



Community Action Advisory Board

Thursday, January 18, 2024

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

5:30 PM

Mission Statement

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

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

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

Representatives of the Low Income:

Antonio Martinez Jr., Area IV

Representatives of Organizations:

Demetric Byrd, 300 Seconds, Inc

Political Representatives:

Ryan Salts for Councilwomen Sukh Kaur (CD-1)

Ruben Lizalde for Councilwoman Phyllis Viagran (CD-3)

Christina Gutierrez for Councilwoman Teri Castillo (CD-5)

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

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

City of San Antonio Staff:

Minerva Hernandez, Family Support Coordinator, FAD

Dawn Wood, Administrative Assistant, FAD

Joseph Monyer, Fiscal Analyst

Kristine Duff, City Attorney

Audrey K. Jackson, Head Start Program Administrator

Priscilla Garcia, Senior Management Analyst

Stephen Gonzalez, Fiscal Manager

Wanda McMillan, Management Analyst

Pedro Ramirez, Special Projects Manager

Jonathon Martinez, Community Services Specialist

Absent:

Representatives of the Low Income:

Monique Robinson, Area I

Vacancy, Area II

Vacancy, Area III

Vacancy, Area V

Representatives of Organizations:

Pastor Victor Martinez, Redeemer Presbyterian Church

Teresa Villegas, University of the Incarnate Word

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Political Representatives:

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

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

III. Public Comment: Chair Ruben Lizalde, asks if there are any Community Member comments. Minerva Hernandez stated there are no Community Members signed up to speak, no comments to be read.

V. BRIEFING AND ACTION ITEMS:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

ACCESSIBILITY STATEMENT

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

DECLARACION DE ACCESIBILIDAD

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