

***Approval of  
Head Start Policy Council  
January 24, 2023  
Meeting Minutes***



# MEETING MINUTES

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## HEAD START POLICY COUNCIL MEETING

January 24, 2023

6:15 P.M.

<b>Members Present</b>	Edgewood Independent School District (EISD): Brenda Salazar-Morales San Antonio Independent School District (SAISD): Ruby Marie Ortiz, Melissa Carrillo Cox, Josefina Macias EHS-EISD: Krystal Rocha EHS-EISD HB: none EHS-CCP: Naomi Castellanos, Krizia Franklin Community Representative: Jorge Borrego, Richard Ramey
<b>Members Absent</b>	Edgewood Independent School District (EISD): Yoletzi Velazquez San Antonio Independent School District (SAISD): Alexis Alfaro EHS-EISD: none EHS-EISD HB: Samantha Villarreal EHS-CCP: none Community Representative: None
<b>Alternate Members Present</b>	Edgewood Independent School District (EISD): None San Antonio Independent School District (SAISD): None EHS-EISD: none EHS-CCP: Maritza Mendoza Community Representative: David King, Maria Quezada
<b>Alternate Members Absent</b>	Edgewood Independent School District (EISD): Erika Flores, Annie Sandoval San Antonio Independent School District (SAISD): April Barrera, Keyonna Hughes, Katherine Garcia EHS-EISD: Luis M. Ramirez EHS-CCP: Samantha Hurd Ogilvie Community Representative: None

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### I. CALL TO ORDER

2022-2023 Early Head Start-Child Care Partnership (EHS-CCP) HSPC Chair, Krizia Franklin called the meeting to order at 6:22 p.m.

### II. MEETING MINUTES

**Motion:** Ms. Melissa Carrillo Cox moved to approve the December 6, 2022, meeting minutes.

**Seconded (2<sup>nd</sup>):** Mr. Jorge Borrego

**Vote:** All in favor (unanimous)- The motion carried.

### III. PUBLIC COMMENTS

None to report

#### **IV. BRIEFING AND POSSIBLE ACTION (a-k)**

##### **a. Correspondence**

HSPC Chair, Krizia Franklin, introduced Ms. Rhonda Roach, Senior Special Projects Manager, to present ACF-PI-HS-23-01 Supplementary Information on Establishing an Evidence-based COVID-19 Mitigation Policy. Ms. Roach provided a review of the Program Instruction (PI) received from the Office of Head Start and reported that the Administration for Children and Families (ACF) published its Final Rule, Mitigating the Spread of COVID-19 in Head Start Programs, in January 2023 and this Program Information report provides supplementary information to support grant recipients in developing the required evidence-based COVID-19 mitigation policy. Ms. Roach added that this would be completed in consultation with the Health Services Advisory Committee (HSAC) and then presented to the Head Start Policy Council.

HSPC member, Melissa Carrillo Cox inquired if there was an anticipation on changes in the COVID-19 vaccinations. Ms. Roach reported that because we are in Texas, this rule is not applicable due to this matter being held in court under an injunction. Furthermore, this requirement is on hold for any Head Start and Early Head Start program in Texas until there is a final decision.

HSPC member, Krizia Franklin, asked if the policies requiring the wearing of masks for parents when entering the centers would be affected. Ms. Roach explained that because of the injunction, it is left up to the centers on what they choose to do. The centers are encouraged to look at the recommendations from Centers for Disease Control and Prevention (CDC). Ms. Roach confirmed that there are some centers, at this time, that do require the wearing of masks. No further questions were asked.

##### **b. Presentation from Parent Academy for Student Education Opportunity (PASEO)**

HSPC Chair, Krizia Franklin, introduced Ms. Rhonda Roach, Senior Special Projects Manager, to present on the Parent Academy for Student Education Opportunity (PASEO). Ms. Roach proceeded to introduce Ms. Adriana Pecina-Rios, Community Engagement Organizer from Community Education Partners to speak about an opportunity for our Head Start parents.

