



Community Action Advisory Board

Thursday, April 17, 2025

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 Community Action Advisory Board (CAAB) to order: Chair, Christine Gutierrez, called meeting to order at 5:44 PM.

II. Roll Call and Establishment of Quorum: Chair Christine Gutierrez, turns over to Dawn Wood, FAD, Administrative Assistant I, for CAAB Roll Call.

Present:

Representative of Low-Income Individuals and Families:

Stephanie Haley, Area I

Anezio Fuhr, Area II

Antonio Martinez Jr., Area IV

Representative of Organizations:

Danielle Garcia, for the US Dept of Housing & Development

Matthew Castillo, for iHeartMedia

John Bonillas, for Casa Exteriors, Roofing & Remodeling, LLC.

Dr. Tina Siller, Ph.D., for the University of the Incarnate Word

Political Representatives:

Ryan Salts for Councilwoman Sukh Kaur (CD-1)

Christine Gutierrez, for Councilwoman Teri Castillo (CD-5)

La-Tieka Sims, for Councilwoman Marina Alderete Gavito (CD-7)

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

City of San Antonio Staff:

Minerva Hernandez, Family Support Coordinator, FAD

Dawn Wood, Administrative Assistant, FAD

Joseph Monyer, Fiscal Analyst

Kristine Duff, City Attorney

Audrey K. Jackson, Head Start Program Administrator

Melissa Benavidez, Senior Management Analyst

Priscilla Garcia, Senior Management Analyst

Rhonda Roach, Senior Management Manager

Roger Foster, Senior Management Coordinator

Armando Salazar, Fiscal Analyst

Samantha Villa, Management Analyst

Absent:

Representative of Low-Income Individuals and Families:

Vacancy, Area III

George Bustillo, Area V

Representative of Organizations:

Pastor Victor Martinez, for Redeemer Presbyterian Church

Matthew Castillo, for iHeartMedia

Political Representatives:

Ruben Lizalde, for Councilwoman Phyllis Viagran (CD-3)

III. Public Comment: Chair, Christine Gutierrez, 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. A guest was present, Bethany Gonzalez with The Children Shelter.

