



## **Community Action Advisory Board Minutes**

Thursday, March 23, 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 5:32 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:**

Antonio Martinez Jr., Area IV

### **Representatives of Organizations:**

Pastor, Abdon Garza, Northern Hills United Methodist

Pastor Victor Martinez, Redeemer Presbyterian Church

Demetric Byrd, 300 Seconds, Inc

### **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)

Vanessa Chavez for Council woman Ana Sandoval (CD-7)

### **City of San Antonio Staff:**

Minerva Hernandez, Family Support Coordinator, FAD

Dawn Wood, Administrative Assistant, FAD

Audrey K. Jackson, Head Start Program Administrator

Andrea Martinez, Senior Management Analyst, Head Start

Joseph Monyer, Fiscal Analyst

Roger Foster, Senior Management Coordinator

Amada Aguilera, Fiscal Analyst

Pedro Ramirez,

### **Absent:**

### **Representatives of the Low Income:**

Monique Robinson, Area I

Vacancy, Area II

Breanna Hernandez, Area III

Kelly Trevino, Area V

**Representatives of Organizations:**

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

Vacancy for Representative of Organizations

**Political Representatives:**

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

**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 February 16, 2023. There was no further question or comments. Christine Gutierrez, motioned to approve the Meeting Minutes, seconded Dorian Keller. All were in favor, no opposed and no abstentions. Motion carried. The next item was presented.

**A. Community Service Block Grant (CSBG)**

- 2. Review Community Services Block Grant (CSBG) Budget Fiscal Years; 2022 and 2023:** Ruben Lizalde announced the next agenda item, Community Services Block Grant (CSBG) Budget Fiscal Years; 2022 and 2023, Presented by Joseph Monyer. Revenues and expenditures as of February 28, 2023, cross over two separate fiscal years 2022 and 2023. The Texas Department of Housing and Community Affairs (TDHCA) Approved Contract Term Extension for FY22 Spending Through March 31, 2023. TDHCA also increased FY22 Award amount from \$2,157,505.00 to \$2,180,582.00. Additional funding of \$23,077.00 is earmarked for additional direct services. Fiscal Year 2022 Budget Summary By programs: Administration Budget \$375,309.00, Balance \$105,969.77. Training for Job Success: budget \$1,013,916.00 balance \$223,367.60. Emergency Assistance: Budget \$478,927.00 Balance \$7,061.17. Financial Counseling Budget \$292,430.00 balance \$ 33,169.24. VITA \$ 20,000.00 Balance \$ 90.17. Total CSBG Budget \$2,180,582.00 Balance \$77,257.59. Fiscal Year 2022 Spend-out Projections Unspent Funds as of February 28, 2023: Equipment \$ 1,365.00. Direct Welfare-TFJS Uniforms \$3,443.00. Advertisement/Publications \$21,645.00. Emergency Assistance \$50,804.59. Balance 0.00. Fiscal Year 2023 Budget Summary By programs: Administration Budget \$301,724.00, Balance \$227,532.48. TFJS Budget \$966,092.00, Balance \$863,974.46. Emergency Assistance Budget \$548,750.00, balance \$485,639.2. Financial Counseling Budget \$320,939.00, balance \$268,991.78. VITA Budget \$20,000.00 Balance \$20,000.00. Total CSBG Budget \$2,157,55.00, Cumulative Expenditures \$291,367.06, Grant Balance \$1,866,137.94. No action items. There were no further questions or comments, and the next item was presented.
- 3. Texas Department of Housing and Community Affairs (TDHCA) Updates:** Chair, Ruben Lizalde announced the next agenda item, TDHCA Updates, Presented by Minerva Hernandez. No action items. 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)**