Ms. Pecina-Rios reported that PASEO is a parent academy that is being brought to early childhood centers and it is a six (6) week program that will start in February, 2023. It was reported that the PASEO program will be implemented in the Spring 2023 with Harlandale Independent School District (High School Level), Edgewood Independent School District (High School Level) and Cardenas Early Childhood Center (Head Start Level). The history and the impact of the program was shared with Policy Council. Furthermore, Ms. Pecina-Rios described the curriculum and stated that it educates, empowers and inspires families to take an active role in their child's education while building community and a peer-to-peer network. A program timeline was also shared that included a recruitment process, six (6) educational sessions, a Principal's Dialogue event and a graduation.

HSPC member, Jorge Borrego, inquired about selection and objectives of the PASEO curriculum. Ms. Pecina-Rios reported that Community Education Partners was investing high quality dollars across school sites and start-ups and we found that we can invest those dollars because it helps the

community stay there and parents are the ones that request this change and also request a high quality education. Furthermore, we found a need to educate parents on what a high quality education looks like and why it is necessary to have their student involved in a high quality seat (an “A” or “B” grade in school). Community Education Partners searched nationwide and found this parent program that had thirty-five (35) years’ experience and have seen parent participation, college participation, and graduation rates rise.

Mr. Borrego asked if there was any technical preparation for students should they not choose the college tract. Ms. Pecina-Rios stated that this program aims to guide students to prepare for college and ensure that they have that opportunity. If students choose something else, and those choices are discussed, then students have an opportunity to make an informed choice.

HSPC member, Melissa Carrillo Cox, inquired if there was a cap for the number of parents that could participate in the PASEO program. Ms. Pecina-Rios reported that everyone from the campus is invited. Ms. Cox also asked about the funding for this program and Ms. Pecina-Rios stated that this was done in partnership with the Head Start Program with the cost being a flat fee of \$6,000.00. Ms. Pecina-Rios explained that these funds are provided so that the facilitators can carry out this program. Furthermore, the program was described as providing assistance to the child and parent engagement with the school with some district advocacy, as well. No further questions were asked.

**c. Approval of the 2023-2024 Head Start, Early Head Start (EHS), and Early Head Start-Child Care Partnership Program (EHS-CCP) Eligibility, Recruitment, Selection, Enrollment and Attendance (ERSEA) Matrices**

HSPC Chair, Krizia Franklin, introduced Ms. Rachel Pearce, Senior Management Analyst and Ms. Monica Mojica, Management Analyst, to present the Approval of 2023-2024 Head Start, Early Head Start (EHS), and Early Head Start-Child Care Partnership Program (EHS-CCP) Eligibility, Recruitment, Selection, Enrollment and Attendance (ERSEA) Matrices. Ms. Mojica reported on minor edits for the Head Start ERSEA Point Matrix that included updating points to “two working parents” from twenty-five (25) points to thirty (30) points and removing “Deployed” and “Military ID” under the Parent Status section.

Ms. Rachel Pearce reported on the EHS and EHS-CCP ERSEA point matrices and stated that basically the same changes that were made on the Head Start point matrix were also made to the EHS and EHS-CCP point matrices. In addition, Ms. Pearce discussed other changes that included the separation of “Sibling Currently Enrolled in Early Head Start” category and “Sibling Currently Enrolled in Head Start” category with each category having a value of thirty (30) points each.

HSPC member, Krizia Franklin, inquired about the reason for removing the requirements for the military and deployment since it would be important to identify these families. Ms. Rachel Pearce reported that the term, deployed, was removed to be all inclusive of the military. The military identification (ID) was removed because it is against the law to make a copy of it. Furthermore, parents can still continue to present a copy of their military ID.

Ms. Franklin also inquired about the income factor for military families. Ms. Pearce reported that when families are interviewed, income is a factor but we also take in the family's whole situation. In addition, these families also receive the thirty (30) military points.

HSPC member, David King, inquired why having a sibling in the program is not assigned more points. Ms. Rachel Pearce confirmed that thirty (30) points for siblings are added. Ms. Pearce further explained that these points have not changed and that when an application is completed for a sibling, the application receives the thirty (30) points and confirmed that it does make a difference on an application.

