menard HS/EHS purchase of nutrition items for children	336.89
5295000	HS Nutrition Service	3/27/2026	378336000	San Jacinto HS/EHS credit for bananas short on truck	(24.16)
5295000	HS Nutrition Service	3/30/2026	378338470	San Jacinto HS/EHS purchase of nutrition items for children	201.84
5513000	HS Food Serv Sup	3/4/2026	378320672	San Jacinto HS/EHS purchase of nutrition items for children and kitchen supplies	319.32
5513000	HS Food Serv Sup	3/5/2026	378321457	Day HS/EHS purchase of nutrition items for children and kitchen supplies	264.29
5513000	HS Food Serv Sup	3/5/2026	378321505	Menard HS/EHS purchase of nutrition items for children and kitchen supplies	24.41
5513000	HS Food Serv Sup	3/11/2026	378325616	San Jacinto HS/EHS purchase of nutrition items for children and kitchen supplies	527.36
5513000	HS Food Serv Sup	3/12/2026	378326443	Menard HS/EHS purchase of nutrition items for children and kitchen supplies	42.06
5513000	HS Food Serv Sup	3/12/2026	378326454	Day HS/EHS purchase of nutrition items for children and kitchen supplies	245.93
5513000	HS Food Serv Sup	3/25/2026	378334545	San Jacinto HS/EHS purchase of nutrition items for children and kitchen supplies	511.06
5513000	HS Food Serv Sup	3/26/2026	378335313	Ozona HS purchase of nutrition items for children and kitchen supplies	67.46
5513000	HS Food Serv Sup	3/26/2026	378335319	Eldorado HS purchase of nutrition items for children and kitchen supplies	198.72
5513000	HS Food Serv Sup	3/26/2026	378335322	Day HS/EHS purchase of nutrition items for children and kitchen supplies	269.03

CVCOG  
 Vendor Activity - Head Start Sysco  
 H10 - Grant H10, CACFP Head Start Nutrition FY 25-26  
 From 3/1/2026 Through 3/31/2026

<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	3/31/2026	378339192	Day HS/EHS purchase of kitchen supplies	35.26
					<u>29,381.33</u>
				Total H10 - Grant H10, CACFP Head Start Nutrition FY 25-26	29,381.33
	Report Opening/Current Balance				<u>                    </u>
	Report Transaction Totals				<u>29,381.33</u>
	Report Current Balances				<u><u>                    </u></u>

CVCOG  
Vendor Activity - Head Start West Texas Fire Extinguisher  
H09 - HHS Grant H09 06CH013199-01, Head Start FY 25-26  
From 3/1/2026 Through 3/31/2026

<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	3/3/2026	330391-01	San Jacinto HS/EHS purchase of multi-purpose cleaner, disinfectant deodorant, and reusable antimicrobial towels	49.83
5510000	Supplies	3/4/2026	330107-02	Day HS purchase of trash can liners - 4 cases	131.56
5510000	Supplies	3/4/2026	330391-02	San Jacinto HS/EHS purchase of trash can liners - 2 cases	12.67
5510000	Supplies	3/4/2026	330621-01	Day HS purchase of multi-purpose cleaner - 1 case	12.18
5510000	Supplies	3/4/2026	330621-02	Day HS purchase of trash can liners - 3 cases	98.67
5510000	Supplies	3/4/2026	330683	San Jacinto HS/EHS purchase of trash can liners	84.79
5510000	Supplies	3/10/2026	329643-01	Ozona HS purchase of trash can liners - 1 case	25.26
5510000	Supplies	3/10/2026	330510	Menard HS/EHS purchase of facial tissue and trash can liners	62.39
5510000	Supplies	3/11/2026	331010	Day HS purchase of cleaners and disinfectants, trash can liners, paper towels, toilet tissue, nitrile gloves, and dish detergent	220.51
5510000	Supplies	3/12/2026	330510-01	Menard HS/EHS purchase of trash can liners - 1 case	8.42
5510000	Supplies	3/24/2026	329643-02	Ozona HS purchase of trash can liners - 1 case	32.89
5510000	Supplies	3/25/2026	331510	San Jacinto HS/EHS purchase of toilet & multi-purpose cleaners, disinfecting wipes, paper towels, facial & toilet tissues, and trash can liners	325.42
5510000	Supplies	3/26/2026	331510-01	San Jacinto HS/EHS purchase of hand sanitizer	77.55
5512000	HS Class Room Supplies	3/2/2026	330109-01	Day HS purchase of reusable antimicrobial towels - 6 cases	207.18

CVCOG  
Vendor Activity - Head Start West Texas Fire Extinguisher  
H09 - HHS Grant H09 06CH013199-01, Head Start FY 25-26  
From 3/1/2026 Through 3/31/2026

<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	3/3/2026	330391-01	San Jacinto HS/EHS purchase of multi-purpose cleaner, disinfectant deodorant, and reusable antimicrobial towels	49.83
5512000	HS Class Room Supplies	3/4/2026	330391-02	San Jacinto HS/EHS purchase of trash can liners - 2 cases	12.68
5512000	HS Class Room Supplies	3/4/2026	330683	San Jacinto HS/EHS purchase of trash can liners	84.79
5512000	HS Class Room Supplies	3/10/2026	330510	Menard HS/EHS purchase of facial tissue and trash can liners	8.93
5512000	HS Class Room Supplies	3/11/2026	331010	Day HS purchase of cleaners and disinfectants, trash can liners, paper towels, toilet tissue, nitrile gloves, and dish detergent	511.23
5512000	HS Class Room Supplies	3/12/2026	330510-01	Menard HS/EHS purchase of trash can liners - 1 case	8.42
5512000	HS Class Room Supplies	3/25/2026	331510	San Jacinto HS/EHS purchase of toilet & multi-purpose cleaners, disinfecting wipes, paper towels, facial & toilet tissues, and trash can liners	325.43
5512000	HS Class Room Supplies	3/26/2026	331510-01	San Jacinto HS/EHS purchase of hand sanitizer	77.55
					2,428.18
Total H09 - HHS Grant H09 06CH013199-01, Head Start FY 25-26					2,428.18

CVCOG  
Vendor Activity - Head Start West Texas Fire Extinguisher  
H10 - Grant H10, CACFP Head Start Nutrition FY 25-26  
From 3/1/2026 Through 3/31/2026

<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	3/3/2026	330391-01	San Jacinto HS/EHS purchase of multi-purpose cleaner, disinfectant deodorant, and reusable antimicrobial towels	34.53
5513000	HS Food Serv Sup	3/4/2026	330107-01	Day HS purchase of reusable antimicrobial towels - 2 cases	69.06
5513000	HS Food Serv Sup	3/4/2026	330391-02	San Jacinto HS/EHS purchase of trash can liners - 2 cases	12.67
5513000	HS Food Serv Sup	3/10/2026	330510	Menard HS/EHS purchase of facial tissue and trash can liners	16.45
5513000	HS Food Serv Sup	3/11/2026	331010	Day HS purchase of cleaners and disinfectants, trash can liners, paper towels, toilet tissue, nitrile gloves, and dish detergent	13.65
5513000	HS Food Serv Sup	3/12/2026	330510-01	Menard HS/EHS purchase of trash can liners - 1 case	8.42
5513000	HS Food Serv Sup	3/25/2026	331510	San Jacinto HS/EHS purchase of toilet & multi-purpose cleaners, disinfecting wipes, paper towels, facial & toilet tissues, and trash can liners	49.36
5513000	HS Food Serv Sup	3/26/2026	331510-01	San Jacinto HS/EHS purchase of hand sanitizer	77.54
				Total H10 - Grant H10, CACFP Head Start Nutrition FY 25-26	281.68
Report Opening/Current Balance					
Report Transaction Totals					2,709.86

CVCOG  
Vendor Activity - Head Start West Texas Fire Extinguisher  
H10 - Grant H10, CACFP Head Start Nutrition FY 25-26  
From 3/1/2026 Through 3/31/2026

<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					<hr/> <hr/>



**CONCHO VALLEY**  
COUNCIL OF GOVERNMENTS  
5430 Link Road • San Angelo, TX 76904  
325-944-9666

To: Executive Board and Policy Council

From: Carolina Raymond - Director of Head Start

Date: May 13, 2026

Re: CVCOG Head Start Scholastic Curriculum

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Consider and take appropriate action concerning the request to purchase PreK On My Way Texas English curriculum from Scholastic Inc. using TIPS cooperative contract #230904 in an amount not to exceed \$65,000.00.

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EC Chairman

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Date

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Policy Council Chair

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Date

# Memo

**To:** Executive Committee

**From:** Carolina Raymond, Director of Head Start

**Date:** 05/13/2026

**Re:** CONSIDER AND TAKE APPROPRIATE ACTION – ITEM 10

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## ITEM 10

Carolina Raymond, Director of Head Start, is seeking consideration and approval concerning the request to purchase PreK On My Way Texas English curriculum from Scholastic Inc. using TIPS cooperative contract #230904 in an amount not to exceed \$65,000.00.

*Approved at the Executive Committee Meeting on May 13, 2026.*



**CONCHO VALLEY**  
COUNCIL OF GOVERNMENTS  
5430 Link Road • San Angelo, TX 76904  
325-944-9666

To: Executive Board and Policy Council

From: Carolina Raymond - Director of Head Start

Date: May 13, 2026

Re: Kaplan Early Learning Purchase Amount

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Consider and take appropriate action concerning the request to amend the previously approved not-to-exceed amount for the purchase of classroom and teaching supplies, equipment, furniture, and materials from Kaplan Early Learning Company utilizing Texas Buy Board cooperative purchasing contracts #750-24 and #767-25, increasing the total from \$100,000 to \$150,000 for FY 25-26.

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EC Chairman

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Date

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Policy Council Chair

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Date

# Memo

**To:** Executive Committee

**From:** Carolina Raymond, Director of Head Start

**Date:** 05/13/2026

**Re:** CONSIDER AND TAKE APPROPRIATE ACTION – ITEM 11

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## ITEM 11

Carolina Raymond, Director of Head Start, is seeking consideration and approval concerning the request to amend the previously approved not-to-exceed amount for the purchase of classroom and teaching supplies, equipment, furniture, and materials from Kaplan Early Learning Company utilizing Texas Buy Board cooperative purchasing contracts #750-24 and #767-25, increasing the total from \$100,000 to \$150,000 for FY 25-26.

*Approved at the Executive Committee Meeting on May 13, 2026.*

# CVCOG Head Start SELF-ASSESSMENT 2025-2026

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GROWING MINDS GROWING FUTURES



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- Self-Assessment Goals/Action Plans

# 1 Context for the Self-Assessment

CVCOG Head Start conducts self-assessment activities annually in accordance with Head Start Performance Standard 1302.102(b)(2) to evaluate service quality and work performance as well as influence continuous quality improvement. It serves as a foundational document for strategic enhancements and is multifaceted, aiming to ensure accountability, quality improvement, and alignment with program goals

## 2 Program

### Administrative Team

Each Administrative team member played part in the planning and evaluation of all materials. We have had no changes to administrative staff in the 2023-2024 school year and currently carry seven administrative positions which are as follows:

- Carolina Raymond – Head Start Program Director
- Stephanie Hernandez – Head Start Program Assistant Director & Early Head Start Education Manager
- Stacy Walker – Family Community Engagement & Program Data Manager
- Melissa Miranda – Health & Mental Health Manager
- Ofelia Barron – ERSEA Manager
- Mary Husted – Nutrition Manager
- Cheryl Mayberry – Head Start Education & Disability Manager
- Maida Rojas – Classroom Specialist

### Program Mission, Vision, & Values

#### Mission:

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

#### Our Vision:

To be leaders in early childhood development by providing safe and high-quality programming 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.

# Program Description

CVCOG Head Start/Early Head Start is a program of the Concho Valley Council of Governments. It is a long-standing program, operating since July 2004. Our program serves 411 Head Start students, 112 Early Head Start students, and 8 Pregnant Women. Demographics are as followed.

Head Start Early Head Start	City/County	Description	Duration – 5 Day	Enrollment
<b>Day</b>	San Angelo Tom Green County	Center Based	7:45-1:45 HS 7:45-2:15 EHS	Head Start 119 Early Head Start 72
<b>San Jacinto</b>	San Angelo Tom Green County	Center Based	7:45-1:45 HS 7:45-2:15 EHS 2:15 – 3:15 Pre-K	Head Start 153 Early Head Start 40 SAISD Pre-K Pregnant Mom 8
<b>Eldorado</b>	Eldorado Schleicher County	Center Based	7:45-1:45 HS	Head Start 17
<b>Menard</b>	Menard Menard County	Center Based	7:45-1:45 HS 7:45-2:15 EHS	Head Start 17
<b>Ozona</b>	Ozona Crocket County	Center Based	7:45-1:45 HS	Head Start 17



Day



San Jacinto



Eldorado

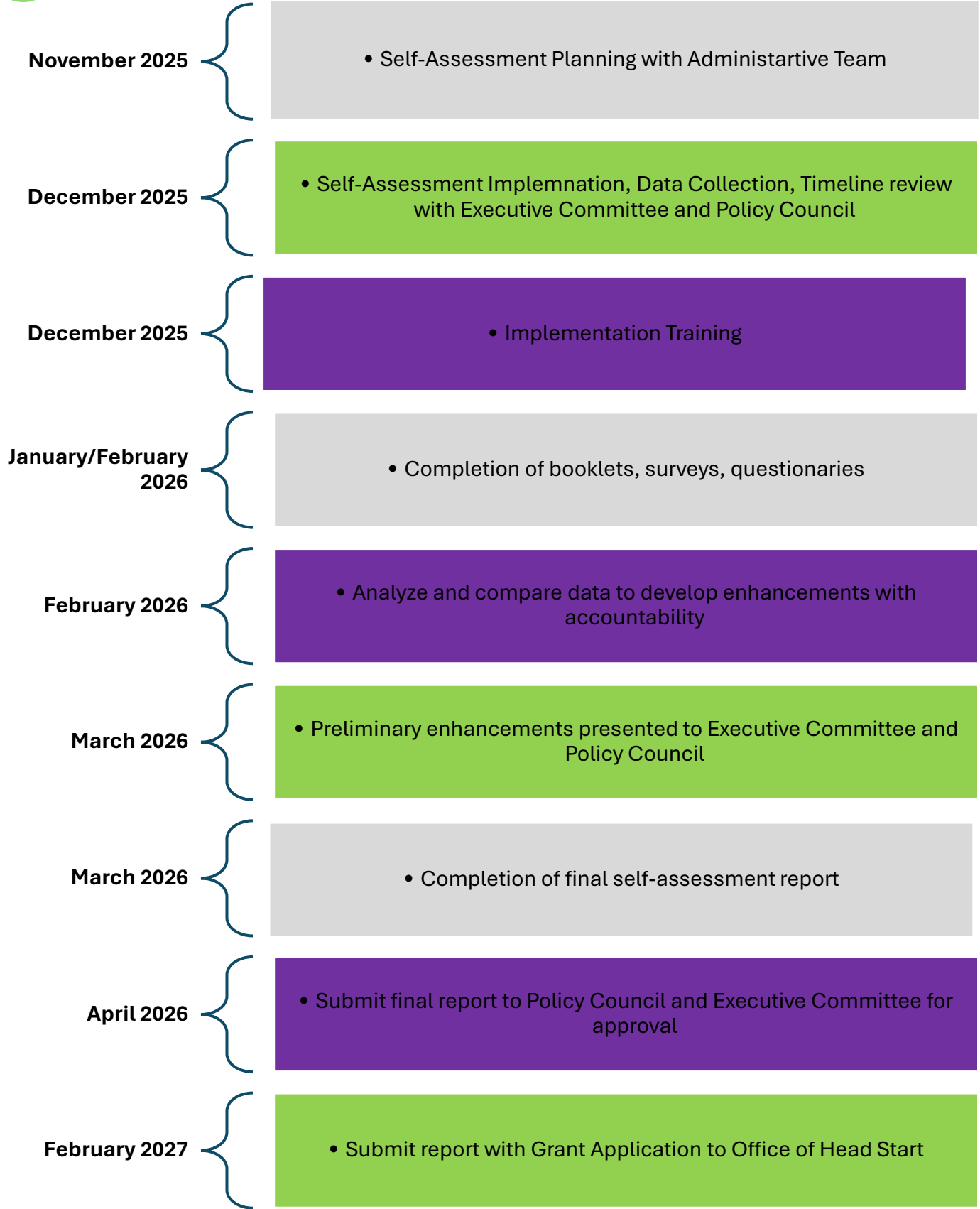


Menard



Ozona

# 3 Timeline



# 4 Methodology

## 1. Design Process

This initiative was developed through a collaborative effort involving the Administration Staff, Policy Council, and Executive Committee. Input was gathered from a broad group of stakeholders, including the Program Director, Head Start administrative team, Policy Council members, Executive Committee representatives, community partners, and staff members to ensure a comprehensive and inclusive planning process.

