



EXECUTIVE COMMITTEE MEETING

Wednesday, September 9, 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/84760919511>

*Meeting ID: **847 6091 9511** *Passcode: **525366**

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. Review of the CVCOG Monthly Financials for July 2026 (Balance Sheet, Schedule of Revenue by Source, and Cash Flow) – Michael Meek, Director of Finance
 - b. CVCOG Head Start Report for September 2026 – Carolina Raymond, Director of Head Start
 - c. CVCOG Report – Erin Hernandez, Executive Director
5. Consider and take appropriate action concerning the replacement of Judge Sheree Hardin, Mason County, with Judge Shannon Worrell.
6. Consent Agenda
 - a. Consider and take appropriate action concerning the minutes from the August 12, 2026 Meeting.
 - b. Consider and take appropriate action concerning the Staff Travel Report July 2026.

REGULAR AGENDA

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

10. Consider and take appropriate action concerning the Budget Comparison Report for Head Start Grant H11 FY 26-27, YTD June 1, 2026 through July 31, 2026.
11. Consider and take appropriate action concerning the Head Start Credit Card/Open Account Summary for July 2026.
12. Consider and take appropriate action concerning the Head Start Policies and Procedures: a. Safety Practices – 1302.47.
13. Consider and take appropriate action concerning the new members elected to the Head Start Policy Council.
14. Consider and take appropriate action concerning Revision 1 on the Concho Valley AAA Area Plan.
15. Consider and take appropriate action concerning the adoption of the new IRS mileage rate for 2026.
16. Consider and take appropriate action concerning the Concho Valley Council of Governments revised Travel Policy.
17. Consider and take appropriate action concerning the Concho Valley Council of Governments revised Property and Asset Control Policy.
18. Consider and take appropriate action concerning the Concho Valley Council of Governments Grievance Policy.
19. Consider and take appropriate action concerning the appointment of a committee to conduct a Performance Evaluation of the CVCOG Executive Director.
20. Consider and take appropriate action concerning the FY 26-27 General Assembly.
21. Consider and take appropriate action concerning the appointment of a nominating committee for the General Assembly and Executive Officers for FY 26-27.
22. CLOSED SESSION – Discussion on personnel and department restructuring plans.
23. Consideration of any other business.
24. Adjournment

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

Posted in accordance with the Texas Government Code, Title V, Chapter 551, Section .053 this, 2nd day of September 2026.



Erin Hernandez, Executive Director

CVCOG
Balance Sheet
As of 7/31/2026

	Current Period	
	Balance	
Assets		
First Financial General Bank Acct	717,557.79	1112000
Grant Receivable, CJ VAWA	2,907.20	1203000
State Contract, HSGD	1,458.35	1204000
Grant Receivable, 2-1-1	38,580.34	1205000
Grant Receivable, 9-1-1	576,084.08	1211000
Grant Receivable, AAA	209,453.03	1212000
State Contract, CJ Planning	3,541.80	1214000
Grant Receivable, Juvenile Justice Services	2,403.89	1217000
Grant Receivable, Foster Grandparent	11,553.04	1219000
Grant Receivable, Senior Companion	14,496.62	1220000
Grant Receivable, ADRC	31,338.85	1221000
Texas Veterans Commission FVA	27,417.02	1223000
SEARF TX Space Commission	11,522.85	1223500
State Contract, CEDAF	229.94	1224000
Grant Receivable, Homeland Security SHSP	55,034.06	1232000
Grant Receivable, CACFP Head Start	14,320.47	1243000
Grant Receivable, Head Start HHS	323,988.53	1249000
Economic Development District	38,841.75	1290000
Texas Regional Broadband Planning Receivable	11,523.05	1303000
CV Transit District AR	355,045.38	1329000
Accounts Receivable-General	640.42	1391000
Staff Travel Advance	240.00	1392000
Prepaid Life Insurance	274.18	1595000
Prepaid Vision Insurance	8.92	1596000
Prepaid AFLAC	92.28	1598000
First Financial 911 Investment	198,607.22	1614000
CVCOG Investment Account	664,974.38	1618000
Leasehold Improvements	195,268.47	1730000
Facility Improvements	132,950.69	1732000
Other Assets - Project Equipment	836,611.36	1811000
Total Assets	4,476,965.96	
Liabilities		
AP	610,593.51	2111000
AP Clearing	8,717.50	2112000
AP First Financial Credit Card	2,683.68	2114000
AP US Bank Credit Card	70,540.66	2117000
Payroll Payable - Administration	315,214.84	2151000
Federal Withholding Tax	22,346.18	2311000
Medicare Payable	11,048.75	2321000
SUTA Payable	619.62	2323000
Employee Wellness Benefits Payable	40,144.22	2412000
Health Savings Account	1,301.49	2413000
Health Insurance Payable	5,790.50	2414000
Dental Insurance Payable	221.82	2415000
Employer Pension Plan Payable	122,926.27	2422000
Employee Contr to Pension Plan	78,225.86	2423000
Deferred Income Plan Withheld	3,314.00	2431000
Workers Comp Ins Payable	22,696.05	2432000
State Comptroller Unclaimed	213.20	2434000
Child Support Payable	1,660.00	2442000
Other Payroll Garnishments	256.48	2444000
Accrued Vacation Leave	190,715.53	2521000
Inter-Fund Payable CVTD	556,706.85	2600000
Unearned Revenue General Fund	55,100.29	2911000
Unearned Revenue- 911 Program	85,857.33	2917000
Unearned Revenue-VISTA	2,500.00	2918000

CVCOG
Balance Sheet
As of 7/31/2026

	Current Period	
	Balance	
Unearned Revenue-Head Start	18,338.92	2919000
Unearned Revenue- Area on Aging	29,810.94	2924000
Unearned Revenue - Senior Companion	114.00	2925000
Unearned Revenue - Regional Law Academy Tuition	9,051.00	2926000
Unearned Revenue- RSVP	166.17	2929000
Unearned Revenue- Foster Grandparent	49.57	2930000
Unearned Revenue- Homeland Security	17.93	2934000
Unearned Revenue-Solid Waste	70,561.01	2938000
Due to/from other funds	303,998.07	2999000
Total Liabilities	2,641,502.24	
Fund Balance		
General Unrestricted Fund Balance	668,641.76	3000000
Long Term Debt - Annual Leave	(190,715.53)	3105000
Long Term Debt - Inter-Fund CVTD	(556,706.85)	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
Total Fund Balance	1,719,267.24	
Excess Revenue	116,196.48	
Total Liabilites and Fund Balance	4,476,965.96	

Schedule of Revenue by Source

October 1, 2025 - July 31, 2026

CVCOG	State													
Grant No	Grant Name	Federal	Federal	State	Program Income	Local Revenue	In-kind	Membership	Svc Centers & Pass-Thru CVEDD & CVTD	Fringe Benefit & Indirect	Total Revenue	Total Expenditures	Excess Revenue over Expenditures	Notes
033	TDHCA Housing	-	-	-	-	-	-	-	-	-	-	-	-	
043	CVEDD Pass-Thru Revolving Loan	-	-	-	-	-	-	-	2,999.65	-	2,999.65	2,999.65	-	
052	Economic Development District	-	-	-	-	-	-	-	43,612.08	-	43,612.08	43,612.08	-	
592	Texas Regional Broadband Program	-	-	11,523.05	-	-	-	-	-	-	11,523.05	16,978.49	(5,455.44)	
679	Aging in Texas Conference Sponsors	-	-	-	-	7,500.00	-	-	-	-	7,500.00	5,621.62	1,878.38	
802	ADRC Hygiene Closet	-	-	-	-	5,037.62	-	-	-	-	5,037.62	5,037.62	-	
831	SEARF TX Space Commission 25-0204-G	-	-	392,966.14	-	-	-	-	-	-	392,966.14	390,579.18	2,386.96	billed quarterly
Multi	CVTD AR Expenses	-	-	-	-	-	-	-	3,712,828.11	-	3,712,828.11	3,712,828.11	-	
A05	Area Agency on Aging FY 25-26	-	859,593.00	107,160.00	-	672.31	419,517.06	24,856.86	-	-	1,411,799.23	1,400,532.07	11,267.16	excess local funds, will be used throughout the year
C10	CJ Academy FY 25-27	-	-	27,008.26	40,104.87	40,800.00	-	50,898.75	-	-	158,811.88	114,257.67	44,554.21	excess local funds, will be used throughout the year
C11	CJ Academy Supplemental	-	-	19,710.00	-	-	-	-	-	-	19,710.00	19,710.00	-	
C12	CJD Planning FY 25-26	-	-	36,334.36	-	-	-	-	-	-	36,334.36	27,318.31	9,016.05	contract billing
D05	ADRC FY 25-26	-	86,696.93	90,173.79	-	-	-	-	-	-	176,870.72	176,870.70	0.02	rounding
F09	FGP Federal FY 25-26	287,741.33	-	-	-	5.23	29,916.07	-	-	-	317,662.63	317,662.63	-	
F10	FGP State FY 25-26	-	-	5,316.48	-	-	-	-	-	-	5,316.48	5,316.48	-	
F11	FGP Federal FY 26-27	11,553.04	-	-	-	-	-	-	-	-	11,553.04	11,553.04	(0.00)	
G08	RSVP Federal FY 25-26	60,011.68	-	-	-	9.50	-	-	-	-	60,021.18	60,021.18	-	
G09	RSVP State FY 25-26	-	-	48,542.48	-	-	-	-	-	-	48,542.48	48,542.48	-	
H09	HHS Grant H09, Head Start FY 25-26	4,894,488.36	-	-	-	15,699.90	1,421,990.25	-	-	-	6,332,178.51	6,344,707.82	(12,529.31)	
H10	CACFP FY 25-26	-	421,062.80	-	-	-	-	-	-	-	421,062.80	398,762.65	22,300.15	billing based on meal count, not expenses
H11	HHS Grant H11, Head Start FY 26-27	1,142,283.47	-	-	-	-	-	-	-	-	1,142,283.47	1,142,283.47	-	
I08	CVEDD Pass-Thru TXDOT Rural	-	-	-	-	-	-	-	460,000.00	-	460,000.00	460,000.00	-	
I09	CVEDD Pass-Thru TXDOT Urban	-	-	-	-	-	-	-	152,662.00	-	152,662.00	152,662.00	-	
J05	Juvenile Justice Services FY 25-26	-	17,623.19	-	-	-	-	-	-	-	17,623.19	17,623.19	-	
Q04	CEDAF FY 25-26	-	-	-	-	-	-	-	-	-	-	1,090.90	(1,090.90)	will be billed in Aug 2026
S10	SCP Federal FY 25-26	150,977.40	-	-	-	4.27	61,005.50	-	-	-	211,987.17	211,987.17	-	
S11	SCP State FY 25-26	-	-	6,791.48	-	-	-	-	-	-	6,791.48	6,791.48	-	
S12	SCP Federal FY 26-27	14,496.62	-	-	-	-	-	-	-	-	14,496.62	14,523.68	(27.06)	
T04	211 Information & Referral FY 24-25	-	-	-	-	-	-	-	-	-	-	-	-	
T05	211 Information & Referral FY 25-26	-	88,080.26	84,118.06	-	50.94	-	-	-	-	172,249.26	172,249.26	-	
TV1	Texas Veterans Commission FVA 25-26	-	-	129,618.91	-	-	-	-	-	-	129,618.91	116,535.01	13,083.90	trips owed to CVTD
V05	Violence Against Women FY 25-26	-	10,759.58	-	-	-	-	10,601.25	-	-	21,360.83	14,912.68	6,448.15	excess local funds, will be used throughout the year
W04	TCEQ Solid Waste FY 25-27, 1st Yr	-	-	39,801.16	-	-	-	-	-	-	39,801.16	39,801.16	-	
X12	CV Communications Upgrade	-	-	222,636.00	-	-	-	-	-	-	222,636.00	222,636.00	-	
X13	HSGP FY 25-26	-	55,034.06	-	-	-	-	-	-	-	55,034.06	73,743.29	(18,709.23)	will be billed in August 2026
X14	HSGD FY 25-26	-	-	14,026.35	-	-	-	-	-	-	14,026.35	5,401.90	8,624.45	contract billing
Z02	Next Generation 911 Fund, ARP	-	-	85,571.92	-	-	-	-	-	-	85,571.92	85,571.92	-	
Z05	911 CSEC FY 25, 2nd Yr Biennium	-	-	1,191,001.34	-	(60.85)	-	-	-	-	1,190,940.49	1,190,940.49	-	
Z06	911 CSEC FY 26, 1st Yr Biennium	-	-	765,139.03	-	9,598.19	-	-	-	-	774,737.22	774,737.22	-	
K03	Head Start Site Maintenance	-	-	-	-	-	-	-	-	12,257.56	12,257.56	12,257.56	-	
L05	Facility	-	-	-	-	-	-	-	-	358,001.24	358,001.24	358,001.24	-	rounding
092	Procurement Services	-	-	-	-	-	-	-	-	155,846.32	155,846.32	155,846.32	-	
093	Human Resources Services	-	-	-	-	-	-	-	-	253,709.34	253,709.34	253,709.36	(0.02)	rounding
094	Information Technology Services	-	-	-	-	-	-	-	-	272,699.77	272,699.77	272,699.73	0.04	rounding
095	Engagement Committee	-	-	-	-	250.00	-	5,641.03	-	-	5,891.03	5,891.03	-	
097	Non Project Expenses	-	-	-	-	18,724.25	-	-	-	-	18,724.25	13,190.27	5,533.98	local funds, will fluctuate throughout the year
098	Vacation Accrual	-	-	-	-	-	-	-	-	306,695.19	306,695.19	299,946.37	6,748.82	allocation, will fluctuate throughout the year
099	Indirect	-	-	-	-	-	-	-	-	893,750.94	893,750.94	871,584.77	22,166.17	allocation, will fluctuate throughout the year
		6,561,551.90	1,538,849.82	3,277,438.81	40,104.87	98,291.36	1,932,428.88	91,997.89	4,372,101.84	2,252,960.36	20,165,725.73	20,049,529.25	116,196.48	
		57.67%	13.52%	28.81%										

Total Government Grants Spent	11,377,840.53	General	34,448.99	30%
Total Program	40,104.87	Dedicated	81,747.49	70%
Total Local	190,289.25		<u>116,196.48</u>	
Total In-Kind	1,932,428.88			
Total Pass-Thru	4,372,101.84			
Total Cost Allocation	2,252,960.36			

CVCOG
Statement of Revenues and Expenditures
10/1/2025 through 7/31/2026

	Current Period	
	Actual	
Revenue		
CNCS Senior Companion CFDA 94.016	165,474.02	4164000
CNCS Foster Grandparent CFDA 94.011	299,294.37	4165000
CNCS RSVP CFDA 94.002	60,011.68	4167000
HHS-ACF Head Start CFDA 93.600	6,036,771.83	4173000
AAA - Title IIIB CFDA 93.044	177,284.00	4201000
AAA - Title IIIC1 CFDA 93.045	192,098.00	4205000
Off Gov-CJ Juvenile Justice Service CFDA 16.523	17,623.19	4206000
AAA - Title IIIC-2 CFDA 93.045	134,940.00	4207000
AAA - Title IIIE CFDA 93.052	45,972.00	4215000
AAA - Title VII EAP CFDA 93.041	1,781.00	4216000
AAA - Title VII OM CFDA 93.042	16,669.00	4218000
AAA - NSIP CFDA 93.053	48,137.00	4219000
CACFP Nutrition CFDA 10.558	421,062.80	4221000
Off Gov-Violence Against Women Act CFDA 16.588	10,759.58	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	72,536.43	4231000
211 FD RIDER 28 HB1	13,013.78	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
211 Child Care CFDA 93.575	2,530.05	4258000
ACL Texas Disaster Assistance	75,000.00	4260100
ADRC HCBS Disaster Revenue	60,590.70	4260200
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	9,437.43	4279000
Off Gov-Homeland Security SHSP CFDA 97.067	55,034.06	4294000
AAA-MIPPA Priority Area 2 CY CFDA 93.071	28,550.00	4296000
AAA-MIPPA Priority Area 1 CY CFDA 93.071	5,873.00	4296100
ADRC Housing Navigator Jan to Aug CFDA 93.791	5,562.17	4298000
AAA State General	65,130.00	4301000
TCEQ Solid Waste State	39,801.16	4302000
AAA - State Title III E Match	6,177.00	4306000
Off Gov - CJ Academy State	27,008.26	4307000
CJ Academy Supplemental	19,710.00	4307100
AAA - State OMB GR	10,868.00	4308000
AAA - State OMB Rider 96	4,000.00	4308100
TxHHS-RSVP State	48,542.48	4309000
Off Gov - HSGD Contract State	14,026.35	4311000
TxHHS - 211 State Funds	71,282.59	4312000
211 SGR RIDER 28	12,835.47	4312100
AAA - SGR HDM Rate Increase	1,646.00	4313000
Grant Z02, NG911 Project SB8	85,571.92	4314000
Off Gov, CJ Planning Services	36,334.36	4315000
CSEC 911 ER Communications State	1,956,140.37	4316000
AAA Housing Bond	19,339.00	4319000
ADRC State General Revenue	61,583.16	4325000
Grant X07, OOG CV Communications Upgrade 4467201	222,636.00	4327000
ADRC State Promoting Independence	12,995.28	4331000
ADRC State Respite	15,595.35	4332000
Texas Regional Broadband Program	11,523.05	4333000
TXHHS-FGP State	5,316.48	4335000
TXHHS-SCP State	6,791.48	4336000
SEARF TX Space Commission	392,966.14	4368000
Texas Veterans Commission Fund for Veterans Assistance	129,618.91	4391000
IK Contributions	1,517,754.54	4411000
Senior Center Program Income-Tracking Only	91,275.82	4416000
Senior Center Local Revenue-Tracking Only	323,398.52	4417000
CVCOG Membership Dues	5,641.03	4511000
Area Agency on Aging Membership Dues	24,856.86	4512000
CJ Membership Dues	61,500.00	4513000
Program Income	40,104.87	4522000
Local Revenue	72,085.63	4523000
Interest Income General	(2,606.25)	4731000
Interest on 911 Trust Acct	22,048.34	4732000
Credit Card Cash Rewards Redemption	6,763.64	4737000
Economic Development District Pass-Thru	659,273.73	4760000
Concho Valley Transit District Pass-Thru	3,712,828.11	4761000
Prior Year Cost Pool Contribution	208,674.09	4762000
Vacation Accrual Allocation	306,695.19	4911000
Indirect Cost Allocations	685,076.85	4912000
Information Technology Services	272,699.77	4913000
Human Resources Allocation	253,709.34	4914000
Procurement Dept Allocation	155,846.32	4915000
Property Management Allocation	358,001.24	4916000
Head Start Maintenance Allocation	12,257.56	4917000
Total Revenue	20,165,725.73	

CVCOG
Statement of Revenues and Expenditures
10/1/2025 through 7/31/2026

	Current Period	
	Actual	
Expenditures		
General Wages	5,808,741.50	5110000
General Overtime Hours	3,081.09	5118000
Holiday Work Time	142.38	5119000
Vacation Time Allocation	306,695.18	5150000
Medicare Tax	103,895.06	5151000
Workers Comp Insurance	210,909.06	5172000
SUTA	41,729.74	5173000
Health Insurance Benefit	1,495,793.31	5174000
Dental Insurance Benefit	59,381.43	5175000
Life Insurance Benefit	49,513.39	5176000
HSA Insurance Benefit	10,922.31	5177000
Retirement	812,100.84	5181000
Indirect Allocation	685,076.84	5199000
Employee Health and Welfare	1,751.44	5200000
Stipend - FGP Volunteers	141,873.00	5201000
Stipend - SCP Volunteers	68,979.00	5202000
Uniforms	5,645.19	5203000
Recognition	86,767.80	5205000
HR Service Center	253,709.34	5206000
Procurement Service Center	155,846.32	5207000
Information Technology Service Center	272,699.77	5208000
Driver Wages	1,431,529.07	5210000
Dispatch/Customer Service Wages	49,239.60	5217000
Driver Overtime Hours	84,521.52	5218000
Dispatch/Customer Service Overtime Wages	5,267.12	5219000
Driver Holiday Hours Worked	192.84	5222000
Audit & Legal	49,390.98	5231000
Counseling Services	8,650.00	5251000
Contract Services	1,538,715.09	5291000
HS Health & Disab Svc	546.18	5293000
HS Nutrition Service	296,123.53	5295000
HS Parent Service	8,058.56	5296000
AAA Congregate Meals	255,261.13	5301000
AAA Home Delivered Meals	469,883.90	5302000
Head Start T & T A	47,628.12	5308000
Travel-In Region	25,656.45	5309000
Travel-Out of Region	54,011.45	5310000
Conference Fees	957.14	5311000
Meals	10,707.96	5312000
Travel-Volunteer	44,068.60	5313000
Fuel	5,879.22	5351000
Lubricant	4,778.22	5352000
Vehicle Maintenance	9,238.11	5361000
Tires	344.23	5363000
Non-Vehicle Maintenance	1,653.64	5366000
HS Site Rent	11,300.00	5413000
Utilities	33,703.96	5431000
HS Site Center Utilities	64,472.78	5433000
Link Road Building Maintenance	30,462.45	5448000
Facility Allocation	358,001.24	5451000
HS Site Center Bldg Maint	152,852.01	5453000
Supplies	179,275.67	5510000
HS Class Room Supplies	356,815.40	5512000
HS Food Serv Sup	51,001.28	5513000
HS Medical Supplies	4,733.33	5514000
HS Disability Supplies	713.55	5515000
Supplies - Bus/Service Vehicles	2,586.20	5516000
HS Diapers and Wipes	13,577.09	5518000
Parts Supply	11,264.88	5520000
Project Equipment	544.63	5621000
Internal Computer/Software	136,533.10	5622000
County Project Equipment	749,843.49	5627000
Tools	1,964.15	5629000
Copier	25,629.09	5632000
Copier Lease	17,836.89	5633000
Copier Paper	2,549.54	5634000
Insurance	151,079.62	5711000
Cell Phones	2,371.36	5713000
Printing	4,439.32	5721000
Ads & Promotions	7,695.00	5722000
Training	15,313.25	5751000
Dues and fees	70,954.65	5753000
Vehicle Registration	717.60	5754000
HS Site Center Communications	15,316.67	5760000
Communications	17,019.66	5761000
Postage/freight	8,357.42	5762000
911 PSAP Services	27,544.72	5766000
911 Equipment Maintenance	21,221.90	5767000
911 PSAP Training	7,297.26	5768000

