

City of San Antonio



AGENDA PACKET

Community Action Advisory Board Meeting

Thursday, March 21, 2024

5:30 PM

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

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 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:

Approval of Minutes

1. Approval of the minutes from the Community Action Advisory Board meeting on {February 29, 2024}

Public Comments

Briefing and Possible Action on the following items

2. Welcome CAAB Members-Executive Committee
3. Review Annual Governance Training for CAAB Members
4. Review of Public Information Act and Open Meeting Act Training

5. Review of CAAB By-Laws
6. Review of Agency Mission Statement
7. National Children's Dental Health Month Calendar Presentation
8. Approval of Governance, Leadership and Oversight Capacity Screener
9. Review of Head Start Program Governance Training
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

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, February 29, 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 5:37 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

George Bustillo, Area V

Representatives of Organizations:

Teresa Villegas, University of the Incarnate Word

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)

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

Representatives of Organizations:

Pastor Victor Martinez, Redeemer Presbyterian Church

Demetric Byrd, 300 Seconds, Inc

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 7 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 January 18, 2024. Christine Gutierrez, motioned to Approve Meeting Minutes, seconded by Ryan Salts. All were in favor, no opposed and no abstentions. Motion carried. The next item was presented.
- 2. Presentation, Selection and Approval of Representative Private Organization:** Chair, Ruben Lizalde announced the next item Presentation, Selection and Approval of Representative Private Organization, presented by Minerva Hernandez. Danielle Garcia with Dept of Housing and Urban Development and John Bonillas with Casa Exteriors, for Private organization representatives. Christine Gutierrez, motioned to, Approve Representative for Private Organizations, seconded by Antonio Martinez Jr. All were in favor, no opposed and no abstentions. Motion carried. The next item was presented.
- 3. Introduction of Low-Income Representative-Alternates:** Chair, Ruben Lizalde announced the next item, Introduction of Low-Income Representative-Alternates presented by Minerva Hernandez. Levi Thatcher for Area III and George Bustillo Area V. No action items. There were no further questions or comments, and the next item was presented.
- 4. Community Action Advisory Board Election of Officer for 2024:** Chair, Ruben Lizalde announced the next item, CAAB Election of Officer for 2024. Nomination for Chair was Ruben Lizalde. Ryan Salt Motioned to Approve Ruben Lizalde, seconded by Christine Gutierrez, By Majority Vote the 2024 CAAB Chair is Ruben Lizalde. Nomination for Vice-Chair was Ryan Salt. Dorian Keller Motioned to Approve Ryan Salt for Vice-Chair, seconded by Ruben Lizalde, By Majority Vote the 2024 Vice Chair is Ryan Salt. Nomination for Secretary was Christian Gutierrez. Ruben Lizalde Motioned to Approve Christian Gutierrez, seconded by Teresa Villegas, By Majority Vote the 2024 Secretary is Christian Gutierrez. Motion carried. The next item was presented.
- 5. Review of 2024 Community Service Block Grant Preliminary expenses thru January 31, 2024:** Chair, Ruben Lizalde announced the next item, Review of 2024 Community Service Block Grant Preliminary expenses thru January 31, 2024, presented by Joseph Monyer. Total Budget 2,226,070.00 8% spent, Expenditures \$171,957.51. Administration Budget \$302,202.00 expenditures \$ 31,146.53. Training for job success, Budget \$1,194,937.00, Expenditures \$76,364.83. Emergency Assistance Budget \$368,596.00 Expenditures \$32,309.10. Financial Counseling Budget \$340,335.00 Expenditures \$ 31,072.51. VITA Budget \$20,000.00, Expenditures 1,064.54. No action items. There were no further questions or comments, and the next item was presented.
- 6. Review Community Service Block Grant and Program update:** Chair, Ruben Lizalde announced the next item, Review of community service block grant and program updates presented by Minerva Hernandez. Beginning the year with 2024 CSBG Budget for direct assistance. Estimated 50 TFJS participants in the educational phase and 30 in the employment phase. New Software system used by the City's Ready to Work Exponents/SNYC. Case Management team still getting acquainted with the system, job aids and sessions being provided to the team. Staff continue to work with the software system to make adjustment to features. No action items. There were no further questions or comments, and the next item was presented.
- 7. Review of Determining, Verifying , and Documenting Eligibility:** Chair, Ruben Lizalde Announced the next item, Review of Determining, Verifying, and Documenting Eligibility, Presented by Racheal Pearce. Age Eligible, 6weeks to 35 months for EHS and 3 to 5 years old for Head start. Income Eligible, at or below 130% of Federal Poverty Guidelines, and Children Experiencing homelessness, Receiving Public Assistance or in Foster 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, 2yrs, 3rd year students must reapply, and EHS transition students must reapply. No action items. There were no further questions or comments, and the next item was presented.
- 8. Approval of the EHS Under Enrollment Plan:** Chair, Ruben Lizalde announced the next item, Approval of the EHS Under Enrollment Plan, Presented by Rhonda Roach. 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. Christine Gutierrez, motioned to Approve EHS Under Enrollment Plan, seconded Ryan Salts. All were in favor, no opposed and no abstentions. Motion carried. The next item was presented.

9. Review Jule Sugarman Process: Chair, Ruben Lizalde announced the next item, Review Jule Sugarman Process, Presented by Rhonda Roach. 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. No action items. There were no further questions or comments, and the next item was presented.

10. Review of Head Start, EHS and EHS-CCP Fiscal Report: Chair Ruben Lizalde announced the next Item, Review of Head Start, EHS and EHS-CCP Fiscal Report, Presented by Carlos. EHS/ HS Fiscal Reports GY 23-34 as of December 31, 2023, Total budget \$37,810,619.00, YTD \$28,739,728.00, Variance \$1,777,363.00. Early Head Start- CCP Fiscal Reports GY 23-24 as of December 31, 2023, Total Budget \$4,139,106.00, YTD Budget \$1,462,648.00, Variance \$-21491.00. No action items. There were no further questions or comments, and the next item was presented.

11. Review of Head Start, EHS and EHS-CCP Monthly program Report: Chair, Ruben Lizalde announced the next item, review of Head Start, EHS and EHS-CCP Monthly program Report, Presented by Rhonda Roach. Head Start: funded enrollment 3020, Percent of enrolled children with disability 13.28% , Meals served 64062, education services complete 96%. Family engagement services completed 97%. Mental health services 131. Early Head Start: Funded enrollment 128, 9% Children with disability, Meals served 1684, education services completed 98%, Family engagement services 98% Education screenings completed 99%. Early Head Start-Child Care Partnership: funded enrollment 216, Percent of enrolled children with disability 8%, Meals served 4705, Education Services 99 %, family engagement services 99%, Mental health services 33. No action items. There were no further questions or comments, and the next item was presented.

12. Review of head start quality assurance report: Chair, Ruben Lizalde announced the next item, Review of Head Start quality assurance report presented by Irasema Pizano. Projects Conducted; 45-day education screening, Governance Review, ERSEA Attendance Review and Safe environments review. Project completed December Review. Area of Non-Compliance: Disabilities review- No Areas of Non-Compliance were identified. Areas of Concern: Disabilities review- There was one area of concern noted. No action items. There were no further questions or comments, and the next item was presented.

13. Review of EHS and EHS-CCP Quality Assurance Report: Chair, Ruben Lizalde announced the next item, Review of EHS and EHS-CCP Quality Assurance Report presented by Wanda. Projects Conducted: Review November 27- December 12, 2023, Nutrition Child File Review and Onsite Teacher and Kitchen Staff Interviews and Critical Health Concern Child File Review. Projects Completed: Nutrition Review and Unannounced safe environments visits. Areas of Non-Compliance: Unannounced safe environments visits. Area of Concern: Nutrition Review and unannounced safe environments Visits.

VI. ANNOUNCEMENTS: No announcements.

VII. CAAB BOARD- NEXT MEETING: Thursday March 21, 2024, 5:30 pm, Brady Head Start

VIII. ADJOURNMENT: Christine Gutierrez, motioned to adjournment Meeting, seconded by Ryan Salts. All were in favor, no opposed and no abstentions. Motion carried. The next item was presented.
Chair Ruben Lizalde, Adjournment Meeting at 6:59pm.

"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:
24-198953

Agenda Item Number: 2

Agenda Date: March 21, 2024

In Control: Community Action Advisory Board Meeting

DEPARTMENT: Department of Human Services

DEPARTMENT HEAD: Melody Woosley

COUNCIL DISTRICTS IMPACTED: Citywide

SUBJECT:

Welcome CAAB Members-Executive Committee

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:

Welcome CAAB Members-Executive Committee

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:
24-198954

Agenda Item Number: 3

Agenda Date: March 21, 2024

In Control: Community Action Advisory Board Meeting

DEPARTMENT: Department of Human Services

DEPARTMENT HEAD: Melody Woosley

COUNCIL DISTRICTS IMPACTED: Citywide

SUBJECT:

Review Annual Governance Training for CAAB Members

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:

Review Annual Governance Training for CAAB Members 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

Community Action Advisory Board- Annual Governance Training

Thursday, March 21, 2024

5:30 PM

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

CAAB Video links for required Annual Governance Training:

https://youtu.be/dHRx5QVjy_o

Public Information Act Training:

[Public Information Act Training | Office of the Attorney General](#)
 [\(texasattorneygeneral.gov\)](https://texasattorneygeneral.gov)

Open Meeting Act Training:

[Open Meetings Act Training | Office of the Attorney General](#)
 [\(texasattorneygeneral.gov\)](https://texasattorneygeneral.gov)



City of San Antonio

Agenda Memorandum

File Number:
24-198955

Agenda Item Number: 4

Agenda Date: March 21, 2024

In Control: Community Action Advisory Board Meeting

DEPARTMENT: Department of Human Services

DEPARTMENT HEAD: Melody Woosley

COUNCIL DISTRICTS IMPACTED: Citywide

SUBJECT:

Review of Public Information Act and Open Meeting Act Training

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

Community Action Advisory Board- Annual Governance Training

Thursday, March 21, 2024

5:30 PM

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

CAAB Video links for required Annual Governance Training:

https://youtu.be/dHRx5QVjy_o

Public Information Act Training:

[Public Information Act Training | Office of the Attorney General](#)
(texasattorneygeneral.gov)

Open Meeting Act Training:

[Open Meetings Act Training | Office of the Attorney General](#)
(texasattorneygeneral.gov)



City of San Antonio

Agenda Memorandum

File Number:
24-198956

Agenda Item Number: 5

Agenda Date: March 21, 2024

In Control: Community Action Advisory Board Meeting

DEPARTMENT: Department of Human Services

DEPARTMENT HEAD: Melody Woosley

COUNCIL DISTRICTS IMPACTED: Citywide

SUBJECT:

Review of CAAB By-Laws

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
DEPARTMENT OF HUMAN SERVICES

**COMMUNITY ACTION ADVISORY BOARD
BY-LAWS**

Revised October 28, 2014, November 1, 2019

Revision Approved by the CAAB: November 5, 2014, February 6, 2020

Revision Approved by City Council: December 11, 2014; _____

Ordinance No. _____

**CITY OF SAN ANTONIO
DEPARTMENT OF HUMAN SERVICES**

**COMMUNITY ACTION ADVISORY BOARD
BY-LAWS**

The City Council of the City of San Antonio (“City”) is the governing board for the Bexar County Community Action Agency (“CAA”). City Council has designated, through its Department of Human Services (“DHS”), a Community Action Advisory Board (“CAAB”) to serve in an advisory capacity to assist the City Council in its role as the governing body for the CAA. These bylaws are intended to comply with the rules and regulations of the federal CSBG Act (see the U.S. Code, Title 42, Chapter 106) and the Texas CSBG Act (see the Texas Administrative Code, Title 10, Part I, Chapter 6, Subchapter B); any provision in question shall be read in compliance with federal and state laws and regulations. This CAAB will incorporate the following:

ARTICLE 1 **RESPONSIBILITIES OF THE CAAB.**

The CAAB and its members will:

- A. In an advisory role to the City Council, oversee the extent and the quality of participation of the poor, and services to the poor.
- B. In an advisory role to City Council, oversee key responsibilities regarding the Head Start Policy Council of the City’s Head Start Program for its benefit and effective governance.
- C. Maintain regular attendance of board and committee meetings.
- D. Carefully review all materials provided to it.
- E. Review the programs, budgets and services of the CSBG program.
- F. Receive and review other reports, including but not limited to funding proposals, financial reports, progress reports, policy modifications, and community assessments.
- G. Assure that it and the CAA continues to:
 - i. Assess and respond to the causes and conditions of poverty;
 - ii. Represent and take into account the diversity of the CAA area; and
 - iii. Remain administratively and fiscally sound.

