

# City of San Antonio



## AGENDA PACKET

### Community Action Advisory Board Meeting

**Thursday, February 29, 2024**

**5:30 PM**

**Brady Head Start Building,  
Galaxy Conference Room,  
1227 Brady Blvd, San  
Antonio, Texas 78207**

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The Community Action Advisory Board Meeting will hold its regular meeting in the Brady Head Start Building, Galaxy Conference Room, 1227 Brady Blvd, San Antonio, Texas 78207 beginning at 5:30 PM. Once convened, the Community Action Advisory Board Meeting will take up the following items no sooner than the designated times.

Members of the public can comment on items on the agenda. To submit comments or sign up to speak, please go to [www.sanantonio.gov/agenda](http://www.sanantonio.gov/agenda) and click on the eComment link for instructions. Questions relating to these rules may be directed to the Office of the City Clerk at (210) 207-7253

Once a quorum is established, the Community Action Advisory Board Meeting shall consider the following:

**CALL REGULAR MEETING OF CAAB TO ORDER  
ROLL CALL & ESTABLISHMENT OF QUORUM**

**Public Comments**

**Approval of Minutes**

1. Approval of the minutes from the Community Action Advisory Board meeting on January 18, 2024.

**Briefing and Possible Action on the following items**

2. Presentation, Selection and Approval of Representative Private Organization
3. Introduction of Low-Income Representative-Alternates
4. Community Action Advisory Board Election of Officers for 2024
5. Review of 2024 Community Service Block Grant Preliminary Expenses thru January 31, 2024
6. Review Community Service Block Grant and Program updates.
7. Review of Determining, Verifying, and Documenting Eligibility
8. Approval of the EHS Under enrollment Plan
9. Review Jule Sugarman Process
10. Review of Head Start, EHS, and EHS-CCP Fiscal Report
11. Review of Head Start, EHS, and EHS-CCP Monthly Program Report
12. Review of Head Start Quality Assurance Report
13. Review of EHS and EHS-CCP Quality Assurance Report

#### **ANNOUNCEMENTS/COMMENTS**

#### **NEXT CAAB MEETING-MARCH 21, 2024, BRADY HEAD START**

At any time during the meeting, the Community Action Advisory Board Meeting Committee may meet in executive session by videoconference for consultation with the City Attorney's Office concerning attorney client matters under Chapter 551 of the Texas Government Code.



## Community Action Advisory Board

Thursday, January 18, 2024

Brady Head Start, 1227 Brady Blvd, SA, TX 78207

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 5:32 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:**

Demetric Byrd, 300 Seconds, Inc

#### **Political Representatives:**

Ryan Salts for Councilwomen Sukh Kaur (CD-1)

Ruben Lizalde for Councilwoman Phyllis Viagran (CD-3)

Christina Gutierrez for Councilwoman Teri Castillo (CD-5)

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

Dawn Wood, Administrative Assistant, FAD

Joseph Monyer, Fiscal Analyst

Kristine Duff, City Attorney

Audrey K. Jackson, Head Start Program Administrator

Priscilla Garcia, Senior Management Analyst

Stephen Gonzalez, Fiscal Manager

Wanda McMillan, Management Analyst

Pedro Ramirez, Special Projects Manager

Jonathon Martinez, Community Services Specialist

#### **Absent:**

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

Monique Robinson, Area I

Vacancy, Area II

Vacancy, Area III

Vacancy, Area V

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

Pastor Victor Martinez, Redeemer Presbyterian Church

Teresa Villegas, University of the Incarnate Word

Vacancy for Representative of Organizations

Vacancy for Representative of organizations

#### **Political Representatives:**

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

**QUORUM:** Chair Ruben Lizalde acknowledged Quorum was established with 6 members present.

**III. 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, no comments to be read.

## V. BRIEFING AND ACTION ITEMS:

- 1. Approval of Minutes from the Community Action Advisory Board meeting on November 30, 2023:** Chair Ruben Lizalde, asks if everyone had an opportunity to review minutes, from November 30, 2023. Christine Gutierrez, motioned to Approve Meeting Minutes, seconded Demetric Byrd. All were in favor, no opposed and no abstentions. Motion carried. The next item was presented.
- 2. Review of 2023 December CSBG Fiscal Expenditure report:** Chair, Ruben Lizalde announced the next item 2023 December CSBG Fiscal Expenditure Report, Presented by Joseph Monyer. Administration Budget \$220,654.00, Cumulative Expenditures \$475,268.87, Balance -\$254,614.87 TFJS- Budget \$1,011,124.00, Cumulative \$977,408.14, Balance \$134,785.86. Emergency Assistance \$548,750.00, Cumulative \$429,934.27, balance \$118,815.73. Financial Counseling Budget \$320,939.00, Cumulative Expenditures \$319,925.72, balance \$1,013.28. Vita- Budget \$0.00, Cumulative 0, Balance \$0.00. Total Budget \$2,202,537.00, Cumulative \$2,202,537.00, Balance \$0.00. No action items. There were no further questions or comments, and the next item was presented.
- 3. Review 2023 Community Services Block Grant (CSBG) Budget Revisions:** Chair, Ruben Lizalde announced the next item, review 2023 CSBG Budget Revisions, Presented by Joseph Monyer. No action items. There were no further questions or comments, and the next item was presented.
- 4. Review 2023 CSBG Discretionary Budget:** Chair, Ruben Lizalde announced the next item, review 2023 CSBG Discretionary Budget, Presented by Joseph Monyer. Discretionary Funds 3519 Budget \$17,187.00. Discretionary Funds 3533 \$ 5,714.00. Total \$ 22,901.00. \$12,521.00 Direct Welfare Assistance and \$10,380.00 Capital Equipment. Grant Balance 0.00. No action items. There were no further questions or comments, and the next item was presented.
- 5. TDHCA/ Family Assistance Updates:** Chair, Ruben Lizalde announced the next item, TDHCA/Family Assistance Updates. No action items. There were no further questions or comments, and the next item was presented.
- 6. Review CAAB Vacancies for Private Organizations:** Chair, Ruben Lizalde announced the next item, Review of CAAB Vacancies for Private Organization, Presented by Minerva. The Board is composed of 15 members: five elected public officials (four City Council Members and one County Commissioner), five representatives of the community's low-income residents and five representatives from private groups and organizations with an interest in serving individuals and Families living in poverty. Each representative is charged with coordinating resources to fight poverty. No action items. There were no further questions or comments, and the next item was presented.
- 7. Review of 2024 CAAB Calendar:** Chair, Ruben Lizalde announced the next item, Review of CAAB 2024 Meeting Calendar, Presented by Minerva Hernandez. January 18, 2024, Brady, February 15, 2024, Claude Black, March 21, 2024, Brady, April 18, 2024, Claude Black, May 16, 2024, Brady, June 20, 2024, Claude Black, July 18, 2024, Brady, August 15, 2024, Claude Black, September 19, 2024, Brady Head Start, October 17, 2024, Claude Black, November 21, 2024, Brady, December 19, 2024, Claude Black. Christine Gutierrez. No action items. There were no further questions or comments, and the next item was presented.
- 8. Review Annual Governance Training for CAAB:** Chair, Ruben Lizalde announced the next item, Review of Annual Governance Training for CAAB, Presented by Minerva Hernandez. Annual Governance Training will be held in February. No action items. There were no further questions or comments, and the next item was presented.
- 9. Correspondence – ACF-PI-OHS-23-04 Notice of Proposed Rulemaking (NPRM) on Supporting the Head Start Workforce and Consistent Quality Programming – Public Comment Period:** Chair, Ruben Lizalde announced the next item, Review Correspondence – ACF-PI-OHS-23-04 Notice of Proposed Rulemaking (NPRM) on Supporting the Head Start Workforce and Consistent Quality Programming – Public Comment Period, Presented by Audrey Jackson. The Office of Head Start (OHS) has a Notice of Proposed Rulemaking (NPRM) in the Federal Register, Supporting the Head Start Workforce and Consistent Quality Programming. The publication opens a 60-day public comment period. OHS is soliciting feedback on proposed changes and will use comments submitted by the public in making decisions for the final rule. This NPRM proposes new and enhanced changes to the Head Start Program Performance Standards (HSPPS) in three main areas: workforce supports, mental health, and other quality improvements. The proposed revisions would ensure OHS provides clear federal requirements for:
  - Wages and benefits to support the Head Start workforce
  - Better integration of mental health into all levels of Head Start programming
  - Enhanced standards in other service areas to promote quality improvement and clarity of requirementsThe current HSPPS remain in effect until a final rule is issued. No action items. There were no further questions or comments, and the next item was presented.

**10. Correspondence - HSES Enrollment - 06CH010821 - EHS Under enrollment Letter:** Chair Ruben Lizalde announced the next Item, Correspondence - HSES Enrollment - 06CH010821 - EHS Under enrollment Letter, Presented by Audrey Jackson. This letter from the Office of Head Start informs that, pursuant to Section 641A(h)(3) of the Head Start Act, San Antonio, City of is required to develop a plan in collaboration with the Office of Head Start (OHS) to address its current under enrollment status. OHS recognizes the challenges that the pandemic has created for Head Start recipients and the impacts on program operations including, but not limited to, enrollment. No action items. There were no further questions or comments, and the next item was presented.

**11. Approval of the 2024-2025 Head Start Eligibility, Recruitment, Selection, Enrollment and Attendance (ERSEA) Matrix:** Chair, Ruben Lizalde announced the next item, Approval of the 2024-2025 Head Start Eligibility, Recruitment, Selection, Enrollment and Attendance (ERSEA) Matrix Presented by Melissa Benavidez. The Eligibility, Recruitment, Selection, Enrollment and Attendance (ERSEA) Matrices are reviewed annually to reflect the community assessment and demographics to prioritize enrollment for children and their families with the greatest need for the 2024-2025 school year. Updates to the matrices will simplify language and address gaps for priority families in the eligibility process. Revisions to the Head Start Selection Matrix include Removed the word Grandparent as the term Guardian is inclusive of caregiver regardless of relation. Added "Ready to Work" as in school/training program. Removed 3-year-old (10 points) as of Sept. 1 and replaced with 4-year-old (5 points) as of Sept. 1 to prioritize enrollment of eligible four-year-olds. Added the word Asylee to reflect community demographics. Christine Gutierrez, motioned to, 2024-2025 Head Start Eligibility, Recruitment, Selection, Enrollment and Attendance (ERSEA) Matrix, seconded Demetric Byrd. All were in favor, no opposed and no abstentions. Motion carried. The next item was presented.

**12. Approval of the 2024-2025 Early Head Start (EHS) and Early Head Start-Child Care Partnership (EHS-CCP) ERSEA Matrix:** Chair, Ruben Lizalde announced the next item, Approval of the 2024-2025 Early Head Start (EHS) and Early Head Start-Child Care Partnership (EHS-CCP) ERSEA Matrix, Presented by, Rachel Pearce. The Eligibility, Recruitment, Selection, Enrollment and Attendance (ERSEA) Matrices are reviewed annually to reflect the community assessment and demographics to prioritize enrollment for children and their families with the greatest need for the 2024-2025 school year. Updates to the matrices will simplify language and address gaps for priority families in the eligibility process. The changes help prioritize vulnerable populations including single-parent households and help maintain continuity by supporting children who have been in the EHS and EHS-CCP program or who have siblings in Head Start. **Revision to the EHS Selection Matrix include** Removed the word Grandparent as the term Guardian is inclusive of caregiver regardless of relation. Added "Ready to Work" as in school/training program. **Revision to the EHS-CCP Selection Matrix include** Removed the word Grandparent as the term Guardian is inclusive of caregiver regardless of relation. Added "Ready to Work" as in school/training program. Christine Gutierrez, motioned to Approve 2024-2025 Early Head Start Eligibility, Recruitment, Selection, Enrollment and Attendance (ERSEA) Matrix, seconded Antonio Martinez Jr. All were in favor, no opposed and no abstentions. Motion carried. The next item was presented.

**13. Approval of the 2024-2025 Head Start ERSEA Policy Updates:** Chair, Ruben Lizalde announced the next item, Approval of the 2024-2025 Head Start ERSEA Policy Updates, Presented by, Melissa Benavidez. The Head Start Act Section 642 (C)(1)(E)(iv)(IX) require the Governing Body to approve ERSEA Policy updates. Each policy was updated for the Head Start program. Revision to the Head Start Policies include: ERSEA 5 Selection – Removed "unless the child has a diagnosed or suspected disability" when receiving approval by Program Administrator prior to selecting an over income child. Added "experiencing homelessness." Changed actual enrollment guidance to reflect "funded" enrollment. Removed "children must be determined as English Language Learners to participate in a dual language/bilingual classroom." Tiebreaker guidance was moved to the end. ERSEA 9 Attendance- Word change that will not change the policy. Added the word "barriers." Christine Gutierrez, motioned to approve 2024-2025 Early Head Start Eligibility, Recruitment, Selection, Enrollment and Attendance (ERSEA) Policy updates, seconded Dorian Keller. All were in favor, no opposed and no abstentions. Motion carried. The next item was presented.

**14. Approval of the 2024-2025 Early Head Start and Early Head Start-Child Care Partnership (EHS-CCP) ERSEA Policy Updates:** Chair, Ruben Lizalde Announced the next item, Approval of the 2024-2025 Early Head Start and Early Head Start-Child Care Partnership (EHS-CCP) ERSEA Policy Updates, Presented by, Rachel Pearce. The Head Start Act Section 642 (C)(1)(E)(iv)(IX) require the Governing Body to approve ERSEA Policy updates. Each policy was updated for the EHS and EHS-CCP program. ERSEA 5 Selection – Removed "unless the child has a current IFSP" when receiving approval by Program Administrator prior to selecting an over income child. Changed actual enrollment guidance to reflect "funded" enrollment. Changed priority stays in effect from 12 to 10 percent to align with the Head Start Performance Standards. Demetric Byrd, motioned to approve 2024-2025 Early Head Start and Early Head Start-Child Care Partnership (EHS-CCP) ERSEA Policy Updates, seconded Christine Gutierrez. All were in favor, no opposed and no abstentions. Motion carried. The next item was presented.

