



Community Action Advisory Board

Thursday, December 5, 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: Vice-Chair, Ryan Salts called Open Public Hearing to order at 5:31 PM.

II. Roll Call & Establishment of Quorum: Vice-Chair Ryan Salts, 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

Teresa Villegas, University of the Incarnate Word

John Bonillas, Casa Exteriors

Political Representatives:

Ryan Salts for Councilwomen Sukh Kaur (CD-1)

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

Joseph Monyer, Fiscal Analyst

Audrey K. Jackson, Head Start Program Administrator

Rhonda Roach, Senior Special Projects Manager

Wanda McMillan, Management Analyst

Amada Aguilera, Fiscal Analyst

Rudy Rodriguez, Special Projects Manager

Absent:

Representatives of the Low Income:

Vacancy, Area I

Vacancy, Area II

Vacancy, Area III

George Bustillo, Area V

Representatives of Organizations:

Vacancy

Political Representatives:

Ruben Lizalde for Councilwoman Phyllis Viagran (CD-3)

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

QUORUM: Vice-Chair, Ryan Salts acknowledged Quorum was established with 8 members present.

III. Public Comments: Vice-Chair Ryan Salts, 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 October 17, 2024: Vice-Chair Ryan Salts, asks if everyone had an opportunity to review minutes, from October 17, 2024. 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. Review Community Service Block Grant (CSBG) Fiscal Expenditure Report: Vice-Chair, Ryan Salts presented the next item, Review Community Service Block Grant (CSBG) Fiscal Expenditure Report, Presented by Minerva Hernandez. CSBG 24 Preliminary Expense Summary as of October 31, 2024. Total Budget \$2,202,537.00, Year to Date \$ 1,575,557.68, 71.53% Spent. Administering \$384,942.21, Training for Job Success \$705,698.41, Emergency Assistance \$246,183.25, Financial Counseling \$226,364.86, and VITA \$12,368.95. No action items. There were no further questions or comments, and the next item was presented.

3. Review Community Service Block Grant (CSBG) Updates: Vice-Chair, Ryan Salts presented the next item, Review CSBG updates, Presented by Minerva Hernandez. Minerva Hernandez updated the board on Training for Job Success's Turkey give away, VITA kicking off, Updated What Financial Empowerment. No action items. There were no further questions or comments, and the next item was presented.

4. Review Community Services Block Grant (CSBG) Ordinance Update: Vice-Chair, Ryan Salts presented the next item, Review Community Services Block Grant (CSBG) Ordinance Update, Presented by Minerva Hernandez. On December 5, City Council Approved Ordinance Authorizing the submission of the 2025 Community Action plan and Grant Application. They Accepted the CSBG Award in the amount of \$2,203,537.00 from the Texas Department of Housing and Community Affairs. The period covers January 1, 2025, thru December 31, 2025. No action items. There were no further questions or comments, and the next item was presented.

5. Review Proposed 2025 Community Action Advisory Board (CAAB) Calendar: Vice-Chair, Ryan Salts presented the next item, Review Proposed 2025 Community Action Advisory Board (CAAB) Calendar, Presented by Minerva Hernandez. Third Thursday of every Month. No action items. There were no further questions or comments, and the next item was presented.

6. Correspondence- ACF-OHS-IM-24-03: Vice-Chair, Ryan Salts presented the next item, Correspondence-ACF-OHS-IM-24-03, Presented by Audrey Jackson. The Administration for Children and Families (ACF), Office of Head Start (OHS) partners with Tribes and Tribal organizations to administer the Head Start program for children ages birth to 5 and their families. Through nation-to-nation relationships, OHS engages in open discussions with Tribes to understand how to support their Head Start programs. Through this nation-to-nation dialogue, including consultations, listening sessions, and ACF's Tribal Advisory Committee (TAC), Tribal leaders have emphasized the importance of Indigenous Knowledge, language, and culture in designing Head Start programs. A central purpose of American Indian and Alaska Native (AIAN) Head Start programs is to enhance opportunities for young children and their families to engage in Native cultural activities, and to expand opportunities for exposure to Native languages. Native language and culture cannot be separated from Indigenous Knowledge. In December 2022, the White House Office of Science and Technology Policy (OSTP) with the White House Council on Environmental Quality (CEQ) released guidance to federal agencies on incorporating Indigenous Knowledge into federal research, policy, and decision making. The inclusion of Indigenous Knowledge in Head Start programming, including curricula and developmental assessments, is vital to Tribal children, families, and communities. OHS stands in reverence for Tribes as they determine how language, culture, and traditional practices are embedded in AIAN programs. Tribes must determine the curriculum and assessments that will meet the priorities of their communities. This Information Memorandum identifies how AIAN Head Start programs can meet the requirements of the Head Start Program Performance Standards (the Performance Standards) related to curricula and assessment in ways that center Indigenous Knowledge and Tribal sovereignty. No action items. There were no further questions or comments, and the next item was presented.

