



Community Action Advisory Board

Thursday, February 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 PUBLIC HEARING ORDER: Chair, Ruben Lizalde called Open Public Hearing to order at 5:38 PM.

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

Representatives of the Low Income:

Antonio Martinez Jr., Area IV

Representatives of Organizations:

Danielle Garcia, US Dept of Housing & Development

Tina Siller, PhD, University of the Incarnate Word

John Bonillas, Casa Exteriores

Political Representatives:

Ryan Salts for Councilwomen Sukh Kaur (CD-1)

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 Rebecca Clay-Flores, PCT 1

City of San Antonio Staff:

Richard Keith, Human Service Administrator

Minerva Hernandez, Family Support Coordinator, FAD

Dawn Wood, Administrative Assistant, FAD

Kristine Duff, City Attorney

Laura Serrano, Chief of Social Demography

Ronnie Wilson, Program Manager

Absent:

Representatives of the Low Income:

Vacancy, Area I

Vacancy, Area II

Vacancy, Area III

George Bustillo, Area V

Representatives of Organizations:

Vacancy

Pastor Victor Martinez, Redeemer Presbyterian Church

Political Representatives:

QUORUM: Chair, Ruben Lizalde acknowledged Quorum was established with 9 members present.

III. Public Comments: 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.

VI. BRIEFING AND ACTION ITEMS:

1. Approval of Minutes from the Community Action Advisory Board meeting on January 16, 2025: Chair Ruben Lizalde, asks if everyone had an opportunity to review minutes, from January 16, 2025. Juan Moreno motioned to Approve meeting

Minutes, seconded by Christine Gutierrez. All were in favor, no opposed and no abstentions. Motion carried. The next item was presented.

2. Review of 2024 Community Service Block Grant (CSBG) Fiscal Expenditure Report: Chair, Ruben Lizalde presented the next item, Review of 2024 Community Service Block Grant (CSBG) Fiscal Expenditure Report, presented by Joseph Monyer. Fiscal Year 2024 Expenditures as of December 31, 2024. Total CSBG Budget \$2,322,244.00, Cumulative Expenditures \$1,907,806.30, Grant Balance \$414,437.70, 18% Spent. Administration 167% Spent, Training for Job Success 17% spent, Emergency Assistance 81% spent, Financial Counseling 68% spent, Vita 67% spent. No action items. There were no further questions or comments. The next item was presented.

3. Review CAAB Representative of Low-Income Individuals and Families Vacancies: Chair, Ruben Lizalde presented the next item, Review CAAB Representative of Low-Income Individuals and Families Vacancies, presented by Minerva Hernandez. We Correctly have 3 Vacancy. Reviewing current Candidates from City Clerk's offices. No action items. There were no further questions or comments. The next item was presented.

4. Review and Approve CAAB Representative of Private Organization: Chair, Ruben Lizalde presented the next item, Review and Approve CAAB Representative of Private Organization, Presented by Minerva Hernandez. New representative for the University of the Incarnate Word Tina siller, PhD. To replace Teresa Villegas. Approval of New representative of Private Organization. iHeart Media, Matthew Castillo. Antonio Martinez Jr. motioned to Approve iHeart Media representative Matthew Castillo, seconded by Christine Gutierrez. All were in favor, no opposed and no abstentions. Motion carried. The next item was presented.

5. Review CSBG Update- Texas Department of Housing and Community Affairs (TDHCA): Chair, Ruben Lizalde presented the next item, Review CSBG Update- Texas Department of Housing and Community Affairs (TDHCA), Minerva Hernandez and Richard Keith. No action items. There were no further questions or comments. The next item was presented.

6. Review CAAB Governance Training: Chair, Ruben Lizalde presented the next item, Review CAAB Governance Training, Presented by Minerva Hernandez. Informed the Board that Governance Training will be held March 20, 2025. No action items. There were no further questions or comments. The next item was presented.

7. Correspondence I- ACF-OHS-PL-25-01: Chair, Ruben Lizalde presented the next item, Correspondence I-ACF-OHS-PL-25-01, presented by Audrey Jackson. Procedures for tribal childcare and development fund (CCDF) lead agencies and American Indian Alaska native (AIAN) head start grant recipients to jointly apply to use CCDF and head start funds for construction or major renovation of early childhood facilities. No action items. There were no further questions or comments. The next item was presented.

8. Correspondence II- ACF-OHS-IM-25-02: Chair, Ruben Lizalde presented the next item, Correspondence II- ACF-OHS-IM-25-02, Presented by Audrey Jackson. This Information Memorandum (IM) outlines the OHS monitoring process for fiscal year 2025 (FY25). It describes the types of monitoring reviews that recipients may experience, highlighting Focus Area 1 (FA1), Focus Area 2 (FA2), Classroom Assessment Scoring System (CLASS®), Risk Assessment Notification (RAN), and unannounced reviews. This IM includes information on monitoring for Tribal grant recipients that have consolidated their Head Start program into an approved P.L. 102-4 77 Plan. No action items. There were no further questions or comments. The next item was presented.