**15. Approval of the 2024-2025 Head Start and Early Head Start ERSEA Recruitment Plan:** Chair Ruben Lizalde Announced the next Item, Approval of the 2024-2025 Head Start and Early Head Start ERSEA Recruitment Plan, Presented by Melissa, and Rachel. The Head Start Act 642(c)(1)(E)(iv)(II) requires the governing body to review and approve procedures and criteria for recruitment, selection, and enrollment of children. Section 1302.13, of the Head Start Program Performance Standards, requires the program to develop and implement a process designed to actively inform all families, with eligible children within the recruitment area, of the

availability of program services and to encourage and assist them in applying for admission to the program. The 2024-2025 DHS Head Start Program Recruitment Plan identifies the program's recruitment areas per the Community Assessment, methods used for the year-round recruitment of children, and key recruitment personnel. Christine Gutierrez, motioned to approve, 2024-2025 Head Start and Early Head Start ERSEA Recruitment Plan, seconded Antonio Martinez Jr. All were in favor, no opposed and no abstentions. Motion carried. The next item was presented.

**16. Review of Head Start, Early Head Start (EHS), and Early Head Start-Child Care Partnership (EHS-CCP) Fiscal Report:**

Chair, Ruben Lizalde announced the next item Review of Head Start, Early Head Start (EHS), and Early Head Start-Child Care Partnership (EHS-CCP) Fiscal Report, Presented by Stephen Gonzales. Total Budget \$5,536,979.00, YTD Budget \$4,749,539.00, Variance \$148,316.00 Variance Explanation, Fiscal revised our personnel Projection methodology, current balance reflects a surplus, both this is anticipated to reduce because of the FY24 Salary Increases, this increase will result in a deficit to this category. EHS-CCP Total Budget \$829,847.00, YTD Budget \$ 297,846.00 Variance \$8,134.00. Variance Explanation, 8k Salary budget adjustment completed in November based on updated projections. No action items. There were no further questions or comments, and the next item was presented.

**17. Review of Head Start Quality Assurance Report:** Ruben Lizalde announced the next item Review of Head Start Monthly Program report, Presented by Audrey Jackson . Head start: Funded enrollment 128, Disability Enrollment 12%, Meals served 2,232, Home Visit 94%, family assessment BOY 97%. Early Head Start: Funded enrollment 128, Disability Enrollment 12.15%, Meals served 87,508, Home Visit 95%, family assessment BOY 89%. EHS-CCP: Funded enrollment 216 Disability Enrollment 9%, Meals served 6,263, Home Visit 97%, family assessment. No action items. There were no further questions or comments, and the next item was presented.

**18. Review of Head Start Quality Assurance Report:** Ruben Lizalde announced the next item, Review of Head Start Quality Assurance Report, Presented by Chajuann Chambers. Project conducted: 45-day education screening, governance Review, ERSEA attendance Review. Projects completed: Nutrition Review, Critical Health Concerns, 45-day Health screenings. Areas of Non-Compliance Critical Health Concerns. Areas of Concern: Nutrition review, critical health concerns and 45-day health screenings. No action items. There were no further questions or comments, and the next item was presented.

**19. Review of EHS and EHS-CCP Quality Assurance Report:** Ruben Lizalde announced the next item, Review of EHS and EHS-CCP Quality Assurance Report Presented by Dianne Mendez and Wanda McMillan. Projects conducted: 45-day sensory review and unannounced safe environments visits. Non-Compliances: unannounced safe environments visits. Areas of Concern: 45-day Sensory review and unannounced safe environments visits. No action items. There were no further questions or comments, and the next item was presented.

**VI. ANNOUNCEMENTS:** Christina Gutierrez made an announcement for Westside Resource Fair and Tree Giveaway Rosedale Park, Oct 21, No further announcements.

**VII. CAAB BOARD- NEXT MEETING:** Thursday February 15, 2024, 5:30 pm, Claude Black Community Center.

**VIII. ADJOURNMENT:** Christine Gutierrez, motioned to adjournment Meeting, seconded by Dorian Keller. All were in favor, no opposed and no abstentions. Motion carried. The next item was presented.  
Chair Ruben Lizalde, Adjournment Meeting at 6:29pm.

"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



# City of San Antonio

## Agenda Memorandum

**File Number:**  
**24-198545**

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**Agenda Item Number:** 2

**Agenda Date:** February 29, 2024

**In Control:** Community Action Advisory Board Meeting

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**DEPARTMENT:** Department of Human Services

**DEPARTMENT HEAD:** Melody Woosley

**COUNCIL DISTRICTS IMPACTED:** Citywide

**SUBJECT:**

Presentation, Selection and Approval of Representative Private Organization

**SUMMARY:**

The Department of Human Services, as the official Community Action Agency for San Antonio and Bexar County, administers the Community Action Program. The CAAB advises the Department of Human Services and San Antonio City Council on needs, concerns, and goals of low-income persons, recommends policies, and advises on the allocation of federal Community Services Block Grant (CSBG) funds. DHS/Community Action Partnership have administered emergency and long-term case management programs for income eligible residents of Bexar County since 1979.

**BACKGROUND INFORMATION:**

Created as part of the Economic Opportunity Act of 1964, the Community Services Block Grant (CSBG) Program is designed to reduce poverty, revitalize low-income communities, and empower low-income families to become self-sufficient.

The Department of Human Services, as the official Community Action Agency for San Antonio and Bexar County, administers the Community Action Program. The CAAB advises the Department of Human Services and San Antonio City Council on needs, concerns, and goals of low-income persons, recommends policies, and advises on the allocation of federal Community Services Block Grant (CSBG) funds. DHS/Community Action Partnership have administered emergency and long-term case management programs for income eligible residents of Bexar County since 1979.

#### **ISSUE:**

Rules and regulations for the CSBG grants as set forth by the U.S. Department of Health and Human Services (HHS) require the CAAB to review programmatic actions to oversee certain key responsibilities.

#### **FISCAL IMPACT:**

There is no anticipated impact to the general fund because of these actions.

#### **ALTERNATIVES:**

The review of the items included in this memorandum are required for program compliance.

#### **RECOMMENDATION:**

Staff will present a briefing on this item subject to possible action by the CAAB. Staff recommends review and approval of the items included in this memorandum.





# City of San Antonio

## Agenda Memorandum

**File Number:**  
**24-198546**

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**Agenda Item Number:** 3

**Agenda Date:** February 29, 2024

**In Control:** Community Action Advisory Board Meeting

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**DEPARTMENT:** Department of Human Services

**DEPARTMENT HEAD:** Melody Woosley

**COUNCIL DISTRICTS IMPACTED:** Citywide

**SUBJECT:**

Introduction of Low-Income Representative-Alternates

**SUMMARY:**

The Department of Human Services, as the official Community Action Agency for San Antonio and Bexar County, administers the Community Action Program. The CAAB advises the Department of Human Services and San Antonio City Council on needs, concerns, and goals of low-income persons, recommends policies, and advises on the allocation of federal Community Services Block Grant (CSBG) funds. DHS/Community Action Partnership have administered emergency and long-term case management programs for income eligible residents of Bexar County since 1979.

**BACKGROUND INFORMATION:**

Created as part of the Economic Opportunity Act of 1964, the Community Services Block Grant (CSBG) Program is designed to reduce poverty, revitalize low-income communities, and empower

low-income families to become self-sufficient.

The Department of Human Services, as the official Community Action Agency for San Antonio and Bexar County, administers the Community Action Program. The CAAB advises the Department of Human Services and San Antonio City Council on needs, concerns, and goals of low-income persons, recommends policies, and advises on the allocation of federal Community Services Block Grant (CSBG) funds. DHS/Community Action Partnership have administered emergency and long-term case management programs for income eligible residents of Bexar County since 1979.

**ISSUE:**

Rules and regulations for the CSBG grants as set forth by the U.S. Department of Health and Human Services (HHS) require the CAAB to review programmatic actions to oversee certain key responsibilities.

**FISCAL IMPACT:**

There is no anticipated impact to the general fund because of these actions.

**ALTERNATIVES:**

The review of the items included in this memorandum are required for program compliance.

**RECOMMENDATION:**

Staff will present a briefing on this item subject to possible action by the CAAB. Staff recommends review and approval of the items included in this memorandum.



# City of San Antonio

## Agenda Memorandum

**File Number:**  
**24-198547**

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**Agenda Item Number:** 4

**Agenda Date:** February 29, 2024

**In Control:** Community Action Advisory Board Meeting

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**DEPARTMENT:** Department of Human Services

**DEPARTMENT HEAD:** Melody Woosley

**COUNCIL DISTRICTS IMPACTED:** Citywide

**SUBJECT:**

Community Action Advisory Board Election of Officers for 2024

**SUMMARY:**

The Department of Human Services, as the official Community Action Agency for San Antonio and Bexar County, administers the Community Action Program. The CAAB advises the Department of Human Services and San Antonio City Council on needs, concerns, and goals of low-income persons, recommends policies, and advises on the allocation of federal Community Services Block Grant (CSBG) funds. DHS/Community Action Partnership have administered emergency and long-term case management programs for income eligible residents of Bexar County since 1979.

**BACKGROUND INFORMATION:**

Created as part of the Economic Opportunity Act of 1964, the Community Services Block Grant (CSBG) Program is designed to reduce poverty, revitalize low-income communities, and empower low-income families to become self-sufficient.

The Department of Human Services, as the official Community Action Agency for San Antonio and Bexar County, administers the Community Action Program. The CAAB advises the Department of Human Services and San Antonio City Council on needs, concerns, and goals of low-income persons, recommends policies, and advises on the allocation of federal Community Services Block Grant (CSBG) funds. DHS/Community Action Partnership have administered emergency and long-term case management programs for income eligible residents of Bexar County since 1979.

#### **ISSUE:**

Rules and regulations for the CSBG grants as set forth by the U.S. Department of Health and Human Services (HHS) require the CAAB to review programmatic actions to oversee certain key responsibilities.

#### **FISCAL IMPACT:**

There is no anticipated impact to the general fund because of these actions.

#### **ALTERNATIVES:**

The review of the items included in this memorandum are required for program compliance.

#### **RECOMMENDATION:**

Staff will present a briefing on this item subject to possible action by the CAAB. Staff recommends review and approval of the items included in this memorandum.

# Community Action Advisory Board (CAAB) Officers

## **Duties and Responsibilities**

<b><u>Chairperson</u></b>  Elected or appointed by a majority of members to serve as leader.	<ul style="list-style-type: none"><li>• Presides at all CAAB meetings</li><li>• Helps prepare agenda, conducts meetings and keeps the group moving towards its goals.</li><li>• Leads orderly discussions by tactfully and politely enforcing the rules and offers every member an opportunity to speak for or against a motion or issue.</li><li>• Explains each motion before it is voted upon.</li><li>• May appoint committees to carry out specific assignments.</li><li>• May vote.</li><li>• Does not allow personal feelings or outside influences or pressure to modify his/her actions.</li></ul>
<b><u>Vice-Chairperson</u></b>  Elected or appointed by a majority of members.	<ul style="list-style-type: none"><li>• Acts as Chair Pro Tem in the absence of the Chair.</li><li>• Performs other duties directed by the Chair.</li><li>• Embodies similar leadership abilities and amicable relationships with members, as does the Chair.</li></ul>
<b><u>Secretary</u></b>  Elected or appointed by a majority of members.	<ul style="list-style-type: none"><li>• Assist with taking notes &amp; reviews CAAB meeting minutes to include: record of votes and all motions for each meeting of the CAAB.</li><li>• Performs other duties directed by the Chair</li><li>• Keeps the Committee Chair on task with regard to the agenda.</li><li>• Acts as Chair Pro Tem in the absence of the Chair &amp; Vice-Chair.</li></ul>

Community Action Advisory Board (CAAB)  
2024 CAAB Officers

POSITION	NOMINEE	
CHAIR	<div></div> <div></div> <div></div>	
	VICE -CHAIR	<div></div> <div></div> <div></div>
		SECRETARY



# City of San Antonio

## Agenda Memorandum

**File Number:**  
**24-198548**

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**Agenda Item Number:** 5

**Agenda Date:** February 29, 2024

**In Control:** Community Action Advisory Board Meeting

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**DEPARTMENT:** Department of Human Services

**DEPARTMENT HEAD:** Melody Woosley

**COUNCIL DISTRICTS IMPACTED:** Citywide

**SUBJECT:**

Review of 2024 Community Service Block Grant Preliminary Expenses thru January 31, 2024

**SUMMARY:**

The Department of Human Services, as the official Community Action Agency for San Antonio and Bexar County, administers the Community Action Program. The CAAB advises the Department of Human Services and San Antonio City Council on needs, concerns, and goals of low-income persons, recommends policies, and advises on the allocation of federal Community Services Block Grant (CSBG) funds. DHS/Community Action Partnership have administered emergency and long-term case management programs for income eligible residents of Bexar County since 1979.

**BACKGROUND INFORMATION:**

Created as part of the Economic Opportunity Act of 1964, the Community Services Block Grant (CSBG) Program is designed to reduce poverty, revitalize low-income communities, and empower low-income families to become self-sufficient.

The Department of Human Services, as the official Community Action Agency for San Antonio and Bexar County, administers the Community Action Program. The CAAB advises the Department of Human Services and San Antonio City Council on needs, concerns, and goals of low-income persons, recommends policies, and advises on the allocation of federal Community Services Block Grant (CSBG) funds. DHS/Community Action Partnership have administered emergency and long-term case management programs for income eligible residents of Bexar County since 1979.

#### **ISSUE:**

Rules and regulations for the CSBG grants as set forth by the U.S. Department of Health and Human Services (HHS) require the CAAB to review programmatic actions to oversee certain key responsibilities.

#### **FISCAL IMPACT:**

There is no anticipated impact to the general fund because of these actions.

#### **ALTERNATIVES:**

The review of the items included in this memorandum are required for program compliance.

#### **RECOMMENDATION:**

Staff will present a briefing on this item subject to possible action by the CAAB. Staff recommends review and approval of the items included in this memorandum.



