

***Approval of
Head Start Policy Council
March 22, 2022 Meeting
Minutes***



MEETING MINUTES

HEAD START POLICY COUNCIL MEETING

March 22, 2022

6:15 P.M.

Members Present	Edgewood Independent School District (EISD): Ariana Patino, Maria C Martinez San Antonio Independent School District (SAISD): Candice Stafford, Maritza Mendoza, Melinda Pina EHS-EISD: none EHS-CCP: Naomi Castellanos, Krizia Franklin Community Representative: Christy Caez Claudio
Members Absent	Edgewood Independent School District (EISD): none San Antonio Independent School District (SAISD): Karolina Lupercio EHS EISD: Sabrina Garcia EHS-CCP: none Community Representative: Ernest De La Rosa
Alternate Members Present	Edgewood Independent School District (EISD): Edith Palao San Antonio Independent School District (SAISD): Alexis Alfaro, Isabel Martinez EHS-EISD: none EHS-CCP: Lashonika Simpson, Ruby Arizola
Alternate Members Absent	Edgewood Independent School District (EISD): Angelica Hernandez San Antonio Independent School District (SAISD): Martha Alvarez, Jessica Gomez EHS-EISD: Mercedes Brinkley EHS-CCP: none

I. CALL TO ORDER

2021-2022 San Antonio Independent School District (SAISD) HSPC Chair, Naomi Castellanos, called the meeting to order at 6:28 p.m.

II. MEETING MINUTES

Motion: Ms. Maria Martinez moved to approve the February 22, 2022, meeting minutes.

Seconded (2nd): Ms. Ruby Arizola

Vote: All in favor (unanimous)- The motion carried.

III. PUBLIC COMMENTS

None to report

BRIEFING AND POSSIBLE ACTION (a-h)

a. Correspondence

HSPC Chair, Ms. Naomi Castellanos introduced Ms. Audrey Jackson, Head Start Administrator, to present on the ACF-IM-HS-22-01 Head Start Transportation Services and Vehicles During the COVID-19 Pandemic and ACF-IM-HS-22-02 Documenting Services to Enrolled Pregnant Women. Ms. Jackson reported that the aforementioned items do not impact the City of San Antonio (COSA) Head Start program. In reference to the first information memorandum, it involves transportation services and wearing a mask during COVID-19. Because a judge put an injunction on the regulation of masks in schools, this information memorandum falls into the same category. Ms. Jackson further reported that we are on hold right now. An update on wearing masks in the San Antonio Independent School District (SAISD) and Edgewood Independent School District (EISD) was also provided. It was reported that both districts rescinded the mask mandates and if the Office of Head Start were to win in the Courts regarding the mask mandate and staff vaccinations, then there would be a conflict with the school districts, but as of right now, we are currently not required to wear masks in the buildings or in the buses. No questions were asked.

Ms. Jackson also reported on the information memorandum regarding documenting services to pregnant women. It was stated that, as a Head Start program, we can choose to serve pregnant women as a slot, but we have made a decision not to do that since there is a great need in the community for childcare. Ms. Jackson further stated that, as a result, this information memorandum does not impact this Head Start program. No questions were asked.

b. Approval of 2022—2023 Early Head Start-Child Care Partnership (EHS-CCP) Continuation Application

HSPC Chair, Ms. Naomi Castellanos introduced Ms. Rhonda Roach, Senior Special Projects Manager, to present the Approval of 2022-2023 Early Head Start-Child Care Partnership (EHS-CCP) Continuation Application. Ms. Roach provided a presentation on the Continuation Application for the EHS-CCP program and stated this is a five (5) year grant that was awarded in 2019-2024 and each year we have to come back and apply for additional funds to continue with program services and training and technical assistance. Ms. Roach stated she was seeking approval from the Policy Council and then from City Council on April 14th, 2022, so that it may then be sent to the Office of Head Start by May 1st, 2022. Ms. Roach reported that in the application, we are requesting \$2,953,036.00 in program operations, \$64,800.00 in training and technical assistance, and \$754,459.00 in non-federal share match (20%) for a total budget of \$3,772,295.00. Ms. Roach further described that within the application, the program's events, activities, and services that have been provided and those we are working to provide and plan for in the 2022-2023 program year have been detailed.