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## 2. Team Engagement

An in-person training session will be conducted to provide an overview of the updated self-assessment procedures. The session will outline data collection methods, identify designated staff responsible for gathering information, and review the established timeline, ensuring all relevant components are clearly communicated.

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## 3. Analysis, Dialogue, and Development

Collected data will be compiled and analyzed by the Administrative Team and compared with prior results to identify trends and assess individual content areas. Key strengths and opportunities for improvement will be prioritized. A detailed action plan will then be developed, including a clear implementation timeline and assigned staff responsibilities. Self-assessment data were collected using all designated tools referenced on the specified page.

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## 4. Finalization and Follow-Up

Findings will be shared with leadership, the Policy Council, Executive Committee, and other key stakeholders. Follow-up meetings will be scheduled to review progress and monitor improvement efforts. Strategies will be refined as needed to ensure continued compliance and promote ongoing quality improvement.

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## Methodology

Methodology refers to the systematic and theoretical analysis of the methods used in the Self-Assessment process. It includes the principles, procedures, and techniques applied to conduct research and address identified needs. A well-defined methodology ensures that the process is rigorous, structured, and consistent, thereby supporting reliable, valid, and replicable findings.

# 5 Data Collection Tools

1

**Community Assessment** - Describes the context in which Head Start and Early Head Start programs operate and is useful for ensuring correct services are provided to the appropriate population.

2

**Catscan Comprehensive Approach/Tool** - It is designed to help programs with the process of building and implementing a compliant self-assessment.

3

**Microsoft Forms Content Survey/Paper Surveys** - Content area-based questions received by google survey (or in paper) that reflect compliance and comprehension of Head Start Standards and Implementations.

4

**Teaching Strategies** - An authentic, ongoing observational system for assessing children from birth through kindergarten. It observes children in the context of everyday experiences.

5

**Federal File Audits** - Content area audits conducted on Federal files and Family Service Files to make sure the program is following program standards.

6

**CLASS** - It is a tool for observing and assessing the effectiveness of interactions among teachers and students in the classrooms. Measuring the following: emotional, organizational, and instructional support that contribute to a child's

7

**CLI Engage/Brigance** - Comprehensive professional development, assessment, and quality improvement platform for early care and education programs in Texas

8

**CACFP Monitoring Review** - Nutritional report that evaluates record-keeping, training, meal analysis, civil rights, and meal service.

9

**GoEngage** - A data collecting software program that allows data entry, applications, and reports across all content areas.

10

**Family Partnerships** - Meetings with families that analyzes family outcomes, needs, referrals, and goal development strategies.

# 6

## Data Collection Tools

### Administration- Areas of Strength

1. Program data collection processes have improved and are actively being utilized to inform decision-making.
2. The most recent audit resulted in no findings, demonstrating strong fiscal oversight and compliance.
3. Successful approval of the CACFP grant supports continued nutrition services for enrolled children.
4. Staff have made significant professional advancements, including the attainment of CDA credentials and higher education degrees over recent years.
5. A wage adjustment implemented on 10/01/2025 has increased competitiveness in staff compensation.
6. The program offers a strong benefits package that supports employee well-being and retention.
7. An approved change of scope reduced the number of classrooms, allowing for strategic reallocation of funds to enhance staffing, including the addition of two floater positions.

### 2026-2027 Action Items

1. Address the identified area of non-compliance, enhancing internal monitoring systems, ensuring timely corrective actions, and maintaining documentation to include supporting staff in meeting minimum qualification requirements and completing necessary waivers when applicable.
2. Develop and implement strategies to secure additional resources and partnerships to meet the 20% Non-Federal Share Match requirement.
3. Focus on recruiting qualified teachers, teacher assistants, and substitutes. Maintain a pool of qualified substitute staff interested in permanent employment opportunities.
4. Prioritize staff retention to ensure required staff-to-child ratios are consistently met. When necessary, implement contingency plans, including temporary classroom closures, to ensure the health and safety of children.
5. Monitor and assess the impact of the change in scope, including reduced classrooms and the addition of floater positions, to determine effectiveness in reducing staff stress and burnout and improving overall program operations.
6. Offer targeted training opportunities, particularly in supporting children with challenging behaviors, strengthen staff capacity and improve classroom outcomes.

### 2025-2026 Action Items - Results

1. Seek employees with basic qualifications, for teachers, teacher assistants, and substitutes
  - **Result** – Ongoing
  - **Operational Plan** - We continue to try and recruit qualified employees. We increased salaries by 3% to try and recruit and retain qualified staff.

2. Enhance strategies for monitoring and addressing teacher burnout to improve retention and job satisfaction
  - **Result** – Ongoing
  - **Operational Plan** – We hired a Classroom Support Specialist to assist with this, however, with the amount of turnover, there is still room for improvement. We have also hired extra floaters, but again with vacancies the staff haven't felt the benefit.
3. Revise the budget worksheet to streamline processes for improved efficiency and better financial management.
  - **Result** – Complete
  - **Operational Plan** - The previous budget worksheet was outdated and did not follow the order of the numbers to be input HSES. The Director of Finance has completed a new worksheet that is more user-friendly.
4. Improve data collection and reporting accuracy within the ChildPlus system to ensure reliable program tracking and compliance or research and implement a new software system.
  - **Result** – Complete
  - **Operational Outcome** - ChildPlus did not meet our service needs, we researched alternative solutions and ultimately purchased and implemented a new software system, GoEngage, which provides improved program tracking and greater data accuracy.
5. Enhance the quality of staff training to ensure more effective learning and development outcomes.
  - **Result** – Complete
  - **Operational Plan** - We started using Academy + to do some of the annual training. This has allowed us to have more intentional time with teachers and staff on other training courses. Staff can work on some of their training on their own through Academy +.
6. Write a comprehensive policy and procedure focused on the protection and privacy of children for safeguarding sensitive information.
  - **Result** –
  - **Operational Plan** -
7. Enhance the WWW form by transforming it into a user friendly and comprehensive Admin Yearly Calendar for improved accessibility and usability.
  - **Result** – Completion Pending
  - **Operational Plan** – In August 2026, the WWW form will be redesigned into a user-friendly and comprehensive Admin Yearly Calendar. This will be achieved by simplifying the layout, organizing key tasks and deadlines into a clear calendar format, and improving navigation for easier access. Input from administrators will be incorporated to ensure the tool meets practical needs, and usability testing will be conducted prior to rollout to confirm functionality and ease of use.

## ERSEA – Areas of Strength

## Administrative Team – Ofelia Barron

1. The program maintains organized waitlists, prioritizing children fairly and transparently year-round.
2. Families are well-prepared for transitions through clear, consistent communication.

3. Enrollment is conducted in a safe, confidential, and family-friendly environment that fosters trust.

### 2026-2027 Action Items

1. By the end of the program year 2026-2027, 100% of ERSEA staff will complete training on culturally and linguistically responsive practices and demonstrate the use of respectful communication strategies when interacting with diverse families, as measured through training completion records, staff self-assessments, and family feedback surveys.
2. Family Service Workers will strengthen their understanding and use of equitable practices when developing improvement plans for children at risk of missing 10% or more of the program year, ensuring families receive individualized and culturally responsive support to improve attendance.

### 2025-2026 Action Items - Results

1. Enhance job-specific training for custodians to improve their skills, efficiency, and adherence to best practices.
  - **Result** – Awaiting Completion
  - **Operational Plan** – A survey will be conducted in April to assess staff training needs for the July in-service.
2. Assess and enhance the exchange of valuable information to better support families in successfully navigating their transition experience
  - **Result** – Unresolved
  - **Operational Outcome**– After reviewing the number of surveys distributed versus those returned, the ERSEA Manager determined that issuing another survey would not produce meaningful results. Families have expressed concerns about the amount of required program documentation, which may be contributing to survey fatigue and low response rates. As a result, alternative methods for gathering family input will be explored. Family Service Workers will continue collecting relevant information through individual meetings with families.
3. Evaluate collaboration with community partners to strengthen their role in promoting and supporting CVCOG Head Start’s outreach and recruitment efforts.
  - **Result** – Completed
  - **Operational Outcome** - Survey results indicate strong communication between Head Start and community partners, with 50% of respondents rating communication as excellent and an additional 38% rating it as good
4. Enhance understanding of family experiences in EHS by holding focus group discussions to gain deeper insights into how information exchanges have impacted their ability to navigate the transition process.
  - **Result** – Completed
  - **Operational Plan** - We added a two-week follow-up visit prior to a child transitioning out of Early Head Start. During this visit, we will include a question about whether the transition meeting has impacted on the family’s ability to successfully navigate the transition process.

## FAMCO – Areas of Strength

## Administrative Team – Stacy Walker

1. Our family support practices are strong—goal and step development is highly effective, and follow-up with families remains consistent
2. Engagement, participation, and interaction have steadily increased over the past three years as staff have strengthened their skills in parent interaction and involvement, and as each site has developed an understanding of what best engages their families.
3. Staff feel supported through open communication, have the tools needed to perform their jobs effectively, and experience a positive work environment where they feel valued, respected, and able to maintain a healthy work-life balance.
4. Executive Committee and Policy Council understand their roles and responsibilities and feel adequately trained.
5. Members feel comfortable asking questions and Head Start staff are well prepared, hospitable, and professional.
6. Executive Committee and Policy Council members feel their voices are heard and valued.

## 2026-2027 Action Items

1. Strengthen GoEngage engagement and accessibility for parents, families, and staff.
2. Provide Specification Guidance tools for all FAMCO areas that matches staff preference of learning in a step-by-step aid.
3. Expanding the scope of parent education makes resources more accessible, ensuring that families have multiple opportunities, formats, and topics through which they can build knowledge and skills that support their children’s development and well-being.
4. Elevate member voice and participation by creating a Round Robin at the end of Policy Council meetings so members can share site insights and participate in the meeting.
5. Tighten meeting efficiency by researching more efficient ways to release and view meeting agendas through different platforms.

## 2025-2026 Action Items - Results

1. Define volunteer roles and responsibilities, offer ongoing support, and create avenues for feedback to ensure a positive volunteer experience. Explore and implement new outreach tools to enhance recruitment efforts.
  - **Result – Complete**
  - **Operational Outcome –** Volunteer roles and responsibilities were clearly outlined during in-service training for staff and volunteers. Staff were reminded to check in regularly with volunteers to offer support. Parent surveys will be conducted during the IFPA visits to collect feedback on volunteer opportunity experience offered throughout the year.
2. Introduce a new method for gathering engagement data to measure program success.

- **Result** – Complete
  - **Operational Outcome**– Engagement data measures were implemented through the new GoEngage software system. Current assessments track the number of events, event attendance, learning opportunities offered, and teacher readiness. Staff received training on the new data collection methods through multiple sessions and the consistency of proper collection.
3. Research and evaluate various parent education tools that align with program requirements and implement within the school year.
    - **Result** – Complete
    - **Operational Outcome** - Program requirements were identified using guidance from the Head Start parenting curricula resources, which informed the development of a list of programs for review. Staff were provided with curriculum options and time to review and evaluate them in January 2026. Administration will review staff feedback and meet to select a program for the 2026–2027 school year.
  4. Implement the GoEngage software to centralize referral entries and data collection. Provide training for staff on how to effectively use the platform to track and manage referrals.
    - **Result** – Complete
    - **Operational Outcome** - The GoEngage software was implemented in the Fall of 2025 to centralize referral entries and streamline data collection. The GoEngage system was customized to fit our program needs. Staff received training on how to effectively use the platform to track, manage, and monitor referrals accurately and consistently and follow-up training occurred throughout the year.

### Health – Areas of Strength

1. Families report feeling supported in addressing their child’s health needs throughout the completion of program health screenings.
2. Eighty-eight percent of families report no concerns regarding their child’s behavior.
3. Strong and effective communication exists between families and Family Service Workers, as well as between Family Service Workers and the Administration team.
4. Production records are completed accurately, including CN labels, recipe numbers for each meal, and full documentation of all components served.
5. Staff consistently track recycled milk for each meal, including both breakfast and lunch.

### 2026-2027 Action Items

1. Engage bachelor’s-level social work students as interns to support the development of students’ social-emotional skills and assist in identifying behavioral concerns.
2. Increase staff retention and reduce burnout by implementing a minimum of three targeted wellness initiatives during the program year.

3. Demonstrate measurable growth in students' social-emotional skills by utilizing a research-based assessment tool and analyzing outcomes by the end of the program year.
4. Consistently follow standardized recipes and portion standards to ensure food quality, taste, and presentation remain consistent for every meal served.
5. Ensure production records are completed by listing all menu items served for each meal to maintain accurate documentation and meet CACFP program requirements.