7. Approval of 2024 Community Assessment: Vice-Chair, Ryan Salts presented the next item, Approval of 2024 Community Assessment, Presented by Roger Foster. Head Start Performance Standards require the program to conduct a full Community Assessment once every five years, with annual updates. The Head Start Act requires the Governing Body to review and approve the Community Assessment reports annually. The Community Assessment includes an analysis of demographic data, disability statistics, education, health, nutrition, and social services needs in the local area served by the Head Start and Early Head Start programs and is completed by the Institute for Demographic and Socioeconomic Research (IDSER), Texas State Demographer at the University of Texas at San Antonio. The program uses the Community Assessment information in program planning and for the implementation of initiatives to connect children and families to needed services. Community Assessment Takeaways. COSA DHS service area has greater shares of disadvantaged families. A greater number of EHS eligible children remain unserved y COSA DHS compared to their HS eligible counterparts. Over the next Decade (2023-2033, the Number of children eligible for EHS is projected to grow at a faster rate than those eligible for HS.

Christine Gutierrez motioned to Approve the 2024 Community Assessment, seconded by Victory Martinez. All were in favor, no opposed and no abstentions. Motion carried. The next item was presented.

8. Review of 2023-2024 Head Start, Early Head Start (EHS), and Early Head Start-Child Care Partnership (EHS-CCP)

Program Information Report (PIR): Vice-Chair, Ryan Salts presented the next item, Review of 2023-2024 Head Start, Early Head Start (EHS), and Early Head Start-Child Care Partnership (EHS-CCP) Program Information Report (PIR), presented by Roger Foster. The Head Start Act requires the program to submit an annual Program Information Report (PIR) annually to the Office of Head Start and ensure the accurate and regular information is shared with the Governing Body. The PIR is an important source of descriptive program and service data and is available to the public, the Head Start community, and Congress. No action items. There were no further questions or comments, and the next item was presented.

9. Review and Discussion of Head Start Parent Survey Results: Vice-Chair, Ryan Salts presented the next item, Review and Discussion of Head Start Parent Survey Results. Head Start will conduct regular surveys to gather information from program participants to help ensure that participants are receiving the best series we can provide. The information gathered in this survey is used to determine the strengths and needs of our families and may be used for research purposes. This year we are including parents as part of the team developing the survey to better ensure we are asking the questions that parents want to answer. Responds: 742 time the survey was accessed, 650 surveys initiated, 413 unique responses, cumulative enrollment at time of survey 3329. No action items. There were no further questions or comments, and the next item was presented.

10. Review of Head Start Beginning of the Year (BOY) Student Outcome Data: Vice-Chair, Ryan Salts presented the next item, Review of Head Start Beginning of the Year (BOY) Student Outcome Data. A program must conduct standardized and structured assessments, for each child that provide ongoing information to evaluate the child's developmental level and progress in outcomes. Assessments must result in usable information for teachers and parents and be conducted with sufficient frequency to allow for individualization within the program year. A program must regularly use assessment results along with informal teacher observations and additional information from family and staff, to determine a child's strengths and needs, inform and adjust strategies to better support individualized learning and improve teaching practices. No action items. There were no further questions or comments, and the next item was presented.

11. Review of Head Start, Early Head Start (EHS)and Early Head Start Childcare Partnership (EHS-CCP) Fiscal Report: Vice-Chair, Ryan Salts presented the next item, Review of Head Start, EHS, and Early Head Start-Child Care Partnership (EHS-CCP) Fiscal Report Presented by Stephen Gonzalez. 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.

