



## Community Action Advisory Board

Thursday, April 20, 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 5:40 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:**

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

Christina Gutierrez for Councilwoman Teri Castillo (CD-5)

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

Kristine Duff, City Attorney

Audrey K. Jackson, Head Start Program Administrator

Andrea Martinez, Senior Management Analyst, Head Start

Joseph Monyer, Fiscal Analyst

Mica Clark-Peterek, Special Projects Manager

Rhonda Roach Senior Special Projects Manager

Peter Ramirez, Special Projects manager

Dianne Mendez, Management Analyst

Terric Foong, Fiscal Analyst

Priscilla Garcia, Senior Management Analyst

### **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:**

Dorian Keller for Councilman Mario Bravo (CD-1)

*Vanessa Chavez for Council woman Rosie Castro (CD-7)*

**Quorum:** Chair Ruben Lizalde acknowledged a Quorum was established with 9 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 March 23, 2023. There was no further question or comments. Christine 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.

**A. Community Service Black 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 March 31, 2023, cross over two separate fiscal years 2022 and 2023. Fiscal year 2022 Budget Summary CSBG total Budget \$2,180,582.00, cumulative Expenditures \$2,156,840.06, Grant Balance \$23,741.94, 99% Spent. Budget Summary Fiscal year 2023, Total CSBG Budget \$2,157,505.00, Cumulative \$516,290.72, Grant Balance \$1,641,214.25, 24% Spent. No action items. There were no further questions or comments, and the next item was presented.
3. **Review City of San Antonio, Department of Human Services Monitoring Report March:** Chair, Ruben Lizalde announced the next agenda item, Review City of San Antonio, Department of Human Services Monitoring Report TDHCA Updates, Presented by Minerva Hernandez. Monitoring Report of onsite review March 6-10, 2023. 2022 Community Services Block Grant Contract No. 6122003631. Review of 11 HSS household, 20 CSBG Household file, financial records, Monthly Reconciliations, CSBG Bord Materials, Case Management procedures, fiscal policies and procedures, Performance Analysis, and procurement. Finding #1: Ensure Income Support Documentation is Obtained. Required Action: The City of San Antonio, The Department of Human Services must: 1. Ensure that income is calculated in accordance to the guidance provided in the TAC; AND 2. Provide source documentation to show that the household above was eligible at the time of intake; OR. Reimburse CSBG Contract No. 61220003631 in the amount of \$2,363.48-Other category, to the Department 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 Environmental Health and Safety Policy 4:** Chair, Ruben Lizalde announced the next agenda item, Approval of Environmental Health and Safety Policy 4, Presented by Mica Clark-Peterek. ACF Final Rule- Mitigating the spread of COVID-19 in Head Start Programs, removes universal masking, does not address the vaccination and testing, requires programs to have an evidence based COVID-19 mitigation policy and developed in consultation with their Health services advisory committee. Christine Gutierrez, motioned to approve the Environmental Health and safety policy 4, seconded Victor Martinez. All were in favor, no opposed and no abstentions. Motion carried. The next item was presented.
- 5. Review of 2023-2024 Early Head Start- Child Care Partnership Continuation Application:** Chair, Ruben Lizalde announced the next agenda item, Review of 2023-2024 Early Head Start- Child Care Partnership Continuation Application Presented by Rhonda Roach. The City of San Antonio, Department of Human Services, Early Head Start-Child Care Partnership program submits the enclosed budget for the 2023-2024 refunding application for the period of August 1, 2023, though July 31, 2024, in the total amount of \$3,102,340.00. The Total amount consists of \$3,037,540.00 in program operations and \$64,800.00 for training and technical assistance. DHS EHS-CCP contribution of non-federal resources is \$775,585.0, which is 20% of the grant. 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 Terric Foong.  
**Head Start Fiscal Report:** Total Budget \$32,403,293.00, YTD Budget \$31,108,618.00, Actual \$29,733,991.00, Variance \$1,374,627. Variance Explanations, 5.3k balance will be shifted to education classes to cover exp., 73k Wellness items, 102k encumbrances pending  
**Early Head Start:** Total Budget \$2,736,974.00 YTD \$2,452,433.00 YTD \$2,253,135.00, Variance \$199,298.00. Variance Explanations, 7.2k allocation for brady building expenses, 170k EISD pending Jan final invoice, 10.7k binding and printing expense 6.5k allocation plumbing expenses.  
**Early Head Start- CCP:** Total Budget \$3,856,799.00 YTD \$2,457,050.00 Actual \$2,465,039.00 Variance \$-7990, Variance Explanations 8.6k due to EHS staff assisting CCP program, 6k NHSA parent and family conference in March 7.6k pending invoices, 7.1k due to TXAEYC conference fee. No action items. There were no further questions or comments, and the next item was presented.
- 7. Review of Head Start Program Middle of Year (MOY) Data:** Chair, Ruben Lizalde announced the next agenda item, Review of Head Start Program Middle of Year (MOY) Data, Presented by Audrey Jackson. Program must conduct standardized and structured assessment for each child that provide ongoing information to evaluate the child's developmental level and progress in outcomes. Assessments must result in usable information for teachers and parents and be conducted with sufficient frequency to allow for individualization within the program year. No action items. There were no further questions or comments, and the next item was presented.
- 8. 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 by Audrey Jackson. **Head Start** Funded enrollment 3020. Disability enrollment 12.88%, Food Report

28420 Meals served, Education services 92%, family Engagement Services 92%, Mental Health Services 77, education screening 92% Health screening 99%. **Early Head Start** Funded enrollment 128. Disability enrollment 9%, Food Report 2302 Meals served, Education services 96%, family Engagement Services 90%, Mental Health Services 45, education screening 100% Health screening 100%. **EHS-CCP** Start Funded enrollment 216. Disability enrollment 7%, Food Report 6153 Meals served, Education services 95%, family Engagement Services 96%, Mental Health Services 149, education screening 98% Health screening 100%. No action items. There were no further questions or comments, and the next item was presented.

**9. 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/ Dianne Mendez. Monitoring projects conducted, Family and Community Support Human resources review ERSEA attendance 45-day health screening. Monitoring projects completed, disabilities review, health review and 45-day Education Screening. Area of Non-compliance Health review. Area of Concern, Disabilities review, Health review and 45-day education screening.

**10. ACF-PI-HS-23-03 Hurricanes Fiona and Ian Recovery Funds:** Chair, Ruben Lizalde announced the next agenda item, ACF-PI-HS-23-03 Hurricanes Fiona and Ian Recovery Funds, Presented by Audrey Jackson. This Program Instruction outlines the process to request disaster recovery funds for Head Start and Early Head Start Programs 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:** Don't forget to Vote! And have a Safe Fiesta.

**VI. CAAB Board- Next Meeting:** May 18, 2023, 5:30 pm, Brady Head Start.

**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 6:41 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