### 2025-2026 Action Items - Results

1. Collaborate with Angelo State University to place students under supervision at sites to support student mental health.
  - **Result** – Awaiting Completion
  - **Operational Outcome** - On going due to the ages of the children in the head start program.
2. Implement mental health first aid training for staff to enhance their ability to support children's well-being.
  - **Result** – Complete
  - **Operational Plan** – MHMR did mental health first aid for all staff members.
3. Research and teach trauma-informed care resources and training opportunities with staff.
  - **Result** – Complete
  - **Operational Plan** - DJ Batiste came and spoke with the staff.
4. Explore, identify, and share additional training opportunities on behavioral and emotional challenges for staff:
  - **Result** – Completed
  - **Operational Outcome** - Provided training emphasizes the importance of consistent classroom routines for children experiencing behavioral challenges, helping them understand expectations and feel secure in their environment. The session also addressed how prolonged transitions can increase stress levels in young children.
  - The training, *Stress, Trauma, and Resilience in Preschoolers*, highlighted the connection between stress, trauma, and behavior. During the in-service, I discussed with teachers how behavioral challenges can serve as a form of communication, often signaling that a child may be experiencing stress or the effects of trauma.
5. Create and provide recorded educational classes for mothers who are unable to attend in person:
  - **Result** – Awaiting Completion
  - **Operational Outcome** - I have all the material and educational information on hand for all pregnant mothers. For the ones who are unable to attend the meetings, we meet with them on a different day to make sure all the information is given. Moms are given a schedule with days and times of training. If a mom is unable to attend, they will be given the opportunity to attend

through zoom or teams. The Family Service Worker shares this information with the pregnant moms through email or text.

6. Share the pregnant women's class schedule with teachers and designate specific sessions for them to attend, engage with families, and answer questions.
  - **Result** – Complete
  - **Operational Outcome**- Teaching staff attend the pregnant moms training to talk with them and give out information about what to expect in the classroom. Teachers invite the parents to take a tour of the classroom so they can get a feel of the room and be familiar with the surroundings. Both teachers are available to answer any questions moms may have.
7. Establish clear procedures, train and educate, and have staff utilize tracking tools for the milk recycling process.
  - **Result** – Complete
  - **Operational Outcome** – Overseeing kitchen staff operations prior to meal distribution to classrooms. Additionally, review the recycling form at the end of each month.
8. Establish clear procedures, train and educate staff on the correct completion of production records.
  - **Result** – Complete
  - **Operational Outcome** – Production records are reviewed on a weekly basis and are also checked during CACFP site monitoring.
9. Organize hands-on training workshops and seminars. Create comprehensive educational materials, including handouts, presentations, and online resources, that cover the nutritional guidelines and standards for grains.
  - **Result** – Complete
  - **Operational Outcome** – Staff were given all the updated information to add to their Nutrition info notebook

#### **Education/Disability– Areas of Strength      Administrative Team – Cheryl Mayberry and Stephanie**

1. Teachers demonstrate a clear understanding of their role in supporting children's learning and development, enabling them to create purposeful, well-structured environments with meaningful activities and interactions.
2. They effectively individualize instruction and support to meet the diverse needs of each child, recognizing different developmental paces and adapting strategies to ensure all children are supported and engaged.
3. Teachers also use observations, assessment data, and daily interactions to guide instruction, thoughtfully reflecting on this information to plan responsive learning experiences that promote development across all areas.

1. **Head Start** - Ensure accurate and consistent implementation of child assessment procedures across all Head Start classrooms, with teaching staff following established timelines, documentation requirements, and data entry protocols to support ongoing child progress monitoring and individualized instruction.
2. **Head Start** - Strengthen education data collection and monitoring systems to ensure accurate, timely, and meaningful use of data that informs instruction,
3. supports child outcomes and ensures full compliance with Head Start Performance Standards.
4. **Head Start/Early Head Start** - Implement a comprehensive coaching system that supports all teaching staff through ongoing, individualized professional development, including regular observation, feedback, and reflective practice, to improve instructional quality and promote positive child outcomes.
5. **Head Start/Early Head Start** - By the end of the 2026–2027 program year, all teaching staff will participate in CLASS-focused training and coaching and implement effective teacher-child interaction strategies across all CLASS domains.
6. **Early Head Start** – Classrooms will provide infants and toddlers with a minimum of 45 minutes of outdoor play each program day, weather permitting, on at least 90% of program days. Outdoor play will be visibly scheduled on each classroom’s daily routine and supported by an age-appropriate, inviting outdoor environment.
7. **Disability** - Strengthen the implementation of disability services to ensure all children with suspected or identified disabilities receive timely, high-quality, and inclusive support in accordance with Head Start Performance Standards.

### 2025-2026 Action Items - Results

1. Provide Targeted Coaching by Implement a coaching program focused on improving instructional support, offering individualized guidance and feedback to teachers. Organize professional development sessions to enhance teachers’ skills in fostering critical thinking, language development, and engagement.
  - **Result** – Awaiting Completion
  - **Operational Outcome** – Targeted Coaching was not fully implemented during the review period due to the added requirements for CLASS 2nd Edition reliability testing and staff training on the new tool, which delayed formal rollout. During this time, individualized support continued through technical assistance, reflective conversations, and informal coaching to strengthen teacher-child interactions.  
As corrective action, CLASS reliability testing has been completed, staff training is scheduled for February, and the Coaching Implementation Plan timeline has been updated and approved by the Policy Council and Executive Board. Targeted Coaching will be formally implemented in Spring 2025–2026, with leadership monitoring and documenting activities to ensure alignment with the plan and ongoing quality improvement.
2. Develop and provide 80% of the yearly lesson plans for teachers while offering targeted training on lesson plan development. Additionally, conduct professional development sessions on effectively

implementing the curricula, including Frog Street and Second Step Social-Emotional Skills for Preschoolers, to ensure high-quality instruction and student engagement.

- **Result** – Complete
- **Operational Outcome** – Beginning in the 2025–2026 program year, I have developed 100% of lesson plans to date to reduce the instructional planning workload for teaching staff. Teaching staff are encouraged to individualize and enhance the lesson plans by adding classroom-specific activities and instructions tailored to the needs of their children. I continue to provide targeted support by consulting with teachers, as requested, to offer individualized guidance on lesson plan development and effective curriculum implementation.

3. Collaborate with Mental Health Manager on Behavior Plans to establish research strategies for the teacher to implement in the classroom.

- **Result** – Complete
- **Operational Outcome** – We discuss concerns in the classroom on an individual basis. Mental Health Manager, Disabilities Manager, and the Teacher Support Specialist conduct observations on suspected behavioral challenges and discuss findings with the teachers. Strategies are suggested, and modifications may be made to the classroom environment. As a last resort, a Behavioral Plan will be developed with the parent/guardian and reviewed as needed.

4. Provide training and demonstrate to teachers on how to coordinate classroom setups and assist teachers in implementing seamless transitions between activities.

- **Result** – Complete
- **Operational Outcome** – “Setting Up the Learning Environment” training was provided during Pre-Service in July 2025. This training outlined clear expectations for what an effective classroom setup should support, including child movement, active supervision, and engagement. It also detailed the required materials for each learning center at the beginning of the school year, as well as additional materials to be introduced after the initial 45-day adjustment period for children. At the start of the school year, walk-through observations were conducted to ensure classrooms were aligned with these expectations. Ongoing classroom monitoring continues throughout the year, with the learning environment consistently assessed. When needed, I provide direct support by assisting teachers with modifications or offering guidance for necessary changes to strengthen classroom organization and effectiveness.

During Pre-Service training, we also addressed the use of classroom management systems to support smooth transitions between activities within learning centers. Training included strategies for embedding learning opportunities into transitions as teachers move children throughout the day. Additionally, teachers were trained in the use of the Transition Roll Call form when transitioning in and out of the classroom to ensure active supervision is always maintained.

5. Provide sites with appropriate toys and equipment to create an inviting and engaging outdoor environment for children. Implement a system to regularly monitor classrooms, ensuring that outdoor playtime is integrated into the daily schedule and that children are actively participating in outdoor activities. Conduct training sessions for teachers on the

importance of outdoor time for children's physical, social, and cognitive development. Emphasize best practices for integrating outdoor activities into the daily curriculum and fostering an enthusiasm for outdoor play.

- **Result – Complete**
- **Operational Outcome** – Classroom teachers, in collaboration with their teaching assistants, develop a daily classroom schedule that includes both adult-led and child-initiated activities within the classroom and the outdoor learning environment. The schedule intentionally incorporates music and movement activities as part of the daily routine, allowing children opportunities to move, engage physically, and express themselves creatively, while also ensuring sufficient outdoor playtime each day. Physical activity is never withheld or used as a form of punishment or reward. Head Start Performance Standards and State Minimum Standards related to physical activity as an integral component of the daily routine are reviewed and emphasized during annual pre-service training.



**CONCHO VALLEY**  
COUNCIL OF GOVERNMENTS  
5430 Link Road • San Angelo, TX 76904  
325-944-9666

To: Executive Board and Policy Council

From: Carolina Raymond - Director of Head Start

Date: May 13, 2026

Re: CVCOG Head Start 25-26 Self-Assessment Report

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Consider and take appropriate action concerning the CVCOG Head Start Self-Assessment Report.

\_\_\_\_\_  
EC Chairman

\_\_\_\_\_  
Date

\_\_\_\_\_  
Policy Council Chair

\_\_\_\_\_  
Date

# Memo

**To:** Executive Committee

**From:** Carolina Raymond, Director of Head Start

**Date:** 05/13/2026

**Re:** CONSIDER AND TAKE APPROPRIATE ACTION – ITEM 12

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## ITEM 12

Carolina Raymond, Director of Head Start, is seeking consideration and approval concerning the CVCOG Head Start 2025-2026 Self-Assessment Report.

*Approved at the Executive Committee Meeting on May 13, 2026.*



<b>REFERENCE</b>	1302 Subpart J – Program Management and Quality Improvement		
<b>APPROVAL/EFFECTIVE</b>	July 10, 2024, February 12, 2025, April 8, 2026, <b>May 13, 2026</b>		Pages: 1-3
<b>SUBJECT</b>	Achieving Program Goals	<b>STANDARD</b>	1302.102

### Establishing Program Goals

The Concho Valley Council of Governments (CVCOG) Head Start Program in collaboration with the Executive Committee (EC) and Policy Council (PC) will establish strategic goals for the five-year grant period. These goals are established through results of the Community Assessment, Self-Assessment, data collection related to all program areas, school readiness, and health and safety.

### Monitoring Program Performance

The Head Start Program will develop and implement a process of ongoing monitoring and continuous improvement of the service delivery area and program operation. The program will abide by all local, state, and federal regulations. We will provide high-quality program services, share strategies, and communicate plans to ensure child and staff safety.

#### Monitoring Systems:

Ongoing monitoring continues to provide recommendations to enhance the quality of care and services to children and to provide safe and healthy environments through the following service areas:

- Compliance of Health and Safety
- Education Services
- Health /Mental Health Services
- Nutrition
- Disabilities
- Family & Community Support
- ERSEA

The CVCOG Head Start Program will utilize the results of monitoring efforts and activities to further evaluate compliance with Head Start Performance Standards and regulations.

- Administrative Management Staff will provide ongoing monitoring to include regular site visits to all Head Start sites and classrooms.
- Site visits to all sites will be announced and unannounced.
- Management staff will complete the **Monitoring Protocol** related to their content area at least twice a year and as needed.
- The Site Supervisor will be responsible for completing the **Compliance Monitoring** at their site at least twice a year and as needed.



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



- All data will be aggregated and strategies for improvement will be shared with site supervisors, all site staff, content area managers and Head Start director. Corrective action plans will be implemented when necessary.
- Any deficiencies, safety incidents, or audit findings will lead to additional training, when necessary, or as stated in the corrective action plan.
- The Policy Council and Executive Committee will be aware of any major findings, or any incidents reported to the Office of Head Start or Child Care Regulation.
- Content area reports will be due on the 10<sup>th</sup> of every month to the Head Start director
  - Monthly disability numbers
  - Monthly enrollment numbers
  - Monthly physicals and dentals – completed percentages
  - Monthly 45-day reports – completed percentages
  - Monthly classroom observations (after 45 days of the start of school)
  - Child assessment data (quarterly)
  - Monthly nutrition reports
  - Monthly parent education participation
  - Monthly behavior observations / number of behavior plans in place
  - Monthly mental health referrals initiated
- Site Supervisors will do daily rounds of their entire campus including walking into all classrooms.
  - Site Supervisors will complete the **Classroom Daily Rounds** in all classrooms daily.
    - Site Supervisor will address any health and safety concerns immediately with staff if observed.
    - Site Supervisors will upload their monthly **Classroom Daily Rounds** into Go Engage under an AIR.
    - If the Site Supervisor is out for the day, the staff left second in charge will be responsible for completing the task above, if this is not possible due to staffing issues for the day, the second in charge is responsible for notifying the Admin team, so they can do the **Classroom Daily Rounds**.
- Head Start Admin will conduct periodic, unannounced reviews of classrooms from the office to help ensure compliance with all required standards are being met. They will use the **Video Monitoring Checklist**. They will follow the steps on the checklist. If follow-up is necessary, administrative staff will email the staff member and copy the Site Supervisor, including the follow-up details and observation notes

### Ongoing Assessment of Program Goals

- EC and PC approve the self-assessment outline then parents and staff participate in assessment results in all content areas.



- Data is collected from all program content areas; enhancement action steps are created that encompass all content areas. EC and PC approve program enhancement action steps before they are put in place.
- Enhancement action step progress and completion will be updated in 1 year on the self-assessment.

### Data for Continuous Improvement

- Content area managers will meet with the Head Start director three times per year to analyze collected data to identify risks and inform strategies in all program areas.

### Reporting

- EC and PC will receive program data on a semi-annual basis from content areas.

### Reporting Health and Safety Procedure

- The Site Supervisor will report any incidents that need to be reported to the Office of Head Start (OHS) or Child Care Regulation (CCR), to the Head Start director as soon as possible. Parents/guardians will be notified of the incident as soon as possible, but no later than 24 hours after the site supervisor has been made aware of the incident.
- Site Supervisor will notify CCR of the incident as soon as possible and provide any information requested. The Head Start director will notify the OHS Program Specialist of the reportable incident as soon as possible, but no later than seven days after the incident. The program will provide all requested information.
- All staff are required to report any incidents to their supervisor immediately after they occur, if the supervisor is not available, they will report it the second in charge. Any suspected or observed abuse or neglect of a child by another staff member must also be reported without delay. Any violation of the Discipline and Guidance and Standards of Contact must be communicated with your supervisor immediately. Failure to report promptly may result in disciplinary action, up to and including termination.

The below are reportable incidents:

A critical incident includes, but is not limited to:

- Suspected child abuse which may or may not have occurred during service hours.
- Allegations of child abuse/neglect against any staff member, volunteer or contractor, injury to a child due to lack of supervision or unacceptable methods of child guidance
- Incidents which may have placed a child, family member or staff in danger, including any incidents in which a child was left unsupervised

Health Incidents, which includes, but not limited to:

- Injuries that require urgent medical attention by a health-care professional
- Child or staff member leaving by emergency medical transport



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HEAD START/EARLY HEAD START  
Program Policies & Procedures



- Contagious diseases that could lead to an outbreak
- Child receiving outside medical attention at any point in time for an injury sustained during program hours

Other:

- Any incident which has the potential to generate negative media coverage
- Unplanned interruption in program services or closure of any site. Parents will be notified 24 hours in advance, when possible.



