

***Approval of
Head Start Policy Council
April 26, 2022 Meeting
Minutes***



MEETING MINUTES



HEAD START POLICY COUNCIL MEETING

April 26, 2022

6:15 P.M.

Members Present	Edgewood Independent School District (EISD): Ariana Patino San Antonio Independent School District (SAISD): Candice Stafford, Melinda Pina, Alexis Alfaro EHS-EISD: none EHS-CCP: Krizia Franklin Community Representative: Christy Caez Claudio
Members Absent	Edgewood Independent School District (EISD): Maria C Martinez San Antonio Independent School District (SAISD): Maritza Mendoza EHS EISD: Sabrina Garcia EHS-CCP: Naomi Castellanos Community Representative: Ernest De La Rosa
Alternate Members Present	Edgewood Independent School District (EISD): none San Antonio Independent School District (SAISD): Isabel Martinez, Sherise N Campbell EHS-EISD: none EHS-CCP: Lashonika Simpson, Ruby Arizola
Alternate Members Absent	Edgewood Independent School District (EISD): Angelica Hernandez, Edith Palao 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 Vice Chair, Ariana Patino, called the meeting to order at 6:18 p.m.

II. MEETING MINUTES

Motion: Ms. Lashonika Simpson moved to approve the March 22, 2022, meeting minutes.

Seconded (2nd): Ms. Christy Caez Claudio

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

III. PUBLIC COMMENTS

None to report

BRIEFING AND POSSIBLE ACTION (a-j)

a. Correspondence

HSPC Vice Chair, Ms. Ariana Patino introduced Ms. Audrey Jackson, Head Start Administrator, to present on the ACF-PI-HS-22-02 FY 2022 Head Start Funding Increase and on the OHS Monitoring Review Report. Ms. Jackson reported that in reference to the Head Start Funding Increase, there will be a cost-of-living adjustment this year and we do not get one every year, but when we do, it is additional money to our base funding. She continued to state this is a 2.28% increase of our total grant and for all three grants: Head Start, Early Head Start (EHS) and Early Head Start-Child Care Partnership (EHS-CCP). Furthermore, Ms. Jackson reported that the purpose of the cost-of-living adjustment is to make sure all staff get a pay increase and that it is sustained. There are internal discussions on how the funds will be allocated and it will be brought to the Policy Council for approval.

In reference to the Monitoring Review Report, Ms. Jackson reported that we received this report based on the Focus Area Two (2) review that we received on the week of February 14, 2022. Ms. Jackson stated the Policy Council members could view it in their packet. Ms. Jackson informed that there was one area of concern with teachers having infant and toddler Child Development Associate (CDA) credentials in our Early Head Start programs. Ms. Jackson explained that this is a problematic area across the country to find applicants that already come with their CDA credential. Centers are requested to submit a list of applicants when there is an open position and inform when there is an applicant with a CDA so that this can assist with the monitoring of applicants that are coming in. We are also working with the Centers to make sure that those teachers that are being hired without a CDA, are on track to complete it while they are on the job with us. She stated this can take up to nine (9) months; the CDA process may take a little longer because it is a process. Ms. Jackson reported that this is the only rea that was commented upon, and we were compliant with all other areas. The report also highlighted the strengths of our program. Furthermore, since we did not receive a deficiency, we most likely will continue with our five (5) year grant without having to compete. No questions were asked.

b. Approval of the Head Start Carry Over Application

HSPC Vice Chair, Ms. Ariana Patino introduced Ms. Audrey Jackson, Head Start Administrator, to present the Approval of the Head Start Carry Over Application. Ms. Jackson explained that the term, carry over, meant that there were funds left over from the previous year that were not spent and the Office of Head Start allows us to write an application to move the money forward into this current fiscal year. This application involves Coronavirus Aid, Relief, and Economic Security Act (CARES) funds for COVID-19 which were provided to us in 2020. Ms. Jackson reported on the breakdown of the funds which included \$250,695.00 for construction, \$40,500.00 for equipment and \$312,016.00 for supplies. Furthermore, the funding includes the purchase of air purifiers for every classroom that do not already have one, as well as the on-site campus offices of the Family Support Workers. Hygiene kits will also be purchased for our families for the purpose of education and with the items provided (i.e., thermometers), to ensure no spread of illness in the home.