HSPC member, Melissa Carrillo Cox, requested clarification on the meaning of McKinney-Vento. Ms. Mojica reported that it is a category for the homeless families. Ms. Cox inquired if outreach services are done for these families. Ms. Mojica confirmed that outreach services are conducted through the relationships that Head Start has with Haven for Hope and Salvation Army. We are contacted by these agencies that would like to refer families and we also have recruitment events and complete applications with the families. Ms. Cox also inquired about transportation for these families. Ms. Pearce confirmed that when families are identified McKinney-Vento status, the school districts provide the transportation.

HSPC member, Jorge Borrego, inquired about multi-family homes and if they are factored into the matrices. Ms. Mojica reported that it is factored with the children that are experiencing homelessness. Mr. Borrego inquired how the changes in the matrices would affect the applicant pool. Ms. Pearce stated it is based on our Community Assessment and that is why these changes were made. Furthermore, Mr. Borrego asked if the new changes would help with the under-enrollment with Head Start and it was confirmed that it would. No further questions were asked.

**Motion:** Mr. Jorge Borrego moved to approve the 2023-2024 Head Start, Early Head Start (EHS) and Early Head Start-Child Care Partnership Program (EHS-CCP) Eligibility, Recruitment, Selection, Enrollment and Attendance (ERSEA) Matrices with minor edits.

**Seconded (2nd):** Ms. Ruby Marie Ortiz

**Vote:** All in favor (unanimous)

#### **d. Approval of the 2021-2022 Annual Report**

HSPC Chair, Krizia Franklin introduced Ms. Andrea Martinez, Special Projects Manager, to present the approval of the 2021-2022 Annual Report with minor edits. Ms. Martinez stated that an annual report is submitted every year for approval and encouraged the Policy Council members to review the edits. It was further added that after completion of the edits, the Head Start Program Annual Report would then be sent to the Community Action Advisory Board. The annual report would then be printed and provided to the public. Ms. Martinez explained in detail the different components of the annual report which included the Head Start Program model, approach to school readiness, child outcomes, health and wellness, and family and community support. No questions were asked.

**Motion:** Ms. Josefina Macias moved to approve the 2021-2022 Annual Report with minor edits.

**Seconded (2nd):** Ms. Melissa Carrillo Cox

**Vote:** All in favor (unanimous)

**e. Review and Discuss Jule Sugarman Process**

HSPC Chair, Krizia Franklin introduced Ms. Andrea Martinez, Special Projects Manager, to present the review and discussion of the Jule Sugarman Process. Ms. Martinez informed the Policy Council that there are two awards that are done on an annual basis. The first award that was discussed was the Jule Sugarman Distinguished Staff Award whose recipients include an Edgewood Independent School District (EISD) staff member, San Antonio Independent School District (SAISD) staff member, Early Head Start staff member, and one (1) Family Support Worker (FSW) from the City of San Antonio (COSA). Ms. Martinez further informed that parents will be able to submit an on-line vote of a staff member that served their child the most or that made a connection with the parent. The recipients will receive a plaque and their picture will be displayed for the year at our Head Start main offices. Ms. Martinez also informed about the process of the David Chavarria Award which was created in commemoration of Mr. David Chavarria, who was a principal at Knox Early Childhood Education Center and who recently passed. The recipient of this award is provided to one administrator across the board of all three (3) grants. No questions were asked.

**f. Review of EHS and EHS-CCP Beginning of the Year (BOY) Student Outcome Data**

HSPC Chair, Krizia Franklin introduced Ms. Christina Fitzgerald, to present the Review of EHS and EHS-CCP Beginning of the Year (BOY) Student Outcome Data. Ms. Fitzgerald discussed two Head Start Program Performance Standards relating to student outcome data that informed about conducting standardized and structured assessments and regularly using assessment results, along with informal teacher observations and additional information from family and staff, to determine a child's strengths and needs. Ms. Fitzgerald informed the Policy Council members about the Early Learning Accomplishment Profile (E-LAP) and the Learning Accomplishment Profile (LAP-3) and the age levels in which the children are assessed and determined if they are at, above or below for their age level. Ms. Fitzgerald explained the percentages results from the E-LAP between programs as well as the LAP-3 between programs.

HSPC member, Melissa Carrillo Cox, inquired what the term, self-help, entails. Ms. Fitzgerald provided examples of self-help that included children putting on and zipping up their jackets; it involves those self-help activities that children can do on their own.