**CONCHO VALLEY**  
COUNCIL OF GOVERNMENTS

**Quality Improvement Plan**

<u>Citation</u>	<u>Description of Deficiency</u>	<u>Action Taken</u>	<u>Time Frame</u>	<u>Staff Involved</u>	<u>Status</u>
	<p>The grant recipient had multiple incidents in which staff members at the Day Center used physically abusive behavior with children.</p> <p>Incident 1: On January 20, 2026, a staff member at the Day Center witnessed an Early Head Start (EHS) teacher telling children, they would be spanked if they did not listen. A 2-year-old child continued not to listen, and the EHS teacher took the child into the bathroom and spanked them. The child walked out of the bathroom holding their bottom.</p> <p>Incident 2: On January 22, 2026, a staff member at the Day Center observed a Head Start teacher handling 3</p>	<p>All staff were convened for a meeting on January 21, 2026, to address the seriousness of the incident. The Discipline and Guidance policies were reviewed in detail. Following the review, all staff re-signed the Discipline and Guidance. A staff member requested additional training prior to re-signing the Operational Discipline and Guidance policies; this training was provided for them later that same week. (attachment 1)</p> <p>All Head Start administrative staff have been granted access to the cameras at the San Jacinto and Day Head Start sites. They will be conducting periodic, unannounced monitoring of classrooms from the office and help ensure compliance with all required standards. (attachment 2)</p> <p>Updated Video Policy (attachment 3)</p> <p>Updated Policy and Procedures for Video Monitoring (attachment 4)</p> <p>Created Video Monitoring Checklist on Microsoft Forms) (attachment 5)</p> <p>All Staff were required to complete Behavior Mastery Basics Training in Academy+.</p> <p>All Staff completed Positive Guidance for Infant and Toddlers (EHS) and Positive Guidance for Preschoolers (HS) Training in Academy +.</p>	<p>1/21/2026</p> <p>Access given 1/23/2026</p> <p>4/27/2026</p> <p>1/27/2026-2/4/2026</p>	<p>Head Start Teaching Staff at Day and San Jac, Site Supervisors, Admin Staff and Executive Director.</p> <p>Head Start Admin</p> <p>All Head Start Staff and Admin.</p>	<p>Completed</p> <p>ongoing</p> <p>Completed</p>



**CONCHO VALLEY**  
COUNCIL OF GOVERNMENTS

**Quality Improvement Plan**

<p>different Head Start children in a rough manner. The teacher forcefully grabbed hold of children's arms and pulled them roughly to sit down. The assistant director stated there were at least 5 or 6 occurrences of this type of incident with 3 different children within a 45-minute period.</p> <p>Incident #3. On 2/17/2026 a Foster Grandparent Senior Volunteer used improper discipline and guidance with two children.</p>	<p>Behavior of Mastery Basics and Positive Guidance for Infant and Toddlers (EHS) and Positive Guidance for Preschoolers HS Comprehension Worksheet Completed and Reviewed during all staff training. (attachment 6 &amp; attachment 6.1)</p>	2/13/2026		
	<p>Staff involved in the incident were terminated</p>	1/22/2026 1/23/2026	Teaching Staff, Site Supervisor, Assistant Program Director	Completed
	<p>Site Supervisor of where the incident occurred was put on a disciplinary action and improvement plan.</p>	2/11/2026		
	<p>Site Supervisors are to review Head Start Performance Standards during their staff meetings monthly with the calendar provided by Admin March – June. (attachment 7)</p>	3/24/2026- June 2026	All Teaching Staff	Ongoing
	<p>Policy Council and the Executive Committee were informed of the two incidents at the monthly meeting. (attachment 8)</p>	2/11/2026	FAMCO & Assistant Director	Completed
	<p>Site Supervisor called the Foster Grandparent and had her leave the facility pending investigation of the report. Foster Grandparent volunteer left immediately.</p>	2/17/2026	Menard Site Supervisor	Completed
	<p>Foster Grandparents notified Senior Volunteer Director that she was resigning with her involvement with the Foster Grandparent Program (attachment 8.1)</p>	2/18/2026	Senior Volunteer Director	
	<p>We identified a need for support in Classroom 4. Classroom Support Specialist (CSS) has been working with the three Teacher Assistance assigned to Room 4 at Day where one of the incidents happened. She has worked on daily routines, mentoring, and lesson</p>	03/04/2026	Classroom support specialist and Teacher Assistants	Ongoing



**CONCHO VALLEY**  
COUNCIL OF GOVERNMENTS

**Quality Improvement Plan**

	planning. CSS meets with staff every Thursday to ensure they are ready for the next week. (attachment 8.2)			
	AmeriCorps Senior/ Foster Grandparent Volunteers reviewed the Policy handbooks, the Do's and Don't of volunteering in Head Start Sites (attachment 9)	3/11/2026	Senior Volunteer Director	Completed
	Created a Classroom Daily Rounds sheet for Supervisors to ensure they are doing their daily checks in every classroom as stated in the Policies and Procedures. (Attachment 4)  Classroom Daily Rounds sheet (Attachment 10)	3/23/2026	All Admin Staff and Site Supervisors	Ongoing
	A Fatigue Self-Assessment has been conducted for all staff to identify individuals who fall into the 'High' burnout category. The HS Director will then meet with these staff members to assess their needs and provide appropriate tools and resources to help mitigate burnout.  Three staff scored high in the "burnout" Category. Head Start Director has scheduled meeting with the three staff to see what support or resources they need. (attachment 11)	03/25/2026  3/31/2026-4/6/2026	All staff and Program Director	Completed
	Wellness Committee members identified from each site to develop the staff wellness action plan (SWAP). First meeting is scheduled for July 22 <sup>nd</sup> to include ECS. (attachment 11.1)	04/01/2026	Health and Mental Health Manager	Ongoing
	All Staff completed Behavior Guidance Training: Stating Behavioral Expectations	04/01/2026 04/08/2026	All Teaching Staff/ Assistant	Completed



**CONCHO VALLEY**  
COUNCIL OF GOVERNMENTS

**Quality Improvement Plan**

		(attachment 12)		Director/ Classroom Support Specialist.	
		Approval from the Policy Council and Executive Committee to approve the Quality Improvement Plan at the April meeting and all updated Policies and Procedures. (attachment 13)	04/08/2026	Program Director	Completed
		All Foster Grandparents volunteers were retrained and resigned the Standards of Conduct, The Discipline and Guidance form and reviewed the expectations of their role as a volunteer in the classroom. (attachment 14)	04/09/2026	Compliance Manager/ Education Manager	Completed
		Worked with TTA on QIP and identified goals for Health and Safety. (attachment 15)	03/27/2026, 4/1/2026, 4/9/2026	Flor Quintero/ Nadia Ochoa/ Head Start Director/ Head Start Admin	Completed
		Deployed for an onsite visit to site where incidents occurred.	05/05/2026		
		Approval of updated Quality Improvement Plan (attachment 16)	5/13/2026	HS Director / Policy Council/ Executive Committee	Completed
		ECS will provide "An Integrated Approach to Child Safety" training on-site.	07/21/2026	All Head Start Staff and ECS (Nadio Ochoa)	Upcoming



**CONCHO VALLEY**  
COUNCIL OF GOVERNMENTS

**Quality Improvement Plan**

		Review onboarding/new staff orientation process to streamline.	08/01/2026	Head Start Admin	Upcoming
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**Objective:** To be in compliance with 1302.90(c)(1)(ii) to ensure that all CVCOG Head Start Staff do not engage in behaviors that maltreat or endanger the health or safety of children.



**CONCHO VALLEY**  
COUNCIL OF GOVERNMENTS  
5430 Link Road • San Angelo, TX 76904  
325-944-9666

To: Executive Board and Policy Council  
From: Carolina Raymond - Director of Head Start  
Date: May 13, 2026  
Re: CVCOG Head Start Quality Improvement Plan

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Consider and take appropriate action concerning the Head Start Policies and Procedures Attachment 4 1302 Subpart J – Program Management and Quality Improvement and the Head Start Quality Improvement Plan (QIP) to systematically improve program performance and ensure high-quality services for children and families.

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EC Chairman

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Date

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Policy Council Chair

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Date

# Memo

**To:** Executive Committee

**From:** Carolina Raymond, Director of Head Start

**Date:** 05/13/2026

**Re:** CONSIDER AND TAKE APPROPRIATE ACTION – ITEM 13

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## ITEM 13

Carolina Raymond, Director of Head Start, is seeking consideration and approval concerning the Head Start Policies and Procedures Attachment 4 1302 Subpart J – Program Management and Quality Improvement and the Head Start Quality Improvement Plan (QIP).

*Approved at the Executive Committee Meeting on May 13, 2026.*

# Concho Valley AAA Area Plan

**FFY 2027 - 2029**

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**As Required by the Older Americans Act, As Amended in 2020: Section 306, Area Plans**

**Pending Approval by HHSC  
Office of Area Agencies on Aging [Month] 2026**



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## Executive Summary

Through the efforts of an Area Plan, such as this, that occurs every few years it allows all levels of our organization to become more aware and familiar with current and forward thinking needs, goals, initiatives, and unmet needs. The Area Plan planning and formulating process also allows time for input, suggestions, problem solving, and understanding of current operations, client status and needs, program utilization, partnerships, refresher on available services, and advocacy on ongoing agency needs and services that are available to the community. The finished Area Plan will serve as a time study of data gathered through concerted efforts of public comment, client surveys, key stakeholder comments, and staff input during the months of October 2025 – May 2026. Additional analysis of data gathered over the past two fiscal years and input gathered in a variety of methods from key target populations: active and previous clients, caregivers, general public, nutrition participants, community partners, advisory committee members, Executive Committee (CVCOG Governing Board), current AAA staff, volunteers, public transportation riders, and outreach participants, over the past 2 years will also be considered as we complete the Area Plan for FY 2027 – 2029.

The Area Agency on Aging of the Concho Valley serves as a program of the Concho Valley Council of Governments (CVCOG) with the main office housed in San Angelo, TX, serving 14 counties considered the Concho Valley region. The CVCOG is a voluntary organization of local governments formulated to foster a cooperative effort in resolving problems, policies, and plans that are common and regional. The role of the Area Agency on Aging is to serve as the focal point for Aging matters throughout the region and to serve as a resource for information, services, educational programs, collaborations, outreach, emergency response, and other efforts that present themselves, all with the intent of meeting the needs of the ever- growing Senior population within the region. The CVCOG also administers the following regional programs: 211 Texas, 911, Aging and Disability Resource Center (ADRC), Concho Valley Transit, Criminal Justice, Economic Development, Foster Grandparent Program, AmeriCorps, Head Start, Homeland Security, Retired Senior Volunteer Program (RSVP), Senior Companion. By having the variety of regional programs under one primary organization it fosters an environment for natural partnerships to formulate and benefits the consumers of the Area Agency on Aging by allowing internal collaborations to happen more effortlessly.

The CVCOG has a very cohesive relationship between program and administration. Based on the knowledge and awareness of all programs, by CVCOG Administrative staff: Executive Director, Finance Director, Human Resources Director and

Procurement, there are times, that because of their interactions with the various programs and directors they are able to offer suggestions on how our programs can better partner on ideas and initiatives that we had not yet realized were similar in the line of work and end goals.

Nutrition and Transportation services continue to be the most in demand, long-term services that the Concho Valley Area Agency on Aging (CVAAA) offers. The CVAAA has partnerships with eight counties in the 13-county region to provide Nutrition services and has agreements in place with the primary rural public transportation provider whose services cover 13 of the 14 counties in the region. For many years, the most outstanding need had been Rural Transportation. Based on on-going analysis and various determining factors, Concho Valley Transit made the decision in 2019 to offer "Free Rural Rides"; individuals who reside in the rural counties of the Concho Valley Transit service area are able to ride the CVT bus for free within their county, to/from another county within CVT service, and/or from their county to San Angelo, as long as they call CVT to schedule their trips within the required timeframe. This initiative has allowed the CVAAA to focus on meeting the requests for Transportation Demand Response needs of older individuals and/or their caregivers within the San Angelo city limits.

The CV Area Agency on Aging's goals in designing its service delivery system are to offer a comprehensive, coordinated, and flexible continuum of services for older individuals and their caregivers; provide services in order to secure and maintain maximum independence; meet all fiscal and programmatic requirements; and develop new programs and/or methods to meet the emerging needs of the older population in the Concho Valley. CVAAA seeks to engage volunteers to further ensure adequate services are being provided to our community, to continue to meet the demands of the ever-growing client population, to meet fiscal and contractual obligations, as well as, maintaining accurate, timely data entry and in an effort to complete Quality Assurance. When appropriate, CVAAA utilizes Field Students from the Angelo State University Bachelor's and Masters of Social Work program. While there is an investment in time and training from the CVAAA staff, we do feel that it is valuable to provide education and guidance to individuals who show interest in joining the field of Aging and who, in real time, can offer support to meeting the needs of individuals in the Concho Valley region.

The Concho Valley Council of Governments added the 14<sup>th</sup> county to this service region in May 2025 after the Office of Area Agencies on Aging acknowledged the addition of Edwards County based on the approval from the Governor's office.

# Organizational Profile

Reference: [45 CFR 1321.57](#), [45 CFR 1321.63](#), & [45 CFR 1321.65\(b\)\(2\)](#)



CVCOG FY 25-26  
Org Chart Aug 2025



Concho Valley AaA  
FY 25-26 Org Chart C

The Area Agency on Aging of the Concho Valley Council of Governments (AAACV) serves State Planning Region 10 centrally located in West Texas. The region is located at the midpoint between Houston and El Paso and covers approximately 16,287 square miles. The AAACV serves the fourteen counties of Coke, Concho, Crockett, Edwards, Irion, Kimble, Mason, McCulloch, Menard, Reagan, Schleicher, Sterling, Sutton, and Tom Green. The geography of the region ranges from the arid rolling prairie of the Permian Basin in the west to the rocky hills of the Texas Hill Country in the east.

Coke, Crockett, Irion, Reagan, Schleicher, Sterling, Sutton, and Tom Green Counties are the largest oil and gas producing areas in the region and as most of the country have experienced steady variances in the oil field over the past few years. The remaining counties of Concho, Kimble, McCulloch, Mason, and Menard continue to rely on an agricultural economy. The city of San Angelo, in Tom Green County, serves as the largest City and County for the region and has a strong telecommunications and medical center industry for the region with businesses such as: Time Clock Plus, Frontier, Performant, Blue Cross, and Shannon Medical Centers. San Angelo is also the home to Angelo State University, Howard College, and Goodfellow Airforce Base.