9. Approval of the 2025-2026 Head Start, Early Head Start (EHS), and Early Head Start-Child Care Partnership (EHS-CCP) Eligibility, Recruitment, Selection, Enrollment, and Attendance (ERSEA) Matrices: Chair, Ruben Lizalde presented the next item. Approval of the 2025-2026 Head Start, Early Head Start (EHS), and Early Head Start-Child Care Partnership (EHS-CCP) Eligibility, Recruitment, Selection, Enrollment, and Attendance (ERSEA) Matrices, presented by Melissa Benavidez and Rachel Pearce. Ryan Salts motioned to Approve the 2025-2026 Head Start, Early Head Start (EHS), and Early Head Start-Child Care Partnership (EHS-CCP) Eligibility, Recruitment, Selection, Enrollment, and Attendance (ERSEA) Matrices, seconded by Christine Gutierrez. All were in favor, no opposed and no abstentions. Motion carried. The next item was presented.

10. Approval of the 2025-2026 Head Start and EHS program ERSEA policy updates: Chair, Ruben Lizalde presented the next item, Approval of the 2025-2026 Head Start and EHS program ERSEA policy updates, Presented by Melissa Benavidez, and Rachel Pearce. Revisions added language for updated performance Standard. Included Excessive housing cost guidance per updated HS Performance Standard 1302. Corrected Children with disabilities. Removed the word funded. Corrected word scheduled to schedule. Christine Gutierrez motioned to Approve the 2025-2026 Head Start, Early Head Start (EHS), and Early Head Start-Child Care Partnership (EHS-CCP) Eligibility, Recruitment, Selection, Enrollment, and Attendance (ERSEA) Matrices, seconded by Santiago Hernandez. All were in favor, no opposed and no abstentions. Motion carried. The next item was presented.

11. Approval of Head Start Program five-year 2025-2029 Strategic plan: Chair, Ruben Lizalde presented the next item, Approval of Head Start Program five-year 2025-2029 Strategic plan, Presented by Audrey Jackson. Goal 1, Education, Goal 2, Family and Community, Goal 3 Health, Goal 4 Mental Wellness, Goal 5 Highly qualified Staff. Ryan Salts motioned to Approve; Head Start Program five-year 2025-2029 Strategic plan seconded by Christine Gutierrez. All were in favor, no opposed and no abstentions. Motion carried. The next item was presented.

12. Review of Head Start, EHS and EHS-CCP Fiscal Report: Chair, Ruben Lizalde presented the next item, Review of Head Start, EHS and EHS-CCP Fiscal Report, presented by Amada Aguilera. EHS/HS Total Budget \$39,417,661.00, YTD Budget \$23,630,999 Variance \$3,604,731 \$3.8k Travel Variance, \$14.8k Supplies Variance. Early Head Start-CCP Total Budget \$4,139,106.00, YTD Budget \$4,139,106.00, Variance \$12,696.00, , Supplies \$2.2k Lower, Contractual \$10.4k. Early Head Start-CCP Total Budget \$4,301,301 YTD Budget \$820,122.00, Variance \$26,148, \$10k Underbudgeted personnel cost, supplies \$186.00k, Contractual \$ \$37k Ella Austin invoice processed. No action items. There were no further questions or comments, and the next item was presented.

13. Review of Head Start Quality Assurance report: Chair, Ruben Lizalde presented the next item, Review of Head Start Quality Assurance report, presented by Chajuann Chambers. Head start Projects Conducted : Disabilities review. Project completed, disabilities review. Area of non-compliance, none identified. Areas of Concern 1 parent consent form was not scanned into child plus, and One parent consent form scanned into child plus did not include the parent signature. EHS and EHS-CCP Projects Conducted, ERSEA attendance Child File review and unannounced safe environment onsite visit. Projects completed, ERSEA attendance Child file review, and unannounced safe environment onsite visit. Areas of non-compliance ERSEA attendance child file review and unannounced safe environment onsite visit. Areas of concern unannounced safe environment onsite visit.

14. Review of EHS and EHS-CCP Quality Assurance Report: Chair, Ruben Lizalde presented the next item, Review of EHS and EHS-CCP Quality Assurance Report, presented by Wanda McMillan. Head Start, Funded Enrollment 2,970, 17.51% of enrolled children with a disability, 96,001 Meals served, 98% education Services Completed, 73% Health Screening Completed. Early Head Start, 144 Funded Enrollment, 15% of enrolled children with a disability, 2940 meals served, 92% education services completed. Health screening completed 147. 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. EHS-CCP Funded enrollment 216, 7%if enrolled children with a disability, 7,765 meals served, 99 education service, 84% family engagement. No action items. There were no further questions or comments, and the next item was presented.

15. Review of Head Start, EHS and EHS-CCP Monthly program Report: Chair, Ruben Lizalde presented the next item, Review of Head Start, EHS and EHS-CCP Monthly program Report, presented by Audrey Jackson. Early Head Start CCP. 216 Funded Enrollment, 6% of enrolled children with a disability. 5,194 Meals served. 98% of education services completed. 97% of BOY Completed. 123% Health Screening Completed. No action items. There were no further questions or comments, and the next item was presented.

V. ANNOUNCEMENTS:

VI. CAAB BOARD- NEXT MEETING: Thursday, March 20, 2025, 5:30 PM, Brady Head Start Building.

VII. ADJOURNMENT: Christine Gutierrez, motioned to adjournment Meeting, seconded by Ryan Salts. All were in favor, no opposed and no abstentions. Motion carried. Chair Ruben Lizalde adjourns meeting at 6:53pm.

"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