HSPC member, Ms. Melinda Pina inquired about some slots that were to be allotted from Seton Home. Ms. Roach reported that Seton Home did go through a reduction at the beginning of this program year and the reduction was eight (8) slots that were moved to Blessed Sacrament Academy and they received those slots on a temporary basis based upon the impacts of COVID-19 and these slots will be re-assessed in the Spring. Within this Continuation Application, we have the

continuation of those slots at Blessed Sacrament Academy based upon the knowledge that we have at this point in time. No further questions were asked.

Motion: Ms. Christy Caez Claudio moved to approve the 2022-2023 Early Head Start-Child Care Partnership Continuation Application.

Seconded (2nd): Ms. Candice Stafford

Vote: All in favor (unanimous)

c. Review of EHS-CCP Ella Austin Building Update

HSPC Chair, Naomi Castellanos, asked Ms. Rhonda Roach, Senior Special Projects Manager, to present the Review of EHS-CCP Ella Austin Building Update. Ms. Roach reported on the status of Ella Austin's major renovation improvements and stated that, in working with the City's Building Equipment Services, and as these improvements got started, we recognized it would be unsafe to have our children and families in and out on a day-to-day basis. As a result, in-person services at Ella Austin Community Center, were not being provided. Ms. Roach reported that the team has been working with Ella Austin staff to continue remote services during this displacement. During that time, the team has been working on an alternative space and will soon start in-person services at the alternative space which is at Antioch Baptist Church off Walters Street. Ms. Roach described that the church has a building on the back side of the campus that was used as a Christian academy and is currently not being used other than on Sundays. Ms. Roach reported that they have been working with the Church to set up the classrooms and are now pending Child Care Licensing to come back out so that a permanent license could be obtained, and in-person services started. Ms. Roach also reported that once renovations are completed at Ella Austin, which could be in the next program year, if not before, we will be moving back to Ella Austin.

HSPC member, Ms. Krizia Franklin asked if the families were receiving services before the construction and what did those remote services look like. Ms. Roach stated that families were receiving remote services and that the EHS-CCP program has been working with the Ella Austin team to develop a work plan so that assessments can continue and make that connection with families to determine their needs and providing home-learning activities, and in some cases, supplies. The staff has continued to offer essential needs days to assist parents with providing them with needed diapers and formula. Ms. Franklin asked about the biggest challenges that families are facing. Ms. Roach reported that there were some parents that requested in-person services and five children were placed at some of our other locations that were close to the family or where they chose. Ms. Franklin then asked about the timeline with Antioch Baptist Church and if there was going to be a contract with them. Ms. Roach explained that Ella Austin was going into a lease agreement with Antioch and on the advice of Child Care Licensing they had already issued Ella Austin a temporary license but as the projects grew and the feedback we were getting back from the departments about the timeline, we felt very confident that it was going beyond the ninety (90) days and the temporary license was only for 90 days. On the recommendation of Licensing, they did say to request an amendment to the license for a permanent move to Antioch with a caveat that it remain in Ella Austin's name; the childcare license and all of the reporting but only that the actual physical location would be Antioch. So, it will actually be a lease between Ella Austin and Antioch. Ms. Franklin asked if the location was the same place where the Boys and Girls Club used to have their program? Ms. Roach stated she was not sure but could look into that and get back to her with that

information. Ms. Franklin's final question was to inquire if the Ella Austin staff would be working at the Antioch location. Ms. Roach confirmed that they would be working at the Antioch location and were currently using the Head Start offices as a temporary home base to continue their work until the opening of that location.

