



## Community Action Advisory Board

Thursday, June 27, 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:** Chair, Ruben Lizalde the Open Public Hearing to order at 5:31 PM.

**II. Roll Call & Establishment of Quorum:** Chair Ruben Lizalde turns over to Dawn Wood, Administrative Assistant, for CAAB Roll Call.

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

George Bustillo, Area V

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

Demetric Byrd, 300 Seconds, Inc

Teresa Villegas, University of the Incarnate Word

#### **Political Representatives:**

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

Audrey K. Jackson, Head Start Program Administrator

Priscilla Garcia, Senior Management Analyst

Wanda McMillan, Management Analyst

Carlos Garza, Fiscal Analyst

Lisa Contreras-Robles, Head start QA

#### **Absent:**

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

Monique Robinson, Area I

Vacancy, Area II

Levi Thatcher, Area III

Antonio Martinez Jr., Area IV

George Bustillo, Area V

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

Danielle Garcia, US Dept of Housing & Development

Pastor Victor Martinez, Redeemer Presbyterian Church

John Bonillas, Casa Exteriors

#### **Political Representatives:**

Ryan Salts for Councilwomen Sukh Kaur (CD-1)

**QUORUM:** Chair Ruben Lizalde acknowledged Quorum was established with 7 members present.

**III. Public Comment:** Chair Ruben Lizalde, asks if there are any Community Member comments. Minerva Hernandez stated there are no Community Members signed up to speak, no comments to be read.

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

- 1. Approval of Minutes from the Community Action Advisory Board meeting on May 16, 2024:** Chair Ruben Lizalde, asks if everyone had an opportunity to review minutes, from May 16, 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:** Chair, Ruben Lizalde presented the next item Review Community Service Block Grant (CSBG) Fiscal Expenditure Report presented by Minerva Hernandez. CSBG 2024 Preliminary Expense Summary as of May 31, 2024. Total Budget \$2,202,537.00, Expenses thru 5/31/2024 \$846,068.60. 38.41% Spent. No action items. There were no further questions or comments, and the next item was presented.
- 3. Review Community Action Advisory Board By-Laws:** Chair, Ruben Lizalde announced the next item, Review Community Action Advisory Board By-Laws, presented by Minerva Hernandez. The City Council of the City of San Antonio is the governing board for the Bexar County Community Action Agency. City Council has designated though its department of Human Services, to serve in an advisory capacity to assist the City Council in its role as the governing body for the CAA. These by-laws are intended to comply with the rules and regulations of the federal CSBG Act and the Texas CSBG Act; any provision in question shall be read in compliance with federal and state laws and regulations. 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.
- 4. Approval to remove CAAB Members:** Chair, Ruben Lizalde announced the next item, Approval to remove CAAB Members, Presented by Minerva Hernandez. Christine Gutierrez motioned to Approve Meeting Minutes, seconded by Demetric Byrd. All were in favor, no opposed and no abstentions. Motion carried. The next item was presented.
- 5. Review of TDHCA/Program updates:** Chair, Ruben Lizalde announced the next item, Review of TDHCA/Program updates, Presented by Minerva Hernandez. 2025 CAT plan will be presented at next meeting. TFJS Graduate update was also presented. No action items. There were no further questions or comments, and the next item was presented.
- 6. Review of Head Start Distinguished Staff Award:** Chair, Ruben Lizalde announced the next item, Review of Head Start Distinguished Staff Award, presented by Priscilla Garcia. Jaclyn Whiten-SAISD teacher, J.T. Brackenridge Elementary, Javier Rubio-EISD teacher, Cardenas ECC, Madalynn Morales-EHS-CCP teacher, Healy Murphy Child Development Center, Audrie Gonzales-EHS-CCP Teacher, Healy Murphy Child Development Center, Nadine Bejar- Family Support Worker, Loma Park Elementary, EISD, Sharon Garcia-Program Service Specialist/Peer Coach, BSA EHS-CCP. No action items. There were no further questions or comments, and the next item was presented.
- 7. Approval of 2022-2023 Annual Report with Minor revisions:** Chair, Ruben Lizalde Announced the next item, Approval of 2022-2023 Annual Report with Minor Revisions, Presented by Priscilla Garcia. Head Start Model: 6 Weeks to 5 Years, Education Service providers: Early Head Start; Blessed Sacrament, Ella Austin, Healy Murphy, Inman Christian Center, Seton Home, YWCA Olga Madrid, Edgewood ISD-Stafford ECC. Head Start; Edgewood ISD and San Antonio ISD. Head Start promotes the physical and social emotional wellbeing of all children as the foundation of school readiness. The Goal for Family and Community Support is to promote the wellbeing of families to enable them to support their children's learning and development. The City of San Antonio's Department of Human Services (DHS) is the grant recipient for the Head Start (HS) and Early Head Start (EHS) programs in the Edgewood and San Antonio Independent School Districts. Serving 3,020 3- and 4-year-olds in the Head Start Preschool Program, 128 infants and toddlers from six weeks to 35 months at the Edgewood ISD Stafford location to include both center-based and home-based services, and the Early Head Start- Child Care Partnership Program serving 216 infants and toddlers at six childcare centers. All three programs are federally funded and provide high quality early education, health and wellness support, disability, nutrition, and family and community support services for enrolled children and their families. Christine Gutierrez, motioned to approve 2022-2023 Annual Report seconded by Demetric Byrd. All were in favor, no opposed and no abstentions. Motion carried. The next item was presented.
- 8. Approval of 2024-2025 Head Start and early Head Start School readiness Goals:** Chair, Ruben Lizalde announced the next item, Approval of 2024-2025 Head Start and Early Head Start School Readiness Goals. Required to establish school readiness goals, Expectations of children's status and progress across domains, consult with parents, Create, and implement a plan of action for achieving the goals. School readiness goals include Approaches to learning, Social and emotional development, Perceptual, motor, and physical development, Language and literacy and cognition. Christine Gutierrez, motioned to approve 2022-2023 Annual Report seconded by Demetric Byrd. All were in favor, no opposed and no abstentions. Motion carried. The next item was presented.
- 9. Review of Head Start, Early head start, Early Head start-Child care partnership Fiscal Report:** Chair, Ruben Lizalde announced the next item, Review of Head Start, early head start, and Early head start-Child care partnership Fiscal report, presented by Carlos Garza. EHS/HS: Total Budget \$37,810,619.00, YTD \$37,810,619.00, Variance \$1,771,230.00. EHS/HS Total Budget \$38,429,045.00, YTD \$2,200,505, Variance \$82,412.00. EHS-CCP: Total Budget \$4,139,106.00, YTD \$2,732,893.00, Variance \$83,707.00. No action items. There were no further questions or comments, and the next item was presented.
- 10. Review of Head start, EHS and EHS-CCP Monthly Report:** Chair, Ruben Lizalde announced the next item, Review of Head start, EHS and EHS-CCP Monthly report presented by Audrey Jackson. Head Start: Funded enrollment 3,020. 17.71% of enrolled

