



Community Action Advisory Board

Thursday, December 15, 2022

1227 Brady Blvd, San Antonio, TX 78207

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.

Once a quorum is established, the Community Action Advisory Board shall consider the following:

I. Call Regular Meeting to Order: Chair, Ruben Lizalde called the Open Public Hearing to order at 5:42 PM.

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

Representatives of the Low Income:

Cynthia Garcia, Area III

Representatives of Organizations:

Pastor, Abdon Garza, Northern Hills United Methodist

Demetric Byrd, 300 Seconds, Inc.

Emma Santa Maria, Ph.D., University of the Incarnate Word

Political Representatives:

Ruben Lizalde for Council woman Phyllis Viagran (CD-3)

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

City of San Antonio Staff:

Minerva Hernandez, Family Support Coordinator, FAD

Richard Keith, Human Services Administrator, FAD

Dawn Wood, Administrative Assistant, FAD

Kristine Duff, City of San Antonio Attorney

Audrey K. Jackson, Head Start Program Administrator

Andrea Martinez, Senior Management Analyst, Head Start

Roger Foster, SR Management Coordinator

Cassandra Farias-Ybarra, Special Project Manager

Terric Foong, Fiscal Analyst, Head Start

Pedro Ramirez, Special Projects Manager, Head Start

Dianne Mendez, Management Analyst, Head Start

Joseph Monyer, Fiscal Analyst, CSBG

Monica Mojica, Management Analyst, Head Start

Absent:

Representatives of the Low Income:

Holly Frindell, Area I

Delia Martinez, Area II

Vacancy, Area IV

Vacancy, Area V

Representatives of Organizations:

Pastor Victor Martinez, Redeemer Presbyterian Church

Vacancy for Representative of Organizations

Political Representatives:

Dorian Keller for Councilman Mario Bravo (CD-1)

Christina Gutierrez for Councilwoman Teri Castillo (CD-5)

Erick De La Luna for Council woman Ana Sandoval (CD-7)

Quorum: Chair Ruben Lizalde acknowledged a Quorum was established with 6 members present.

III. Public Comment: Chair Ruben Lizalde, asks if there are any Community Member comments to be read. Minerva Hernandez stated there are no Community Members signed up to speak and no comments to be read.

IV. Briefing and Action Items:

1. **Approval of Minutes:** Chair Ruben Lizalde, asks if everyone had an opportunity to review minutes from November 17, 2022. There was no further question or comments. Pastor Abdon Garza, motioned to approve the Meeting Minutes, seconded by Dr. Emma Santa Maria. All were in favor, no opposed and no abstentions. Motion carried. The next item was presented.

A. Community Service Block Grant (CSBG)

2. **Review of Community Service Block Grant Performance:** Chair, Ruben Lizalde announced the next agenda item, Review of Community Service Block Grant Performance, Presented by Minerva Hernandez. The Training for Job Success program has met state goals. **Review of Community Service Block Grant Fiscal Expenditure Reports:** Chair, Ruben Lizalde announced the next agenda item, Review of Community Service Block Grant Performance and Fiscal Expenditure Reports, Presented by Joseph Monyer. Total CSBG Budget \$2,157,505.00, YTD as of November 2022, \$ 1,873,218.32, Percentage Spent 86.82%. No action items. There were no further questions or comments, and the next item was presented.
3. **Review of 2023 Community Service Block Grant Ordinance Memo:** Chair, Ruben Lizalde announced the next agenda item, Review of 2023 Community Service Block Grant Ordinance Memo Presented by Minerva Hernandez. This ordinance authorizes the submission of the 2023 Community Action Plan grant application and acceptance of Community Services Block Grant funds upon award, of up to \$2,157.505 from the Texas Department of Housing and Community Affairs for the period January 1, 2023, through December 31, 2023, and authorizes budget and personnel complement of 27 grant funded positions. Item were presented to City Council on December 1, 2022. Passed and approved. No action items. There were no further questions or comments, and the next item was presented.
4. **Notice of Vacancies Low Income Representatives:** Chair, Ruben Lizalde announced the next agenda item, Notice of Vacancies for Low Income Representatives presented by Minerva Hernandez. Our new Low-Income Representatives are Area I- Monique Robinson. Area III- Breanna Hernandez. Area IV- Antonio Martinez. Area V- Kelly Trevino. Their Term will Start on January1, 2023 thru January 1, 2025. Kelly Trevino came to meeting as a quest and was introduced to Board. There were no further questions or comments, and the next item was presented.
5. **Review of Texas Department of Housing & Community Affairs/ Training for Job Success Updates:** Chair, Ruben Lizalde announced the next agenda item, Review of Texas Department of Housing & Community Affairs/ Training for Job Success Updates Presented by Minerva Hernandez. San Antonio's Final PY22 Organizational Standards Score is 98%. TFJS Gave 27 Boxes of Blessing to their Program Clients.