HSPC member, Ms. Maria Martinez, asked how long it had been since families received in-person services. Ms. Roach reported that in reference to in-person services, it has been since mid-January when we got the information about the work that was being done there. Ms. Martinez also asked about the cost of the renovations. Ms. Roach reported that there were multiple sources of funding that were being pulled together to complete the projects and proceeded to name some funding sources. No further questions were asked.

d. Review of Head Start Program Disability Enrollment Data

HSPC Chair, Ms. Naomi Castellanos introduced Ms. Mica Clark-Peterek, Special Projects Manager, to present the Review of Head Start Program Disability Enrollment Data. Ms. Clark-Peterek discussed the disability enrollment data along with inclusion of children with disabilities. Ms. Clark-Peterek stated that the office of Head Start requires programs to screen children and conduct on-going assessments and partner with families to support them as advocates for their children, consult with specialists and help children and families obtain additional services as appropriate. Head Start and Early Head Start programs are required to ensure that at least ten percent (10%) of enrollment slots are occupied by children with disabilities. Ms. Clark-Peterek also reported that the Office of Head Start expects for this requirement to be met midway through the program year and it is based with children who have an Individualized Family Service Plan (IFSP) or an Individualized Education Plan (IEP). The factors that are used to determine eligibility for services under the Individuals with Disabilities Education Act (IDEA) were also discussed with the Policy Council members. As was mentioned earlier, Head Start programs are required to ensure that at least 10% of the enrollment slots are to be occupied by children with disabilities and when a recipient/grantee manages multiple programs, we look at that data across that program. The data is analyzed at the Head Start level, Early Head Start Level and Early Head Start-Childcare Partnership (EHS-CCP) level to determine the percentage of children who are receiving services under IDEA. Ms. Clark-Peterek discussed how the percentage information could be found in the Monthly Report that is presented every month to Policy Council members. It was reported that for the month of December 2021, we met the 10% requirement across the program at 10.6% disability enrollment. Furthermore, we work with parents to ensure they understand their rights to obtain an evaluation and the benefits to receiving services as early as possible. We also focus on engaging and empowering parents so that they may advocate for their child especially as they move into kindergarten and elementary school.

HSPC member, Ms. Krizia Franklin commented that Head Start should provide informational sessions to families of children with disabilities and asked about the transition process for children with disabilities. Ms. Clark-Peterek reported that within forty-five (45) days of a child's enrollment, we work with the parent to complete a developmental screening and a social-emotional screening. After it is completed, the Education staff will review the screenings and if there are any concerns from the results of the screenings, they will begin to work with the parent. The Early Head Start staff also make referrals to Early Childhood Intervention Services (ECI) to help connect families to our local providers. Ms. Christina Fitzgerald, Senior Management Analyst, stated that we work with ECI, and

they have a transition meeting with the families and they connect the family and ECI caseworker with the school districts where they discuss the findings and the next steps. Furthermore, Ms. Fitzgerald stated that they have worked with families and assisted them in connecting with their school district and walking them through that process.

Ms. Franklin asked about the average percent of children and families that we serve who have special needs or limited abilities. Ms. Clark-Peterek reported that we do not have the average number because it does change and referred the Policy Council parents to the parent packet in which the current percentage of children with an IEP and IFSP. It was reported that the percentage of children with disabilities in Head Start is at 11.85% and in the EHS-CCP program, the percentage is at 6%, and the percentage in the EHS program is at 3% as of the end of February, 2022. Ms. Franklin asked if there was specialized training for the staff. Ms. Clark-Peterek stated there is training that involves development and what to look for and the signs. Furthermore, each school district campus has a committee that meets regularly to look at a child's screening and assessment to look at their progress. If a child is not meeting certain milestones, then the committee will make a recommendation to provide intervention. Ms. Fitzgerald informed the Policy Council members about the partnership between the Early Head Start Program and the Autism Community Network and discussed the support and training provided to teachers regarding the conversations they will have with parents. It was also reported that there will be a training for parents coming up soon.

HSPC member, Ms. Edith Palao, asked if there was enough staff to address the Spanish-speaking families about the topic of children's disabilities. Ms. Clark-Peterek stated that there is always a need for bilingual staff across all programs. Furthermore, when we get into the elementary schools or early childhood programs, it is a requirement for the school to ensure that the parent is able to fully participate in the Individualized Education Program (IEP) meetings. If the parent speaks Spanish, then the school district is required to ensure that the parent can fully participate and that means having an interpreter that speaks their language. Additionally, Early Childhood Intervention (ECI) ensures that there is an interpreter that speaks a family's home language, as well.