- 4. Approval of 2021-2022 Head Start Program Self-Assessment Report:** Chair, Ruben Lizalde announced the next agenda item, Approval of the 2021-2022 Head Start Program Self-Assessment Report, Presented by Roger Foster. Self-Assessment Report: Goal 1- Education, Prepare Children for School, and life. Goal 2-Family support, Promote the well-being of families to enable them to support their children's learning and development. Goal 3-Health, Children are healthy and ready to learn. Goal 4-Environmental Health and Safety, Support the care of children by creating safe environments. Goal 5-Highly Qualified staff, Recruit and retain highly qualified staff. Areas for Improvement: 1- Education, the program will continue to focus on a system to ensure teachers are using assessments and screening information to plan individualized curriculum. 2- Family Support, Unable to track if family received emergency services within 48 hours. Child plus, the current data entry system, does not track the amount of time in which a service was received. Program staff continues to explore options. 3-Health, the head start program is working toward a system to ensure the percentage of children that are up to date on EPSDT requirements continues to increase from the start of the program year. 4-Environmental Health and Safety, Critical Incident Reports- While the program has a system for reporting and documenting critical incidents, several incidents were not reported according to the DHS Head Start policy. 5-Highly Qualified Staff, the DHS Head Start Program continues to develop a system to communicate the availability of ongoing training available to Casa Staff and ensure that staff complete required trainings within the established deadlines. Strengths: Coaching-the DHS head Start program continues to provide high quality professional development opportunities for teachers and staff. Data Review- the program has a system to identify goals for the program. The DHS head Start program is data informed and has an ongoing system to review data at the classroom, Campus, district, and program level across all content areas. EPSDT Health Adherence-Programs have a system to ensure that all children receive a nutrition assessment and child health history during the enrollment process. Support for Meeting Children and Family needs- 97% of families enrolled in the Head Start and EHS Programs received at least one or more services. Program Governance- The DHS Head Start program made improvements to the New Employee Orientation Onboarding Program and received an Over 90% favorable rating on the New Employee Onboarding Survey. There was no further question or comments. Christine Gutierrez, motioned to approve the 2021-2022 Head Start Program Self-Assessment Report, seconded Abdon Garza. All were in favor, no opposed and no abstentions. Motion carried. The next item was presented.
- 5. Review of Early Head Start (EHS) and Early Head Start Child Care Partnership (EHS-CCP) Classroom Assessment Scoring System (CLASS):** Chair, Ruben Lizalde announced the next agenda item, Review of Early Head Start (EHS) and Early Head Start Child Care Partnership (EHS-CCP) Classroom Assessment Scoring System (CLASS), Presented by Rhonda Roach. Young children experience the world in the context of relationships. In turn, these relationships influence all areas of development. These relationships also lay the foundation for later developmental outcomes including self-confidence, mental health, motivation to learn, achievement in school, and conflict resolution. Classroom Assessment Scoring System, a Standardized tool, based on developmental theory and research to provide a common language and shared lens. CLASS program planning and evaluation. Assessment of individual classrooms. Evaluation and monitoring. CLASS Domains: Pre-K- Emotional support, Classroom Organization and Instructional support. Toddler-Emotional and Behavioral Support and engaged support for learning. Infant- Responsive caregiving. CLASS Scoring:

Low Range 1-2, Mid-Range 3-5, High Range 6-7. No action items. There were no further questions or comments, and the next item was presented.