HSPC member, Ms. Sherise Campbell, asked about the type of filters that are in the air purifiers. Mr. Pedro Ramirez, Special Projects Manager, reported that the purifiers have filters that need to be replaced every six to nine months, depending on the amount of usage. Mr. Ramirez also added that two replacement filters were also purchased for the machines. No further questions were asked.

Motion: Ms. Sherise Campbell moved to approve the Head Start Carry Over Application with minor edits.

Seconded (2nd): Ms. Alexis Alfaro

Vote: All in favor (unanimous)

c. Approval of the Early Head Start (EHS) Carry Over Application

HSPC Vice Chair, Ariana Patino, introduced Ms. Rhonda Roach, Senior Special Projects Manager, to present on the Approval of the Early Head Start (EHS) Carry Over Application. Ms. Roach reported that this Early Head Start Carry Over application is being submitted for the Policy Council's approval for the CARES act carryover funds in the amount of \$20,835.00 to purchase items like needed supplies and materials for building cleaning and hygiene kits to provide to EHS families. Ms. Roach also reported that educational packets and sessions will be provided with the kits, as well. No questions were asked.

Motion: Ms. Melinda Pina moved to approve the Early Head Start (EHS) Carry Over Application with minor edits.

Seconded (2nd): Ruby Arizola

Vote: All in favor (unanimous)

d. Review and Discussion of Head Start Parent Survey

HSPC Vice Chair, Ms. Ariana Patino introduced Mr. Roger Foster, Senior Management Coordinator, to present the Review and Discussion of Head Start Parent Survey. Mr. Foster provided a status update on the parent survey and stated that every year, as part of our on-going internal and self-evaluation, we conduct a series of surveys including one with parents of currently enrolled children. This year, we met with the Parent Engagement Committee to get feedback from some of the Policy Council members to help write additional questions and edit the current existing survey. Mr. Foster thanked the committee and the Policy Council members for their help in developing and refining the survey. Mr. Foster also reported that notification was received today that the final survey was approved by our Human Services Director's office. As soon as the parent survey is translated in Spanish and created on the on-line platform, the survey will be released. Advertisement for the parent survey will be done through a variety of formats like social media, emails, texts, and signage at all campuses and sites. No questions were asked.

e. Review and Discussion of Parent Engagement Activities

HSPC Vice Chair, Ms. Ariana Patino introduced Ms. Andrea Martinez, Senior Management Analyst, to present the Review and Discussion of Parent Engagement Activities. Ms. Martinez reported that Head Start is planning two parent engagement activities, one in the Fall and in the Spring. A discussion was held at the Parent Engagement Committee meeting and ideas were provided by the Policy Council committee members. Some examples that were provided included a mindfulness activity that will include a yoga mat, water bottle, towel and a book in English and Spanish, planting a

vegetable garden, recycling for a bird house with a jug, Hungry Caterpillar, and Give a Moose a Muffin activities. Ms. Martinez informed the Policy Council members that the activities will include an English and Spanish book and displayed some examples of children's books in both languages.

HSPC member, Ms. Sherise Campbell, proposed implementing an incentives plan for children and provided an example of children earning "lion bucks."

HSPC member, Ms. Melinda Pina, asked if this activity was going to be a single event where parents have to go pick up the items. Ms. Martinez stated that the two activities are scheduled for one in the Fall and the second one, in the Spring. Each center will be receiving the activities for each child for all three programs; Head Start, EHS, and Early Head Start-Child Care Partnership (EHS-CCP). A presentation will also be provided with each activity and scheduled when parents are available (i.e., evening).

HSPC member, Ms. Ariana Patino, suggested a basket with an educational book and items related to the book. Ms. Patino provided an example with a book entitled "When You Give a Mouse a Cookie" and stated we could include a pack of cookies, crayons, coloring book and a stuffed mouse. Ms. Patino also suggested having a family event like an activity at the park.

