

***Approval of
Head Start Policy Council
January 23, 2024
Meeting Minutes***



MEETING MINUTES



HEAD START POLICY COUNCIL MEETING

January 23, 2024

6:15 P.M.

Members Present Edgewood Independent School District (EISD): Jessica Garcia, Jasmine Gomez
San Antonio Independent School District (SAISD): Ashley Trevino, Keyonna Hughes
EHS-EISD: none
EHS-EISD HB: Erika Lara
EHS-CCP: Anna Rios, Krizia Franklin
Community Representative: Ramiro Lopez, Yenter Tu

Members Absent Edgewood Independent School District (EISD): none
San Antonio Independent School District (SAISD): Jessie Rios
EHS EISD: Wilmarys Vazquez
EHS-EISD HB: none
EHS-CCP: none
Community Representative: None

Alternate Members Present Edgewood Independent School District (EISD): None
San Antonio Independent School District (SAISD): Magaly Olguin, Jacqueline Munoz
EHS-EISD: none
EHS-EISD HB: Elena Martinez Blanco
EHS-CCP: Kanisha Thomas
Community Representative: Lisa Rosales, John Bonillas

Alternate Members Absent Edgewood Independent School District (EISD): Erika Fuentes, Katherine Carvallo
San Antonio Independent School District (SAISD): Monica Duran, Lillian Dotson
EHS-EISD: none
EHS-EISD HB: none
EHS-CCP: Claudia Zuniga
Community Representative: none

I. CALL TO ORDER

2023-2024 Early Head Start-Child Care Partnership (EHS-CCP) HSPC Chair, Krizia Franklin, called the meeting to order at 6:18 p.m.

II. MEETING MINUTES

Motion: Ms. Ashley Trevino moved to approve the December 12, 2023 meeting minutes.

Seconded (2nd): Mr. Ramiro Lopez

Vote: All in favor (unanimous)- The motion carried.

III. PUBLIC COMMENTS

None to report

IV. BRIEFING AND POSSIBLE ACTION (a-l)

a. Correspondence

HSPC Chair, Krizia Franklin, introduced Mr. Carlos Garza, to present on Correspondence, Federal Reporting of Standard Forms 425 and 428. Mr. Garza explained the purpose of Forms 425 and 428 and the changes that were made on the reporting deadlines of these forms. Mr. Garza also referred the Policy Council members to view additional details of this Correspondence in their parent packet. No questions were asked.

b. Approval of the 2024-2025 Head Start Eligibility, Recruitment, Selection, Enrollment and Attendance (ERSEA) Matrix

HSPC Chair, Krizia Franklin, introduced Mr. Roger Foster, Senior Management Coordinator, to present on the Approval of the 2024-2025 Head Start Eligibility, Recruitment, Selection, Enrollment and Attendance (ERSEA) Matrix. Mr. Foster reported that the Selection Criteria Point Matrix is updated every year to help establish eligibility for enrollment into the program. A set number of points are assigned based on a number of factors. Mr. Foster presented the current Matrix for Policy Council approval and reported on some minor changes from last year.

HSPC member, Krizia Franklin, asked if parents had to have legal status to apply and inquired if the term, undocumented, could be added to the form. Mr. Foster reported that we do not ask for legal status of the parents and that is why we do not add the term, undocumented, to the Matrix. In addition, the application is provided with points if the families provide immigration documents or identification. Ms. Audrey Jackson, Head Start Administrator, stated that the Selection Criteria Point Matrix was not a public document and that we only utilize the application with the families. In response to Ms. Franklin's question regarding recruitment, Ms. Rachel Pearce, Senior Management Analyst, and Mr. Foster confirmed that the recruitment plan includes reaching out to various immigration and asylee committees.

Ms. Franklin also inquired about the priority status for children in Kinship placement. Mr. Foster confirmed that there is a category with points for Kinship placement. Ms. Franklin asked if these children needed emergency childcare service, would they be able to be moved up the list. Ms. Rachel Pearce reported that every application has assigned points and placed on the waitlist. Every consideration is given to families and points are assigned. Ms. Pearce provided an example of completing an application of a family who is experiencing homelessness or a disability and that, it just depends where they land on the list based on the number of points from their application. In addition, the child's age is another factor. For example, there could be a two year old coming in but there is only space for a nine month old. Ms. Pearce reiterated that we do look at the family's whole situation.

HSPC member, Yenter Tu, inquired about the possible addition of tracking deaf parents with a hearing child and asked if this could be a category with which to add points. Mr. Foster confirmed that we do capture that information as part of our application and enrollment process. However, Mr. Foster stated that the eligibility is more focused on the child and their status rather than that of the parents. Mr. Foster stated this was something that we could consider but historically, the numbers have been exceptionally low.