CVCOG
Statement of Revenues and Expenditures
10/1/2025 through 7/31/2026

	Current Period	
	Actual	
911 ANCIL Maintenance	262,873.32	5770000
911 PUB ED	2,945.00	5771000
911 PSAP Room Prep	2,750.00	5773000
911 Network Reliability	5,016.00	5774000
911 Network	68,493.20	5775000
911 PSAP Network	169,748.60	5777000
911 Geographic Information Systems	40,992.70	5780000
911 Core Functions	346,420.43	5781000
Other	312.26	5791000
Coffee Expense	2,523.94	5792000
Physicals	360.00	5793000
General Assembly Costs	4,829.78	5794000
Safety	19,952.81	5796000
Recruiting	4,053.39	5797000
Multi-Modal Supplies	833.75	5810000
Multi-Modal Building Insurance	13,180.97	5811000
Multi-Modal Internet	9,589.74	5814000
Multi-Modal Utilities	7,151.99	5831000
Multi-Modal Building Maintenance	912.24	5851000
Multi-Modal Communications	4,551.83	5861000
Shop Christoval Rd Supplies	16.09	5870000
Shop Christoval Rd Utilities	2,554.20	5876000
Link Road Amortization	29,166.66	5901000
InKind Travel	95,764.29	6310000
InKind Other	1,421,990.25	6791000
Total Expenditures	20,049,529.25	
 Excess Revenue over Expenditures	 116,196.48	

Concho Valley Council of Governments Cash Flow

First Financial CVCOG General Fund (000's)				First Financial 9-1-1 Trust Account (000's)				First Financial General Investment Savings				CVCOG	First Financial CVTD (000's)			First Financial CVTD-ICB (000's)			First Financial Square Credit Card			First Financial CVEDD (000's)			Total	
Beginning Balance: \$ 1,316,400				\$ 568,212				\$ 344,308					\$ 551,126			\$ 37,605			13,107			\$ 615,952				
FY 25-26	Inflows	Outflows	Balance	Inflows	Interest	Outflows	Balance	Inflows	Interest	Outflows	Balance	Balance	Inflows	Outflows	Balance	Inflows	Outflows	Balance	Inflows	Outflows	Balance	Inflows	Outflows	Balance	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)	335,736	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)	38,341	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	1,603,391	(1,351,896)	1,048,568	-	690	(82,753)	231,642	1,266	1,694	-	657,837	1,938,047	443,246	(450,761)	1,062,682	2,218	(773)	40,065	2,188	-	27,236	12,475	(99,707)	234,326	3,302,356	
May	1,521,050	(1,848,581)	721,037	119,070	793	-	351,505	-	1,757	-	659,594	1,732,136	1,039,552	(542,073)	1,560,161	1,859	(1,789)	40,135	564	-	27,800	76,388	(196,916)	113,799	3,474,030	
June	1,571,950	(1,673,063)	619,924	-	809	(74,909)	277,405	1,775	1,702	-	663,070	1,560,399	373,624	(721,039)	1,212,746	1,031	(1,731)	39,435	1,310	-	29,110	182,649	(48,975)	247,473	3,089,163	
July	2,252,157	(1,586,182)	1,285,898	-	672	(79,470)	198,607	-	1,904	-	664,974	2,149,480	612,769	(527,281)	1,298,234	2,647	(612)	41,470	636	-	29,745	48,661	(4,493)	291,641	3,810,570	
August			1,285,898				198,607				664,974	2,149,480			1,298,234			41,470			29,745			291,641	3,810,570	
September			1,285,898				198,607				664,974	2,149,480			1,298,234			41,470			29,745			291,641	3,810,570	
				Interest Rate at 3.427800% as of 10/01/2025 Interest Rate at 3.23500% as of 11/03/2025 Interest Rate at 3.292300% as of 12/01/2025 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 Interest Rate at 3.144400% as of 04/01/2026 Interest Rate at 3.144200% as of 05/01/2026 Interest Rate at 3.134400% as of 06/01/2026 Interest Rate at 3.176000% as of 07/01/2026				Interest Rate at 3.427800% as of 10/01/2025 Interest Rate at 3.23500% as of 11/03/2025 Interest Rate at 3.292300% as of 12/01/2025 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 Interest Rate at 3.144400% as of 04/01/2026 Interest Rate at 3.144200% as of 05/01/2026 Interest Rate at 3.134400% as of 06/01/2026 Interest Rate at 3.176000% as of 07/01/2026				Account opened to segregate Flix Funds \$21,997.39 belongs to CVTD														

First Financial CVCOG General Fund (000's)				First Financial 9-1-1 Trust Account (000's)				First Financial General Investment Savings				CVCOG	First Financial CVTD (000's)			First Financial CVTD-ICB (000's)			First Financial Square Credit Card			First Financial CVEDD (000's)			Total	
Beginning Balance: \$ 1,013,689				\$ 118,626				\$ 314,720					\$ 642,184			\$ 33,245			1,204			\$ 536,605				
FY 24-25	Inflows	Outflows	Balance	Inflows	Interest	Outflows	Balance	Inflows	Interest	Outflows	Balance	Balance	Inflows	Outflows	Balance	Inflows	Outflows	Balance	Inflows	Outflows	Balance	Inflows	Outflows	Balance	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	
				Interest Rate at 4.177300% as of 10/01/2024 Interest Rate at 3.934300% as of 11/01/2024 Interest Rate at 3.855400% as of 12/02/2024 Interest Rate at 3.744300% as of 01/02/2025 Interest Rate at 3.670800% 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 3.665000% 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 3.695300% as of 08/01/2025 Interest Rate at 3.602500% as of 09/02/2025				Interest Rate at 4.177300% as of 10/01/2024 Interest Rate at 3.934300% as of 11/01/2024 Interest Rate at 3.855400% as of 12/02/2024 Interest Rate at 3.744300% as of 01/02/2025 Interest Rate at 3.670800% 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 3.665000% 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 3.695300% as of 08/01/2025 Interest Rate at 3.602500% as of 09/02/2025				Account opened to segregate Flix Funds \$21,997.39 belongs to CVTD														

In compliance with PFA 2256.023 and CVCOG Investment Policy section XI

Signed by:



C7562D7C0336473
CVCOG Executive Director/Investment Officer

Signed by:



BD2D3BEAC1F8497
CVCOG Director of Finance

8/7/2026

Date

8/6/2026

Date



September 2026

Director's Report



July Head Start / Early Head Start not in Session



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	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

Stacy Walker - Education & Disability Manager/ Data
Specialist

Ofelia Barron - ERSEA & Facility Manager

Mary Husted - Compliance & Nutrition Specialist

Madelyn Herrera - Family & Community, Parent Engagement
Manager

Melissa Miranda - Health & Mental Health Manager

Maida Rojas - Classroom Specialist

Program News:

- School is back in session!
- Sites are working to complete their required 45-day screenings.
- Head Start Registration was hosted on September 2nd at Concho Valley Transit, for those families that had not yet registered their child for this school year!
- Head Start Clothing Drive will be on November 13th! We will start taking donations on October 1st- October 30th!

Memo

To: Executive Committee

From: Erin Hernandez, Executive Director

Date: 09/09/2026

Re: CONSIDER AND TAKE APPROPRIATE ACTION – ITEM 5

ITEM 5

Erin Hernandez, Executive Director, is seeking consideration and approval concerning the replacement of Judge Sheree Hardin, Mason County, with Judge Shannon Worrell.

Approved at the Executive Committee Meeting on September 9, 2026.



EXECUTIVE COMMITTEE MEETING MINUTES

Wednesday, August 12, 2026

The Executive Committee of the Concho Valley Council of Governments met on Wednesday, August 12, 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
Brandon Corbin, Menard County Judge
Belinda Counts, Sterling County Judge
David Dillard, Concho County Judge
Sheree Hardin, Mason County Judge
Jody Harris, Sutton County Judge
Jim O'Bryan, Reagan County Judge
Hal Rose, Kimble County Judge via Zoom
Souli Shanklin, Edwards County Judge
Hal Spain, Coke County Judge

Members absent were:

Lane Carter, Tom Green County Judge
Bill Dendle, San Angelo ISD Board Member
Tom Thompson, San Angelo Mayor

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
Kathy Keene, Regional Director for Representative August Pfluger
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 Frank Tambunga gave the invocation and led the Pledge of Allegiance.

There was no public comment.

INFORMATION ITEMS & REPORTS

- a. Lynda Frakes, Information Technology Manager, announced that Angelo State University is hosting its first Concho Valley Regional Cyber Resilience Forum, scheduled for September 23 at the LeGrand Alumni Center. The free event, hosted in partnership with TAC, TML, and Angelo State University, will focus on cybersecurity preparedness and resilience. Attendees will participate in a CISA-based tabletop exercise, discuss incident response planning, technology vendor and contract management, and explore the risks and opportunities of generative AI, including potential information security concerns. A tour of the Regional

Security Operations Center (RSOC) will also be available. Leadership and technology staff or other personnel responsible for cybersecurity are encouraged to attend, and registration is required.

- b. Michael Meek, Director of Finance, gave the report of the CVCOG Monthly Financials for June 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 August 2026.
- d. Erin Hernandez, Executive Director, provided an update on current COG activities. Ms. Hernandez reported that the agency is managing fiscal year closeout, the new fiscal year, departmental restructures, and staffing changes, including the hiring of a new HR/Payroll employee and receptionist. She noted that her increased involvement across departments is necessary at this time and is helping strengthen the organization. She also provided an update on data center discussions in Knickerbocker, noting that CVCOG is working with state officials and partners while Tom Green County continues its own efforts. Progress and communication remain positive. CVCOG continues supporting its counties, projects, and programs while preparing required state reports, including the Governor's Report and budget materials, due the following week.

APPROVAL of the Consent Agenda

- a. Judge Charlie Bradley made a motion to approve the Meeting Minutes from July 8, 2026. Judge David Dillard 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 June 2026. Judge David Dillard 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 June 2026. Judge Hal Spain 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 June 30, 2026 for approval. Judge Jim O'Bryan made a motion to approve the Budget Comparison Report as presented. Judge Sheree Hardin 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 June 30, 2026 for approval. Judge Jim O'Bryan made a motion to approve the Budget Comparison Report as presented. Judge Sheree Hardin seconded the motion. No questions or discussion. The motion passed unanimously.

APPROVAL of the Budget Comparison for Head Start Nutrition Grant H11

Carolina Raymond, Director of Head Start, presented the Budget Comparison Report for Head Start Nutrition Grant H1 FY 26-27, YTD June 1, 2026 through June 30, 2026 for approval. Judge Jim O'Bryan made a motion to approve the Budget Comparison Report as presented. Judge Sheree Hardin 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 June 2026 for approval. Judge Souli Shanklin made a motion to approve the summary of transactions as presented. Judge Hal Spain seconded the motion. No questions or discussion. The motion passed unanimously.

APPROVAL of the Head Start Policies and Procedures: Health 1302.43 and 1302.45

Carolina Raymond, Director of Head Start, presented the Head Start Policies and Procedures: Health 1302.43 and 1302.45 for approval. Judge Hal Spain made a motion to approve the policy and procedures as presented. Judge Souli Shanklin seconded the motion. No questions or discussion. The motion passed unanimously.

APPROVAL of the request to submit a Head Start In-Kind Wavier for FY 25-26

Carolina Raymond, Director of Head Start, presented the request to submit a Head Start In-Kind Wavier for FY 25-26 for approval. Judge Molly Criner made a motion to approve the request as presented. Judge Souli Shanklin seconded the motion. No questions or discussion. The motion passed unanimously.

APPROVAL of the request for one-time supplemental funds for playground upgrades in an amount up to \$650,000

Carolina Raymond, Director of Head Start, presented the request for one-time supplemental funds for playground upgrades in an amount up to \$650,000 for approval. Judge Souli Shanklin made a motion to approve the request as presented. Judge Charlie Bradley seconded the motion. No questions or discussion. The motion passed unanimously.

APPROVAL of the request to amend the existing contract with Western States Communications for on-site maintenance and support of the 9-1-1 network and equipment for an additional one-year term

Mason Wheeler, Director of Public Safety, request to amend the existing contract with Western States Communications for on-site maintenance and support of the 9-1-1 network and equipment for an additional one-year term for approval. Judge Souli Shanklin made a motion to approve the request as presented. Judge Molly Criner seconded the motion. No questions or discussion. The motion passed unanimously.

APPROVAL of the Solid Waste projects for FY 27 submitted for the second biennium based on the recommendation of the Solid Waste Advisory Committee

Lisa Riner, Regional Services Manager, presented the Solid Waste projects for FY 27 submitted for the second biennium based on the recommendation of the Solid Waste Advisory Committee for approval. Judge Molly Criner made a motion to approve the recommendation as presented. Judge Charlie Bradley seconded the motion. No questions or discussion. The motion passed unanimously.

APPROVAL of the approval to accept the 5310 Grant from TxDOT in the amount of \$634,422 for FY 26-27

Lisa Riner, Regional Services Manager, presented the approval to accept the 5310 Grant from TxDOT in the amount of \$634,422 for FY 26-27 for approval. Judge Hal Spain made a motion to approve the grant as presented. Judge Hal Rose seconded the motion. No questions or discussion. The motion passed unanimously.

CONSIDERATION OF ANY OTHER BUSINESS

Judge Sheree Hardin announced that she plans to resign from her position to prioritize her health and will ask the Commissioner's Court to appoint Shannon Worrell to complete her unexpired term. She expressed confidence in a positive transition, gratitude for everyone's support, and appreciation for her time serving.

ADJOURNMENT

There being no further business to discuss, Judge Frank Tambunga adjourned the meeting at 2:33 p.m.

Duly adopted at a meeting of the Executive Committee of the Concho Valley Council of Governments on this 9th day of September 2026.

Judge Frank Tambunga, Chairman

Judge Molly Criner, Vice-Chairman

Concho Valley Council of Governments
Travel Report
For the month of July 2026

Employee Name	Program	Nature of Travel	Destination	Dates	Estimated Travel Cost	Travel Advances
Jerami Warren (JW)	CVT	FTA 2026 TAM Roundtable	Denver, CO	07/13/26-07/16/26	2,283.56	322.00
Ryan Herrera (RH)	CVT	2026 Transit State of Good Repair Conference	Dallas, TX	07/21/26-07/24/26	1,125.75	280.00
Audrey Aguirre (AUA)	CVT	2026 Transit State of Good Repair Conference	Dallas, TX	07/21/26-07/24/26	845.75	280.00
Randy Schneider (JRSCH)	CVT	2026 Transit State of Good Repair Conference	Dallas, TX	07/21/26-07/24/26	845.75	280.00
					\$5,100.81	\$1,162.00

CVCOG
Check/Voucher Register
From 7/1/2026 Through 7/31/2026

Docum... Number	Document Date	Name	Transaction Description	Document Amount
25773	7/7/2026	4IMPRINT, INC	Head Start purchase of outreach items - pens, totes, lip bal	5,727.03
25775	7/7/2026	AFLAC	J5711 Employees Premium 06/01/26-06/30/26	10,475.56
25782	7/7/2026	CTWP	HS copier lease and usage 05/20/26 to 06/19/26 17/60	2,064.85
25783	7/7/2026	CVCOG TRANSIT DISTRICT	May 2026 TVC Transportation for billing period 05/01/26-05/31/26	12,003.30
	7/7/2026	CVCOG TRANSIT DISTRICT	May 2026 Urban Trips for billing period 05/01/26-05/31/26	27,904.00
	7/7/2026	CVCOG TRANSIT DISTRICT	May 2026 Rural Trips for billing period 05/01/26-05/31/26	16,243.00
	7/7/2026	CVCOG TRANSIT DISTRICT	Urban Trips for billing period 04/01/26-04/30/26	75,236.00
	7/7/2026	CVCOG TRANSIT DISTRICT	Rural Trips for billing period 04/01/26-04/30/26	24,494.00
25792	7/7/2026	KAPLAN EARLY LEARNING COMPANY	Purchase of imaginative play toys, furniture, and storage fo	9,762.47
	7/7/2026	KAPLAN EARLY LEARNING COMPANY	Purchase of imaginative play toys, furniture, and storage fo	9,150.60
	7/7/2026	KAPLAN EARLY LEARNING COMPANY	Purchase of imaginative play toys, furniture, and storage fo	9,150.60
	7/7/2026	KAPLAN EARLY LEARNING COMPANY	Purchase of imaginative play toys, furniture, and storage fo	6,121.86
	7/7/2026	KAPLAN EARLY LEARNING COMPANY	Purchase of sensory toys, imaginative play toys, books, and	25,082.45
25794	7/7/2026	NATIONWIDE RETIREMENT SOLUTIONS	NACO & Roth 457B payroll 6/30/2026	3,334.00
25797	7/7/2026	Roderick Mays dba Ready Maids Cleaning Services LLC	5430 Link - June 2026 Janitorial Srvcs	12,862.50
25799	7/7/2026	SNIDER TECHNOLOGY SERVICES, LLC	M365 Business Premium, Standard and Basic Licenses and 1 M36	2,136.17
25800	7/7/2026	Sysco West Texas	Day EHS purchase of nutrition items for children and kitchen	2,310.58
25808	7/7/2026	WESTERN STATES COMMUNICATIONS, INC.	9-1-1 Equipment maintenance and configuration of the Edwards	3,300.00
25811	7/15/2026	CITY OF BRADY	HDM Meals Brady 06-26	3,559.35
25813	7/15/2026	CITY OF SAN ANGELO AGING PROGRAM	Congregate Meals COSA 06-26	3,873.40
25814	7/15/2026	CITY OF SONORA	Congregate Meals SONORA 06-26	2,378.75
25815	7/15/2026	CITY OF SONORA	HDM SONORA 06-26	4,170.70
25816	7/15/2026	COKE COUNTY	HDM Meals Coke 06-26	2,209.32
25820	7/15/2026	TEXAS DEPARTMENT OF INFORMATION RESOURCES	911 Cstmr Code PA30000TSD ESINet AVPN Managed Circuits and M	45,364.16
25823	7/15/2026	KIMBLE COUNTY MEALS on WHEELS	Congregate Meals KMOW 06-26	2,218.85
	7/15/2026	KIMBLE COUNTY MEALS on WHEELS	HDM Meals KMOW 06-26	2,209.32
25826	7/15/2026	Mason County - Nutrition Program	Congregate Meals MASON 06-26	4,541.40
	7/15/2026	Mason County - Nutrition Program	HDM MASON 06-26	5,995.00
25827	7/15/2026	MENARD COUNTY	HDM Meals Menard 06-26	3,914.82
25834	7/15/2026	TML INTERGOVERNMENTAL RISK POOL	July 2026 CVCOG Quarterly Insurance	44,817.50
	7/15/2026	TML INTERGOVERNMENTAL RISK POOL	06012026 Auto liability, errors & omissions, general liabili	15,276.57
25838	7/15/2026	WESTERN STATES COMMUNICATIONS, INC.	Crockett County PSAP Room Prep	2,750.00
25840	7/20/2026	David Power Talk INC	Remainder of fee for Inservice Presenter 2026 for Head Start	5,000.00
25841	7/21/2026	AMERICAN UNITED LIFE INSURANCE COMPANY	G00620509 Employee Life Premium 07/01/26-07/31/26	8,616.90
25846	7/21/2026	CDW Government LLC	Purchase of 10 Microsoft Surface Pro Keyboards with trackpad	2,246.50
	7/21/2026	CDW Government LLC	Purchase of 10 Micro-soft Surface Pro Tablets for San Jacint	16,324.30
25856	7/21/2026	NATIONWIDE RETIREMENT SOLUTIONS	NACO & Roth 457B payroll 7/15/2026	3,334.00
25860	7/21/2026	SCHOLASTIC MAGAZINES	Purchase of Pre-K curriculum PreK On My Way for 20 classroom	62,785.00

CVCOG
Check/Voucher Register
From 7/1/2026 Through 7/31/2026

Docum... Number	Document Date	Name	Transaction Description	Document Amount
25861	7/21/2026	Schools In LLC	Purchase of 4 Bye-Bye Buggies, 16 infant seats for buggies,	9,771.83
25862	7/21/2026	TXU ENERGY RETAIL COMPANY LLC	Electricity usage for Head Start sites: service range 06/01/	4,314.62
25863	7/28/2026	AFLAC	J5711 Employees Premium 07/01/26-07/31/26	10,337.92
25864	7/28/2026	AMERITAS LIFE INSURANCE CORP	010-028641-00001 Employee Dental Premium 07/01/26-07/31/26	8,902.72
25866	7/28/2026	AT&T -5001	911 91514006536056 Monitoring Srvc 07/01/26-07/31/26	2,070.00
25869	7/28/2026	Baylor Scott & White Health Plan	029143 CVCOG Group Health 08/01/26-08/31/26	167,657.00
25871	7/28/2026	CROCKETT COUNTY	Reimbursement for Radio Expenses	222,636.00
25872	7/28/2026	EDWARDS COUNTY	Solid Waste Pass Through Grant	4,250.00
25873	7/28/2026	Farmers Daughter Landscape	EHS San Jacinto installation of artificial turf 2026	49,712.50
25875	7/28/2026	Mesquite Bean Cafe	Head Start purchase of lunch for staff during in-service tra	2,250.00
25877	7/28/2026	NATIONWIDE RETIREMENT SOLUTIONS	NACO & Roth 457B payroll 7/31/2026	3,314.00
25879	7/28/2026	The Sanborn Map Company Inc.	MapGeo Subscription for billing period 07/01/26-06/30/27	6,220.00
25881	7/28/2026	SNIDER TECHNOLOGY SERVICES, LLC	M365 Business Premium, Business Standard and Business Basic	2,100.00
Report Total				992,481.40