Ms. Martinez informed the Policy Council members that there is a budget of fifteen dollars (\$15.00) per child with a total spending budget of \$50,000.00 for the Fall and \$50,000.00 for the Spring. There was also a discussion about possibly recording the presentation for those parents that were unable to attend and a discussion was also held about the day and time of the event. Ms. Martinez also reported that a survey would be going out to the Policy Council members so that they can pick their top three activity choices and voting will be conducted next month for the top two activities.

HSPC member, Ms. Sherise Campbell inquired about the \$15.00 cost per child and what it encompassed. Ms. Martinez informed that the \$15.00 per child only involved the cost of the materials. Ms. Campbell also asked about advertisement of the activities. Ms. Martinez informed that information would go out through their social media platforms and the ChildPlus data system.

HSPC member, Ms. Melinda Pina, suggested partnering with MetroHealth, the San Antonio Public Library or the Parks and Recreation Department for some of the activities. Ms. Martinez stated it was a good idea since we have previously partnered with the San Antonio Public Library with a concert held at Elmendorf Park.

HSPC member, Ms. Krizia Franklin, discussed her views on incentives and also proposed a Stranger Danger activity with the goal that these activities will reinforce spending time with your child. HSPC member, Ms. Ruby Arizola, also suggested personal hygiene and potty-training activities.

Ms. Martinez appreciated everyone's ideas and stated the survey will be sent out to them by Wednesday, May 4, 2022, so that voting for the activities can be completed at the next Policy Council meeting. No further questions were asked.

f. Review of Head Start Program Wellness Services

HSPC Vice Chair, Ms. Ariana Patino, introduced Ms. Christina Fitzgerald, Senior Management Analyst, to present the Review of Early Head Start Program Wellness Services. Ms. Fitzgerald reported that for wellness services under Early Head Start, it falls under our Early Education Services team. This team oversees education, disabilities, and wellness. The Early Education Services team is comprised of three education mentors and one wellness mentor. For the Early Head Start program, we contract with Family Service Association, who is a licensed mental health professional and provides the mental health services for us. The three types of referrals that we have include a request for observations, an early childhood wellness services referral and a traumatic event notification.

Ms. Fitzgerald stated that in reference to child wellness, we have classroom and teacher support. Training is provided to support social and emotional development. We also respond to behaviors, identify triggers, and look at the classroom environment and materials. Individual support is provided to the child within the classroom and individualized strategies are utilized. Accommodations, if needed, are also provided for the child. Families are also able to access the wellness services. There is a collaboration with the Family Support Workers for crisis intervention or traumatic event response. For individual wellness support, we contract with Family Service Association to provide that service and connect them with the right services. Follow-up is also done with the family. Parenting support is provided in the form of self-care, parent to parent network opportunities and trainings.

The center staff, Ms. Fitzgerald reported, are also able to access wellness services. Individual sessions are provided to the staff by Family Service Association, as well as referrals and follow-ups. On site events and activities are also provided that include self-care activities, team building and morale activities as well as showing our appreciation for them. Other wellness services that are provided include wellness support in the form of crisis response and providing them with resources. We also incorporate mental wellness into our professional development. Some topics that are covered include flu and COVID vaccines with MetroHealth, setting personal goals and Tai Chi activities with a wellness instructor. We also work with our peer coaches to bring in wellness strategies and make sure they know how to connect staff to the right resources.

Furthermore, Ms. Fitzgerald reported we are working towards becoming a trauma-informed program and the easiest way is to recognize and respond to impact of trauma to the child, family and staff. We are in the early stages of implementation in strengthening knowledge and skills and setting up environments. We also have individualized intervention in our wellness services in the classroom or in the home. We are reviewing policies and procedures, including the Critical Incident Report (CIR). We are also working with Pyramid Model and First Three (3) Years to train our staff in the framework with evidence-based practices to promote social and emotional development. Ms. Fitzgerald also informed about the collaboration they have with the Head Start program regarding shared families and the transitioning of children from the Early Head Start program to the Head Start program.

HSPC member, Ms. Melinda Pina, asked for clarification on the acronym, CIR. Ms. Fitzgerald explained that it meant Critical Incident Report and it informs them if there was an incident involving a child.

