



## Community Action Advisory Board

Thursday, November 30, 2023

Brady Head Start Building, 1227 Brady Blvd

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 5:28 PM.

**II. Roll Call & Establishment of Quorum:** Chair Ruben Lizalde turns over to Dawn Wood, Administrative Assistant, for CAAB Roll Call.

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

Antonio Martinez Jr., Area IV

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

Pastor, Abdon Garza, Northern Hills United Methodist

Hector Garza for Pastor Victor Martinez, Redeemer Presbyterian Church

Demetric Byrd, 300 Seconds, Inc

#### **Political Representatives:**

Ryan Salts for Councilwomen Sukh Kaur (CD-1)

Ruben Lizalde for Councilwoman Phyllis Viagran (CD-3)

Christina Gutierrez for Councilwoman Teri Castillo (CD-5)

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

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

#### **City of San Antonio Staff:**

Minerva Hernandez, Family Support Coordinator, FAD

Dawn Wood, Administrative Assistant, FAD

Joseph Monyer, Fiscal Analyst

Kristine Duff, City Attorney

Audrey K. Jackson, Head Start Program Administrator

Priscilla Garcia, Senior Management Analyst

Stephen Gonzalez, Fiscal Manager

Wanda McMillan, Management Analyst

Pedro Ramirez, Special Projects Manager

Jonathon Martinez, Community Services Specialist

#### **Absent:**

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

Monique Robinson, Area I

Vacancy, Area II

Vacancy, Area III

Vacancy, Area V

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

Teresa Villegas, University of the Incarnate Word

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 8 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, and no comments to be read.

**V. BRIEFING AND ACTION ITEMS:**

- 1. Approval of Minutes from the Community Action Advisory Board meeting on October 19, 2023:** Chair Ruben Lizalde, asks if everyone had an opportunity to review minutes, from October 19, 2023. Christine Gutierrez, motioned to Approve Meeting Minutes, seconded Ryan Salts were in favor, no opposed and no abstentions. Motion carried. The next item was presented. There was no further question or comments. All were in favor, no opposed and no abstentions. Motion carried. The next item was presented.
- 2. Review of Community Services block Grant Performance and Fiscal Expenditure Reports:** Chair, Ruben Lizalde announced the next item Review of Community Services Block Grant Performance and Fiscal Expenditure Report. Administration Budget \$220,654.00. Training for Job Success \$1,112,194.00, Emergency Assistance \$ 548,750.00, Financial Counseling \$ 320,939.00, and VITA \$0.00. Total all Programs \$ 2,202,537.00. 84% Spent. No action items. There were no further questions or comments, and the next item was presented.
- 3. Review of Texas Department of Housing and Community Affairs (TDHCA) and Texas Association of Community Action Agencies (TACCA):** Chair, Ruben Lizalde announced the next item, review Texas Department of Housing and Community Affairs (TDHCA) and Texas Association of Community Action Agencies (TACCA), Presented by Minerva Hernandez. No action items. There were no further questions or comments, and the next item was presented.
- 4. Review Notice of Selection of Private Organization for CAAB:** Chair, Ruben Lizalde announced the Next Item, Review Notice of Selection of Private Organization for CAAB, Presented by Minerva Hernandez. The Board is composed of 15 members: five elected public officials (four City Council Members and one County Commissioner), five representatives of the community's low-income residents and five representatives from private groups and organizations with an interest in serving individuals and Families living in poverty. Each representative is charged with coordinating resources to fight poverty. No action items. There were no further questions or comments, and the next item was presented.
- 5. Approval of CAAB 2024 Meeting Calendar:** Chair, Ruben Lizalde announced the next item, Approval of CAAB 2024 Meeting Calendar, Presented by Minerva Hernandez. January 18, 2024, Brady, February 15, 2024, Claude Black, March 21, 2024, Brady, April 18, 2024, Claude Black, May 16, 2024, Brady, June 20, 2024, Claude Black, July 18, 2024, Brady, August 15, 2024, Claude Black, September 19, 2024, Brady Head Start, October 17, 2024, Claude Black, November 21, 2024, Brady, December 19, 2024, Claude Black. Christine Gutierrez. Motioned to Approve CAAB 2024 Meeting Calendar, Seconded by Ryan Salts. There were no further questions. All were in favor, no opposed and no abstentions. Motion carried. The next item was presented.
- 6. Approval of 2023 Community Assessment:** Chair, Ruben Lizalde announced the next item, Approval of 2023 Community Assessment, Presented by Roger Foster. Evaluation of each grantee's service area that occurs at least every 5 years and includes information on the following categories: Major updates; 2015,2020 Postponed to 2021 due to covid. Interim updates: 2020,2022,2023,2024. Main topics in the report , Demographics in the service area, Available community resources, Strengths of the community and needs of EHS/HS families. IDSER also added age-income eligibility estimates, disability-based eligibility estimates, projected eligible children in the service area and assessment of needs in the service area. Christine Gutierrez Motioned to Approve 2023 Community Assessment, Seconded by Ryan Salts. There were no further questions. All were in favor, no opposed and no abstentions. Motion carried. The next item was presented.
- 7. Approval of Budget Amendment for the 2023-2024 Head Start and Early Head Start Budgets:** Chair, Ruben Lizalde announced the next item, Approval of Budget amendment for the 2023-2024 Head Start and Early Head Start Budgets, Presented by Stephen Gonzalez. Reallocate funds previously allocated for the purchase of a vehicle in the amount of \$75,000. Reallocate funds previously allocated to SAISD in the amount of \$200,00. Reallocation of these funds will primarily be utilized to offset incurred by COSA for Head Start Staff. Seek approval to purchase spot vision machines for SAISD. Christine Gutierrez, Motioned to Approve Approval of Budget amendment for the 2023-2024 Head Start and Early Head Start Budget, Seconded by Ryan Salts. There were no further questions. All were in favor, no opposed and no abstentions. Motion carried. The next item was presented.
- 8. Review of Head Start Beginning of the Year (BOY) Student Outcome Data:** Chair, Ruben Lizalde announced the next item, Review of Head Start Beginning of the year (BOY) Student Outcome Data, Presented by Roger Foster. A program must conduct standardized and structured assessments, for each child that provide ongoing information to evaluate the child's developmental level and progress in outcomes. Assessments must result in usable information for teachers and parents and be conducted with sufficient frequency to allow for individualization within the program year. A program must regularly use assessment results along with informal teacher observations and additional information from family and staff, to determine a child's strengths and needs, inform, and needs, inform and adjust strategies to better support individualized learning and improve teaching practices. No action items. There were no further questions or comments, and the next item was presented.
- 9. Review of Head Start, EHS, EHS-CCP Fiscal Report:** Chair, Ruben Lizalde announced the next item, Review of Head Start, EHS, EHS-CCP Fiscal report, Presented by Stephen Gonzalez/Carlos Garza. *EHS/HS Fiscal Reports GY 23-24*. Total Budget \$5,536,979.00 YTD \$4,182,918.00, YTD Actual \$4,115,952.00, Variance \$66,966.00. Variance Explanations: Fiscal revised our personnel