HSPC community representative, Ms. Christy Caez Claudio and HSPC member, Ms. Krizia Franklin discussed the importance of cultural sensitivity with families and HSPC member, Ms. Edith Palao discussed a scenario in which an English-speaking child was placed in a bilingual program by Spanish-speaking parents. Ms. Clark-Peterek informed the Policy Council members that Head Start now has dual language programs in which native English-speaking children and native Spanish-speaking students are together in a classroom learning each other's language and as they progress through school the percentages of teaching in English and Spanish changes. Ms. Clark-Peterek further commented on the importance of instilling a love of language and how important it is to speak a native language.

HSPC member, Ms. Ariana Patino, asked if parents will be given transition folders for children who will be transitioning from the Head Start program. Ms. Clark-Peterek stated that there is an internal transition of paperwork for children with disabilities. It was also reported that Edgewood Independent School District (EISD) and San Antonio Independent School District (SAISD) have started working on the school registration process and parents will soon receive information about it. Dr. Mary Miller-Baker from EISD reported that they will be meeting with parents of all four-year-olds by

April 15, 2022, to discuss their options for next year. In the month of May, there will be transition field trips where parents will be taken to their school of choice so they may become familiar with their school. Virtual meetings will also be offered to parents, as well. Dr. Miller also reported that there is not a need for transition folders since all records are transferred electronically from one school to the next. If a child will be attending a different school district, then the new school district will do a request for records. Dr. Miller also reported that parents do have a right to request a hard copy of their child's school record. Ms. Christina Fitzgerald, Senior Management Analyst, stated that if a child is transitioning to EISD or SAISD, their information is in the ChildPlus system and parents can still request the information that is in the child's file. If a child is going to a different school district, most of the ones that they have worked with, prefer parents to complete their own district's paperwork. No further questions were asked.

e. Review of Head Start Program Monitoring

HSPC Chair, Ms. Naomi Castellanos introduced Mr. Pedro Ramirez, Special Projects Manager, to present the Review of Head Start Program Monitoring. Mr. Ramirez stated he would be reviewing the monitoring report for February 2022. It was reported that the monitoring projects that were conducted included ERSEA eligibility review, ninety (90) day health concerns review, safe environment reviews regarding classroom safety, outdoor/gym, medication administration, and facilities. There was also a safe environments coordinator interview and a nutrition review. During the month of February 2022, we were able to complete an ERSEA eligibility review #5 for SAISD. Mr. Ramirez further reported that we did not have any areas of non-compliance. We had a couple of areas of concerns related to items such as a missing signature on an application or data entry issues into our ChildPlus data system. The findings were addressed and corrected, and enrollment was not impacted from the families that had errors on their applications. No questions were asked.

f. Review of EHS and EHS-CCP Program Monitoring

HSPC Chair, Ms. Naomi Castellanos introduced Ms. Cindy Garcia, Management Analyst, to present the Review of EHS and EHS-CCP Program Monitoring. For the Early Head Start Program at Stafford, Ms. Garcia reported the monitoring projects conducted included a follow-up on mid-year health and safety screening, disability monitoring project, and an education monitoring project. There were no non-compliances observed with these three monitoring projects. There were some areas of concern with the follow-up on the mid-year health and safety screening that included an expired fire inspection sticker, classroom roster that was not current, and a bleach bottle that was not in a locked cabinet. When a follow-up visit was conducted in February 2022, all items had been corrected. For the disability monitoring project, there were no noted findings with the child file review. Two teacher interviews were conducted with the site visit and findings were made related to missing documents in child files and corrections are pending for that monitoring project. With the education monitoring project, there were some noted findings that are currently pending review from the service area regarding those findings. All the areas of concern have been addressed regarding the mid-year health and safety screener from the center director and we are pending follow-up and review for our disability and education monitoring projects.

HSPC member, Ms. Krizia Franklin inquired if the centers are notified before going out on site visits. Ms. Garcia reported that the centers are notified for the mid-year health and safety screening visit but throughout the year there are unannounced site visits in which they are not notified when

conducting those visits. Ms. Krizia Franklin asked if Early Head Start looks for the same things or are they different for every site visit. Ms. Garcia stated that for the mid-year health and safety screener, we look at safe environments and that is different than when we are conducting a disability or education monitoring project. Ms. Krizia Franklin also asked if the reviews included the parent applications and immunization records. Ms. Garcia stated it was not part of the projects that were conducted in February and explained that every month, we look at different service areas. There is a ninety (90) day child file review coming up in which we look at immunizations and in the next coming months, we will be conducting an ERSEA monitoring project in which we will be looking at applications and eligibility items. No further questions were asked.