B. Head Start, Early Head Start (EHS), Early Head Start-Child Care Partnership (EHS-CCP)

6. **Approval of 2022 Head Start Program Community Assessment:** Chair, Ruben Lizalde announced the next agenda item, Approval of 2022 Head Start Program Community Assessment, Present by Po-Chun Huang. Major updates that occur at least every 5 years; updates in-between and includes information on the following categories: Demographics (Race/ethnicity, language, household structure and Children in poverty, children in foster care, children with disabilities, children experiencing homelessness) Available Community Resources (health, nutrition, housing and childcare) Strengths of the community, Needs of EHS/HS families and their Children, IDSER also added, Age-income eligibility estimates, childcare capacity estimates in the service area, type of community assessment updates. The Takeaways are DHS service area has greater shares of disadvantaged families. More EHS age and income-eligible children are not served by DHS in the service area, compared to their HS age and income-eligible counterparts. Between 2021 and 2031, the increase in the number of age and income-eligible children for EHS is projected to be higher than the increase of their HS counterparts. Cynthia Garcia, motioned to approve the Community Assessment, seconded by Demetric Byrd. All were in favor, no opposed and no abstentions. Motion carried. The next item was presented.

- 7. Approval of Head Start 5-year Strategic Plan:** Chair, Ruben Lizalde announced the next agenda item, Approval of Head Start 5-year Strategic Plan, presented by Audrey Jackson. Goals: Education (Prepare children to succeed in school and life) Family Support (promote well-being of families to enable them to support their children's learning and development) Health (Children are healthy and ready to learn) Environmental Health and Safety (support the care of children by creating safe environments), Environmental Health and safety (Support the care of children by creating safe environments) Demetric Byrd, motioned to approve the Community Assessment, seconded by Dr. Emma Santa Maria. All were in favor, no opposed and no abstentions. Motion carried. The next item was presented.
- 8. Approval of the 2023-2024 Head Start and Early Head Start Program Eligibility, Recruitment, Selection, Enrollment, and Attendance Policy Updates:** Chair, Ruben Lizalde, announced the next agenda item, Approval of the 2023-2024 Head Start and Early Head Start Program Eligibility, Recruitment, Selection, Enrollment, and Attendance Policy Updates presented by Monica and Rachel. Edits were made to ERSEA 2 Eligibility, ERSEA 3 Training, ERSEA 5 Selection, ERSEA 8 Enrollment. Cynthia Garcia, motioned to approve the Community Assessment, seconded by Demetric Byrd. All were in favor, no opposed and no abstentions. Motion carried. The next item was presented.
- 9. Approval of the 2023-2024 Head Start and EHS Program ERSEA Recruitment Plan:** Chair, Ruben Lizalde, announced the next agenda item, Approval of the 2023-2024 Head Start and EHS Program ERSEA Recruitment Plan, presented by Monica/ Rachael. The DHS, Head Start programs Will Recruit and serve as many children and families as possible who are income eligible, homeless, families who receive public assistance, children in foster care and children with a disability. Recruitment will be in areas identified through the community assessment. Abdon Garza, motioned to approve the Community Assessment, seconded by Juan Moreno. All were in favor, no opposed and no abstentions. Motion carried. The next item was presented.
- 10. Review of Head Start Policy Council Members:** Chair, Ruben Lizalde, announced the next agenda item, Review Head Start Policy Council Members Presented by Andrea Martinez. EISD Yoletzi Velazquez and Brenda Salazar-Morales. SAISD Josefina Macias, Ruby Marie Ortiz, Melissa Carrillo Cox and Alexis Alfaro. EHS-CCP Naomi Castellanos and Krizia Franklin. EHS-Shafford Primary Krystal Rocha. EHS Stafford HB Primary Samantha Villarreal. Community Representative Primary Jorge Borrego and Richard Ramey, Jr. No action items. There were no further questions or comments, and the next item was presented.
- 11. Review of Head Start, EHS, EHS-CCP program Fiscal Report:** Chair, Ruben Lizalde, announced the next agenda item, Review of Head Start, EHS, EHS-CCP program Fiscal Report, presented by Terric Foong. Head Start GY 22-23 Total Budget \$4,302,156.00, YTD \$3,303,858.00, Variance \$1,036.00. Variance Explanation 4.1k Travel Pending. Early Head Start GY 22-23 Total Budget \$383,621.00 YTD \$322,793.00, Variance \$3,184.00 Variance Explanation Pending October invoice. Early Head Start- CCP GY 22-23 Total Budget \$820,209.00, YTD \$279,533 Variance \$-2,216.00 Variance Explanation Pending JE Approval to move fund. Pending invoice submitted to fiscal. CRRSA.ARP A GY 21-23, Total Budget \$280,867.00, YTD 105,932.00, Variance \$ 2,760.00 Variance Explanation PPE, Dental Supplies, Childcare Center Slow spending. No action items. There were no further questions or comments, and the next item was presented.
- 12. Review of Head Start, EHS and EHS-CCP Monthly Program Report:** Chair, Ruben Lizalde, announced the next agenda item, Review of Head Start, EHS and EHS-CCP Monthly Program Report, presented by Audrey Jackson. Head start Funded Enrollment 3020. 10.63% Disability Enrollment. 50,744 Meals Served. Education Services Completed 88%. Family Engagement Services completed 24%. 25 Mental Health Services completed. Education Screenings completed 91%. Health Screening Completed 23% with lead tests at 29%. Early Head Start, Funded enrollment 128. 13 % Disability enrollment. Meals served 2003. Education services completed 96%. Family Engagement Services completed 99%. 23 Mental health serves completed. 69% education Screenings completed. Early Head Start Child Care Partnership Funded Enrollment 216. 5% Disability enrollment. 2051 Meals served. 96% education services completed. 98% Family engagement services completed. 88 Mental health services completed. 97% education screenings completed.
- 13. Review of Head Start and EHS Program Monitoring Report:** Chair, Ruben Lizalde, announced the next agenda item, Review of Head Start and EHS Program Monitoring Report, presented by Dianne Mendez and Peter Ramirez. Head Start, monitoring projects conducted, education review, HR review, Safe Environments. Monitoring projects completed Pedestrian bus safety training. Areas of non-compliance NONE. Areas of concern, pedestrian bus safety training. EHS and EHS-CCP. Monitoring projects conducted, unannounced safe environments visits. Non-Compliances two non-compliances observed. Follow-up Activities, EHS childcare directors will provide corrective action responses and evidence supporting the actions taken in the Child Plus Data System.

