



## Community Action Advisory Board

Thursday, October 17, 2024

Brady Head Start, 1227 Brady Blvd, SA, TX 78207

5:30 PM

### **Mission Statement**

A forum for policy on poverty and to assure that the issues of the poor are effectively heard and addressed, and to inspire self-sufficiency in individuals and families, respecting and recognizing their desire to make a change for themselves and their families.

**I. CALL PUBLIC HEARING ORDER:** Vice-Chair, Ryan Salts called Open Public Hearing to order at 5:36 PM.

**II. Roll Call & Establishment of Quorum:** Vice-Chair Ryan Salts, turns over to Dawn Wood, Administrative Assistant, for CAAB Roll Call.

#### **Representatives of the Low Income:**

George Bustillo, Area V

#### **Representatives of Organizations:**

Pastor Victor Martinez, Redeemer Presbyterian Church

Teresa Villegas, University of the Incarnate Word

John Bonillas, Casa Exteriors

#### **Political Representatives:**

Ryan Salts for Councilwomen Sukh Kaur (CD-1)

Ruben Lizalde for Councilwoman Phyllis Viagran (CD-3)

Christina Gutierrez for Councilwoman Teri Castillo (CD-5)

Santiago Hernandez for Councilwoman Marina Alderete Gavito (CD-7)

Juan Moreno for County Commissioner Rebecca Clay-Flores, PCT 1

#### **City of San Antonio Staff:**

Minerva Hernandez, Family Support Coordinator, FAD

Dawn Wood, Administrative Assistant, FAD

Kristine Duff, City Attorney

Joseph Monyer, Fiscal Analyst

Audrey K. Jackson, Head Start Program Administrator

Rhonda Roach, Senior Special Projects Manager

Wanda McMillan, Management Analyst

Amada Aguilera, Fiscal Analyst

Rudy Rodriguez, Special Projects Manager

#### **Absent:**

#### **Representatives of the Low Income:**

Vacancy, Area I

Vacancy, Area II

Vacancy, Area III

Antonio Martinez Jr., Area IV

#### **Representatives of Organizations:**

Danielle Garcia, US Dept of Housing & Development

Demetric Byrd, 300 Seconds, Inc

#### **Political Representatives:**

Ruben Lizalde for Councilwoman Phyllis Viagran (CD-3)

**QUORUM:** Vice-Chair, Ryan Salts acknowledged Quorum was established with 8 members present.

**III. Public Comments:** Vice-Chair Ryan Salts, asks if there are any Community Member comments. Minerva Hernandez stated there are no Community Members signed up to speak and no comments to be read, but we did have guests to observe Ulyssa

Rios with UT of Arlington, Alejandro Reyes, Carlos Pena, Anthony Cantu, and Alexzander Weisterk with with UT Health Science Center of San Antonio.