Concho Valley Council of Governments
Summary Budget Comparison - DIR-Grant H09, Head Start FY 25-26
6/1/2025 through 7/31/2026

Account Code	Account Title	YTD Budget	YTD Actual	Current Period	YTD Budget Variance	Percent Total Budget Used
H09	HHS Grant H09 06CH013199-01, Head Start FY 25-26					
004	Revenue					
4173000	HHS-ACF Head Start CFDA 93.600	7,413,457.00	7,367,935.38	7,367,935.38	(45,521.62)	99.38%
4411000	IK Contributions	1,853,365.00	1,708,014.87	1,708,014.87	(145,350.13)	92.15%
4523000	Local Revenue	16,311.00	16,131.13	16,131.13	(179.87)	98.89%
Total 004	Revenue	9,283,133.00	9,092,081.38	9,092,081.38	(191,051.62)	97.94%
400	Head Start CAN NO 9-G064122					
5110000	General Wages	2,440,888.62	2,440,888.62	2,440,888.62	-	100.00%
5119000	Holiday Work Time	266.40	266.40	266.40	-	100.00%
5150000	Vacation Time Allocation	30,957.32	30,957.32	30,957.32	-	100.00%
5151000	Medicare Tax	34,090.77	34,090.77	34,090.77	-	100.00%
5172000	Workers Comp Insurance	33,843.80	33,843.80	33,843.80	-	100.00%
5173000	SUTA	7,339.94	7,339.94	7,339.94	-	100.00%
5174000	Health Insurance Benefit	639,262.10	639,262.10	639,262.10	-	100.00%
5175000	Dental Insurance Benefit	24,115.76	24,115.76	24,115.76	-	100.00%
5176000	Life Insurance Benefit	17,498.11	17,498.11	17,498.11	-	100.00%
5177000	HSA Insurance Benefit	4,038.91	4,038.91	4,038.91	-	100.00%
5181000	Retirement	268,527.43	268,527.43	268,527.43	-	100.00%
5199000	Indirect Allocation	251,350.54	251,350.54	251,350.54	-	100.00%
5200000	Employee Health and Welfare	609.25	609.25	609.25	-	100.00%
5206000	HR Service Center	149,670.27	149,670.27	149,670.27	-	100.00%
5207000	Procurement Service Center	61,022.49	61,022.49	61,022.49	-	100.00%
5208000	Information Technology Service Center	83,654.68	83,654.68	83,654.68	-	100.00%
5291000	Contract Services	46,803.32	46,803.32	46,803.32	-	100.00%
5293000	HS Health & Disab Svc	480.32	480.32	480.32	-	100.00%
5294000	HS Policy Council	-	-	-	-	-
5295000	HS Nutrition Service	-	-	-	-	-
5296000	HS Parent Service	11,682.24	11,682.24	11,682.24	-	100.00%
5309000	Travel-In Region	4,537.80	4,537.80	4,537.80	-	100.00%
5310000	Travel-Out of Region	801.53	801.53	801.53	-	100.00%
5351000	Fuel	1,153.73	1,153.73	1,153.73	-	100.00%
5361000	Vehicle Maintenance	1,011.50	1,011.50	1,011.50	-	100.00%
5413000	HS Site Rent	58,161.81	58,161.81	58,161.81	-	100.00%
5433000	HS Site Center Utilities	72,104.61	72,104.61	72,104.61	-	100.00%
5451000	Facility Allocation	51,496.35	51,496.35	51,496.35	-	100.00%
5453000	HS Site Center Bldg Maint	168,586.92	164,848.05	164,848.05	3,738.87	97.78%
5510000	Supplies	67,871.20	67,871.20	67,871.20	-	100.00%
5512000	HS Class Room Supplies	215,488.14	210,488.14	210,488.14	5,000.00	97.67%
5514000	HS Medical Supplies	3,806.44	3,806.44	3,806.44	-	100.00%
5515000	HS Disability Supplies	713.55	713.55	713.55	-	100.00%
5518000	HS Diapers and Wipes	7,104.18	7,104.18	7,104.18	-	100.00%

Account Code	Account Title	YTD Budget	YTD Actual	Current Period	YTD Budget Variance	Percent Total Budget Used
5622000	Internal Computer/Software	56,842.05	56,842.05	56,842.05	-	100.00%
5632000	Copier	33,590.88	33,590.88	33,590.88	-	100.00%
5711000	Insurance	5,512.35	5,512.35	5,512.35	-	100.00%
5721000	Printing	952.30	952.30	952.30	-	100.00%
5722000	Ads & Promotions	445.00	445.00	445.00	-	100.00%
5753000	Dues and fees	8,325.77	8,325.77	8,325.77	-	100.00%
5760000	HS Site Center Communications	18,068.21	18,068.21	18,068.21	-	100.00%
5762000	Postage/freight	680.17	680.17	680.17	-	100.00%
5796000	Safety	1,045.37	1,045.37	1,045.37	-	100.00%
Total 400	Head Start CAN NO 9-G064122	(4,884,402.13)	(4,875,663.26)	(4,875,663.26)	8,738.87	99.82%
401	Early Head Start CAN NO 9-G064122					
5110000	General Wages	1,300,133.89	1,300,133.89	1,300,133.89	-	100.00%
5150000	Vacation Time Allocation	4,813.89	4,813.89	4,813.89	-	100.00%
5151000	Medicare Tax	18,141.81	18,141.81	18,141.81	-	100.00%
5172000	Workers Comp Insurance	15,215.63	15,215.63	15,215.63	-	100.00%
5173000	SUTA	4,023.07	4,023.07	4,023.07	-	100.00%
5174000	Health Insurance Benefit	329,312.09	329,312.09	329,312.09	-	100.00%
5175000	Dental Insurance Benefit	12,669.52	12,669.52	12,669.52	-	100.00%
5176000	Life Insurance Benefit	9,342.42	9,342.42	9,342.42	-	100.00%
5177000	HSA Insurance Benefit	2,374.25	2,374.25	2,374.25	-	100.00%
5181000	Retirement	143,015.25	143,015.25	143,015.25	-	100.00%
5199000	Indirect Allocation	132,377.85	132,377.85	132,377.85	-	100.00%
5200000	Employee Health and Welfare	1,006.84	1,006.84	1,006.84	-	100.00%
5206000	HR Service Center	20,202.06	20,202.06	20,202.06	-	100.00%
5207000	Procurement Service Center	7,499.54	7,499.54	7,499.54	-	100.00%
5208000	Information Technology Service Center	11,270.22	11,270.22	11,270.22	-	100.00%
5291000	Contract Services	6,837.89	6,837.89	6,837.89	-	100.00%
5293000	HS Health & Disab Svc	65.86	65.86	65.86	-	100.00%
5295000	HS Nutrition Service	-	-	-	-	-
5296000	HS Parent Service	1,708.67	1,708.67	1,708.67	-	100.00%
5309000	Travel-In Region	233.93	233.93	233.93	-	100.00%
5310000	Travel-Out of Region	6.24	6.24	6.24	-	100.00%
5351000	Fuel	256.39	256.39	256.39	-	100.00%
5361000	Vehicle Maintenance	13.79	13.79	13.79	-	100.00%
5413000	HS Site Rent	7,827.79	7,827.79	7,827.79	-	100.00%
5433000	HS Site Center Utilities	12,672.31	12,672.31	12,672.31	-	100.00%
5451000	Facility Allocation	7,014.96	7,014.96	7,014.96	-	100.00%
5453000	HS Site Center Bldg Maint	120,724.83	97,910.02	97,910.02	22,814.81	81.10%
5510000	Supplies	29,053.62	29,053.62	29,053.62	-	100.00%
5512000	HS Class Room Supplies	166,906.30	166,906.30	166,906.30	-	100.00%
5514000	HS Medical Supplies	484.97	484.97	484.97	-	100.00%
5518000	HS Diapers and Wipes	10,326.68	10,326.68	10,326.68	-	100.00%
5618000	Capital Vehicle Improvement	-	-	-	-	-
5622000	Internal Computer/Software	39,191.82	39,191.82	39,191.82	-	100.00%
5632000	Copier	3,956.41	3,956.41	3,956.41	-	100.00%
5711000	Insurance	397.00	397.00	397.00	-	100.00%
5721000	Printing	2,665.54	2,665.54	2,665.54	-	100.00%
5753000	Dues and fees	1,836.67	1,836.67	1,836.67	-	100.00%

Account Code	Account Title	YTD Budget	YTD Actual	Current Period	YTD Budget Variance	Percent Total Budget Used
5760000	HS Site Center Communications	2,451.03	2,451.03	2,451.03	-	100.00%
5762000	Postage/freight	14.68	14.68	14.68	-	100.00%
5796000	Safety	230.23	230.23	230.23	-	100.00%
Total 401	Early Head Start CAN NO 9-G064122	(2,426,275.94)	(2,403,461.13)	(2,403,461.13)	22,814.81	99.06%
402	Head Start T&TA CAN NO 9-G064120					
5308000	Head Start T & T A	56,824.00	55,385.37	55,385.37	1,438.63	97.46%
Total 402	Head Start T&TA CAN NO 9-G064120	(56,824.00)	(55,385.37)	(55,385.37)	1,438.63	97.47%
403	Early Head Start T&TA CAN NO 9-G064121					
5308000	Head Start T & T A	28,858.00	28,858.00	28,858.00	-	100.00%
Total 403	Early Head Start T&TA CAN NO 9-G064121	(28,858.00)	(28,858.00)	(28,858.00)	-	100.00%
407	Head Start Nutrition					
5295000	HS Nutrition Service	4,631.56	4,631.56	4,631.56	-	100.00%
5513000	HS Food Serv Sup	12,465.37	12,465.37	12,465.37	-	100.00%
Total 407	Head Start Nutrition	(17,096.93)	(17,096.93)	(17,096.93)	-	100.00%
409	Head Start InKind					
6791000	InKind Other	1,853,365.00	1,708,014.87	1,708,014.87	145,350.13	92.15%
Total 409	Head Start InKind	(1,853,365.00)	(1,708,014.87)	(1,708,014.87)	145,350.13	92.16%
997	Non Project					
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%
Total 997	Non Project	(16,311.00)	(16,131.13)	(16,131.13)	179.87	98.90%
Report Difference		0.00	(12,529.31)	(12,529.31)	(12,529.31)	100.00%
		BUDGETED	ACTUAL EXP			
Head Start (Project 400, 402)		(4,941,226.13)	(4,931,048.63)	99.79%		
Early Head Start (Project 401, 403)		(2,455,133.94)	(2,432,319.13)	99.07%		
CACFP (Project 407)		(17,096.93)	(17,096.93)	100.00%		
Total Federal		(7,413,457.00)	(7,380,464.69)	99.55%		
Total Non-Federal, includes any Local Funds		(1,869,676.00)	(1,724,146.00)	92.22%		
Grand Total Head Start Expenditures		(9,283,133.00)	(9,104,610.69)	98.08%		
Non-Federal Percentage of Total Expenditures		18.94%	match of 20%			
Head Start Admin Expenditures		628,426.60				
Administrative Indirect Expenditures		383,728.39				
Total Administrative Costs		1,012,154.99				
Administrative Percentage of Approved Budget		11.12%	max of 15%			

Concho Valley Council of Governments
Grant H10, CACFP Nutrition FY 25-26
10/1/2025 through 7/31/2026

Account Code	Account Title	YTD Budget	YTD Actual	Current Period	YTD Budget Variance	Percent Total Budget Used
H10	Grant H10, CACFP Head Start Nutrition FY 25-26					
004	Revenue					
4221000	CACFP Nutrition CFDA 10.558	778,140.62	421,062.80	421,062.80	(357,077.82)	54.11%
Total 004	Revenue	778,140.62	421,062.80	421,062.80	(357,077.82)	54.11%
407	Head Start Nutrition					
5110000	General Wages	40,198.88	34,823.59	34,823.59	5,375.29	86.62%
5151000	Medicare Tax	578.64	499.70	499.70	78.94	86.35%
5172000	Workers Comp Insurance	2,025.75	1,679.03	1,679.03	346.72	82.88%
5173000	SUTA	175.55	175.55	175.55	0.00	100.00%
5174000	Health Insurance Benefit	10,539.50	0.00	0.00	10,539.50	0.00%
5175000	Dental Insurance Benefit	415.01	0.00	0.00	415.01	0.00%
5176000	Life Insurance Benefit	214.93	0.00	0.00	214.93	0.00%
5177000	HSA Insurance Benefit	161.25	0.00	0.00	161.25	0.00%
5181000	Retirement	4,422.14	3,830.62	3,830.62	591.52	86.62%
5199000	Indirect Allocation	4,604.62	3,817.88	3,817.88	786.74	82.91%
5291000	Contract Services	22,000.00	7,757.48	7,757.48	14,242.52	35.26%
5295000	HS Nutrition Service	617,304.35	295,747.02	295,747.02	321,557.33	47.90%
5513000	HS Food Serv Sup	75,000.00	50,431.78	50,431.78	24,568.22	67.24%
5761000	Communications	500.00	0.00	0.00	500.00	0.00%
Total 407	Head Start Nutrition	(778,140.62)	(398,762.65)	(398,762.65)	379,377.97	51.25%
Report Difference		0.00	22,300.15	22,300.15	22,300.15	100.00%

Concho Valley Council of Governments
Summary Budget Comparison - DIR-Grant H11, Head Start FY 26-27
6/1/2026 through 7/31/2026

Account Code	Account Title	YTD Budget	YTD Actual	Current Period	YTD Budget Variance	Percent Total Budget Used
H11	HHS Grant H11 06CH013199-02, Head Start FY 26-27					
004	Revenue					
4173000	HHS-ACF Head Start CFDA 93.600	7,459,988.00	1,142,283.47	1,142,283.47	(6,317,704.53)	15.31%
4411000	IK Contributions	1,864,997.00	-	-	(1,864,997.00)	0.00%
4523000	Local Revenue	-	-	-	-	-
Total 004	Revenue	9,324,985.00	1,142,283.47	1,142,283.47	(8,182,701.53)	12.25%
400	Head Start CAN NO 9-G064122					
5110000	General Wages	2,483,495.89	419,999.14	419,999.14	2,063,496.75	16.91%
5118000	General Overtime Hours	829.02	829.02	829.02	-	100.00%
5119000	Holiday Work Time	87.09	87.09	87.09	-	100.00%
5150000	Vacation Time Allocation	22,983.00	4,634.94	4,634.94	18,348.06	20.16%
5151000	Medicare Tax	33,999.00	5,881.09	5,881.09	28,117.91	17.29%
5172000	Workers Comp Insurance	37,344.00	6,210.65	6,210.65	31,133.35	16.63%
5173000	SUTA	13,352.00	746.29	746.29	12,605.71	5.58%
5174000	Health Insurance Benefit	736,997.65	103,885.40	103,885.40	633,112.25	14.09%
5175000	Dental Insurance Benefit	27,963.00	4,159.80	4,159.80	23,803.20	14.87%
5176000	Life Insurance Benefit	19,288.00	2,940.58	2,940.58	16,347.42	15.24%
5177000	HSA Insurance Benefit	38,789.35	736.42	736.42	38,052.93	1.89%
5181000	Retirement	257,921.00	46,290.09	46,290.09	211,630.91	17.94%
5199000	Indirect Allocation	265,164.00	42,826.01	42,826.01	222,337.99	16.15%
5200000	Employee Health and Welfare	31,096.00	107.96	107.96	30,988.04	0.34%
5206000	HR Service Center	145,604.00	16,890.77	16,890.77	128,713.23	11.60%
5207000	Procurement Service Center	50,930.00	8,990.39	8,990.39	41,939.61	17.65%
5208000	Information Technology Service Center	97,367.00	13,932.50	13,932.50	83,434.50	14.30%
5291000	Contract Services	30,000.00	2,738.62	2,738.62	27,261.38	9.12%
5293000	HS Health & Disab Svc	500.00	-	-	500.00	0.00%
5294000	HS Policy Council	116.00	-	-	116.00	0.00%
5295000	HS Nutrition Service	-	-	-	-	-
5296000	HS Parent Service	3,500.00	39.31	39.31	3,460.69	1.12%
5309000	Travel-In Region	4,000.00	88.63	88.63	3,911.37	2.21%
5310000	Travel-Out of Region	-	-	-	-	-
5351000	Fuel	1,500.00	114.11	114.11	1,385.89	7.60%
5361000	Vehicle Maintenance	750.00	-	-	750.00	0.00%
5413000	HS Site Rent	104,528.00	2,268.54	2,268.54	102,259.46	2.17%
5433000	HS Site Center Utilities	75,000.00	6,082.59	6,082.59	68,917.41	8.11%
5451000	Facility Allocation	57,774.00	5,630.40	5,630.40	52,143.60	9.74%
5453000	HS Site Center Bldg Maint	175,000.00	7,601.14	7,601.14	167,398.86	4.34%
5510000	Supplies	40,000.00	9,369.08	9,369.08	30,630.92	23.42%
5512000	HS Class Room Supplies	50,000.00	12,477.84	12,477.84	37,522.16	24.95%
5514000	HS Medical Supplies	2,500.00	1,647.23	1,647.23	852.77	65.88%
5515000	HS Disability Supplies	750.00	-	-	750.00	0.00%

Account Code	Account Title	YTD Budget	YTD Actual	Current Period	YTD Budget Variance	Percent Total Budget Used
5518000	HS Diapers and Wipes	7,500.00	-	-	7,500.00	0.00%
5622000	Internal Computer/Software	49,000.00	14,666.82	14,666.82	34,333.18	29.93%
5632000	Copier	30,000.00	4,517.72	4,517.72	25,482.28	15.05%
5711000	Insurance	5,500.00	1,302.94	1,302.94	4,197.06	23.68%
5721000	Printing	1,000.00	-	-	1,000.00	0.00%
5722000	Ads & Promotions	-	-	-	-	-
5753000	Dues and fees	5,000.00	2,276.38	2,276.38	2,723.62	45.52%
5760000	HS Site Center Communications	17,500.00	2,020.02	2,020.02	15,479.98	11.54%
5762000	Postage/freight	1,000.00	104.39	104.39	895.61	10.43%
5796000	Safety	1,000.00	52.59	52.59	947.41	5.25%
5797000	Recruiting	1,500.00	827.57	827.57	672.43	55.17%
Total 400	Head Start CAN NO 9-G064122	(4,928,128.00)	(752,974.06)	(752,974.06)	(4,175,153.94)	15.28%
401	Early Head Start CAN NO 9-G064122					
5110000	General Wages	1,344,618.52	228,620.16	228,620.16	1,115,998.36	17.00%
5118000	General Overtime Hours	114.86	114.86	114.86	-	100.00%
5150000	Vacation Time Allocation	12,532.00	993.61	993.61	11,538.39	7.92%
5151000	Medicare Tax	18,538.00	3,203.48	3,203.48	15,334.52	17.28%
5172000	Workers Comp Insurance	20,363.00	2,907.12	2,907.12	17,455.88	14.27%
5173000	SUTA	7,280.00	551.46	551.46	6,728.54	7.57%
5174000	Health Insurance Benefit	401,862.35	51,356.70	51,356.70	350,505.65	12.77%
5175000	Dental Insurance Benefit	15,247.00	2,043.72	2,043.72	13,203.28	13.40%
5176000	Life Insurance Benefit	10,517.00	1,552.99	1,552.99	8,964.01	14.76%
5177000	HSA Insurance Benefit	21,150.65	433.58	433.58	20,717.07	2.04%
5181000	Retirement	140,637.00	25,173.52	25,173.52	115,463.48	17.89%
5199000	Indirect Allocation	143,882.00	22,813.07	22,813.07	121,068.93	15.85%
5200000	Employee Health and Welfare	24,525.00	27.39	27.39	24,497.61	0.11%
5206000	HR Service Center	36,949.00	4,264.50	4,264.50	32,684.50	11.54%
5207000	Procurement Service Center	12,925.00	1,232.93	1,232.93	11,692.07	9.53%
5208000	Information Technology Service Center	24,708.00	3,517.61	3,517.61	21,190.39	14.23%
5291000	Contract Services	15,000.00	563.02	563.02	14,436.98	3.75%
5293000	HS Health & Disab Svc	750.00	-	-	750.00	0.00%
5294000	HS Policy Council	250.00	-	-	250.00	0.00%
5295000	HS Nutrition Service	-	-	-	-	-
5296000	HS Parent Service	750.00	-	-	750.00	0.00%
5309000	Travel-In Region	250.00	190.01	190.01	59.99	76.00%
5310000	Travel-Out of Region	-	-	-	-	-
5351000	Fuel	300.00	-	-	300.00	0.00%
5361000	Vehicle Maintenance	250.00	-	-	250.00	0.00%
5413000	HS Site Rent	52,100.00	231.46	231.46	51,868.54	0.44%
5433000	HS Site Center Utilities	15,000.00	2,194.52	2,194.52	12,805.48	14.63%
5451000	Facility Allocation	14,661.00	1,421.53	1,421.53	13,239.47	9.69%
5453000	HS Site Center Bldg Maint	35,000.00	2,196.68	2,196.68	32,803.32	6.27%
5510000	Supplies	22,500.00	2,275.93	2,275.93	20,224.07	10.11%
5512000	HS Class Room Supplies	19,250.00	1,641.95	1,641.95	17,608.05	8.52%
5514000	HS Medical Supplies	500.00	417.77	417.77	82.23	83.55%
5515000	HS Disability Supplies	250.00	-	-	250.00	0.00%
5518000	HS Diapers and Wipes	7,500.00	308.47	308.47	7,191.53	4.11%
5622000	Internal Computer/Software	12,000.00	8,427.83	8,427.83	3,572.17	70.23%