## CSBG 2024 Preliminary Expense Summary as of January 31, 2024

### Community Services Block Grant (CSBG)

Contract Number: 61240004122

January 1, 2024 - December 31, 2024

**\*\* Total Budget:** \$ 2,202,537.00

**Expenses thru 1/31/2024:\*\*** \$ 171,957.51

CSBG 2023 Administration \$ 302,202.00

CSBG 2023 Training for Job Success \$ 1,171,404.00

CSBG 2023 Emergency Assistance \$ 368,596.00

CSBG 2023 Financial Counseling \$ 340,335.00

CSBG 2023 VITA \$ 20,000.00

**\*\* Percentage Spent:** 7.81%

### CSBG Discretionary (CSBG\_DISC)

Contract Number: 61230004194

November 01, 2023 - August 31, 2024

**Total Budget:** \$ 18,965.00

**Expenses thru 1/31/2024\*\*** \$ -

**\*\* Percentage Spent:** 0.00%

### CSBG Discretionary (CSBG\_DISC)

Contract Number: 61230004222

November 01, 2023 - August 31, 2024

**Total Budget:** \$ 6,451.00

**Expenses thru 1/31/2024\*\*** \$ -

**\*\* Percentage Spent:** 0.00%

**\*\*Because Finance has not closed the month of January, allocated budget, expenses and percentage spent are subject to change.\*\***



# City of San Antonio

## Agenda Memorandum

**File Number:**  
**24-198549**

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**Agenda Item Number:** 6

**Agenda Date:** February 29, 2024

**In Control:** Community Action Advisory Board Meeting

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**DEPARTMENT:** Department of Human Services

**DEPARTMENT HEAD:** Melody Woosley

**COUNCIL DISTRICTS IMPACTED:** Citywide

**SUBJECT:**

Review Community Service Block Grant and Program updates.

**SUMMARY:**

The Department of Human Services, as the official Community Action Agency for San Antonio and Bexar County, administers the Community Action Program. The CAAB advises the Department of Human Services and San Antonio City Council on needs, concerns, and goals of low-income persons, recommends policies, and advises on the allocation of federal Community Services Block Grant (CSBG) funds. DHS/Community Action Partnership have administered emergency and long-term case management programs for income eligible residents of Bexar County since 1979.

**BACKGROUND INFORMATION:**

Created as part of the Economic Opportunity Act of 1964, the Community Services Block Grant (CSBG) Program is designed to reduce poverty, revitalize low-income communities, and empower low-income families to become self-sufficient.

The Department of Human Services, as the official Community Action Agency for San Antonio and Bexar County, administers the Community Action Program. The CAAB advises the Department of Human Services and San Antonio City Council on needs, concerns, and goals of low-income persons, recommends policies, and advises on the allocation of federal Community Services Block Grant (CSBG) funds. DHS/Community Action Partnership have administered emergency and long-term case management programs for income eligible residents of Bexar County since 1979.

#### **ISSUE:**

Rules and regulations for the CSBG grants as set forth by the U.S. Department of Health and Human Services (HHS) require the CAAB to review programmatic actions to oversee certain key responsibilities.

#### **FISCAL IMPACT:**

There is no anticipated impact to the general fund because of these actions.

#### **ALTERNATIVES:**

The review of the items included in this memorandum are required for program compliance.

#### **RECOMMENDATION:**

Staff will present a briefing on this item subject to possible action by the CAAB. Staff recommends review and approval of the items included in this memorandum.



# City of San Antonio

## Agenda Memorandum

**File Number:**  
**24-198550**

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**Agenda Item Number:** 7

**Agenda Date:** February 29, 2024

**In Control:** Community Action Advisory Board Meeting

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**DEPARTMENT:** Department of Human Services

**DEPARTMENT HEAD:** Melody Woosley

**COUNCIL DISTRICTS IMPACTED:** Citywide

**SUBJECT:**

Review of Determining, Verifying, and Documenting Eligibility

**SUMMARY:**

This item presents the following from the Department of Human Services (DHS) Head Start, Early Head Start, and Early Head Start-Child Care Partnership programs for action by the Head Start Policy Council.

**BACKGROUND INFORMATION:**

Section 1302.12, of the Head Start Program Performance Standards, requires the program to train all governing body, policy council, management, and staff who determine eligibility on applicable federal regulations and program policies and procedures. A program must train all governing body and policy council members within 180 days of the beginning of the term of a new governing body

or policy council.

**ISSUE:**

Rules and regulations for the Head Start, Early Head Start, and Early Start-Child Care Partnership grants as set forth by the U.S. Department of Health and Human Services (HHS) require the Head Start Policy Council to review programmatic actions to oversee certain key responsibilities.

**FISCAL IMPACT:**

There is no anticipated impact to the general fund as a result of these actions.

**ALTERNATIVES:**

The review of the items included in this memorandum are required for program compliance with U.S. Department of Health and Human Services rules and regulations for Head Start, Early Head Start, and Early Head Start- Child Care Partnership programs.

**RECOMMENDATION:**

Staff will present a briefing on this item subject to possible action by the HSPC Committee. Staff recommends review and approval of the items included in this memorandum.

# Head Start Eligibility



## Age Eligible

- 6 weeks to 35 months for EHS
- 3 to 4 years old for Head Start by 9/1



## Income Eligible

- At or below 130% of Federal Poverty Guidelines
- Categorically Eligible: Children Experiencing Homelessness, Receiving Public Assistance (TANF/SSI/SNAP), or in Foster/Kinship Care



## Residency

- Head Start: Priority given to families living in SAISD or EISD District
- EHS-CCP: Parent/Guardian must live or work in SAISD or EISD boundaries
- EHS Center Based: Parent/Guardian must live in EISD boundaries
- EHS Home-Based: Parent/Guardian must live in EISD or SAISD boundaries.



## Eligibility Duration

- 2 years, 3<sup>rd</sup> year students must reapply
- EHS Transition students must reapply



# City of San Antonio

## Agenda Memorandum

**File Number:**  
**24-198552**

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**Agenda Item Number:** 8

**Agenda Date:** February 29, 2024

**In Control:** Community Action Advisory Board Meeting

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**DEPARTMENT:** Department of Human Services

**DEPARTMENT HEAD:** Melody Woosley

**COUNCIL DISTRICTS IMPACTED:** Citywide

**SUBJECT:**

Approval of the EHS Under enrollment Plan

**SUMMARY:**

This item presents the following from the Department of Human Services (DHS) Head Start, Early Head Start, and Early Head Start-Child Care Partnership programs for action by the Head Start Policy Council.

**BACKGROUND INFORMATION:**

The Office of Head Start, pursuant to Section 641A(h)(3) of the Head Start Act, notified the City of San Antonio, Department of Human Services, of the requirement to develop a plan in collaboration with the Office of Head Start (OHS) to address its current underenrollment status for the Early Head Start program. The plan outlines strategies and action steps to achieve full enrollment.

**ISSUE:**

Rules and regulations for the Head Start, Early Head Start, and Early Start-Child Care Partnership grants as set forth by the U.S. Department of Health and Human Services (HHS) require the Head Start Policy Council to review programmatic actions to oversee certain key responsibilities.

**FISCAL IMPACT:**

There is no anticipated impact to the general fund as a result of these actions.

**ALTERNATIVES:**

The review of the items included in this memorandum are required for program compliance with U.S. Department of Health and Human Services rules and regulations for Head Start, Early Head Start, and Early Head Start- Child Care Partnership programs.

**RECOMMENDATION:**

Staff will present a briefing on this item subject to possible action by the HSPC Committee. Staff recommends review and approval of the items included in this memorandum.





**Early Head Start Under Enrollment Plan**  
**City of San Antonio**  
**Grant Number: 06CH010821**

**Overview**

The City of San Antonio, Department of Human Services (DHS), has been a Head Start grant recipient for 44 years. DHS Head Start operates a Head Start prekindergarten program and an Early Head Start Program in collaboration with Edgewood Independent School District (EISD), San Antonio Independent School District (SAISD) and six early childhood providers. In collaboration, the program serves 3,020 Head Start prekindergarten children and 128 infants and toddlers in San Antonio neighborhoods with the most vulnerable families and children.

Currently, the EISD Early Head Start program is funded to serve 12 home base children and 116 center base children. As of December 13, 2023, the program was 80% enrolled serving 102 of the 128 children: 8 home base children and 94 center base children with 12 of the 14 classrooms in operation. Although the program has a waitlist of 52 children, EISD has been having difficulty recruiting and retaining teaching staff to serve the remaining two classrooms needed for the program to be considered fully enrolled.

EHS has faced challenges in hiring staff like having limited number of qualified applicants who are applying to teach in the program, turn-over of existing staff, lack of pathways to assist candidates in meeting minimum education qualifications who do apply, and enrolling families interested in home-based services. Through the identified actions and strategies, DHS and EISD expect to meet and maintain full enrollment within the EISD EHS Program within the 12-month timeline provided by the Office of Head Start.

**Plan Development and Submission**

The following DHS and EISD program leadership and staff participated in the development, review, and implementation of the plan:

Individual Name	Position / Role	Program
Krizia Franklin	Policy Council Chair	<input checked="" type="checkbox"/> EHS <input checked="" type="checkbox"/> HS
Ashley Trevino	Policy Council Vice Chair	<input checked="" type="checkbox"/> EHS <input checked="" type="checkbox"/> HS
Melody Woolsey	City of San Antonio, Director	Department of Human Services
Rebecca Flores	City of San Antonio, Education Program Administrator	Department of Human Services
Audrey Jackson	Head Start Administrator	<input checked="" type="checkbox"/> EHS <input checked="" type="checkbox"/> HS
Rhonda Roach	EHS Program Lead	<input checked="" type="checkbox"/> EHS <input type="checkbox"/> HS
Cassandra Farias Ybarra	EHS ERSEA Lead	<input checked="" type="checkbox"/> EHS <input type="checkbox"/> HS
Christina Fitzgerald	EHS Early Education/Wellness Lead	<input checked="" type="checkbox"/> EHS <input type="checkbox"/> HS
Dr. Mary Miller	Early Childhood Director	Edgewood Independent School District
Jessica Zertuche	Early Head Start Coordinator	Edgewood Independent School District
Dr. Eduardo Hernandez	Superintendent	Edgewood Independent School District
Cynthia Trevino	Human Resources Director	Edgewood Independent School District

Grant Number: 06CH010821

Program Name	Program	Plan Start Date*	Plan End Date
DHS EHS Program	<input checked="" type="checkbox"/> EHS <input type="checkbox"/> HS	12/10/2023	12/10/2024

## Factors Contributing to Underenrollment

### Factor # 1

#### Workforce

##### Causes / Reasons: Recruitment & Hiring of Teaching Staff

- Lack of qualified applicants in community
- Long processing time for new applicants due to background checks/clearances through district and licensing
- Lack of systems to assist candidates in completing minimal education qualifications
- Weak marketing strategies

##### Effect on Underenrollment:

- Unable to open classrooms without the appropriate number of staff
- Children on waitlist unable to start program
- Lack of services for families and children
- Frequency and length of time children on waitlist

### Factor # 2

#### Workforce

##### Causes / Reasons: Retention of Existing Teaching Staff

- Teacher turnover
- High expectations of Early Head Start Performance Standards
- Teachers own personal wellness and needs

##### Effect on Underenrollment:

- Unable to open classrooms without the appropriate number of staff
- Children on waitlist unable to start program
- Lack of services for families and children
- Frequency and length of time children on waitlist

### Factor # 3

#### Family Need

##### Causes / Reasons: Home-based option is not attracting families

- Lack of interest in home-based services
- High demand for center-based services

##### Effect on Underenrollment:

- Unable to enroll home-based children
- Families prefer to be on center base waitlist
- High turnover based on program option not meeting family's needs

## Action Plan

The action plan tables below should be updated by program leadership on a quarterly / as needed basis over the course of the 12-month period to document progress towards reaching full enrollment

### Action # 1:

Action	Issue(s) Addressed	Responsible Individual	Resources Needed*	Expected Date of Completion
Edgewood ISD (EISD) Human Resources Department give access to online hiring system to EISD EHS Coordinator.	Workforce	Dr. Miller (EISD) Jessica Zertuche (EISD) EISD HR Department	Online EISD Human Resource system	1/3/2024
				Status
				Complete

\*Resources needed can include additional T/TA, etc.

**Briefly describe objectives, implementation, oversight strategies, and/or related logistics to completing action.**

EISD HR provide direct access to EHS applications to EISD EHS Coordinator to provide a more efficient process to review, select and interview potential candidates for open positions rather than having to wait on HR to review. HR does not have the expertise the EISD EHS Coordinator has within the Infant/Toddler/Early Childhood profession.

### Action # 2:

Action	Issue(s) Addressed	Responsible Individual	Resources Needed*	Expected Date of Completion
Create pathway for entry level (floater) to obtain minimum educational qualifications to move into EHS teacher position.	Workforce	Jessica Zertuche (EISD) Rhonda Roach (DHS) Cassandra Farias Ybarra (DHS)	T/TA Support DHS EHS Hiring Procedure; Staff Acknowledgement Form; Individualize Professional Development Plan (IPDP); ongoing Quality Assurance	3/8/2024
				Status
				In Progress

\*Resources needed can include additional T/TA, etc.

**Briefly describe objectives, implementation, oversight strategies, and/or related logistics to completing action.**

Under the current DHS EHS Hiring Procedure, EISD informs candidates of the process to enter the EISD EHS program as an entry level (floater) with the acknowledgement of enrolling in an Infant/Toddler CDA class within 3 months of hire with completion within 9 months after hire date. EISD EHS Coordinator completes IPDP that identifies extra supports candidate may need during the CDA process. Paperwork is shared with both the candidate and DHS EHS team for proper review and monitoring. DHS EHS Early Education Services team then works with center Instructional Coach to identify any needed coaching/mentoring during the CDA process. Establish relationship with Restore Education to offer CDA classes and support.

**Action # 3:**

Action	Issue(s) Addressed	Responsible Individual	Resources Needed*	Completion Date
Strengthen marketing strategies to utilize community resources to promote EHS staff vacancies.	Workforce	Jessica Zertuche (EISD) Rhonda Roach (DHS) Cassandra Faris Ybarra (DHS)	Share information with EISD on possible collaborations within community to support the promotion of staff vacancies  Participate in community groups to inform participants of the EHS program, services, benefits, and expectations	8/30/2024
				<b>Status</b> In Progress

\*Resources needed can include additional T/TA, etc.

**Briefly describe objectives, implementation, oversight strategies, and/or related logistics to completing action.**

Share community resources with EISD EHS leadership to offer new and innovative approaches to promoting vacancies in addition to offering new and updated EHS program information to community members. DHS and EISD staff present at community organizations including EISD high school programs, San Antonio Ready to Work, Workforce Alamo Solutions, Alamo Colleges, and Restore Education. DHS and EISD EHS staff participation in local job fairs.