- H. Oversee any other duties or responsibilities City Council may confer.

ARTICLE II

COMPOSITION AND TERMS OF OFFICE.

Section 1

The CAAB will be composed of fifteen (15) members:

- A. Five (5) elected Public Officials, or their appointees
- B. Five (5) Representatives of Low-Income Individuals and Families
- C. Five (5) Representatives of Private Organizations
“Representatives of Private Organizations” is defined as members of business, industry, labor, religious, welfare, education, or major groups and interests in the community.

Section 2

Term Limits.

- A. Public Officials serve at the pleasure of the designating official: the Mayor or County Judge. Public officials or their appointees serve until replaced.
- B. Elected Low-Income Representatives serve a term of two (2) years.
- C. Private Organizations (and their appointed representative) serve a term of two (2) years and are selected on the alternate year of the Low-Income Representatives.
- D. Representatives of Low-Income Individuals and Private Organizations may serve up to two (2) consecutive two-year terms. After serving four (4) consecutive years, neither the member nor organization may serve on the CAAB for at least one (1) two-year term.

ARTICLE III

ELIGIBILITY FOR MEMBERSHIP.

Section 1

Election/Selection of CAAB members:

- A. **Public Officials** serving on the CAAB are appointed by the respective governmental body.
- B. **Low-Income Representatives** must:
 - 1. Be at least 18 years of age at the start of the term,
 - 2. Be a resident of the designated geographic area for which elected, and
 - 3. File an application with the Office of the City Clerk.

Elections of Low-Income Representatives must be held

publicly, in accordance with the “CAAB Election Document,” on file with DHS.

Voters need not be registered, but must be eighteen (18) years of age and produce proof of residence within the boundaries of the designated geographic area for which voting.

- C. **Private Organizations** are selected by open ballot by the seated Public Officials and Low-Income Representatives, and in accordance with the process described in the CAAB Election Document. The Representatives for Private Organizations are selected by the organization they represent.

Section 2

Conflicts of Interest.

- A. No CAAB member may participate in the selection, award, or administration of a subcontract supported by CSBG funds if any of the following have a financial interest in the firm or person selected to perform a subcontract:
- i. The board member
 - ii. Any member of his/her immediate family
 - iii. The board member’s partner
 - iv. Any organization which employs or is about to employ any of the above (in numbers 1-3)
- B. No employee of the City or of the Texas Department of Housing and Community Affairs (“TDHCA”) may serve on the CAAB.
- C. No CAAB member may be employed by the City or the TDHCA for 12 months after CAAB service.
- D. All CAAB members must receive orientation within ninety (90) days of appointment/election, and must comply with the City’s Code of Ethics, for which CAAB members will receive annual training.

ARTICLE IV

MEETINGS AND VOTING.

Section 1

The CAAB will schedule regular meetings for the business of the CAAB. The Chair, designated Chair Pro Tem, or the Executive Committee may cancel or postpone a meeting, granted that a minimum of five (5) meetings are held each year.

Section 2

All meetings must be “open” meetings and in accordance with the Texas Open Meetings Act, except for matters that may be discussed in executive session pursuant to the Act.

Section 3

Quorum. At any meeting or committee of the CAAB, a quorum must be present, consisting of at least fifty-one percent (51%) of the

CAAB or the committee membership. For purposes of determining a quorum, vacant positions are not counted.

Section 4

Voting. Each member of the CAAB will have one (1) vote. A motion may be adopted only if a majority of the votes *cast* are in favor of the motion. Voting by proxy and cumulative voting are not allowed.

Section 5

“Special Meetings” of the CAAB may be called for the purpose of dealing with important matters that arise between regular meetings and which require immediate action. Special Meetings may be called by the Chair of the CAAB or, in the absence of the Chair, by the next designated Chair Pro Tem. Special Meetings must meet all notice requirements of the Open Meetings Act, unless qualifying as an “Emergency Meeting” under the Act.

Section 6

Meetings of the CAAB will be conducted in accordance with the most recent edition of Robert’s Rules of Order. Where these by-laws and Robert’s Rules of Order differ, these by-laws will control.

ARTICLE V

OFFICERS.

Section 1

The officers, and related duties, of the CAAB will be as follows:

A. **Chair:**

- i. Presides at all meetings
- ii. Is an ex-officio member of all committees

B. **Vice-Chair:**

- i. Acts as Chair Pro Tem in the absence of the Chair
- ii. Performs other duties as directed by the Chair

C. **Secretary**, with the assistance of City staff:

- i. Prepares the agenda and notice
- ii. Keeps written minutes, including a record of votes on all motions for each meeting
- iii. Acts as Chair Pro Tem in the absence of the Chair and Vice-Chair
- iv. Performs other duties directed by the Chair

Section 2

Officers will be elected annually no more than two meetings after the election of Low-Income Representatives or selection of Private Organizations.

Section 3

Any officer may be removed from office for cause by a two-thirds vote of the voting CAAB members.

Section 4

Upon completion of CAAB elections, the incumbent officers will retain their respective positions until the election of new officers. In the event that none of the officers return to the Board, the new Board

will select a Chair Pro Tem to preside over the election of new officers and subsequently relinquish control to the newly-elected Chair.

ARTICLE VI

ALTERNATES AND VACANCIES.

Section 1

Each member will have one alternate.

- A. Public officials may select one permanent representative to serve in their place, or may designate an alternate if a permanent representative is not chosen.
- B. Low-Income Representative alternates will be the individual who receives the second-highest count of votes in the election, by designated geographic area. In the event that only one Low-Income Representative candidate ran for a designated area, a request for a waiver will be submitted to the State asking that the elected Low-Income Representative of that area select an alternate.
- C. Private organizations will select their own alternates.

Section 2

Alternates may participate in the discussion of business presented to the CAAB, but may only vote in the absence of the primary CAAB member for the area they represent.

Section 3

Alternates may not serve as an officer of the CAAB or on any committee.

Section 4

Vacancies.

- A. When a vacancy on the CAAB occurs for a:
 - i. Public Official or his/her representative: the CAAB will ask the designating official to select another public official to fill the seat.
 - ii. Low-Income Representative: the alternate will become the regular Board member for the remainder of the term.
 - iii. Representative of a Private Organization: The alternate selected by the Private Organization will become the regular Board member.
- B. The CAAB must fill all vacancies as soon as it is reasonably possible.

ARTICLE VII

ATTENDANCE & REMOVAL.

Section 1

Attendance. A CAAB member who fails to attend three (3) consecutive regularly-scheduled meetings is subject to forfeit his/her seat by removal.

- A. After the three (3) absences, the Secretary will contact the member in writing, indicating that the member may be removed for absenteeism by a two-thirds (2/3^{rds}) vote at the next CAAB meeting. Prior to the vote, the member will have an opportunity to speak on his/her own behalf.
- B. “Absence” is defined as not attending a regularly-scheduled meeting without notifying City staff or an officer of the CAAB before the meeting.
- C. In the event of removal, the procedure for vacancies will be followed.

Section 2

Misconduct. Any misconduct by a CAAB member can be grounds for censure by the Chair. If the misconduct continues by a Representative of a Public Official or a Private Organization, upon a 2/3^{rds} vote of approval by the voting CAAB members, the Public Official or Private Organization may be requested to replace their representative.

ARTICLE VIII COMMITTEES.

Section 1

The CAAB may establish committees it considers necessary to carry out its business. The composition of these committees must fairly reflect the composition of the full Board. The CAAB will have one standing Executive Committee.

- A. **Executive Committee:** will consist of the Officers plus one member elected by the Board (the “EC Member At-Large”) and will discuss the agenda of the next CAAB meeting and report to the full CAAB on the actions it takes between meetings.
 - i. The EC Member At-Large will also act as Chair Pro Tem in the absence of the Chair and other designated Chairs Pro Tem.
- B. **Special Committees.** The CAAB may establish “special” committees from time to time on an ad hoc basis to review and address particular issues and report on such issues to the full CAAB. An example of one such committee is a:
 - i. **Grievance Committee:** to review and investigate grievances, complaints, or other items of concern made to the CAAB by a community or CAAB member relating to business of the CAAB or any delegate agency. The CAAB will then determine whether to refer such matters to DHS for further action.

- Section 2 Committee size should be no less than three (3) and no more than five (5) members.
- Section 3 No CAAB member may serve on more than two (2) committees.
- Section 4 No CAAB member may chair more than one (1) committee.
- Section 5 Any member of the CAAB may attend any committee to observe, but may not vote unless seated on the committee.

ARTICLE IX

COMPENSATION.

CAAB members are not entitled to compensation for their service on the CAAB, although, in accordance with federal and state CSBG law, reimbursement of reasonable and necessary expenses incurred by a member in carrying out his /her duties is allowed.

ARTICLE X

AMENDMENTS.

Proposed amendments to these By-Laws may be made by members of the CAAB, City Council, or the Director of DHS. Proposed amendments will then be recommended to the City Council only upon an affirmative vote of two-thirds of the CAAB member votes cast, and will only be implemented upon the approval of City Council and passage of a City ordinance.



City of San Antonio

Agenda Memorandum

File Number:
24-198957

Agenda Item Number: 6

Agenda Date: March 21, 2024

In Control: Community Action Advisory Board Meeting

DEPARTMENT: Department of Human Services

DEPARTMENT HEAD: Melody Woosley

COUNCIL DISTRICTS IMPACTED: Citywide

SUBJECT:

Review of Agency Mission Statement

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

Community Action Advisory Board- Annual Governance Training

Thursday, March 21, 2024

5:30 PM

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

About Human Services

Our Mission

To promote life-long success by providing Human Services and connecting people to community resources.

Our Vision

To provide leadership, develop collaborative strategies, and maximize resources to improve the quality of life for children, families and seniors in our community.

Our Services

The Department of Human Services provides comprehensive direct and contractual services in the areas of Early Education and Child Care Assistance, Education, Financial and Emergency Assistance, Homeless Assistance, and Senior Services.



City of San Antonio

Agenda Memorandum

File Number:
24-198945

Agenda Item Number: 7

Agenda Date: March 21, 2024

In Control: Community Action Advisory Board Meeting

DEPARTMENT: Department of Human Services

DEPARTMENT HEAD: Melody Woosley

COUNCIL DISTRICTS IMPACTED: Citywide

SUBJECT:

National Children's Dental Health Month Calendar Presentation

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 Head Start Policy Council in accordance with the Head Start Act Sec 642(c)(1)(E). Monthly program report includes information on Head Start Program Monitoring Calendars and monthly activities for the programs.

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 Celebrates National Children's Dental Health Month

2024-2025 Oral Health
Calendar Contest



2024 - 2025
HEAD START
ORAL HEALTH
CALENDAR



CALENDAR
FRONT COVER
-
AZALEA ZAVALA

"I brush them three times at my house. To get them nice and clean!"
Azalea • Knox Early Childhood Education Center • San Antonio ISD





MARCH 2024

-

DALILA URIBE

Dalila · Loma Park Elementary · Edgewood ISD

BRUSH
MY
TEETH



"I brush my teeth."