For the Early Head Start-Child Care Partnership Program (EHS-CCP), Ms. Garcia reported that we completed the same monitoring projects that were completed for Early Head Start and those projects included the follow-up on mid-year health and safety screening, and disability and education monitoring projects. A non-compliance was observed while conducting an education site visit; one of the centers had two classrooms that were out of teacher-child ratio. The center was provided with a corrective action plan to complete. Regarding the follow-up on the mid-year health and safety screening, the areas of concern have been corrected except for a fire inspection at Ella Austin. At this time, the center is in transition due to renovations but once the center re-opens, we will make sure all fire inspections are up to date.

Regarding the disability monitoring project for EHS-CCP, Ms. Garcia reported eighteen (18) child files were reviewed with some noted findings. Findings included late or missing data entry information in the ChildPlus data system. In addition, there were nine (9) classroom teacher interviews that were conducted with noted findings that included missing documents in child files. Regarding our education monitoring project, forty-nine (49) child files were reviewed with noted findings that included missing data or late follow-ups in the ChildPlus data system. Teacher interviews were also conducted with noted findings that also included missing documents in the child files. Our education monitoring project is pending review from the service area and our disability monitoring project is pending corrections. We will continue to monitor these two projects. No questions were asked.

g. Review of Head Start, EHS, and EHS-CCP Monthly Reports

HSPC Chair, Ms. Naomi Castellanos, introduced Ms. Audrey Jackson, Head Start Administrator, to present the Review of Head Start, EHS, and EHS-CCP Monthly Reports. Ms. Jackson stated that the monthly reports can be found in the Policy Council members' packets and are presented to them every month at the Policy Council meetings. Ms. Jackson discussed Head Start's under-enrollment and recruitment events. The COVID-19 case numbers were checked and Bexar County has 21 new COVID cases which is the lowest number we have had in Bexar County. Ms. Jackson also provided enrollment and average daily attendance percentages for Head Start, as well as the percentage of children with disabilities.

HSPC member, Ms. Maria Martinez, asked if there are any consequences for Head Start's low enrollment. Ms. Jackson reported that we were informed in October, 2021 that we needed to be fully enrolled by January 31, 2022 but when the mask mandate came out and people were very upset about that, the Office of Head Start decided not to enforce the full enrollment but if the Office of Head Start did not go forward with those plans, then we would receive a program improvement

plan and would have six months to be fully enrolled and report everything we are doing to be fully enrolled. We anticipate that this will be enforced in the new school year. Ms. Martinez asked if this action would affect the grant. Ms. Jackson stated that we would have six months to be fully enrolled and so between the six months to one year, they could decide to reduce the grant by a certain number of slots, and we would lose the dollars that are attached with those slots. Ms. Jackson further stated that there were other programs within the country that are in the same situation and did not believe that the office of Head Start would take this action on all of those programs, but we are going to work our best to be fully enrolled. Ms. Jackson also shared that we are working on a calendar of recruitment events, and if the Policy Council parents are interested, this calendar can be shared with them.

HSPC member, Ms. Krizia Franklin, inquired about the mental health services data and referral process. Ms. Jackson reported that the data was not reflected in the monthly report but that, for the month of February, 250 families were provided with consultation services such as with a teacher or family member. Ms. Jackson further provided information about the Wellness Team and the referral process. It was clarified that the mental wellness information that was just provided was for the Head Start program and that with the Early Head Start program, we have a third-party agency that comes in and provides services and also works with referrals. Ms. Jackson requested to Ms. Andrea Martinez, Senior Management Analyst, that the mental health services numbers be updated so that they may be provided to the Policy Council.

HSPC community representative, Ms. Christy Caez Claudio, requested clarification on Head Start's waitlist numbers since we have low enrollment at this time. Ms. Jackson reported that there could be several reasons why a child is on the waitlist and provided examples such as a parent requesting a campus and there is no vacancy in that particular classroom or perhaps child is not eligible. It could also be that we are still working with the family to get paperwork.

