



Community Action Advisory Board

Thursday, October 19, 2023

Claude Black Community Center, 2805 E. Commerce St

5:30 PM

Mission Statement

A forum for policy on poverty and to assure that the issues of the poor are effectively heard and addressed, and to inspire self-sufficiency in individuals and families, respecting and recognizing their desire to make a change for themselves and their families.

I. CALL PUBLIC HEARING ORDER: Chair, Ruben Lizalde the Open Public Hearing to order at 5:32 PM.

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

Representatives of the Low Income:

Monique Robinson, Area I

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

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)

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:

Vacancy, Area II

Vacancy, Area III

Kelly Trevino, Area V

Representatives of Organizations:

Vacancy for Representative of Organizations

Political Representatives:

QUORUM: Chair Ruben Lizalde acknowledged Quorum was established with 11 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, but we did have a guest to observe Maria Mesraje Students with UTSA, no comments to be read.

V. BRIEFING AND ACTION ITEMS:

- 1. Approval of Minutes from the Community Action Advisory Board meeting on August 17, 2023:** Chair Ruben Lizalde, asks if everyone had an opportunity to review minutes, from August 17, 2023. Christine Gutierrez, motioned to Approve Meeting Minutes, seconded Juan Moreno. All 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 September 2023 CSBG Budget and Expenditure Summary:** Chair, Ruben Lizalde announced the next September 2023 CSBG Budget and expenditure Presented by Joseph Monyer. Administration Budget \$301,724.00, Cumulative Expenditures \$406,322.22, Balance -\$104,598.22. TFJS- Budget \$1,011,124.00, Cumulative \$725,355.72, Balance \$285,768.28. Emergency Assistance- \$548,750.00, Cumulative 327,143.18, balance \$221,606.82. Financial Counseling- Budget \$320,939.00, \$239,750.78, balance \$81,188.22. Vita- Budget \$20,000.00, Cumulative 0, Balance \$20,00.00. Total Budget \$2,202,537.00, Cumulative \$1,698,571.90, Balance \$503,965.10. No action items. There were no further questions or comments, and the next item was presented.
- 3. Review Community Services Block Grant (CSBG) Program Updates:** Chair, Ruben Lizalde announced the next item, review CSBG Program updates, Presented by Minerva Hernandez. No action items. There were no further questions or comments, and the next item was presented.
- 4. Review 2024 Community Services Block Grant (CSBG) Ordinance Packet update:** Chair, Ruben Lizalde announced the next item, review 2024 CSBG Ordinance Packet update, Presented by Minerva Hernandez. 2024 CSBG Ordinance Packet will go before city Council November 9, 2023. No action items. There were no further questions or comments, and the next item was presented.
- 5. Review Impact of San Antonio Independent School District (SAISD) Right Sizing Proposal on the 2024-2025 Head Start Program Design:** Chair, Ruben Lizalde announced the next item, Review Impact of San Antonio Independent School District (SAISD) Right Sizing Proposal on the 2024-2025 Head Start Program Design, Presented by Audrey Jackson. On Monday, September 18, 2023, the SAISD Board of Trustees voted on a proposed list of schools to be closed for the 2024 – 2025 and 2025 – 2026 school years. Currently DHS Head Start classrooms are located at 24 campuses including four early childhood centers and 20 elementary schools. The proposed list of schools to be closed includes all four early childhood centers and four elementary schools where Head Start services are currently provided. No action items. There were no further questions or comments, and the next item was presented.
- 6. Review of 2024-2025 Head Start/Early Head Start Grant Application:** Chair, Ruben Lizalde announced the next item, Review of 2024-2025 Head Start/Early Head Start Grant Application, Presented by Audrey Jackson. Department of Health and Human Services and acceptance upon award of up to \$30,743,236.00 for the period of February 1, 2024, to January 31, 2025; and approving a total program budget of \$38,429,045.00 which includes an in-kind total match of \$7,685,809.00, and personnel complement of 114 positions for the Department of Human Services. No action items. There were no further questions or comments, and the next item was presented.
- 7. Review of Head Start, Early Head Start (EHS), and Early Head Start-Child Care Partnership (EHS-CCP) Fiscal Report:** Chair, Ruben Lizalde announced the next item, Review of Head Start, Early Head Start (EHS), and Early Head Start-Child Care Partnership (EHS-CCP) Fiscal Report, Presented by Stephen Gonzalez. **EHS/HS** Fiscal Total Budget \$37,810,619.00, YTD \$15,498,688.00, Variance -\$172,210.00, -1.1%. Early Head Start- Total Budget \$3,856,799.00, YTD \$3,727,793.00. Variance- \$-40,403.00. Early Head Start-CCP, total Budget \$4,139,106.00, YTD \$267,185.00, Variance \$-7,267.00. No action items. There were no further questions or comments, and the next item was presented.
- 8. 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 Audrey Jackson. Head Start Funded Enrollment 3020, Percent of Children with a disability 10%, Meals Served 70,243. Home visit 20%. Early head start, Funded enrollment 128, 9% of enrolled children with a disability, 2604 meals served, 99% of 1st home visit completed. EHS-CCP 216 Funded enrollments, 13% of enrolled children with a disability. 6130 Meals served, 6% of 1st home visit completed. No action items. There were no further questions or comments, and the next item was presented.
- 9. Review of 2023-2024 Head Start/Early Head Start Certification of Health and Safety Screener:** Chair, Ruben Lizalde announced the next item, Review of 2023-2024 Head Start/Early Head Start Certification of Health and Safety Screener, Presented by Peter Ramirez. The Head Start/Early Head Start Certification of Health and Safety Screener is used to fulfill the OHS requirement that the grantee governing body submit a signed certification of compliance with all applicable health and safety requirements within 75 calendar days of the start of the program or school year, or within 75 calendar days of the start of the five-year project period when the five-year project period begins during the program or school year. The form must be submitted to OHS in the Head Start Enterprise System (HSES) immediately thereafter. The signatures on this form attest that an agency has completed a health and safety screening of each site where children receive Head Start services, consistent with the terms and conditions of the Notice of Award (NoA). No action items. There were no further