Ms. Patino introduced Ms. Elizabeth Gonzales and Ms. Lisa Metaxas, Senior Family Support Workers, to present on the Review of Head Start Program Wellness Services. Ms. Metaxas reviewed the San Antonio Independent School District's (SAISD) and Edgewood Independent School District's (EISD) campuses that receive services from the Wellness Team. The names of all the Senior Family Support Workers were provided along with the information that there is one vacancy within the team. Ms. Metaxas also reported that the team provides intensive case management services, including screening, assessments, and referrals to families with the highest needs such as those related to children and families experiencing trauma, exposure to family violence and other at-risk factors impacting the well-being of children and families. Ms. Gonzales reviewed some of the areas of the Family and Community Engagement Framework (PFCE) such as the Program Impact Areas and Family and Child Outcomes which outline the support that is provided to our Head Start families.

Ms. Metaxas detailed the services that are available to families which include intensive case management in the form of screenings, assessments, and referrals to families with the highest needs such as those related to children and families experiencing trauma, exposure to family violence and other at-risk factors. Ms. Metaxas reported that the team provides community resources and linkages such as crisis counseling services, food, housing, clothing, and transportation. Furthermore, the team also promotes education and provides intervention on a variety of topics that include mental health, social-emotional development, parenting skills, child abuse prevention and disabilities advocacy.

Regarding family violence and crisis intervention, Ms. Gonzales reported that the Wellness Team, which consists of licensed and graduated level social workers begin crisis intervention by providing an assessment on emergent needs such as housing, fleeing their abuser and seeing medical attention. A safety plan is also ensured that can help lower the risk of being hurt. A continuum of care is provided that includes case management, continued wellness support, psychoeducation, and community referrals. Ms. Metaxas reviewed the Triple P Positive Parenting Program with the Policy Council parents and informed them that this was an evidence-based program based on social learning principles. This program aims to enhance family protective factors and to reduce the risk factors associated with severe behavioral and emotional problems in children and adolescents. Specifically, the program aims to enhance the knowledge, skills, confidence, self-sufficiency, and resourcefulness of parents.

HSPC community representative, Ms. Christy Caez Claudio, commented that the Triple P Positive Parenting Program has a platform in which a parent does not have to go to classes and can do it on their own time and that a parent is also provided with a gift card. Ms. Claudio stated that she completed the program on-line. Ms. Metaxas confirmed that there is an on-line program. Ms. Gonzales informed that through the City of San Antonio's initiative, they have a hub through their family violence prevention program under MetroHealth and the links for the on-line program can be found there. Ms. Gonzales also informed that our families receive this program on a one to one or group basis but that a parent was also welcomed to complete the program on-line. No further questions were asked.

g. Review of Head Start Program Monitoring

HSPC Vice Chair, Ms. Ariana Patino, introduced Mr. Pedro Ramirez, Special Projects Manager, to present the Review of Head Start Program Monitoring. Mr. Ramirez reported the monitoring projects that were completed included an ERSEA eligibility review for SAISD, a 90-Day health concerns review, and safe environments reviews for classroom safety, outdoor/gym, medication administration, facilities, as well as a safe environments coordinator interview. We also completed a nutrition review, nutrition coordinator interview and a critical health concerns review, as well. Mr. Ramirez reported that there were a couple of areas of non-compliance surrounding the safe environments review with our classrooms and facilities including outdated fire inspections or health inspections. We work with the school districts on obtaining corrective action plans on how these areas of non-compliances will be addressed in a timely manner. Mr. Ramirez further reported that there were some areas of concern that included a 90-Day Health Concerns Review. This review included evidence of lead screening results that were not found. Because there was a recall on lead screenings, they were not provided by our contracted service provider. Mr. Ramirez reported that this issue will continue to be monitored. In continuation, there was documentation missing in the ChildPlus Data System and other areas of concern involved the safe environment reviews for classroom safety, outdoor/gym and facilities, nutrition review and critical health concerns review.