Aaliyah · Stafford Early Childhood Center · Edgewood ISD

APRIL 2024

-

AALIYAH TROCHEZ
ESPINOZA

Melody · Jose Cardenas Early Childhood Center · Edgewood ISD



MAY 2024

-

MELODY RUIZ

I want to be a dentist



Jax · Stafford Early Childhood Center · Edgewood ISD

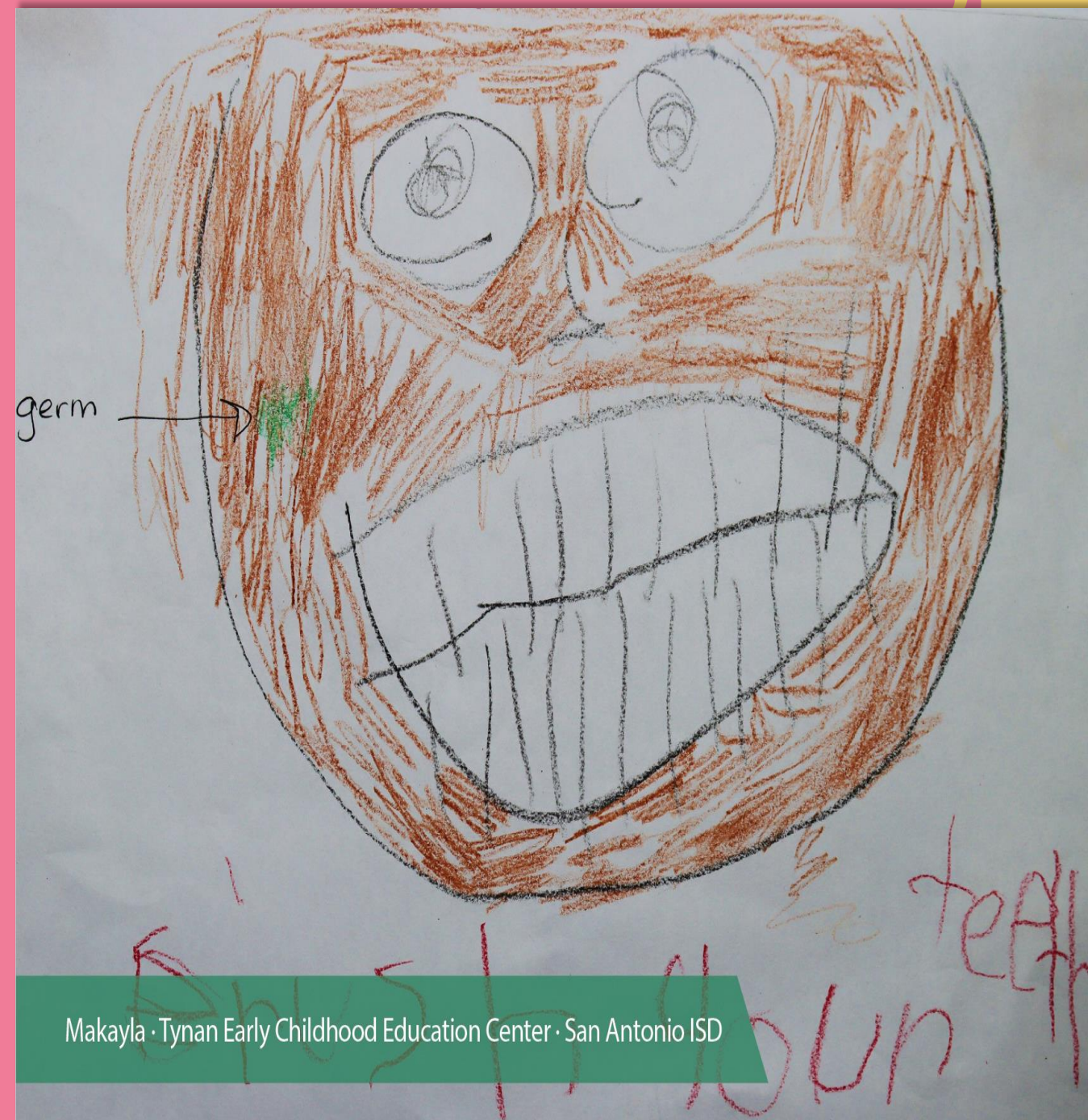
JUNE 2024
-
JAX DE LA CERDA



JULY 2024

-

JANELLY
PERDOMO
GONZALES



AUGUST 2024

-

MAKAYLA
PANELLI

Makayla · Tynan Early Childhood Education Center · San Antonio ISD



SEPTEMBER 2024

-

ARIADNA
MARTINEZ REYES

Ariadna · Loma Park Elementary · Edgewood ISD



Emma · Loma Park Elementary · Edgewood ISD

OCTOBER 2024

-

EMMA AGUILAR

"Yo eat manzanas para cuidar los dientes."

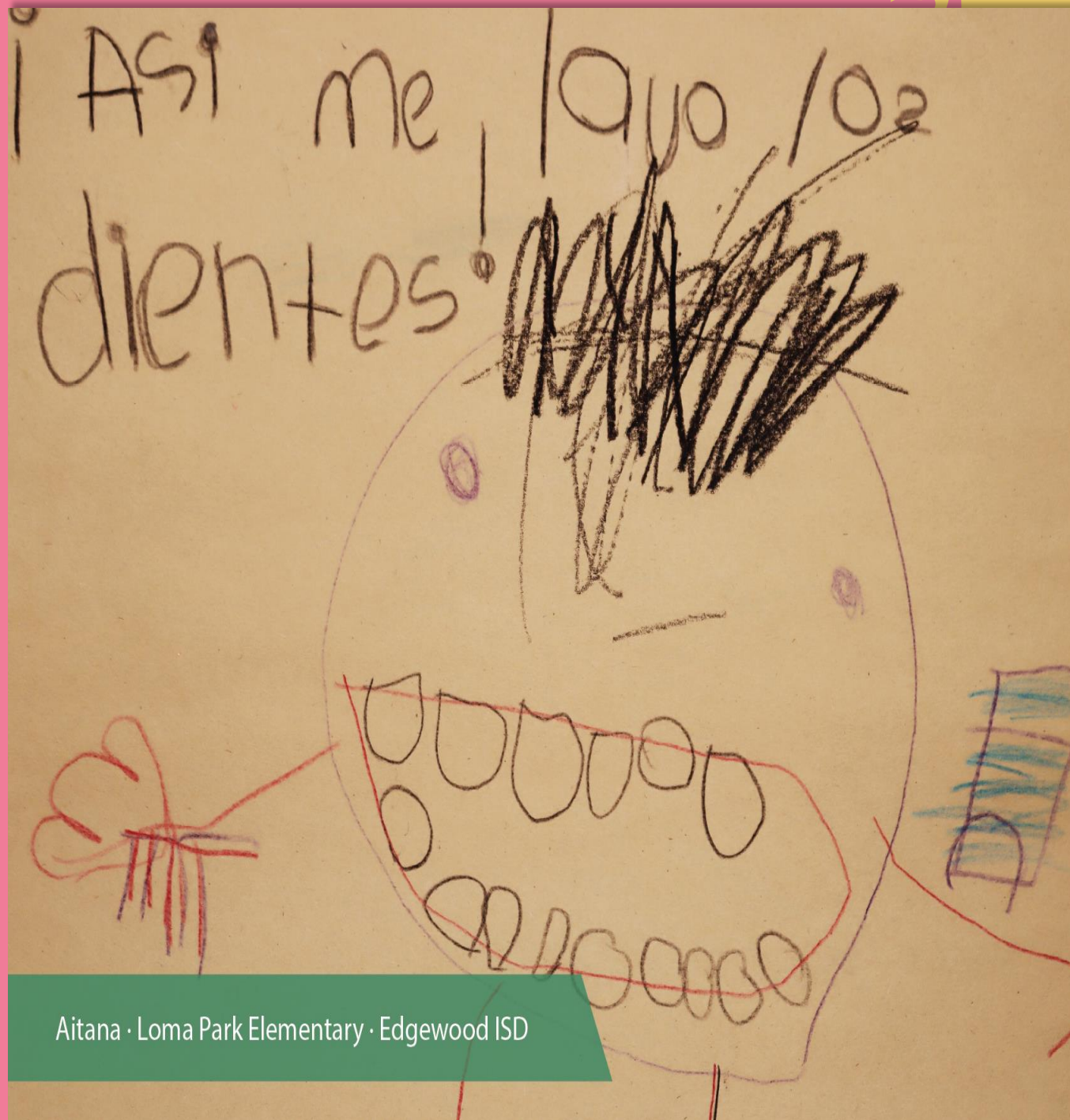
Lionel · Jose Cardenas Early Childhood Center · Edgewood ISD

NOVEMBER 2024

-

LIONEL
HERNANDEZ





DECEMBER 2024

-

AITANA HERRERA
DOMINGUEZ



JANUARY 2025
-
LUCAS FUENTES

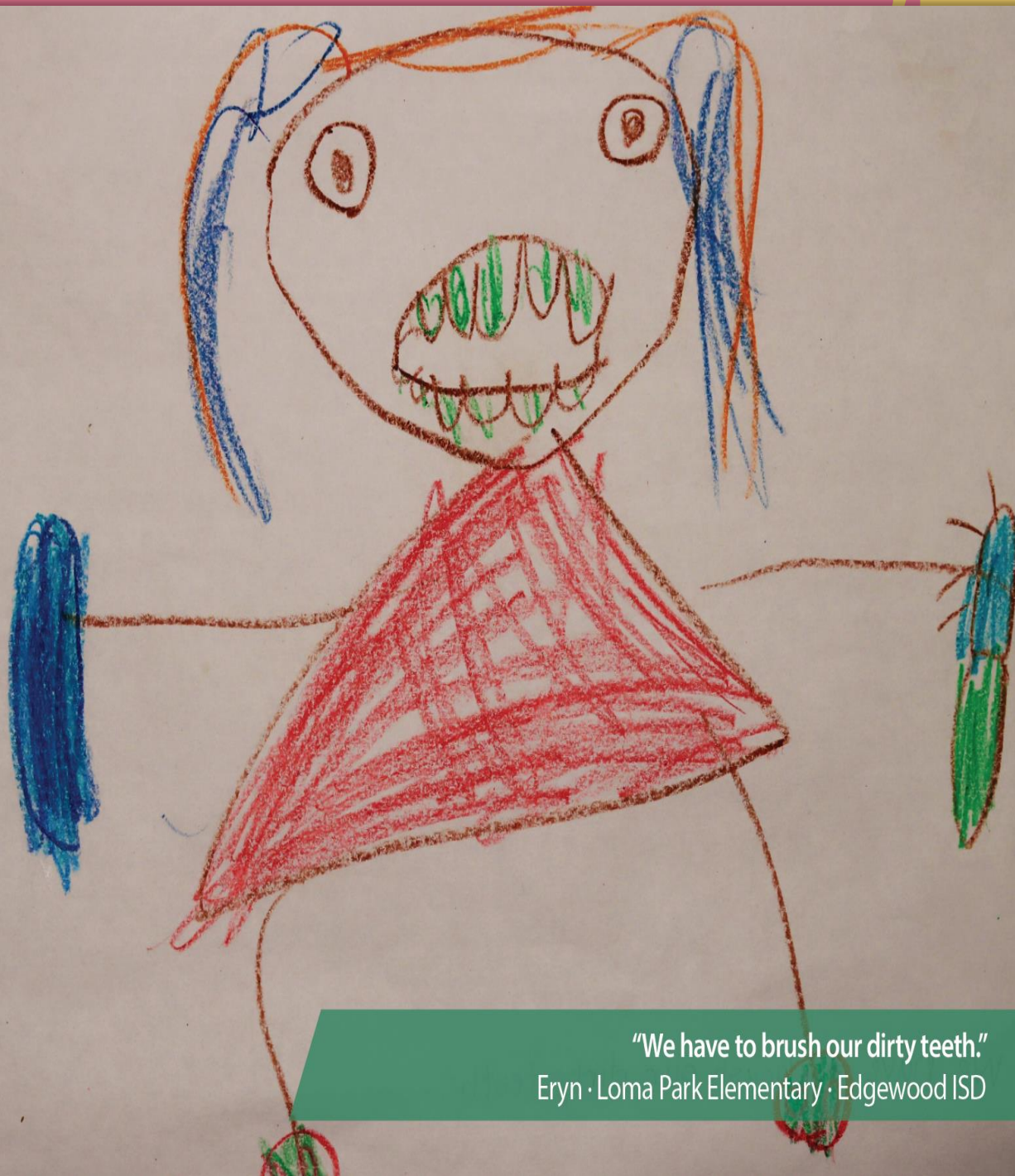
"Mommy and me brush our teeth. We also use mouthwash. I love brushing my teeth."
Lucas · Knox Early Childhood Education Center · San Antonio ISD



FEBRUARY 2025

-

IVANA ORTIZ
MORENO



PROGRAM
INFORMATION
PAGE

-

ERYN MONTOYA

"We have to brush our dirty teeth."
Eryn · Loma Park Elementary · Edgewood ISD



CALENDAR BACK
COVER

-

AVELINA CERNA

Avelina · Graebner Elementary · San Antonio ISD

THANK YOU!

CONTEST PANEL JUDGES

AUDREY JACKSON

CITY OF SAN ANTONIO DHS HEAD START PROGRAM

LAURA HERNANDEZ

CITY OF SAN ANTONIO METRO HEALTH

CALENDAR DESIGN

JAY REYNA

CITY OF SAN ANTONIO COMMUNICATIONS & ENGAGEMENT





City of San Antonio

Agenda Memorandum

File Number:
24-198947

Agenda Item Number: 8

Agenda Date: March 21, 2024

In Control: Community Action Advisory Board Meeting

DEPARTMENT: Department of Human Services

DEPARTMENT HEAD: Melody Woosley

COUNCIL DISTRICTS IMPACTED: Citywide

SUBJECT:

Approval of Governance, Leadership and Oversight Capacity Screener

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 governing body of each Head Start grantee must complete this or another governance and leadership capacity screening within 60 days of the start of their five-year project period. The governing body also must confirm that the screening was conducted, and a training plan was developed.