**Action #4:**

Action	Issue(s) Addressed	Responsible Individual	Resources Needed*	Expected Date of Completion
Shift home-base slots to center-base slots as part of DHS' request to OHS to convert Head Start to Early Head Start slots.	Family Need	Audrey Jackson (DHS) Rhonda Roach (DHS) Cassandra Faris Ybarra (DHS)	Data from Community Assessment supports additional center-base services  Guidance from Regional Office on conversion	10/14/2024
				<b>Status</b>  In Progress

\*Resources needed can include additional T/TA, etc.

**Briefly describe objectives, implementation, oversight strategies, and/or related logistics to completing action.**

DHS request to convert 50 Head Start PreK slots to 16 EHS center-based slots giving DHS a total of 144 EHS slots. DHS will then allocate 120 EHS slots to EISD (112 center-base and 8 home-base) and allocate 24 EHS slots to San Antonio Independent School District (SAISD). These changes will reduce home base slots by 4. SAISD will open three EHS Infant/Toddler center-base classrooms to serve children and their families in a high need area within SAISD. Thus, providing more center-based services to better meet the needs of the community.

**Action #5:**

Action	Issue(s) Addressed	Responsible Individual	Resources Needed*	Expected Date of Completion
Implement staff retention incentives.	Workforce	EISD Human Resources/Payroll	Funds to support annual retention incentive	1/31/2024
				<b>Status</b>  In Progress

\*Resources needed can include additional T/TA, etc.

**Briefly describe objectives, implementation, oversight strategies, and/or related logistics to completing action.**

Establish the practice of annual retention incentives to retain qualified staff per ACF-IM-HS-22-06. These incentives will be implemented as funding allows.

**Action # 6:**

Action	Issue(s) Addressed	Responsible Individual	Resources Needed*	Expected Date of Completion
Gather staff input from staff satisfaction surveys and exit interview process.	Workforce	Rhonda Roach (DHS) Cassandra Faris Ybarra (DHS) Dr. Miller (EISD) Jessica Zertuche (EISD)	Examples of current DHS Exit Interview process	5/31/2024
				<b>Status</b>
			Examples of current DHS staff satisfaction surveys  Incorporate into bi-weekly EHS planning meetings	Not Yet Started

\*Resources needed can include additional T/TA, etc.

**Briefly describe objectives, implementation, oversight strategies, and/or related logistics to completing action.**

During our bi-weekly EHS meetings between DHS and Edgewood ISD, staff will work together to identify ways to gather staff satisfaction surveys and exit interview process data. DHS examples will be shared.

**Action # 7:**

Action	Issue(s) Addressed	Responsible Individual	Resources Needed*	Completion Date
Review compensation and pay structure to ensure alignment with market.	Workforce	EISD Human Resources/Payroll Dr. Miller (EISD) Jessica Zertuche (EISD)	Staff feedback	7/1/2024
				<b>Status</b>
			Research of early childhood payroll practices	Not Yet Started

\*Resources needed can include additional T/TA, etc.

**Briefly describe objectives, implementation, oversight strategies, and/or related logistics to completing action.**

EISD EHS Leadership work internally with District Human Resources to review compensation and pay structure to ensure alignment with market.

**Action # 8:**

Action	Issue(s) Addressed	Responsible Individual	Resources Needed*	Completion Date
Strengthen wellness support services.	Workforce	Rhonda Roach (DHS) Christina Fitzgerald (DHS) Jessica Zertuche (EISD)	Funding aligned to wellness services  Staff time allocated to development of wellness services	6/21/2024
				<b>Status</b>  In Progress

\*Resources needed can include additional T/TA, etc.

**Briefly describe objectives, implementation, oversight strategies, and/or related logistics to completing action.**

Establish onsite wellness support system for EISD EHS staff to access individual, small group, and one-on-one wellness support. Strengthen wellness support provided by DHS EHS staff, early childhood wellness contractor and EISD. Also, educate EISD EHS staff on EISD Employee Assistance Program (EAP). Promote self-care and wellness practices to improve staff retention. Create wellness space dedicated to EISD EHS staff.



# City of San Antonio

## Agenda Memorandum

**File Number:**  
**24-198553**

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**Agenda Item Number:** 9

**Agenda Date:** February 29, 2024

**In Control:** Community Action Advisory Board Meeting

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**DEPARTMENT:** Department of Human Services

**DEPARTMENT HEAD:** Melody Woosley

**COUNCIL DISTRICTS IMPACTED:** Citywide

**SUBJECT:**

Review Jule Sugarman Process

**SUMMARY:**

This item presents the following from the Department of Human Services (DHS) Head Start, Early Head Start, and Early Head Start-Child Care Partnership programs for action by the Head Start Policy Council.

**BACKGROUND INFORMATION:**

This Head Start Distinguished Staff Award is named for Mr. Jule Sugarman, in order for parents/guardians to honor direct service staff who exceed expectations and contribute to the success and growth of the City of San Antonio Department of Human Services Head Start program every day. In addition, The David Chavarria Award is a commemoration of great leaders in the Head Start Program. The Head Start Principals and Childcare Directors are the first line of



leadership in a school, including such responsibilities as teacher evaluation, discipline, and parent & community relations.

**ISSUE:**

Rules and regulations for the Head Start, Early Head Start, and Early Start-Child Care Partnership grants as set forth by the U.S. Department of Health and Human Services (HHS) require the Head Start Policy Council to review programmatic actions to oversee certain key responsibilities.

**FISCAL IMPACT:**

There is no anticipated impact to the general fund as a result of these actions.

**ALTERNATIVES:**

The review of the items included in this memorandum are required for program compliance with U.S. Department of Health and Human Services rules and regulations for Head Start, Early Head Start, and Early Head Start- Child Care Partnership programs.

**RECOMMENDATION:**

Staff will present a briefing on this item subject to possible action by the HSPC Committee. Staff recommends review and approval of the items included in this memorandum.

## Head Start Distinguished Staff Award

Jule Sugarman was one of the founders of the Head Start Program. Mr. Sugarman led the program for its first five years and served as the Executive Secretary of the 13-member planning panel that was commissioned by President Lyndon B. Johnson to create Head Start as part of the *War on Poverty*. Following the advice of Sgt. Shriver of the Office of Economic Opportunity "to write Head Start across this land so that no Congress or president will ever destroy it." Mr. Sugarman oversaw the increase of enrollment in the program to more than double the projected number of participants, starting with 560,000 children in the first year versus a target of only 250,000.

This award is named for Mr. Jule Sugarman and provides an opportunity for parents/guardians to recognize direct service staff who exceed expectations and contribute to the success and growth of the City of San Antonio Department of Human Services Head Start program every day.

In addition, the David Chavarria Award is in commemoration of one of our great leaders in the Head Start Program. Principals and Child Care Center Directors are the first line of leadership in our schools and centers, and they provide guidance and support for our teachers, children, and families. Mr. Chavarria was a principal at Knox Early Childhood Education Center in San Antonio Independent School District, and retired after 34 years of joyful service specializing in early childhood education.

This award is to honor the hard work our administrators, principals, and directors do for our children, families, and staff. These leaders exceed expectations and contribute to the success and growth of the City of San Antonio Department of Human Services Head Start and Early Head Start Child-Care Partnership program every day.

### Criteria

- Must be an employee of the City of San Antonio Head Start Program, partner childcare center or school district for at least one year
- Interacts with Head Start families and staff in a positive manner
- Promotes and upholds the Head Start Program Mission and Vision
- Positively contributes to the school/site and reflects the City of San Antonio CORE Values of *Teamwork, Innovation, Integrity, Professionalism*

## Head Start Distinguished Staff Award

### Award Distribution/Actions

- Jule Sugarman Distinguished Award for staff to include: 1 EISD/ 1 SAISD/ 1 EHS / 1 FSW
- David Chavarria Annual Award for one staff include: Administration, Principals, and or Directors from EISD, SAISD, and or a Child Care Center
- Certificate of recognition, framed student artwork, bouquet of flowers
- Introduced at Head Start Policy Council meeting
- Recognition display at the Head Start Main Office with headshots of selected staff for one year
- Site Directors, Teachers, and FSWs should promote the Distinguished Staff Award, including on parent boards, posters, newsletters, marquees, etc.
- Posters of nomination link should be displayed at the front office at childcare centers, early childhood centers, and the most appropriate location at elementary school sites.

### Timeline:

November 27-30	Send to Jule Sugarman Committee
December 4-8	Send to Leadership Team
December 11-15	Share with Directors
January 8-12	Send to print/posters/count out (if needed)
February 1	Nomination forms link available, posted on parent boards, Facebook, etc.
February 1-28	Nomination forms link open for parents to nominate
February 28	Last day to submit nomination forms link
March 1-3	Results from nomination forms link extracted and converted into excel document
March 6	City of San Antonio Jule Sugarman Award Committee will review excel document for completion and to ensure nominated staff meet qualifications
March 6-10	Head Start Policy Council Committee reviews nominations & selects final nominees



## Head Start Distinguished Staff Award



March 13-24	Leadership Team and Directors review and approve final nominees
March 28	Policy Council review and approve award recipients
April 25	Awards Presented at Policy Council
May	Introduction at full staff meeting



# City of San Antonio Head Start Program

## Distinguished Staff Award

### Formulario de nominación al Premio al Personal Distinguido

Do you know an outstanding Head Start or Early Head Start staff member? If so, nominate a teacher, instructional assistant/paraprofessional, family support worker, or other staff member for the ***Jule Sugarman and David Chavarria Distinguished Staff Award***. The Individuals nominated have exceeded expectations and contributed to the success and growth of the Head Start children and families.

¿Conoce a algún miembro destacado del personal de Head Start o Early Head Start? Si es así, nomine a un maestro, asistente de instrucción/paraprofesional, trabajador de apoyo familiar u otro miembro del personal para **el Premio al Personal Distinguido Jule Sugarman y David Chavarria**. Las personas nominadas superaron las expectativas y contribuyeron al éxito y crecimiento de los niños y las familias de Head Start.

\* Required

#### 1. Parent/Guardian Name

Nombre del padre/tutor \*

2. Your Child's Name  
El Nombre de su Hijo \*

3. Which program is your child enrolled in?  
¿En qué programa está inscrito su hijo? \*

- ☐ Head Start
- ☐ Early Head Start

4. Please select your program

Por favor seleccione su programa \*

- ☐ San Antonio ISD
- ☐ Edgewood ISD



## 5. Please select your San Antonio ISD campus

Por favor seleccione su campus de San Antonio ISD \*

- ☐ Arnold Elementary School
- ☐ Barkely-Ruiz Elementary School
- ☐ Bowden Elementary School
- ☐ Cameron Elementary School
- ☐ Carroll Early Childhood Education Center
- ☐ Carvajal Elementary School
- ☐ DeZavala Elementary School
- ☐ Foster Elementary School
- ☐ Gates Elementary School
- ☐ Graebner Elementary School
- ☐ Hirsch Elementary School
- ☐ Huppertz Elementary School
- ☐ Madison Elementary School
- ☐ Maverick Elementary School
- ☐ JT Brackenridge Elementary School
- ☐ Kelly Elementary School
- ☐ Knox Early Childhood Education Center
- ☐ Marcell Elementary School



- ☐ ...margin Elementary School
- ☐ Neal Elementary School
- ☐ Nelson Early Childhood Education Center
- ☐ Sarah King Elementary School
- ☐ Schenck Elementary School
- ☐ Storm Elementary School
- ☐ Tynan Early Childhood Education Center

6. Please select your Edgewood ISD campus

Por favor seleccione su campus de Edgewood ISD \*

- ☐ Cardenas Early Childhood Center
- ☐ Loma Park Elementary School
- ☐ Perales Elementary School
- ☐ Stafford Early Childhood Center

7. Please select your Early Head Start site.

Por favor seleccione su sitio de Early Head Start. \*

- ☐ Blessed Sacrament Academy
- ☐ Stafford Early Childhood Center - Edgewood ISD
- ☐ Ella Austin Community Center
- ☐ Healy Murphy Child Development Center
- ☐ Inman Christian Center
- ☐ Seton Home
- ☐ YWCA Olga Madrid

8. Name of nominee for the Head Start Distinguished Staff Award?  
¿Nombre del nominado para el Premio al Personal Distinguido de Head Start? \*

9. Nominee position/role

Puesto/rol nominado \*

- ☐ Teacher
- ☐ Instructional Assistant/Floater
- ☐ Family Support Worker
- ☐ Home Based Visitor
- ☐ Principal
- ☐ Site Director
- ☐ Other

10. Why are you nominating this person? Please list specific examples of how this person has helped you or your child meet your goals and/or needs?

¿Por qué nominan a esta persona? ejemplos específicos de cómo esta persona le ha ayudado a usted o a su hijo a alcanzar sus objetivos y/o necesidades. \*

11. What positive contributions/impacts has this person made to the City of San Antonio Head Start Program, center, school, district, or community? Please provide examples

¿Qué contribuciones/impactos positivos ha hecho esta persona al programa, centro, escuela, distrito o comunidad Head Start de la ciudad de San Antonio? Por favor proporcione ejemplos

\*

12. Any additional comments?

¿Algún comentario adicional?

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# City of San Antonio

## Agenda Memorandum

**File Number:**  
**24-198554**

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**Agenda Item Number:** 10

**Agenda Date:** February 29, 2024

**In Control:** Community Action Advisory Board Meeting

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**DEPARTMENT:** Department of Human Services

**DEPARTMENT HEAD:** Melody Woosley

**COUNCIL DISTRICTS IMPACTED:** Citywide

**SUBJECT:**

Review of Head Start, EHS, and EHS-CCP Fiscal Report

**SUMMARY:**

This item presents the following from the Department of Human Services (DHS) Head Start, Early Head Start, and Early Head Start-Child Care Partnership programs for action by the Head Start Policy Council.

**BACKGROUND INFORMATION:**

The Head Start Act 642(d)(2)(A-E) requires the program share accurate and regular information with the governing body and in accordance with the Head Start Act Sec 642(c)(1)(E). The report includes a fiscal briefing for the month of December 2023.