HSPC member, Lisa Rosales, inquired about the difference in points from having one working parent versus two working parents. The category of two working parents had 30 points assigned which was more than the 15 points assigned to a single working parent. Mr. Foster explained that if both parents in a family are working, then there would be a need for childcare. Mr. Foster added that there was another section for family income and that it was based on Federal poverty levels. No further questions were asked.

Motion: Ms. Ashley Trevino moved to approve the 2024-2025 Head Start Eligibility, Recruitment, Selection, Enrollment and Attendance (ERSEA) Matrix with minor edits.

Seconded (2nd): Ms. Jessica Garcia

Vote: All in favor (unanimous)

c. Approval of the 2024-2025 Early Head Start (EHS) and Early Head Start-Child Care Partnership (EHS-CCP) ERSEA Matrix

HSPC Chair, Krizia Franklin, introduced Ms. Rachel Pearce, Senior Management Analyst, to present on the Approval of the 2024-2025 Early Head Start (EHS) and Early Head Start-Child Care Partnership (EHS-CCP) ERSEA Matrix. Ms. Pearce reported that the same changes that were made on Head Start's Selection Criteria Point Matrix were also made on the matrices for Early Head Start and EHS-CCP programs. Ms. Pearce reviewed the changes and no questions were asked.

Motion: Ms. Lisa Rosales moved to approve the 2024-2025 Early Head Start (EHS) and Early Head Start-Child Care Partnership (EHS-CCP) ERSEA Matrix with minor edits.

Seconded (2nd): Ms. Jessica Garcia

Vote: All in favor (unanimous)

d. Approval of the 2024-2025 Head Start ERSEA Policy Updates

HSPC Chair, Krizia Franklin, introduced Mr. Roger Foster, Senior Management Coordinator, to present on the Approval of the 2024-2025 Head Start ERSEA Policy Updates. Mr. Foster reported on the changes that were made on the following Policies related to Eligibility, Recruitment, Selection and Attendance: ERSEA 5 Selection and ERSEA 9 Attendance.

HSPC member, Jessica Garcia, inquired about families experiencing homelessness and asked if information also included families at risk of experiencing homelessness. Mr. Foster clarified that families at risk for homelessness would not qualify under the McKinny Vento act, yet. Ms. Rachel Pearce added that we do provide supportive services to the families. The Family Support Workers provide resources and are there to assist the families. No further questions were asked.

Motion: Ms. Keyonna Hughes moved to approve the 2024-2025 Head Start ERSEA Policy Updates with minor edits.

Seconded (2nd): Mr. Yenter Tu

Vote: All in favor (unanimous)

e. Approval of the 2024-2025 Early Head Start and Early Head Start-Child Care Partnership ERSEA Policy Updates

HSPC Chair, Krizia Franklin, introduced Ms. Rachel Pearce, Senior Management Analyst, to present on the Approval of the 2024-2025 Early Head Start and Early Head Start-Child Care Partnership ERSEA Policy Updates. Ms. Pearce reported on the changes that were made on the following policy: ERSEA 5 Selections.

HSPC member, Jasmine Gomez, inquired about the lowering of the percentage of children with disabilities or delays from twelve (12) to ten (10) and asked why that decision was made. Ms. Pearce reported the 12% that we had, exceeded with the Head Start Program Performance Standards and the change was made to align with it. Furthermore, Ms. Pearce explained the selection process of children with a disability who also have an Individualized Family Service Plan (IFSP). No further questions were asked.

Motion: Ms. Ashley Trevino moved to approve the 2024-2025 Early Head Start and Early Head Start-Child Care Partnership ERSEA Policy Updates with minor edits.

Seconded (2nd): Ms. Anna Rios

Vote: All in favor (unanimous)

f. Approval of the 2024-2025 Head Start and Early Head Start ERSEA Recruitment Plan

HSPC Chair, Krizia Franklin, introduced Mr. Roger Foster, Senior Management Coordinator, and Ms. Rachel Pearce, Senior Management Analyst, to present on the Approval of the 2024-2025 Head Start and Early Head Start ERSEA Recruitment Plan. Mr. Foster reported that the edits to the Recruitment Plan is the same for all of our programs and addressed the minor changes of the plan.

HSPC member, Yenter Tu, provided a recommendation to add a deaf organization under the section of Community and Agency events for recruitment due to referrals being made by deaf organizations. No further questions were asked.

Motion: Ms. Ashley Trevino moved to approve the 2024-2025 Head Start and Early Head Start ERSEA Recruitment Plan with minor edits.