HSPC member, David King, asked if we have an estimate number of children that are actually getting all three assessments. Ms. Fitzgerald reported that not all children will get all three assessments depending on when they come in throughout the year but every child will receive a Beginning of Year (BOY) assessment. Ms. Fitzgerald also reported that our program runs year-round and depending on when the child comes into the program, they will receive a BOY and then an End of Year (EOY) assessment at the end of the year.

Mr. King also inquired about which of the three assessments, BOY, Middle of Year (MOY) and EOY, has the most reliable data and also be the most representative of where the children are at. Ms. Fitzgerald reported that the data is used in sharing with the teacher and the parent to foster

conversations on where we can go with the data. Ms. Fitzgerald further commented that the numbers give the teacher a starting point on how to use the data and individualize a child's learning.

HSPC member, Krizia Franklin, inquired about the assessor's level of skill in implementing the assessment and if there is room for error on the assessor's part. Ms. Fitzgerald stated that the assessment gives criteria and provides the teacher additional guidance on implementing the assessment. There are also peer coaches that assist in supporting the teachers.

Ms. Franklin also asked if there was a correlation between the Ages and Stages Questionnaire (ASQ) and the assessments. Ms. Fitzgerald reported that a comparison is done when there is a concern. For example, if there was an issue with language in the ASQ and there was a concern with language in the assessment data, then that is a conversation that needs to be held. Furthermore, if no concerns are present in the assessment data, but there was a concern in the ASQ, then the teacher is asked if there are any concerns in the classroom. No further questions were asked.

**g. Review of Head Start Beginning of the Year (BOY) Student Outcome Data**

HSPC Chair, Krizia Franklin introduced Ms. Mica Clark-Peterek, Special Projects Manager, to present the Review of the Head Start Beginning of the Year (BOY) Student Outcome Data. Ms. Clark-Peterek provided information from the Head Start Program Performance Standards that was related to the conducting of standardized and structured assessments for each child that provide ongoing information to evaluate a child's developmental level and progress in outcomes. Also, Ms. Clark-Peterek informed that a program must regularly use assessment results along with informal teacher observations and additional information from family and staff to determine a child's strengths and needs. The Policy Council was informed that Head Start utilizes the CIRCLE Progress Monitoring System (CIRCLE), a standardized, criterion-referenced measure that relates well to established standardized tests and is sensitive to growth in children's skills over time for children ages three (3) to five (5) years of age enrolled in the Head Start Prekindergarten Program. Ms. Clark-Peterek explained the fifteen (15) areas, or measures of the CIRCLE assessment and stated that it includes direct assessment and observational checklists during a testing window. Information on the ranges of scores was provided which include Proficient, Not Proficient or Out of Range. Data was also provided to the Policy Council from the CIRCLE assessment that reflected the percentages of children identified as Proficient at BOY.

HSPC member, Melissa Carrillo Cox, inquired how the 15 areas or measures are selected for the CIRCLE assessment. Ms. Clark-Peterek stated that the 15 areas are established by the CIRCLE assessment, which is a research-based assessment. This tool was developed by the Children's Learning Institute and it is a tool that is used across the state.

Ms. Cox inquired about the implementation of social-emotional skills. Ms. Clark-Peterek reported that the building of social-emotional skills is part of our on-going, everyday curriculum. It is a specific area that is required by Head Start and the Texas Education Agency.

Ms. Cox also inquired if individualized counseling opportunities are offered to children that may need additional support. Ms. Clark-Peterek stated that the data is looked at and we have a referral system. The multidisciplinary staffing procedure was described where child and family outcome

information is reviewed to see how we can best meet the child's and family's needs. The school districts also have a system, where if the child does not continue to progress at the level of their peers, that may be a referral to the special education department.

HSPC member, David King, inquired if the data from the school districts are also reviewed. Ms. Clark-Peterek stated that we do have an on-going process where we look at data across the state. Some examples of data that are reviewed include looking at different populations and different numbers. Campus level data is also reviewed and this brings up different conversations. Dr. Mary Miller-Baker, Early Childhood Director at Edgewood Independent School District, also provided information on data from the school district.