IV. Briefing and Action Items:

- 1. Approval of Minutes from the CAAB Meeting on March 20, 2025:** Chair, Christine Gutierrez, asks if everyone had an opportunity to review minutes, from March 20, 2025. Edit Were made to Meeting Minutes. Item #4 Juan Moreno is secretary for 2025. Correction was made. Ryan Salts motioned to Approve meeting Minutes, seconded by Antonio Martinez Jr. All were in favor, no opposed and no abstentions. Motion carried. The next item was presented.
- 2. Review of the Community Services Block Grant (CSBG) Fiscal Expenditure Report:** Chair, Christine Gutierrez, Presented the next item, Review CSBG Fiscal Expenditure Report, presented by Joseph Monyer. Budget Summary as of March 31, 2025, Budget Summary by Programs. Total Budget \$2,202,537.00, Spent \$169,222.00, Remaining \$2,033,315.00, Administration \$525,999.00, 90% remaining, Training for Job Success (TFJS) \$1,027,590. 93% remaining, Emergency Assistance (EA) \$269,446.00, 90% remaining, Financial Counseling (FEC) \$359,502.00, 93% remaining, Volunteer Income Tax Assistance (VITA) \$20,000.00, 100% remaining. Expenditures: Personnel \$1,210,459.00, Fringe Benefits \$487,494.00, Travel \$7,890.00, Equipment \$3,624.00, Supplies \$24,000.00, Contractual \$70,772.00. No action items. There were no further questions or comments, and the next item was presented.
- 3. Review CSBG & TDHCA updates:** Chair, Christine Gutierrez, presented the Next items, Review CSBG & TDHCA Updates, presented by Minerva Hernandez. What is the Training for Job Success (TFJS)? A Case Management program for Bexar County Residents. The Goal is to transition individuals/families out of poverty with Education Support, Employment Support, and Financial Well-Being. How to Qualify? Bexar County resident and at or below the 125% Federal Poverty Level. Service offered are: Tuition, uniforms, medical equipment, school supplies, career guidance, rent, utilities and referrals Financial Empowerment. TFJS Transitioned out of Poverty 82 individual=32 household. No action items. There were no further questions or comments, and the next item was presented.
- 4. Review Head Start Correspondence Items:** Chair, Christine Gutierrez, Presented the Next items, Review Head Start Correspondence items, presented by Audrey Jackson. Correspondence I: The City of San Antonio met the criteria listed in Section 641a(h)(4) of the Head Start Act and successfully implemented a plan to reduce under enrollment over the 12-month period. Correspondence II: The Office of Head Start will conduct a Focus Area 1 (FA1) monitoring review of City of San Antonio (06CH012475,06HP000570) during the week of 4/14/225. Completed. Correspondence III: The Office of Head Start will not approve the use of federal funding for any training and technical assistance or other program expenditures that promote or take part in diversity, equity, and inclusion initiatives. Correspondence IV: ACF-OHS-IM-25-03. Promoting Healthy Eating and Nutrition for Head Start Children and Families. . No action items. There were no further questions or comments, and the next item was presented.
- 5. Review of 2025-2026 Early Head Start-Child Care Partnership (EHS-CCP) Continuation Grant Application:** Chair, Christine Gutierrez, presented the Next items, review of 2025-2026 Early Head Start-Child Care Partnership (EHS-CCP) Continuation Grant Application, presented by Rhonda Roach. Department of Health and Human Services acceptance upon award of up to \$3,376,241.00 for the period of August 1, 2025, to July 31, 2026; and approving a total program budget of \$4,301,302.00 which includes an in-kind total match of \$860,261.00, and a personnel complement of 16 positions for the Department of Human Services. No action items. There were no further questions or comments, and the next item was presented.
- 6. Approval 2023-2024 Head Start Program Self-Assessment Report with minor edits:** Chair Christine Gutierrez, Presented the Next items, Approval 2023-2024 Head Start Program Self-Assessment Report with minor edits, presented by Roger Foster. The Head Start Act 642(d)(2)(F) and Head Start Program Performance Standards section 1301.102(2)(i) requires the program to conduct a self-assessment that uses program data including aggregated child assessment data, and professional development and parent and family engagement data as appropriate, to evaluate the program's progress towards meeting goals. Results from the 2023-2024 Self-Assessment report reflect the strengths of established program systems and staff commitment to serving Head Start children and their families. The Self -Assessment Report includes Program Governance, Quality Assurance, Health, Environmental Health and Safety, Wellness, Transportation, Education and Disability, ERSEA and Family and Community. **Area for Improvement:** Program Governance - Due to lack of quorum, the Community Action Advisory Board meetings had to be rescheduled on three occasions. Quality Assurance - Provider's staff did not follow the established system to ensure educational requirements are met for Head Start paraprofessionals. Health - Data related to immunizations was not entered into the ChildPlus Database system by the established date. Education & Disability - Identified inconsistencies with implementation of the ReadyRosie Parenting Curriculum. Environmental Health and Safety - There was an increase in childcare regulations violations during the 2023-2024 program year. ERSEA - Illness exclusion policies continue to affect the percentage of children with chronic absenteeism concerns particularly among infants and toddlers. Family & Community – Attendance at parent engagement activities is low. Transportation – While Certified Safety

Passenger Technicians install car seats, it was not clear about whose responsibility it was to buckle a child into the car seat. Wellness - Implementation of Triple P classes on ISD partner campuses has been slowed. Strengths: Program governance: Program meets bi-monthly with all staff to provide program updates, employee engagement, and professional development training. Quality Assurance: High rate of follow-up for completion of corrective action plans and project closures. Education & Disability: The Head Start team worked with parents, staff, and community members to develop a new set of school readiness goals. Health: The program has strong partnerships with the University of the Incarnate Word and the City of San Antonio Metropolitan Health District (Metro Health) to provide ongoing health services, support, and follow up. Environmental Health and Safety. The program has an established system to review Critical Incident Reports data, follow up, and on-going concerns to ensure that support is provided, and concerns are addressed in a timely manner. Family & Community: Three FSWs were promoted to Family Support Supervisor positions. Transportation: For the second year in a row there were no findings related to Pedestrian and Bus Safety Training Review. ERSEA: The ERSEA team worked with Policy Council members and created the Parent Ambassadors Program. Wellness: Participation in the Triple P Parenting program surpassed the Strategic Plan Goal by a considerable factor. La-Rieka Sims motioned to Approve 2023-2024 Head Start Program Self-Assessment Report with minor edits, seconded by Ryan Salts. All were in favor, no opposed and no abstentions. Motion carried. The next item was presented.