**ISSUE:**

Rules and regulations for the Head Start, Early Head Start, and Early Start-Child Care Partnership grants as set forth by the U.S. Department of Health and Human Services (HHS) require the Head Start Policy Council to review programmatic actions to oversee certain key responsibilities.

**FISCAL IMPACT:**

There is no anticipated impact to the general fund as a result of these actions.

**ALTERNATIVES:**

The review of the items included in this memorandum are required for program compliance with U.S. Department of Health and Human Services rules and regulations for Head Start, Early Head Start, and Early Head Start- Child Care Partnership programs.

**RECOMMENDATION:**

Staff will present a briefing on this item subject to possible action by the HSPC Committee. Staff recommends review and approval of the items included in this memorandum.

## Early Head Start - CCP Fiscal Reports GY 23-24 as of December 31, 2023

### BUDGET BY CATEGORY

	TOTAL BUDGET		YTD BUDGET		YTD ACTUAL		Var (\$)	Var ( %)	
PERSONNEL	\$	829,847	\$	369,813	\$	359,019	\$	10,793	2.9%
FRINGE	\$	324,687	\$	146,776	\$	152,825	\$	(6,049)	-4.1%
TRAVEL	\$	9,330	\$	1,500	\$	2,273	\$	(773)	-51.5%
EQUIPMENT	\$	-	\$	-	\$	-	\$	-	0.0%
SUPPLIES	\$	126,243	\$	9,225	\$	1,655	\$	7,570	82.1%
CONTRACTUAL	\$	2,017,337	\$	814,283	\$	812,787	\$	1,496	0.2%
COSA	\$	78,294	\$	6,343	\$	6,802	\$	(459)	-7.2%
Blessed Sacrament	\$	359,082	\$	149,620	\$	149,620	\$	-	0.0%
Ella Austin	\$	430,898	\$	179,540	\$	177,601	\$	1,939	1.1%
Healy Murphy	\$	574,531	\$	239,390	\$	239,390	\$	-	0.0%
Inman Christian	\$	251,358	\$	104,735	\$	104,719	\$	16	0.0%
Seton Home	\$	143,633	\$	59,845	\$	59,845	\$	-	0.0%
YWCA	\$	179,541	\$	74,810	\$	74,810	\$	-	0.0%
Support Services	\$	-	\$	-	\$	-	\$	-	0.0%
OTHER	\$	56,077	\$	16,000	\$	16,924	\$	(924)	-5.8%
TOTAL FED BUDGET	\$	3,363,521	\$	1,357,596	\$	1,345,484	\$	12,113	0.9%
NON FED SHARE/IN KIND	\$	775,585	\$	105,052	\$	138,656	\$	(33,604)	-32.0%
TOTAL BUDGET	\$	4,139,106	\$	1,462,648	\$	1,484,140	\$	(21,491)	-1.5%

### Variance Explanations:

Personnel Services and Fringe Benefits	\$4.7K Salary budget adjustment completed in November based on updated projections.
Travel	(\$773) Travel in December higher than expected
Supplies	\$7.5K Lower expenses than expected for Office Supplies and Other Commodities. Surplus savings as a placeholder for possible salary shortage.
Contractual	(\$459) UIW and FSA September invoices slightly higher than expected. Q1 deliverables disallowance for Inman (\$15) and Ella Austin (\$1.9K).
-COSA	
Other	(\$924) Expense greater than expected for Maint - Building and Kaplan Early Learning Co. LAP score Asst & Archived Licenses
Non Federal Share/In Kind	(\$33K) Recognized more In-Kind to date than projected; Scheduled to meet our 20% match requirement sooner than expected.

TRACKED COSTS		YTD ALLOWED	YTD ACTUAL		
Administrative Cost		\$222,621	\$41,696		
*may not exceed 15% of Actual Expenditure; If all Federal and Nonfederal spent the maximum allowable is \$ 564,510					
TRACKED COSTS		TOTAL BUDGET	YTD BUDGET	YTD ACTUAL	Var %
Training and Technical Assistance		\$64,800	\$13,351	\$13,429	(\$78) -0.6%
(Earmarked costs)					



EHS-CCP 2023-2024 Grant Summary		TOTAL BUDGET	YEAR TO DATE				
Description	GL		Budget	Actual	Variance \$	Variance %	Encumbrance
		\$ 4,139,106.00	\$ 1,462,648.35	\$ 1,484,139.65	\$ (21,491.30)	-1.47%	\$ 1,033,951.14
Regular Salaries	5101010	\$ 829,847.00	\$ 369,812.54	\$ 359,019.32	\$ 10,793.22	2.92%	\$ -
Temporary Salaries	5101015	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -
Overtime Salaries	5101020	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -
Retiree Payout Sal	5101070	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -
<b>Personnel Services</b>		<b>\$ 829,847.00</b>	<b>\$ 369,812.54</b>	<b>\$ 359,019.32</b>	<b>\$ 10,793.22</b>	<b>2.92%</b>	<b>\$ -</b>
Language Skill Pay	5101050	\$ 1,800.00	\$ 550.00	\$ 600.00	\$ (50.00)	-9.09%	\$ -
FICA & Medicare Exp	5103005	\$ 68,639.00	\$ 28,499.00	\$ 27,623.22	\$ 875.78	3.07%	\$ -
Temp FICA & Medicare	5103007	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -
Life Insurance	5103010	\$ 832.00	\$ 307.81	\$ 257.14	\$ 50.67	16.46%	\$ -
Pers Leave Buy Back	5103035	\$ 8,311.00	\$ 8,311.00	\$ 17,144.15	\$ (8,833.15)	-106.28%	\$ -
Retirement Exp	5105010	\$ 108,889.00	\$ 51,127.00	\$ 49,759.50	\$ 1,367.50	2.67%	\$ -
Civiln Actv Healthcr	5170040	\$ 136,216.00	\$ 57,981.00	\$ 57,441.04	\$ 539.96	0.93%	\$ -
<b>Fringe Benefits</b>		<b>\$ 324,687.00</b>	<b>\$ 146,775.81</b>	<b>\$ 152,825.05</b>	<b>\$ (6,049.24)</b>	<b>-4.12%</b>	<b>\$ -</b>
Travel-Official	5207010	\$ 9,330.00	\$ 1,500.00	\$ 2,272.87	\$ (772.87)	-51.52%	\$ -
<b>Travel-Official</b>		<b>\$ 9,330.00</b>	<b>\$ 1,500.00</b>	<b>\$ 2,272.87</b>	<b>\$ (772.87)</b>	<b>-51.52%</b>	<b>\$ -</b>
Fees to Prof Contr.	5201040	\$ 30,794.00	\$ 5,343.00	\$ 5,482.77	\$ (139.77)	-2.62%	\$ 33,616.88
Contractual Services	5202020	\$ 1,986,543.00	\$ 808,940.00	\$ 807,304.31	\$ 1,635.69	0.20%	\$ 999,097.69
BSA	5202020	\$ 359,082.00	\$ 149,620.00	\$ 149,620.00	\$ -	0.00%	\$ -
Ella Austin	5202020	\$ 430,898.00	\$ 179,540.00	\$ 177,600.96	\$ 1,939.04	1.08%	\$ -
Healy	5202020	\$ 574,531.00	\$ 239,390.00	\$ 239,390.00	\$ -	0.00%	\$ -
Inman	5202020	\$ 251,358.00	\$ 104,735.00	\$ 104,719.29	\$ 15.71	0.01%	\$ -
Seton Home	5202020	\$ 143,633.00	\$ 59,845.00	\$ 59,845.00	\$ -	0.00%	\$ -
YWCA	5202020	\$ 179,541.00	\$ 74,810.00	\$ 74,810.00	\$ -	0.00%	\$ -
Direct	5202020	\$ 47,500.00	\$ 1,000.00	\$ 1,319.06	\$ (319.06)	0.00%	\$ -
TTA	5202020	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -
<b>Contractual</b>		<b>\$ 2,017,337.00</b>	<b>\$ 814,283.00</b>	<b>\$ 812,787.08</b>	<b>\$ 1,495.92</b>	<b>0.18%</b>	<b>\$ 1,032,714.57</b>
Office Supplies	5302010	\$ 18,263.00	\$ 3,189.00	\$ 238.84	\$ 2,950.16	92.51%	\$ 110.37
Computer Software	5304075	\$ 2,160.00	\$ -	\$ -	\$ -	0.00%	\$ -
Other Commodities	5304080	\$ 85,662.00	\$ 6,036.00	\$ 1,416.61	\$ 4,619.39	76.53%	\$ 495.99
Cap<5000 - Comp Equ.	5501000	\$ 17,254.00	\$ -	\$ -	\$ -	0.00%	\$ -
Cap<5000 - Furn &Fix	5501065	\$ 2,904.00	\$ -	\$ -	\$ -	0.00%	\$ -
<b>Supplies</b>		<b>\$ 126,243.00</b>	<b>\$ 9,225.00</b>	<b>\$ 1,655.45</b>	<b>\$ 7,569.55</b>	<b>82.05%</b>	<b>\$ 606.36</b>
Education - Classes	5201025	\$ 11,439.00	\$ 3,549.00	\$ 3,122.00	\$ 427.00	12.03%	\$ -
Adv and Publications	5203040	\$ -	\$ -	\$ 3.21	\$ (3.21)	0.00%	\$ -
Binding & Printing	5203060	\$ 7,559.00	\$ 1,500.00	\$ 1,027.40	\$ 472.60	31.51%	\$ -
Subs to Publications	5203070	\$ -	\$ -	\$ 7.34	\$ (7.34)	0.00%	\$ -
Transportation Fees	5203090	\$ 2,000.00	\$ 749.00	\$ 965.50	\$ (216.50)	-28.91%	\$ -
Maint - Buildings	5204050	\$ 184.00	\$ 150.00	\$ 890.89	\$ (740.89)	-493.93%	\$ 58.87
Cleaning Services	5204060	\$ 12,063.00	\$ 4,227.00	\$ 3,706.68	\$ 520.32	12.31%	\$ -
Rental Office Equip.	5205020	\$ 1,586.00	\$ 450.00	\$ -	\$ 450.00	100.00%	\$ -
Alarm and Sec. Serv.	5208530	\$ 72.00	\$ 18.00	\$ -	\$ 18.00	100.00%	\$ -
Food	5304010	\$ 6,000.00	\$ 1,295.00	\$ 430.28	\$ 864.72	66.77%	\$ 383.84
Cell Phone Services	5403040	\$ 2,530.00	\$ 900.00	\$ 1,472.00	\$ (572.00)	-63.56%	\$ -
Wireless Data Comm.	5403510	\$ 1,500.00	\$ 500.00	\$ 411.09	\$ 88.91	17.78%	\$ -
Software Licenses	5404520	\$ 2,100.00	\$ -	\$ -	\$ -	0.00%	\$ -
Gas and Electricity	5404530	\$ 4,936.00	\$ 1,843.00	\$ 1,122.46	\$ 720.54	39.10%	\$ -
Water and Sewer	5404540	\$ 433.00	\$ 149.00	\$ 113.71	\$ 35.29	23.68%	\$ -
DW Other	5407032	\$ 1,085.00	\$ 62.00	\$ 23.58	\$ 38.42	61.97%	\$ -
Subs - Comp. Serv	5203080	\$ 2,590.00	\$ 608.00	\$ 3,602.72	\$ (2,994.72)	-492.55%	\$ 77.00
<b>Other</b>		<b>\$ 56,077.00</b>	<b>\$ 16,000.00</b>	<b>\$ 16,923.89</b>	<b>\$ (923.89)</b>	<b>-5.77%</b>	<b>\$ 630.21</b>
In Kind Other Contrc	6602025	\$ 775,585.00	\$ 105,052.00	\$ 138,655.99	\$ (33,603.99)	-31.99%	\$ -
<b>In Kind</b>		<b>\$ 775,585.00</b>	<b>\$ 105,052.00</b>	<b>\$ 138,655.99</b>	<b>\$ (33,603.99)</b>	<b>-31.99%</b>	<b>\$ -</b>
<b>Total</b>		<b>\$ 4,139,106.00</b>	<b>\$ 1,462,648.35</b>	<b>\$ 1,484,139.65</b>	<b>\$ (21,491.30)</b>	<b>-1.47%</b>	<b>\$ 1,033,951.14</b>

# Procurement Card Transaction Log

## YTD For the Period Ending: December 31, 2023

Date	IO	GL	Vendor	Purpose	Amount
			No P-Card Expenses in December		
Monthly Total:					\$0.00

IO	GL	GL Name	Amount
138000003522	5201040	Fees to Prof Contr.	\$ 36.00
Year to Date Total:			\$36.00

# EHS/HS Fiscal Reports GY 23-24 as of December 31, 2023

## BUDGET BY CATEGORY

	TOTAL BUDGET	YTD BUDGET	YTD ACTUAL	Variance	Var %
PERSONNEL	\$5,536,979	\$5,316,160	\$5,055,443	\$260,717	4.9%
FRINGE	\$2,297,435	\$2,210,145	\$2,016,421	\$193,723	8.8%
TRAVEL	\$32,447	\$19,682	\$14,292	\$5,389	27.4%
SUPPLIES	\$76,694	\$60,417	\$67,305	(\$6,887)	-11.4%
EQUIPMENT	\$75,000	\$0	\$0	\$0	0.0%
CONTRACTUAL	\$22,267,095	\$15,635,982	\$14,374,930	\$1,261,052	8.1%
COSA	\$393,885	\$213,098	\$201,345	\$11,753	5.5%
Edgewood	\$6,837,218	\$4,902,526	\$4,378,511	\$524,015	10.7%
San Antonio ISD	\$14,762,252	\$10,331,661	\$9,598,640	\$733,021	7.1%
SAMH	\$273,740	\$188,697.66	\$196,435	(\$7,737)	-4.1%
FACILITIES/CONSTRUCTION	\$0	\$0	\$0	\$0	0.0%
OTHER	\$457,586	\$382,071	\$443,803	(\$61,732)	-16.2%
TOTAL FEDERAL BUDGET	\$30,743,236	\$23,624,456	\$21,972,194	\$1,652,263	7.0%
Non Federal/In Kind	\$7,067,383	\$5,115,272	\$4,990,172	\$125,100	2.4%
TOTAL BUDGET*	\$37,810,619	\$28,739,728	\$26,962,366	\$1,777,363	6.2%

### Variance Explanations:

Personnel Salaries	Fiscal revised our personnel projection methodology and the current balance reflects a surplus. This is partly related to personal leave buyback coming under projected budget. This is anticipated to reduce as a result of the FY24 Salary increase, as the increase will result in a deficit to this category. COSA is reallocating cost savings from ISD partners to offset any overages.
Fringe Benefits	
Travel	\$5.4k YTD savings are a placeholder for possible postponed Travel in January business.
Supplies	(\$6.9k) Over budget due to technology purchases in June (6 printers, 10 laptops, and computer chips/equipment totaling \$11,749.32)
Contractual	COSA 11.8k Pending UIW Invoice for Dec business in the amount of \$13,020.92, *UIW Previously reported under SAMH/UIW, current year PO includes this expense under COSA Contractual Misc. EISD \$524k Savings primarily related to program vacancies on the Early Head Start grant. Revised projections requested from EISD reflect an increase in spending in Dec and Jan invoices. EISD indicates that majority of variance will be utilized on minor renovations and repairs. SAISD \$733K Savings reflected YTD for SAISD. In November, SAISD submitted a revision to reallocate \$200k back to COSA. Additionally, \$450k was reallocated from Personnel to Supplies and Other to be utilized before January 31, 2024. *T&TA Expenses listed under COSA Contractual, tracked separately from the direct funds. SAMH (\$7.7k) SAMHD slightly overspent.
Other	
Non Federal/In Kind	
Other	(\$61.7k) Expenses more than expected. Driven primarily by Binding & Printing and Education Classes overages.
Non Federal/In Kind	Pending In-Kind for SAISD and EISD. EISD InKind reported is under projections YTD. DHS has been in communications with EISD to submit a supplemental InKind invoice.