HSPC member, Jorge Borrego, inquired about the end of year slide for assessments and asked for further insight on this information. Ms. Clark-Peterek stated that as the school year progresses, the cut points increase. The expectation is that children's skills are built throughout the program year. Ms. Clark-Peterek also discussed the benefits of comparing data from prior years and confirmed that the current year's data could be found in the parent packet that was provided to the Policy Council members. No further questions were asked.

#### **h. Review of Head Start, EHS, and EHS-CCP Fiscal Reports**

HSPC Chair, Krizia Franklin introduced Mr. Issac Espinoza, Fiscal Analyst, to present the Review of the Head Start, EHS, and EHS-CCP Fiscal Reports. Mr. Espinoza reported on the 2022-2023 Head Start grant as of December 31, 2022 and stated that the budget total is \$32,403,293.00. The Year-to-date budget amount is listed at \$25,587,047.00 and the Year-to-date Actual is \$22,327,496.00. The Variance, which is the difference between the year-to-date amount and the year to date actual, is \$3,259,551.00 and the last column is expressed in percentages. Mr. Espinoza provided detailed information on the variance amounts for Travel, Contractual and Non-Federal/In Kind categories.

Mr. Espinoza presented on the Early Head Start Grant and reported that the budget total for this grant is \$2,736,974.00. The Year-to-date budget amount is listed as \$1,795,349.00 and the Year-to-date Actual is \$1,581,780.00 which is the difference or a Variance of \$213,569.00. The last column is the Variance in percentages. Mr. Espinoza provided further details on the variance amounts for Supplies, Contractual, Other and Non-Federal/In Kind categories.

Mr. Espinoza presented on the Early Head Start-Child Care Partnership Grant. The following information was provided from the 2022-2023 Fiscal Report as of December 31, 2022. The grant period begins August 1<sup>st</sup> and ends July 31<sup>st</sup>. Mr. Espinoza reported the total budget for this grant is \$3,856,799.00. The Year-to-date budget is \$1,434,946.00 and the Year-to-date Actual amount is \$1,462,225.00 with a negative Variance amount of \$27,279.00. Mr. Espinoza explained the difference between reimbursement based contracts and performance based contracts. All of our six childcare centers follow the performance based contracts; as long as they perform and meet their metrics, they are entitled to a set monthly payment. Mr. Espinoza also provided details on the variance amounts for Personnel Services and Fringe Benefits, Contractual and Other categories.

Lastly, Mr. Espinoza reported that the Department of Human Services received two grants which are called Coronavirus Response and Relief Supplemental Appropriations (CRRSA) and the American

Rescue Plan Act (ARPA). The budget period for this grant is from April 1, 2021 through March 31, 2023 with a ninety (90) day close out period. Both grants have a combined total budget of \$5,037,486.00. The year-to-date budget is \$2,493,037.00 and what was actually spent was \$2,484,495.00 for a positive variance of \$8,542.00. Mr. Espinoza provided detailed information on the Variance amounts for Personnel Services and Fringe Benefits, Supplies, Contractual and Other categories.

HSPC member, Jorge Borrego inquired about the Head Start grant money and asked if it could be rolled over for next year. Mr. Espinoza stated that the total Federal Budget is the grant money that comes from the Federal government. The Federal government contributes 80% of the funds and Head Start contributes 20% of the funds. Mr. Espinoza reported that we are in the fourth year of our grant and monies cannot be rolled over after the fifth year but there is an opportunity to roll over funds that we did not spend in prior years into future years.

Mr. Borrego inquired if there was a preference for either the reimbursement based contract or the performance based contract. Mr. Espinoza reported on the difference between the two contracts. Ms. Rhonda Roach, Senior Special Projects Manager, stated that the performance based contract was done in collaboration with all six childcare providers since they are all non-profit centers. A question was also asked if the other two grants could be converted to performance based contracts. Ms. Roach reported that there are two different contracts in which the providers in Head Start and the Early Head Start program are defined as sub-recipients and the providers in the EHS-CCP program are defined as contractors and that is the way their contracts are designed. Mr. Espinoza added that being defined as a sub-recipient there are Federal rules, laws and guidelines that must be followed and it may be difficult to switch to a performance based contract.