Account Code	Account Title	YTD Budget	YTD Actual	Current Period	YTD Budget Variance	Percent Total Budget Used
5632000	Copier	5,000.00	736.52	736.52	4,263.48	14.73%
5711000	Insurance	1,500.00	94.22	94.22	1,405.78	6.28%
5721000	Printing	2,450.00	-	-	2,450.00	0.00%
5753000	Dues and fees	552.52	552.52	552.52	-	100.00%
5760000	HS Site Center Communications	3,000.00	621.03	621.03	2,378.97	20.70%
5762000	Postage/freight	247.48	-	-	247.48	0.00%
5796000	Safety	500.00	52.34	52.34	447.66	10.46%
5797000	Recruiting	750.00	209.87	209.87	540.13	27.98%
Total 401	Early Head Start CAN NO 9-G064122	(2,446,160.38)	(370,942.37)	(370,942.37)	(2,075,218.01)	15.16%
402	Head Start T&TA CAN NO 9-G064120					
5308000	Head Start T & T A	56,824.00	14,527.95	14,527.95	42,296.05	25.56%
Total 402	Head Start T&TA CAN NO 9-G064120	(56,824.00)	(14,527.95)	(14,527.95)	42,296.05	25.57%
403	Early Head Start T&TA CAN NO 9-G064121					
5308000	Head Start T & T A	-	-	-	-	-
Total 403	Early Head Start T&TA CAN NO 9-G064121	-	-	-	-	#DIV/0!
407	Head Start Nutrition					
5295000	HS Nutrition Service	-	-	-	-	-
5513000	HS Food Serv Sup	-	-	-	-	-
Total 407	Head Start Nutrition	-	-	-	-	#DIV/0!
409	Head Start InKind					
6791000	InKind Other	1,864,997.00	-	-	1,864,997.00	0.00%
Total 409	Head Start InKind	(1,864,997.00)	-	-	1,864,997.00	0.00%
997	Non Project					
5291000	Contract Services	-	-	-	-	-
5510000	Supplies	-	-	-	-	-
5753000	Dues and fees	-	-	-	-	-
Total 997	Non Project	-	-	-	-	#DIV/0!
Report Difference		28,875.62	3,839.09	3,839.09	(12,525,780.43)	100.00%
		BUDGETED	ACTUAL EXP			
Head Start (Project 400, 402)		(4,984,952.00)	(767,502.01)	15.40%		
Early Head Start (Project 401, 403)		(2,446,160.38)	(370,942.37)	15.16%		
CACFP (Project 407)		-	-	#DIV/0!		
Total Federal		(7,431,112.38)	(1,138,444.38)	15.32%		
Total Non-Federal, includes any Local Funds		(1,864,997.00)	-	0.00%		
Grand Total Head Start Expenditures		(9,296,109.38)	(1,138,444.38)	12.25%		
Non-Federal Percentage of Total Expenditures		0.00%	match of 20%			
Head Start Admin Expenditures		88,457.00				
Administrative Indirect Expenditures		65,639.08				
Total Administrative Costs		154,096.08				
Administrative Percentage of Approved Budget		13.54%	max of 15%			

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

Head Start Transactions	July, 2026
Citibank P-Card	353.54
Dean's Dairy	-
First Financial Credit Card	140.37
Kaplan Learning	-
LakeShore Learning	10,427.97
Lowes Pay and Save	14.06
Sysco Food Services	6,078.61
West Texas Fire Extinguisher	40.75
	<u>\$ 17,055.30</u>

CVCOG
Vendor Activity - Head Start Citibank P-Card
H09 - HHS Grant H09 06CH013199-01, Head Start FY 25-26
From 7/1/2026 Through 7/31/2026

<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>
5433000	HS Site Center Utilities	6/11/2026	221727-180104 05-26	Day HS/EHS water utility service from 05/12/26 to 06/11/26 (acct# 221727-180104) PROC1	240.23
5433000	HS Site Center Utilities	6/11/2026	221727-180106 05-26	Day HS/EHS water utility service from 05/12/26 to 06/11/26 (acct# 221727-180106) PROC1	113.31
					353.54
				Total H09 - HHS Grant H09 06CH013199-01, Head Start FY 25-26	353.54

CVCOG
Vendor Activity - Head Start Citibank P-Card
H10 - Grant H10, CACFP Head Start Nutrition FY 25-26
From 7/1/2026 Through 7/31/2026

Line Item Code	Line Item Title	Document Date	Document Number	Document Description	Expenses
5291000	Contract Services	6/30/2026	0691-001444918	San Jacinto HS/EHS trash service for acct# 3-0691-0025459 from 07/01/26 to 07/31/26 PROC1	981.12
5295000	HS Nutrition Service	7/28/2026	20786584258762...	Day EHS purchase of baby distilled water for room 21 PROC2	32.02
5295000	HS Nutrition Service	7/28/2026	WM 07282026	Day EHS purchase of formula and water USB HS2	416.90
5295000	HS Nutrition Service	7/29/2026	0006649Z	San Jacinto EHS purchase of plant based milk USB HS2	9.98
5513000	HS Food Serv Sup	7/13/2026	6022086-6494662	Day HS/EHS purchase of silicone dish drying mats (6) PROC2	65.97
5513000	HS Food Serv Sup	7/15/2026	02804Z	Head Start purchase of kitchen supplies for Day, Menard, and Ozona USB HS3	407.26
5513000	HS Food Serv Sup	7/15/2026	05493Z	Menard HS/EHS and Ozona HS purchase of kitchen supplies (foam cups) USB HS3	33.96
5513000	HS Food Serv Sup	7/15/2026	22431	San Jacinto HS/EHS purchase of lights for freezer and supplies to repair floor USB FAC	11.96
5513000	HS Food Serv Sup	7/15/2026	A-1009244	Menard HS/EHS purchase of salad forks (3) USB HS3	28.98
5513000	HS Food Serv Sup	7/15/2026	WM 07152026	Menard HS/EHS purchase of dishwasher detergent boost and disinfectant USB HS3	35.78
5513000	HS Food Serv Sup	7/29/2026	1281063-4732221	San Jacinto HS/EHS purchase of kitchen spoons PROC2	69.90
5513000	HS Food Serv Sup	7/29/2026	A-1009416	Day HS/EHS and San Jacinto HS/EHS purchase of tongs, serving spoons, and aprons USB HS2	146.11
Total H10 - Grant H10, CACFP Head Start Nutrition FY 25-26					2,239.94

CVCOG
Vendor Activity - Head Start Citibank P-Card
H11 - HHS Grant H11 06CH013199-02, Head Start FY 26-27
From 7/1/2026 Through 7/31/2026

Line Item Code	Line Item Title	Document Date	Document Number	Document Description	Expenses
5200000	Employee Health and Welfare	7/21/2026	108284648465	Head Start purchase of meals for SWAP Committee meeting USB HS3	135.35
5308000	Head Start T & T A	7/1/2026	8621999-3181819	Early Head Start purchase of spray bottles for Conscious Discipline training activity PROC2	129.16
5308000	Head Start T & T A	7/2/2026	6754034-0174605	Head Start purchase of easel pads and markers for training presentation PROC2	168.66
5308000	Head Start T & T A	7/9/2026	05638Z	Head Start purchase of supplies for training sessions USB HS3	175.53
5308000	Head Start T & T A	7/9/2026	8999345-1297057	Head Start purchase of supplies and decorations for in-service training PROC2	129.77
5308000	Head Start T & T A	7/10/2026	09015Z	Head Start purchase of snacks for in-service EDU training USB HS3	633.88
5308000	Head Start T & T A	7/13/2026	05204Z	Early Head Start purchase of supplies for training sessions USB HS3	29.43
5308000	Head Start T & T A	7/14/2026	02357Z	Head Start purchase of supplies for training and EHS classroom toys USB HS3	20.00
5308000	Head Start T & T A	7/14/2026	08054Z	Head Start purchase of supplies for training sessions USB HS3	47.11
5308000	Head Start T & T A	7/17/2026	11014389	Day HS/EHS purchase of ServSafe Manager online course and exam USB HS3	152.95
5308000	Head Start T & T A	7/17/2026	800000048701356	Head Start purchase of water and snacks for in-service training USB HS3	292.38
5308000	Head Start T & T A	7/17/2026	80000004870135...	Head Start purchase of water and snacks for in-service training USB HS3	21.68
5308000	Head Start T & T A	7/20/2026	434710	Menard HS/EHS purchase of fuel for program car for travel to in-service training USB HS2	50.00
5308000	Head Start T & T A	7/20/2026	AD 07-20-2026	Head Start purchase of food for in-service training USB HS3	155.88
5308000	Head Start T & T A	7/21/2026	WM 07212026	Ozona HS purchase of fuel for program car for travel to in-service training USB HS3	58.52

CVCOG
Vendor Activity - Head Start Citibank P-Card
H11 - HHS Grant H11 06CH013199-02, Head Start FY 26-27
From 7/1/2026 Through 7/31/2026

Line Item Code	Line Item Title	Document Date	Document Number	Document Description	Expenses
5308000	Head Start T & T A	7/22/2026	38539	Menard HS/EHS purchase of fuel for program car for travel to in-service training USB HS2	50.79
5308000	Head Start T & T A	7/23/2026	1206670	Ozona HS purchase of fuel for program car for travel to in-service training USB HS3	61.20
5308000	Head Start T & T A	7/24/2026	444784	Menard HS/EHS purchase of fuel for program car for travel to in-service training USB HS2	37.00
5351000	Fuel	7/13/2026	09031Z	Ozona HS purchase of fuel for program vehicle (training) USB HS2	52.90
5351000	Fuel	7/16/2026	1015785	Ozona HS purchase of fuel for program vehicle use (training) USB HS3	61.21
5433000	HS Site Center Utilities	6/11/2026	221727-180104 05-26	Day HS/EHS water utility service from 05/12/26 to 06/11/26 (acct# 221727-180104) PROC1	132.13
5433000	HS Site Center Utilities	6/11/2026	221727-180106 05-26	Day HS/EHS water utility service from 05/12/26 to 06/11/26 (acct# 221727-180106) PROC1	62.32
5433000	HS Site Center Utilities	6/30/2026	0691-001446280	Day HS/EHS trash service for acct# 3-0691-2405694 from 07/01/26 to 07/31/26 PROC1	981.12
5453000	HS Site Center Bldg Maint	7/1/2026	10085	San Jacinto HS/EHS purchase of supplies for repairs USB FAC	54.43
5453000	HS Site Center Bldg Maint	7/1/2026	VGS12VVWFSP	Commercial Security Monitoring & Service Agreement and Fire Alarm Monitoring for Day site (Invoice I250431) and Commercial Security Monitoring & Service Agreement and Hosted Access Control for San Jacinto site (Invoice I250420) from 07/01/26 to 07/31/26 P	195.00
5453000	HS Site Center Bldg Maint	7/15/2026	22431	San Jacinto HS/EHS purchase of lights for freezer and supplies to repair floor USB FAC	26.41

CVCOG
Vendor Activity - Head Start Citibank P-Card
H11 - HHS Grant H11 06CH013199-02, Head Start FY 26-27
From 7/1/2026 Through 7/31/2026

Line Item Code	Line Item Title	Document Date	Document Number	Document Description	Expenses
5453000	HS Site Center Bldg Maint	7/16/2026	55274	HS Day purchase of servcies to strip and wax flooring PROC2	1,701.80
5453000	HS Site Center Bldg Maint	7/29/2026	47883	Day HS/EHS purchase of supplies for repairs USB FAC	193.50
5453000	HS Site Center Bldg Maint	7/30/2026	38316	Day HS/EHS purchase of supplies for repairs and mirrors USB FAC	266.81
5453000	HS Site Center Bldg Maint	7/30/2026	75564	Day HS/EHS purchase of supplies for repairs and mirrors USB FAC	64.42
5510000	Supplies	7/1/2026	09535Z	Head Start purchase of laminator and velcro dots for staff activities USB HS1	203.44
5510000	Supplies	7/1/2026	5215689-8718644	Head Start purchase of GBC Fusion 7000L thermal laminators (2) with pouches PROC2	546.14
5510000	Supplies	7/6/2026	0061621090	Head Start purchase of office furniture for admin use PROC3	683.00
5510000	Supplies	7/8/2026	10882553745	Menard HS/EHS purchase of ViewSonic VX3218C-2K 32 monitor PROC2	225.03
5510000	Supplies	7/9/2026	00019	Day HS/EHS purchase of supplies to hang boards USB FAC	41.42
5510000	Supplies	7/9/2026	3385116-8949826	Head Start purchase of iPad case with keyboard for intern use PROC2	39.99
5510000	Supplies	7/13/2026	0013554-6449830	Head Start purchase of replacement chargers and blocks (16 sets) PROC2	54.36
5510000	Supplies	7/13/2026	1901095-9642619	San Jacinto EHS purchase of pop-up canopy tent PROC2	399.99
5510000	Supplies	7/13/2026	4354762-9353043	Day HS purchase of 4' x 6' magnetic dry erase whiteboard for room 4 PROC2	159.95
5510000	Supplies	7/13/2026	5346987-6220217	San Jacinto EHS purchase of spiral ground anchors for pop-up canopy tent PROC2	27.54
5510000	Supplies	7/15/2026	1540338-0683427	San Jacinto HS/EHS purchase of file storage boxes for FSW use and binding combs for teacher use PROC2	154.95
5510000	Supplies	7/15/2026	6452478-7398655	San Jacinto HS/EHS purchase of office chairs for FSW use (4) PROC2	539.92

CVCOG
Vendor Activity - Head Start Citibank P-Card
H11 - HHS Grant H11 06CH013199-02, Head Start FY 26-27
From 7/1/2026 Through 7/31/2026

Line Item Code	Line Item Title	Document Date	Document Number	Document Description	Expenses
5510000	Supplies	7/15/2026	9133830-1075465	Head Start purchase of foldable rolling utility crate for Admin use PROC2	59.99
5510000	Supplies	7/16/2026	0098706-4638611	San Jacinto EHS purchase of disposable shoe covers and dispenser refills PROC2	111.90
5510000	Supplies	7/21/2026	05260Z	Head Start purchase of planners for SWAP Committee USB HS3	16.28
5510000	Supplies	7/29/2026	800000057277800	Eldorado HS purchase of corded vacuum cleaner (Dyson Ball Animal 3+) PROC2	279.98
5512000	HS Class Room Supplies	7/14/2026	02357Z	Head Start purchase of supplies for training and EHS classroom toys USB HS3	92.07
5512000	HS Class Room Supplies	7/15/2026	1540338-0683427	San Jacinto HS/EHS purchase of file storage boxes for FSW use and binding combs for teacher use PROC2	19.78
5512000	HS Class Room Supplies	7/28/2026	2456539-5485837	San Jacinto HS/EHS purchase of toilet training seats (11) PROC2	101.09
5512000	HS Class Room Supplies	7/28/2026	4911169-1171430	Eldorado HS purchase of toilet training seats (2) PROC2	18.38
5512000	HS Class Room Supplies	7/28/2026	5583051-2609003	Day HS/EHS purchase of toilet training seats (7) PROC2	64.33
5512000	HS Class Room Supplies	7/28/2026	6040597-5545061	Menard HS/EHS purchase of toilet training seats (2) PROC2	18.38
5512000	HS Class Room Supplies	7/29/2026	05293Z	Menard EHS purchase of storage containers for classroom supplies USB HS3	17.96
5622000	Internal Computer/Software	7/23/2026	2686677-6461850	EHS SaJac Purchase of Surface Pro protective cases and screen protectors PROC2	310.51
5753000	Dues and fees	7/29/2026	529CL006A6A1DAC	Ozona HS - TX HHSC Child Care Licensing Fee USB HS2	56.49
5753000	Dues and fees	7/29/2026	529CL006A6A1E66	Menard HS/EHS - TX HHSC Child Care Licensing Fee USB HS2	64.67
5753000	Dues and fees	7/29/2026	529CL006A6A1ECD	Eldorado HS - TX HHSC Child Care Licensing Fee USB HS2	56.49

CVCOG
Vendor Activity - Head Start Citibank P-Card
H11 - HHS Grant H11 06CH013199-02, Head Start FY 26-27
From 7/1/2026 Through 7/31/2026

Line Item Code	Line Item Title	Document Date	Document Number	Document Description	Expenses
5760000	HS Site Center Communications	6/8/2026	0708195 06-26	Head Start rural phone/internet service from 06/08/26 to 07/07/26 PROC1	331.55
5760000	HS Site Center Communications	7/2/2026	07710822494017 07-26	San Jacinto HS/EHS phone/internet service for acct# 07710-822494-01-7 from 06/18/26 to 07/17/26 PROC1	272.73
5760000	HS Site Center Communications	7/11/2026	07710150890010 07-26	Day HS/EHS phone service for acct# 07710-150890-01-0 from 06/25/26 to 07/24/26 PROC1	264.44
5760000	HS Site Center Communications	7/12/2026	ZT74W 07-26	Menard HS/EHS internet service for acct# ACC-3331567-37502-10 from 07/12/26 to 08/12/26 PROC1	80.00
5760000	HS Site Center Communications	7/25/2026	07710150505015 07-26	Day HS/EHS phone/internet service for acct# 07710-150505-01-5 from 07/15/26 to 08/14/26 PROC1	450.07
5796000	Safety	7/7/2026	UZX6VFBVY	Daycare licensing (fingerprinting) for prospective Head Start employee E.C. (Day EHS) USB HR	39.31
5796000	Safety	7/10/2026	405SP0000830940	Criminal history search for prospective new employee on D.B. (Day HS) USB HR	3.32
5797000	Recruiting	6/30/2026	31774923	Head Start purchase of staff shirts for recruitment and training PROC1	1,037.44
Total H11 - HHS Grant H11 06CH013199-02, Head Start FY 26-27					12,984.23
Report Opening/Current Balance					
Report Transaction Totals					15,577.71
Report Current Balances					

CVCOG
Vendor Activity - Head Start First Financial Credit Card
H11 - HHS Grant H11 06CH013199-02, Head Start FY 26-27
From 7/1/2026 Through 7/31/2026

<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>
5308000	Head Start T & T A	7/15/2026	714443	Menard HS/EHS purchase of fuel for travel to and from in-service training SH FF	29.23
5309000	Travel-In Region	7/1/2026	662028	Head Start purchase of fuel for program vehicle SH FF	57.01
5309000	Travel-In Region	7/29/2026	473864	Head Start purchase of fuel for program cars to travel to sites as needed SH FF	54.13
					140.37
					Total H11 - HHS Grant H11
					06CH013199-02, Head Start FY 26-27
					140.37
Report Opening/Current Balance					
Report Transaction Totals					140.37
Report Current Balances					

CVCOG
Vendor Activity - Head Start Lakeshore Learning
H11 - HHS Grant H11 06CH013199-02, Head Start FY 26-27
From 7/1/2026 Through 7/31/2026

Line Item Code	Line Item Title	Document Date	Document Number	Document Description	Expenses
5512000	HS Class Room Supplies	7/5/2026	94066925	Day HS and San Jacinto HS purchase of magnet people sets (13)	370.37
5512000	HS Class Room Supplies	7/8/2026	94082317	Day HS and San Jacinto HS purchase of read-along book sets (4) and light table sensory bundles (10)	9,300.50
5512000	HS Class Room Supplies	7/26/2026	94214371	Day HS purchase of sand and water tables (3) and covers (5)	757.10
					10,427.97
					Total H11 - HHS Grant H11
					06CH013199-02, Head Start FY 26-27
Report Opening/Current Balance					
Report Transaction Totals					10,427.97
Report Current Balances					

CVCOG
Vendor Activity - Head Start Lowes Pay and Save
H10 - Grant H10, CACFP Head Start Nutrition FY 25-26
From 7/1/2026 Through 7/31/2026

<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	7/30/2026	260730-357-2-2-20	Menard EHS purchase of nutrition items	14.06
					14.06
				Total H10 - Grant H10, CACFP Head Start Nutrition FY 25-26	14.06
Report Opening/Current Balance					
Report Transaction Totals					14.06
Report Current Balances					

CVCOG
Vendor Activity - Head Start Sysco
H10 - Grant H10, CACFP Head Start Nutrition FY 25-26
From 7/1/2026 Through 7/31/2026

<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	7/1/2026	378405973	San Jacinto HS/EHS purchase of nutrition items for children and kitchen supplies	11.86
5295000	HS Nutrition Service	7/1/2026	378405974	San Jacinto HS/EHS purchase of nutrition items for children	22.70
5295000	HS Nutrition Service	7/6/2026	378407423	Eldorado HS credit - Customer Incentive Program	(1.76)
5295000	HS Nutrition Service	7/6/2026	378407424	Menard HS/EHS credit - Customer Incentive Program	(4.25)
5295000	HS Nutrition Service	7/6/2026	378408459	Day HS/EHS credit - Customer Incentive Program	(275.70)
5295000	HS Nutrition Service	7/6/2026	378408461	San Jacinto HS/EHS credit - Customer Incentive Program	(197.45)
5295000	HS Nutrition Service	7/6/2026	378408463	Eldorado HS credit - Customer Incentive Program	(8.71)
5295000	HS Nutrition Service	7/6/2026	378408465	Menard HS/EHS credit - Customer Incentive Program	(30.27)
5295000	HS Nutrition Service	7/11/2026	378411223	San Jacinto HS/EHS credit - Customer Incentive Program	(5.25)
5295000	HS Nutrition Service	7/18/2026	378415379	Day HS/EHS credit - Customer Incentive Program	(37.84)
5295000	HS Nutrition Service	7/18/2026	378415380	San Jacinto HS/EHS credit - Customer Incentive Program	(73.34)
5295000	HS Nutrition Service	7/29/2026	378421655	San Jacinto HS/EHS purchase of nutrition items for children and kitchen supplies	571.40
5295000	HS Nutrition Service	7/30/2026	378422301	Day HS/EHS purchase of nutrition items for children and kitchen supplies	4,134.70
5295000	HS Nutrition Service	7/30/2026	378422342	Menard HS/EHS purchase of nutrition items for children	950.50
5513000	HS Food Serv Sup	7/1/2026	378405973	San Jacinto HS/EHS purchase of nutrition items for children and kitchen supplies	118.45

CVCOG
Vendor Activity - Head Start Sysco
H10 - Grant H10, CACFP Head Start Nutrition FY 25-26
From 7/1/2026 Through 7/31/2026

<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	7/29/2026	378421655	San Jacinto HS/EHS purchase of nutrition items for children and kitchen supplies	567.11
5513000	HS Food Serv Sup	7/30/2026	378422301	Day HS/EHS purchase of nutrition items for children and kitchen supplies	336.46
					6,078.61
					Total H10 - Grant H10, CACFP Head Start Nutrition FY 25-26
					6,078.61
Report Opening/Current Balance					
Report Transaction Totals					6,078.61
Report Current Balances					

CVCOG
Vendor Activity - Head Start West Texas Fire Extinguisher
H10 - Grant H10, CACFP Head Start Nutrition FY 25-26
From 7/1/2026 Through 7/31/2026

<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	7/28/2026	334558-04	San Jacinto HS/EHS purchase of reusable towels - 2 cases	40.75
					40.75
				Total H10 - Grant H10, CACFP Head Start Nutrition FY 25-26	40.75

CVCOG
Vendor Activity - Head Start West Texas Fire Extinguisher
H11 - HHS Grant H11 06CH013199-02, Head Start FY 26-27
From 7/1/2026 Through 7/31/2026

Line Item Code	Line Item Title	Document Date	Document Number	Document Description	Expenses
5453000	HS Site Center Bldg Maint	7/1/2026	335477	San Jacinto HS/EHS purchase of supplies to repair vacuums	265.99
5510000	Supplies	7/17/2026	336045	San Jacinto HS/EHS purchase of carpet cleaner - 4 gallons	19.20
5510000	Supplies	7/28/2026	334558-04	San Jacinto HS/EHS purchase of reusable towels - 2 cases	40.75
5512000	HS Class Room Supplies	7/17/2026	336045	San Jacinto HS/EHS purchase of carpet cleaner - 4 gallons	19.20
5512000	HS Class Room Supplies	7/28/2026	334558-04	San Jacinto HS/EHS purchase of reusable towels - 2 cases	40.76
				Total H11 - HHS Grant H11 06CH013199-02, Head Start FY 26-27	385.90
Report Opening/Current Balance					
Report Transaction Totals					426.65
Report Current Balances					



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



REFERENCE	1302 Health Program Services Subpart D		
APPROVAL/EFFECTIVE	July 10, 2024 / July 10, 2024, November 13, 2024 / November 13, 2024, July 9, 2025 / July 9, 2025 / September 9, 2026	Pages: 1- 12	
SUBJECT	Safety Practices	STANDARD	1302.47

Policy:

Concho Valley Council of Governments (CVCOG) Head Start Program will train staff, implement, and enforce a system of health and safety practices that ensure children are always kept safe.

