



## Community Action Advisory Board

Thursday, August 17, 2023

Claude Black Community Center, 2805 E. Commerce St

5:30 PM

### **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.

**I. CALL PUBLIC HEARING ORDER:** Chair, Ruben Lizalde the Open Public Hearing to order at 5:35PM.

**1. 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

#### **Representatives of Organizations:**

Pastor, Abdon Garza, Northern Hills United Methodist

Demetric Byrd, 300 Seconds, Inc

Teresa Villegas, University of the Incarnate Word

#### **Political Representatives:**

Ruben Lizalde for Councilwoman Phyllis Viagran (CD-3)

Dorian Keller for Councilwoman Marina Alderete Gavito (CD-7)

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 Attorney

Audrey K. Jackson, Head Start Program Administrator

Roger Foster, Senior Management Coordinator

Dianne Mendez, Management Analyst

Stephen Gonzalez, Fiscal Manager

Wanda McMillan, Management Analyst

Liza Contreras

#### **Absent:**

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

Vacancy, Area II

Vacancy, Area III

Kelly Trevino, Area V

#### **Representatives of Organizations:**

Pastor Victor Martinez, Redeemer Presbyterian Church

Vacancy for Representative of Organizations

#### **Political Representatives:**

.... Councilwoman Sukh Kaur (CD-1)

Christina Gutierrez for Councilwoman Teri Castillo (CD-5)

**QUORUM:** Chair Ruben Lizalde acknowledged Quorum was established with 8 members present.

- 1. Presentation of Proposed 2024 Draft Community Service Block Grant Budget:** Chair, Ruben Lizalde announced the next agenda item, Presentation of Proposed 2024 Draft Community Service Block Grant Budget, Presented by Richard Keith. Total Budget \$2,202,557.00 which includes Personnel \$1,331,988.00, Fringe Benefits, \$507,568.93, Travel \$7,890.00, Equipment \$6,624.00, Supplies \$34,000.00, Contractual \$33,186.00, Client Services \$281,280.07 It was asked if there was any Cross Training with Ready to work? Yes, most clients will be co-enrolled.
- 2. Public Comment:** Chair Ruben Lizalde, asks if there are any Community Member comments. Minerva Hernandez stated there are no Community Members signed up to speak, but we did have a guest to observe Jo A. Waters with Dr. E Thurman Walker Foundation, and no comments to be read.
- 3. MOTION:** Chair Ruben Lizalde, asked for a Motion to accept and approve the proposed 2024 Community Service Black Grant Budget. Demetric Byrd motioned to Approve the 2024 Community Service Block Grant Budget, seconded by Antonio Martinez JR. All were in favor, no opposed and no abstentions. Motion carried. The next item was presented.
- 4. PRESENTATION OF PROPOSED 2024 DRAFT COMMUNITY SERVICE BLOCK GRANT COMMUNITY ACTION PLAN (CAP):** Chair, Ruben Lizalde announced the next agenda item, Presentation of Proposed 2024 Draft Community Service Block Grant Community Action Plan, Presented by Minerva Hernandez. Is it was asked if the 90-day tracking was normal? Yes. It was also asked if we look further than 90-days. No.
- 5. PUBLIC COMMENT:** Chair Ruben Lizalde, asks if there are any Community Member comments. Minerva Hernandez stated there are no Community Members signed up to speak, but we did have a guest to observe Jo A. Waters with Dr. E Thurman Walker Foundation, and no comments to be read.
- 6. MOTION:** Chair Ruben Lizalde, asked for a Motion to accept and approve the proposed 2024 Community Service Black Grant Community Action Plan. Antonio Martinez JR motioned to Approve the 2024 Community Service Block Grant Budget, seconded by Demetric Byrd. All were in favor, no opposed and no abstentions. Motion carried. The next item was presented.

**II. MOTION TO CLOSE PUBLIC HEARING:** Chair Ruben Lizalde, asked for a Motion to close Public Hearing. Demetric Byrd motioned to close Public Hearing, seconded by Juan Moreno. All were in favor, no opposed, and no abstentions. Motion carried. Public Hearing closed at 6:06PM. The next item was presented.