Between the years 2010 and 2020, official Census data, the total regional population increased from 154,192 to 159,613 for an increase of about 3.5 percent, according to the U.S. Census Quickfacts website. The most significant factor for the Concho Valley Area Agency on Aging is the rural landscape of the region that we cover. Given the large population and the vast area within the Concho Valley, the region is made up of almost 24% individuals who are 60 years of age and older and almost 43% of the region's population is of Hispanic or Latino origin. Per the requirements of the Administration for Community Living (ACL), Older Americans Act (OAA) and the Texas Administrative Code (TAC), the AAACV provides services aimed towards assisting individuals 60 years of age and older, their families, and informal Caregivers for Seniors (individuals 60+), geared towards helping them continue to live at home independently for as long as possible, focusing on individuals with limited English proficiency and older individuals at risk for

institutional placement, identifying target populations who may have the greatest social need. With that in mind, there is actually a higher percentage of individuals that are possibly in need of AAA services, especially considering that 13 of the 14 counties in the Concho Valley region are considered "Rural", as defined by ACL State Reporting definitions.

As previously mentioned, San Angelo/Tom Green County is the largest county of the 14 counties within the Planning Service Area. The estimated total population, as of the 2020 Census data, was 120,007. In contrast, the next "largest" county, by estimated population is McCulloch County, Brady, TX, with an estimated population of 7,630 in 2020. Brady is located 75 miles East of San Angelo; Brady is 127 miles to Austin, which is the closest major city. The remaining 12 rural counties, each have an estimated 2020 population of less than 4,500 each; total estimated population for these 12 counties is 33,500.

The two rural counties that are closest to the San Angelo office, each approximately 30 miles away, are Coke and Irion. Coke County has two towns that we visit frequently due to a nursing facility located in each town within the county; the distance between the two towns, Bronte and Robert Lee, is approximately 12 miles, in an even more rural part of the region. Irion County, Mertzon, is the second to least populated county, but is consistently the county with the least number of individuals who access AAACV services, despite consistent efforts to promote services. Irion County has estimated population of 1,513 individuals with an estimated 538 individuals who are 60 years of age or older; an estimated 35% of individuals 60 years of age and older who reside in Irion County.

"Greatest social and economic need" refers to the conditions faced by individuals, particularly older adults, that hinder their ability to live independently and access necessary services. Greatest Economic Need: typically refers to individuals whose income levels are at or below the federal poverty level; it is further defined by state and area plans based on local factors, including geography and individual expenses. Greatest Social Need: encompasses needs caused by non-economic factors, which may include:

- Physical and mental disabilities
- Language barriers
- Cultural, social, or geographical isolation
- Racial or ethnic status, Native American identity, or religious affiliation
- Housing instability, food insecurity, and lack of access to essential services

The Older American Act (OAA) emphasizes the importances of addressing these need through various programs and services. Agencies administering OAA programs are required to define and address the greatest social and economic needs of older adults in their jurisdictions; this includes tailoring services to meet the unique challenges faced b these populations, such as those living in rural areas or those with chronic health conditions.

Understanding and addressing the greatest social and economic needs is essential for ensuring that vulnerable populations, particularly older adults, receive the support they require to thrive in their communities. The OAA and related programs play a vital role in this effort, focusing on both economic assistance and social support to enhance the quality of life for those in need.

Within the Concho Valley region, there are several key partners that the Concho Valley Area Agency on Aging collaborates with year-round geared towards ensuring needs are met for the most vulnerable throughout the region. Below are some of those key agencies, frequently referred to partners, and collaborators. We will then spotlight a few of the agencies who have programs most utilized by potential AAA clientele.

- 211 Texas of the Concho Valley
- Concho Valley Aging and Disability Resource Center (CV ADRC)
- Concho Valley AmeriCorps Senior programs (Foster Grandparent, Senior Companion, and RSVP)
- Concho Valley Transit
- Concho Valley Community Action Agency
- Adult Protective Services
- Meals for the Elderly
- Concho Valley Senior Nutrition programs
- Maximum (STAR Medicaid Programs)
- MHMR Concho Valley
- Esperanza Clinic – Health and Dental
- Texas Health and Human Services – Long-term Care Services
- Disability Connections
- Social Security Disability
- Galilee CDC
- Legal Aid of Northwest Texas
- Concho Valley Homeless Planning Coalition
- San Angelo Public Housing Authority
- Texas Ramp Project

- Texas Silver Haired Legislators
- Wellcare
- Wellpoint
- Wesley Nurses
- West Texas Rehab Commission
- West Texas VA Health Care System

The Concho Valley is considered a rural region, with frequent travel and outreach to each of the outer lying counties being crucial to ensure we are attempting to provide education, awareness and access to services for the most hard to reach clientele. San Angelo is the central location for the agencies listed above, coordination of services happens at least monthly, if not quarterly, and if not more often, depending on varying availability on services throughout the year. The agencies listed above cover a wide range of core services that Seniors and Caregivers may need which include the following: Utility Payment Assistance, Senior Nutrition, Housing Repair and Assistance, Legal services, Information and Referral Services.

As stipulated in federal regulations, the Older Americans Act 306(a)(6)(D), the purpose of RACOA is to: provide meaningful input to AAACV on issues faced by senior citizens, receive and disseminate information from AAACV concerning trends, developments, and issues affecting the delivery of programs and services to senior citizens in the Concho Valley, and serve as an advisory body to AAACV on all matters relating to the development and administration of operations conducted under the Area Plan.

Membership shall consist of the following:

RACOA members must reside in the Concho Valley, and total membership is limited to no more than 30 members who represent the following constituencies: (a) persons who are 60 years of age or older (including minority persons and persons residing in rural areas) who are program participants or who are eligible to participate in programs under the Older Americans Act; (b) family caregivers of such individuals; (c) representatives of persons 60 years of age or older; (d) service providers; (e) representatives of the business community; (f) local elected officials; (g) providers of veterans' health care, if appropriate; (h) members of the Texas Silver Haired Legislature; and (i) the general public.

The Committee shall strive for representation from all 14 counties served by the Concho Valley Council of Governments. Should there be interest from multiple individuals from one rural county serving on the Committee at one time, a member may be asked or may ask to serve as the representative for a rural county that has no representation. This would require the member to make contacts in the designated county, in an effort to recruit representation for that county and/or become more knowledgeable with Senior needs in the designated county. The Committee shall seek to provide opportunities for meetings to be made available as a hybrid option to possibly recruit more participants if time or travel were not barriers.

At least 50% of the membership of RACOA shall be persons who are 60 years of age or older.

Individuals interested in serving on the Committee will attend two RACOA meetings prior to being placed on the agenda for a Committee vote.

The term of office for a member of the Committee shall be two (2) years.

\*A Committee member in good standing shall remain eligible for reappointment every two (2) years without limitation on the number of terms served.

Any member of the Committee who is unable to complete the membership term may resign from the Committee by notifying the Chair of the Committee verbally or in writing, with a written letter of resignation being the preferred method. A suggested replacement may be provided by the resigning member; however, the interested party must attend two meetings prior to being placed on the agenda for Committee vote.

Members of the Committee must avoid any conflicts of interest in fact or in perception. A conflict of interest includes:

- (A) having a substantial financial interest, directly or indirectly, in the profits of any entity from which services or goods are contracted or otherwise procured by AAA or the Concho Valley Council of Governments; and
- (B) deriving a personal profit, directly or indirectly, from any entity that would conflict in any manner or degree with the performance of responsibilities of the Committee member

Prospective Committee members will first be voted on at a RACOA meeting. The name(s) of the approved nominee(s) will be presented at the next available meeting of the Executive Committee meeting of the Concho Valley Council of Governments, by the Aging Services Director, for final approval.

Once approved by the RACOA and the CVCOG Executive Committee, the new member will be contacted by the Aging Services Director. The new member will receive an orientation on RACOA and the AAACV, a tour of the AAACV offices, RAOCA binder, member list, service definitions and any other current, relevant information.

If a person is deemed ineligible to join the Committee or has a complaint against the RACOA, the person will follow the AAACV grievance procedure. A copy may be obtained from the Aging Services Director or the Front Desk of the CVCOG.

Meetings are to be held bimonthly on the fourth Wednesday of the month at the Concho Valley Council of Governments offices, unless otherwise noted.

The current committee has chosen to having the Aging Services Director serve as Chair of the Committee. This will be revisited every 2 years, or, a change can be made to nominate a Chair and Vice-chair at any time.

## **Stewardship & Oversight**

**Reference: [OAA of 1965, as amended through P.L. 116-131 \(3/25/2020\), & 45 CFR 1321.59](#)**

The Concho Valley Council of Governments has a number of organizational controls in place to ensure that each program, including the Area Agency on Aging, are good stewards of the funding received from the various funding sources. The Area Agency on Aging Director works closely with key CVCOG Administrative personnel, on a regular basis: Executive Director, Finance Director, Finance Manager, Procurement Manager, Human Resources Director, Information Technology Manager and other CVCOG Program Directors, in an effort to ensure that we are delivering quality services to our community, minimizing duplication of efforts and maximizing output efforts. The Area Agency on Aging Director presents informational items or action items that require approval to the CVCOG Executive Committee, during monthly scheduled meetings.

The CV AAA staff are trained and follow all local policies and procedures, which includes adherence to:

- CVCOG Employee Handbook
- CVCOG Finance Policies and Procedures
- CVCOG IT Policies and Procedures
- CVCOG Procurement Policies and Procedures
- CVCOG Records Management Policies and Procedures
- Concho Valley AAA Policies and Procedures
- Conflict of Interest form
- Confidentiality form
- Leadership Initiative form

The CVCOG also completes a variety of required annual training, as well as, program-specific training. Some examples include:

- Alzheimer’s training
- Cybersecurity and IT best practices training
- Overcoming Unconscious Bias
- Harassment and Discrimination
- Handling Conflict
- Active Shooter training
- Overview of all CVCOG programs

As a Best Practice, since the CV Area Agency on Aging works closely with other Administrative programs for the processing of client services and/or reporting, the AAA Director completes an annual refresher training for the CVCOG Fiscal and Procurement staff to discuss any changes in processes that have occurred since the last training, provide overview of any feedback received from recent monitorings, and/or we utilize the time to identify if there are any changes that could improve service delivery given feedback from all present in the training.

The AAA Director meets monthly with the CVCOG Finance team to review monthly expenditures and in preparation for Quarterly Performance Report. During these reviews, we can identify any issues or concerns, or ensure that all data and fiscal reporting has reconciled and no issues were identified. The goal of these meetings is to complete timely and accurate reporting at the end of year for AAA Closeout.

The CVCOG also practices Succession Planning efforts in order to ensure seamless transitions during time of turnover in any positions.

## Key Topic Areas

**Reference:** [45 CFR 1321.65\(b\)\(5\)](#), [45 CFR 1321.65\(b\)\(2\)](#), & [45 CFR 1321.65\(c\)](#)

### **Core Program Area 1:** Supportive Services

The Concho Valley Council of Governments is fortunate to have three Texas Health and Human Services Commission programs co-located at our location: 211 Texas (Information and Referral), Aging and Disability Resource Center (ADRC) and Area Agency on Aging (AAA) – for the Concho Valley region. The CVCOG Access and Assistance Director oversees these three programs and the majority of staff are cross-trained amongst 2-3 of these programs, including the Director. The Access and Assistance staff have adopted the ADRC “No Wrong Door” foundation to apply to all three programs which extends to all potential clientele who may seek assistance from any of these three programs. The Access and Assistance team works closely with individuals with the Greatest Economic Need (GEN) and Greatest Social Need (GSN).

Individuals with the Greatest Economic Needs, means the need resulting from an income level at or below the Federal poverty level and as further defined by State and area plans based on local and individual factors, including geography and expenses.

Individuals with the Greatest Social Needs, means the need caused by noneconomic factors, which can include:

- Physical and mental disabilities;
- Language barriers;
- Cultural, social, or geographical isolation including due to:
  - Racial or ethnic status;
  - Native American identity;
  - Religious affiliation;
  - Sexual orientation, gender identity, or sex characteristics;
  - HIV status;
  - Chronic conditions;
  - Housing instability, food insecurity, lack of access to reliable and clean water supply, lack of transportation, or utility assistance needs;
  - Interpersonal safety concerns;
  - Rural location; or

- Any other status that restricts the ability of an individual to perform normal or routine daily tasks or threatens the capacity of the individual to live independently; or
- Other needs as further defined by State and area plans based on local and individual factors.

The Concho Valley Area Agency on Aging is focused on providing services to individuals 60 years of age and older and to Informal Caregivers of individuals 60 years of age and older. Staff are trained in a variety of supportive services that have been identified to assist those with the GEN and GSN.

Information Specialists complete an initial screening to better identify and prioritize caller needs. Case Managers then complete the intake and assessment process to identify services that AAA can authorize and/or to connect individuals with the best resources in the community.

Proposed services that the Concho Valley Area Agency on Aging has identified for individuals 60+:

- Care Coordination (Case Management)
- Chore Maintenance
- Health Maintenance
- Homemaker
- Income Support
- Information, Referral and Assistance
- Personal Assistance
- Public Information Services
- Residential Repair
- Transportation, Demand Response

**Core Program Area 2:** Nutrition Services – Congregate Meals and Home Delivered Meals

The Concho Valley Area Agency on Aging is responsible for identifying providers who are willing and able to not only produce a meal, per the OAAA guidelines, but can complete accurate screening and assessment processes for clientele and appropriately manage the fiscal component of the meal reimbursement process.

CVAAA utilizes the Direct Purchase of Services processes and requires entities interested in providing Senior Nutrition services to first complete a screening packet, with a proposed unit rate. During the DPS process, the CVAAA also seeks key required documentation such as: Health Inspection, Food Handling/Training Certificate, Certificate of Liability, Cybersecurity and Alzheimer's training, for example. Currently, Concho Valley has 7 contracted providers who provide both Congregate and Home Delivered meals; 1 contractor – who serves the City of San Angelo, provides Congregate. Within the City of San Angelo, Meals for the Elderly providers meals to homebound individuals. The CVAAA works closely with Meals for the Elderly to promote AAA services as needed.

The selected Nutrition contactors complete the intake, client rights and responsibilities and confidentiality forms, as well as, Nutrition Risk Assessment and Nutrition Education to get services started. When the Nutrition Providers identify an individual who could further benefit to learn more about AAA services, they will complete a referral to the AAA on their behalf.

Providers within the Concho Valley AAA service region that are contracted with AAA to provide Senior Nutrition:

City of Brady  
City of Sonora  
Coke County  
Helping Hands for the Elderly – Crockett County  
Kimble County Meals on Wheels  
Mason County  
Menard County  
City of San Angelo (Congregate only)

Concho Valley AAA staff complete Data Management services on behalf of the efforts of the Nutrition Providers; activities directly related to data entry and reporting for services not directly provided by the Area Agency on Aging. This includes reviewing the service authorizations and document verification of the monthly reporting submitted by the contracted Nutrition Providers, tracking and reporting of congregate, home delivered and transportation services. This also includes the validation of complete and accurate data in the HHS Statewide system and Concho Valley AAA staff are also responsible for appropriate fiscal and data reporting in quarterly and annual reports to the Office of Area Agencies on Aging.