questions or comments, and the next item was presented.

10. Review of 2023-2024 Early Head Start-Child Care Partnership (EHS-CCP) Certification of Health and Safety Screener: Chair, Ruben Lizalde announced the next item, Review of 2023-2024 Early Head-Child Care Partnership Certification of Health and Safety Screener, Presented by Wanda McMillan. The EHS-CCP Certification of Health and Safety Screener is used to fulfill the OHS requirement that the grantee governing body submit a signed certification of compliance with all applicable health and safety requirements within 75 calendar days of the start of the program or school year, or within 75 calendar days of the start of the five-year project period when the five-year project period begins during the program or school year. The form must be submitted to OHS in the Head Start Enterprise System (HSES) immediately thereafter. The signatures on this form attest that an agency has completed a health and safety screening of each site where children receive Early Head Start and EHS-CCP services, consistent with the terms and conditions of the Notice of Award (NoA). 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, Pedro Ramirez. Projects Conducted, Governance Review, Health, and safety Screening- Classroom Safety, Health and safety screening-Facilities, Health and safety screening-outdoors, Health and safety screening-education admin. Projects completed Human resources review and ERSEA eligibility review. Areas of Non-Compliance, Human Resources Review and ERSEA eligibility Review. Areas of Concern, Human Resources Review and ERSEA eligibility Review. 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 Early Head Start and EHS-CCP Quality Assurance Report, Presented by, Wanda McMillan. Projects Conducted: Health and Safety Screening visits August 15-25, 2023, Classrooms, Playgrounds, Facilities, HR Staff Files. Areas of Non-Compliance, Health and safety screening. Areas of Concern, Health and safety screening, classroom and playground observations. No action items. There were no further questions or comments, and the next item was presented.

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

VII. CAAB BOARD- NEXT MEETING: November 16, 2023, 5:30 pm, Brady Head start Building, 1227 Brady Blvd.

VIII. ADJOURNMENT: 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