children with disability. 107,036 Meals served; Education services completed 91%. Family engagement services completed. 97% Early Head start, 128 Funded enrollments., 13% of enrolled children with a disability. 3,752 Meals served. Education Services completed 87%. Early Head Start-Child Care Partnership: 216 Funded enrollment, 8% of enrolled children with a disability. 7,441 Meals served. Education services completed 99%. No action items. There were no further questions or comments, and the next item was presented.

**11. Review of EHS and EHS-CCP Quality Assurance Report:** Chair, Ruben Lizalde announced the next item, Review of EHS and EHS-CCP Quality Assurance Report, Presented by Wanda McMillan. Projects conducted: education child file review and onsite visits and unannounced sage environment visits. Non-compliances: education child file review and onsite visits. Areas of concern: education child file review and onsite visits and unannounced sage environment visits. Follow-up activities: Pending COSA review and Correction due date scheduled for April 2024. No action items. There were no further questions or comments.

**12. Review of Head Start, Early head start, Early Head start-Child care partnership Fiscal Report:** Chair, Ruben Lizalde announced the next item, Review of Head Start, early head start, and Early head start-Child care partnership Fiscal report, presented by Stephen Gonzalez. Head Start: Total Budget \$37,810,619.00, YTD \$37,476,183.00, Variance \$3,364,158.00. Net Savings. COSA will be reallocation cost these Savings to offset any overages. Early Head Start: Total Budget \$38,429,045.00, YTD 1,408,310.00, Variance 47,543.00. Additional travel charges occurring in April that will balance category. Early Head start-Childcare Partnership: Total budget \$4,139,106.00, YTD \$2,336,639.00, Variance \$-28,017.00, budget adjustment completed in February to offset higher than expected personnel cost. No action items. There were no further questions or comments, and the next item was presented.

**13. Review of Head start, EHS and EHS-CCP Monthly Report:** Chair, Ruben Lizalde announced the next item, Review of Head start, EHS and EHS-CCP Monthly report presented by Audrey Jackson. Head Start: Funded enrollment 3,020. 16.72% of enrolled children with disability. 49,776 Meals served; Education services completed 90%. Family engagement services completed. 97% Early Head start, 144 Funded enrollments., 9% of enrolled children with a disability. 2,473 Meals served. Education Services completed 88%. Early Head Start-Child Care Partnership: 216 Funded enrollment, 7% of enrolled children with a disability. 5853 Meals served. Education services completed 99%. No action items. There were no further questions or comments, and the next item was presented.

**14. Review of Head Start Quality Assurance Report:** Chair, Ruben Lizalde announced the next item, Review of Head Start Quality Assurance Report, presented by Liza Contreras Robles. Projects conducted: Governance Review, Family & Community Support Review, Safe Environments Review #2 Medication Administration, Facilities, Classroom Safety and Outdoors. **Completed:** Health Review and metro Health Review. Area of Non-Compliance. There were no areas of non-compliance noted during this review. Areas of concern: Health review and metro health Review. No action items. There were no further questions or comments.

**15. Review of EHS and EHS-CCP Quality Assurance Report:** Chair, Ruben Lizalde announced the next item, Review of EHS and EHS-CCP Quality Assurance Report, Presented by Dianne Mendez. Projects conducted: education child file review and onsite visits and unannounced sage environment visits. Non-compliances: education child file review and onsite visits. Areas of concern: education child file review and onsite visits and unannounced sage environment visits. Follow-up activities: Pending COSA review and Correction due date scheduled for May 2024. No action items. There were no further questions or comments.

**VI. ANNOUNCEMENTS:** No announcements.

**VII. CAAB BOARD- NEXT MEETING:** Thursday, September 19, 2024 , Brady Head Start Building.

**VIII. ADJOURNMENT:** Christine Gutierrez , motioned to adjournment Meeting, seconded by Santiago Hernandez. All were in favor, no opposed and no abstentions. Motion carried. The next item was presented.  
Chair Ruben Lizalde, Adjournment Meeting at 6:44 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