**III. CALL REGULAR MEETING OF CAAB TO ORDER:** Chair, Ruben Lizalde the Called regular meeting to order at 6:07 PM.

**IV. PUBLIC COMMENTS:** Chair Ruben Lizalde, asks if there are any Community Member comments. Minerva Hernandez stated there are no Community Members signed up to speak, but we did have a guest to observe Jo A. Waters with Dr. E Thurman Walker Foundation, and no comments to be read.

**V. BRIEFING AND ACTION ITEMS:**

- 1. APPROVAL OF MINUTES:** Chair Ruben Lizalde, asks if everyone had an opportunity to review minutes, from June 15, 2023. There was no further question or comments. All were in favor, no opposed and no abstentions. Motion carried. The next item was presented.
- 2. APPROVAL OF 2023-2024 HEAD START PROGRAM DESIGN:** Chair, Ruben Lizalde announced the next agenda item, Approval of 2023-2024 Head Start Program Design, Presented by Roger Foster. Antonio Martinez Jr., motioned to Approve the 2023-2024 Head Start Program Design, seconded Demetric Byrd. All were in favor, no opposed and no abstentions. Motion carried. The next item was presented.
- 3. APPROVAL OF 2023- 2024 EARLY HEAD START (EHS) AND EARLY HEAD START CHILD CARE PARTNERSHIP (EHS-CCP) PROGRAM DESIGNS:** Chair, Ruben Lizalde announced the next agenda item, Approval of 2023-2024 Early Head Start (EHS) and Early Head Start Child Care Partnership (EHS-CCP) Program Designs, Presented by Roger Foster. Abdon Garza,

motioned to Approval of 2023-2024 Early Head Start (EHS) and Early Head Start Child Care Partnership (EHS-CCP) Program Designs, seconded Abdon Garza. All were in favor, no opposed and no abstentions. Motion carried. The next item was presented.

**4. REVIEW OF 2023-2024 SCHOOL READINESS GOALS:** Chair, Ruben Lizalde announced the next agenda item, Review of 2023-2024 School Readiness Goals, Presented by Roger Foster. Establish School readiness Goals. Align Goals to five central domains and state standards. Involve parents in the development of the goals. Create and implement a plan of action to achieve the goals. No action items. There were no further questions or comments, and the next item was presented.

**5. REVIEW OF 2022-2023 HEAD START END OF YEAR (EOY) DATA:** Chair, Ruben Lizalde announced the next agenda item, Review of 2022-2023 Head Start End of Year (EOY) Data Presented by Roger Foster. The DHS Head Start Program began using the CIRCLE Progress Monitoring System Pre-K during the 2020-2021 school year. The information provided below includes program outcomes for BOY and MOY for the 2022-2023 program year. The greatest changes in the percentage of children identified as *PROFICIENT* from BOY-EOY is Rapid Letter Naming (RLN) for both non-transitioning three-year olds and for transitioning four-year-olds. 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 Stephen Gonzalez. **Head Start:** Total Budget \$35,336,915. YTD budget \$10,078,771, Variance \$305,050, 3.0%. Variance Explanations: Travel, June Travel was forecasted at \$2.6k and Actuals were only \$487.80. YTD savings of \$6,123. These savings are a placeholder for possible postponed Travel in succeeding months. More May expenses than expected for UIW \$13,294.15, and NTA \$5,410.68. \*UIW Previously reported under SAMH/UIW, current year PO includes this expense under COSA Contractual Misc. (\$45K) May expenses more than expected: Education-Classes (HS CPSI Combo, Doseum continuing education, HS Data camp) and Binding & Printing (Parent Handbook; budget line exceeded) **Early Head Start:** Total Budget \$3,856,799, YTD Actual \$3,461,883, Variance \$-60,826, -1.8%. (\$42K) Overspent due to EHS employees assisting CCP program. (\$3K) More travel & conferences than originally budgeted (NHSA & Regent Univ. Conferences). (\$6k) Overspent in Education – Classes (TXAEYC & Regents University Conference/Registration fee). (\$15K) More In-Kind than budgeted for Home Learning Activities. **CRRSA/ARPA:** Total Budget \$5,037,487, YTS Actual \$4,868,535, Variance \$168,952, 3.35%. Personnel Services and Fringe Benefits (\$2.9K) Positive variance in contractual will cover the overage in personnel costs; Positions delimited 03/31/23. Brady Building \$88k Due to time constraints, funds cannot be used for other purposes. 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 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 3,020. Percent of enrolled children with a disability 16%. Meals served 8,582. Education Services completed, 1<sup>st</sup> Home visit 95%, 2<sup>nd</sup> 88%. Parent conference 1<sup>st</sup> Visit 93%, 2<sup>nd</sup> 89%. Family Engagement Services BOY 96% EOY 94%, Home Visit 98%. Mental Health Services Complete 35. **Early Head Start:** Funded Enrollment 128. Percent of enrolled children with a disability 10%. Meals Served 2,185. Education Services completed, 1<sup>st</sup> Home visit 98%, 2<sup>nd</sup> 74%. Parent conference 1<sup>st</sup> Visit 80%, 2<sup>nd</sup> 72%. Family Engagement Services BOY 100% EOY 84%, Home Visit 100%. Mental Health Services Complete 106. **Early head Start Child Care Partnership:** Funded Enrollment 216. Percent of enrolled children with a disability 10%. Meals Served 6,663. Education Services completed, 1<sup>st</sup> Home visit 96%, 2<sup>nd</sup> 7%. Parent conference 1<sup>st</sup> Visit 94%, 2<sup>nd</sup> 85%. Family Engagement Services BOY 97% EOY 92%, Home Visit 99%. Mental Health Services Complete 274. No action items. There were no further questions or comments, and the next item was presented.