HSPC member, Ms. Krizia Franklin, asked about the rule for administering medication during COVID-19. Ms. Dianne Mendez, Management Analyst, reported that for the childcare facilities, if a parent has a prescription and a doctor's asthma action plan, they need to present it to the director and the childcare facility must follow that action plan. Furthermore, if the director is stating that they do not want to provide that service, Ms. Mendez stated, parents should contact the health managers for the Early Head Start and Early Head Start-Child Care Partnership program, Ms. Rachelle Kight and Mr. Andrew Gearhart, so that they would then go to the director and provide some support. Ms. Mendez also informed that some daycare facilities have a right in their policies to state that they will no longer administer over-the-counter medications but if it is a rescue medication, then it must be on-hand. Ms. Mendez stated it was important for parents to speak to their family support worker or health managers to ensure that they have the same medical information as the childcare facility because the information has to be in the ChildPlus Data System, as well. No further questions were asked.

h. Review of EHS and EHS-CCP Program Monitoring

HSPC Vice Chair, Ms. Ariana Patino, introduced Ms. Dianne Mendez, Management Analyst, to present the Review of Head Start Program Monitoring. Ms. Mendez reported that with the Early Head Start (EHS) program, a monitoring project was completed with the wellness support monitoring, child file review and manager interview. Another project that was completed was a 90-day health monitoring along with a child file review. There were eight child file reviews that were reviewed for wellness with noted findings. It is now a closed monitoring project, and it will be tracked for follow-up to ensure that any findings are completed, and responses submitted. A review is pending from the service areas for the 90-day health child review in which twenty-two child files were reviewed with noted findings. Lastly, the disabilities and education monitoring projects were

completed, and monitors will continue to track corrections. An extension was requested and granted for disabilities because they are working with other agencies to obtain some documents.

HSPC member, Ms. Krizia Franklin, asked if there was a negative impact to funding when there is a hold on something that is pending a full analysis. Ms. Mendez reported that funding is not impacted and informed that monitoring is conducted to ensure that we are following policy, procedure, and performance standards. A time frame is provided to the service areas of a fifteen-day turn-around period to complete the corrections and extensions can be requested. Funding is not affected because this is in-house monitoring. No further questions were asked.

For the Early Head Start-Child Care Partnership (EHS-CCP) program, Ms. Mendez reported that the monitoring projects completed included two unannounced safe environments visits to Blessed Sacrament Academy and the YWCA-Olga Madrid, a wellness support child file review and manager interview, as well as a 90-Day health child file review. A non-compliance was observed in a childcare facility that did not maintain two teachers for their classrooms. The provider was required to submit a plan of action and we will move forward with follow-up to ensure the plan of action is being implemented. A second non-compliance was observed in a classroom regarding an epi-pen that did not have a doctor's label on the box. This was a concern that was taken care of immediately. Some of the areas of concern that were noted during visits included a medication authorization form that was not current, a flashlight that had some missing batteries and some uncovered electrical outlets. Directors were notified and responded to the findings. For wellness services, forty-six files were reviewed and the monitoring project was completed. Ms. Mendez reported corrections and follow-ups are pending. No questions were asked.

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

HSPC Vice Chair, Ms. Ariana Patino, introduced Ms. Audrey Jackson, Head Start Administrator, to present the Review of Head Start, EHS, and EHS-CCP Monthly Reports. Ms. Jackson reported that the monthly reports for the three programs could be found in the packets provided to the Policy Council members. Ms. Jackson stated that we are at 73% for enrollment with Head Start and we are also at 12.52% for disability enrollment which is good because we were required to be at 10% disability enrollment in January 2022. Furthermore, Ms. Jackson reviewed the data in Education Services, Family Engagement Services and Health Screenings. It was reported that there was an issue with the lead screenings with the Stated Health Department which led to a recall. An alternate way to test was found and the lead screenings are now being conducted at the schools. No questions were asked.

Regarding the Early Head Start Program, Ms. Jackson reported that we are at 68% enrollment. Ms. Jackson also discussed the struggle that this program was having enrolling children in the home-based program. Policy Council was informed that the Office of Head Start has approved our request to move home-based slots to center-based slots and we are working on filling the twenty-four (24) slots from the current waitlist. The percentage of children with disability is low at 6% and that is a function of being under-enrolled, as well. Ms. Jackson also reported data on Education Services, Family Engagement Services and Health Screenings. No questions were asked.