The screener certification must be submitted to the Office of Head Start (OHS) in the Head Start Enterprise System (HSES) within 75 calendar days of the start of the project period.

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.



Governance, Leadership, and Oversight Capacity Screener

Introduction

Organizations that accept federal funds to operate Head Start and/or Early Head Start programs must have strong governance systems in place to safeguard federal dollars and provide oversight and direction to the Head Start program.

This screener organizes the Head Start requirements to help organizations identify where they need to make changes and build capacity to fulfill their Head Start governance responsibilities.

Suggestions for Use

1. Print a copy of this screener.
2. Have your organization's governing body or Tribal Council chair, Policy Council chair, executive director, and Head Start program director work together to review the table beginning on page 3 and to identify (with a check mark or "X") the following items:
 - i. Required Head Start governance practices that your organization currently has in place
 - ii. Required Head Start governance practices that your organization will implement within the first three months of funding
 - iii. Required Head Start governance practices that your organization needs help understanding and implementing
3. On the final page of this document list the governance practices and regulations that your organization needs assistance in understanding and implementing.
4. Enter any questions or concerns you have in the comments section on the final page of this document.
5. Share this screener and your findings with your full governing body or Tribal Council, Policy Council, and Head Start program leadership. Assign people to begin implementation of the governance practices you have identified as not currently in place.
6. You can explore the [Organizational Leadership](#) page on the Early Childhood Learning and Knowledge Center (ECLKC) to access other resources that can assist you as you move your governance system and practices forward.
7. At your next meeting with Regional Office staff, discuss those governance practices and regulations where your organization may benefit from technical assistance.



Head Start Governance, Leadership, and Oversight Capacity Screener

Head Start Governance Practices and Related Regulations	Practice/Procedure is currently in place	Practice/Procedure will be fully implemented within first three months of funding	Our organization needs assistance in understanding and implementing this regulation
1. The governing body (or Tribal Council) has the required composition. ¹		Head Start Act Sec. 642(c)(1)(B) (i–iv)	
• At least one member has fiscal/accounting background and expertise	×		
• At least one member has early childhood education and development background and expertise	×		
• At least one member is a licensed attorney	×		
• Members reflect the community served and include parents of children who are currently, or were formerly, enrolled in Head Start programs	×		
2. The Policy Council has the required composition.		Head Start Act Sec. 642(c)(2)(B)(i) Sec. 642(c)(2)(B)(ii)(I–II)	
• A majority are parents of children who are currently enrolled in the Head Start program (including delegate agencies)	×		
• Other members are representatives at-large of the community served by the program or any delegate agency (may include parents of children formerly enrolled)	×		
• Members are elected by parents of children currently enrolled in the program	×		

¹ If the composition of the governing body does not include individuals with the required qualifications, the governing body must use consultants or other individuals with relevant expertise and qualifications to meet the composition requirements [Head Start Act Sec. 642(c)(1)(B)(vi)].



Head Start Governance, Leadership, and Oversight Capacity Screener

Head Start Governance Practices and Related Regulations	Practice/Procedure is currently in place	Practice/Procedure will be fully implemented within first three months of funding	Our organization needs assistance in understanding and implementing this regulation
3. The Head Start program must ensure that members of the:		Head Start Act Sec.642(c)(1)(C), 642(c)(2)(C), and 642(c)(3)(B) Head Start Program Performance Standards 1301.2(a) and 1301.3(b)(2)	
• Governing body do not have a conflict of interest	×		
• Policy council, and of the policy committee at the delegate level, do not have a conflict of interest	×		
4. Head Start program has established a parent committee comprised exclusively of parents of currently enrolled children as early in the program year as possible.		Head Start Program Performance Standards 1301.4 (a)	
• The committee is established at the center level for center-based program and at the local program level for other program options	×		
5. Governing body may establish advisory committees as it deems necessary for effective governance and improvement of the program.		Head Start Program Performance Standards 1301.2(c)	
• Establish the structure, communication, and oversight in such a way that the governing body continues to maintain its legal and fiscal responsibility	×		
• Notify responsible HHS official of intent to establish an advisory committee	×		



Head Start Governance, Leadership, and Oversight Capacity Screener

Head Start Governance Practices and Related Regulations	Practice/Procedure is currently in place	Practice/Procedure will be fully implemented within first three months of funding	Our organization needs assistance in understanding and implementing this regulation
6. Members of the governing body (or Tribal Council) receive effective and ongoing training and technical assistance (T/TA) to ensure that they understand the information they receive and are able to provide effective oversight of, make appropriate decisions for, and participate in programs of the Head Start agency.		Head Start Act Sec. 642(d)(3)	
<ul style="list-style-type: none"> The agency has a system for identifying the T/TA needs of the governing body (or Tribal Council) and using this information to develop a T/TA plan 	×		
7. Members of the Policy Council receive effective and ongoing training and technical assistance (T/TA) to ensure that they understand the information they receive and can provide effective oversight of, make appropriate decisions for, and participate in programs of the Head Start agency.		Head Start Act Sec. 642(d)(3) Head Start Program Performance Standards 1302.12(m)	
<ul style="list-style-type: none"> The agency has a system for identifying the T/TA needs of the Policy Council and using this information to develop a T/TA plan 	×		
<ul style="list-style-type: none"> T/TA or orientations include training on program performance standards and training indicated in 1302.12(m) 	×		



Head Start Governance, Leadership, and Oversight Capacity Screener

Head Start Governance Practices and Related Regulations	Practice/Procedure is currently in place	Practice/Procedure will be fully implemented within first three months of funding	Our organization needs assistance in understanding and implementing this regulation
8. The governing body (or Tribal Council) exercises the following responsibilities:		Head Start Act Sec. 642(c)(1)(E)(iv)(I-III) Sec. 642(c)(1)(E)(iv)(VI)	
• Establishes procedures and criteria for recruiting, selecting, and enrolling children	✗		
• Selects delegate agencies, as appropriate	✗		
• Develops procedures for selecting Policy Council members	✗		
• Reviews applications and amendments to applications for funding	✗		
9. The governing body (or Tribal Council) exercises responsibility for the following:		Head Start Act Sec. 642(c)(1)(E)(iv)(VII)(aa)-(dd)	
• Approval of all major financial expenditures of the agency	✗		
• Annual approval of the operating budget of the agency	✗		
• The selection (except when a financial auditor is assigned by the state under state law or is assigned under local law) of independent financial auditors to report all critical accounting policies and practices to the governing body (or Tribal Council)	✗		



Head Start Governance, Leadership, and Oversight Capacity Screener

Head Start Governance Practices and Related Regulations	Practice/Procedure is currently in place	Practice/Procedure will be fully implemented within first three months of funding	Our organization needs assistance in understanding and implementing this regulation
<ul style="list-style-type: none"> The financial audit 	×		
<ul style="list-style-type: none"> Monitoring of the agency's actions to correct any audit findings and other actions necessary to comply with applicable laws (including regulations) governing financial statement and accounting practices 	×		
10. The governing body (or Tribal Council) is engaged in reviewing and approving each of the following:		Head Start Act Sec. 642(c)(1)(E)(iv)(V)(aa-cc) Sec. 642(c)(1)(E)(iv)(VIII)-(IX)	
<ul style="list-style-type: none"> The annual self-assessment 	×		
<ul style="list-style-type: none"> The agency's progress in carrying out the programmatic and fiscal provisions in the agency's grant application, including implementation of corrective actions 	×		
<ul style="list-style-type: none"> Personnel policies of the agency regarding the hiring, evaluation, termination, and compensation of agency employees 	×		
<ul style="list-style-type: none"> Results from monitoring conducted under section 641A(c), including appropriate follow-up activities 	×		



Head Start Governance, Leadership, and Oversight Capacity Screener

Head Start Governance Practices and Related Regulations	Practice/Procedure is currently in place	Practice/Procedure will be fully implemented within first three months of funding	Our organization needs assistance in understanding and implementing this regulation
11. The program staff ensures the parent committee assumes responsibility for the following:		Head Start Program Performance Standards 1301.4 (b)	
<ul style="list-style-type: none"> • Work with program staff to determine the best methods to engage families using strategies that are most effective in their community 	×		
<ul style="list-style-type: none"> • Advise staff in developing and implementing local program policies, activities, and services to ensure they meet the needs of children and families 	×		
<ul style="list-style-type: none"> • Have a process for communication with the Policy Council and policy committee 	×		
<ul style="list-style-type: none"> • Participate in the recruitment and screening of Early Head Start and Head Start employees 	×		
12. The Head Start program works with the governing body (or Tribal Council) and Policy Council to make available to the public a report published at least once each year that discloses the following information from the most recently concluded fiscal year:		Head Start Act Sec. 644 (a)(2)(A-H)	
<ul style="list-style-type: none"> • The total amount of public and private funds received and the amount from each source 	×		
<ul style="list-style-type: none"> • An explanation of budgetary expenditures and proposed budget for the fiscal year 	×		



Head Start Governance, Leadership, and Oversight Capacity Screener

Head Start Governance Practices and Related Regulations	Practice/Procedure is currently in place	Practice/Procedure will be fully implemented within first three months of funding	Our organization needs assistance in understanding and implementing this regulation
<ul style="list-style-type: none">The total number of children and families served, the average monthly enrollment (as a percentage of funded enrollment), and the percentage of eligible children served	X		
<ul style="list-style-type: none">The results of the most recent review by the Secretary and the financial audit	X		
<ul style="list-style-type: none">The percentage of enrolled children that received medical and dental exams	X		
<ul style="list-style-type: none">Information about family engagement activities	X		
<ul style="list-style-type: none">The agency's efforts to prepare children for kindergarten	X		
<ul style="list-style-type: none">A summary of a program’s most recent community assessment 1302.102(d)(2)	X		
<ul style="list-style-type: none">Any other information required by the Secretary	X		
13. The following reports are received by the governing body and the Policy Council and members find them useful:		Head Start Act Sec. 642(d)(2)(A-I) Head Start Program Performance Standards 1302.102	
Annual reports:			
<ul style="list-style-type: none">The financial audit	X		
<ul style="list-style-type: none">The self-assessment, including any findings related to such assessment	X		



Head Start Governance, Leadership, and Oversight Capacity Screener

Head Start Governance Practices and Related Regulations	Practice/Procedure is currently in place	Practice/Procedure will be fully implemented within first three months of funding	Our organization needs assistance in understanding and implementing this regulation
<ul style="list-style-type: none"> Program Information Reports (PIRs) 	×		
Monthly reports:			
<ul style="list-style-type: none"> Financial statements, including credit card expenditures (if the program uses credit cards) 	×		
<ul style="list-style-type: none"> Program information summaries 	×		
<ul style="list-style-type: none"> Program enrollment reports, including attendance reports for children whose care is partially subsidized by another public agency 	×		
<ul style="list-style-type: none"> Reports of meals and snacks provided through programs of the U.S. Department of Agriculture (USDA) 	×		
Additional reports:			
<ul style="list-style-type: none"> Community assessment, completed every five years with annual updates 	×		



Head Start Governance, Leadership, and Oversight Capacity Screener

Head Start Governance Practices and Related Regulations	Practice/Procedure is currently in place	Practice/Procedure will be fully implemented within first three months of funding	Our organization needs assistance in understanding and implementing this regulation
<ul style="list-style-type: none"> Long-term goals for ensuring programs are and remain responsive to community needs, goals for the provision of educational, health, nutritional, and family and community engagement, program services to promote the school readiness of enrolled children, school readiness goals, and short-term measurable programmatic and financial objectives 	×		
<ul style="list-style-type: none"> Applicable and current updates from the Secretary (e.g., Program Instructions, Information Memorandums, etc.) 	×		
<ul style="list-style-type: none"> Ongoing monitoring data, data on school readiness goals and other information described in 1302.102 	×		
14. Head Start agency's governing body and Policy Council have jointly established written procedures for resolving internal disputes between the governing board and Policy Council in a timely manner that includes impasse procedure. These procedures must:		Head Start Program Performance Standards 1301.6 (a)(1-3) and 1301.6(b)	
<ul style="list-style-type: none"> Demonstrate that the governing body considers proposed decisions from the Policy Council and that the Policy Council considers proposed decisions from the governing body 	×		