TRACKED COSTS	TOTAL BUDGET	YTD ALLOWED	YTD ACTUAL		
Administrative Cost	\$5,671,593	\$4,044,355	\$1,544,581		
(may not exceed 15% of Actual Expenditure)					
TRACKED COSTS	TOTAL BUDGET	YTD BUDGET	YTD ACTUAL	VARIANCE	%
HS Training and Technical Assistance**	\$268,682	\$128,673	\$159,043	-\$30,370	-23.60%
EHS Training and Technical Assistance**	\$45,632	\$25,028	\$17,513	\$7,516	30.03%
**Earmarked Costs - \$11,193 T&TA allocated to Edgewood ISD and \$32,311 T&TA allocated to San Antonio ISD.					

Stephen Gonzalez  
01/19/2024

## Procurement Card Transaction Log

For the Period Ending: December 31, 2023

Date	IO	GL	Vendor	Purpose	Amount
Monthly Total:					\$0.00

IO	GL	Account Name	Amount
138000003502	5201025	Education - Classes	\$165.00
138000003502	5201040	Fees to Prof Contr.	\$126.00
138000003502	5201040	Fees to Prof Contr.	\$72.00
138000003502	5201040	Fees to Prof Contr.	\$36.00
138000003503	5201040	Fees to Prof Contr.	\$18.00
138000003502	5201040	Fees to Prof Contr.	\$18.00
138000003502	5202025	Fees to Prof Contr.	\$31.96
138000003502	5304010	Rusty Bucket	\$2,155.40
138000003520	5201040	FBI.gov	\$18.00
138000003502	5201040	FBI.gov	\$18.00
138000003502	5201040	FBI.gov	\$18.00
138000003502	5201040	FBI.gov	\$18.00
Year to Date Total:			\$2,694.36

# Early Head Start/Head Start GY 2023-2024

GRANT SUMMARY		TOTAL  BUDGET	YEAR TO DATE			
			Budget	Actual	Variance \$	Variance %
Description	GL	\$ 37,810,619	\$ 28,739,728	\$ 26,962,366	\$ 1,777,363	6.18%
Regular Salaries	5101010	\$ 5,534,964	\$ 5,315,859	\$ 5,044,662	\$ 271,198	5.10%
Temporary Salaries	5101015	\$ -	\$ -	\$ 3,985.28	\$ (3,985)	0.00%
Overtime Salaries	5101020	\$ 2,000.00	\$ 300.79	\$ 41.39	\$ 259	86.24%
Shift Differential	5101040	\$ 15.00	\$ -	\$ (15,649.95)	\$ 15,650	0.00%
Retiree Payout Sal	5101070	\$ -	\$ -	\$ 22,404.52	\$ (22,405)	0.00%
Personnel Services		\$ 5,536,979	\$ 5,316,160	\$ 5,055,443	\$ 260,717	4.90%
Language Skill Pay	5101050	\$ 31,560.00	\$ 23,897.50	\$ 22,650.00	\$ 1,248	5.22%
FICA & Medicare Exp	5103005	\$ 424,081.00	\$ 402,263.66	\$ 381,895.34	\$ 20,368	5.06%
Temp FICA & Medicare	5103007	\$ -	\$ -	\$ 315.59	\$ (316)	0.00%
Life Insurance	5103010	\$ 902.00	\$ 4,268.35	\$ 3,572.46	\$ 696	16.30%
Pers Leave Buy Back	5103035	\$ 124,508.00	\$ 135,202.66	\$ 76,121.67	\$ 59,081	43.70%
Retirement Exp	5105010	\$ 768,341.00	\$ 703,219.27	\$ 674,967.07	\$ 28,252	4.02%
Civln Actv Healthcr	5170040	\$ 948,043.00	\$ 941,293.18	\$ 856,899.07	\$ 84,394	8.97%
Fringe Benefits		\$ 2,297,435	\$ 2,210,145	\$ 2,016,421	\$ 193,723	8.77%
Travel-Official	5207010	\$ 32,447.00	\$ 19,681.65	\$ 14,292.27	\$ 5,389	27.38%
Travel-Official		\$ 32,447	\$ 19,682	\$ 14,292	\$ 5,389	27.38%
Fees to Prof Contr.	5201040	\$ 108,334.00	\$ 72,773.43	\$ 73,694.66	\$ (921)	-1.27%
Contractual Services	5202020	\$ 242,047.00	\$ 138,024.21	\$ 125,318.08	\$ 12,706	9.21%
Contractual - Subrecipients	5202040	\$ 21,642,974.00	\$ 15,236,486.82	\$ 13,979,450.30	\$ 1,257,037	8.25%
EISD	5202040	\$ 6,837,218.00	\$ 4,902,526.10	\$ 4,378,510.60	\$ 524,015	10.69%
SAISD	5202040	\$ 14,762,252.00	\$ 10,331,660.72	\$ 9,598,639.70	\$ 733,021	7.09%
UIW	5202020	\$ 79,480.00	\$ 48,613.21	\$ 50,499.75	\$ (1,887)	-3.88%
SAMH	6102100	\$ 273,740.00	\$ 188,697.66	\$ 196,434.83	\$ (7,737)	-4.10%
Direct	5202020	\$ 49,300.00	\$ 35,753.68	\$ 15,326.13	\$ 20,428	57.13%
TTA	5202020	\$ 113,267.00	\$ 53,657.32	\$ 59,492.20	\$ (5,835)	-10.87%
TTA	5202040	\$ 43,504.00	\$ 2,300.00	\$ 2,300.00	\$ -	0.00%
Other Contract Srvcs	5202025	\$ -	\$ -	\$ 31.96	\$ (32)	0.00%
Contractual		\$ 22,267,095.00	\$ 15,635,982.12	\$ 14,374,929.83	\$ 1,261,052.29	8.07%
Office Supplies	5302010	\$ 39,947	\$ 19,275	\$ 15,445	\$ 3,830	19.87%
Computer Software	5304075	\$ -	\$ -	\$ 119.99	\$ (120)	0.00%
Other Commodities	5304080	\$ 22,096	\$ 12,104	\$ 21,764	\$ (9,660)	-79.81%
Cap<5000 - Comp Equ.	5501000	\$ 9,651	\$ 29,033	\$ 29,969	\$ (936)	-3.22%
Cap<5000 - M&E Other	5501055	\$ 2,500	\$ 5	\$ 7	\$ (2)	-31.14%
Cap<5000 - Furn &Fix	5501065	\$ 2,500	\$ -	\$ -	\$ -	0.00%
Supplies		\$ 76,694	\$ 60,417	\$ 67,305	\$ (6,887)	-11.40%
M&E Auto(BudgetOnly)	5709090	\$ 75,000.00	\$ -	\$ -	\$ -	0.00%
Equipment		\$ 75,000.00	\$ -	\$ -	\$ -	0.00%
Education - Classes	5201025	\$ 78,633	\$ 69,608	\$ 81,231	\$ (11,623)	-16.70%
Adv and Publications	5203040	\$ 62,443	\$ 47	\$ 47	\$ 0	0.00%
Membership Dues	5203050	\$ -	\$ -	\$ 159.09	\$ -	0.00%
Binding & Printing	5203060	\$ 31,000	\$ 61,096	\$ 76,693	\$ (15,597)	-25.53%
Subs to Publications	5203070	\$ 1,000	\$ 565	\$ 19,600	\$ (19,035)	-3369.10%
Transportation Fees	5203090	\$ 8,669	\$ 14,755	\$ 14,343	\$ 412	2.79%
Maint & Rep - CmrcI	5204020	\$ 1,067	\$ 540	\$ 380	\$ 160	29.63%
Maint - Buildings	5204050	\$ 21,898	\$ 18,587	\$ 15,851	\$ 2,736	14.72%
Cleaning Services	5204060	\$ 76,031	\$ 65,315	\$ 59,772	\$ 5,543	8.49%
Maint.- Repair Auto	5204090	\$ 1,800	\$ 928	\$ 221	\$ 707	76.20%
Mail and Parcel Post	5205010	\$ 1,500	\$ -	\$ 17	\$ (17)	0.00%
Rental Office Equip.	5205020	\$ 10,000	\$ 7,910	\$ 9,574	\$ (1,664)	-21.04%
Rental Other Equip.	5205030	\$ -	\$ -	\$ 205.88	\$ (206)	0.00%
Alarm and Sec. Serv.	5208530	\$ 2,080	\$ -	\$ -	\$ -	0.00%
M&R Parts Automotive	5301020	\$ 1,500	\$ 51	\$ 197	\$ (146)	-286.88%
Food	5304010	\$ 12,700	\$ 17,207	\$ 21,726	\$ (4,520)	-26.27%
Cell Phone Services	5403040	\$ 32,051	\$ 22,089	\$ 26,188	\$ (4,099)	-18.56%
Wireless Data Comm.	5403510	\$ 12,451	\$ 11,057	\$ 30,512	\$ (19,455)	-175.94%
Motor Fuel and Lub.	5403545	\$ 2,600	\$ 1,193	\$ 1,527	\$ (334)	-28.04%
Software Licenses	5404520	\$ 335.00	\$ 152.63	\$ 152.63	\$ -	0.00%
Gas and Electricity	5404530	\$ 30,271	\$ 25,443	\$ 19,943	\$ 5,500	21.62%
Water and Sewer	5404540	\$ 3,104	\$ 2,133	\$ 1,879	\$ 255	11.95%
DW Other	5407032	\$ 3,000	\$ 805	\$ 866	\$ (61)	-7.59%
Subs - Comp. Serv	5203080	\$ 58,453	\$ 59,465	\$ 59,592	\$ (127)	-0.21%
Relocation Expenses	5407060	\$ 5,000	\$ 3,126	\$ 3,126	\$ -	0.00%
Other		\$ 457,586	\$ 382,071	\$ 443,803	\$ (61,732)	-16.16%
In Kind Salaries	6501010	\$ 190,011	\$ -	\$ -	\$ -	0.00%
In Kind Social Security	6503005	\$ 14,536	\$ -	\$ -	\$ -	0.00%
In Kind Life Insurance	6503010	\$ 190	\$ -	\$ -	\$ -	0.00%
In Kind - Flex Benefit	6504030	\$ 24,353	\$ -	\$ -	\$ -	0.00%
In Kind TMRS	6505010	\$ 10,644	\$ -	\$ -	\$ -	0.00%
In Kind Other Contrc	6602025	\$ 6,827,649	\$ 5,115,272	\$ 4,990,172	\$ 125,100	2.45%
In Kind		\$ 7,067,383	\$ 5,115,272	\$ 4,990,172	\$ 125,100	2.45%
Total		\$ 37,810,619	\$ 28,739,728	\$ 26,962,366	\$ 1,777,363	6.18%