14. Correspondence-ACF-IM-HS-22-08: Chair, Ruben Lizalde, announced the next agenda item, Correspondence-ACF-IM-HS-22-08, presented by Audrey Jackson. Fiscal Year (FY) 2023 Monitoring Process for Head Start and Early Head Start Recipients

15. Correspondence-ACF-IM-HS-22-09: Chair, Ruben Lizalde, announced the next agenda item, Correspondence-ACF-IM-HS-22-09, presented by Audrey Jackson. Enrollment Reductions and Conversions of Head Start Slots to Early Head Start Slots

V. Announcements/ Comments: Cynthia Garcia gave an update on her non-profit Rosie Gracious Heart.

VI. CAAB Board- Next Meeting: Thursday, January 19, 2022, at 5:30 PM at Brady Head start building.

VIII. Adjournment: Chair, Ruben Lizalde called for a motion to adjourn the meeting. Cynthia Garcia motioned to adjourn, 2nd by Juan Moreno. No discussion. All were in favor, no opposed and no abstentions. Motion carried. Meeting adjourned at 7:04 PM.

“In Compliance with the Texas Open Meetings Act, at any time during the meeting, the (Board) may meet in executive session under chapter 551 of the Texas Government Code, including consultation with an attorney.”

ACCESSIBILITY STATEMENT

This meeting site is accessible to persons with disabilities. Parking is available. Auxiliary Aids and Services are available upon request (interpreters for the Deaf must be requested forty-eight (48) hours prior to the meeting. For Assistance, Call (210) 207-7268 Voice/TTY.

DECLARACION DE ACCESIBILIDAD

Esta reunión es accesible a personas incapacitadas. Se Hará disponible el estacionamiento. Equipo y servicios adicionales (interpretes para los sordos) se harán disponibles si se pide con cuarenta y ocho (48) horas de anticipación a la reunión. Para asistencia llame al (210) 207-7268 por voz/servicio de TTY