HSPC member, Melissa Carrillo Cox, asked if there was an opportunity to add additional childcare providers. Ms. Rhonda Roach, Senior Special Project Manager, reported on aspects of the EHS-CCP grant and added that if a childcare provider did not want to participate in the program anymore or through ongoing monitoring, a decision was made to reduce slots, the program would look to see if the slots could be distributed to one of their existing childcare providers or look to add another childcare provider.

HSPC member, Krizia Franklin, inquired about the transfer of child slots in the Early Head Start Program at Edgewood Independent School District (EISD). Ms. Rhonda Roach, Senior Special Projects Manager, reported that the challenge with EISD was with staffing since slots were converted from home based slots to center based slots. Ms. Roach reported that planning sessions are conducted with EISD and we are also working to actively promote the program.

HSPC member, David King, inquired about the CRRSA and ARPA grants and asked if these funds are gone after this school year. Mr. Espinoza stated the grant ends March 31<sup>st</sup>, 2023 and we have no indication that there is a possibility to carry them forward in future grant years. Furthermore, the Office of Head Start has encouraged us to spend all of the funds because there is no guarantee that we will get this money back. No further questions were asked.

**i. Review of Head Start, EHS, and EHS-CCP Monthly Reports**

HSPC Chair, Krizia Franklin, introduced Ms. Rhonda Roach, Special Projects Manager, to present the Review of Head Start, EHS, and EHS-CCP Monthly Reports. Ms. Roach reviewed the Head Start monthly report for December, 2022 and highlighted the average daily attendance at 91% which was an increase from the November, 2022 monthly report percentage. Ms. Roach explained that there is an 85% requirement and we have surpassed that percentage. Ms. Roach highlighted the disability enrollment percentage of 11.39%, which was also an increase from the November 2022 monthly report. In addition, the program total numbers for wellness and mental health services were also provided to the Policy Council members.

Ms. Roach reviewed the Early Head Start monthly report for the month of December 2022 and highlighted the average daily attendance at 92%, which was a good percentage number considering that attendance could be difficult considering this age group. Ms. Roach reported on factors that could affect attendance in this age group which include illness and complying with licensing requirements. The disability enrollment percentage was reported at 10% and the numbers for wellness and mental health services had an increase from the November 2022 monthly report.

Lastly, Ms. Roach reviewed the Early Head Start-Child Care Partnership (EHS-CCP) monthly report for December 2022 and highlighted an increase in the average daily attendance which was at 88% and that it was up from 84% from the November 2022 monthly report. The disabilities enrollment was reported at 6% and Ms. Roach confirmed that we are making progress. In the category of mental health services, there was an increase in mental health consultations and mental wellness support referrals and it was attributed to the need and focus in this area.

HSPC member, Melissa Carrillo Cox, inquired about Head Start's lead test results and if there was a change in the percentages from the previous month. Ms. Mica Clark-Peterek, Special Projects Manager, reported that lead testing was conducted in November and December and that it will take some time to enter the results into the system. At that time, the Policy Council members will be able to see an increase in the percentage of children that have had a lead test completed.

HSPC member, Krizia Franklin, inquired about the difference between the well child exams (90-day requirement) category and the well child exams category from the Early Head Start monthly report. Ms. Rhonda Roach, Senior Special Projects Manager, explained that within our birth to 3 year old program, the children visit the doctor more than ten (10) times for their well-baby exams. The 90-Day requirement is a specific benchmark that we look to have completed within that time period. The well child exam category is a continual on-going requirement. Ms. Franklin also expressed her appreciation to all of the Family Support Workers, including Ms. Yvonne Cedillo, for all of the hard work they do for the Early Head Start program.

HSPC member, Jorge Borrego, inquired about the Public Assistance category which had a total percentage of 26% in the EHS-CCP monthly report. Ms. Roach explained that the Public Assistance category was an automatic qualifier for the current families that automatically qualified at time of application. Mr. Borrego commented that there were more people that were qualified but not receiving public assistance and would it not help to facilitate these conversations. Ms. Roach informed that this data could be seen from the year-end family assessment data. It was further

explained that questions regarding different types of needs are asked at the beginning of the year and then at the end of the year and data is looked at for any changes. Family Support Workers work with families to apply for assistance that is needed. No further questions were asked.