Ms. Naomi Castellanos discussed the idea of using Head Start's yellow bus for recruitment and application opportunities. Dr. Mary Miller-Baker, Early Childhood Director from Edgewood Independent School District, informed the Policy Council parents about the use of their bus in different application opportunities and the locations where it could be found for the month of April 2022. Dr. Miller also welcomed Head Start's yellow bus at those locations, as well. Ms. Castellanos also commented about the use of a mascot and the attention it would attract families. HSPC member, Ms. Maria Martinez, suggested that an Early Head Start flyer be posted at the Head Start pick up locations to inform families about that program. Ms. Rhonda Roach, Senior Special Projects Manager, confirmed that Early Head Start flyers have been posted at the Head Start locations. HSPC member, Ms. Ruby Arizola, also suggested the use of social media to promote recruitment events. Ms. Andrea Martinez, Senior Management Analyst, discussed plans to equip Head Start's yellow bus with WIFI, laptops, and computers but because of COVID-19, plans had to stop but will now commence since and will be moving forward with the set up of the recruitment van. HSPC member, Ms. Melinda Pina, suggested putting a QR code with a map of the facilities on the Early Head Start flyers to encourage parents to apply. Ms. Jackson described United Way's Bright by Text tool and the recruitment link that Head Start will post on March 23, 2022. Ms. Jackson also thanked the Policy Council for all of their recruitment ideas. No further questions were asked.

Regarding the Early Head Start Program (EHS), Ms. Jackson stated this is a new grant that provides services to 128 children, and this is also the grant in which we plan to transfer some of the home-based slots to center base and we are waiting for the approval from the Office of Head Start. At this time, we are at sixty-nine percent (69%) enrolled in the program and this is primarily due to the difficulty in recruiting families into the home base program. Also, the percentage of children with disabilities is very low in this program at three percent (3%) and it is basically due to the recruitment of any family so that we can build on this program. Our average daily attendance is at eighty-six percent (86%) which is right above the eighty-five percent (85%) margin but is lower than our typical year. No questions were asked.

Regarding the Early Head Start-Child Care Partnership Program (EHS-CCP), this is a grant with which we work with six non-profit centers and are currently eighty-eight percent (88%) enrolled. This is the program in which Seton Home slots were moved to Blessed Sacrament Academy and Ms. Rhonda Roach went over the closure of Ella Austin. Our disability enrollment is at six percent (6%) whereas in December, we were at ten percent (10%). Ms. Jackson stated that what is typical for this program is when our children turn three years old, they no longer have an Individualized Family Service Plan (IFSP) and are working with the school district to determine whether or not an Individualized Education Plan (IEP) is needed and so there is a transition period and why our percentage goes below ten percent (10%). Our attendance for this program is at eighty-five percent (85%), which is lower than where our typical attendance would be, and we are hoping to see an increase in March, 2022.

HSPC member, Ms. Naomi Castellanos, inquired about the low average daily attendance and the absences of currently enrolled children while at the same time there is a long waitlist for the EHS-CCP program. Ms. Jackson reported that Head Start follows a standard rule that if a slot is abandoned, and that means that a child has not attended for thirty consecutive days and the parent is no longer communicating with us, then we are able to fill that slot. Ms. Jackson further explained that we are in constant contact with the family, which also includes doing home visits. Ms. Jackson further stated that what is typical is that a family will notify Head Start that they will no longer participate in the program. No further questions were asked.

h. Review of Head Start, EHS, and EHS-CCP Fiscal Reports

HSPC Chair, Ms. Naomi Castellanos, introduced Mr. Terric Foong, Fiscal Analyst, to present the Review of the Head Start, EHS, and EHS-CCP Fiscal Reports. Mr. Foong reported on Head Start's fiscal report for 2021-2022 as of February 28, 2022. The total budget is \$31,876,759.00 and the year-to-date budget is at \$28,353,122.00. We spent \$23,663,073.00 and that left a positive variance of \$4,690,049.00. The largest variance came from the contractual category which includes our service providers, Edgewood Independent School District (EISD) in the amount of \$950,000.00 which are pending invoices for October, November, and December, and the San Antonio Independent School District (SAISD) in the amount of \$2.3 million which are pending invoices for November and December. The two school districts' projected balance is \$100,000.00 and \$400,000.00 respectively. No questions were asked.

