



Community Action Advisory Board

Thursday, March 20, 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, Ruben Lizalde Called meeting to order at 5:31 pm

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

Present:

Representative of Low-Income Individuals and Families:

Anezio Fuhr, Area II

Antonio Martinez Jr., Area IV

Representative of Organizations:

Pastor Victor Martinez, for Redeemer Presbyterian Church

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:

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

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

Santiago Hernandez, 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

Kristine Duff, City Attorney

Audrey K. Jackson, Head Start Program Administrator

Melissa Benavidez, Senior Management Analyst

Priscilla Garcia, Senior Management Analyst

Absent:

Representative of Low-Income Individuals and Families:

Vacancy, Area I

Vacancy, Area III

George Bustillo, Area V

Representative of Organizations:

Danielle Garcia, for the US Dept of Housing & Development

Political Representatives:

Ryan Salts for Councilwoman Sukh Kaur (CD-1)

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 and no comments to be read. We do have a guest to observe, Bethany Gonzalez with The Children Shelter.

IV. Briefing and Action Items

1. Approval of Minutes from the CAAB Meeting on February 20, 2025: Chair Ruben Lizalde, asks if everyone had an opportunity to review minutes, from February 20, 2025. Christine Gutierrez motioned to Approve meeting Minutes, seconded by Santiago Hernandez. All were in favor, no opposed and no abstentions. Motion carried. The next item was presented.

2. Welcome New CAAB Members, for Representative of Low-Income Individuals and Families: Chair, Ruben Lizalde, presented next item, welcome new CAAB members, Presented by Minerva Hernandez. Area I, Stephanie Haley and Area II, Anezio Fuhr. New Representative for Private organization, Welcome Dr. Tina Siller for the University of the Incarnate Word, and Matthew Castillo for iHeartMedia. There were no further questions or comments. The next item was presented.

3. Installation of CAAB Members: Chair, Ruben Lizalde, present the next item, Installation of CAAB Members, administered by Priscilla Garcia (Notary). Priscilla Administered the Oath of Office and Notarized the documents. There were no further questions or comments. The next item was presented.

4. CAAB Election of Officers: Chair, Ruben Lizalde presented the next item, CAAB Election of Officers. Nomination for Chair was Christian Gutierrez. No other nomination, by show of hands 6, by majority of vote for 2025 chair is Christian Gutierrez. Nomination for Vice-Chair Santiago Hernandez, no other nomination, by show of hands 7, by majority of vote for 2025 Vice-Chair is Santiago Hernandez. Nomination for Secretary was Santiago Hernandez. No other nomination, by show of hands 9, by majority of vote for 2025 Secretary is Santiago Hernandez. Congratulations to our 2025 CAAB Offices. All were in favor, no opposed and no abstentions. Motion carried. The next item was presented. There were no further questions or comments. The next item was presented.

5. CAAB annual Governance Training for Members: Chair, Ruben Lizalde presented the next item, CAAB annual Governance Training, Presented by Kristine Duff-Office of the City Attorney. No action items. There were no further questions or comments, and the next item was presented.

6. Review CAAB By-Laws: Chair, Ruben Lizalde announced the next item, Review of CAAB By-Laws, Presented by Kristine Duff, and Minerva Hernandez. No action items. There were no further questions or comments, and the next item was presented.

7. Review CAAB Mission Statement: Chair, Ruben Lizalde announced the next item, Review of Mission Statements, presented by Minerva Hernandez **Our Mission:** To promote life-long success by providing Human Services and connecting people to community resources. **Our Vision:** To provide leadership, develop collaborative strategies, and maximize resources to improve the quality of life for children, families, and seniors in our community. **Our Services:** The Department of Human Services provides comprehensive direct and contractual services in the areas of Early Education and Childcare Assistance, Education, Financial and Emergency Assistance, Homeless Assistance, and Senior Services. No action items. There were no further questions or comments, and the next item was presented.

8. Approval of 2023-2024 Annual report with minor edits: Chair, Ruben Lizalde announced the next item, Approval of 2023-2024 Annual report with minor edits, Presented by Priscilla Garcia. The Head Start Act 644(a)(1)(2) requires the Head Start Program to make available to the public a report published at least once in each fiscal year that discloses information from the most recently concluded fiscal year. The information on the report includes all the required elements by the Act which include number of children and families served, average monthly enrollment, percentage of eligible children served, fiscal items, budget expenditures, financial audit, percentage of children that received medical and dental exams, parent involvement activities, and the agency's efforts to prepare children for kindergarten. Christine Gutierrez, motioned to Approve, 2023-2024 Annual report with minor edits, seconded by John Bonillas. All were in favor, no opposed and no abstentions. Motion carried. The next item was presented.

9. Approval of the 2025-2026 Head Start and Early Head Start (EHS), Program ERSEA recruitment Plan: Chair, Ruben Lizalde announced the next item, Approval of the 2025-2026 Head Start and EHS Program ERSEA Recruitment Plan, presented by Audrey Jackson. The Head Start Act 642(c)(1)(E)(iv)(II) requires the governing body to review and approve procedures and criteria for recruitment, selection, and enrollment of children. Section 1302.13, of the Head Start Program Performance Standards, requires the program to develop

and implement a process designed to actively inform all families, with eligible children within the recruitment area, of the availability of program services and to encourage and assist them in applying for admission to the program. The 2025-2026 DHS Head Start Program Recruitment Plan identifies the program's recruitment areas per the Community Assessment, methods used for the year-round recruitment of children, and key recruitment personnel. Santiago Hernandez, motioned to Approve, the 2025-2026 Head Start and EHS Program ERSEA Recruitment Plan, seconded by Matthew Castillo. All were in favor, no opposed and no abstentions. Motion carried. The next item was presented.

10. Head Start Governance Training: Chair, Ruben Lizalde announced the next item, Review of Head Start Program Governance Training, Presented by Audrey Jackson, and Priscilla Garcia. The Head Start Performance Standards 1301.5 states an agency must provide appropriate training and technical assistance or orientation to the governing body, any advisory committee members, and the policy council, including training on program performance standards and training indicated in 1302.12(m) to ensure the members understand the information they receive and can effectively oversee and participate in the programs in the Head Start agency. No action items. There were no further questions or comments, and the next item was presented.

V. Announcement/Comments: Family Learn and play day, Saturday, March 22, 2025 11am-2pm @ central library and Bexar County Pct 1 Health Fair, Mar 23, 2025 @ 3505 Pleasanton RD, 10am-3pm

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

VII. Adjournment: Santiago Hernandez, motioned to adjournment Meeting, seconded by Christine Gutierrez. All were in favor, no opposed and no abstentions. Motion carried. The next item was presented. Chair Ruben Lizalde, Adjournment Meeting at 6:53 Pm.