## **VI. BRIEFING AND ACTION ITEMS:**

- 1. Approval of Minutes from the Community Action Advisory Board meeting on August 22, 2024:** Vice-Chair Ryan Salts, asks if everyone had an opportunity to review minutes, from August 22, 2024. Christine Gutierrez motioned to Approve meeting Minutes, seconded by Teresa Villegas. All were in favor, no opposed and no abstentions. Motion carried. The next item was presented.
- 2. Review Community Service Block Grant (CSBG) Fiscal Expenditure Report:** Vice-Chair, Ryan Salts presented the next item, Review Community Service Block Grant (CSBG) Fiscal Expenditure Report, Presented by Joseph Monyer. CSBG 24 Preliminary Expense Summary as of September 30, 2024, Total Budget \$2,202,537.00, Year to Date \$ 1,418,132.19 64.39% Spent. Administrating \$375,830.54, Training for Job Success \$607,598.24, Emergency Assistance \$ 216,684.91, Financial Counseling \$205,649.55, and VITA \$12,368.95. No action items. There were no further questions or comments, and the next item was presented.
- 3. Review Community Service Block Grant (CSBG) Updates:** Vice-Chair, Ryan Salts presented the next item, Review CSBG updates, Presented by Minerva Hernandez. Minerva Hernandez updated the board on Training for Job Success's office move, From Claude Black Building to Willie Velasquez Building. St. Philip's College is also letting TFJS use space on their campus to meet with students. A new flyer was presented to the board for the 2025 year. No action items. There were no further questions or comments, and the next item was presented.
- 4. Review Texas Department of Community Affairs (TDHCA) Updates:** Vice-Chair, Ryan Salts presented the next item, Review Texas Department of Housing and Community Affairs (TDHCA) Updates Presented by Minerva Hernandez. The FY25 Budget That was presented to the Board in August was approved by Melody Woosley, Director Department of Human Services, and will go before City Council on November 21, 2024. No action items. There were no further questions or comments, and the next item was presented.
- 5. Review of 2025-2026 Head Start and Early Head Start (EHS) Continuation Grant Application:** Vice-Chair, Ryan Salts presented the next item, Review of 2025-2026 Head Start and Early Head Start (EHS) Continuation Grant Application, Presented by Audrey Jackson, and Rhonda Roach. Through this grant application, the DHS Head Start Program is requesting funding in the amount of \$31,458,112.00. The total funding amount includes \$28,275,056.00 for the Head Start Pre-K Program operations and \$272,731.00 for training and technical assistance to offer Head Start Pre-K Program services for 2,970 children and their families. The total funding amount also includes \$2,860,102.00 for the EHS Program operations and \$50,223.00 for training and technical assistance to continue EHS Program services for 144 children and their families. No action items. There were no further questions or comments, and the next item was presented.
- 6. Review of 2024-2025 Head Start/Early Head Start (EHS) Certification of Health and Safety Screener:** Vice-Chair, Ryan Salts presented the next item, Review of 2024-2025 Head Start/Early Head Start (EHS) Certification of Health and Safety Screener Presented by Rodolfo Rodriguez and Wanda McMillian. The Head Start/Early Head Start Certification of Health and Safety Screener is used to fulfill the OHS requirement that the grantee governing body submit a signed certification of compliance with all applicable health and safety requirements within 75 calendar days of the start of the program or school year, or within 75 calendar days of the start of the five-year project period when the five-year project period begins during the program or school year. The form must be submitted to OHS in the Head Start Enterprise System (HSES) immediately thereafter. The signatures on this form attest that an agency has completed a health and safety screening of each site where children receive Head Start services, consistent with the terms and conditions of the Notice of Award (NoA). No action items. There were no further questions or comments, and the next item was presented.
- 7. Review of 2024-2025 Early Head Start-Child Care Partnership (EHS-CCP) Certification of Health and Safety Screener:** Vice-Chair, Ryan Salts presented the next item, Review of 2024-2025 Early Head Start-Child Care Partnership (EHS-CCP) Certification of Health and Safety Screener, Presented by Wanda McMillan. As required by head start performance standards, within the first 45 calendar days of the program year the department of human services head start program (DHS head start) conducts a healthy and safety screening for each of the six early head start locations. The EHS quality assurance team uses a 58-point checklist to assess compliance in the following core areas: classrooms safety, safety procedures & observations, facility layout and environment, medical administration, and outdoors. In addition, the DHS head start program utilizes the office of head start health and safety screener tool as guidance to include reviewing human resources and staff training requirements. No action items. There were no further questions or comments, and the next item was presented.

**8. Review of Head Start Performance Standards Compliance Timeline:** Vice-Chair, Ryan Salts presented the next item, Review of Head Start Performance Standards Compliance Timeline, presented by Audrey Jackson. The Administration for Children and Families released a final rule on August 21, 2024 in the Federal Register, Supporting the Head Start Workforce and Consistent Quality Programming. The rule updates the Head Start Program Performance Standards (the Performance Standards) to respond to concerns affecting the sustainability of Head Start programs. Changes to the standards increase wages and benefits for Head Start educators and other staff, better integrate mental health supports across program services, strengthen processes to support child health and safety, and enhance family engagement services. They also modernize the process programs use to identify and meet community needs. These updated Performance Standards provide clear federal requirements for: Wages and benefits to support the Head Start workforce, better integration of mental health across all aspects of Head Start programming, and Quality improvement and clarity of requirements in other service areas. CAAB member inquired how much more \$ would be needed to meet compliance goal? Another indicated this would make hiring more competitive with improved retention for EHS. Audrey responded to the comments from CAAB members with no other comments noted. No action items. There were no further questions or comments, and the next item was presented.

**9. Review of Head Start, Early Head Start (EHS) and Early Head Start Childcare Partnership (EHS-CCP) Fiscal Report:** Vice-Chair, Ryan Salts presented the next item, Presented by Amada. EHS/HS Total Budget \$39,143,921.00, YTD Budget \$17,163,338.00 Variance -\$65,400.00 \$2.9k Travel Variance, \$1.9k Supplies Variance. Early Head Start-CCP Total Budget \$4,139,106.00, YTD Budget \$4,139,106.00, Variance \$68,145.00, \$25K Budget Adjustment, Supplies \$52k Lower Expenses, Contractual \$38k Less expenses. Early Head Start-CCP Total Budget \$4,204,402.00 YTD Budget \$269,228.00, Variance \$33,975.00, \$5.4k Underbudgeted personnel cost, Supplies \$54k More expenses, Contractual \$ \$37k Ella Austin invoice processed. No action items. There were no further questions or comments, and the next item was presented.

