



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 5:31 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:

Monique Robinson, Area I

Antonio Martinez Jr., Area IV

Kelly Trevino, Area V

Representatives of Organizations:

Pastor, Abdon Garza, Northern Hills United Methodist

Pastor Victor Martinez, Redeemer Presbyterian Church

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

Political Representatives:

Dorian Keller for Councilman Mario Bravo (CD-1)

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

Christina Gutierrez for Councilwoman Teri Castillo (CD-5)

Erick De La Luna for Council woman Ana Sandoval (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

Emily Reyes, Administrative Associate

Jolanda Chapa, Management Analyst

Kristine Duff, City of San Antonio Attorney

Audrey K. Jackson, Head Start Program Administrator

Andrea Martinez, Senior Management Analyst, Head Start

Pedro Ramirez, Special Projects Manager, Head Start

Cynthia Garcia, Management Analyst, Head Start

Joseph Monyer, Fiscal Analyst, CSBG

Omar Garza, Fiscal Analyst, CSBG

Absent:

Representatives of the Low Income:

Vacancy, Area II

Breanna Hernandez, Area III

Representatives of Organizations:

Demetric Byrd, 300 Seconds, Inc.

Vacancy for Representative of Organizations

Political Representatives:

NONE

Quorum: Chair Ruben Lizalde acknowledged a Quorum was established with 11 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 December 15, 2022. There was no further question or comments. Christina Gutierrez, motioned to approve the Meeting Minutes, seconded Pastor Abdon Garza. All were in favor, no opposed and no abstentions. Motion carried. The next item was presented.

A. Community Service Black Grant (CSBG)

2. **Welcome New CAAB Members Low Income Representatives:** Chair, Ruben Lizalde announced the next agenda item, Welcome New CAAB Members Low Income Representatives, Presented by Minerva Hernandez. No action items. There were no further questions or comments, and the next item was presented.
3. **Review Upcoming Annual Governance Training for CAAB Members:** Chair, Ruben Lizalde announced the next agenda item, Review Upcoming Annual Governance Training for CAAB Members, Presented by Minerva Hernandez. No action items. There were no further questions or comments, and the next item was presented.
4. **Review 2022 CSBG Budge Expenditure Report:** Chair, Ruben Lizalde announced the next agenda item, Review 2022 CSBG Budge Expenditure Report by Joseph Monyer. Total CSBG Budget \$2,157,505.00, Administration Budget \$375,309.00. Training for job Success budget \$990,839.00. Emergency Assistance budget \$478,927.00. Financial Counseling \$292,430.00. VITA Budget \$20,000.00. 95% of Budget Spent. No Action Item. There were no further questions or comments, and the next item was presented.
5. **Review Program Performance:** Chair, Ruben Lizalde announced the next agenda item, Review Program Performance, Presented by Jolanda Chapa. Training for Job Success Tuition \$ 188,719.49. Education Support \$2,988.47. Basic Needs \$112,276.05. No Action Item. There were no further questions or comments, and the next item was presented.
6. **Review of Texas Department of Housing & Community Affairs/ Training for Job Success Updates:** Chair, Ruben Lizalde announced the next agenda item, Review Texas Department of Housing & Community Affairs / Training for Job Success Updates. No Action Item. There were no further questions or comments, and the next item was presented.

- 7. Review and Approval of 2023 CAAB Meeting Calendar:** Chair, Ruben Lizalde announced the next agenda item, Review and Approval of 2023 CAAB Meeting Calendar, presented by Minerva Hernandez. Thursday, January 19, 2023, Brady Head Start, Thursday, February 16, 2023, Claude Black, Thursday, March 23, 2023, Brady Head Start, Thursday, April 20, 2023, Claude Black, Thursday, May 18, 2023, Brady Head Start, Thursday, June 15, 2023, Thursday August 17, 2023, Claude Black, Thursday, September 21, 2023, Brady Head Start, Thursday, October 19, 2023, Claude Black, Thursday, November 16, 2023, Brady Head Start, Thursday, December 14, 2023, Claude Black. Christina Gutierrez, motioned to approve the Meeting Minutes, seconded Kelly Trevino. All were in favor, no opposed and no abstentions. Motion carried. The next item was presented.

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

- 8. Review of the Jule Sugarman Distinguished Staff Award Process:** Chair, Ruben Lizalde announced the next agenda item, Review of the Jule Sugarman Distinguished Staff Award Process, Presented by Andrea Martinez. This Award is named for Mr. Jule Sugarman, for parents/guardians to honor direct service staff who exceed expectations and contribute to the success and growth of the city of San Antonio, Department of Human Services Head Start program every day. Criteria: Must be employee of COSA Head Start program, interacts with head start families and staff, promotes, and upholds the head start mission, positively contributes. No Action Item. There were no further questions or comments, and the next item was presented.
- 9. Review of Head Start Program Monitoring:** Chair, Ruben Lizalde announced the next agenda item, Review of Head Start Program Monitoring, Presented by Peter Ramirez, and Cynthia Garcia. Head Start Monitoring projects conducted, Education review, Safe Environments Review, HR Review, and health review. There were no areas of non-compliance noted during this review period and no areas of concern noted during this review period. EHS and EHS-CCP Monitoring projects conducted, unannounced Sage Environment visits, Blessed Sacrament Academy, Healy Murphy, Stafford, and YWCA. ERSEA Attendance File Review. Non-Compliances, there were no non-compliances observed. Areas of Concern, unannounced sage environment Visit, and ERSEA Attendance File Review. No Action Item. There were no further questions or comments, and the next item was presented.
- 10. Correspondence – ACF-PI-HS-23-01Supplementary Information on Establishing an Evidence-based COVID-19 Mitigation Policy** Chair, Ruben Lizalde, announced the next agenda item, Correspondence – ACF-PI-HS-23-01Supplementary Information on Establishing an Evidence-based COVID-19 Mitigation Policy presented by Audrey Jackson. The Administration for Children and Families published its Final Rule, Mitigating the Spread of COVID-19 in Head start Programs. This Final Rule Removes the universal masking requirement for individuals 2 years and older. The Final Rule requires Heads Start programs to have an evidence-based COVID-19 mitigation policy. No Action Item. There were no further questions or comments, and the next item was presented.

V. Announcements/ Comments: CD-5 will be passing out smoke detector on Sat. If in need call 211.
VITA information was given to CAAB.

VI. CAAB Board- Next Meeting: Thursday, February 16, 2022, at 5:30 PM at Claude Black Community Center.

VIII. Adjournment: Chair, Ruben Lizalde called for a motion to adjourn the meeting. Christine Gutierrez motioned to adjourn, 2nd by Kelly Trevino. No discussion. All were in favor, no opposed and no abstentions. Motion carried. Meeting adjourned at 6:18PM.

“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