1. Administration staff and Site Supervisors will review safety procedures with new staff members before starting job duties at the site.
2. All staff are trained in safety practices during the annual in-service training.
3. All staff are trained in safety practices annually and as needed during staff training days and meetings.
4. The program will follow State Minimum Standards for Childcare Centers.

Facilities Policy:

All facilities where children are served, including areas for learning, playing, sleeping, toileting, and eating at a minimum:

1. Meet state, tribal, or local licensing requirements, even if exempted by the licensing entity.
2. Head Start/Early Head Start facilities will be treated for pests monthly by a licensed professional.
3. If a problem is noted, appropriate treatment will be given on the advice of the licensed professional.
4. Services will be conducted after children have left and/or on days when children are not present.
5. The Concho Valley Council of Government (CVCOG) Head Start will have tests annually for the presence of lead.
6. CVCOG Head Start will contain any lead found in any building children can access. CVCOG Head Start will contract a professional provider to do any lead containment work.
7. Lead-free paint will always be used in all Head Start/Early Head Start facilities, including painting interior and exterior surfaces.
8. Lead levels in the water will be tested annually in all Head Start/Early Head Start facilities.
9. Excess garbage and food will be removed from the classroom after each meal.
10. Playgrounds will be checked daily and documented on the **Daily Playground Checklist**.
11. Flashlights are placed in each room with children present and are put in an easily accessible designated area.
12. Flashlights will be tested daily and documented on the **Classroom Daily Health and Safety Checklist** and the **Site Daily Health and Safety Checklist**.



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



13. All classrooms will have safe and effective lighting.
14. Fire extinguishers and carbon monoxide are in each site, checked and recorded monthly on the **Emergency Practices form 7263** by the Site Supervisor and/or custodian.
15. Carbon Monoxide batteries will need to be changed annually in June and as needed.
16. Fire extinguishers are inspected once a year and serviced every 6 years by a fire extinguisher professional. Fire extinguishers must be at least 4 inches off the ground. If the extinguisher weighs less than 40 lbs., it must be installed no more than 5 feet off the ground and if they weigh more than 40 lbs., no more than 3 ft 6 inches off the ground.
17. All First Aid Kits must be:
 - a. Clearly labeled.
 - b. Kept in clean and sanitary conditions.
 - c. Easily accessible to staff.
 - d. Stored in a designated location known to all staff.
 - e. Kept out of the reach of children.
 - f. Must be checked monthly and documented on the **First Aid Checklist and Backpack Monthly Check List** and kept with the first aid kit and in the backpack (due by the 5th of every month).
 - g. Ensure it is fully stocked and not expired.
 - h. Staff will take first aid supplies in a backpack whenever they leave the site.
 - i. Site Supervisors will train new staff, substitutes, and volunteers where the first aid kit is located.
18. First Aid Kits and Backpack first-aid Kits must contain the following:
 - a. A guide to first aid and emergency care
 - b. Adhesive tape
 - c. Antiseptic solution or wipes
 - d. Multi-size adhesive band aids
 - e. Scissors
 - f. Sterile gauze pads
 - g. Thermometer
 - h. Tweezers
 - i. Waterproof disposable gloves
19. The Site Supervisor will notify the Health Manager when supplies need to be restocked in the first aid kit.
20. Facilities must be free from firearms or other weapons that are accessible to children.



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



22. When you take a cleaning product out of the original container and put it into another container, such as a spray bottle, this is a secondary container. The secondary container products must be labeled with:
 - Name of the product and/or chemicals
 - Warnings for health hazards (e.g., eye, ear, skin, respiratory)
 - Physical hazards (e.g., flammable)
 - Name and address of chemical manufacturer
23. SDS must be located where chemicals are stored in a notebook in alphabetical order. All chemicals present must have an SDS sheet.
24. Toilets and hand-washing facilities will be adequate, cleaned daily, in working conditions, and easily reached by children.
25. Toileting and diapering areas will be separated from areas used for cooking, eating, or other children's activities.
26. The **Classroom Daily Health/Safety Checklist** and **Center Daily Health and Safety Checklist** will be completed daily.
27. If any maintenance or repairs are required, a **Maintenance Request** will be submitted to the Facility Manager by email with a detailed description of the request.
28. If the **Maintenance Request** is not addressed within 1 week, a follow-up email must be sent to the Facility Manager on the same email thread.
29. If the maintenance request is addressed and additional work is required, you must ensure it is completed promptly. An Email must be sent to the Facility Manager with notes.
30. Request and pictures must be emailed to the Facility Manager upon Request and again when repair or maintenance is complete.
31. When work is complete, the Receptionist and/or Site Supervisor must email Facility Manager and procurement stating work was complete and documented on the form.
32. Whoever is responsible for the request must meet with the vendor at the site from the start to finish the request. (The facility manager should be able to call for updates and the person responsible must know where we are with the request up until the request is complete.
33. All Request must be kept in binder per school year from June-May.

Equipment and Materials Policy:

Indoor and outdoor play equipment, cribs, cots, feeding chairs, strollers, and other equipment used in the care of enrolled children, and as applicable, other equipment and materials meet standards by the Consumer Product Safety Commission (CPSC) or the American Society for Testing and Material, International (ASTM (American Society for Testing and Material). All equipment and materials must at a minimum:

1. If a child places a toy in their mouth, the toy must be collected immediately after they are done playing with that toy and placed in the soiled toy bin.
2. Contaminated toys (blood, vomit, etc.) will be removed from the child immediately and placed in the soiled toy bin.



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



3. All materials purchased will be made from non-toxic materials.
4. At the end of every day, contaminated toys will be sanitized with products registered by the Environmental Protection Agency (EPA). You must follow labeling instructions for sanitizing.
5. Staff will provide child-size tables, chairs, equipment, toys, materials, and other furniture that is age appropriate to the children served.
6. Accommodation will be provided as needed for children with disabilities.
7. Under no circumstances will a child be left alone or unsupervised while in the care of staff; that can be counted in child ratio, therapist, and consultants.
8. Head Start/Early Head Start classroom staff must know the children and how many they are responsible for.
9. Head Start/Early Head Start classroom staff must use the classroom **Transition Roll Call** to take roll calls of the children before transitioning to a new location outside of the classroom and upon arrival at the new location, see 1302.31.
10. During outdoor play and/or other activities staff must position themselves at opposite ends of the area and move around as necessary so all children can always be visually supervised.
11. Outdoor playgrounds are enclosed with fences and two exits.
12. During nap/rest time one teaching staff must be free from activities (not directly involving the teaching, care, and supervision of children), such as administrative and clerical duties, meal preparation, janitorial duties, and personal use of electronic devices.
13. Indoor and outdoor space used by the Early Head Start and Head Start children will be independent of each other.

Safety Training Policy:

1. During the new hire orientation paperwork required will be completed with new staff.
2. Staff will be supplied with all required and appropriate training before entering the site.
3. Site Supervisors will review procedures with new staff prior to staff beginning job duties at the site.
4. Staff will receive annual training during in-service training regardless of the new hire start date.
5. Staff will be trained in procedures periodically and as needed during all staff training, meetings, and individual training if needed. Trainings will include the following:
 - a. The prevention and control of infectious diseases.
 - b. Preventions of sudden infant death syndrome and use of safe sleeping practices (if working with children under 24 months (about 2 years) of age).
 - c. Administration of medication consistent with standards for parental consent.
 - d. Prevention and response to emergencies due to food and allergic reactions.
 - e. Building and physical premises for safety, identification of protection from hazards, bodies of water, and vehicular traffic.
 - f. Emergency preparedness and response.
 - g. Handling and storage of hazardous materials and appropriate disposal of bio contaminants.
 - h. Appropriate precautions in transporting children, if applicable.
 - i. First aid and cardiopulmonary resuscitation.



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



- j. Recognition and reporting child abuse and neglect.
6. Staff will receive active supervision at least 3 times annually and/or as needed.
7. Training on abuse and neglect will be conducted annually and as needed.

Safety Practices Policy:

All staff; consultants, contractors, and volunteers will follow the appropriate practices to keep children safe during activities. Aligns the definition of child abuse and neglect with Child Abuse Prevention and Treatment Act

Reporting:

1. The staff is trained in what child abuse is, how to identify, and how to report incidents of Child Abuse and Sexual Abuse. All staff members are mandated by reporters.
2. Site Supervisors will ensure that contractors and volunteers are aware and will follow the policies for keeping children safe.
3. Training will occur during our annual in-service and throughout the year as needed.
4. All federal, state, local laws will be followed, and reporting will be completely confidential and solely on the reporting person.

Safe Sleep:

1. Cribs will space three feet apart from head to toe when occupied.
2. All children lying on cots will be placed head to toe.
3. Cribs and cots will be labeled with the child's first name.
4. Children under 12 months of age will use firm mattresses.
5. Children 12 months and older will transition to a cot.
6. Soft bedding, blankets, and toys will not be allowed in the crib.
7. Linens will be washed weekly and/or immediately after an illness, and after an accident.
8. Crib sheets for infants will be washed daily.
9. Cribs, mattresses, and cots will be disinfected weekly or as needed.

Active Supervision:

1. All staff will follow appropriate Active Supervision practices in 1302.31 to keep children safe during all activities.
2. All Staff will adhere to and put into practice Active Supervision techniques continuously throughout the day
3. Site Supervisors will provide Active Supervision training at least three times per year and when supervision incidents occur.
4. Compliance records will be monitored for completion by a Compliance Specialist.

Releasing Children:



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



1. During the registration process, an Admission Information form will be completed with the names of those people authorized to pick up the child.
2. When the gates are closed during pick-up and drop-off, individuals must stop by the office for campus authorization. The Raptor system will verify approval, and a visitor pass will be printed for all sites.
3. Staff will ask for picture identification of the person picking the child up and verify that person is on the pick-up list. Copy of picture identification must be made and stapled to sign in sheet. This step will continue until the staff is familiar with the people on the pick-up list.
4. If the legal guardian would like to add or remove a person from the pick-up list on the Admission Information Form, the legal guardian must complete an ADD/REMOVE AUTHORIZATION FOR RELEASING A CHILD form in person. (Forms will be submitted to Admission Information form 2935.
5. In cases where the parent wishes to deny access to the non-custodial parent, they will be required to provide the program with appropriate copies of legal documentation (custody decree, restraining order, termination of parental rights).
6. In cases where potential kidnapping or violence is an issue, photographs of the person should be provided to assist staff in identifying these individuals.
7. In cases where there are concerns on the part of the custodial parent, but there is no legal documentation available, the Family Service Workers will make appropriate referrals to legal aid or other legal counsel.
8. If an adult shows up at a site that cannot have access to a child:
 - a. Staff will escort the adult to the office.
 - b. B. Staff will tell this person there is documentation on file prohibiting access to that child.
 - c. Staff will ask adults to leave the site.
 - d. If the adult refuses to leave, staff will inform them that they will need to contact the police,
9. Staff will contact custodial parents and the Family and Community Partnership Manager to inform them of the incident.
10. Individuals on the Registered Sex Offenders list is not allowed on campus unless they are the student's legal guardian. The legal guardian must be accompanied by CVCOG staff while on campus.
11. Please remember your child will be released only to those on the child's pick-up list (Admission Information form). Under no circumstances will letters or phone calls be accepted to make any changes to this list. Any person authorized to pick up a child must be at least 18 years old. It is extremely important that your work and home telephone numbers and the telephone numbers of the authorized pick-up persons are kept current. If we have not been notified by you prior to the designated pick-up time, staff will call the people on your pick-up list.
12. If the staff person in charge observes you or the person designated to pick up your child demonstrating the inability to safely transport your child, we reserve the right, in the interest of safety for you and your child, to express our concern. We suggest contacting another person to transport you and your child. However, if you or the designated pick-up person insists on transporting the child, please be aware that we will notify the local law enforcement of the situation to ensure the safety of the child.

Late Pick-up:



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



13. If a child is not picked up on time and the site staff has made every attempt to contact those listed on the Admission Information form 2935 and page 2 of the application and have not reached anyone, the Head Start Site will call their Local Police Department.

Standard of Conduct:

See 1302.90(c)

Hygiene Practices Policy:

All staff systematically and routinely implement hygiene practices that at a minimum ensure:

Hand Washing:

1. Training is provided annually for staff; site supervisors will train volunteers.
2. Wash hands with soap and running water for 20 seconds when performing the following (This applies to staff and all children):
 - a. After diapering or toileting.
 - b. Before setting the tables.
 - c. Before handling, preparing, and consuming food.
 - d. After handling animals.
 - e. Before and after dispensing medication for staff members.
 - f. After cleaning or using cleaning products for staff members.
 - g. After arriving at the site daily.
 - h. After outdoor activities.
 - i. Before and after playing on sand/water tables.
3. Place hand washing posters in all restrooms and at all sinks as a reminder.
4. Provide soap and paper towels at every sink for handwashing.

Going to the Toilet:

1. Go to the bathroom.
2. Pull down pants and underwear.
3. Go to the toilet.
 1. Wipe with toilet paper.
 2. Pull up underwear and pants.
 3. Flush the toilet.
 4. Wash your hands with soap and water.
 5. Post and follow the toilet procedures in each restroom.

Diaper Changing:



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



1. All staff will be trained in Diaper Changing Procedures, and a Diaper Changing Poster will be posted near the diaper changing area.
 - a. A designated area will be established specifically for diapering that is not located in or near any food handling areas.
 - b. Changing tables will be kept clean; mats will be waterproof and free of cracks and tears. Changing tables and mats will always be clear of any object.
 - c. Only Head Start/Early Head Start staff or the child's parent/guardian will engage in the diapering of a child.

Head Start Procedure:

1. Wash your hands thoroughly.
2. Get supplies ready, including applying gloves.
3. Place the child in a diapering station if applicable.
4. Undress the child with an exposed diaper or pullup.
5. Wipe from front to back using wipes only once.
6. Put soiled wipes in a soiled diaper or pull up.
7. Place soiled diaper or pull up in a lined trash can (if possible, tuck in diaper or pull up in gloves).
8. Dispose of gloves in the trash can and close the lid.
9. Diaper and dress the child.
10. Wash the child's hands.
11. Staff members will wash their hands.
12. Return child to supervised area.

Early Head Start Procedures:

1. Wash your hands thoroughly.
2. Get supplies ready, including applying gloves.
3. Protect the surface with clean, disposable paper.
4. Place child on a diapering surface, always keeping one hand on the child or child safety mechanism. use
5. Undress child to expose the diaper; if clothes are soiled place clothes in a plastic bag.
6. Wipe from front to back using a wipe or soft cloth, put a soiled wipe in the soiled diaper.
7. Place soiled diaper in a lined trash can and/or tuck diaper in gloves.
8. Dispose of gloves in the trash can and close the lid.
9. Diaper and dress the child.
10. Wash the child's hands.
11. Return child to supervised area.
12. If the area becomes soiled, sanitize it.
13. Sanitize with a product that is registered by the EPA.

Safety Food Preparation:



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



1. Kitchen staff will complete Servsafe Training or Servsafe Management Training before conducting kitchen duties.
2. When food is being prepared, all Headstart/Early Headstart staff and volunteers must wear head coverings while in the kitchen area.
3. Kitchen staff will monitor the temperature of meats to guarantee they are served to the children at the appropriate temperature stated on the Food Temperature Record. The meat temperatures will be recorded on the Food Temperature Record.
4. Every morning, kitchen staff will complete **the Refrigerator/Freezer Temperature Record** to ensure food is kept at the proper temperatures. The Teacher/Teacher Assistant will check refrigerators in the classroom to ensure they are at the proper temperature (41 degrees and lower).
5. All staff will follow proper hygiene practices by washing their hands both before and after preparing and serving food.
6. CVCOG Kitchen staff will follow the uploaded Management Plan in TX UMPS.

Exposure to Blood and Bodily Fluids:

1. The following supplies will be used to clean and handle bodily fluids and will be labeled as “Bodily Fluids Only;” broom, mop, dustpan, and bucket.
2. Disposable gloves will be made available to all staff and volunteers.
3. Staff members will wear disposable gloves when handling blood, bodily fluids, or other infectious materials.
4. Clean and disinfect contaminated work surfaces with the recommended liquid EPA approved solution.
5. Clean and disinfect rugs using Super Sorb (do not use vacuum cleaner).
6. Dispose of all contaminated materials in a plastic bio-hazard bag and tie close
7. Staff members will be trained in Bloodborne Pathogens orientation annually.

Administrative Safety Procedures Policy:

CVCOG Head Start will establish and implement, and practice appropriate for emergencies, fire prevention and response, protection from contagious disease, medication administration, food allergies, disaster preparedness, and safety incidents.

1. The Health Manager will review the Emergency Response Plan, including fire prevention and response with staff before staff start job duties at the site.
2. Staff are trained in safety practices annually during in-services training and as needed.
3. The **Parent Handbook** will contain a copy of the following guidelines for exclusion from Head Start/Early Head Start classrooms: Texas Departments of State Health Services at 25 TAC 97.7.
4. Staff will complete an **Incident /Illness Report** on GoEngage under Classroom/Caseload Dashboard for any exclusions, or injuries done on school grounds, or go to Incident Reporting.
5. Click on the **turquoise** icon on the bottom left for the child.
6. Click on add new icon and fill out incident reports.
7. Once submitted, the site supervisor is required to review and verify.



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



8. Site Supervisor and Health/Mental Health manager will receive notifications when an incident report has been completed.
9. Site Supervisor will print out a copy from GoEngage and file in the DHS file only if needed to report to licensing.
10. When a child is excluded for medical reasons, they may return once they have met the proper criteria listed in the **Parent Handbook**.
11. The site can seek guidance from the Health Manager and/or local health officials before returning.
12. The Health Manager may consult with local health officials and/or Texas Department of Family Protective Services (TDFPS) regarding any conditions if applicable.

Medication Administration:

1. Head Start/Early Head Start staff are trained at orientation, annually, in-service and as needed on Medication Procedures, the use of Medical Equipment when applicable and side effects.
2. All medications must be in their original container.
3. Pharmacy label and Doctor's instructions must include the following information:
 - a. Child's first and last name.
 - b. Name of the medication.
 - c. The date prescription was filled.
 - d. Name of health care provided by the person who prescribed the medication.
 - e. Medication expiration date.
 - f. Dosage and frequency of medication.
 - g. Storage instructions if available.
4. On the original container, designated staff will write the date the medication was brought to the site.
5. Teaching staff and/or designated staff place a picture of the child within a week on a medication storage box/bag.
6. Parents/guardians must sign and complete the **Authorization for Dispensing Medication** form 7238.
7. Medication will be administered by designated staff members trained in the Medication Administration.
8. Designated staff members will be trained in medication administration, handling, and storage of medication per medication instructions.
9. All medications will be in a locked cabinet/box. Emergency medication will be in a lock bag and kept readily available but kept out of the reach of children.
10. Designated staff members will document each time medication is administered on the **Authorization for Dispensing Medication** form 7238.
11. The **Authorization for Dispensing Medication** will be kept in a notebook and kept confidential.
12. Site Supervisor/receptionist will review the **Medication Monthly Verification** at the end of each month for medication in the office. Teaching staff will review the **Medication Monthly**



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



Verification at the end of each month in the classroom to inform parents/guardians on who much medication is left at the site.