7. Review of Head Start/Early Head Start Program Disability Enrollment Data: Chair, Christine Gutierrez, Presented the Next items, Review of Head Start/Early Head Start Program Disability Enrollment Data, presented by Rhonda Roach. Head Start and Early Head Start programs are required to ensure that at least 10% of enrollment slots are occupied by children with disabilities. This requirement helps ensure programs recruit children who are already identified as eligible for IDEA services prior to entering Head Start or Early Head Start, and accurately screen and refer for evaluation any children who may benefit from early intervention, special education, or related services. The report includes enrollment information related to children with disabilities for the Head Start and Early Head Start Program. No action items. There were no further questions or comments, and the next item was presented.

8. Review of Head Start, and Early Head Start (EHS), and Early Head Start-Child Care Partnership (EHS-CCP) Fiscal Report: Chair, Christine Gutierrez, Presented the Next items, Review of Head Start, and Early Head Start (EHS), and Early Head Start-Child Care Partnership (EHS-CCP) Fiscal Report, presented by Armando Salazar. EHS/HS Fiscal Reports GY24-25 as of February 28, 2025. Total Budget \$5,871,588.00, YTD \$36,047,477.00, Variance \$1,289,968, Variance 3.6%, Explanations personnel salaries, some receiving a salary compression adjustment, travel Slight savings due to less travel, Supplies Overage due to bulk computer purchase, Contractual a termination of contract. And invoices to process. EHS/HS Fiscal Reports GY25-26 as of February 28, 2025: Total Budget \$39,322,640.00, YTD \$751,342.00, Variance \$-30,700.00, Variance - 4.0%. Variance Explanations Limited utilization of funding due to start of the grant year and invoices from partners. Early Head Start-CCP Fiscal reports GY 24-25 as of Feb 28, 2025. Total Budget \$ 4,301,301.00, YTD \$2,080,154.00. No action items. There were no further questions or comments, and the next item was presented.

9. Review of Head Start Quality Assurance Report: Chair, Christine Gutierrez, Presented the Next items, Review of Head Start Quality Assurance Report, Presented by Samantha Villa. Project Completed: Safe Environments Review #1 – Medication Administration, Safe Environments Review #1 – Outdoors, Safe Environments Review #1 – Facilities, Safe Environments Review #1 – Classroom Safety. Areas of NON-Compliance: Safe environments review #1 -Facilities and Safe Environments Review #1 Classroom Safety. Areas of concern: Medication Administration, Outdoors, Facilities, Classroom Safety. No action items. There were no further questions or comments, and the next item was presented.

10. Review of EHS and EHS-CCP Quality Assurance Report: Chair, Christine Gutierrez, Presented the Next items, Review of EHS and EHS-CCP Quality Assurance Report. Project Completed: Disability Review and Midyear Health and Safety Screener Review. Areas of Concern Midyear Health and Safety Screener Review. Areas of Non-Compliance, Disability Review and Midyear Health and Safety Screener Review. No Action items. There were no further questions or comments, and the next item was presented.

11. Review of Head Start, EHS and EHS-CCP Monthly Program Report: Chair, Christine Gutierrez, Presented the Next items, Review of Head Start, EHS and EHS-CCP Monthly Program Report, presented by Audrey Jackson. Head Start: Funded Enrollment 2,970. 18.42 % of enrolled children with a disability. 62,279 Meals Served. Education Services Completed 91%. Family Assessments BOY 93%. Education Screening 90% Completed. Early Head Start: Funded Enrollment 144. 18 % of enrolled children with a disability. 4,082 Meals Served. Education Services Completed 93%. Family Assessments BOY 100%. Education Screening 100 % Completed. Early Head Start-Child Care Partnership : Funded Enrollment 216. 7 % of enrolled children with a disability. 6,868 Meals Served. Education Services Completed 98%. Family Assessments BOY 97%. Education Screening 99 % Completed. No Action items. There were no further questions or comments, and the next item was presented.

V. Announcement/Comments: An Email was sent for a National call to Action Webinar. The Washington post Article (published on April 16, 2025) confirmed that the administration is actively planning to not fund Head Start. Dawn Wood requested Certificate for PIA and OMA Training from CAAB Members.

VI. Next CAAB Meeting April 17, 2025, 5:30 PM, Brady Head Start Building

VII. Adjournment: Ryan Salts, motioned to adjournment Meeting, seconded by Antonio Martinez Jr. All were in favor, no opposed and no abstentions. Motion carried. Chair, Christine Gutierrez, Adjournment Meeting at 7:07 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