Edgewood Independent School District GY23-24-HS	Federal Totals			Non-Federal Totals		
Description	BUDGET	YTD EXPENSES	BALANCE	Total w/ Revisions	YTD Expenses	YTD Balance
<b>Personnel Salaries &amp; Wages</b>	<b>\$ 3,930,775.00</b>	<b>\$ 2,858,168.02</b>	<b>\$ 1,072,606.98</b>	<b>\$ 1,354,388.00</b>	<b>\$ 746,448.91</b>	<b>\$ 607,939.09</b>
FICA	\$ 58,751.00	\$ 36,586.59	\$ 22,164.41	\$ 4,103.00	\$ 10,818.91	\$ (6,715.91)
Health Insurance	\$ 328,714.00	\$ 203,816.19	\$ 124,897.81	\$ 115,200.00	\$ 46,290.77	\$ 68,909.23
Retirement	\$ 349,155.00	\$ 263,306.14	\$ 85,848.86	\$ 120,128.00	\$ 29,916.04	\$ 90,211.96
Worker's Compensation	\$ 44,966.00	\$ 51,584.43	\$ (6,618.43)	\$ 15,627.00	\$ 7,670.46	\$ 7,956.54
Classroom Supplies	\$ 75,544.00	\$ 5,567.11	\$ 69,976.89	\$ -	\$ -	\$ -
Office Supplies	\$ 5,000.00	\$ 3,928.20	\$ 1,071.80	\$ -	\$ -	\$ -
Medical and Dental Supplies	\$ 5,500.00	\$ 4,131.98	\$ 1,368.02	\$ -	\$ -	\$ -
Janitorial Supplies	\$ 9,500.00	\$ 2,925.22	\$ 6,574.78	\$ -	\$ -	\$ -
Cap <5000 - Computers	\$ 2,000.00	\$ -	\$ 2,000.00	\$ -	\$ -	\$ -
Cap <5000 - Furniture & Fixtures	\$ 76,000.00	\$ 13,373.02	\$ 62,626.98	\$ -	\$ -	\$ -
CPR TTA	\$ 5,000.00	\$ 4,550.00	\$ 450.00	\$ -	\$ -	\$ -
Contracted services for PASEO	\$ 12,000.00	\$ 6,000.00	\$ 6,000.00	\$ -	\$ -	\$ -
Contracted Services for Mental Wellness	\$ 19,450.00	\$ -	\$ 19,450.00	\$ -	\$ -	\$ -
Staff Development/Training/Seminars/Class-TTA	\$ 6,191.00	\$ 1,000.00	\$ 5,191.00	\$ -	\$ -	\$ -
Food and Snacks for meetings	\$ 600.00	\$ 3,407.39	\$ (2,807.39)	\$ -	\$ -	\$ -
Adverstising and Publications	\$ 1,500.00	\$ -	\$ 1,500.00	\$ -	\$ -	\$ -
Binding Printing and Reproduction	\$ 500.00	\$ 883.37	\$ (383.37)	\$ -	\$ -	\$ -
Transportation Fees-Staff Mileage	\$ 1,000.00	\$ 163.39	\$ 836.61	\$ -	\$ -	\$ -
Mail and Postage	\$ 1,000.00	\$ 7,101.75	\$ (6,101.75)	\$ -	\$ -	\$ -
Food for Children(Not reimbursed by USDA)	\$ 33,875.00	\$ 19,856.00	\$ 14,019.00	\$ -	\$ -	\$ -
Gas and Electricity	\$ 25,000.00	\$ 25,209.44	\$ (209.44)	\$ -	\$ -	\$ -
Water and Sewer	\$ 3,565.00	\$ -	\$ 3,565.00	\$ -	\$ -	\$ -
<b>Total:</b>	<b>\$ 5,137,001.00</b>	<b>\$ 3,511,558.24</b>	<b>\$ 1,625,442.76</b>	<b>\$ 1,609,446.00</b>	<b>\$ 841,145.09</b>	<b>\$ 768,300.91</b>

Edgewood Independent School District GY23-24 EHS	Federal Totals			Non-Federal Totals		
Description	Total w/ Revisions	YTD Expenses	YTD Balance	BUDGET	YTD EXPENSES	BALANCE
<b>Total Salaries</b>	\$ 1,325,462.00	\$ 675,690.30	\$ 649,771.70	\$ 63,688.00	\$ 30,274.06	\$ 33,413.94
FICA	\$ 18,825.00	\$ 8,662.84	\$ 10,162.16	\$ 923.00	\$ 414.90	\$ 508.10
Health Insurance	\$ 101,237.00	\$ 47,502.97	\$ 53,734.03	\$ 20,759.00	\$ 1,350.74	\$ 19,408.26
Retirement	\$ 136,518.00	\$ 69,219.68	\$ 67,298.32	\$ 7,006.00	\$ 1,501.86	\$ 5,504.14
Worker's Compensation	\$ 14,366.00	\$ 18,250.58	\$ (3,884.58)	\$ 710.00	\$ 449.64	\$ 260.36
Official Travel (out of town)	\$ 500.00	\$ -	\$ 500.00	\$ -	\$ -	\$ -
Equipment >\$5,000 per unit cost, enter specific data	\$ 6,500.00	\$ -	\$ 6,500.00	\$ -	\$ -	\$ -
Classroom and Program Supplies	\$ 45,000.00	\$ 13,785.91	\$ 31,214.09	\$ -	\$ -	\$ -
Office Supplies	\$ 2,500.00	\$ 1,163.10	\$ 1,336.90	\$ -	\$ -	\$ -
Medical and Dental Supplies	\$ 3,000.00	\$ 1,782.77	\$ 1,217.23	\$ -	\$ -	\$ -
Janitorial Supplies	\$ 1,500.00	\$ 873.23	\$ 626.77	\$ -	\$ -	\$ -
Cap <5000 - Computers	\$ 2,500.00	\$ 202.55	\$ 2,297.45	\$ -	\$ -	\$ -
Cap <5000 - Furniture & Fixtures	\$ 10,000.00	\$ 11,104.04	\$ (1,104.04)	\$ -	\$ -	\$ -
CPR	\$ 2,500.00	\$ -	\$ 2,500.00	\$ -	\$ -	\$ -
In-Kind Facility use inclding maintenance and repair of fac	\$ -	\$ -	\$ -	\$ 299,436.00	\$ -	\$ 299,436.00
(Specify) 1	\$ -	\$ 4,650.00	\$ (4,650.00)	\$ -	\$ -	\$ -
Staff Development/Training/Seminars-Class CDA	\$ 15,000.00	\$ 65.00	\$ 14,935.00	\$ -	\$ -	\$ -
Advertising and Publications	\$ 3,000.00	\$ -	\$ 3,000.00	\$ -	\$ -	\$ -
Subscriptions	\$ 500.00	\$ -	\$ 500.00	\$ -	\$ -	\$ -
Binding and Printing	\$ 500.00	\$ 420.00	\$ 80.00	\$ -	\$ -	\$ -
Mail and Postage	\$ 500.00	\$ -	\$ 500.00	\$ -	\$ -	\$ -
Food for Staff Training	\$ 1,500.00	\$ 802.30	\$ 697.70	\$ -	\$ -	\$ -
Transportation Fees Staff Mileage	\$ 3,000.00	\$ 575.76	\$ 2,424.24	\$ -	\$ -	\$ -
Food For Adults	\$ 16,000.00	\$ 13,056.00	\$ 2,944.00	\$ -	\$ -	\$ -
Parent Activites	\$ 3,000.00	\$ 989.17	\$ 2,010.83	\$ -	\$ -	\$ -
Misc Fee	\$ 4,000.00	\$ 456.16	\$ 3,543.84	\$ -	\$ -	\$ -
Volunteer Hours -Inkind	\$ -	\$ -	\$ -	\$ 1,600.00	\$ -	\$ 1,600.00
Donations-Inkind	\$ -	\$ -	\$ -	\$ 1,600.00	\$ -	\$ 1,600.00
<b>Total:</b>	<b>\$ 1,717,408.00</b>	<b>\$ 869,252.36</b>	<b>\$ 848,155.64</b>	<b>\$ 395,722.00</b>	<b>\$ 33,991.20</b>	<b>\$ 361,730.80</b>

San Antonio Independent School District GY23-24	Federal Totals			Non-Federal Totals		
Description	BUDGET	YTD EXPENSES	BALANCE	Total w/ Revisions	YTD Expenses	YTD Balance
<b>Personnel Salaries &amp; Wages</b>	<b>\$ 10,872,851.00</b>	<b>\$ 7,206,109.58</b>	<b>\$ 3,666,741.42</b>	<b>\$ 3,656,689.00</b>	<b>\$ 3,611,571.73</b>	<b>\$ (358,815.81)</b>
FICA	\$ 749,052.00	\$ 484,026.48	\$ 265,025.52	\$ 300,000.00	\$ 241,216.06	\$ 58,783.94
Health Insurance	\$ 1,159,372.00	\$ 844,618.37	\$ 314,753.63	\$ 550,000.00	\$ 468,630.68	\$ 81,369.32
Retirement	\$ 1,040,493.00	\$ 776,943.29	\$ 263,549.71	\$ 100,000.00	\$ 77,564.46	\$ 22,435.54
Worker's Compensation	\$ 84,760.00	\$ 26,883.47	\$ 57,876.53	\$ 33,442.00	\$ 12,434.53	\$ 21,007.47
1.Equipment >\$5,000 per unit cost, Storage Sheds	\$ 15,000.00	\$ 7,610.19	\$ 7,389.81	\$ -	\$ -	\$ -
2.Equipment >\$5,000 per unit cost, Canopies	\$ 15,016.00	\$ -	\$ 15,016.00	\$ -	\$ -	\$ -
Classroom Supplies	\$ 105,550.00	\$ 24,033.82	\$ 81,516.18	\$ -	\$ -	\$ -
Office Supplies	\$ 62,578.00	\$ 8,201.02	\$ 54,376.98	\$ -	\$ -	\$ -
Medical and Dental Supplies	\$ 45,380.00	\$ 7,530.87	\$ 37,849.13	\$ -	\$ -	\$ -
Janitorial Supplies	\$ 15,200.00	\$ 2,266.30	\$ 12,933.70	\$ -	\$ -	\$ -
Cap <5000 - Furniture & Fixtures	\$ 150,000.00	\$ 13,919.28	\$ 136,080.72	\$ -	\$ -	\$ -
Consulting Services -Communities in School- PACE	\$ 300,000.00	\$ 188,591.03	\$ 111,408.97	\$ -	\$ -	\$ -
TTA	\$ 32,311.00	\$ 5,998.00	\$ 26,313.00	\$ -	\$ -	\$ -
Lead Testing & Inspection & Mold Testing	\$ 127,000.00	\$ 1,908.00	\$ 125,092.00	\$ -	\$ -	\$ -
Contracted Maintenance & Repairs(Patchwork, Gravel/S	\$ 20,000.00	\$ -	\$ 20,000.00	\$ -	\$ -	\$ -
Staff Development/Training/Seminars	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Maintenance - Buildings & Improvement	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total:</b>	<b>\$ 14,794,563.00</b>	<b>\$ 9,598,639.70</b>	<b>\$ 5,195,923.30</b>	<b>\$ 4,640,131.00</b>	<b>\$ 4,411,417.46</b>	<b>\$ (175,219.54)</b>



San Antonio Metro Health GY23-24	Federal Totals			Non-Federal Totals		
Description	BUDGET	YTD EXPENSES	BALANCE	Total w/ Revisions	YTD Expenses	YTD Balance
<b>Personnel Salaries &amp; Wages</b>	<b>\$ 180,444.00</b>	<b>\$ 136,217.57</b>	<b>\$ 44,226.43</b>	<b>\$ 38,445.00</b>	<b>\$ 28,666.09</b>	<b>\$ 9,778.91</b>
FICA & Medicare Expense	\$ 13,803.00	\$ 10,536.81	\$ 3,266.19	\$ 2,941.00	\$ 2,141.95	\$ 799.05
Life Insurance	\$ 179.00	\$ 105.76	\$ 73.24	\$ 38.00	\$ 18.63	\$ 19.37
Retirement Expense Civilian TMRS	\$ 23,602.00	\$ 18,309.12	\$ 5,292.88	\$ 5,029.00	\$ 3,400.53	\$ 1,628.47
Civilian Active Healthcare Assessment	\$ 30,548.00	\$ 23,070.25	\$ 7,477.75	\$ 7,122.00	\$ 4,901.10	\$ 2,220.90
Other Commodities	\$ 9,591.00	\$ 3,150.81	\$ 6,440.19	\$ -	\$ -	\$ -
Office Supplies	\$ -	\$ 1,228.48	\$ (1,228.48)	\$ -	\$ -	\$ -
Medical and Dental Supplies	\$ 12,573.00	\$ 3,528.98	\$ 9,044.02	\$ -	\$ -	\$ -
In Kind Fees to Professional Contractors	\$ -	\$ -	\$ -	\$ 11,933.00	\$ 8,568.40	\$ 3,364.60
Education	\$ 2,000.00	\$ -	\$ 2,000.00	\$ -	\$ -	\$ -
Binding Printing and Reproduction	\$ 1,000.00	\$ 287.05	\$ 712.95	\$ -	\$ -	\$ -
Wireless Data Communications	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
In-Kind Wireless Data Communications	\$ -	\$ -	\$ -	\$ 750.00	\$ -	\$ 750.00
In-Kind Cell Phone Service	\$ -	\$ -	\$ -	\$ 1,037.00	\$ -	\$ 1,037.00
In-Kind Gas & Electricity	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
In-Kind Water & Sewer	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
In Kind Binding, Printing & Reproduction	\$ -	\$ -	\$ -	\$ 3,942.00	\$ 2,145.00	\$ 1,797.00
In Kind Maintenance and Repair Automotive	\$ -	\$ -	\$ -	\$ 75.00	\$ 53.53	\$ 21.47
In-Kind Maintenance & Repair Building	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
In Kind Motor Fuel and Lubricants	\$ -	\$ -	\$ -	\$ 123.00	\$ 104.79	\$ 18.21
<b>Total:</b>	<b>\$ 273,740.00</b>	<b>\$ 196,434.83</b>	<b>\$ 77,305.17</b>	<b>\$ 71,435.00</b>	<b>\$ 50,085.32</b>	<b>\$ 21,349.68</b>



# City of San Antonio

## Agenda Memorandum

**File Number:**  
**24-198555**

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**Agenda Item Number:** 11

**Agenda Date:** February 29, 2024

**In Control:** Community Action Advisory Board Meeting

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**DEPARTMENT:** Department of Human Services

**DEPARTMENT HEAD:** Melody Woosley

**COUNCIL DISTRICTS IMPACTED:** Citywide

**SUBJECT:**

Review of Head Start, EHS, and EHS-CCP Monthly Program Report

**SUMMARY:**

This item presents the following from the Department of Human Services (DHS) Head Start, Early Head Start, and Early Head Start-Child Care Partnership programs for action by the Head Start Policy Council.

**BACKGROUND INFORMATION:**

The Head Start Act 642(d)(2)(A-E) requires the program share accurate and regular information with the governing body and in accordance with the Head Start Act Sec 642(c)(1)(E). The report includes a status on the monthly program report, activities for the programs for the month of December 2023.

**ISSUE:**

Rules and regulations for the Head Start, Early Head Start, and Early Start-Child Care Partnership grants as set forth by the U.S. Department of Health and Human Services (HHS) require the Head Start Policy Council to review programmatic actions to oversee certain key responsibilities.

**FISCAL IMPACT:**

There is no anticipated impact to the general fund as a result of these actions.

**ALTERNATIVES:**

The review of the items included in this memorandum are required for program compliance with U.S. Department of Health and Human Services rules and regulations for Head Start, Early Head Start, and Early Head Start- Child Care Partnership programs.

**RECOMMENDATION:**

Staff will present a briefing on this item subject to possible action by the HSPC Committee. Staff recommends review and approval of the items included in this memorandum.