methodology: \$1822.00 YTD savings are placeholder for possible postponed travel. No action items. *EHS-CCP Fiscal reports GY 22-23*- Total Budget \$803,706.00 YTD Budget \$803,706.00, YTD Actual \$841,891.00, Variance \$-38,185.00. Variance Explanations: 50K due to FY23 Salary adjustment, 1.5K less travel than expected. 41K less expenses than expected 17K overspent in education classes. *Early Head Start-CCP Fiscal Reports GY 23-24*. Total Budget \$ 829,847.00, YTD 196,207.00 \$ 219,360.00, Variance Explanations \$ -23,154.00. Variance Explanations: \$24.9K Associated with increase in FY23 Salaries. Supplies \$3k Lowe expenses. Contractual \$1.1K Pending invoices, 2.9K expense for Kaplan Early Learning co. There were no further questions or comments, and the next item was presented.

**10. Review of Head Start, EHS, EHS-CCP Monthly Program Report:** Chair, Ruben Lizalde announced the next item, Review of Head Start, EHS, EHS-CCP Monthly Program Report Presented by Roger Foster.

*Head Start:* Funded Enrollment 3,020. 11.32% of enrolled children with a disability. 94,029 Meals served. Education Services Completed 94%. Family Engagement Services completed 73%. Mental Health Services Completed 192. Education Screenings Completed 90%. Health screenings completed 99%.

*Early Head Start:* Funded Enrollment 128. Enrolled children with a disability 9%. Meals served 10,084. Education Services Completed 95%. Family Engagement Services completed 78%. Mental Health Services Completed 60. Education Screenings Completed 99%. Health screenings completed 98%.

*Early Head Start-Child Care Partnership:* Funded Enrollment 216. Enrolled children with a disability 11%. Meals served 7,215. Education Services Completed 96%. Family Engagement Services completed 81%. Mental Health Services Completed 25. Education Screenings Completed 98%. Health screenings completed 100%.

No action items. There were no further questions or comments, and the next item was presented.

**11. Review of Head Start Quality Assurance Report:** Chair, Ruben Lizalde announced the next item, Review of Head Start Quality Assurance Report, Presented by, Cassy Bentley. Quality Assurance Report October 2023, Projects Conducted:

Transportation/Pedestrian safety Review October 2-14, 2023, and Unannounced Safe Environments Visits October 17-19, 2023. Non-Compliances, Unannounced safe environments visits. Areas of Concern Transportation/pedestrian safety review and unannounced safe environments visits. Completed October 20, 2023. No action items. There were no further questions or comments, and the next item was presented.

**12. 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 Dianne Mendez. Quality Assurance Report October 2023, Projects Conducted: Transportation/Pedestrian safety Review October 2-14, 2023, and Unannounced Safe Environments Visits October 17-19, 2023. Non-Compliances, Unannounced safe environments visits. Areas of Concern Transportation/pedestrian safety review and unannounced safe environments visits. Completed October 20, 2023. No action items. There were no further questions or comments, and the next item was presented.

**VI. ANNOUNCEMENTS:** No further announcements.

**VII. CAAB BOARD- NEXT MEETING:** January 18, 2024, 5:30 pm, Brady Head start Building, 1227 Brady Blvd.

**VIII. ADJOURNMENT:** Chair, Ruben Lizalde called for a motion to adjourn the meeting. Christine Gutierrez motioned to adjourn, 2nd by Abdon Garza. No discussion. All were in favor, no opposed and no abstentions. Motion carried. Meeting adjourned at 6:45 PM.

"In Compliance with the Texas Open Meetings Act, at any time during the meeting, the (Board) may meet in executive session under chapter 551 of the Texas Government Code, including consultation with an attorney."

#### ACCESSIBILITY STATEMENT

This meeting site is accessible to persons with disabilities. Parking is available. Auxiliary Aids and Services are available upon request (interpreters for the Deaf must be requested forty-eight (48) hours prior to the meeting. For Assistance, Call (210) 207-7268 Voice/TTY.

#### DECLARACION DE ACCESIBILIDAD

Esta reunión es accesible a personas incapacitadas. Se Hará disponible el estacionamiento. Equipo y servicios adicionales (interpretes para los sordos) se harán disponibles si se pide con cuarenta y ocho (48) horas de anticipación a la reunión. Para asistencia llame al (210) 207-7268 por voz/servicio de TTY