



Community Action Advisory Board

Thursday, February 16, 2023

2805 E. Commerce St, San Antonio, TX 78203

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 5:47 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

Vicente Jaime for Pastor Victor Martinez, Redeemer Presbyterian Church

Political Representatives:

Dorian Keller for Councilman Mario Bravo (CD-1)

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 Administer, FAD

Dawn Wood, Administrative Assistant, FAD

Emily Reyes, Administrative Associate, FAD

Kristine Duff, City of San Antonio Attorney

Audrey K. Jackson, Head Start Program Administrator

Andrea Martinez, Senior Management Analyst, Head Start

Rocio Plata, Head Start Management Analyst

Rachel Pearce, Senior Management Analyst, Head Start

Monica Mojica, Management Analyst, Head Start

Absent:

Representatives of the Low Income:

Vacancy, Area II

Breanna Hernandez, Area III

Representatives of Organizations:

Demetric Byrd, 300 Seconds, Inc

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

Vacancy for Representative of Organizations

Political Representatives:

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 8 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 January 19, 2023. There was no further question or comments. Abdon Garza, motioned to approve the Meeting Minutes, seconded Juan Moreno. All were in favor, no opposed and no abstentions. Motion carried. The next item was presented.

A. Community Service Black Grant (CSBG)

2. **Community Action Advisory Board Governance Training:** Ruben Lizalde announced the next agenda item, CAAB Governance Training, Presented by Kristine Duff, City Attorney. Question was asked how do you know which Vendors are city vendors? Kristine stated that if you don't know mostly likely not, but you can check with Minerva Hernandez. No action items. There were no further questions or comments, and the next item was presented.
3. **Installation of New CAAB Members:** Chair, Ruben Lizalde announced the next agenda item, Installation of new CAAB Members, Presented by Minerva Hernandez. CAAB member Swore the oath of Office and forms were notarized by Rocio A. Plata. No action items. There were no further questions or comments, and the next item was presented.
4. **CAAB Election of Officers:** Chair, Ruben Lizalde announced the next agenda item, Election of Officers. Ruben stated that Board had received a copy of Executive Responsibilities and asked if ever one had an opportunity to review? Nominee for Chair: Pastor Abdo Garza Nominated Ruben Lizalde. No other Nomination. Ruben Lizalde Accepted the nomination. Abdon Garza, motioned to approve Ruben Lizalde as Chair, seconded Antonio Martinez Jr. All were in favor, no opposed and no abstentions. Motion carried. Nominee for Vice Chair: Ruben Lizalde Nominated Juan Moreno. No other nomination. Juan Moreno accepted the Nomination. Abdon Garza, motioned to approve Juan Moreno as Vice-Chair, seconded Antonio Martinez Jr. All were in favor, no opposed and no abstentions. Motion carried. Nominee for Secretary: Abdon Garza Nominated Monique Robinson for Secretary. No other nomination. Monique Robinson accepted the nomination. Abdon Garza, motioned to approve Monique Robinson as Secretary, seconded Juan Moreno. All were in favor, no opposed and no abstentions. There were no further questions or comments, and the next item was presented.

5. **Review CAAB By-Law:** Chair, Ruben Lizalde announced the next agenda item, Review of CAAB By-Laws, Presented by Minerva Hernandez. A printed copy of the CAAB By-Laws was presented to each CAAB member and ask if they had a chance to review and had any question. No Action Item. There were no further questions or comments, and the next item was presented.
6. **Review CAAB Mission Statement:** Chair, Ruben Lizalde announced the next agenda item, Review CAAB Mission Statement, Presented by Minerva Hernandez. A copy of the Mission Statement and The Promise of Community Action was provided, and the statements were read out loud. No Action Item. There were no further questions or comments, and the next item was presented.

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

7. **Approval of the 2023-2024 Head Start, Early Head Start (EHS), and Early Head Start -Child care Partnership (EHS-CCP):** Chair, Ruben Lizalde announced the next agenda item, Approval of the 2023-2024 Head Start, Early Head Start (EHS), and Early Head Start -Child care Partnership (EHS-CCP, Presented by Rachel Pearce and Monica Mojica. There was no further question or comments. Dorian Keller, motioned to approve the 2023-2024 Head Start, Early Head Start (EHS), and Early Head Start -Child care Partnership (EHS-CCP, seconded Juan Moreno. All were in favor, no opposed and no abstentions. Motion carried. The next item was presented.
8. **Approval of 2021-2022 Head Start Program Annual Report:** Chair, Ruben Lizalde announced the next agenda item, Approval of 2021-2022 Head Start Program Annual Report, Presented by Andrea Martinez. There was no further question or comments. Abdon Garza, motioned to approve the 2021-2022 Head Start Program Annual Report, seconded Antonio Martinez Jr. All were in favor, no opposed and no abstentions. Motion carried. The next item was presented.

V. Announcements/ Comments: 28th Annual Basura Bash to take place on Saturday, Feb. 18; Head Start Pre-K open enrollment; Early Head Start Open enrollment; Family Music Festival Saturday March 25, 2023.

VI. CAAB Board- Next Meeting: Thursday, March 23, 2023, at 5:30 PM at Brady Head Start.

VIII. Adjournment: Chair, Ruben Lizalde called for a motion to adjourn the meeting. Abdon Garza motioned to adjourn, 2nd by Juan Moreno. No discussion. All were in favor, no opposed and no abstentions. Motion carried. Meeting adjourned at 6:51 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

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