13. If there are any changes in the child's normal behavior after medication is administered, designated staff members will document changes on an **Illness/Incident Report** and the **Authorization for Dispensing Medication** and contact the parents/guardians immediately.
14. If designated staff members make an error on medication administration, they will complete a **Medication Error Report** and an **Incident/Illness Report**. A copy will be given to the parents/guardians for them to share with their pediatrician.
15. If staff members need to take medication during operation hours, they will inform the site supervisor, and the medication will be stored in a locked cabinet or locked box.
16. Only the site supervisor and FSW will be allowed to administer any narcotic medication to a child if prescribed.
17. All medications prescribed and/or over the counter must have a doctor's note if left at the site.
18. All medications must be signed out by parent/guardians on the drop date. If medication is picked up, the site supervisor will collect it and inform the Health Manager.

Food Allergy:

1. Parents/guardians will complete a **Health History** and **Nutrition Assessment** with the FSW at enrollment.
2. If there are any concerns, the FSW will have parents/guardians obtain a **Food Allergy Emergency Plan** and/or doctor's note stating the food allergy from their health care physician.
3. Each child with a food allergy must have a **Serious Allergy Action Plan** provided by the primary physician.
4. A **Serious Allergy Action Plan** must include symptoms if exposed and steps to take if the child has an allergic reaction.
5. A **Food Allergy Emergency Plan** will be obtained prior to the child's entry into the program.
6. A copy of the **Food Allergy Emergency Plan** and **Serious Allergy Action Plan** will be filed in the child's federal file, outdoor backpack.
7. A copy of the **Food Allergy Emergency Plan** will be given to kitchen staff for food preparation and teaching staff for serving food from the site supervisor.
8. The site supervisor will redact the child's name and use the ChildPlus ID number.
9. **The Food Allergy Emergency Plan** will be always posted in the classroom with a confidentiality cover sheet.

Disaster Preparedness Plan:

CVCOG Head Start has all hazards of emergency management/disaster preparedness and response plans for natural disasters, emergencies, or violence in or near the program.

1. **Emergency Response Plans** will be reviewed for updates annually. If no updates are required, **Emergency Response Plans** will remain in use.



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



2. If updates are needed, the **Emergency Response Plan** will need to be approved by the Policy Council and Executive Committee, and the Department of Public Safety.
3. The site supervisor will post the **Emergency Response Plans** on Parent Boards at each site.
4. Site Supervisors will report any safety incidents to the Head Start Director that are referenced in 1302.102 under reporting.



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: September 9th, 2026

Re: Policy and Procedure

Consider and take appropriate action concerning the approval of Policy and Procedure Safety Practices-1302.47.

EC Chairman

Date

Policy Council Chair

Date

Memo

To: Executive Committee

From: Carolina Raymond, Director of Head Start

Date: 09/09/2026

Re: CONSIDER AND TAKE APPROPRIATE ACTION – ITEM 12

ITEM 12

Carolina Raymond, Director of Head Start, is seeking consideration and approval concerning the Head Start Policies and Procedures: a. Safety Practices – 1302.47.

Approved at the Executive Committee Meeting on September 9, 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: September 9th, 2026

Re: Policy Council Members

Consider and take appropriate action concerning the approval of Newly Elected Members of the Policy Council.

EC Chairman

Date

Policy Council Chair

Date

Memo

To: Executive Committee

From: Carolina Raymond, Director of Head Start

Date: 09/09/2026

Re: CONSIDER AND TAKE APPROPRIATE ACTION – ITEM 13

ITEM 13

Carolina Raymond, Director of Head Start, is seeking consideration and approval concerning new members elected to the Head Start Policy Council.

Approved at the Executive Committee Meeting on September 9, 2026.

Corrections to CV Area Plan – Revision 1 - July 2026
Seeking approval from CVCOG Executive Committee – Sept 2026

Organizational Profile section:

- Submit two organizational charts – one for the AAA and one for the entire organization – due to the links in your submitted area plan not working. Submitted as Attachments (2). I see that in my Word doc the attachments worked to open, but when we made the doc a PDF, the links are inactive.
- Page 8 – Start the advisory council description with spelling out RACOA so it is clear that RACOA is your advisory council. You could also add the subheading of “Advisory Council” to support clarity. Wrote out the acronym and created subheading.

Key Topic section:

- Add to your operational definition of GEN and GSN (P.12) language that older adults and family caregivers with GEN and GSN are prioritized. – additional info added on p 13.
- Add collaborative efforts with Home-and Community-Based Services (HCBS) within the AAA’s PSA. (Recommend using a subheading to clearly identify what you add.) – HCBS subheader and description added on p 14.
- Add practices/strategies to serve older adults with physical and mental health conditions. (Recommend using a subheading to clearly identify what you add.) – Physical and Mental Health conditions subheader and description added on p 14 -15.

Needs Assessment section:

- The last paragraph on P. 19 talks about 81 surveys and the top 3 requests from the total surveys. Add context about the identified needs within the PSA – describe how the local needs identified from the survey are evident in the PSA – expand with more description of your findings within the context of the PSA to help substantiate the needs. P 21-22.
- Add a description of constraints or challenges limiting ~~Deep East Texas’~~ Concho Valley’s ability to address the identified needs. P 22.

Goals, Objectives, Strategies, and Outcomes section:

- Remove text copied and pasted from the State Plan on Aging. Add local goals, objectives, strategies, and outcomes (short-term outcomes, intermediate outcomes, long-term outcomes). -addressed
- Add a description (brief / summary statement) that directly ties the AAA goals, objectives, strategies, and outcomes determined to the 2026-2028 Texas State Plan on Aging (SPoA). - addressed

Emergency Preparedness section:

- Submit the emergency preparedness plan for which your AAA is included (e.g., COG, health department, city). – included as attachment

Public Comment section:

- Clarify how the public was notified about the opportunity to comment on the area plan – discuss the effort to notify older adults and family caregivers through social media. P 33.
- Add a summary of how the public input helped develop the area plan. P 33.

From OAAA: We need an updated version on file that matches what will be approved.

Attachments:

1. Revised area plan submitted with formatting issues addressed – pending HHSC approval – No action needed; this is your copy of the pending plan.
2. Verification of Intent and Assurances – Action needed: resign to demonstrate local approval of the revised area plan.

Once you send me a Verification of Intent with a current signature, I will finalize approval of your area plan.

Concho Valley AAA Area Plan

FFY 2027 - 2029

**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**



Table of Contents

Executive Summary	2
Organizational Profile	4
Stewardship & Oversight	10
Key Topic Areas	11
Needs Assessment Activities.....	21
Goals, Objectives, Strategies, and Outcomes	23
Long Range Planning	25
Appendix A – Emergency Preparedness	28
Appendix B – Public Comment Activities	29

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 has 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 14th 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 (

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 hardest 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.

ADVISORY COMMITTEE

As stipulated in federal regulations, the Older Americans Act 306(a)(6)(D), the purpose of the Regional Advisory Committee on Aging (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 monitoring, 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 Greatest Economic Need (GEN) and Greatest Social Need (GSN).

Staff attend trainings throughout the year, as well as internal staff meetings to discuss and identify priority needs in our region. These needs can vary throughout the year depending on what is going on in the community. Some examples may include: winter weather and peak summer heat seasons (may cause higher than usual utility bills or endangerment situations if no heat or air conditioning), increased rent or landlord issues (causing potential homelessness), and lack of social support due to family passing or moving away. Staff also attend networking and collaborative meetings in the community, such as Hunger Coalition, Community Navigation Days, and Homeless Coalition to learn of trends and unmet needs that other community partners may be seeing. Based on all these items, we further discuss with clients their current situation to better identify and prioritize those who are in 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

Home and Community-Based Services (HCBS)

The Concho Valley Area Agency on Aging has a strong working relationship with our regional Texas Health and Human Services Commission Community Care Services Eligibility program. This program may assist eligible individuals with the following services: Adult Foster Care, Day Activity and Health Services, Community Attendant Services, Family Care (in-home attendant services for eligible adults, with or without, personal care needs), Primary Home Care (Medicaid-funding in-home personal care), Residential Care, Special Services to Persons with Disabilities, Emergency Response Services and Home-Delivered Meals. Case Management and Information and Referral services may also be provided to eligible applicants.

The CV AAA's Advisory Committee aims to maintain at least one HCBS staff person on the committee, at all times. We also invite HCBS staff to present/educate our AAA staff, at least annually, regarding an overview of services and updates on any changes to services.

The CV AAA maintains communication with designated regional HCBS staff throughout the year to identify any gaps in services, changes in service authorizations, ensure that referrals from AAA to HCBS are appropriate and identify any measures that CV AAA can take to better streamline service delivery.

Physical and Mental Health conditions

The Concho Valley Area Agency on Aging maintains strong working relationships with community partners who specialize in working with individuals of all ages who may have physical and/or mental health conditions.

- MHMR of the Concho Valley: provides services for children and adults regarding mental health needs; services for veterans and individuals with intellectual developmental disabilities. MHMR is the designated agency to provide crisis intervention services. CVCOG maintains an MOU with MHMR to identify services that each partner agency offers and collaborative efforts we each will take to ensure appropriate and timely service delivery.

- **Disability Connections:** serves as the Center for Independent Living (CIL) for the region. This program works to assist individuals with significant physical, mental, cognitive and sensory disabilities to obtain the information, skills and resources they need to function as independently as possible. The CV AAA participates in health fairs, training and other collaborative efforts that Disability Connections conducts throughout the year.
- **West Texas Rehab Commission:** provides physical therapy, occupational and speech therapy, as well as hospice, hearing center, orthotics and prosthetics,
- **Concho Valley Aging and Disability Resource Center:** the ADRC is co-located with 211 Texas and Area Agency on Aging of the Concho Valley. Staff are trained amongst 2 or 3 of these programs. The CV ADRC works to provide information on a full range of long-term support options, services and resources for older individuals and individuals with disabilities.

The Concho Valley Area Agency on Aging works to ensure that at least one staff member or representative serves on the Regional Advisory Committee on Aging to provide updates on services for their respective agencies throughout the year and to ensure that we continue engaging on every changing needs and service delivery that may occur throughout each year.

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) infection 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 too. 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 complies 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. Additional identified needs from the completed surveys include:

- More affordable housing
- Longer term services for utility assistance with gas, water, electric and rent
- Additional respite services – specifically 24/7 options
- More social activities – options for Seniors to meet outside of traditional congregate setting
- More opportunities for transportation to places outside the region for recreation and/or for specialized medical needs.
- Additional opportunities to address food insecurity: breakfast options, food pantries that offer delivery or odd hours for those individuals who work during traditional times that food pantries are open.

The above needs are familiar to community partners and as a collective we work to address as many needs as possible. Some examples of collaborative efforts include: Hunger Coalition, Homeless Coalition, Rural Navigation Days, Advisory Committees.

Constraints/Challenges

Some of the challenges that Concho Valley AAA has experienced in recent years is the lack of participants in the contractor pool. While we have identified Chore Maintenance as being a needed service based on information and referral calls, requests for lawn maintenance and chore services have been difficult to authorize. While we work closely with our CVCOG Procurement team and make efforts by posting the opportunity in a variety of ways, we struggle with finding participants who want to complete the contract services packet to be able to complete services for Chore Maintenance.

Additional contracted services that tend to cause a challenge is the availability of reliable attendant services and contractors for home repairs. Home Health agencies who offer in-home respite, personal assistance, homemaker and residential repair (minor home modifications) have not been reliable for the past several years, after the COVID 19 pandemic. We rely on the voucher program to offer a version of in-home services, but the ideal is to contract with trained, professional attendant services to offer clientele. The other hardship is the increased cost in attendant services, which has reduced the number of hours that a client is able to utilize. Contractors for Residential Repair have been difficult to utilize due to other demands in the community related to the July 2025 flooding event. We continue to experience a shortage of availability and the cost for repairs has consistently gone up, in which CV AAA has found it difficult to be able to afford the estimated cost within the allowable service authorization threshold.

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.

The Concho Valley Area Agency on Aging works to align our local efforts to align with the overall goals presented in the Texas State Plan on Aging.



Proposed-texas-state-plan-aging-2026-2

Goal 1: Support Older Texans to age in place within their community by accessing available resources.

Objective: Ensure Older Texans are aware of where and how to access services.

Strategies:

- Utilize the Regional Advisory Committee on Aging to develop local, user-friendly brochures to help promote available services.

- Create a printed and online resource guide that includes available regional resources that aim to address the needs of Older Texans.
- Identify methods that allow us to better reach rural residents.

Outcomes:

- **Short-term:** Increase opportunities on how to connect with our target population.
- **Intermediate:** Increase number of individuals accessing services.
- **Long-term:** More individuals are aware of available services.

Goal 2: Increase awareness about caregiving and the resources available.

Objective: Empower caregivers to serve to their full potential by connecting them with available support and resources.

Strategies:

- Identify new partnerships with organizations that specialize in cognitive disorders and caregiver support to increase referral sources for caregiver needs.
- Develop a media campaign that allows us to better promote available caregiver services throughout the rural region.

Outcomes:

- **Short-term:** Immediate increased awareness of available caregiver services.
- **Intermediate:** Increased use of available caregiver services and available referral sources.
- **Long-term:** Caregivers are empowered with better tools to perform their role.

Goal 3: Strengthen Aging Services networking infrastructure within the region

Objective: For Concho Valley AAA to serve as the focal point for aging services.

Strategies: Collaborate with other community partners whose focus is to provide services to Older Texans and their Caregivers.

Outcomes:

- **Short-term:** Increase the number of partner agencies we collaborate with on a regular basis.
- **Intermediate:** The networking group identifies gaps in services, opportunities for improvement, and/or unmet needs.
- **Long-term:** In a collaborative effort, this Aging network makes impactful changes to service delivery.

Goal 4: Increase advocacy awareness and opportunities.

Objective: Ensure that Older Texans and key stakeholders are aware of advocacy organizations that can impact change.

Strategies: Work closely with the Texas Silver Haired Legislators to stay up-to-date on the needs of Older Texans.

Outcomes:

- **Short-term:** Increase visibility of TSHL for the older population to connect with and learn more about how their needs on a legislative level can be advocated for.
- **Intermediate:** Receive input from TSHL on unmet needs that are affecting Older Texans.
- **Long-term:** Make revisions to the Area Plan based on input received from TSHL on behalf of Older Texans.

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 increased 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 ensure 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 to deliver 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](#)

- Agenda from 4/22/26 – Advisory Committee meeting
- Social media posts on CVCOG Facebook page and email d-lists sent out by 4/24/26 – announcing open for public comment
- Discussion at May Executive Committee mtg
- Community partner meetings
- Finalized Area Plan will be submitted to OAAA by 5/29/26
- Public input during various outreach events

The public was notified of the opportunity to comment on the Area Plan by word-of-mouth, flyers, social media and at various outreach events during the timeframe for public comment. The public, including community partners, were also notified that while there is a specific timeline for public comment on the FY 27 – 29 Area Plan, that public comment is taken year round and can impact the need for a revision to the current approved area plan. CV AAA utilized these discussions about the Area Plan as an educational opportunity to explain to the public and community partners about what the Area Plan is, the value of the plan and that this is a living document that can change throughout the approved project period dependent on identified needs, changes, obstacles, initiatives in the region. There were many individuals who were not familiar with the Area Plan process who appreciated the explanation and saw this document as a resource for future reference. Public comment allowed for discussion on available services, how service delivery can improve, discussions on unmet needs and gaps in services, and also successes. We received a lot of positive feedback in which the public provided appreciation and support of the current services CV AAA offers and in the manner we provide service delivery.

2027 – 2029 Area Plan

Verification of Intent & Assurances

[Name] Area Agency

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 \(3/25/2020\)](#)

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

2027 – 2029 Area Plan

Verification of Intent & Assurances

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;
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;

2027 – 2029 Area Plan

Verification of Intent & Assurances

(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).

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

2027 – 2029 Area Plan

Verification of Intent & Assurances

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

2027 – 2029 Area Plan

Verification of Intent & Assurances

- (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 shall conduct outreach activities to identify such individuals in such area and shall inform such individuals of the availability of assistance under this Act;

2027 – 2029 Area Plan

Verification of Intent & Assurances

(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—

2027 – 2029 Area Plan

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: 9/9/2026

Memo

To: Executive Committee

From: Toni Roberts, Director Access and Assistance

Date: 09/09/2026

Re: CONSIDER AND TAKE APPROPRIATE ACTION – ITEM 14

ITEM 14

Toni Roberts, Director Access and Assistance, is seeking consideration and approval concerning Revision 1 on the Concho Valley AAA Area Plan.

Approved at the Executive Committee Meeting on September 9, 2026.

Memo

To: Executive Committee

From: Jaylon Seales, Procurement Manager

Date: 09/09/2026

Re: CONSIDER AND TAKE APPROPRIATE ACTION – ITEM 15

ITEM 15

Jaylon Seales, Procurement Manager, is seeking consideration and approval concerning the adoption of the new IRS mileage rate for 2026.

Approved at the Executive Committee Meeting on September 9, 2026.

Key Changes to Policy

Travel Policy

- Reorganized overall format & section layout.
- Updated language pertaining to rental vehicles to indicate the preference for rental vehicles when their use is more economical or practical than other options.
- Added section pertaining to employees who *elect* to use a POV vs employees who are *required* to use a POV and the applicable mileage reimbursement rates.
- Added language restricting travel advances for mileage.
- Modified Meals & Incidental Expenses section to require that advances or reimbursements consider any meals provided by hotel, conference, training, etc.
- Modified Meals & Incidental Expenses section to require submission of receipts if requesting reimbursement for meals.
- Added language restricting gratuities.
- Added section pertaining to Day Travel – Out of Region and allowing meal reimbursement or advance for this type of travel.

Travel Policy

Last Revised: September 2026



CONCHO VALLEY
COUNCIL OF GOVERNMENTS

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Table of Contents

1. PURPOSE AND SCOPE	3
2. DEFINITIONS	3
3. GOVERNING AUTHORITY.....	4
4. GENERAL TRAVEL STANDARDS	4
5. TRAVEL AUTHORIZATION.....	5
6. TRAVEL ADVANCES.....	6
7. TRANSPORTATION EXPENSES.....	6
8. LODGING EXPENSES.....	9
9. MEALS AND INCIDENTAL EXPENSES (M&IE).....	9
10. REGISTRATION FEES	10
11. GRATUITIES.....	11
12. REQUIRED DOCUMENTATION	11
13. NON-REIMBURSABLE EXPENSES	11
14. COMBINED BUSINESS AND PERSONAL TRAVEL	12
15. TRAVEL SAFETY	12
16. TRAVEL EXPENSE REPORTS.....	12
17. DAY TRAVEL – OUT OF REGION	13
18. LOCAL / IN-REGION TRAVEL.....	13
19. RECORD RETENTION AND INTERNAL CONTROLS.....	14
20. EXCEPTIONS	14
21. DISCIPLINARY ACTIONS.....	15
22. EFFECTIVE DATE.....	15

1. PURPOSE AND SCOPE

The Concho Valley Council of Governments ("CVCOG") recognizes that official travel is often necessary to carry out program objectives, provide services to member governments, attend training and conferences, monitor grant-funded activities, and conduct other official business. The purpose of this policy is to establish uniform procedures for the authorization, payment, reimbursement, and documentation of travel expenditures while ensuring compliance with applicable federal and state requirements and promoting responsible stewardship of public funds. This policy applies to all CVCOG employees, officers, board members, volunteers, and any other individuals whose travel expenses are authorized to be paid or reimbursed by CVCOG.

2. DEFINITIONS

- *CVCOG-Owned Vehicle*: a vehicle owned, leased, rented, or otherwise made available by CVCOG for official business purposes.
- *CVCOG P-Card*: a CVCOG-issued purchasing card authorized for use in accordance with applicable CVCOG policies and procedures.
- *Day Travel – Out of Region*: authorized business travel outside the CVCOG service area that does not require an overnight stay.
- *Executive Director*: the individual appointed by the CVCOG Board of Directors to serve as CVCOG's chief executive and administrative officer.
- *Executive Director's Designee*: a CVCOG employee formally authorized by the Executive Director to act on the Executive Director's behalf for one or more purposes under this Policy.
- *GSA*: the U.S. General Services Administration, including its published rates and guidance for travel expenses, such as lodging and meals and incidental expenses.
- *Local / In-Region Travel*: authorized business travel within the CVCOG service area or other locations designated by CVCOG as local or in-region travel.
- *M&IE*: Meals and Incidental Expenses, as defined by applicable GSA travel rates and guidance.
- *Supervisor*: the CVCOG employee responsible for directly overseeing and approving the work and activities of another employee, as applicable.

- *Traveler*: a CVCOG employee, official, or other individual authorized to travel on official CVCOG business.
- *Travel Advance*: funds provided to an authorized Traveler before travel to assist with the payment of eligible and allowable travel expenses.
- *Travel Report*: the form or other approved documentation used to report official travel, including applicable expenses, reimbursements requested, and required supporting documentation.
- *Travel Request*: the form or other approved documentation used to request authorization for official CVCOG travel before the travel occurs.
- *TxGMS*: the Texas Grant Management Standards, as issued and amended by the State of Texas, which establish requirements for the administration and management of state and federal grant funds.

3. GOVERNING AUTHORITY

- (A) Travel expenditures shall comply with all applicable laws, regulations, grant requirements, and funding source restrictions. Travel funded in whole or in part by a federal award shall comply with the requirements of 2 CFR Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, including the standards for allowability, reasonableness, necessity, and documentation of costs.
- (B) Travel expenditures shall comply with applicable provisions of TxGMS, grant agreements, and guidance issued by the State of Texas. Lodging and meal reimbursement rates shall be based upon the rates established by the GSA, unless a grantor or funding source imposes more restrictive limitations. All travel expenditures remain subject to any grant-specific restrictions imposed by the awarding agency, pass-through entity, or grant agreement.
- (C) In situations where multiple funding sources apply, the most restrictive requirement shall govern.

4. GENERAL TRAVEL STANDARDS

- (A) Official travel shall be conducted only when necessary to accomplish a legitimate business purpose of CVCOG. Employees and officials are expected to exercise the same care in incurring travel expenses that a prudent person would exercise when traveling at personal expense.