Mr. Foong reviewed the current Head Start fiscal report for 2022-2023 as of February 28, 2022. It was reported that the total budget is \$31,613,303.00 and the year-to-date budget is \$505,700.00.

What was spent was \$511,239.00 which left us a variance of \$5,538.00 which was due to personnel and fringe categories. No questions were asked.

For the Early Head Start Program, Mr. Foong reported on the 2021-2022 fiscal report as of February 28, 2022. The total budget was reported at \$2,672,651.00 and the year-to-date budget was at \$2,469,990.00. Mr. Foong further reported what was actually spent was \$1,365,388.00 which left a positive variance of \$1,104,602.00. The largest variance was due to EISD's November invoice of \$511,000.00. The school district is expected to leave a balance of \$230,000.00 and a December invoice of \$108,000.00 is being processed in March. No questions were asked.

For the Early Head Start Program, Mr. Foong reported on the 2022-2023 fiscal report as of February 28, 2022. It was reported we have a total budget of \$2,678,971.00 and the year-to-date budget of \$39,117.00. What was actually spent was \$30,533.00 which left a positive variance of \$8,584.00. The largest variance was due to the personnel and fringe benefit category with a variance of \$8,500.00 due to staff working in the EHS-CCP program which currently has no vacant positions. No questions were asked.

For the Early Head Start-Child Care Partnership Program (EHS-CCP), Mr. Foong reported on the 2021-2022 fiscal report as of February 28, 2022. The total budget was reported at \$3,802,795.00 and a year-to-date budget of \$2,000,853.00. Mr. Foong further reported what was actually spent was \$1,657,450.00 with a positive variance of \$343,403.00. The major variance is due to the non-Federal In Kind of \$347,000.00 which was not posted in the month of February instead it was posted in March. No questions were asked.

Lastly, Mr. Foong reported that the Department of Human Services received two grants which are called Coronavirus Response and Relief Supplemental Appropriations (CRRSA) and the American Rescue Plan Act (ARPA). Both grants have a combined total budget of \$5,037,486.00. The year-to-date budget is \$406,711.00 and what was actually spent was \$306,904.00 with a positive variance of \$99,807.00. Furthermore, Mr. Foong reported that the majority of the variance came from the personnel services and fringe benefits in the amount of \$94,800.00 due to four vacant positions. One position was filled recently on February 28, 2022. No questions were asked.

V. GOVERNING BODY

HSPC Chair, Ms. Naomi Castellanos asked Ms. Andrea Martinez, Senior Management Analyst, to present items for the Governing Body and Advisory Committee. Ms. Martinez highlighted a photo of the City of San Antonio City Council as the program's Governing Board. Ms. Martinez commented that City Council would be provided with the items that were presented today, March 22, 2022.

A picture was highlighted of the Economic and Workforce Development Committee (EWDC). Ms. Martinez reported that this is an advisory committee of the City Council. It was reported that Ms. Melody Woosley, Director of the Department of Human Services, presented Policy Council items along with information on governance structure to the committee on March 22, 2022, since there was a scheduling conflict with the Community Action Advisory Board members.

A picture of the Community Action Advisory Board (CAAB) was presented, our current advisory committee that meets monthly. Ms. Martinez reported that the CAAB committee would be presented with today's Policy Council items in April 2022. In addition, Ms. Martinez reported that a mental wellness review was also provided to the committee and the same review was also going to be provided to Policy Council next month. No questions were asked.

Ms. Martinez provided a reminder about completing a survey from the Department of Human Services' Boards and Commissions. Furthermore, an announcement was made about a Parent Engagement Committee meeting to be scheduled to discuss a parent survey.

VI. ADJOURNMENT

Motion: Ms. Candice Stafford moved to adjourn the meeting.

Seconded (2nd): Ms. Maria C. Martinez

Vote: All in favor (unanimous) – The motion carried.

HSPC member for Chair, Naomi Castellanos, adjourned the meeting at 8:29 pm.

Chair

Date