Head Start Governance, Leadership, and Oversight Capacity Screener

Head Start Governance Practices and Related Regulations	Practice/Procedure is currently in place	Practice/Procedure will be fully implemented within first three months of funding	Our organization needs assistance in understanding and implementing this regulation
<ul style="list-style-type: none"> If there is a disagreement, require the governing body and the Policy Council to notify the other in writing why it does not accept a decision 	×		
<ul style="list-style-type: none"> Describe a decision-making process and a timeline to resolve disputes and reach decisions that are not arbitrary, capricious, or illegal 	×		
<ul style="list-style-type: none"> Governing body and Policy Council must select a mutually agreeable third-party mediator (as outlined in impasse procedures) 	×		
<ul style="list-style-type: none"> Governing body and Policy Council are prepared to participate in a formal process of mediation that leads to a resolution of the dispute (as outlined in Impasse procedures) 	×		
15. If no resolution is reached with a mediator (NOTE: American Indian and Alaska Native Programs skip and move to next section)		Head Start Program Performance Standards 1301.6 (c)	
<ul style="list-style-type: none"> Governing body and Policy Council must select a mutually agreeable arbitrator whose decision is final 	×		



Head Start Governance, Leadership, and Oversight Capacity Screener

Head Start Governance Practices and Related Regulations	Practice/Procedure is currently in place	Practice/Procedure will be fully implemented within first three months of funding	Our organization needs assistance in understanding and implementing this regulation
16. The Policy Council approve and submit to the governing body decisions about each of the following activities of program operations:		Head Start Act Sec. 642(c)(2)(D)(i-viii) Sec. 642(c)(2)(A) Head Start Program Performance Standards 1302.101(b)(4)	
• Activities to support the active engagement of families in the program	×		
• Program recruitment, selection, and enrollment priorities	×		
• Applications for funding and amendments to applications for funding	×		
• Budget planning for program expenditures, including policies for reimbursement related to participation in Policy Council activities	×		
• Bylaws for the operation of the Policy Council	×		
• Program personnel policies and decisions regarding the employment of program staff, consistent with 642(c)(1)(E)(iv)(IX), including standards of conduct for program staff, contractors, and volunteers and criteria for the employment and dismissal of program staff	×		



Head Start Governance, Leadership, and Oversight Capacity Screener

Head Start Governance Practices and Related Regulations	Practice/Procedure is currently in place	Practice/Procedure will be fully implemented within first three months of funding	Our organization needs assistance in understanding and implementing this regulation
17. A program must submit reports, as appropriate, to the HHS official immediately or as soon as practicable:		Head Start Program Performance Standards 1302.102 (d) and 1304.12	
• Any significant incidents affecting the health and safety of program participants	✗		
• Circumstances affecting the financial viability of the program	✗		
• Breaches of personally identifiable information	✗		
• Program involvement in legal proceedings	✗		
• Any matter for which notification or a report to state, tribal or local authorities is required by law: <ul style="list-style-type: none"> • Reports addressing child abuse and neglect or laws governing sex offenders • Incidents that require classrooms or centers to be closed for any reason • Legal proceedings directly related to program operations • All conditions required to be reported under 1304.12 including child and Adult Care Food Program (CACFP) 	✗		



Head Start Governance, Leadership, and Oversight Capacity Screener

Comments section:

Our organization needs assistance in understanding and implementing the following governance regulations:

N/A

Additional comments, questions, or concerns:

N/A





City of San Antonio

Agenda Memorandum

File Number:
24-198948

Agenda Item Number: 9

Agenda Date: March 21, 2024

In Control: Community Action Advisory Board Meeting

DEPARTMENT: Department of Human Services

DEPARTMENT HEAD: Melody Woosley

COUNCIL DISTRICTS IMPACTED: Citywide

SUBJECT:

Review of Head Start Program Governance Training

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 Section 642(c) Upon receiving designation as a Head Start agency, the agency shall establish and maintain a formal structure for program governance, for the oversight of quality services for Head Start children and families and for making decisions related to program design and implementation.

The Head Start Performance Standards 1301.5 states an agency must provide appropriate training and technical assistance or orientation to the governing body, any advisory committee members, and the policy council, including training on program performance standards and training indicated in 1302.12(m) to ensure the members understand the information they receive and can effectively oversee and participate in the programs in the Head Start agency.

The Head Start Act Section 642(d)(1)(A)(B) The Secretary shall develop policies, procedures, and guidance for Head Start agencies concerning the resolution of internal disputes, including any impasse in the governance of Head Start programs and the facilitation of meaningful consultation and collaboration about decisions of the governing body and 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.



City of San Antonio Program Governance



The City of San Antonio Head Start Program operates under a formal structure of program governance that enables parents to participate in the oversight of quality services, decision-making, and planning. The City of San Antonio City Council, Economic and Workforce Development Committee (EWDC), Community Action Advisory Board (CAAB), and Head Start Policy Council (HSPC) govern the Department of Human Services (DHS) Head Start Programs.

The Head Start Performance Standards 1301.5 states an agency must provide appropriate training and technical assistance or orientation to the governing body, any advisory committee members, and the policy council, including training on program performance standards and training indicated in 1302.12(m) to ensure the members understand the information they receive and can effectively oversee and participate in the programs in the Head Start agency.

The City of San Antonio, Department of Human Services (DHS) is the designated Community Action Agency and the Community Services Block Grant eligible entity for Bexar County. The Community Action Advisory Board (CAAB) acts in an advisory capacity to the City Council on the operation of the Community Action Program and oversees the implementation and quality of services for individuals and families from low-income neighborhoods. While City Council maintains its legal and Fiscal oversight of the Head Start Program, it has authorized CABB to oversee programmatic decisions for the Head Start Program.

The City of San Antonio DHS Head Start Program serves Edgewood Independent School District (EISD) and San Antonio Independent School District (SAISD). DHS Head Start also partners with six licensed childcare centers to provide Early Head Start-Child Care Partnership Program (EHS-CCP) services. The Head Start Policy Council (HSPC) provides current Head Start, Early Head Start, and EHS-CCP families the opportunity to volunteer with the program, participate in leadership and training opportunities, expand their knowledge, and build skills and partner with staff to recruit families for the program.



City of San Antonio

Agenda Memorandum

File Number:
24-198949

Agenda Item Number: 10

Agenda Date: March 21, 2024

In Control: Community Action Advisory Board Meeting

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 January 2024.

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 January 31, 2024

BUDGET BY CATEGORY

	TOTAL BUDGET		YTD BUDGET		YTD ACTUAL		Var (\$)	Var (%)	
PERSONNEL	\$	829,847	\$	441,780	\$	435,853	\$	5,926	1.3%
FRINGE	\$	324,687	\$	173,137	\$	182,976	\$	(9,839)	-5.7%
TRAVEL	\$	9,330	\$	1,500	\$	2,519	\$	(1,019)	-68.0%
EQUIPMENT	\$	-	\$	-	\$	-	\$	-	0.0%
SUPPLIES	\$	126,243	\$	19,825	\$	2,235	\$	17,590	88.7%
CONTRACTUAL	\$	2,017,337	\$	978,321	\$	983,840	\$	(5,519)	-0.6%
COSA	\$	78,294	\$	8,793	\$	16,267	\$	(7,474)	-85.0%
Blessed Sacrament	\$	359,082	\$	179,544	\$	179,544	\$	-	0.0%
Ella Austin	\$	430,898	\$	215,448	\$	213,509	\$	1,939	0.9%
Healy Murphy	\$	574,531	\$	287,268	\$	287,268	\$	-	0.0%
Inman Christian	\$	251,358	\$	125,682	\$	125,666	\$	16	0.0%
Seton Home	\$	143,633	\$	71,814	\$	71,814	\$	-	0.0%
YWCA	\$	179,541	\$	89,772	\$	89,772	\$	-	0.0%
Support Services	\$	-	\$	-	\$	-	\$	-	0.0%
OTHER	\$	56,077	\$	21,021	\$	20,270	\$	751	3.6%
TOTAL FED BUDGET	\$	3,363,521	\$	1,635,584	\$	1,627,694	\$	7,890	0.5%
NON FED SHARE/IN KIND	\$	775,585	\$	129,052	\$	138,656	\$	(9,604)	-7.4%
TOTAL BUDGET	\$	4,139,106	\$	1,764,636	\$	1,766,350	\$	(1,714)	-0.1%

Variance Explanations:

Personnel Services and Fringe Benefits	(\$3.9K) Budget adjustment completed in February to address negative variance. Please note, this variance is a decrease from prior months balance, indicating January expenses slightly over projection, reducing our surplus. We are monitoring and will adjust accordingly.
Travel	(\$1K) Travel in December higher than expected
Supplies	\$17.5K Lower expenses than expected for Office Supplies and Other Commodities. Surplus savings as a placeholder, budget adjustment completed in February, anticipate this surplus to reduce.
Contractual	(\$5.5K) Teachstone invoices (CLASS) for January greater than expected (\$7.4K). Q1 deliverables disallowance for Inman
-COSA	(\$15) and Ella Austin (\$1.9K).
Other	\$751 Cleaning expense allocation pending for Dec-Jan
Non Federal Share/In Kind	(\$9.6K) 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		\$264,952	\$58,321		
*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	\$19,116	\$21,618	(\$2,502) -13.1%
(Earmarked costs)					