Regarding the Early Head Start-Child Care Partnership Program, Ms. Jackson reported we are at 89% enrollment. Ms. Jackson also reminded the Policy Council members that we are not providing in-person services currently at Ella Austin but that is moving forward. It was commented that some of our vacancies are at Ella Austin and Seton Home. Regarding the Disability enrollment, we did meet the 10% in January 2022 and we are currently at 7%. The reason for this, Ms. Jackson reported, is because as children turn three years of age, they must be assessed with the school district and that is why our number goes down every year in the Spring. Ms. Jackson reviewed data on Education Services and Health Screenings. No questions were asked.

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

HSPC Vice Chair, Ms. Ariana Patino, introduced Ms. Mary Vazquez, Fiscal Manager, to present the Review of the Head Start, EHS, and EHS-CCP Fiscal Reports. Ms. Vazquez reported on Head Start's fiscal report for 2021-2022 as of March 31, 2022. The total budget is \$31,599,699.00 and the year-to-date budget is at \$30,289,090.00. We spent \$27,345,519.00 and that left a positive variance of \$2,943,571.00. Furthermore, this report is at the second month of closeout because the grant year ended January 31, 2022. Policy Council members will receive the last report next month, May 2022. Ms. Vazquez added that we are significantly overspent on personnel salaries, but we know that we will have some funds left over in the other budget lines. The contractor will be leaving \$700,000.00 and we also know that we have some positive variances in supplies and other contractual services for the City of San Antonio, so we are going to make up the overage in salaries. Because there is a reported estimation of about \$700,000.00 that will be left on the table, Ms. Vazquez reported that most of it is due to our school districts being under-enrolled and understaffed. Ms. Vazquez also reported that this is also due to some of the lingering effects of COVID-19.

HSPC member, Ms. Krizia Franklin, commented and suggested that the Fiscal Report presentation be done at the beginning of the Policy Council meeting because when left at the end of the meeting, the numbers can be overwhelming. Ms. Franklin stated that the Fiscal Report information was important and that it should be reviewed at the start of the meeting. Ms. Andrea Martinez, Senior Management Analyst reported that she will inquire with the City Attorney's office about this request. No further questions were asked.

Ms. Vazquez reviewed the current Head Start fiscal report for 2022-2023 as of March 31, 2022. It was reported that the total budget is \$31,674,698.00 and the year-to-date budget is \$1,100,118.00. What was spent was \$1,009,098.00 which left us a variance of \$91,019.00. Adjustments to the budget were made because of vacancies. Staff can now travel and expenses are expected in that category. Ms. Vazquez also reported that the reason you do not see any expenditures for the school districts is because contractually, they have two months to submit them. No questions were asked.

For the Early Head Start Program, Ms. Vazquez reported on the 2021-2022 fiscal report as of March 31, 2022. This is a grant that is closing and we have one more report for this budget. The total budget was reported at \$2,672,651.00 and the year-to-date budget was at \$2,575,773.00. Ms. Vazquez further reported what was actually spent was \$1,723,856.00 which left a positive variance of \$851,917.00. Enrollment and staffing were factors as well as moving from home-base to center-base. Ms. Vazquez estimated that we are leaving about \$500,000.00, if not more, with this grant. No questions were asked.

For the Early Head Start Program, Ms. Vazquez reported on the 2022-2023 fiscal report as of March 31, 2022. It was reported we have a total budget of \$2,678,971.00 and the year-to-date budget of \$87,428.00. What was actually spent was \$85,993.00 which left a positive variance of \$1,435.00 which is less than a 2% variance. Ms. Vazquez further reported that the district does not have to invoice for another two months and overall, Fiscal is doing a better job of pushing our program to give us their variances and pushing on the districts to provide better projections on how much they will be spending so that funds can get redirected earlier and start planning other projects.

HSPC member, Ms. Melinda Pina, inquired why the variance was so high for the City of San Antonio under the Contractual category. Specifically, Ms. Pina inquired about City of San Antonio's (COSA) variance of 51.4% (\$17,826.00) from the 2021-2022 Fiscal Year report. Ms. Vazquez reported that there are a lot of events that may not have taken place that were planned but sometimes they are not realized, perhaps due to cancellations. Ms. Vazquez referred the Policy Council members to their packets where members can view details by budget line. Ms. Pina responded that she understood the clarification and thanked Ms. Vazquez. No further questions were asked.