**8. REVIEW OF HEAD START HEALTH SAFETY SCREENER CALENDAR:** Chair, Ruben Lizalde announced the next agenda item, Review of Head Start Health Safety Screener Calendar, Presented by Dianne Mendez, and Juana McMillan. Quality Assurance Team Health and Safety Screening Plan and Calendar. Purpose Successfully Complete the health and safety requirements outlined in ACF-IM-HS-13-02. Corrective action will be completed on-site when possible. City of San Antonio (COSA) Quality Assurance Staff will work with providers to correct findings and verify successful and adequate corrective action. Corrective action must be complete and finalized within 10 calendar days from date of initial site visit. Once all corrective action is completed Head Start Administrator will sign Certification of Health and Safety Screener. No action items. There were no further questions or comments, and the next item was presented.

**9. REVIEW OF HEAD START QUALITY ASSURANCE REPORT:** Chair, Ruben Lizalde announced the next agenda item, review of Head Start quality assurance report presented by Dianne Mendez, and Juana McMillan. 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. Quality assurance projects conducted: HR review and governance review. Quality assurance projects completed: Metro Health review and wellness support review. Areas of Non-Compliance: Wellness Support Review, there was one area of non-compliance noted during this review. Request for Assistance (RFA) Family Wellness Event notes did not include documentation that staff had verified that contact information was current in Child Plus. Areas of Concern: Metro Health Review, there were several concerns noted during this review, there was no evidence that a current dental exam was obtained within 90 calendar days of the child's enrollment for the current program year. There was no evidence of a signed Metro Health District General Consent and Disclosure Form. If the child's dental status was a Class 1, 2, or 3R, there was no documentation in Child Plus once a month to ensure that treatment had been provided or was in progress. If the child's dental status was a Class 1, 2, or 3R, there was not a Parent Acknowledgement of Referral Form given to the parent within 15 school days. No Action Item. There were no further questions or comments, and the next item was presented.

**10. REVIEW OF EHS HEALTH SAFETY SCREENER CALENDAR:** Chair, Ruben Lizalde announced the next agenda item, Review of EHS Health Safety Screener Calendar Presented by Dianne Mendez, and Juana McMillan. Site Visits: EHS Quality Assurance Staff completes each visit. Corrective Action completed on-site when possible. EHS Quality Assurance Staff will email Service Providers of the released monitoring project in Child Plus no later than close of business the day following the visit. Service Providers have 15 calendar days to submit a corrective action plan response. Service Providers will use the Child Plus internal monitoring checklist to document actions taken to correct the findings including the date it was completed. If said action cannot be completed within the required 15 calendar days, Service Provider MUST communicate with the EHS Quality Assurance Staff and include a timeline for completion within 8 calendar days. EHS Quality Assurance Staff will work with Service Providers to correct findings and verify corrective action. The Head Start Administrator Signs Certification of Health & Safety Screener once all corrective actions are completed. No action items. There were no further questions or comments, and the next item was presented.