Stephen Gonzalez
02/22/2024

EHS-CCP 2023-2024 Grant Summary		TOTAL BUDGET	YEAR TO DATE				
Description	GL		Budget	Actual	Variance \$	Variance %	Encumbrance
		\$ 4,139,106.00	\$ 1,764,635.55	\$ 1,766,349.98	\$ (1,714.43)	-0.10%	\$ 964,932.65
Regular Salaries	5101010	\$ 829,847.00	\$ 441,779.54	\$ 435,853.07	\$ 5,926.47	1.34%	\$ -
Temporary Salaries	5101015	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -
Overtime Salaries	5101020	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -
Retiree Payout Sal	5101070	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -
Personnel Services		\$ 829,847.00	\$ 441,779.54	\$ 435,853.07	\$ 5,926.47	1.34%	\$ -
Language Skill Pay	5101050	\$ 1,800.00	\$ 750.00	\$ 750.00	\$ -	0.00%	\$ -
FICA & Medicare Exp	5103005	\$ 68,639.00	\$ 33,788.00	\$ 33,229.04	\$ 558.96	1.65%	\$ -
Temp FICA & Medicare	5103007	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -
Life Insurance	5103010	\$ 832.00	\$ 373.01	\$ 310.25	\$ 62.76	16.83%	\$ -
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	\$ 60,742.00	\$ 61,997.30	\$ (1,255.30)	-2.07%	\$ -
Civiln Actv Healthcr	5170040	\$ 136,216.00	\$ 69,173.00	\$ 69,545.64	\$ (372.64)	-0.54%	\$ -
Fringe Benefits		\$ 324,687.00	\$ 173,137.01	\$ 182,976.38	\$ (9,839.37)	-5.68%	\$ -
Travel-Official	5207010	\$ 9,330.00	\$ 1,500.00	\$ 2,519.29	\$ (1,019.29)	-67.95%	\$ -
Travel-Official		\$ 9,330.00	\$ 1,500.00	\$ 2,519.29	\$ (1,019.29)	-67.95%	\$ -
Fees to Prof Contr.	5201040	\$ 30,794.00	\$ 6,793.00	\$ 14,948.05	\$ (8,155.05)	-120.05%	\$ 24,278.09
Contractual Services	5202020	\$ 1,986,543.00	\$ 971,528.00	\$ 968,892.31	\$ 2,635.69	0.27%	\$ 936,257.69
BSA	5202020	\$ 359,082.00	\$ 179,544.00	\$ 179,544.00	\$ -	0.00%	\$ -
Ella Austin	5202020	\$ 430,898.00	\$ 215,448.00	\$ 213,508.96	\$ 1,939.04	0.90%	\$ -
Healy	5202020	\$ 574,531.00	\$ 287,268.00	\$ 287,268.00	\$ -	0.00%	\$ -
Inman	5202020	\$ 251,358.00	\$ 125,682.00	\$ 125,666.29	\$ 15.71	0.01%	\$ -
Seton Home	5202020	\$ 143,633.00	\$ 71,814.00	\$ 71,814.00	\$ -	0.00%	\$ -
YWCA	5202020	\$ 179,541.00	\$ 89,772.00	\$ 89,772.00	\$ -	0.00%	\$ -
Direct	5202020	\$ 47,500.00	\$ 2,000.00	\$ 1,319.06	\$ 680.94	0.00%	\$ -
TTA	5202020	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -
Contractual		\$ 2,017,337.00	\$ 978,321.00	\$ 983,840.36	\$ (5,519.36)	-0.56%	\$ 960,535.78
Office Supplies	5302010	\$ 18,263.00	\$ 5,789.00	\$ 514.32	\$ 5,274.68	91.12%	\$ 275.78
Computer Software	5304075	\$ 2,160.00	\$ 1,000.00	\$ -	\$ 1,000.00	100.00%	\$ -
Other Commodities	5304080	\$ 85,662.00	\$ 13,036.00	\$ 1,720.80	\$ 11,315.20	86.80%	\$ 2,997.23
Cap<5000 - Comp Equ.	5501000	\$ 17,254.00	\$ -	\$ -	\$ -	0.00%	\$ -
Cap<5000 - Furn &Fix	5501065	\$ 2,904.00	\$ -	\$ -	\$ -	0.00%	\$ -
Supplies		\$ 126,243.00	\$ 19,825.00	\$ 2,235.12	\$ 17,589.88	88.73%	\$ 3,273.01
Education - Classes	5201025	\$ 11,439.00	\$ 4,549.00	\$ 3,122.00	\$ 1,427.00	31.37%	\$ -
Adv and Publications	5203040	\$ -	\$ -	\$ 3.21	\$ (3.21)	0.00%	\$ -
Binding & Printing	5203060	\$ 7,559.00	\$ 2,500.00	\$ 1,027.40	\$ 1,472.60	58.90%	\$ -
Subs to Publications	5203070	\$ -	\$ -	\$ 7.34	\$ (7.34)	0.00%	\$ -
Transportation Fees	5203090	\$ 2,000.00	\$ 924.00	\$ 1,144.98	\$ (220.98)	-23.92%	\$ -
Maint - Buildings	5204050	\$ 184.00	\$ 150.00	\$ 1,066.14	\$ (916.14)	-610.76%	\$ 716.14
Cleaning Services	5204060	\$ 12,063.00	\$ 5,327.00	\$ 3,706.68	\$ 1,620.32	30.42%	\$ -
Rental Office Equip.	5205020	\$ 1,586.00	\$ 600.00	\$ -	\$ 600.00	100.00%	\$ -
Alarm and Sec. Serv.	5208530	\$ 72.00	\$ 24.00	\$ -	\$ 24.00	100.00%	\$ -
Food	5304010	\$ 6,000.00	\$ 1,795.00	\$ 430.28	\$ 1,364.72	76.03%	\$ 383.84
Cell Phone Services	5403040	\$ 2,530.00	\$ 1,125.00	\$ 1,840.20	\$ (715.20)	-63.57%	\$ -
Wireless Data Comm.	5403510	\$ 1,500.00	\$ 625.00	\$ 535.59	\$ 89.41	14.31%	\$ -
Software Licenses	5404520	\$ 2,100.00	\$ -	\$ -	\$ -	0.00%	\$ -
Gas and Electricity	5404530	\$ 4,936.00	\$ 2,293.00	\$ 1,598.62	\$ 694.38	30.28%	\$ -
Water and Sewer	5404540	\$ 433.00	\$ 189.00	\$ 113.71	\$ 75.29	39.84%	\$ -
DW Other	5407032	\$ 1,085.00	\$ 112.00	\$ 1,935.37	\$ (1,823.37)	-1628.01%	\$ -
Subs - Comp. Serv	5203080	\$ 2,590.00	\$ 808.00	\$ 3,602.72	\$ (2,794.72)	-345.88%	\$ -
Other		\$ 56,077.00	\$ 21,021.00	\$ 20,269.77	\$ 751.23	3.57%	\$ 1,123.86
In Kind Other Contrc	6602025	\$ 775,585.00	\$ 129,052.00	\$ 138,655.99	\$ (9,603.99)	-7.44%	\$ -
In Kind		\$ 775,585.00	\$ 129,052.00	\$ 138,655.99	\$ (9,603.99)	-7.44%	\$ -
Total		\$ 4,139,106.00	\$ 1,764,635.55	\$ 1,766,349.98	\$ (1,714.43)	-0.10%	\$ 964,932.65

Procurement Card Transaction Log
YTD For the Period Ending: January 31, 2024

Date	IO	GL	Vendor	Purpose	Amount
			No P-Card Expenses in January 2024		
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 January 31, 2024

BUDGET BY CATEGORY

	TOTAL BUDGET	YTD BUDGET	YTD ACTUAL	Variance	Var %
PERSONNEL	\$5,536,979	\$5,882,781	\$5,563,722	\$319,059	5.4%
FRINGE	\$2,297,435	\$2,388,457	\$2,175,799	\$212,658	8.9%
TRAVEL	\$32,447	\$21,182	\$14,614	\$6,568	31.0%
SUPPLIES	\$76,694	\$62,707	\$114,981	(\$52,274)	-83.4%
EQUIPMENT	\$75,000	\$0	\$0	\$0	0.0%
CONTRACTUAL	\$22,267,095	\$17,953,972	\$16,455,077	\$1,498,894	8.3%
COSA	\$393,885	\$246,475	\$224,992	\$21,483	8.7%
Edgewood	\$6,837,218	\$5,513,568	\$5,169,673.38	\$343,895	6.2%
San Antonio ISD	\$14,762,252	\$11,984,731	\$10,843,755	\$1,140,976	9.5%
SAMH	\$273,740	\$209,198	\$216,657	(\$7,459)	-3.6%
FACILITIES/CONSTRUCTION	\$0	\$0	\$0	\$0	0.0%
OTHER	\$457,586	\$416,741	\$478,612	(\$61,871)	-14.8%
TOTAL FEDERAL BUDGET	\$30,743,236	\$26,725,840	\$24,802,805	\$1,923,034	7.2%
Non Federal/In Kind	\$7,067,383	\$5,665,297	\$6,155,157	(\$489,860)	-8.6%
TOTAL BUDGET*	\$37,810,619	\$32,391,137	\$30,957,963	\$1,433,174	4.4%

Variance Explanations:

Personnel Salaries Fringe Benefits	In reivew of FY24 & Prospective FY25 Compression Adjustments, current budget will be unable to sustain existing personnel complement in future funding cycles. Variance associated with Personnel Leave coming in under budget, and vacancies in program currently on hold. Funding reallocated in Q4 in anticipation of overages, but held vacancies offset. Balance will be utilized to offset defecits in other categories
Travel	\$6.6 Travel fell under budget. COSA will be reallocating cost savings to offset any overages.
Supplies	(\$52.3k) Over budget due to technology purchases in June 2023 and large purchases in January 2024 from Halo/Big Star/Gateway. Overage to be cleared out upon grant closeout.
Contractual	21.5k Pending UIW invoices for January business. *UIW Previously reported under SAMH/UIW, current year PO includes this expense under COSA Contractual Misc.
EISD	\$343.9k 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 beutilized on minor renovations and repairs. ISD has been instructed to exhaust all funding for services rendered up to January 31, 2024. - ISD has 45 days after close of period to invoice.
SAISD	\$1.14m Savings reflected YTD for SAISD. In Nov, 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. ISD has been instructed to exhaust all funding for services rendered up to January 31, 2024. *T&TA Expenses listed under COSA Contractual, tracked separately from the direct funds. - ISD has 45 days after close of period to invoice.
SAMH	(\$7.7k) SAMHD slightly overspent.
Other	(\$61.9k) Expenses more than expected. Driven primarily by Binding & Printing and Education Classes overages. Overage to be cleared out upon grant closeout.
Non Federal/In Kind	Recognized more InKind to date than expected. Scheduled to meet 20% match requirement.

TRACKED COSTS	TOTAL BUDGET	YTD ALLOWED	YTD ACTUAL		
Administrative Cost	\$5,671,593	\$4,643,694	\$1,638,689		
(may not exceed 15% of Actual Expenditure)					
TRACKED COSTS	TOTAL BUDGET	YTD BUDGET	YTD ACTUAL	VARIANCE	%
HS Training and Technical Assistance**	\$268,682	\$150,553	\$159,043	-\$8,490	-5.64%
EHS Training and Technical Assistance**	\$45,632	\$26,827	\$17,513	\$9,314	34.72%
**Earmarked Costs - \$11,193 T&TA allocated to Edgewood ISD and \$32,311 T&TA allocated to San Antonio ISD.					

Stephen Gonzalez
02/22/2024

Procurement Card Transaction Log

For the Period Ending: January 31, 2023

Date	IO	GL	Vendor	Purpose	Amount
			No P-Card Expenses		
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	YEAR TO DATE			
Description	GL	BUDGET	Budget	Actual	Variance \$	Variance %
Description	GL	\$ 37,810,619	\$ 32,438,413	\$ 30,997,070	\$ 1,441,343	4.44%
Regular Salaries	5101010	\$ 5,534,964	\$ 5,882,380	\$ 5,537,291	\$ 345,089	5.87%
Temporary Salaries	5101015	\$ -	\$ -	\$ 3,985.28	\$ (3,985)	0.00%
Overtime Salaries	5101020	\$ 2,000.00	\$ 400.79	\$ 41.39	\$ 359	89.67%
Shift Differential	5101040	\$ 15.00	\$ -	\$ -	\$ -	0.00%
Retiree Payout Sal	5101070	\$ -	\$ -	\$ 22,404.52	\$ (22,405)	0.00%
Personnel Services		\$ 5,536,979	\$ 5,882,781	\$ 5,563,722	\$ 319,059	5.42%
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	\$ 778,651.17	\$ 751,989.15	\$ 26,662	3.42%
Civiln Actv Healthcr	5170040	\$ 948,043.00	\$ 1,044,173.38	\$ 939,254.37	\$ 104,919	10.05%
Fringe Benefits		\$ 2,297,435	\$ 2,388,457	\$ 2,175,799	\$ 212,658	8.90%
Travel-Official	5207010	\$ 32,447.00	\$ 21,181.65	\$ 14,613.99	\$ 6,568	31.01%
Travel-Official		\$ 32,447	\$ 21,182	\$ 14,614	\$ 6,568	31.01%
Fees to Prof Contr.	5201040	\$ 108,334.00	\$ 78,713.43	\$ 61,174.74	\$ 17,539	22.28%
Contractual Services	5202020	\$ 242,047.00	\$ 165,461.93	\$ 150,250.85	\$ 15,211	9.19%
Contractual - Subrecipients	5202040	\$ 21,642,974.00	\$ 17,500,598.82	\$ 16,026,963.09	\$ 1,473,636	8.42%
EISD	5202040	\$ 6,837,218.00	\$ 5,513,568.10	\$ 5,169,673.38	\$ 343,895	6.24%
SAISD	5202040	\$ 14,762,252.00	\$ 11,984,730.72	\$ 10,843,754.83	\$ 1,140,976	9.52%
UIW	5202020	\$ 79,480.00	\$ 58,613.21	\$ 63,520.67	\$ (4,907)	-8.37%
SAMH	6102100	\$ 273,740.00	\$ 209,197.66	\$ 216,656.81	\$ (7,459)	-3.57%
Direct	5202020	\$ 49,300.00	\$ 43,651.40	\$ 17,249.98	\$ 26,401	60.48%
TTA	5202020	\$ 113,267.00	\$ 63,197.32	\$ 69,480.20	\$ (6,283)	-9.94%
TTA	5202040	\$ 43,504.00	\$ 2,300.00	\$ 13,534.88	\$ (11,235)	-488.47%
Other Contract Svcs	5202025	\$ -	\$ -	\$ 31.96	\$ (32)	0.00%
Contractual		\$ 22,267,095.00	\$ 17,953,971.84	\$ 16,455,077.45	\$ 1,498,894.39	8.35%
Office Supplies	5302010	\$ 39,947	\$ 21,065	\$ 20,853	\$ 212	1.01%
Computer Software	5304075	\$ -	\$ -	\$ 119.99	\$ (120)	0.00%
Other Commodities	5304080	\$ 22,096	\$ 12,604	\$ 64,032	\$ (51,428)	-408.03%
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	\$ 62,707	\$ 114,981	\$ (52,274)	-83.36%
M&E Auto(BudgetOnly)	5709090	\$ 75,000.00	\$ -	\$ -	\$ -	0.00%
Equipment		\$ 75,000.00	\$ -	\$ -	\$ -	0.00%
Education - Classes	5201025	\$ 78,633	\$ 70,840	\$ 93,406	\$ (22,566)	-31.85%
Adv and Publications	5203040	\$ 62,443	\$ 9,836	\$ 47	\$ 9,789	99.52%
Membership Dues	5203050	\$ -	\$ -	\$ 159.09	\$ -	0.00%
Binding & Printing	5203060	\$ 31,000	\$ 61,683	\$ 82,512	\$ (20,829)	-33.77%
Subs to Publications	5203070	\$ 1,000	\$ 1,000	\$ 565	\$ 435	43.50%
Transportation Fees	5203090	\$ 8,669	\$ 16,515	\$ 15,312	\$ 1,203	7.28%
Maint & Rep - Cmrd	5204020	\$ 1,067	\$ 1,067	\$ 380	\$ 687	64.41%
Maint - Buildings	5204050	\$ 21,898	\$ 20,999	\$ 16,981	\$ 4,018	19.13%
Cleaning Services	5204060	\$ 76,031	\$ 73,097	\$ 59,772	\$ 13,325	18.23%
Maint.- Repair Auto	5204090	\$ 1,800	\$ 1,800	\$ 221	\$ 1,579	87.73%
Mail and Parcel Post	5205010	\$ 1,500	\$ -	\$ 17	\$ (17)	0.00%
Rental Office Equip.	5205020	\$ 10,000	\$ 8,980	\$ 10,362	\$ (1,382)	-15.39%
Rental Other Equip.	5205030	\$ -	\$ -	\$ 205.88	\$ (206)	0.00%
Rental of Facilities	5206010	\$ -	\$ -	\$ 739.50	\$ -	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	\$ 17,364	\$ 25,486	\$ (8,122)	-46.78%
Cell Phone Services	5403040	\$ 32,051	\$ 24,388	\$ 28,912	\$ (4,524)	-18.55%
Domain Names	5403060	\$ -	\$ -	\$ 113.97	\$ -	0.00%
Wireless Data Comm.	5403510	\$ 12,451	\$ 12,297	\$ 33,932	\$ (21,635)	-175.93%
Motor Fuel and Lub.	5403545	\$ 2,600	\$ 1,243	\$ 1,595	\$ (353)	-28.37%
Software Licenses	5404520	\$ 335.00	\$ 152.63	\$ 152.63	\$ -	0.00%
Gas and Electricity	5404530	\$ 30,271	\$ 29,008	\$ 23,012	\$ 5,996	20.67%
Water and Sewer	5404540	\$ 3,104	\$ 2,400	\$ 1,879	\$ 522	21.74%
DW Other	5407032	\$ 3,000	\$ 930	\$ 900	\$ 30	3.21%
Subs - Comp. Serv	5203080	\$ 58,453	\$ 59,965	\$ 78,628	\$ (18,663)	-31.12%
Relocation Expenses	5407060	\$ 5,000	\$ 3,126	\$ 3,126	\$ -	0.00%
Other		\$ 457,586	\$ 416,741	\$ 478,612	\$ (61,871)	-14.85%
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	\$ 5,665,297	\$ 6,155,157	\$ (489,860)	-8.65%
In Kind		\$ 7,067,383	\$ 5,665,297	\$ 6,155,157	\$ (489,860)	-8.65%
Total		\$ 37,810,619	\$ 32,391,137	\$ 30,957,963	\$ 1,433,174	4.42%