12. Review of Head Start, Early Head Start (EHS)and Early Head Start Childcare Partnership (EHS-CCP) Month Program report: Vice-Chair, Ryan Salts presented the next item, Review of Head Start, Early Head Start (EHS)and Early Head Start Childcare Partnership (EHS-CCP) Month Program report Presented by Audrey Jackson. Head Start, Funded Enrollment 2,970, 15.22% of enrolled children with a disability, 53,642 Meals served, 98% education Services Completed, 73% Health Screening Completed. Early Head Start, 144 Funded Enrollment, 15% of enrolled children with a disability, 3,797 meals served, 90% education services completed. 93% of home visit completed. Health screening completed 88%. 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.

13. Review of Head Start Quality Assurance report: Vice-Chair, Ryan Salts presented the next item, Review of Head Start Quality Assurance report: Presented by Cassandra Bentley. Quality Assurance Report October 2024: Conducted: Projects Completed: Health & Safety Screener: Medication Administration, Outdoors, Transportation, Facilities, Classroom Safety Areas of Non-Compliance Health & Safety Screener – Facilities, Classroom Safety, Areas of Concern: Health & Safety Screener – Outdoors, Transportation, Facilities, Classroom Safety. No action items. There were no further questions or comments, and the next item was presented.

13. Review of Early Head Start and Early Head Start Childcare Partnership Quality Assurance report: Vice-Chair, Ryan Salts presented the next item, Review of Early Head Start and Early Head Start Childcare Partnership Quality Assurance report:

Presented by Wanda. Quality Assurance Report August 2024: Conducted: Health & Safety Screening Visits August 20, 2024 – September 3, 2024. Blessed Sacrament Academy, Ella Austin Childcare Center, Healy Murphy Child Development Center, Inman Christian Childcare Center, Seton Home Childcare Center, YWCA Olga Madrid Childcare Center, EHS Stafford Childcare Center, EHS Blessed Sacrament Academy. The Quality Assurance Team visited a total 54 classrooms: 37 EHS – CCP classrooms and 17 EHS classrooms. Health & Safety Screening Onsite Visits. Area of non-compliance: Required Background Checks, TB Questionnaire, Head Start Standards of Conduct, and training Certificates not available for review at two sites. One classroom was out of ratio with two teachers to nine children. Maximum group size is eight children. Areas of Concern: Stained ceiling tiles in two classrooms. Handwashing process not followed in two classrooms. Diaper changes procedure not followed at one site, EHS Health and Safety Booklet was not available in one classroom. Disinfectant bottles were not labeled at one site in all classrooms. Director corrected during on site visit. Follow – Up onsite visit scheduled for: Ella Austin – September 17, 2024, Inman – September 20, 2024, Stafford – September 20, 2024. No action items. There were no further questions or comments, and the next item was presented.

14. Review of EHS and EHS-CCP Quality Assurance Report: Vice-Chair, Ryan Salts presented the next item, Review of EHS and EHS-CCP Quality Assurance Report, presented by Wanda McMillan. Quality Assurance Report October 2024: Projects Conducted :Transportation/Pedestrian Safety Review October 7-24, 2024, Unannounced Safe Environment Onsite Visit October 8-10, 2024. Non-Compliances There were no non-compliances. Areas of Concern Transportation/Pedestrian Safety Child File, Unannounced Safe Environment Visits Completed Transportation and Pedestrian Safety Review. Unannounced Safe Environment Onsite Visit. No action items. There were no further questions or comments, and the next item was presented.

V. ANNOUNCEMENTS: Pastor Victor Martinez needs help filling blessing boxes.

VI. CAAB BOARD- NEXT MEETING: Thursday, January 16, 2025, 5:30 PM, Brady Head Start Building.

VII. ADJOURNMENT: Christine Gutierrez , motioned to adjournment Meeting, seconded by Antonio Martinez JR. All were in favor, no opposed and no abstentions. Motion carried. Vice-Chair Ryan Salts, Adjournment Meeting at 7:03pm.

“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