For the Early Head Start-Child Care Partnership Program (EHS-CCP), Ms. Vazquez reported on the 2021-2022 fiscal report as of March 31, 2022. The total budget was reported at \$3,802,795.00 and a year-to-date budget of \$2,261,466.00. Ms. Vazquez further reported what was actually spent was \$2,249,554.00 with a positive variance of \$11,912.00. The major variance is due to Teaching and Technical Assistance (TTA) and their planned events that have not been realized yet. Ms. Vazquez stated that the childcare centers are contractors and that, unlike the school districts which have larger budgets and have layers of approval they must go through, these are relatively small nonprofits and are paid monthly the same amount for services they provide to children. Variances are hardly seen with these contractors and where you will likely see them on this report is with COSA contractual services and in the salaries category. No questions were asked.

Lastly, Ms. Vazquez 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. Ms. Vazquez further reported that this is a twenty-four-month grant and it started last year. The year-to-date budget is \$1,554,198.00 and what was actually spent was \$561,514.00 with a positive variance of \$992,684.00. Ms. Vazquez also informed that we have entered into contracts with the school districts and the childcare centers. Each one of them has their own budget and the contracts were finalized in November, December, and some in January. Ms. Vazquez stated some of the childcare centers are still building their spending plans and added that the school districts have already submitted their spending plans. Policy Council members were also informed that staff that work from this grant are basically working on recruitment. There are still some vacancies in this grant, as evidenced by the significant variance in salaries. We have a minimal variance in supplies because supplies are being ordered.

HSPC member, Ms. Krizia Franklin, asked if monies could be spent on personnel. Ms. Vazquez reported that with this grant, there are certain restrictions and the personnel that work from this

grant are working on recruitment due to the low enrollment with our three grants. It was also reported that funds could also be used as incentives to retain teachers.

HSPC member, Ms. Candice Stafford, asked if teachers were provided with funds to spend on buying items for their students. Ms. Vazquez reported that every employer has their own policies and directives and if a gift card is used for an incentive, the school district has their own policies on how they are going to manage the gift cards because they have to be safeguarded. HSPC member, Ms. Krizia Franklin, suggested that perhaps the Policy Council members should decide on how some of the funds can be used to go back to the teachers because they do so much for our children. Ms. Audrey Jackson, Head Start Administrator, stated that one of the issues involves equity because not all staff work for Head Start and it would not be fair to give money to one set of teachers when childcare centers do not have any money to give to the other set of teachers that do not work with Head Start. Ms. Jackson clarified that these funds could only be used for personnel that serve Head Start children. No further questions were asked.

V. GOVERNING BODY

HSPC Vice Chair, Ms. Ariana Patino 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 Early Head Start Continuation Application on May 5, 2022, for approval.

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 about two weeks ago and added that Councilman Courage visited Tynan Early Childhood Education Center and was very impressed with the school.

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 are given key responsibilities that are not fiscal related like budgets, annual reports and applications. They will review these items but not approve them. Approval of these items is for City Council or in one of our ordinances, it actually defers our director to accept funds like our Carry Over Applications if it does not go over 20% that is documented in our ordinance. The CAAB committee will be meeting on Thursday, April 28, 2022, and will review the Continuation Application that was reviewed today, the Ella Austin Building update, the Head Start Carry Over Application, and the Early Head Start Carryover Application. Information regarding the parent survey and parent engagement activities will also be provided to this committee as well as the rest of the items that were presented at this Policy Council meeting. Ms. Martinez also announced an upcoming Education Advisory Committee Meeting scheduled for May 4, 2022, from 11:00am to 12:00pm and asked the Policy Council Members to send her an email if they were interested in attending. An announcement was also made about available Family Support Worker positions and a case aide position and Ms. Martinez welcomed parents to apply. No questions were asked.

VI. ADJOURNMENT

Motion: Ms. Alexis Alfaro moved to adjourn the meeting.

Seconded (2nd): Ms. Krizia Franklin

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

HSPC member for Vice Chair, Ariana Patino, adjourned the meeting at 8:32 pm.

Chair

Date