Edgewood Independent School District GY23-24 EHS				Federal Totals			Non-Federal Totals		
Description	Total w/ Revisions	YTD Expenses	YTD Balance	BUDGET	YTD EXPENSES	BALANCE			
Total Salaries	\$ 1,307,462.00	\$ 863,297.73	\$ 444,164.27	\$ 63,688.00	\$ 35,260.95	\$ 28,427.05			
FICA	\$ 15,925.00	\$ 11,135.20	\$ 4,789.80	\$ 923.00	\$ 494.28	\$ 428.72			
Health Insurance	\$ 93,687.00	\$ 60,388.00	\$ 33,299.00	\$ 20,759.00	\$ 1,713.18	\$ 19,045.82			
Retirement	\$ 144,818.00	\$ 88,358.58	\$ 56,459.42	\$ 7,006.00	\$ 1,950.39	\$ 5,055.61			
Worker's Compensation	\$ 28,366.00	\$ 23,392.80	\$ 4,973.20	\$ 710.00	\$ 504.34	\$ 205.66			
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	\$ 22,087.97	\$ 22,912.03	\$ -	\$ -	\$ -			
Office Supplies	\$ 3,500.00	\$ 1,389.20	\$ 2,110.80	\$ -	\$ -	\$ -			
Medical and Dental Supplies	\$ 2,250.00	\$ 1,782.77	\$ 467.23	\$ -	\$ -	\$ -			
Janitorial Supplies	\$ 900.00	\$ 873.23	\$ 26.77	\$ -	\$ -	\$ -			
Cap <5000 - Computers	\$ 13,500.00	\$ 202.55	\$ 13,297.45	\$ -	\$ -	\$ -			
Cap <5000 - Furniture & Fixtures	\$ 14,000.00	\$ 12,150.84	\$ 1,849.16	\$ -	\$ -	\$ -			
CPR	\$ 2,500.00	\$ 750.00	\$ 1,750.00	\$ -	\$ -	\$ -			
In-Kind Facility use inclding maintenance and repair of fac	\$ -	\$ -	\$ -	\$ 299,436.00	\$ -	\$ 299,436.00			
(Specify) 1	\$ -	\$ 17,706.00	\$ (17,706.00)	\$ -	\$ -	\$ -			
Staff Development/Training/Seminars-Class CDA	\$ 10,000.00	\$ 190.00	\$ 9,810.00	\$ -	\$ -	\$ -			
Advertising and Publications	\$ 5,200.00	\$ 901.44	\$ 4,298.56	\$ -	\$ -	\$ -			
Subscriptions	\$ 500.00	\$ -	\$ 500.00	\$ -	\$ -	\$ -			
Binding and Printing	\$ 700.00	\$ 480.00	\$ 220.00	\$ -	\$ -	\$ -			
Mail and Postage	\$ 500.00	\$ -	\$ 500.00	\$ -	\$ -	\$ -			
Food for Staff Training	\$ 1,500.00	\$ 1,108.50	\$ 391.50	\$ -	\$ -	\$ -			
Transportation Fees Staff Mileage	\$ 3,100.00	\$ 739.51	\$ 2,360.49	\$ -	\$ -	\$ -			
Food For Adults	\$ 20,000.00	\$ 16,706.75	\$ 3,293.25	\$ -	\$ -	\$ -			
Parent Activites	\$ 3,000.00	\$ 1,278.75	\$ 1,721.25	\$ -	\$ -	\$ -			
Misc Fee	\$ 4,000.00	\$ 774.64	\$ 3,225.36	\$ -	\$ -	\$ -			
Volunteer Hours -Inkind	\$ -	\$ -	\$ -	\$ 1,600.00	\$ -	\$ 1,600.00			
Donations-Inkind	\$ -	\$ -	\$ -	\$ 1,600.00	\$ -	\$ 1,600.00			
Total:	\$ 1,727,408.00	\$ 1,125,694.46	\$ 601,713.54	\$ 395,722.00	\$ 39,923.14	\$ 355,798.86			

Edgewood Independent School District GY23-24-HS	Federal Totals			Non-Federal Totals		
Description	BUDGET	YTD EXPENSES	BALANCE	Total w/ Revisions	YTD Expenses	YTD Balance
Personnel Salaries & Wages	\$ 3,930,775.00	\$ 3,190,710.89	\$ 740,064.11	\$ 1,354,388.00	\$ 1,261,844.31	\$ 467,369.24
FICA	\$ 58,751.00	\$ 41,318.68	\$ 17,432.32	\$ 4,103.00	\$ 17,390.08	\$ (8,580.83)
Health Insurance	\$ 328,714.00	\$ 231,138.88	\$ 97,575.12	\$ 115,200.00	\$ 69,516.70	\$ 61,170.42
Retirement	\$ 349,155.00	\$ 299,165.50	\$ 49,989.50	\$ 120,128.00	\$ 50,265.31	\$ 84,143.85
Worker's Compensation	\$ 54,866.00	\$ 58,275.65	\$ (3,409.65)	\$ 15,627.00	\$ 12,523.01	\$ 6,484.10
Classroom Supplies	\$ 50,544.00	\$ 6,550.83	\$ 43,993.17	\$ -	\$ -	\$ -
Office Supplies	\$ 7,300.00	\$ 3,928.20	\$ 3,371.80	\$ -	\$ -	\$ -
Medical and Dental Supplies	\$ 5,500.00	\$ 6,201.18	\$ (701.18)	\$ -	\$ -	\$ -
Janitorial Supplies	\$ 8,000.00	\$ 6,376.85	\$ 1,623.15	\$ -	\$ -	\$ -
Cap <5000 - Computers	\$ 2,000.00	\$ -	\$ 2,000.00	\$ -	\$ -	\$ -
Cap <5000 - Furniture & Fixtures	\$ 52,500.00	\$ 14,511.12	\$ 37,988.88	\$ -	\$ -	\$ -
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	\$ 80,749.00	\$ (61,299.00)	\$ -	\$ -	\$ -
Staff Development/Training/Seminars/Class-TTA	\$ 3,191.00	\$ 1,240.88	\$ 1,950.12	\$ -	\$ -	\$ -
Food and Snacks for meetings	\$ 3,600.00	\$ 3,407.39	\$ 192.61	\$ -	\$ -	\$ -
Adverstising and Publications	\$ 1,500.00	\$ 700.00	\$ 800.00	\$ -	\$ -	\$ -
Binding Printing and Reproduction	\$ 1,000.00	\$ 883.37	\$ 116.63	\$ -	\$ -	\$ -
Transportation Fees-Staff Mileage	\$ 800.00	\$ 163.39	\$ 636.61	\$ -	\$ -	\$ -
Mail and Postage	\$ -	\$ 7,101.75	\$ (7,101.75)	\$ -	\$ -	\$ -
Food for Children(Not reimbursed by USDA)	\$ 33,875.00	\$ 22,920.25	\$ 10,954.75	\$ -	\$ -	\$ -
Gas and Electricity	\$ 25,000.00	\$ 25,209.44	\$ (209.44)	\$ -	\$ -	\$ -
Water and Sewer	\$ 3,565.00	\$ -	\$ 3,565.00	\$ -	\$ -	\$ -
Total:	\$ 5,137,001.00	\$ 4,046,519.80	\$ 1,090,481.20	\$ 1,609,446.00	\$ 1,411,539.41	\$ 610,586.78

San Antonio Independent School District GY23-24	Federal Totals			Non-Federal Totals		
Description	BUDGET	YTD EXPENSES	BALANCE	Total w/ Revisions	YTD Expenses	YTD Balance
Personnel Salaries & Wages	\$ 10,872,851.00	\$ 8,087,708.51	\$ 2,785,142.49	\$ 3,656,689.00	\$ 3,611,571.73	\$ (358,815.81)
FICA	\$ 749,052.00	\$ 549,264.93	\$ 199,787.07	\$ 300,000.00	\$ 241,216.06	\$ 58,783.94
Health Insurance	\$ 1,159,372.00	\$ 945,047.54	\$ 214,324.46	\$ 550,000.00	\$ 468,630.68	\$ 81,369.32
Retirement	\$ 1,040,493.00	\$ 875,961.81	\$ 164,531.19	\$ 100,000.00	\$ 77,564.46	\$ 22,435.54
Worker's Compensation	\$ 84,760.00	\$ 29,735.07	\$ 55,024.93	\$ 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	\$ 69,370.16	\$ 36,179.84	\$ -	\$ -	\$ -
Office Supplies	\$ 62,578.00	\$ 32,823.73	\$ 29,754.27	\$ -	\$ -	\$ -
Medical and Dental Supplies	\$ 45,380.00	\$ 26,662.46	\$ 18,717.54	\$ -	\$ -	\$ -
Janitorial Supplies	\$ 15,200.00	\$ 8,464.12	\$ 6,735.88	\$ -	\$ -	\$ -
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	\$ 16,992.00	\$ 15,319.00	\$ -	\$ -	\$ -
Lead Testing & Inspection & Mold Testing	\$ 127,000.00	\$ 1,908.00	\$ 125,092.00	\$ -	\$ -	\$ -
Contracted Maintenance & Repairs(Patchwork, Gravel/So	\$ 20,000.00	\$ -	\$ 20,000.00	\$ -	\$ -	\$ -
Staff Development/Training/Seminars	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Maintenance - Buildings & Improvement	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Fencing	\$ -	\$ 690.00	\$ (690.00)	\$ -	\$ -	\$ -
Total:	\$ 14,794,563.00	\$ 10,854,748.83	\$ 3,939,814.17	\$ 4,640,131.00	\$ 4,411,417.46	\$ (175,219.54)

San Antonio Metro Health GY23-24	Federal Totals			Non-Federal Totals		
Description	BUDGET	YTD EXPENSES	BALANCE	Total w/ Revisions	YTD Expenses	YTD Balance
Personnel Salaries & Wages	\$ 180,444.00	\$ 151,577.95	\$ 28,866.05	\$ 38,445.00	\$ 28,666.09	\$ 9,778.91
FICA & Medicare Expense	\$ 13,803.00	\$ 11,638.69	\$ 2,164.31	\$ 2,941.00	\$ 2,141.95	\$ 799.05
Life Insurance	\$ 179.00	\$ 115.30	\$ 63.70	\$ 38.00	\$ 18.63	\$ 19.37
Retirement Expense Civilian TMRS	\$ 23,602.00	\$ 20,222.42	\$ 3,379.58	\$ 5,029.00	\$ 3,400.53	\$ 1,628.47
Civilian Active Healthcare Assessment	\$ 30,548.00	\$ 24,907.13	\$ 5,640.87	\$ 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	\$ 136.99	\$ (13.99)
Total:	\$ 273,740.00	\$ 216,656.81	\$ 57,083.19	\$ 71,435.00	\$ 50,117.52	\$ 21,317.48



City of San Antonio

Agenda Memorandum

File Number:
24-198950

Agenda Item Number: 11

Agenda Date: March 21, 2024

In Control: Community Action Advisory Board Meeting

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 January 2024.