### **Core Program Area 3: Evidenced Based Disease Prevention & Health Promotion Services**

The Concho Valley Area Agency on Aging provides Evidence Based Intervention as defined by the FY 26 Service Definitions: Activities related to the prevention and mitigation of the effects of chronic disease (including osteoporosis, hypertension, obesity, diabetes, and cardiovascular disease) infectious disease, vaccine-preventable disease, prevention of sexually transmitted diseases, as well as, alcohol and substance abuse reduction, chronic pain management, smoking cessation, weight loss and control, stress management, falls prevention, physical activity and improved nutrition. Activities must meet the Administration for Community Living ACL's definition for an evidence-based program.

The Concho Valley region is fortunate to have great community partners who offer a wide-variety of training and education opportunities for individuals interested in participating in evidence-based topics. Some examples include: Concho Valley Alcohol and Drug Abuse Council, Shannon Medical Center, Laura W. Bush Institute for Women's Health, YMCA, Esperanza Clinic.

Evidence Based classes tend to be an obstacle for the Concho Valley region due to the rigid structure that each class must adhere to. It is often difficult to identify contractors who are able to commit to a set number of sessions over the course of one year, and the cost for training has also limited the CVAAA, on what options we can offer. Most recently, the CVAAA has proposed to offer Texercise and Bingocize for the region. We have discussed partnering with the Senior Nutrition providers, but they too are limited on resources and find it difficult to commit to the time constraints related to each EBI program. We will continue to strategize to identify the most effective methods to offer EBI throughout the Concho Valley region.

**Core Program Area 4: Family Caregiver Support Services** – include efforts to enhance services and supports for caregivers.

The Concho Valley AAA Caregiver services run similarly to those described above in Supportive Services. The key distinguishing factor is the client we serve. For Caregiver services, the client is the informal caregiver (the individual who does not receive payment) for providing care to a loved one who is 60 years of age and older. The Caregiver is 18 years or older and can consist of a variety of relationships, such as: adult child caring for aging parent, one spouse who serves as primary caregiver, a grandchild, a family friend, or another relative relationship.

We find that Caregivers do not tend to self-identify so through the efforts of our staff in completing Caregiver Information services, we try to provide education and awareness on who is a caregiver and available resources.

Proposed services that the Concho Valley Area Agency on Aging has identified for Informal Caregivers:

- Caregiver Information
- Caregiver Support Coordination (Case Management)
- Chore Maintenance
- Health Maintenance
- Income Support
- Residential Repair
- Respite services: Voucher, In-home
- Transportation, Demand Response

#### **Core Program Area 5: Legal Assistance**

Concho Valley Area Agency on Aging Benefits Counselors provide assistance to individuals 60 years of age and older or Medicare Beneficiaries of any age, throughout the year, but sees the highest volume during Medicare Open Enrollment, October – December, of each year.

Concho Valley Benefits Counselors are able to assist with the following:

- **Legal Assistance:** Assistance provided by a Certified Benefits Counselor to an older person, or to their caregiver with economic and social needs, for the following activities:

**Advice or Counseling:** A recommendation made to an older person regarding a course of conduct, or how to proceed in a matter, given either on a brief or one-time basis, or on an ongoing basis. May be given by phone or in person.

**Document Preparation:** Personal assistance given to an older person which helps with the preparation of necessary documents relating to public entitlements, health care, long-term care, individual rights, planning and protection options, and housing and consumer needs.

Representation: Advocacy on behalf of an older person in protesting or complaining about a procedure, or seeking special considerations by appealing an administrative decision, or representation by an attorney of an older person or class of older people in either the state or federal court systems

- Legal Awareness: A service that provides for the dissemination of accurate, timely, and relevant information, eligibility criteria, requirements, and procedures to an older person about public entitlements, health and long-term care services, individual rights, planning and protection options, and housing and consumer needs. Legal Assistance can be counted if a One-on-One happens during the event.
- HICAP Assistance and Outreach (Health Insurance Counseling and Advocacy Program)

Allowable topics that can be discussed one-on-one for HICAP Assistance and Outreach include:

- Original Medicare (Parts A & B)
  - Medigap and Medicare Select
  - Medicare Advantage (MA and MA-PD)
  - Medicare Part D
  - Medicare Part D Marketing Sales Complaints & Issues
  - Part D Low Income Subsidy (LIS Extra Help)
  - Other Prescription Assistance
  - Medicaid Application Assistance
  - Medication Application Submission
  - Medicaid Recertification
  - MSP Application Assistance
  - MSP Application Submission
  - MSP Recertification
- MIPPA Assistance and Outreach (Medicare Improvements for Patients and Providers Act): A service that provides for the dissemination of accurate, timely, and relevant information, eligibility criteria, requirements, and procedures to current or prospective Medicare beneficiaries and their caregivers specifically regarding Medicare Savings Programs (MSP), Low-Income Subsidy (LIS) and Medicare Preventive Benefits.
  - Community Partner Program – completing State benefits application assistance for Food Stamps, Medicaid, TANF

- Senior Medicare Patrol – provides education and awareness to prevent, detect, and report health care fraud, errors and abuse.

### **Core Program Area 6: Ombudsman Services**

The Concho Valley Area Agency on Aging is in compliance by having one full-time dedicated staff who serves as the Managing Local Ombudsman for the region. The primary objective of the MLO is to work closely with the Texas State Long-term Care Ombudsman program to advocate for residents' rights by helping protect the quality of life and care of anyone who resides in a nursing home or assisted living facility. The MLO advocates for quality of life and care for residents residing in long-term care facilities by timely identification, investigation and resolution of complaints by, or on behalf of, facility residents throughout the 14 county region. There are 10 counties of the 14 that have long-term care facilities and each county tends to be visited monthly, if not quarterly.

In closing, for all of our core programs, the Concho Valley Area Agency on Aging works closely with community partners who work to help meet long-term needs for older individuals in the region, including during times of emergency or disaster. Some examples of these key partners include: Adult Protective Services, Legal Aid of North West Texas, Texas Health and Human Services Commission Long-term Services and Supports, Disability Connections, MHMR of the Concho Valley, Esperanza Clinic, Shannon Case Management, Social Security Administration, and a number of home health and hospice agencies.

We frequently collaborate via the Information and Referral component, if not through Case Management, Benefits Counseling, or Ombudsman services when working with community partners in trying to identify the best plan of action for a client's needs.

### **Needs Assessment Activities**

**Reference:** [45 CFR 1321.65\(b\)\(3\)](#) & [45 CFR 1321.65\(c\)](#)

The Concho Valley Area Agency on Aging utilized a variety of methods of assessment in completing this current Area Plan. Examples below:

- Aging Texas Well Strategic Plan 2024 - 2025
- Texas State Plan on Aging 2026 -2028

- FFY 2024 – 2026 Concho Valley AAA Area Plan
- Survey results from Needs Assessment conducted between Jan – March 2026
- Survey results from current clients
- Feedback from Regional Advisory Committee on Aging and CVCOG Executive Committee
- Feedback from community partner/networking meetings over the past 6 months
- Analysis of census data for the region
- Other local, regional news updates

The Concho Valley Area Agency on Aging made a concerted effort to complete Public Input meetings throughout January – March 2026, setting up for at least 2 hours, at least once during those two months, in each of our 14 counties. Some counties did request a follow up visit to a specific meeting or event and Tom Green County had several Public Input opportunities, since it's the largest county in the region. We were pleased that throughout the visits we received majority positive feedback that the services offered by the CVAAA are helpful and do help meet the needs of those in the region. The most common feedback we received is that people don't know about the services the Area Agency on Aging offers and encourage us to try to continue to reach more individuals.

Despite our efforts to complete a Public Input meeting in each county, much of the feedback received from those meetings were verbal, in-person, and primarily by the people in attendance. Staff took notes and completed a synopsis of comments received during our presentations and seeking input. We encouraged those in attendance to help promote the Needs Assessment survey to assist the CV AAA in gaining additional input from those not present at Public Input meetings, but throughout all the efforts we only received 81 surveys.

Out of the 81 surveys, the majority of responses were from Tom Green County (San Angelo) residents. About 25 surveys were from the rural counties. The top 3 requests from the total surveys include: Senior Nutrition, Income Support, Transportation services.

Services that require additional contractors to have more options to help meet demand will include: in-home (respite, personal assistance, chore maintenance), residential repair (minor home modifications), and caregiver education services.

# Goals, Objectives, Strategies, and Outcomes

Reference: [45 CFR 1321.65\(e\)](#)

The Texas State Plan on Aging identified four overarching priority themes from the needs assessment activities, which included reviewing all 28 Area Agencies on Aging in Texas' Area Plans, along with public input.



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e-plan-aging-2026-z

Priority 1: Health, Wellness, and Quality of Life

Goal 1.1: Support older adults to age in their community by accessing available resources, including Home and Community Based Services (HCBS).

Objective 1.1.1: Ensure older adults know where to access Aging Services Network supports, inclusive of HCBS.

Strategies:

- Collaborate with 2-1-1 Texas Information and Referral Network to expand the older adult and family caregiver resources listed.
- Improve awareness of and information provided by the Texas No Wrong Door system, locally, the Concho Valley Aging and Disability Resource Center.
- Develop methods to reach more older adults and family caregivers residing in rural areas to improve awareness of resources available.
- Partner with HHSC Medicaid and Children's Health Insurance Program (CHIP) Services to promote and create awareness of HCBS, including waivers.
- Educate regional community partners on Aging Services through No Wrong Door (NWD) initiatives and MIPPA media campaigns, including the promotion of the Texas Health and Human Services Aging website.

Performance Measures:

- Increase from baseline the number of outreach and public information

services provided.

- Increase from baseline the number of Information, Referral, and Assistance services.

Outcomes:

- Short-term: Older adults and family caregivers better understand resources available, with emphasis on HCBS.
- Intermediate: Regional community partners better understand the Aging Services available.
- Long-term: Improved public awareness of resources and strengthened engagement with regional community partners.

Objective 1.1.2: Foster the practice of person-centered-planning, inclusive of trauma-informed practices, and community-based care.

Strategies:

- Develop effective ways to learn the individualized outcomes wanted by those served.
- Develop better understanding of influences for target populations served.
- Support awareness that those served are equal partners in the development and assessment of their care.

Outcomes:

- Short-term: Older adults and family caregivers receive services through person-centered approaches.
- Intermediate: Regional community partners are aware of person-centered approaches and local resources.
- Long-term: Older adults and family caregivers feel more empowered and supported to contact local and state resources for help to make important care and life decisions.

Objective 1.1.3: Promote community engagement and social activity through

choice and flexibility.

Strategies:

- Increase implementation of evidence-based programs that incorporate social connection.
- Develop strategies to increase the sharing of methods to be socially engaged with older adults.
- Promote resources to access volunteer and employment opportunities for interested older adults.
- Promote distribution of Age Well Live Well "be connected" resources to older adults and family caregivers through the Aging Network.

Outcomes:

- Short-term: Older adults and family caregivers, and community partners, become more aware of OAA resources, especially opportunities for social connection.
- Intermediate: State and community partners better understand the importance of social engagement on the health and wellbeing of older adults.
- Long-term: Improved access of social connection for aging population.

Objective 1.1.4: Protect older adults from abuse, neglect, and exploitation through services designed to prevent, detect, assess, intervene, and investigate elder abuse, neglect, and financial exploitation.

Strategies:

- Increase awareness of professionals, older adults, and their caregivers on recognizing and reporting suspected abuse, neglect, and exploitation, as well as services available to assist older adult experiencing abuse, neglect, or exploitation.
- Increase collaboration between Aging Services, including the

State Long-Term Care Ombudsman (SLTCO) Program, and legal assistance programs, law enforcement, health care professionals, and other essential partners across the state.

- Through training and partner collaboration, increase awareness of services available to assist older adults at risk of abuse, neglect, or exploitation.
- Ensure that representatives of the SLTCO Program abide by rules, policies, and procedures regarding responding to suspected abuse, neglect, and exploitation of a resident of a long-term care facility.

Outcomes:

- Short-term: Older adults and family caregivers are more aware of available protections and supports in relation to abuse, neglect, and exploitation.
- Intermediate: Regional community partners understand their role in preventing abuse, neglect, and exploitation, increase their awareness of available support, and their responsibility to report.
- Long-term: Increased awareness statewide in relation to risks and signs of abuse, neglect, and exploitation of older adults.

Priority 2 – Caregiver Support

Goal 2.1: Increase awareness about caregiving and the support available.

Objective 2.1.1: Outreach to family caregivers is improved.

Strategies:

- Maintain a Senior Sourcebook to support family caregivers and educate Aging Services partners on caregiver resources and services available, including respite care and legal services.
- Promote the Texas Health and Human Services Commission “Strengthen the Care You Give” website to increase awareness of caregiving supports.
- Promote the AARP Family Caregiving website as a resource.

Outcomes:

- Short-term: Increase the number of caregivers who self-identify.
- Intermediate: Increase awareness of caregiver resources and services,

including respite care, among caregivers and providers.

- Long-term: Increase support experienced by family caregivers.

### Priority 3 – Aging Services Network Partnership

Goal 3.1: Improve communication and collaboration among Texas state agencies, AAAs, providers, and community-based organizations.

Objective 3.1.1: Increase and strengthen partnership with local and state system partners.

#### Strategies:

- Provide training to NWD primary access points for internal awareness of the services provided through each entity.

#### Outcomes:

- Short-term: Increased awareness demonstrated by primary access points of NWD system.
- Intermediate: Value-added to Aging Texas Well Strategic Plan update.
- Long-term: Strengthen partnership building capacity to better serve older adults and family caregivers.

Objective 3.1.2: Increase awareness and access of the Texas NWD system.

#### Strategies:

- Collaborate with 2-1-1 Texas Information and Referral Network and other referral entities to enhance access to accurate, up-to-date, and relevant service information.
- Provide ongoing training and technical assistance to primary access points to promote successful awareness and use of the NWD system.
- Develop consistent messaging regarding NWD system.

#### Outcomes:

- Short-term: Older adults and family caregivers are aware of the Texas NWD system.

- Intermediate: NWD primary access points are better informed and connected to partnering agencies.

- Long-term: Older adults and family caregivers are more informed and better supported by the NWD system and its primary access points.

Objective 3.1.4: Expand Aging Services regional emergency preparedness.

Strategies:

- Include emergency preparedness resources specific to older adults and family caregivers in service delivery and public information activities.

- Develop an Emergency Preparedness Handbook for Texas AAAs.

- Ensure opportunity for inclusion of Title VI recipients in emergency preparedness effort.

- Coordinate information sessions and training on pre- and post-disaster preparedness with state emergency management partners to further encourage local planning among AAAs.

Outcomes:

- Short-term: Older adults and family caregivers increase their awareness of concrete strategies to prepare for disasters.

- Intermediate: Collaboration is strengthened between Aging Services Network and emergency management partners.

- Long-term: Older adults and family caregivers are better supported pre- and post-disaster.

Priority 4 – Aging Services Core Structure

Goal 4.1: Strengthen Aging Services Network infrastructure.

Objective 4.1.1: Enhance communication and innovate practices to improve operations and quality of care and services.

Strategies:

- Collaborate to improve efficiency in established and new processes.