**j. Review of Head Start Program Monitoring**

HSPC Chair, Krizia Franklin introduced Mr. Pedro Ramirez, Special Projects Manager, to present the Review of Head Start Program Monitoring. Mr. Ramirez introduced himself and explained that he would be presenting the December 2022 monthly monitoring report. It was reported that December 2022 was a very short month and the school districts were closed for two weeks. Mr. Ramirez reported that we did not complete any monitoring activities for the month of December but we continued to work on our Human Resources review, Safe Environments review, Education review and Health review. In February 2023, Mr. Ramirez reported that the Policy Council will be presented with the results from the Safe Environments review as well as the Education review. No questions were asked.

**k. Review of EHS and EHS-CCP Program Monitoring**

HSPC Chair, Krizia Franklin, introduced Ms. Cindy Garcia, Management Analyst, to present the Review of EHS and EHS-CCP Program Monitoring. Ms. Garcia introduced herself as one of two monitors for the Early Head Start Program and stated that she would be presenting on the monitoring projects that were conducted for the month of December 2022. Ms. Garcia reported that two monitoring projects were conducted that included four unannounced Safe Environment visits to Blessed Sacrament Academy, Healy Murphy, Stafford and YWCA, and there was also an ERSEA Attendance File review. Furthermore, Ms. Garcia reported that we did not have any non-compliances with the two projects. However, there were some areas of concern with the unannounced Safe Environment Visits that included pillows that needed to be cleaned and an evacuation route not posted in a classroom. Regarding the ERSEA Attendance File review, findings included data entry items like missing notes on follow-ups and notes not placed in the correct area.

HSPC member, Melissa Carrillo Cox, inquired if historically, there have been any incidents with the Early Head Start program involving the children, like, for example, with electrical cords. Ms. Garcia informed that she has been a monitor for the Early Head Start program for the past year and is not aware of any incidents related to electrical cords not being secured. Ms. Rhonda Roach, Senior Special Projects Manager, reported that she has been with the Early Head Start Program since the beginning and we have never had an incident involving an electrical cord but does credit the monitoring and the unannounced visits made to the centers.

HSPC member, Krizia Franklin, inquired if the unannounced visits made to the centers are truly announced and do the monitors make their presence known as they are conducting their visits. Ms. Garcia reported that they visit three EHS-CCP centers every other month and with the Early Head Start Program, they make two visits: one in the Fall and one in the Spring. On the day of the visit, the monitors meet with the Director to inform of the announced visit and the monitors actually go into the classrooms for their review. No further questions were asked.

**V. GOVERNING BODY**

HSPC Chair, Krizia Franklin asked Ms. Andrea Martinez, Senior Management Analyst, to present items for the Governing Body and Advisory Committee. Ms. Martinez highlighted a photo of the City of San Antonio City Council as the program’s Governing Board. Ms. Martinez reported that in April 2023, we will be taking the EHS-CCP grant to City Council for review but it will first be presented to Policy Council in February or March 2023. In September, we will be taking the Head Start and Early Head Start grants to City Council which means that the Policy Council will be reviewing them in August 2023.

A picture of the new Community Action Advisory Board (CAAB) was presented, our current advisory committee that meets monthly. The new members are seated for the year and have received a full training. The Head Start Program Performance Standards requires that new members be trained, including Policy Council, within the first 90 days of their seating. A meeting was held on January 19, 2023. The members reviewed monitoring, correspondence and Jule Sugarman Award items. The next CAAB meeting is scheduled for February 16, 2023 at Claude Black Multi Service Center at 5:30pm. Ms. Martinez also provided some announcements that included information on the San Antonio G.O.A.L.S. Initiative, Dual Generation Initiative, and a Head Start online survey. No questions were asked.

**VI. ADJOURNMENT**

**Motion:** Ms. Josefina Macias moved to adjourn the meeting.

**Seconded (2<sup>nd</sup>):** Ms. Ruby Marie Ortiz

**Vote:** All in favor (unanimous) – The motion carried.

**HSPC member for Chair, Krizia Franklin, adjourned the meeting at 8:22 pm.**

\_\_\_\_\_  
**Chair**

\_\_\_\_\_  
**Date**