- 6. Review of Head Start, EHS and EHS-CCP Fiscal Report:** Chair, Ruben Lizalde announced the next agenda item, Review of Head start, EHS and EHS-CCP Fiscal Report, Presented by Amada Aguilera. **Head Start Fiscal Report:** Total Budget \$32,403,293.00, YTD Budget \$527,516,648.00, Actual \$25,568,896.00, Variance \$1,947,752.00. Variance Explanations, 1.5k Exp pending, 5k will be shifted to education Classes. \$108k pending January invoice for TXAEYC, 1.4m SAIDS process invoice. 23K UIW, 39K SAMH, slow spending. **Early Head Start:** Total Budget \$2,736,974.00 YTD \$2,191,092.00 YTD \$1,975,470.00, Variance \$215,622.00. Variance Explanations, \$160k EISD Pending December invoice. Binding and printing expense \$6.5k allow plumbing expense \$2k. \$64k pending EISD Dec/Jan in-kind. **Early Head Start- CCP:** Total Budget \$3,856,799.00 YTD \$1,875,532.00 Actual \$1,898,400.00 Variance \$-22,868.00, Variance Explanations \$28.2k due to EHS staff assisting CCP program. \$9.6k Pending dec/ Jan invoices, \$9.5k due to TSAEYC conference fee. \$4.3k pending JE posting for ink. **CRRSA.ARPA:** Total Budget \$5,037,486.00 YTD Budget \$2,534,176.00, YTD Actual \$2,481,770.00 Variance \$52,405.0. Variance Explanations \$2k Personnel Costs, \$12.5k Pending invoices, \$56.4k Pending EISD/SAISD/Childcare center. No action items. There were no further questions or comments, and the next item was presented.
- 7. Review of Head Start, EHS and EHS-CCP Monthly Program Reports:** Chair, Ruben Lizalde announced the next agenda item, Review of Head Start, EHS and EHS-CCP Monthly Program Reports, Presented by Audrey Jackson. **Head Start:** Funded Enrollment 3020. Disability Enrollment 12.25% Food Report Meals served 78,775. Education services complete 98%. Mental Health Services completed 62. Education Screening 91%. Health Screening 99%. **Early Head Start:** Funded Enrollment 128. Disability Enrollment 9%, Family Engagement 100%, Mental Health services 38, education screening 95%, Health Screening 100%. **Early Head Start Child Care Partnership:** Funded Enrollment 216, Disability Enrollment 7%, Food Report 5,866 meals served, Education services completed 99%, Family Assessment 99%, Mental health services 135, Education Screenings 100%, Health Screening 100%. No action items. There were no further questions or comments, and the next item was presented.
- 8. Review of Head Start Program Monitoring Report:** Chair, Ruben Lizalde announced the next agenda item, Review of Head Start Program Monitoring Report, Presented by Peter Ramirez, and Dianne Mendez. The City of San Antonio Head Start Program has developed a comprehensive and thorough approach to monitoring our programs for non-compliances and areas of concern. Once identified, a timeline is developed, training and technical assistance is given, and corrective action plans are implemented to correct systemic issues so that areas of weaknesses are strengthened. Follow-up monitoring events are conducted to ensure that the program has been successful in implementing corrections. **Head Start:** Monitoring Projects conducted HR Review, Health review and disabilities review. Monitoring Projects Completed, Safe Environments Review #1 (50%) – Medication Administration, Safe Environments Review #1 (50%) – Facilities, Safe Environments Review #1 (50%) – Outdoor/Gym, Safe Environments Review #1 (50%) – Classroom Safety, Area of Non-Compliance, Safe Environments-Facilities, Safe Environments Classroom Safety. Areas of Concern, Education Review, Safe Environment Review- Medication Administration, Safe Environment review- Facilities. Safe Environment Review- Out door/ gym. **EHS Monitoring:** Monitoring Projects Conducted, unannounced safe environment visits and 90-day health file review. Non-Compliances: two non-compliances

observed. Area of Concern, unannounced safe environment visits and 90 day health file review. Follow up activities, EHS childcare directors will provide corrective action responses and evidence supporting the actions taken in the child plus data system. No action items. There were no further questions or comments, and the next item was presented.

1. **ACF-PI-HS-23-02 FY 2023 Head Start Funding Increase:** Chair, Ruben Lizalde announced the next agenda item, ACF-PI-HS-23-02 FY 2023 Head Start Funding Increase, Presented by Audrey Jackson. This Program Instruction primarily provides information about COLA and quality improvement funds available to all Head Start, Early head start, and EHS-CCP partnership grant recipients. No action items. There were no further questions or comments, and the next item was presented.

## **V. Announcements/ Comments:**

**VI. CAAB Board- Next Meeting:** April 20, 2023, 5:30 pm, Claude Black Community Center.

**VIII. Adjournment:** Chair, Ruben Lizalde called for a motion to adjourn the meeting. Christine Gutierrez, motioned to adjourn, 2nd by Antonio Martinez Jr. No discussion. All were in favor, no opposed and no abstentions. Motion carried. Meeting adjourned at 6:44 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