- Improve processes for monitoring and reporting of performance measures.
- Participate in workforce discussions amongst AAAs and other partners to share strategies and lessons learned.
- Measure AAA staff turnover rate for positions identified to be of the highest need.

Outcomes:

- Short-term: More efficient and effective system processes established.
- Intermediate: Increased stakeholder satisfaction.
- Long-term: Improved organizational performance and service delivery.

Objective 4.1.2: Strengthen Legal Assistance Developer (LAD) activities. In Texas, this role serves as an advocate and liaison for legal services provided across the Aging Services Network system.

Strategies:

- Collaborate with Texas Legal Services Center (TLSC) to receive technical assistance.
- Receive training for Benefits Counselors to complete functions and duties of legal assistance and legal awareness activities to enhance service delivery to those served.

Outcomes:

- Short-term: LAD role and functions are defined at the state level.
- Intermediate: State-level coordination of legal assistance and training is established for the system.
- Long-term: Increase older adult and family caregiver awareness of self-directed fiscal management services and legal assistance, as well as, education to manage finances and determine personal life decisions, especially for those at risk of guardianship, conservatorship, or other fiduciary proceedings.

## **Long Range Planning**

**Reference: [OAA of 1965, as amended through P.L. 116-131 \(3/25/2020\)](#)  
*Page 63***

The Concho Valley Area Agency on Aging is prepared to provide services over the next five to ten years, especially in outreach, coordination, and community partnerships. The objectives reflect a proactive approach to increase awareness of services, strengthen caregiver support, expand access to nutrition and transportation programs, and promote in-home and community-based care. However, we acknowledge that rural areas may continue to face challenges particularly with transportation and access to in person services not being as readily available as they may like.

Programs can also improve by making the most of limited funding. Seeking grants, new funding sources, and community support can increase capacity. Focusing on prevention, education, and early support can reduce long-term costs and the need for more intensive services. The AAA will actively participate in local coalitions, advisory boards, and community groups to strengthen relationships and stay connected with regional efforts.

To support capacity building and long-range planning for the State Unit on Aging some practical recommendations include collaboration across HHSC local offices, transportation, caregiver support and education, and nutrition programs for older adults.

- Formalize Partnerships
- Develop agreements with local HHSC offices to clearly define referral processes and shared goals in the Aging Services Network.
- Strengthen Referral Systems
- Create a streamlined, shared referral process (aligned with “no wrong door”) so partners can easily connect clients to services without duplication or delays.
- Hold Regular Cross-Agency Meetings
- Schedule consistent meetings or workgroups with key partners to share

updates, identify service gaps, and coordinate solutions across sectors.

- Cross-Train Staff - Provide joint training opportunities so staff understand each partner's services, eligibility requirements, and referral procedures—especially across HHSC programs.
- Improve Information Sharing
- Develop shared resource guides, directories, or simple data-sharing practices (as allowed) to keep partners informed and improve coordination.
- Use Data for Planning
- Share and review data across partners to better understand trends, target high-need populations, and improve service delivery.

These steps can help build stronger, more coordinated partnerships, improve efficiency, and expand the overall capacity to serve older adults in the region.

The Concho Valley AAA will focus on efforts to sustain the program service over the long term by ensuring the organization is actively working to strengthen staff capacity, build and maintain partnerships, and improve programs to meet changing community needs. Activities can include recruiting, training and retaining qualified staff, securing stable and diverse funding sources, expanding collaboration with community partners, using data to guide decisions and improve services, and ensuring strong decision-making and planning. The goal is to ensure the AAA can continue delivering quality services and respond to future needs in a consistent and reliable manner.



Meals on Wheels  
America - April 2026

In completing analysis of projections for the 14 county regions from 2020 -2040, for individuals between the ages of 60 to 85 years of age, as taken from the Texas Demographic Center website, the county with the most growth will be Tom Green. In 2026, the current estimated population of individuals in Tom Green County between those ages is 27,102; it is estimated that this same age range in 2060 will have grown to 37,504 individuals. The majority of the smaller, outer lying rural

counties are anticipated to have significant reductions in population for this age range, between 2026 – 2060.

## **Appendix A – Emergency Preparedness**

**Reference:** [45 CFR 1321.103](#)



The Concho Valley Area Agency on Aging works closely with the Concho Valley Council of Governments Administrative team in planning and preparing for emergency/disaster situations. Primary events for our region that recur annually include ice/cold weather events, risk of wildfires and most recently, a flash flooding event.

In anticipation of these types of events, the Concho Valley Area Agency on Aging takes the following steps as coordination efforts:

- Ensure staff are aware of possible anticipated events, when aware.
- Train and prepare throughout the year for emergency/disaster response.
- Ensure staff are equipped to work from home or off-site, if/when needed.
- If services may be impacted due to a foreseeable event, make contact with clients who may be affected, make contact with contracted providers to ensure that clients are made aware of how services may be impacted.
- Work closely with contractors regarding their emergency preparedness plan and ensure they are taking appropriate steps to follow through with their action steps.
- Ensure contracted Nutrition Providers have made appropriate arrangements for Nutrition needs of their clientele.
- Notify OAAA of any anticipated interruption to services, providing timeframes, planning efforts and ways the region may be impacted.
- CVCOG and AAA work closely with local emergency managements partners, including: 211 Texas, CVCOG Public Safety program, Texas Department of Emergency Management, local and regional emergency officials, Concho Valley Community Organization Active in Disaster (CV COAD).

## **Appendix B – Public Comment Activities**

**Reference:** [45 CFR 1321.65\(b\)\(4\)](#) and [45 CFR 1321.29](#)

Describe activities conducted in development of the plan that demonstrate compliance with the minimum time period (at least 30 calendar days) for public review and comment of the AAA's draft AP. Include information that demonstrates compliance with input, review, and approval by the AAA's Aging Advisory Council. Provide description or images of activities (e.g., flyers, posts, or announcements sharing the public comment period.)

Agenda from 4/22/26 – Advisory Committee meeting

Social media post on CVCOG website and email d-lists will be sent out by 4/24/26 – announcing open for public comment

Discussion at May Executive Committee mtg

Finalized Area Plan will be submitted to OAAA by 5/29/26

## **Attachment 1: 2027-2029 Projected Distribution of Serviced by County**

Separate Excel spreadsheet attachment (template provided) is to be completed based on projected distribution of service by assigned counties for the area plan cycle (2027-2029). Spreadsheet is required with the 2027-2029 Area Plan submission.

Purpose of Spreadsheet: Demonstrate projected distribution of services. ACL regulatory requirements include that an AP must identify how services will be distributed within the PSA to address populations identified as greatest economic and social need.

Implementation of Spreadsheet: The initial submission of the spreadsheet accompanies the AP and is based on projections at the time of AP submission. Subsequent to the 2027-2029 AP approval, updated spreadsheet versions of the projections made are to be submitted annually with the working budget.



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Valley AAA - Attachn

## **Attachment 2: Verification of Intent & Assurances**

**Reference:** [OAA of 1965, as amended through P.L. 116-131 \(3/25/2020\)](#)

Separate attachment (template provided) requires signature by one authorized representative of AAA.

By an authorized official signing the Verification of Intent and Assurances, the AAA is assuring the written activities included in the plan will be completed during the effective period with amendment submission as required.

Certification of such assurances include the following:

- Input through a 30-calendar day public comment period.
- Input from the AAA advisory council.
- Composition requirements of advisory council are met.
- Approval from the AAA's governing board.
- Active policies and procedures are in place to identify both organizational and individual conflicts of interest.
- Direct Service Waiver will be submitted as required.
- Annual budget process will include submission of number of individuals served, type and number of units provided, and corresponding expenditures.

# **2027 – 2029 Area Plan**

## **Verification of Intent & Assurances**

### Concho Valley Area Agency on Aging

The Area Agency on Aging (AAA) hereby submits its Fiscal Year 2027 – 2029 Area Plan to the Texas Health and Human Services Commission (HHSC). If approved, the plan is effective for the period of October 1, 2026, through September 30, 2029, and provides authority for the AAA to develop and administer the Area Plan in accordance with all requirements of the Older Americans Act, to the extent compliance is consistent with Executive Order GA-55, issued by Governor Greg Abbott on January 31, 2025, and federal executive orders, and HHSC.

By an authorized official signing this document, the AAA is assuring the written activities included in the plan will be completed during the effective period with amendment submission as required. Certification of such assurances include the following:

- ☒ The attached document reflects the following:
  - Input through a 30-calendar day public comment period;
  - Input from the AAA Advisory Council; and
  - Approval from the AAA’s governing board.
  
- ☒ The AAA has active policies and procedures to identify both organizational and individual conflicts of interest.
  
- ☒ The composition of the AAA’s advisory council meets required standards defined in [45 CFR 1321.63\(b\)](#)
  
- ☒ The AAA will submit a Direct Service Waiver to HHSC as required to request approval to directly provide services.
  
- ☒ The AAA will submit budgetary requirements to HHSC through the required annual budget process to include:
  - The number of individuals served, type and number of units provided, and corresponding expenditures proposed with allocated funds under OAA and related public sources.
  - The minimum proportion of funds to be expended within the areas of Access to Services; In-Home Supportive Services; and Legal Assistance.
  
- ☒ Sec. 306, Area Plans – Reference: [OAA of 1965, as amended through P.L. 116-131 \(3/25/2020\)](#)

## **2027 – 2029 Area Plan**

### **Verification of Intent & Assurances**

Section 306. (a) Each area agency on aging designated under section 305(a)(2)(A) shall, in order to be approved by the State agency, prepare and develop an area plan for a planning and service area for a two-, three-, or four-year period determined by the State agency, with such annual adjustments as may be necessary. Each such plan shall be based upon a uniform format for area plans within the State prepared in accordance with section 307(a)(1). Each such plan shall—

(1) provide, through a comprehensive and coordinated system, for supportive services, nutrition services, and, where appropriate, for the establishment, maintenance, modernization, or construction of multipurpose senior centers (including a plan to use the skills and services of older individuals in paid and unpaid work, including multigenerational and older individual to older individual work), within the planning and service area covered by the plan, including determining the extent of need for supportive services, nutrition services, and multipurpose senior centers in such area (taking into consideration, among other things, the number of older individuals with low incomes residing in such area, the number of older individuals who have greatest economic need (with particular attention to low-income older individuals, including low-income minority older individuals, older individuals with limited English proficiency, and older individuals residing in rural areas) residing in such area, the number of older individuals who have greatest social need (with particular attention to low-income older individuals, including low-income minority older individuals, older individuals with limited English proficiency, and older individuals residing in rural areas) residing in such area, the number of older individuals at risk for institutional placement residing in such area, and the number of older individuals who are Indians residing in such area, and the efforts of voluntary organizations in the community), evaluating the effectiveness of the use of resources in meeting such need, and entering into agreements with providers of supportive services, nutrition services, or multipurpose senior centers in such area, for the provision of such services or centers to meet such need;

(2) provide assurances that an adequate proportion, as required under section 307(a)(2), of the amount allotted for part B to the planning and service area will be expended for the delivery of each of the following categories of services—

- (A) services associated with access to services (transportation, health services (including mental and behavioral health services), outreach, information and assistance (which may include information and assistance to consumers on availability of services under part B and how to receive benefits under and participate in publicly supported programs for which the consumer may be eligible) and case management services);
- (B) in-home services, including supportive services for families of older individuals with Alzheimer's disease and related disorders with neurological and organic brain dysfunction; and
- (C) legal assistance;

## **2027 – 2029 Area Plan**

### **Verification of Intent & Assurances**

and assurances that the area agency on aging will report annually to the State agency in detail the amount of funds expended for each such category during the fiscal year most recently concluded;

(3)

(A) designate, where feasible, a focal point for comprehensive service delivery in each community, giving special consideration to designating multipurpose senior

centers (including multipurpose senior centers operated by organizations referred to in paragraph (6)(C)) as such focal point; and

(B) specify, in grants, contracts, and agreements implementing the plan, the identity of each focal point so designated;

(4)

(A)(i)(I) provide assurances that the area agency on aging will—

(aa) set specific objectives, consistent with State policy, for providing services to older individuals with greatest economic need, older individuals with

greatest social need, and older individuals at risk for institutional placement;

(bb) include specific objectives for providing services to low-income minority older individuals, older individuals with limited English proficiency, and older individuals residing in rural areas; and

(II) include proposed methods to achieve the objectives described in items (aa) and (bb) of sub-clause (I);

(ii) provide assurances that the area agency on aging will include in each agreement made with a provider of any service under this title, a requirement that such provider will—

(I) specify how the provider intends to satisfy the service needs of low-income minority individuals, older individuals with limited English proficiency, and older individuals residing in rural areas in the area served by the provider;

(II) to the maximum extent feasible, provide services to low-income minority individuals, older individuals with limited English proficiency, and older individuals residing in rural areas in accordance with their need for such services; and

(III) meet specific objectives established by the area agency on aging, for providing services to low-income minority individuals, older individuals with limited English proficiency, and older individuals residing in rural areas within the planning and service area; and

(iii) with respect to the fiscal year preceding the fiscal year for which such plan is prepared —

(I) identify the number of low-income minority older individuals in the planning and service area;

(II) describe the methods used to satisfy the service needs of such minority older individuals; and

(III) provide information on the extent to which the area agency on aging met the objectives described in clause (i).

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### **Verification of Intent & Assurances**

(B) provide assurances that the area agency on aging will use outreach efforts that will—

(i) identify individuals eligible for assistance under this Act, with special emphasis on—

(I) older individuals residing in rural areas;

(II) older individuals with greatest economic need (with particular attention to low-income minority individuals and older individuals residing in rural areas);

(III) older individuals with greatest social need (with particular attention to low-income minority individuals and older individuals residing in rural areas);

(IV) older individuals with severe disabilities;

(V) older individuals with limited English proficiency;

(VI) older individuals with Alzheimer’s disease and related disorders with neurological and organic brain dysfunction (and the caretakers of such individuals); and

(VII) older individuals at risk for institutional placement, specifically including survivors of the Holocaust; and

(ii) inform the older individuals referred to in sub-clauses (I) through (VII) of clause (i), and the caretakers of such individuals, of the availability of such assistance; and

(C) contain an assurance that the area agency on aging will ensure that each activity undertaken by the agency, including planning, advocacy, and systems development, will include a focus on the needs of low-income minority older individuals and older individuals residing in rural areas.