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 January 2024

Indicators	Center Based	Home Based	TOTAL
Enrollment			
Funded Enrollment	116	12	128
End of Month as reported to the Office of Head Start	98	8	106
YTD Enrollment	103	9	112
Enrollment Turnover	5%	11%	5%
Number of Days to fill a vacancy	26	0	26
Waiting List	128	0	128
Income Eligible <100%	34%	22%	33%
Over Income 101-130%	5%	22%	6%
Over Income 131% +	2%	0%	2%
Foster	1%	0%	1%
Homeless	20%	0%	19%
Public Assistance	38%	56%	39%
Average Daily Attendance (TANF, SSI, SNAP)	80%	N/A	80%
Disability Enrollment			
Percent (#) of enrolled children with a disability	12%	0%	11%
Food Reports			
Meals Served	2,696	0	2,696
Snacks Served	1248	0	1,248
Special Diets	12	0	12
Education Services- Complete			
1st Home Visit (Benchmark Due Date: 09/25/2023)	97%	0%	97%
2nd Home Visit (Benchmark Due Date: 03/25/2024)	0%	0%	0%
1st Parent Conference (Benchmark Due Date: 1/5/2024)	96%	0%	96%
2nd Parent Conference (Benchmark Due Date: 05/31/2024)	0%	0%	0%
Family Engagement Services- Complete			
Family Assessments BOY (Benchmark Due Date: Center-based 11/30/23; Home-based 10/13/23)	97%	100%	97%
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%
Mental Health Services- Complete			
Mental health Consultation (provided by licensed mental health professional)	99	0	99
Wellness Services Support (Referral/ Resource)	11	0	11
Education Screenings- Complete			
ASQ - 3 Developmental (Benchmark Due Date: Center-based 9/20/23; Home-based 8/30/23)	98%	100%	99%
ASQ - SE2 Behavioral (Benchmark Due Date: Center-based 9/20/23; Home-based 8/30/23)	98%	100%	99%
Health Screenings- Complete			
Health History	100%	100%	100%
Nutrition Assessment	100%	100%	100%
TB Questionnaire	100%	100%	100%
Hearing Screening	99%	100%	99%
Vision Screening	99%	100%	99%
Hemoglobin Test	25%	25%	25%
Lead Test	37%	25%	36%
Well-Child Exams (90-day requirement)	99%	75%	97%
Well-Child Exams	43%	25%	42%
Dental Exams	91%	13%	84%



**Early Head Start-Child Care Partnership
Monthly Report to Policy Council
January 2024**

Indicators	BSA	Ella Austin	Healy Murphy	Inman	Seton Home	YWCA	TOTAL
Enrollment							
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	43	52	70	33	23	21	242
Enrollment Turnover	7%	8%	9%	15%	30%	5%	0%
Number of Days to fill a vacancy	11	0	0	0	9	0	7
Waiting List	48	58	102	66	0	67	341
Income Eligible <100%	26%	27%	19%	18%	13%	19%	21%
Over Income 101-130%	7%	8%	6%	3%	0%	0%	5%
Over Income 131% +	2%	0%	4%	0%	0%	10%	2%
Foster	0%	0%	6%	0%	0%	5%	2%
Homeless	28%	13%	21%	39%	78%	24%	29%
Public Assistance (TANF, SSI, SNAP)	37%	52%	44%	39%	9%	43%	40%
Average Daily Attendance	91%	90%	81%	79%	78%	84%	85%
Disability Enrollment							
Percent (#) of enrolled children with a disability	10%	4%	8%	4%	0%	20%	7%
Food Reports							
Meals Served	1,386	1,400	1,707	793	276	620	6,182
Snacks Served	693	698	848	393	123	310	3,065
Special Diets	9	8	21	6	6	4	54
Education Services- Complete							
1st Home Visit (Benchmark Due Date: 9/25/2023)	97%	100%	98%	100%	80%	100%	96%
2nd Home Visit (Benchmark Due Date: 3/25/2024)	0%	0%	0%	0%	0%	0%	0%
1st Parent Conference (Benchmark Due Date: 1/5/2024)	95%	98%	97%	93%	73%	100%	94%
2nd Parent Conference (Benchmark Due Date: 6/21/2024)	0%	0%	0%	0%	0%	0%	0%
Family Engagement Services- Complete							
Family Assessments BOY (Benchmark Due Date: 11/30/2023)	97%	100%	100%	96%	93%	100%	98%
Family Assessments EOY (Benchmark Due Date: 5/31/2024)							0%
Family Meeting Home Visit	100%	100%	100%	100%	100%	100%	100%
Mental Health Services- Complete							
Mental health consultation was provided (by a mental health professional)	6	6	7	15	1	5	40
Mental health consultation was provided (by a licensed mental health professional)	57	26	40	63	24	23	233
Education Screenings- Complete							
ASQ - 3 Developmental	97%	100%	98%	100%	100%	100%	99%
ASQ - SE2 Behavioral	97%	100%	98%	100%	100%	100%	99%
Health Screenings- Complete							
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%	100%	98%	100%	87%	100%	99%
Vision Screening	100%	100%	98%	100%	87%	100%	99%
Hemoglobin Test	77%	35%	42%	44%	47%	55%	49%
Lead Test	92%	81%	66%	43%	73%	90%	76%
Well-Child Exams (90-day requirement)	97%	98%	98%	100%	93%	100%	98%
Well-Child Exams	74%	29%	78%	70%	87%	75%	66%
Dental Exams	95%	92%	92%	93%	73%	100%	92%



Head Start Monthly Report to Policy Council January 2024

Indicators	EISD	SAISD	Program Total
Enrollment			
Funded Enrollment	777	2,243	3,020
End of Month as reported to the Office of Head Start	686	2,117	2,803
YTD Enrollment	810	2,403	3,213
Enrollment Turnover	1.5%	0.9%	1.1%
Number of Days to Fill a Vacancy	14	18	17
Waiting List	36	74	110
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%	12%
Public Assistance (TANF, SSI, SNAP)	39%	44%	43%
Average Daily Attendance	84%	87%	86%
Disability Enrollment			
Percent (#) of enrolled children with a disability (funded enrollment)	14.93%	14.44%	14.57%
Food Reports			
Meals Served	42,113	58,596	100,709
Snacks Served	11,174	28,914	40,088
Special Diets	45	122	167
Education Services - Complete			
1st Home Visit (Benchmark Due Date: EISD-10/6/23; SAISD-10/14/23)	97%	94%	95%
2nd Home Visit (Benchmark Due Date: 3/28/2024)			
1st Parent Conference (Benchmark Due Date: 12/15/2023)	95%	87%	89%
2nd Parent Conference (Benchmark Due Date: 5/24/2024)			
Family Engagement Services - Complete			
Family Assessments BOY (Benchmark Due Date: 12/15/2023)	96%	96%	96%
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%	100%	99%
Mental Health Services - Complete			
Mental health consultation was provided (by a mental health professional)	23	137	160
Mental health consultation was provided (by a licensed mental health professional)	5	4	9
Education Screenings - Complete			
ASQ - 3 Developmental (Benchmark Due Date: EISD-9/20/23; SAISD-9/28/23)	97%	91%	93%
ASQ - SE Behavioral (Benchmark Due Date: EISD-9/20/23; SAISD-9/28/23)	97%	91%	93%
Health Screenings - Complete			
Nutrition Assessment	99%	99%	99%
TB Questionnaire	99%	99%	99%
Hearing Screening	99%	96%	97%
Vision Screening	99%	96%	97%
Blood Pressure	97%	96%	96%
Growth Assessment	99%	96%	97%
Lead Test	45%	66%	60%
Physical Exams	95%	91%	92%
Dental Exams	88%	88%	88%



City of San Antonio

Agenda Memorandum

File Number:
24-198951

Agenda Item Number: 12

Agenda Date: March 21, 2024

In Control: Community Action Advisory Board Meeting

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 January 2024

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

- Governance Review
- Safe Environments Review #1

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

- 45-Day Education Screenings Review
- ERSEA Attendance Review

45-Days Education Screenings Review:	
Area of Non-Compliance	No non-compliances were identified.
Areas of Concern	<p>There were several concerns noted during this review:</p> <ul style="list-style-type: none"> • There was no evidence that an ASQ-3/ASQ:SE-2 screening had been completed. • The ASQ-3/ASQ:SE-2 screening was not properly completed. • The correct ASQ-3/ASQ:S-2 Event date had not been entered into ChildPlus. • Information entered in the ChildPlus module did not match the information on the ASQ-3 Information Summary page. • There was no evidence that the ASQ-3/ASQ:SE-2 had been completed within 45 calendar days after child first attended the program.
Follow-Up Activities:	
The CoSA Quality Assurance (QA) Team will work with the District Staff to ensure that all concerns are corrected and addressed. The CoSA QA and/or Content Teams are available if training and/or technical assistance is needed.	

ERSEA Attendance Review:	
Areas of Non-Compliance	<p>Two (2) areas of non-compliance were identified during this review:</p> <ul style="list-style-type: none"> Files did not reflect documented attempts/efforts in ChildPlus to contact the parent/guardian for unexpected absences to ensure the child's safety and well-being. Daily attendance and absences were not recorded in ChildPlus.
Areas of Concern	<p>There were several concerns noted during this review:</p> <ul style="list-style-type: none"> A home visit and/or other direct contact with child's parent/guardian had not been made for two unexplained consecutive days or multiple unexplained absences. In circumstances where chronic absenteeism persisted, the program had not documented the efforts made to re-engage the family. The daily attendance and absences were not recorded in ChildPlus. Files did not reflect documented attempts/efforts in ChildPlus to contact the parent/guardian for unexpected absences to ensure the child's safety and well-being.
Follow-Up Activities:	
<p>The CoSA QA Team is currently working with the District Staff and the CoSA Family and Support Team to ensure that all non-compliances and concerns are addressed. A Corrective Action Plan (CAP) will be submitted in order to address the additional action steps that need to be taken in order to prevent future reoccurrences. The CoSA QA and/or Content Teams are available if training and/or technical assistance is needed.</p>	

For more detailed information:

Cassandra.Bentley@sanantonio.gov



City of San Antonio

Agenda Memorandum

File Number:
24-198952

Agenda Item Number: 13

Agenda Date: March 21, 2024

In Control: Community Action Advisory Board Meeting

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 January 2024

Conducted: Review January 9, 2024 – January 18, 2024

- Health Child File Review

Conducted: Review December 11, 2023 – January 5, 2024

- ERSEA Attendance Child File Review

Conducted: Technical Assistance Visit January 25, 2024

- Inman Christian Child Care Center

Health Review	
Area of non-compliance	<ul style="list-style-type: none"> • There were no non-compliances
Areas of concern	<ul style="list-style-type: none"> • Data entry for PIR questions not answered • Data entry for PIR follow-ups not documented • Hemoglobin follow-ups not documented
Follow-up Activities	
Correction due date is scheduled for February 27, 2024.	

ERSEA Attendance Review	
Area of non-compliance	<ul style="list-style-type: none"> There were no non-compliances
Areas of concern	<ul style="list-style-type: none"> Attendance letter was not completed and sent to parents in efforts to reengage families
Follow-up Activities	
Correction due date is scheduled for February 2, 2024.	

Technical Assistance Visit	
Area of non-compliance	None
Areas of concern	Reviewed the Mid-Year Health & Safety Screening checklists and staff HR files as a mock review.
Follow-up Activities	
No Correction due	

For more detailed information:

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