**10. Review of Head Start, Early Head Start (EHS) and Early Head Start Childcare Partnership (EHS-CCP) Month Program report:** Vice-Chair, Ryan Salts presented the next item, Review of Head Start, Early Head Start (EHS) and Early Head Start Childcare Partnership (EHS-CCP) Month Program report Presented by Audrey Jackson. Head Start, Funded Enrollment 2,970, 15.22% of enrolled children with a disability, 71,547 Meals served, 14% education Services Completed, 93% Health Screening Completed. Early Head Start, 144 Funded Enrollment, 18% of enrolled children with a disability, 2,340 meals served, 90% education services completed. 93% of home visit completed. Health screening completed 88%. Early Head Start CCP. 216 Funded Enrollment, 11% of enrolled children with a disability. 5,436 Meals served. 13% of education services completed. 14% of BOY Completed. 87% Health Screening Completed. No action items. There were no further questions or comments, and the next item was presented.

**11. Review of Head Start Quality Assurance report:** Vice-Chair, Ryan Salts presented the next item, Review of Head Start Quality Assurance report: Presented by Samantha Villa. Conducted: Health and Safety Screening – Classroom Safety, Health, and Safety Screening – Facilities, Health and Safety Screening – Medication Administration, Health and Safety Screening – Outdoor/Playground, Health and Safety Screening – Transportation. Completed: Eligibility, Recruitment, Selection, Enrollment & Attendance (ERSEA) Eligibility Review #2. Area of Non-Compliance-No areas identified. Areas of Concern: 11.5% of the total files reviewed were identified with one or more areas of concern. Areas of concern noted: A signed and/or completed Eligibility Verification Record form was not scanned into Child Plus. Family size was not determined correctly. Child's eligibility was determined without the completed support documentation. Student Residency Questionnaire (SRQ) status was blank. The Selection Criteria Point System was completed incorrectly in Child Plus. Follow-up Activities: The City of San Antonio (COSA) Quality Assurance (QA) Team is working with the COSA Family Support Team and District Staff to ensure these concerns are addressed. Corrections are currently in progress. The COSA Quality Assurance and/or Content Teams are available if additional training and/or technical assistance is needed. No action items. There were no further questions or comments, and the next item was presented.

**12. Review of Early Head Start and Early Head Start Childcare Partnership Quality Assurance report:** Vice-Chair, Ryan Salts presented the next item, Review of Early Head Start and Early Head Start Childcare Partnership Quality Assurance report: Presented by Wanda. Quality Assurance Report August 2024: Conducted: Health & Safety Screening Visits August 20, 2024 – September 3, 2024. Blessed Sacrament Academy, Ella Austin Childcare Center, Healy Murphy Child Development Center, Inman Christian Childcare Center, Seton Home Childcare Center, YWCA Olga Madrid Childcare Center, EHS Stafford Childcare Center, EHS Blessed Sacrament Academy. The Quality Assurance Team visited a total 54 classrooms: 37 EHS – CCP classrooms and 17 EHS classrooms. Health & Safety Screening Onsite Visits. Area of non-compliance: Required Background Checks, TB Questionnaire, Head Start Standards of Conduct, and training Certificates not available for review at two sites. One classroom was out of ratio with two teachers to nine children. Maximum group size is eight children. Areas of Concern: Stained ceiling tiles in two classrooms. Handwashing process not followed in two classrooms. Diaper changes procedure not followed at one site, EHS Health and Safety Booklet was not available in one classroom. Disinfectant bottles were not labeled at one site in all classrooms. Director corrected during on site visit. Follow – Up onsite visit scheduled for: Ella Austin

– September 17, 2024, Inman – September 20, 2024, Stafford – September 20, 2024. No action items. There were no further questions or comments, and the next item was presented.

**V. ANNOUNCEMENTS:** No announcements.

**VI. CAAB BOARD- NEXT MEETING:** Thursday, November 21, 2024, 5:30 PM, Brady Head Start Building.

**VII. ADJOURNMENT:** Christine Gutierrez , motioned to adjournment Meeting, seconded by *John Bonillas*. All were in favor, no opposed and no abstentions. Motion carried. The next item was presented. Vice-Chair Ryan Salts, Adjournment Meeting at 6:36 PM.

“In Compliance with the Texas Open Meetings Act, at any time during the meeting, the (Board) may meet in executive session under chapter 551 of the Texas Government Code, including consultation with an attorney.”

#### ACCESSIBILITY STATEMENT

This meeting site is accessible to persons with disabilities. Parking is available. Auxiliary Aids and Services are available upon request (interpreters for the Deaf must be requested forty-eight (48) hours prior to the meeting. For Assistance, Call (210) 207-7268 Voice/TTY.

#### DECLARACION DE ACCESIBILIDAD

Esta reunión es accesible a personas incapacitadas. Se Hará disponible el estacionamiento. Equipo y servicios adicionales (interpretes para los sordos) se harán disponibles si se pide con cuarenta y ocho (48) horas de anticipación a la reunión. Para asistencia llame al (210) 207-7268 por voz/servicio de TTY