(5) provide assurances that the area agency on aging will coordinate planning, identification, assessment of needs, and provision of services for older individuals with disabilities, with particular attention to individuals with severe disabilities, and individuals at risk for institutional placement, with agencies that develop or provide services for individuals with disabilities;

(6) provide that the area agency on aging will—

(A) take into account in connection with matters of general policy arising in the development and administration of the area plan, the views of recipients of services under such plan;

(B) serve as the advocate and focal point for older individuals within the community by (in cooperation with agencies, organizations, and individuals participating in activities under the plan) monitoring, evaluating, and commenting upon all policies, programs, hearings, levies, and community actions which will affect older individuals;

(C)(i) where possible, enter into arrangements with organizations providing day care services for children, assistance to older individuals caring for relatives who are children, and respite for families, so as to provide opportunities for older

## **2027 – 2029 Area Plan**

### **Verification of Intent & Assurances**

individuals to aid or assist on a voluntary basis in the delivery of such services to children, adults, and families;

(ii) if possible regarding the provision of services under this title, enter into arrangements and coordinate with organizations that have a proven record of providing services to older individuals, that—

(I) were officially designated as community action agencies or community action programs under section 210 of the Economic Opportunity Act of 1964 (42 U.S.C. 2790) for fiscal year 1981, and did not lose the designation as a result of failure to comply with such Act; or

(II) came into existence during fiscal year 1982 as direct successors in interest to such community action agencies or community action programs;

and that meet the requirements under section 676B of the Community Services Block Grant Act; and

(iii) make use of trained volunteers in providing direct services delivered to older individuals and individuals with disabilities needing such services and, if possible, work in coordination with organizations that have experience in providing training, placement, and stipends for volunteers or participants (such as organizations carrying out Federal service programs administered by the Corporation for National and Community Service), in community service settings;

(D) establish an advisory council consisting of older individuals (including minority individuals and older individuals residing in rural areas) who are participants or who are eligible to participate in programs assisted under this Act, family caregivers of such individuals, representatives of older individuals, service providers, representatives of the business community, local elected officials, providers of veterans' health care (if appropriate), and the general public, to advise continuously the area agency on aging on all matters relating to the development of the area plan, the administration of the plan and operations conducted under the plan;

(E) establish effective and efficient procedures for coordination of—

(i) entities conducting programs that receive assistance under this Act within the planning and service area served by the agency; and

(ii) entities conducting other Federal programs for older individuals at the local level, with particular emphasis on entities conducting programs described in section 203(b), within the area;

(F) in coordination with the State agency and with the State agency responsible for mental and behavioral health services, increase public awareness of mental health disorders, remove barriers to diagnosis and treatment, and coordinate mental and behavioral health services (including mental health screenings) provided with funds expended by the area agency on aging with mental and behavioral health services provided by community health centers and by other public agencies and nonprofit private organizations;

(G) if there is a significant population of older individuals who are Indians in the planning and service area of the area agency on aging, the area agency on aging

## **2027 – 2029 Area Plan**

### **Verification of Intent & Assurances**

shall conduct outreach activities to identify such individuals in such area and shall inform such individuals of the availability of assistance under this Act;  
(H) in coordination with the State agency and with the State agency responsible for elder abuse prevention services, increase public awareness of elder abuse, neglect, and exploitation, and remove barriers to education, prevention, investigation, and treatment of elder abuse, neglect, and exploitation, as appropriate; and

(I) to the extent feasible, coordinate with the State agency to disseminate information about the State assistive technology entity and access to assistive technology options for serving older individuals;

(7) provide that the area agency on aging shall, consistent with this section, facilitate the areawide development and implementation of a comprehensive, coordinated system for providing long-term care in home and community-based settings, in a manner responsive to the needs and preferences of older individuals and their family caregivers, by—

(A) collaborating, coordinating activities, and consulting with other local public and private agencies and organizations responsible for administering programs, benefits, and services related to providing long-term care;

(B) conducting analyses and making recommendations with respect to strategies for modifying the local system of long-term care to better—

(i) respond to the needs and preferences of older individuals and family caregivers;

(ii) facilitate the provision, by service providers, of long-term care in home and community-based settings; and

(iii) target services to older individuals at risk for institutional placement, to permit such individuals to remain in home and community-based settings;

(C) implementing, through the agency or service providers, evidence-based programs to assist older individuals and their family caregivers in learning about and making behavioral changes intended to reduce the risk of injury, disease, and disability among older individuals; and

(D) providing for the availability and distribution (through public education campaigns, Aging and Disability Resource Centers, the area agency on aging itself, and other appropriate means) of information relating to—

(i) the need to plan in advance for long-term care; and

(ii) the full range of available public and private long-term care (including integrated long-term care) programs, options, service providers, and resources;

(8) provide that case management services provided under this title through the area agency on aging will—

(A) not duplicate case management services provided through other Federal and State programs;

(B) be coordinated with services described in subparagraph (A); and

(C) be provided by a public agency or a nonprofit private agency that—

## **2027 – 2029 Area Plan**

### **Verification of Intent & Assurances**

- (i) gives each older individual seeking services under this title a list of agencies that provide similar services within the jurisdiction of the area agency on aging;
- (ii) gives each individual described in clause (i) a statement specifying that the individual has a right to make an independent choice of service providers and documents receipt by such individual of such statement;
- (iii) has case managers acting as agents for the individuals receiving the services and not as promoters for the agency providing such services; or
- (iv) is located in a rural area and obtains a waiver of the requirements described in clauses (i) through (iii);

- (9) (A) provide assurances that the area agency on aging, in carrying out the State Long-Term Care Ombudsman program under section 307(a)(9), will expend not less than the total amount of funds appropriated under this Act and expended by the agency in fiscal year 2019 in carrying out such a program under this title;
- (B) funds made available to the area agency on aging pursuant to section 712 shall be used to supplement and not supplant other Federal, State, and local funds expended to support activities described in section 712;

- (10) provide a grievance procedure for older individuals who are dissatisfied with or denied services under this title;

- (11) provide information and assurances concerning services to older individuals who are Native Americans (referred to in this paragraph as "older Native Americans"), including—

- (A) information concerning whether there is a significant population of older Native Americans in the planning and service area and if so, an assurance that the area agency on aging will pursue activities, including outreach, to increase access of those older Native Americans to programs and benefits provided under this title;
- (B) an assurance that the area agency on aging will, to the maximum extent practicable, coordinate the services the agency provides under this title with services provided under title VI; and
- (C) an assurance that the area agency on aging will make services under the area plan available, to the same extent as such services are available to older individuals within the planning and service area, to older Native Americans;

- (12) provide that the area agency on aging will establish procedures for coordination of services with entities conducting other Federal or federally assisted programs for older individuals at the local level, with particular emphasis on entities conducting programs described in section 203(b) within the planning and service area.

- (13) provide assurances that the area agency on aging will—

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### **Verification of Intent & Assurances**

- (A) maintain the integrity and public purpose of services provided, and service providers, under this title in all contractual and commercial relationships;
  - (B) disclose to the Assistant Secretary and the State agency—
    - (i) the identity of each nongovernmental entity with which such agency has a contract or commercial relationship relating to providing any service to older individuals; and
    - (ii) the nature of such contract or such relationship;
  - (C) demonstrate that a loss or diminution in the quantity or quality of the services provided, or to be provided, under this title by such agency has not resulted and will not result from such contract or such relationship;
  - (D) demonstrate that the quantity or quality of the services to be provided under this title by such agency will be enhanced as a result of such contract or such relationship; and
  - (E) on the request of the Assistant Secretary or the State, for the purpose of monitoring compliance with this Act (including conducting an audit), disclose all sources and expenditures of funds such agency receives or expends to provide services to older individuals;
- (14) provide assurances that preference in receiving services under this title will not be given by the area agency on aging to particular older individuals as a result of a contract or commercial relationship that is not carried out to implement this title;
- (15) provide assurances that funds received under this title will be used—
- (A) to provide benefits and services to older individuals, giving priority to older individuals identified in paragraph (4)(A)(i); and
  - (B) in compliance with the assurances specified in paragraph (13) and the limitations specified in section 212;
- (16) provide, to the extent feasible, for the furnishing of services under this Act, consistent with self-directed care;
- (17) include information detailing how the area agency on aging will coordinate activities, and develop long-range emergency preparedness plans, with local and State emergency response agencies, relief organizations, local and State governments, and any other institutions that have responsibility for disaster relief service delivery;
- (18) provide assurances that the area agency on aging will collect data to determine—
- (A) the services that are needed by older individuals whose needs were the focus of all centers funded under title IV in fiscal year 2019; and
  - (B) the effectiveness of the programs, policies, and services provided by such area agency on aging in assisting such individuals; and

## **2027 – 2029 Area Plan**

### **Verification of Intent & Assurances**

(19) provide assurances that the area agency on aging will use outreach efforts that will identify individuals eligible for assistance under this Act, with special emphasis on those individuals whose needs were the focus of all centers funded under title IV in fiscal year 2019.

(b)(1) An area agency on aging may include in the area plan an assessment of how prepared the area agency on aging and service providers in the planning and service area are for any anticipated change in the number of older individuals during the 10-year period following the fiscal year for which the plan is submitted.

(2) Such assessment may include—

(A) the projected change in the number of older individuals in the planning and service area;

(B) an analysis of how such change may affect such individuals, including individuals with low incomes, individuals with greatest economic need, minority older individuals, older individuals residing in rural areas, and older individuals with limited English proficiency;

(C) an analysis of how the programs, policies, and services provided by such area agency can be improved, and how resource levels can be adjusted to meet the needs of the changing population of older individuals in the planning and service area; and

(D) an analysis of how the change in the number of individuals aged 85 and older in the planning and service area is expected to affect the need for supportive services.

(3) An area agency on aging, in cooperation with government officials, State agencies, tribal organizations, or local entities, may make recommendations to government officials in the planning and service area and the State, on actions determined by the area agency to build the capacity in the planning and service area to meet the needs of older individuals for—

A. health and human services;

B. land use;

C. housing;

D. transportation;

E. public safety;

F. workforce and economic development;

G. recreation;

H. education;

I. civic engagement;

J. emergency preparedness;

K. protection from elder abuse, neglect, and exploitation;

L. assistive technology devices and services; and

M. any other service as determined by such agency.

(c) Each State, in approving area agency on aging plans under this section, shall waive the requirement described in paragraph (2) of subsection (a) for any category of services described in such paragraph if the area agency on aging

## **2027 – 2029 Area Plan**

### **Verification of Intent & Assurances**

demonstrates to the State agency that services being furnished for such category in the area are sufficient to meet the need for such services in such area and had conducted a timely public hearing upon request.

(d)(1) Subject to regulations prescribed by the Assistant Secretary, an area agency on aging designated under section 305(a)(2)(A) or, in areas of a State where no such agency has been designated, the State agency, may enter into agreement with agencies administering programs under the Rehabilitation Act of 1973, and titles XIX and XX of the Social Security Act for the purpose of developing and implementing plans for meeting the common need for transportation services of individuals receiving benefits under such Acts and older individuals participating in programs authorized by this title.

(2) In accordance with an agreement entered into under paragraph (1), funds appropriated under this title may be used to purchase transportation services for older individuals and may be pooled with funds made available for the provision of transportation services under the Rehabilitation Act of 1973, and titles XIX and XX of the Social Security Act.

(e) An area agency on aging may not require any provider of legal assistance under this title to reveal any information that is protected by the attorney-client privilege. (f)(1) If the head of a State agency finds that an area agency on aging has failed to comply with Federal or State laws, including the area plan requirements of this section, regulations, or policies, the State may withhold a portion of the funds to the area agency on aging available under this title.

(2) (A) The head of a State agency shall not make a final determination withholding funds under paragraph (1) without first affording the area agency on aging due process in accordance with procedures established by the State agency.

(B) At a minimum, such procedures shall include procedures for—

- (i) providing notice of an action to withhold funds;
- (ii) providing documentation of the need for such action; and
- (iii) at the request of the area agency on aging, conducting a public hearing concerning the action.

(3) (A) If a State agency withholds the funds, the State agency may use the funds withheld to directly administer programs under this title in the planning and service area served by the area agency on aging for a period not to exceed 180 days, except as provided in subparagraph (B).

(B) If the State agency determines that the area agency on aging has not taken corrective action, or if the State agency does not approve the corrective action, during the 180-day period described in subparagraph (A), the State agency may extend the period for not more than 90 days.

(g) Nothing in this Act shall restrict an area agency on aging from providing services not provided or authorized by this Act, including through—

- (1) contracts with health care payers;
- (2) consumer private pay programs; or

## **2027 – 2029 Area Plan Verification of Intent & Assurances**

(3) other arrangements with entities or individuals that increase the availability of home and community-based services and supports.

By signing this document, the authorized official commits the Area Agency on Aging (AAA) to perform all listed assurances and activities as stipulated in the Older Americans Act, as amended in 2020, to the extent compliance is consistent with Executive Order GA-55, issued by Governor Greg Abbott on January 31, 2025, and federal executive orders. Compliance with all applicable state and federal laws, regulations, policies, and contract requirements relating to activities carried out under the Area Plan will be adhered.

**CONCHO VALLEY COUNCIL OF GOVERNMENTS EXECUTIVE COMMITTEE** *Board Chair*

**Name: Judge Frank Tambunga**

**Signature:** \_\_\_\_\_

**Date:** Click or tap to enter a date.

# Memo

**To:** Executive Committee

**From:** Toni Roberts, Director of Access and Assistance

**Date:** 05/13/2026

**Re:** CONSIDER AND TAKE APPROPRIATE ACTION – ITEM 14

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## ITEM 14

Toni Roberts, Director of Access and Assistance, is seeking consideration and approval concerning the Area Agency on Aging Area Plan for FY 27-29.

*Approved at the Executive Committee Meeting on May 13, 2026.*

# Memo

**To:** Executive Committee

**From:** Erin Hernandez, Executive Director

**Date:** 05/13/2026

**Re:** CONSIDER AND TAKE APPROPRIATE ACTION – ITEM 15

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## ITEM 15

Erin Hernandez, Executive Director, is seeking consideration and approval concerning the approval of Amendment No. 1 to the Lease Agreement with San Angelo ISD for the Day and San Jacinto Early Childhood Center sites, to establish rent and include utilities in the Total Rent (Annual) for the San Jacinto site, and to define maintenance responsibilities.

*Approved at the Executive Committee Meeting on May 13, 2026.*

# Memo

**To:** Executive Committee

**From:** Jaylon Seales, Procurement Manager

**Date:** 05/13/2026

**Re:** CONSIDER AND TAKE APPROPRIATE ACTION – ITEM 16

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## ITEM 16

Jaylon Seales, Procurement Manager, is seeking consideration and approval concerning the selection of T. Steele Construction, Inc. as the highest-ranked proposer and authorization to negotiate and execute a contract with T. Steele Construction, Inc for telecommunications tower replacement services for McCulloch County, with expenditures from SERI funds in an amount not to exceed \$209,459.80, and any remaining costs to be borne by McCulloch County and the City of Brady.

*Approved at the Executive Committee Meeting on May 13, 2026.*

# Memo

**To:** Executive Committee

**From:** Jaylon Seales, Procurement Manager

**Date:** 05/13/2026

**Re:** CONSIDER AND TAKE APPROPRIATE ACTION – ITEM 17

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## ITEM 17

Jaylon Seales, Procurement Manager, is seeking consideration and approval concerning the selection of Waterway Engineering, PLLC as the highest-ranked firm under the RFQ process for SB 3 FEWS project planning/administration and authorization to negotiate and execute a contract with Waterway Engineering, PLLC to provide related services.

*Approved at the Executive Committee Meeting on May 13, 2026.*