**11. REVIEW OF EARLY HEAD START QUALITY ASSURANCE REPORT:** chair, Ruben Lizalde announced the next agenda item, the early head start (EHS) program has developed a comprehensive and thorough approach to monitoring 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 areas of weakness are not continued in the future. follow-up monitoring events are conducted to ensure that the program has been successful in implementing corrections. The following is a summary of findings for the during the time indicated above: unannounced safe environment visits. blessed sacrament academy, Healy Murphy CDC, YWCA Olga Madrid, EHS Stafford, EHS home based child file review curriculum fidelity and professional development review. There were no non-compliances noted that showed a systemic concern in meeting performance standards or policy relating to the Safe Environment service area. **Areas of Concern:** Unannounced Safe Environment Visit, Diaper changing process not posted, Toothbrush process not followed, Ceiling tile replacement needed, Chemicals not locked in cabinet. Home Based Child Review, Data entry of weekly home visits notes. Curriculum Fidelity Review, Incomplete Administrators and Teachers Fidelity Tools Fidelity logs and coaching sessions documentation not available for review. **Follow-up Activities:** EHS Child Care Director's will provide corrective action responses and evidence supporting the actions taken in the Child Plus Data System. Follow up verification will be completed once CAP responses are entered to close the monitoring projects. Monitors will follow up on CAP responses for Wellness Support review. No action items. There were no further questions or comments, and the next item was presented.

**12. CORRESPONDENCE – FISCAL YEAR 2024 MONITORING PROCESS FOR HEAD START AND EARLY HEAD START RECIPIENTS:** Chair, Ruben Lizalde announced the next agenda item, correspondence – fiscal year 2024 monitoring process for head start and early head start recipients presented by Audrey Jackson. Section 641a of the Improving Head Start for School Readiness Act of 2007 requires the office of head start (OHS) to implement ongoing monitoring of all programs receiving federal funds. This information memorandum (IM) outlines the OHS monitoring process for fiscal year 2024 and shares the updated process to conduct focus area 1, focus area 2 and classroom assessment scoring system (class®) reviews. During the fy24 program year, class scores will be used for designation renewal system (DRS) determinations as described in 45 CFR §1304.11(c). as a reminder, from the spring of 2020 through spring of 2023, OHS did not use class scores for DRS determinations due to the COVID-19 pandemic. 45 CFR §1304.17 of the head start program performance standards (HSSPPS) allows OHS the flexibility to make DRS determinations without one

or more of the data elements required in 45 CFR §1304.11 in instances where a major disaster, emergency, or public health emergency makes some data elements unavailable. since the public health emergency related to the covid-19 pandemic has ended, OHS can no longer utilize this flexibility. No Action Item. There were no further questions or comments, and the next item was presented.

**13. CORRESPONDENCE – TREATMENT OF REBATES, REFUNDS, DISCOUNTS, AND SIMILAR COST SAVINGS:** chair, Ruben Lizalde announced the next agenda item, correspondence – treatment of rebates, refunds, discounts, and similar cost savings presented by Audrey Jackson. the purpose of this information memorandum (IM) is to provide guidance on cost-saving measures and how the savings should be treated by the recipient toward the head start award. the IM will also guide recipients in ensuring that direct and indirect cost reductions or cash refunds that relate to a head start award are reflected in the recipient's accounting practices, allocated correctly, and returned to the federal award appropriately. This IM supersedes ACF- IM-HS-12-09. No Action Item. There were no further questions or comments.

**VI. ANNOUNCEMENTS:** Ruben Lizalde made an announcement for CD-3 Family Baby Shower, 10am-2pm, Aug 19, 2023 @ Southside Lions. Chair Ruben Lizalde asked for any other announcements. No further announcements.

**VII. CAAB BOARD- NEXT MEETING:** September 21, 2023, 5:30 pm, Brady Head start Building, 1227 Brady Blvd.

**VIII. ADJOURNMENT:** Chair Ruben Lizalde, asked for a Motion to close Meeting. Abdon Garza motioned to close Public Hearing, seconded by Demetric Byrd. All were in favor, no opposed, and no abstentions. Motion carried. Public Hearing closed at 7:02PM

“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.

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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