



## Community Action Advisory Board

Thursday, May 16, 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 5:47 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:

Antonio Martinez Jr., Area IV

#### Representatives of Organizations:

Danielle Garcia, US Dept of Housing & Development

Pastor Victor Martinez, Redeemer Presbyterian Church

Demetric Byrd, 300 Seconds, Inc

John Bonillas, Casa Exteriors

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)

#### City of San Antonio Staff:

Richard Keith, Human Services Administrator

Dawn Wood, Administrative Assistant, FAD

Kristine Duff, City Attorney

Audrey K. Jackson, Head Start Program Administrator

Priscilla Garcia, Senior Management Analyst

Amada Aguilera, Fiscal Analyst

Samantha Villa, Management Analyst

#### Absent:

#### Representatives of the Low Income:

Monique Robinson, Area I

Vacancy, Area II

Levi Thatcher, Area III

George Bustillo, Area V

#### Representatives of Organizations:

#### Political Representatives:

Ryan Salts for Councilwomen Sukh Kaur (CD-1)

Dorian Keller for Councilwoman Marina Alderete Gavito (CD-7)

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

**QUORUM:** Chair Ruben Lizalde acknowledged Quorum was established with 8 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 March 21, 2024:** Chair Ruben Lizalde, asks if everyone had an opportunity to review minutes, from March 21, 2024. 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.

**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 April 30, 2024. Total Budget \$2,202,537.00, Expenses thru 4/30/24 \$776,567.16. 35.26% 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 through 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. No action items. There were no further questions or comments, and the next item was presented.

**4. Review Program and CSBG Community Service Black Grant Item:** Chair, Ruben Lizalde announced the next item, Review program and CSBG grant items, Presented by Minerva Hernandez. Training for Job Success had 15 graduates for the year. No action items. There were no further questions or comments, and the next item was presented.

**5. Review of FY 2023 Annual Comprehensive Financial Report-Single Audit:** Chair, Ruben Lizalde announced the next item, Review of FY 2023 Annual Comprehensive Financial Report-Single Audit, Presented by Minerva Hernandez. The city provides a vast array of municipal services. The full range of services provided to its constituents includes ongoing programs to provide health, welfare, education, sanitation, cultural, and recreational services, maintenance and construction of streets and drainage, public safety through police and fire protection and ambulatory services; and urban redevelopment and affordable housing. The city also considers the promotion of convention and tourism and participation in economic development programs as high priorities. The funding sources from which these services are provided include ad valorem, sales and use, and hotel occupancy tax receipts; revenue payments from the City's municipally owned utilities; grants; user fees; debt proceeds; tax increment financing, and other sources. No action items. There were no further questions or comments, and the next item was presented.

**6. Approval of Head Start and Early Head Start (EHS) Policy Updates:** Chair, Ruben Lizalde announced the next item, Approval of Head Start, and Early Head Start (EHS) Policy Updates, presented by Priscilla Garcia. Changes are Home Visits/Parent conferences, Ongoing Assessment, Discipline and Guidance, Staffing and Class size requirements, supervision, classroom age Designation, critical incident reporting, Personnel, program governance, program data access and security, Management of program data, medical bills, program services, general requirements, and child restraint systems. For Early Head Start Individualized Education Program for children with disabilities, Children with developmental delays who do not qualify for special education services, home visits/parent conferences, discipline and guidance, class, and group size requirements, staffing a supervision, immunization requirements, home visitor caseloads, standards of conduct, critical incident reporting, personnel, program governance, program data access and security, management of program data, responsibility of fees related to injuries, program services. Christine Gutierrez, motioned to Approve Head Start Policy updates, seconded by Demetric Byrd. Christine Gutierrez, motioned to approve Early head Start Policy Updated Seconded by Teresa Villegas. All were in favor, no opposed and no abstentions. Motion carried. The next item was presented.