## Early Head Start Monthly Report December 2023

Indicators	Center Based	Home Based	TOTAL
<b>Enrollment</b>			
Funded Enrollment	116	12	128
End of Month as reported to the Office of Head Start	97	8	105
YTD Enrollment	100	9	109
Enrollment Turnover	3%	11%	4%
Number of Days to fill a vacancy	0	0	0
Waiting List	54	0	54
Income Eligible <100%	35%	22%	34%
Over Income 101-130%	5%	22%	6%
Over Income 131% +	2%	0%	2%
Foster	0%	0%	0%
Homeless	21%	0%	19%
Public Assistance	37%	56%	39%
Average Daily Attendance (TANF, SSI, SNAP)	87%	N/A	87%
<b>Disability Enrollment</b>			
Percent (#) of enrolled children with a disability	10%	0%	9%
<b>Food Reports</b>			
Meals Served	1,684	0	1,684
Snacks Served	765	0	765
Special Diets	10	0	10
<b>Education Services- Complete</b>			
1st Home Visit (Benchmark Due Date: 09/25/2023)	98%	N/A	98%
2nd Home Visit (Benchmark Due Date: 03/25/2024)	0%	0%	0%
1st Parent Conference (Benchmark Due Date: 1/5/2024)	0%	0%	0%
2nd Parent Conference (Benchmark Due Date: 05/31/2024)	0%	0%	0%
<b>Family Engagement Services- Complete</b>			
Family Assessments BOY (Benchmark Due Date: Center-based 11/30/23; Home-based 10/13/23)	98%	100%	98%
Family Assessments EOY (Benchmark Due Date: Center-based 5/31/24); Home-based 5/31/24	0%	0%	0%
Family Meeting Home Visit	100%	100%	100%
<b>Mental Health Services- Complete</b>			
Mental health Consultation (provided by licensed mental health professional)	93	0	93
Wellness Services Support (Referral/ Resource)	7	0	7
<b>Education Screenings- Complete</b>			
ASQ - 3 Developmental (Benchmark Due Date: Center-based 9/20/23; Home-based 8/30/23)	99%	100%	99%
ASQ - SE2 Behavioral (Benchmark Due Date: Center-based 9/20/23; Home-based 8/30/23)	99%	100%	99%
<b>Health Screenings- Complete</b>			
Health History	100%	100%	100%
Nutrition Assessment	100%	100%	100%
TB Questionnaire	100%	100%	100%
Hearing Screening	100%	100%	100%
Vision Screening	100%	100%	100%
Hemoglobin Test	24%	25%	25%
Lead Test	36%	25%	35%
Well-Child Exams (90-day requirement)	99%	100%	99%
Well-Child Exams	53%	25%	51%
Dental Exams	94%	13%	87%



**Early Head Start-Child Care Partnership  
Monthly Report to Policy Council  
December 2023**

Indicators	BSA	Ella Austin	Healy Murphy	Inman	Seton Home	YWCA	TOTAL
<b>Enrollment</b>							
Funded Enrollment	40	48	64	28	16	20	216
End of Month as reported to the Office of Head Start	40	48	64	28	16	20	216
YTD Enrollment	42	52	68	32	20	21	235
Enrollment Turnover	5%	8%	6%	12%	20%	5%	8%
Number of Days to fill a vacancy	0	0	17	0	12	0	15
Waiting List	54	57	64	73	0	79	327
Income Eligible <100%	26%	27%	19%	19%	15%	19%	22%
Over Income 101-130%	7%	8%	6%	3%	0%	0%	5%
Over Income 131% +	2%	0%	4%	0%	0%	10%	3%
Foster	0%	0%	6%	0%	0%	5%	2%
Homeless	26%	13%	21%	38%	75%	24%	28%
Public Assistance (TANF, SSI, SNAP)	38%	52%	44%	41%	10%	43%	41%
Average Daily Attendance	92%	96%	79%	80%	83%	92%	87%
<b>Disability Enrollment</b>							
Percent (#) of enrolled children with a disability	15%	4%	8%	4%	0%	20%	8%
<b>Food Reports</b>							
Meals Served	792	1,037	1,346	689	293	548	4,705
Snacks Served	396	485	655	326	126	274	2,262
Special Diets	8	7	20	6	5	4	50
<b>Education Services- Complete</b>							
1st Home Visit (Benchmark Due Date: 9/25/2023)	100%	98%	98%	100%	100%	100%	99%
2nd Home Visit (Benchmark Due Date: 3/25/2024)							0%
1st Parent Conference (Benchmark Due Date: 1/5/2024)	95%	0%	0%	64%	80%	0%	41%
2nd Parent Conference (Benchmark Due Date: 6/21/2024)							0%
<b>Family Engagement Services- Complete</b>							
Family Assessments BOY (Benchmark Due Date: 11/30/2023)	97%	100%	100%	96%	100%	100%	99%
Family Assessments EOY (Benchmark Due Date: 5/31/2024)							0%
Family Meeting Home Visit	100%	100%	97%	100%	100%	100%	99%
<b>Mental Health Services- Complete</b>							
Mental health consultation was provided (by a mental health professional)	5	6	5	12	1	4	33
Mental health consultation was provided (by a licensed mental health professional)	47	24	29	59	22	20	201
<b>Education Screenings- Complete</b>							
ASQ - 3 Developmental	100%	98%	98%	100%	100%	100%	99%
ASQ - SE2 Behavioral	100%	98%	98%	100%	100%	100%	99%
<b>Health Screenings- Complete</b>							
Health History	100%	100%	100%	100%	100%	100%	100%
Nutrition Assessment	100%	100%	100%	100%	100%	100%	100%
TB Questionnaire	100%	100%	100%	100%	100%	100%	100%
Hearing Screening	100%	98%	98%	100%	100%	100%	99%
Vision Screening	100%	98%	98%	100%	100%	100%	99%
Hemoglobin Test	70%	35%	40%	43%	40%	60%	47%
Lead Test	98%	83%	65%	50%	73%	85%	76%
Well-Child Exams (90-day requirement)	100%	100%	100%	100%	100%	100%	100%
Well-Child Exams	85%	40%	60%	64%	87%	70%	64%
Dental Exams	98%	92%	92%	93%	93%	100%	94%



# Head Start Monthly Report to Policy Council December 2023

Indicators	EISD	SAISD	Program Total
<b>Enrollment</b>			
Funded Enrollment	777	2,243	3,020
End of Month as reported to the Office of Head Start	686	2,142	2,828
YTD Enrollment	713	2,133	2,846
Enrollment Turnover	0.9%	1.0%	1.0%
Number of Days to Fill a Vacancy	21	25	24
Waiting List	35	97	132
Income Eligible <100%	37%	25%	28%
Over Income 101-130%	10%	8%	8%
Over Income 131% +	9%	8%	8%
Foster	1%	1%	1%
Homeless	5%	14%	11%
Public Assistance (TANF, SSI, SNAP)	40%	44%	43%
Average Daily Attendance	89%	92%	91%
<b>Disability Enrollment</b>			
Percent (#) of enrolled children with a disability	13.13%	13.33%	13.28%
<b>Food Reports</b>			
Meals Served	25,668	38,394	64,062
Snacks Served	6,704	16,956	23,660
Special Diets	55	133	188
<b>Education Services - Complete</b>			
1st Home Visit (Benchmark Due Date: EISD-10/6/23; SAISD-10/14/23)	98%	96%	96%
2nd Home Visit (Benchmark Due Date: 3/28/2024)			
1st Parent Conference (Benchmark Due Date: 12/15/2023)	98%	88%	90%
2nd Parent Conference (Benchmark Due Date: 5/24/2024)			
<b>Family Engagement Services - Complete</b>			
Family Assessments BOY (Benchmark Due Date: 12/15/2023)	97%	96%	97%
Family Assessments EOY (Benchmark Due Date: EISD-5/30/24; SAISD-5/30/24)			
Family Meeting Home Visits (Benchmark Due Date: EISD-8/7/23; SAISD-8/15/23)	99%	99%	99%
<b>Mental Health Services - Complete</b>			
Mental health consultation was provided (by a mental health professional)	17	114	131
Mental health consultation was provided (by a licensed mental health professional)	7	3	10
<b>Education Screenings - Complete</b>			
ASQ - 3 Developmental (Benchmark Due Date: EISD-9/20/23; SAISD-9/28/23)	98%	91%	93%
ASQ - SE Behavioral (Benchmark Due Date: EISD-9/20/23; SAISD-9/28/23)	98%	92%	93%
<b>Health Screenings - Complete</b>			
Nutrition Assessment	100%	99%	99%
TB Questionnaire	100%	99%	99%
Hearing Screening	98%	97%	97%
Vision Screening	98%	97%	97%
Blood Pressure	95%	96%	96%
Growth Assessment	97%	97%	97%
Lead Test	46%	65%	60%
Physical Exams	95%	91%	92%
Dental Exams	91%	88%	89%



# City of San Antonio

## Agenda Memorandum

**File Number:**  
**24-198556**

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**Agenda Item Number:** 12

**Agenda Date:** February 29, 2024

**In Control:** Community Action Advisory Board Meeting

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**DEPARTMENT:** Department of Human Services

**DEPARTMENT HEAD:** Melody Woosley

**COUNCIL DISTRICTS IMPACTED:** Citywide

**SUBJECT:**

Review of Head Start Quality Assurance Report

**SUMMARY:**

This item presents the following from the Department of Human Services (DHS) Head Start, Early Head Start, and Early Head Start-Child Care Partnership programs for action by the Head Start Policy Council.

**BACKGROUND INFORMATION:**

The Head Start Act 641A requires the program to provide ongoing monitoring and continuous improvement information on the Head Start Program. The systems highlight the importance of using ongoing monitoring to ensure programs are making the necessary adjustments to realize their goals and objectives. The expectation is that programs share their ongoing monitoring data with

staff, Policy Councils, and governing bodies to engage them in all aspects of the program planning process.

**ISSUE:**

Rules and regulations for the Head Start, Early Head Start, and Early Start-Child Care Partnership grants as set forth by the U.S. Department of Health and Human Services (HHS) require the Head Start Policy Council to review programmatic actions to oversee certain key responsibilities.

**FISCAL IMPACT:**

There is no anticipated impact to the general fund as a result of these actions.

**ALTERNATIVES:**

The review of the items included in this memorandum are required for program compliance with U.S. Department of Health and Human Services rules and regulations for Head Start, Early Head Start, and Early Head Start- Child Care Partnership programs.

**RECOMMENDATION:**

Staff will present a briefing on this item subject to possible action by the HSPC Committee. Staff recommends review and approval of the items included in this memorandum.





## Quality Assurance Report December 2023

**Conducted** (*Project is either still in progress OR has ended, but report has not yet been officially submitted to providers*):

- 45-Day Education Screening
- Governance Review
- ERSEA Attendance Review
- Safe Environments Review #1

**Completed** (*Project ended and report was officially submitted to providers*):

- December Review

Disabilities Review:	
Area of Non-Compliance	No Areas of Non-Compliance were identified during this review.
Areas of Concern	There was one (1) area of concern noted: <ul style="list-style-type: none"> <li>• The signed/dated parent consent form had not been scanned into ChildPlus.</li> </ul>
Follow-Up Activities:	
This concern has been addressed/corrected by district staff.	

**For more detailed information:**

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# City of San Antonio

## Agenda Memorandum

**File Number:**  
**24-198557**

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**Agenda Item Number:** 13

**Agenda Date:** February 29, 2024

**In Control:** Community Action Advisory Board Meeting

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**DEPARTMENT:** Department of Human Services

**DEPARTMENT HEAD:** Melody Woosley

**COUNCIL DISTRICTS IMPACTED:** Citywide

**SUBJECT:**

Review of EHS and EHS-CCP Quality Assurance Report

**SUMMARY:**

This item presents the following from the Department of Human Services (DHS) Head Start, Early Head Start, and Early Head Start-Child Care Partnership programs for action by the Head Start Policy Council.

**BACKGROUND INFORMATION:**

The Head Start Act 641A requires the program to provide ongoing monitoring and continuous improvement information on the Early Head Start and EHS-CCP Program. The systems highlight the importance of using ongoing monitoring to ensure programs are making the necessary adjustments to realize their goals and objectives. The expectation is that programs share their

ongoing monitoring data with staff, Policy Councils, and governing bodies to engage them in all aspects of the program planning process.

**ISSUE:**

Rules and regulations for the Head Start, Early Head Start, and Early Start-Child Care Partnership grants as set forth by the U.S. Department of Health and Human Services (HHS) require the Head Start Policy Council to review programmatic actions to oversee certain key responsibilities.

**FISCAL IMPACT:**

There is no anticipated impact to the general fund as a result of these actions.

**ALTERNATIVES:**

The review of the items included in this memorandum are required for program compliance with U.S. Department of Health and Human Services rules and regulations for Head Start, Early Head Start, and Early Head Start- Child Care Partnership programs.

**RECOMMENDATION:**

Staff will present a briefing on this item subject to possible action by the HSPC Committee. Staff recommends review and approval of the items included in this memorandum.



## Quality Assurance Report December 2023

### Conducted: Review November 27- December 12, 2023

- Nutrition Child File Review and Onsite Teacher and Kitchen Staff Interviews
- Critical Health Concern Child File Review

### Conducted: Unannounced Safe Environments Visits December 2023

- Healy Murphy Child Development Center
- Seton Child Care Center
- Stafford Child Care Center
- YWCA Olga Madrid Child Care Center

### Completed: December 12, 2023

Nutrition Review	
Area of non-compliance	<ul style="list-style-type: none"> <li>• There were no non-compliances</li> </ul>
Areas of concern	<ul style="list-style-type: none"> <li>• During interviews, teachers in three classrooms were unable to provide the number of children with a Special Diets</li> <li>• A kitchen staff member was unaware of one child's change in milk noted after well child doctor's visit</li> </ul>
Follow-up Activities	
Correction due date is scheduled for January 17, 2024.	

Unannounced Safe Environments Visits	
Area of non-compliance	<ul style="list-style-type: none"> <li>• There was one non-compliance for required training certificates not available for review.</li> </ul>
Areas of concern	<ul style="list-style-type: none"> <li>• Hand washing procedure not followed</li> <li>• Daily Classroom Checklist not available for review</li> <li>• Classroom outlet missing electrical cover</li> <li>• Positive guidance support needed in one classroom</li> <li>• Diaper changing procedure not followed</li> </ul>
Follow-up Activities	
Correction due date is scheduled for January 12, 2024.	

**For more detailed information:**

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