- (B) All travel costs must be reasonable, necessary, properly documented, and directly related to the conduct of official business. Expenditures that are excessive, unnecessary, personal in nature, or otherwise prohibited by law, regulation, or grant requirements shall not be reimbursed.
- (C) Travel arrangements should be made in a manner that balances cost, efficiency, safety, and operational needs. Employees are expected to seek the most economical travel options that reasonably meet business requirements.
- (D) Employees are fully responsible for making their own travel arrangements, including transportation, lodging, and other related needs, when traveling on behalf of CVCOG. This responsibility ensures that bookings are accurate and align with the employee's specific requirements for the trip.
- (E) All employees and representatives of CVCOG must adhere to applicable laws, regulations, and ethical standards when conducting official travel.
- (F) When two or more employees are traveling to the same destination or event on the same dates, employees and supervisors should coordinate travel arrangements to the extent practical to avoid unnecessary or duplicative expenses. This may include coordinating transportation, lodging, rental vehicles, and other travel arrangements when doing so is reasonable and cost-effective.

5. TRAVEL AUTHORIZATION

- (A) Except in emergency situations, all travel must be approved before travel begins. Travel Requests shall identify the purpose of the travel, destination, dates of travel, anticipated costs, funding source, and any request for a travel advance.
- (B) Travel Requests should be submitted at least two (2) weeks prior to the anticipated travel date to allow sufficient time for review, approval, and processing. Travel Requests submitted less than two weeks in advance may not be processed or approved in time, and any requested travel advance may not be available prior to departure.
- (C) Supervisors are responsible for ensuring that proposed travel is necessary, budgeted, and consistent with program objectives. Approval of travel constitutes authorization to incur reasonable expenses in accordance with this policy.
- (D) No employee may approve his or her own travel. Travel by the Executive Director shall be reviewed and approved by the Deputy Executive Director, Director of Finance, or the Board Chair. Travel by board members shall be reviewed and approved by the Executive Director or their designee.
- (E) Failure to obtain required authorization may result in denial of reimbursement.

6. TRAVEL ADVANCES

- (A) CVCOG recognizes that official travel may require employees to incur expenses before reimbursement can be processed. To minimize personal financial burden, travel advances may be authorized when justified by the anticipated cost of travel.
- (B) Requests for travel advances shall be submitted with the travel authorization request and should be provided sufficiently in advance of departure to allow for processing. Travel advances may be approved for anticipated lodging costs, meals and incidental expenses, registration fees, and other allowable travel expenditures.
- (C) Travel advances should be requested only for anticipated expenses that cannot reasonably be paid using a CVCOG P-Card or paid directly by CVCOG. Except for meals, travelers are encouraged to utilize a CVCOG P-Card whenever practical to reduce the need for travel advances.
- (D) The amount of any travel advance shall be limited to the estimated reimbursable expenses reasonably expected to be incurred during the travel period. Whenever practical, registration fees, conference costs, lodging deposits, and similar expenses should be paid directly by CVCOG or charged to a CVCOG P-Card rather than through a travel advance.
- (E) Within ten (10) business days following completion of travel, the traveler shall submit a travel report together with all required receipts, invoices, and other supporting documentation. Any unused portion of a travel advance shall be returned to CVCOG at the time the travel report is submitted. If a travel advance exceeds the amount of allowable reimbursement, the traveler shall reimburse CVCOG for the difference.
- (F) Failure to timely reconcile a travel advance may result in suspension of future advances and may subject the outstanding balance to payroll deduction or other collection methods authorized by law.

7. TRANSPORTATION EXPENSES

- (A) Transportation expenses shall be reimbursed when incurred for authorized business purposes and when properly documented. Whenever practical, transportation expenses such as airfare, rental vehicles, parking, tolls, and other allowable transportation costs should be charged to a CVCOG P-Card.

i. RENTAL VEHICLES

- Rental vehicles are preferred when their use is more economical or practical than other transportation options. Travelers shall obtain the lowest-cost vehicle reasonably necessary to accomplish the business purpose of the trip. Luxury, premium, or specialty vehicles shall not be reimbursed absent written justification and prior approval from the Executive Director or their designee.

- Fuel expenses for rental vehicles are reimbursable with receipts. Fuel expenses for rental vehicles should be charged to a CVCOG P-Card when practical and available. Mileage for rental vehicles is not reimbursable.

ii. **PERSONAL VEHICLES (POV)**

- Employees who *elect* to use a personal vehicle for official travel when another reasonable transportation option is available may do so with prior written approval from their direct supervisor. The supervisor's written approval must be included in the travel request. Mileage for employee-elected use shall be reimbursed at the CVCOG's designated reduced mileage rate of \$0.67 per mile.
- When an employee is *required* to use a personal vehicle for official business because a CVCOG-owned vehicle, rental vehicle, or other reasonable transportation option is unavailable or impractical, mileage shall be reimbursed at the current standard mileage rate established by the Internal Revenue Service.
- To ensure accuracy, mileage expenses shall be reimbursed after travel is completed. Employees should not request a travel advance for mileage, unless otherwise approved by the Executive Director or their designee.
- A funding source, grant agreement, or other applicable requirement may establish a lower allowable reimbursement rate, in which case the lower rate shall apply.
- Mileage reimbursement is intended to cover all vehicle operating costs, including fuel, maintenance, insurance, and depreciation. Therefore, fuel purchases for personal vehicles shall not be reimbursed separately nor charged to a CVCOG P-Card.
- Mileage shall be calculated using odometer readings, mapping software (Google Maps printout), or other acceptable documentation.
- Mileage associated with normal commuting between an employee's residence and primary work location is not reimbursable. In cases of extraordinary circumstances, if travel occurs outside of the employee's regular work hours, the employee may be reimbursed for using their POV to travel between their residence and primary work location, if approved by the Executive Director or their designee.
- Mileage incurred between an employee's residence, primary work location, and an airport or other transportation departure location shall be considered personal commuting mileage and is not reimbursable. Employees are responsible for transportation costs associated with traveling to and from their normal work location or the point of departure for official travel. Exceptions may be approved by the Executive Director or their designee.

- The number of reimbursable miles may not exceed the number of miles of the most cost-effective, reasonably safe route between two duty points. In determining the most cost-effective, reasonably safe route, CVCOG may consider the route that provides the shortest distance, the quickest drive time, or the safest road conditions.
- Only one individual per trip is eligible for mileage reimbursement. If more than four employees are traveling on the same itinerary using a POV, only one employee from each group may be reimbursed for mileage.

iii. CVCOG-OWNED VEHICLES

- Employees are encouraged to use CVCOG-owned vehicles for official business travel when available and practical. When a CVCOG-owned vehicle is available and its use is reasonable and cost-effective, employees should use the CVCOG-owned vehicle rather than a personal vehicle or rental vehicle.
- Actual expenses for fuel, oil, and other maintenance costs incurred during authorized travel in a CVCOG-owned vehicle or any other vehicle provided by CVCOG are reimbursable. These expenses should be charged to a CVCOG P-Card when practical and available.

iv. AIR TRAVEL

- Air travel shall be arranged using the lowest logical airfare available that reasonably meets business needs. Travelers shall use economy or coach-class accommodations. Costs associated with first-class travel, business-class upgrades, priority boarding, seat upgrades, or similar enhancements are generally not reimbursable unless specifically approved in advance for documented business or medical reasons.

v. OTHER TRANSPORTATION EXPENSES

- Reasonable costs for parking, tolls, taxis, shuttle services, public transportation, and rideshare services may be reimbursed when incurred in connection with authorized travel and supported by appropriate documentation.
- CVCOG will not reimburse for transportation used for personal purposes. Employees must ensure that any personal expenses are paid separately and are not paid for with a CVCOG P-Card or included in reimbursement requests.
- Reasonable taxes, fees, and surcharges imposed as part of allowable transportation expenses, including parking facilities, toll systems, taxis, rideshare services, shuttle services, and similar vendors, are reimbursable when they are automatically assessed by the vendor and cannot reasonably be avoided or removed at the time of purchase.

8. LODGING EXPENSES

- (A) Lodging expenses shall be charged to a CVCOG P-Card whenever practical and available. Employees should not use personal funds for lodging when a CVCOG P-Card is available for the expense.
- (B) Lodging expenses shall not exceed the applicable GSA lodging rate for the destination, exclusive of applicable taxes and mandatory government-imposed fees, unless an exception is approved in writing by the Executive Director or their designee prior to incurring the expense. Exception requests may include reasons such as conference-designated hotels, remote travel locations, public safety considerations, or documented availability constraints.
- (C) Travelers unable to utilize a CVCOG P-Card shall be reimbursed for actual lodging expenses up to the maximum lodging rate established by the GSA for the applicable travel destination.
- (D) Travelers are expected to seek lodging that is safe, reasonably located, and cost effective. Whenever available, government rates, conference rates, and other discounted lodging options should be utilized.
- (E) An itemized hotel folio, receipt, or equivalent documentation shall be retained and submitted with the travel report. The documentation must identify the dates of stay, lodging charges, applicable taxes and fees, and any other charges incurred. Travelers are responsible for reviewing hotel charges prior to departure and disputing or correcting unauthorized, personal, or erroneous charges. Personal expenses charged to a CVCOG P-Card shall be reimbursed to CVCOG.
- (F) Travelers shall make reasonable efforts to cancel or modify lodging reservations when travel plans change in order to avoid unnecessary cancellation or no-show charges. Any unavoidable charges should be documented and may require supervisory approval.
- (G) CVCOG is not exempt from paying state, county, or municipal hotel occupancy taxes when staying at commercial lodging establishments.

9. MEALS AND INCIDENTAL EXPENSES (M&IE)

- (A) M&IE shall be reimbursed in accordance with the applicable GSA per diem rate for the travel destination. Reimbursement shall not exceed the applicable GSA rate.
- (B) Employees may request a travel advance for anticipated M&IE expenses associated with authorized overnight travel.

- (C) Employees who do not receive a travel advance may request reimbursement for eligible M&IE expenses following completion of travel. Employees shall submit receipts or other required documentation, with meal receipts clearly identified as breakfast, lunch, or dinner to correspond with the applicable GSA meal rate.
- (D) Reimbursement for each meal shall not exceed the applicable GSA breakfast, lunch, or dinner rate for the destination. Reimbursement is limited to meals actually purchased by the employee and shall not be provided for a meal furnished as part of a conference, meeting, training, or other official function.
- (E) When meals are provided through a conference registration, training event, hotel accommodation, or another third party, the applicable meal allowance shall be reduced accordingly. Travelers may not claim reimbursement for meals furnished at no cost to the traveler. Continental breakfast and/or reception appetizers or snacks do not constitute a meal provided and will not be deducted from the M&IE allowance.
- (F) The applicable M&IE travel advance or reimbursement rate shall be based upon the location where the traveler spends the night.
- (G) CVCOG P-Cards shall not be used for employee meals while traveling, unless specifically authorized for an approved business purpose.
- (H) The M&IE allowance includes customary and reasonable meal gratuities and incidental expenses. Therefore, separate reimbursement for meal tips or gratuities shall not be allowed when the traveler is receiving a per diem allowance.
- (I) On the first and last day of travel, reimbursement shall be limited to seventy-five percent (75%) of the applicable M&IE rate.
- (J) Travelers may not receive both actual meal reimbursement and a per diem allowance for the same travel period.

10. REGISTRATION FEES

- (A) Conference registration fees, training costs, seminar fees, and similar expenses may be paid directly by CVCOG, charged to a CVCOG P-Card, or reimbursed to the traveler when associated with approved official travel.
- (B) Travelers are encouraged to use a CVCOG P-Card or request direct payment by CVCOG for registration fees whenever practical.
- (C) Registration documentation and proof of payment shall be maintained as part of the travel record.

- (D) Costs associated with optional entertainment activities, guest registrations, sightseeing tours, recreational events, or similar personal activities are not reimbursable and shall not be charged to a CVCOG P-Card and are not reimbursable.

11. GRATUITIES

- (A) Gratuities, tips, and similar discretionary payments are generally not reimbursable travel expenses and shall not be charged to a CVCOG P-Card.
- (B) Gratuities may be reimbursed only when specifically authorized by the Executive Director or their designee and when reasonable, customary, and directly related to an otherwise allowable business expense.
- (C) Employees are responsible for any gratuities or tips that are not expressly allowable under this policy and shall not seek reimbursement for such expenses.

12. REQUIRED DOCUMENTATION

- (A) All travel expenditures must be adequately documented to support reimbursement and compliance with audit requirements. The traveler bears responsibility for providing sufficient documentation to substantiate the business purpose and amount of each expense.
- (B) Receipts are required for lodging, airfare, rental vehicles, registration fees, parking, tolls, rideshare services, taxi fares, and all other travel related expenses charged to a CVCOG P-Card or claimed for reimbursement.
- (C) Documentation supporting charges made on a CVCOG P-Card shall be submitted in accordance with CVCOG purchasing card procedures and maintained as part of the travel record.
- (D) When a receipt is unavailable, the traveler may be required to complete a lost receipt certification explaining the circumstances. Acceptance of such certifications shall be at the discretion of CVCOG and may be limited to infrequent occurrences.

13. NON-REIMBURSABLE EXPENSES

- (A) CVCOG shall not reimburse expenses that are personal in nature or unrelated to official business. Examples of non-reimbursable expenses include alcoholic beverages, entertainment costs, personal sightseeing activities, expenses incurred on behalf of family members or guests, airline upgrades, excessive luggage fees, hotel movies, personal subscriptions, traffic citations, parking violations, personal grooming expenses, and any expense resulting from negligence or misconduct.
- (B) The Executive Director or their designee shall have final authority to determine whether an expense is allowable and reimbursable.

14. COMBINED BUSINESS AND PERSONAL TRAVEL

- (A) Employees may combine personal travel with official business travel provided that no additional cost is incurred by CVCOG. Reimbursement shall be limited to the expenses that would have been incurred had the traveler engaged only in official business travel.
- (B) When personal travel affects transportation costs, lodging costs, or other reimbursable expenses, the traveler may be required to provide documentation demonstrating the business-only cost for comparison purposes.
- (C) Any additional expenses attributable to personal travel are the sole responsibility of the traveler.
- (D) Personal expenses shall not be charged to a CVCOG P-Card.

15. TRAVEL SAFETY

- (A) The safety of employees is a top priority during official travel.
- (B) When using rental cars, taxis, rideshare services, or personal vehicles for official business, employees must ensure the vehicle is in good working condition and that all safety features (seat belts, airbags, etc.) are operational. Seat belts must be worn at all times, regardless of the length or type of trip.
- (C) When using public transportation, employees should remain alert to their surroundings, store valuables securely, and follow any safety guidelines provided by the transit agency.
- (D) In the event of an emergency, employees should immediately contact local authorities and their supervisor, the Executive Director or their designee. Employees should also be familiar with emergency procedures for the transport service they are using (e.g., rideshare app safety features, evacuation routes on public transit).
- (E) Employees must follow any health and safety recommendations or requirements for travel.

16. TRAVEL EXPENSE REPORTS

- (A) A travel report shall be submitted within ten (10) business days following completion of travel. The report must accurately identify the purpose of travel, travel dates, destinations, funding source, expenses incurred, and any travel advance received.
- (B) The travel report shall also identify any expenses paid using a CVCOG P-Card and any expenses for which reimbursement is requested. Employees requesting reimbursement

shall submit the appropriate expense reimbursement form with their travel report, documenting each expense for which reimbursement is requested.

- (C) The traveler shall certify that all expenses claimed are true, accurate, necessary, and incurred in connection with official CVCOG business. Supervisors shall review travel expense reports for compliance with this policy prior to reimbursement.
- (D) Incomplete reports or reports lacking required documentation may be returned for correction and may delay reimbursement.

17. DAY TRAVEL – OUT OF REGION

- (A) Employees traveling out of region for one day may be reimbursed for eligible meals in accordance with the applicable GSA meal rates, subject to the requirements and limitations of this policy. Meals provided as part of a conference, meeting, training, or other official function are not reimbursable.
- (B) Meal reimbursement for one-day travel shall generally be limited to meals that are reasonably necessary based on the duration and timing of the official business travel. Employees shall not claim meals solely because they are away from their normal duty station.
- (C) Authorized mileage, parking, tolls, and other allowable transportation expenses incurred for day travel – out of region may be reimbursed or charged to a CVCOG P-Card in accordance with this policy.
- (D) Employees may request a travel advance for anticipated eligible expenses associated with authorized day travel – out of region, subject to applicable CVCOG procedures. Any unused advance shall be returned and reconciled following completion of travel.
- (E) Employees shall provide required documentation, including receipts when applicable, and identify the business purpose, destination, and dates of travel when requesting reimbursement.

18. LOCAL / IN-REGION TRAVEL

- (A) Local and in-region travel shall be authorized by the employee's supervisor in accordance with departmental procedures.
- (B) Employees approved to use a personal vehicle for authorized local or in-region business travel may be reimbursed at the current CVCOG-approved mileage rate, provided the travel is properly documented and meets the requirements of this policy.

- (C) When available and practical, employees should use CVCOG-owned vehicles for local or in-region travel, particularly when doing so is more economical than mileage reimbursement or other transportation options.
- (D) Rental vehicles for local or in-region travel should generally be used only when a CVCOG-owned vehicle is unavailable or when the rental is determined to be more practical or cost-effective.
- (E) Meals and lodging for local or in-region travel are generally not reimbursable unless the travel meets the applicable requirements for overnight or extended business travel. Ordinary meals or expenses incurred during an employee's normal workday are not reimbursable solely because the employee is traveling within the region.
- (F) Travel between CVCOG offices, program locations, meetings, training sites, or other authorized business locations is considered business travel when performed for official CVCOG business and may be reimbursable in accordance with this policy.
- (G) Employees shall use reasonable judgment when selecting transportation and travel arrangements for local or in-region travel and should consider the most economical and practical option based on the circumstances.

19. RECORD RETENTION AND INTERNAL CONTROLS

- (A) CVCOG shall maintain adequate internal controls over travel expenditures to safeguard public funds and ensure compliance with applicable requirements. Travel authorizations, reimbursement requests, receipts, supporting documentation, purchase card records, and related records shall be retained in accordance with CVCOG's record retention schedule and applicable grant requirements.
- (B) No individual shall authorize or approve his or her own reimbursement request. Administrative / Finance staff shall review travel expenditures for compliance before payment is issued.
- (C) Travel records associated with federal awards shall be retained for the period required by federal regulations and applicable grant agreements.

20. EXCEPTIONS

Exceptions to this policy may be approved only by the Executive Director or their designee when justified by unique circumstances and when permitted by applicable law, grant

requirements, and funding source restrictions. Any approved exception shall be documented in writing and maintained with the travel records.

21. DISCIPLINARY ACTIONS

Employees who fail to comply with this policy may be subject to appropriate corrective or disciplinary action in accordance with CVCOG policies and applicable personnel procedures. CVCOG may also require repayment of unauthorized, improper, or unsupported travel expenses.

22. EFFECTIVE DATE

This Travel Policy shall become effective upon approval by the CVCOG Executive Committee and shall remain in effect until amended or rescinded.

Approved Date: _____

Memo

To: Executive Committee

From: Jaylon Seales, Procurement Manager

Date: 09/09/2026

Re: CONSIDER AND TAKE APPROPRIATE ACTION – ITEM 16

ITEM 16

Jaylon Seales, Procurement Manager, is seeking consideration and approval concerning the Concho Valley Council of Governments revised Travel Policy.

Approved at the Executive Committee Meeting on September 9, 2026.

Key Changes to Policy

Property and Asset Control Policy

- Reorganized overall format & section layout.
- Updated and clarified roles and responsibilities.
- Defined and clarified 3 asset types to match the Texas State Property Accounting language.
 - Capital Assets
 - Controlled Assets
 - Tracked Assets
- Updated capitalization threshold to \$10,000 (State capitalization threshold increased to \$10k on Sept. 1, 2024).
- Updated tracked asset threshold from \$250.00 to a new threshold of \$500.00. Tracked assets would only be recorded if the value is \$500+.
- Clarified that assets are handled on a per item basis vs an “asset group”.
- Added section pertaining to auctions to clarify employee participation in auctions.
- Added section pertaining to asset register to clarify how CVCOG will record assets.
- Added section pertaining to property trust relationship to match state/fed requirements.

Property and Asset Control Policy

Last Revised: September 2026



CONCHO VALLEY
COUNCIL OF GOVERNMENTS

5430 Link Road, San Angelo, TX 76904

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Table of Contents

1. PURPOSE	3
2. SCOPE	3
3. DEFINITIONS	3
4. ROLES AND RESPONSIBILITIES	4
5. ASSET ACQUISITION AND RECEIVING	4
6. CAPITAL ASSETS	4
7. CONTROLLED ASSETS.....	5
8. TRACKED ASSETS.....	6
9. THRESHOLDS	6
10. TREATMENT OF MULTIPLE-ITEM PURCHASES AND ASSET GROUPS	7
11. INSURANCE COVERAGE	8
12. USE AND MAINTENANCE	8
13. TRANSFERS AND DISPOSITION	8
14. AUCTIONS	9
15. ASSET REGISTER	9
16. PROPERTY TRUST RELATIONSHIP	9
17. PHYSICAL INVENTORIES	9
18. COMPLIANCE AND REPORTING	10
19. DEFAULT STANDARDS AND GUIDANCE.....	10
20. VIOLATIONS AND NONCOMPLIANCE	10
21. EFFECTIVE DATE	11

1. PURPOSE

This policy establishes the guidelines for the management, tracking, and disposition of property and assets within the Concho Valley Council of Governments (CVCOG) and its programs, ensuring compliance with the Texas Comptroller of Public Accounts, the federal standards set forth in 2 CFR Part 200, capitalization thresholds, and internal controls to prevent loss, theft, or misuse.

Except as otherwise provided by Federal or state statutes or by the awarding agency, real property will be used for the originally authorized purpose as long as needed for that purpose, during which time CVCOG must not dispose of or encumber its title or other interests.