**7. Approval of 2022-2023 Head Start Program Self-Assessment Report:** Chair, Ruben Lizalde Announced the next item, Approval of 2022-2023 Head Start Program Self-Assessment Report, Presented by Roger Foster. During the self-assessment process, staff reviewed services provided to a funded enrollment of 3,364 children and their families in 26 Head Start, six Early Head Start-Child Care Partnership (EHS-CCP), and an Early Head Start (EHS) home based/ center based (here after, DHS Head Start) sites located in San Antonio Independent School District (SAISD) and Edgewood Independent School District (EISD) boundaries. Self-assessment results, in conjunction with the Community Assessment Report and ongoing monitoring results, support quality program improvements for children and their families enrolled in the DHS Head Start programs as related directly to the Five-Year Strategic Plan, grant recipient policies, procedures, and management systems for the upcoming program year. During the 2022-2023 school year, the lingering effects of the COVID pandemic continued to impact schools and child-care providers with a reduction in enrollment, participation in their services, and availability of staff. This report includes results for the following Head Start and EHS service areas: Program Design and Management (PDM), Eligibility, Recruitment, Selection, Enrollment, and Attendance (ERSEA), Education and Disabilities, Family Community Support, Mental Wellness, and Health, Nutrition, Transportation, and Safe Environments. John Bonillas, motioned to approve 2022-2023 Head Start Program Self-Assessment Report seconded by Antonio Martinez JR. All were in favor, no opposed and no abstentions. Motion carried. The next item was presented.

**8. Review of 2024-2025 Early Head Start Child Care Partnership Baseline Grant Application:** Chair, Ruben Lizalde announced the next item, Review of 2024-2025 Early Head Start Child Care Partnership Baseline Grant Application, presented by Rhonda roach. On Tuesday, March 26, 2024, in accordance with the Head Start requirements the Head Start Policy Council approved the City of San Antonio, Department of Human Services Early Head Start – Child Care Partnership Continuation Application for the program year

August 1, 2024, to July 31, 2025. Total Amount \$4,204,402.00. No action items. There were no further questions or comments, and the next item was presented.

**9. Review of 2022-2023 Annual Report with Minor Revision:** Chair, Ruben Lizalde announced the next item, Review of 2022-2023 Annual Report with minor revision, Presented by Priscilla Garcia. 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. No action items. There were no further questions or comments, and the next item was presented.

**10. Review of Head Start, Program Governance By-laws and Impasse Procedures:** Chair Ruben Lizalde announced the next Item, Review of Head Start, program governance by-laws and impasse procedures, Presented by Audrey Jackson. The board was advised of impasse procedures. No action items. There were no further questions or comments, and the next item was presented.

**11. Review of Head Start, and Early Head Start Program Disability Enrollment data:** Chair, Ruben Lizalde announced the next item, review of Head Start, and Early Head Start Program Disability Enrollment Data Presented by Christina Fitzgerald. Inclusion of Children with disabilities, at least 10% of enrollment slots are occupied by children with disabilities, Mett the requirement midway through the program year, individualized gamily service plan and individualized education plan. No action items. There were no further questions or comments, and the next item was presented.

**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 Jesse Martinez. Projects conducted: Governance Review, Health Review, Metro Health Review, Family & Community Support Review. **Completed:** Safe Environments Review #1 – Facilities, Education Review. Areas of non-compliance: Several fire inspections were expired and still pending a reinspection. Area of concern Safe environment review #1.

**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 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.

**VI. ANNOUNCEMENTS:** No announcements.

**VII. CAAB BOARD- NEXT MEETING:** Thursday, June 20, 2024, Claude Black Community Center.

**VIII. ADJOURNMENT:** **Christine Gutierrez** , motioned to adjournment Meeting, seconded by Teresa Villegas. All were in favor, no opposed and no abstentions. Motion carried. The next item was presented.  
Chair Ruben Lizalde, Adjournment Meeting at 7:01 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