2. SCOPE

This policy applies to all CVCOG departments and programs (hereinafter referred to as “Departments”) that acquire, manage, or dispose of property and assets. It covers all tangible and intangible assets including capital, controlled, and tracked assets, regardless of funding source, including federal, state, local, or other grants. All employees and authorized personnel who handle, manage, or oversee these assets are required to comply with the procedures outlined in this policy.

3. DEFINITIONS

- *Asset Register*: Official record of all capital, controlled, and tracked assets maintained by CVCOG, per Texas Comptroller and federal guidelines (2 CFR Part 200).
- *Capital Asset*: Tangible personal property with an estimated useful life of more than one year and an acquisition cost equal to or exceeding the capitalization threshold established by the Texas Comptroller. Capital assets are recorded in the financial statements and depreciated according to policy.
- *Capitalization Threshold*: The minimum acquisition cost at which an asset is classified as a capital asset. For assets placed into service on or before August 31, 2024, the threshold is \$5,000; for those placed into service on or after September 1, 2024, the threshold is \$10,000.
- *Controlled Asset*: Tangible property below capitalization thresholds, designated as high-risk for loss, theft, or sensitive-data exposure, and recorded in the Asset Register. These assets are not capitalized or reported on the balance sheet.
- *CVCOG Administration*: For purposes of this Policy, “CVCOG Administration” means the Executive Director and/or such CVCOG departments, employees, or

representatives as may be assigned responsibility for administering or carrying out the applicable provisions of this Policy.

- *Tracked Asset:* Tangible property below capitalization thresholds that is not high-risk and does not require financial reporting but is maintained in the Asset Register for inventory and operational purposes.

4. ROLES AND RESPONSIBILITIES

- A. CVCOG Administration:** Ensure all acquisitions are documented and submitted to the Asset Register for tracking. Maintain the Asset Register, perform tagging, and assist in inventories for all asset types.
- B. Finance Department:** Determine capitalization, maintain depreciation schedules, reconcile Asset Register to GL for capital assets, and ensure reporting compliance.
- C. Asset Custodians (Department-level):** Ensure proper care, security, and location accountability for assigned assets, including controlled and tracked assets. Asset custodians are responsible for ensuring assets are used only for official purposes.
- D. Information Technology Department:** Track and maintain IT-related assets, including dispositions, requiring specialized care or compliance with grant requirements.

5. ASSET ACQUISITION AND RECEIVING

All acquisitions of property or assets must be properly documented through purchase orders, invoices, or other approved acquisition records. Upon receipt, each asset will be tagged with a unique identification number and recorded in the Asset Register. Departments are responsible for notifying CVCOG Administration of all new acquisitions to ensure accurate tracking. The classification of assets as capital, controlled, or tracked will be determined according to their cost, useful life, and the guidelines provided in this policy.

Departments that obtain assets through donation, grant funding, transfer, or other non-standard channels must promptly notify CVCOG Administration so that the assets can be properly recorded, tagged, and distributed.

6. CAPITAL ASSETS

Capital assets are tangible property with a useful life greater than one year and an acquisition cost meeting or exceeding the capitalization threshold established by the Texas Comptroller. These assets are recorded on the balance sheet, tracked for accounting and reporting purposes,

and monitored throughout their lifecycle. Departments are responsible for ensuring that capital assets are properly safeguarded, used solely for authorized purposes, and maintained in good condition. Acquisition, transfer, and disposition of capital assets must comply with applicable funding source requirements, including 2 CFR 200 Subpart D for federally funded assets and Texas Comptroller property standards for state-funded assets. Capital Assets fall into four categories:

A. Real Property. Types of Real Property include but are not limited to:

- Land and Land Improvements
- Buildings and Building Improvements
- Facilities and Other Improvements
- Infrastructure
- Construction in Progress

B. Personal Property. Types of Personal Property include but are not limited to:

- Furniture
- Equipment
- Vehicles, Boats, and Aircrafts

C. Intangible Assets. Types of Intangible Assets include but are not limited to:

- Land Use Rights
- Computer Software
- Licenses, Patents, Copyrights, and Trademarks

D. Other Capital Assets. Types of Other Capital Assets include but are not limited to:

- Library books and reference materials
- Works of art and historical treasures
- Leasehold improvements
- Livestock

7. CONTROLLED ASSETS

Controlled assets are items that do not meet the capitalization threshold but are deemed sensitive due to a high risk of loss, theft, or misuse, or are valuable enough to require tracking. Types of Controlled Assets include but are not limited to:

- Sound systems and other audio equipment
- Cameras
- TVs, video players, and recorders
- Computers and laptops
- Servers with confidential data
- Data projectors
- Smartphones, tablets, and other handheld devices

- Unmanned aerial vehicles (drones)
- Specialized tools and instruments
- Firearms

Controlled assets must be properly documented, tagged, and tracked in the Asset Register. Departments are responsible for ensuring these assets are used appropriately, secured, and maintained. Transfers or disposition of controlled assets must comply with the requirements of the funding source, whether federal, state, or other grants. Controlled Assets within the reporting threshold above must be tracked with serial numbers, location, and custodian. A Controlled Asset with a value greater than \$10,000.00 should instead be classified as a Capital Asset and must be capitalized and depreciated accordingly.

8. TRACKED ASSETS

Tracked assets are items that, while not classified as capital or controlled, are monitored for internal management purposes and have a useful life greater than one (1) year. Examples of Tracked Assets include, but are not limited to:

- Office furniture below the capitalization threshold (chairs, desks, filing cabinets)
- Small tools and equipment (hand tools and equipment)
- Non-sensitive electronics (monitors, keyboards, etc.)
- Recreational or programmatic equipment (sports or playground equipment)
- Specialty equipment important to operations but low financial value

Tracked assets must be entered into the Asset Register with identifying information sufficient to ensure accountability. Departments are responsible for proper use and care of tracked assets, and any transfers or disposals must be documented in accordance with internal procedures and applicable funding requirements.

9. THRESHOLDS

Asset Type	Description	Tracking Threshold	Capitalization Threshold
Capital Asset	Real Property (Land and Land Improvements)	Any Cost	\$0
Capital Asset	Real Property (Buildings and Building Improvements)	\$10,000.00+	\$10,000.00+
Capital Asset	Real Property (Infrastructure, Depreciable)	\$10,000.00+	\$10,000.00+

Capital Asset	Real Property (Infrastructure, Non-Depreciable)	Any Cost	\$0
Capital Asset	Real Property (Facilities and Other Improvements)	\$10,000.00+	\$10,000.00+
Capital Asset	Personal Property (Furniture, Equipment, Vehicles, Machinery) with a useful life greater than one year	\$10,000.00+	\$10,000.00+
Capital Asset	Intangible Assets (Software, patents, land use rights, or licenses)	Any Cost	Threshold varies, refer to Texas Comptroller SPA.
Controlled Asset	Assets considered sensitive or valuable, requiring tracking (e.g., computers, tablets, specialized tools, handguns, rifles, and shotguns).	Any Cost	Not capitalized unless value \$10,000.00 or greater.
Tracked Asset	Items with a useful life greater than one year tracked for internal management purposes (e.g., minor equipment, low-value furnishings).	\$500.00 - \$9,999.99	Not capitalized unless value \$10,000.00 or greater.

10. TREATMENT OF MULTIPLE-ITEM PURCHASES AND ASSET GROUPS

When assets are purchased as part of a group or set, such as computers, laboratory equipment, or furniture sets, each individual item will be tracked separately, on a per-item basis, in the Asset Register. The purchase price of each individual item, not the total cost of a group, governs capitalization and inventory requirements. This ensures accountability for each item and supports accurate reporting, maintenance, and disposition procedures. The total cost of a group will not determine the classification of individual assets; each item is assessed based on its individual cost and useful life.

EXCEPTIONS

- When individual items are permanently assembled and become functionally inseparable (e.g., server racks, modular playground equipment), the entire unit may be considered a single asset for capitalization and inventory purposes.

- Any grouping treated as a single asset must include written justification to support audit review.

11. INSURANCE COVERAGE

CVCOG must, at a minimum, provide the equivalent insurance coverage for real property and equipment acquired or improved with state or federal funds as provided to property and equipment owned by CVCOG.

12. USE AND MAINTENANCE

Assets must be used solely for authorized purposes consistent with the mission of CVCOG. Departments are responsible for the proper maintenance, security, and safekeeping of assets under their control. Any damage, loss, or theft must be reported immediately to CVCOG Administration, which will evaluate the situation and ensure corrective measures are taken. Routine maintenance, inspections, and responsible handling are required to extend asset life and minimize risk.

13. TRANSFERS AND DISPOSITION

All transfers and dispositions of assets must comply with applicable federal and state regulations. Specifically, assets acquired with federal funds must be managed in accordance with 2 CFR 200 Subpart D – Property Standards, which governs the transfer, use, and disposal of federally funded property. Similarly, assets acquired or managed under state authority must follow the requirements issued by the Texas Comptroller of Public Accounts, including proper documentation, approval, and reporting.

When grant-funded property with a fair market value of \$10,000 or more is no longer needed for the originally authorized purpose or the award expires or terminates, CVCOG must obtain written disposition instructions from the applicable federal or state agency.

Transfers of assets between departments or programs require prior approval and documentation by the Executive Director or their designee to ensure accountability and accurate recordkeeping. When an asset is no longer needed, its disposition, whether by sale, donation, recycling, or destruction, must be carried out in accordance with the funding source's specific requirements. CVCOG Administration will maintain records of all transfers and dispositions in the Asset Register, ensuring compliance with both federal and state standards and supporting audit and reporting obligations.

14. AUCTIONS

Employees, officers, board members, and their immediate family members shall not purchase surplus property directly from CVCOG or through any auction conducted on behalf of CVCOG unless expressly authorized by the Executive Director or their designee. At a minimum, any individual who participated in the determination that property was surplus, its valuation, its maintenance, or its disposition shall be prohibited from purchasing that property. Any authorized employee purchase must occur through a publicly advertised competitive auction conducted by an independent third party under the same terms and conditions applicable to all members of the public, with no preferential treatment.

15. ASSET REGISTER

The asset register maintained by CVCOG Administration will reflect all acquisitions, transfers, and dispositions, and will be kept up to date to support reporting, audits, and inventory activities.

Property records must include a description of the property, a serial number or another identification number, the source of funding for the property, the title holder, the acquisition date, the cost of the property, the percentage of the state agency contribution towards the original purchase, the location, use and condition of the property, and any disposition data including the date of disposal and sale price of the property. CVCOG is responsible for maintaining and updating property records when there is a change in the status of the property.

16. PROPERTY TRUST RELATIONSHIP

Real property, equipment, and intangible property acquired or improved with a state or federal award must be held in trust by CVCOG as trustee for the beneficiaries of the project or program under which the property was acquired or improved. The Federal agency, state, or pass-through entity may require CVCOG to record liens or other appropriate notices of record to indicate that personal or real property has been acquired or improved with a grant award and that use and disposition conditions apply to the property.

17. PHYSICAL INVENTORIES

CVCOG conducts annual physical inventories of all capital and controlled assets to verify their existence, condition, and location. These inventories ensure the accuracy of the Asset Register and support compliance with both Texas Comptroller property standards and federal regulations under 2 CFR 200. Tracked assets may also be verified through spot checks or annual inventories as deemed appropriate. Departments are responsible for assisting and verifying asset lists each year to ensure accountability and completeness. Any discrepancies

identified between physical counts and the Asset Register must be investigated promptly, documented, and resolved.

18. COMPLIANCE AND REPORTING

CVCOG Administration is responsible for ensuring compliance with this policy, including proper tracking, use, and disposition of assets. Departments are expected to cooperate fully with all audits, reviews, and reporting activities. This includes assisting with annual physical inventories of capital and controlled assets, verifying asset lists, and providing any additional information requested to ensure the accuracy of the Asset Register.

CVCOG Administration will prepare and submit required reports to the appropriate state or federal entities, and other relevant authorities, as applicable. Departments must promptly report any discrepancies, losses, damage, or theft of assets to CVCOG Administration. Timely reporting and cooperation help maintain compliance with Texas Comptroller standards, federal requirements under 2 CFR 200, and internal policies, supporting accountability and responsible stewardship of public resources.

19. DEFAULT STANDARDS AND GUIDANCE

In the event this policy or any applicable CVCOG procedure is silent or does not otherwise address a matter related to the acquisition, management, control, use, disposition, or accounting of assets, CVCOG shall follow applicable guidance and requirements established by the State of Texas Property Accounting System (SPA), including applicable state property accounting policies and procedures. For assets acquired in whole or in part with federal funds, CVCOG shall additionally comply with applicable requirements of 2 CFR Part 200, including any more restrictive requirements imposed by the applicable federal awarding agency or pass-through entity. In the event of a conflict, the more restrictive applicable requirement shall govern.

20. VIOLATIONS AND NONCOMPLIANCE

All employees, contractors, and authorized personnel are expected to adhere to the procedures and requirements outlined in this policy. Failure to comply with the Property and Asset Control Policy, including improper use, unauthorized transfers, inaccurate reporting, or failure to participate in required inventories, may result in corrective or disciplinary action. Such actions may include, but are not limited to:

1. Counseling or retraining to ensure understanding of asset management responsibilities.
2. Reassignment of asset management duties to ensure proper oversight.
3. Formal disciplinary measures in accordance with CVCOG personnel policies, which may include written warnings, suspension, or termination.
4. Recovery of misused, lost, or damaged assets, as allowed under applicable law or funding requirements.

5. Notification to funding agencies or oversight authorities in cases where federal, state, or grant requirements have been violated.

CVCOG Administration and departmental leadership are responsible for enforcing this policy and ensuring that all noncompliance issues are addressed promptly, consistently, and in accordance with applicable regulations and organizational procedures.

21. EFFECTIVE DATE

This Travel Policy shall become effective upon approval by the CVCOG Executive Committee and shall remain in effect until amended or rescinded.

Approved Date: _____

Memo

To: Executive Committee

From: Jaylon Seales, Procurement Manager

Date: 09/09/2026

Re: CONSIDER AND TAKE APPROPRIATE ACTION – ITEM 17

ITEM 17

Jaylon Seales, Procurement Manager, is seeking consideration and approval concerning the Concho Valley Council of Governments revised Property and Asset Control Policy.

Approved at the Executive Committee Meeting on September 9, 2026.



Grievance Policy

1. PURPOSE

This policy provides a clear and fair process for employees to raise concerns, complaints, or disputes related to their work, workplace environment, or treatment by colleagues or management. Our goal is to address issues promptly, respectfully, and without retaliation.

2. SCOPE

This policy applies to all employees, interns, and volunteers, regardless of position or length of service.

3. DEFINITION OF GRIEVANCE

A grievance is any formal concern or complaint related to:

- Workplace conditions or safety
- Unfair treatment or policy violations
- Interpersonal conflicts affecting work
- Breach of employment terms

4. PROCEDURE

Step 1 – Informal Resolution

Employees are encouraged to resolve concerns informally, whenever possible. This means that if an issue arises, employees should initiate a conversation directly with the person involved or their immediate supervisor, if the situation remains unresolved. Discussing the matter informally can often lead to a swift resolution, fostering a collaborative and supportive work environment.

Step 2 – Formal Submission

In cases where an issue cannot be resolved informally or if the grievance involves the immediate supervisor or manager, employees have the option to submit a formal grievance to the Human Resources (HR) Department. The written grievance should include essential details such as a clear description of the grievance, relevant dates, times, and people involved, and any supporting documentation or evidence.

Step 3 – Acknowledgment

Speed and clarity build trust. As soon as a formal complaint is logged, HR will acknowledge receipt of the grievance in writing, generally within three (3) business days. This timeframe may require additional time, based on the severity of the complaint but, the anticipated timeline for review will always be communicated.

Step 4 – Investigation

HR or an appointed, neutral investigator who was not involved in the events will review the grievance, interview relevant parties, and gather evidence. This process will be completed within **10–15 business days**.

Step 5 – Consider Mediation

Grievance mediation can be used at any stage to reach a practical, faster resolution without a formal finding. It's voluntary, confidential, led by an impartial mediator who helps parties agree to the scope, ground rules, and participants, and will facilitate options.

If an agreement can be made, this will be captured in writing, as well as timelines, and responsibilities involved.

Step 6 – Analyze Findings and Decide on Remedies

The investigator will look at facts and compare what is found to written policies and applicable laws. Consideration will be made regarding consistency with past practice matters and protecting people going forward.

Step 5 – Outcome and Resolution

The employee will receive a written response outlining the findings and any actions to be taken. Outcomes will be translated into clear actions with owners, dates, and proof of completion, then will be monitored for compliance and well-being.

Step 6 – Appeal

If the employee is dissatisfied with the outcome, they may submit an appeal within five **(5) business days** of receiving the decision to HR who will submit the appeal to the Executive Director (ED). The ED will assess the details and any truly new, relevant evidence, then issue a timely, written decision that's consistent with policy.

Step 7 – Close the Case, Document, and Follow Up

Once a final decision is made, HR will confirm commitments were met, lock the record, confirm outcomes, and schedule follow-ups to ensure the grievance is fair, auditable, and effective over time.

Step 8 – Confidentiality

All grievances will be handled with discretion. Information will only be shared with those directly involved in resolving the matter.

Step 9 – Retaliation

Retaliation against any employee who raises a good-faith grievance or participates in an investigation is prohibited. Per CVCOG's Retaliation Policy, it is clearly the position of CVCOG to not condone, authorize or tolerate retaliation.

Step 10 – False Allegations or Complaints

Knowingly making false, exaggerated, or malicious allegations against coworkers violates company policy and undermines a safe working environment. Submitting untruthful claims also damages team trust and may lead to formal disciplinary action, up to and including termination of employment.

5. HARASSMENT, DISCRIMINATION, and BULLYING POLICY

CVCOG has a clear position not to condone, authorize, or tolerate any harassment, discrimination, or bullying in the workplace, as outlined in the CVCOG's Employee Handbook, including separate employee handbooks for Concho Valley Transit and for Head Start departments.

Per our policy, complaints involving harassment, discrimination, and/or bully, **do not** have to follow this grievance policy and should be reported **immediately** to any director, member of HR, ED, or to the Equal Employment Officer (EEO).

Those who receive such reports are required to immediately report to their Department Director, HR or the Executive Director regardless of if the employee wants the information investigated.

An investigation into claims of harassment, discrimination, and/or bullying will be made quickly and CVCOG will act swiftly and decisively. If an investigation confirms that harassment has occurred, CVCOG will take corrective action, following the Disciplinary Procedure.

Please see CVCOG's Employee Handbook for more information about CVCOG's Harassment, Discrimination, and Bullying Policy.



Employee Grievance Form

Employee Name:	Job Title:
Department:	Supervisor:

Nature of Grievance

Select all that apply:

☐ Workplace conditions or safety	☐ Interpersonal conflict affecting work
☐ Unfair treatment	☐ Unreasonable management directive
☐ Policy violation	☐ Other: _____

Details of Grievance

Date(s) of Incident(s): _____

Location(s): _____

Individual(s) Involved: _____

Description of the Issue

Please describe the issue, including relevant dates, locations, individuals involved, and any supporting details.

Supporting Evidence and Prior Steps

Supporting Evidence: Attach relevant files or describe supporting documentation below.

Steps Taken So Far: Describe any informal resolution attempts or prior discussions.

Desired Outcome

Please describe the resolution or outcome you are requesting.

Submission Instructions and Confidentiality

Submission Instructions: Submit the completed form and any supporting documentation to Human Resources as soon as possible after the incident or concern. If the grievance involves Human Resources or you are uncomfortable submitting it directly to HR, submit the form to the Executive Director or another designated leadership representative.

Confidentiality Notice: Information provided on this form will be handled as confidentially as possible and shared only with individuals who have a legitimate need to know in order to review, investigate, or resolve the grievance. Absolute confidentiality cannot be guaranteed when disclosure is necessary to conduct a fair review, comply with policy, or meet legal obligations.

No Retaliation: Retaliation against an employee who submits a grievance in good faith or participates in a related review is prohibited. Employees should promptly report any concerns about retaliation to Human Resources or designated leadership.

Declaration

☐ I confirm that the information provided is accurate and submitted in good faith.

Signature: _____ **Date:** _____

HR Use Only

Date Received: _____	Reviewer: _____
Status: ☐ Received ☐ Under Review ☐ Resolved ☐ Closed	Resolution Date: _____
Resolution Notes: _____ _____ _____ _____	

Memo

To: Executive Committee

From: Felicia Lindsey, Director of Human Resources

Date: 09/09/2026

Re: CONSIDER AND TAKE APPROPRIATE ACTION – ITEM 18

ITEM 18

Felicia Lindsey, Director of Human Resources, is seeking consideration and approval concerning the Concho Valley Council of Governments Grievance Policy.

Approved at the Executive Committee Meeting on September 9, 2026.

Memo

To: Executive Committee

From: Felicia Lindsey, Director of Human Resources

Date: 09/09/2026

Re: CONSIDER AND TAKE APPROPRIATE ACTION – ITEM 19

ITEM 19

Felicia Lindsey, Director of Human Resources, is seeking consideration and approval concerning the appointment of a committee to conduct a Performance Evaluation of the CVCOG Executive Director.

Approved at the Executive Committee Meeting on September 9, 2026.

Memo

To: Executive Committee

From: Erin Hernandez, Executive Director

Date: 09/09/2026

Re: CONSIDER AND TAKE APPROPRIATE ACTION – ITEM 20

ITEM 20

Erin Hernandez, Executive Director, is seeking consideration and approval concerning the FY 26-27 General Assembly.

Approved at the Executive Committee Meeting on September 9, 2026.

Memo

To: Executive Committee

From: Erin Hernandez, Executive Director

Date: 09/09/2026

Re: CONSIDER AND TAKE APPROPRIATE ACTION – ITEM 21

ITEM 21

Erin Hernandez, Executive Director, is seeking consideration and approval concerning the appointment of a nominating committee for the General Assembly and Executive Officers for FY 26-27.

Approved at the Executive Committee Meeting on September 9, 2026.