Seconded (2nd): Mr. Ramiro Lopez

Vote: All in favor (unanimous)

g. Approval of the EHS Under enrollment Plan

HSPC Chair, Krizia Franklin, introduced Ms. Rhonda Roach, Senior Special Projects Manager, to present on the Approval of the EHS Under enrollment Plan. Ms. Roach discussed the different components of the Under enrollment plan that included the listing of participants who participated in the development, review and implementation of the plan. Factors contributing to the under enrollment were provided along with an action plan that will support the EHS program. Ms. Roach reported that the plan was submitted to the Office of Head Start on January 12, 2024 and we will have quarterly meetings with the Office of Head Start to discuss the plan and provide updates.

HSPC member, Elena Martinez Blanco, inquired if Head Start was going to do away with the EHS Homebased program. Ms. Roach replied that we are not going to do away with the homebased program. Furthermore, we will continue to have 8 slots in our homebased program and 112 center-based slots for the upcoming program year.

HSPC member, Erika Lara, inquired about the number one strategy used to recruit home-based families. Ms. Roach reported that word of mouth is always the best recruitment tool; if our parents are satisfied with the program, they will share information about Head Start. In addition, Ms. Roach reported on the marketing that was done regarding the homebased program. Regarding the high turnover with teachers, Ms. Lara also provided a suggestion about developing a relationship with the colleges so that graduates could be recruited to fill the vacancies in the program. Ms. Roach responded that we work closely with Alamo Colleges, University of Texas at San Antonio (UTSA), and Texas A & M.

HSPC member, Magaly Olguin, requested additional information on the EHS Homebased program. Ms. Roach provided in detail the requested information on the program and suggested that our Homebased visitor can reach out to Ms. Olguin, if requested.

HSPC member, Krizia Franklin, provided a suggestion that a copy of the EHS Homebased flyer be provided to the Policy Council members. Ms. Franklin also inquired if Edgewood Independent School District (EISD) had to approve the Under enrollment plan. Ms. Roach responded that EISD was a contributor to the building of the plan. In addition, Ms. Franklin inquired about Action #7 in the plan and asked what led to the changes in the verbiage to the pay scale for the employees. Ms. Roach reported that the plan is a breathing and living document and we need to keep it broad because we work in collaboration with the school district and, in good faith, we know that our leadership at the school district is working very closely with Human Resources. Dr. Mary Miller-Baker, Early Childhood Director, stated that the change that was proposed would require Board approval and the way it was written before, made it seem that the approval was already received. Dr. Miller also provided additional payroll information.

Ms. Franklin also inquired about receiving feedback from previous employees regarding their exit from the school district. Dr. Miller reported that they do exit surveys and that this item did not need to be included in the plan.

HSPC member, Jasmine Gomez, inquired about providing the Early Head Start Coordinator with access to applications and also about the delay in the application process. Dr. Miller reported that the initial problem was that it took too long for Human Resources to look through every application and process it. Our Director, Jessica Zertuche, offered to look at the applicants and check the credentials for the program since EISD was having to look at applications for the whole district. Dr. Miller also reported that another item that slows down the application process was the background checks, and that this was due to the district having to go through two separate approvals.

HSPC member, John Bonillas, inquired about the starting salary for a year one and a year three Head Start teacher. Ms. Roach reported that it depends on the qualifications of the teacher. Dr. Miller reported that it was about \$18.00/hour for a year one teacher and that it was not a big increase in

pay for a year three teacher. In addition, Mr. Bonillas inquired about incentives for teachers to stay in their position. Dr. Miller reported that if we look at pay by the hour, we pay better than most other people providing childcare services. However, if we look at it spread out over the year, then it kind of equalizes itself. Because it is part of the school district, any increase in pay needs an approval from the Board and would apply to anyone in that level position.

Mr. Bonillas inquired if Head Start has ever implemented a sign-on bonus. Ms. Roach reported that during COVID-19, it was allowable through the supplemental funds that were provided to the grantee recipients. However, it was left to the programs to define that based on their own community needs.

In addition, Mr. Bonillas, asked if Head Start has a service learning program for college students who were going to work in the Education field, like an internship. Ms. Roach reported that we work through our collaborations with the relationships that we have built through our Education Advisory Committee and higher institutions: Alamo Colleges, UTSA and Texas A & M San Antonio. Through those relationships we look at any type of opportunity which may include them asking us for support in any grant that they are applying for, that would put students in our programs, depending on the grant criteria.

HSPC member, Ramiro Lopez, inquired about Head Start's relationship with Restore Education and where we were at in relationship to offering Child Development Associate (CDA) classes. Ms. Roach reported that they are currently offering CDA classes and we have built that relationship and connection with them to be able to market the program to students so that they would have another resource when coming out of their CDA completion.

HSPC member, Ashley Trevino, inquired about one month that the teachers will not be working and asked if the teachers were going to get paid. Dr. Miller reported that the school district takes the number of days that they work and calculate it by their daily rate and it is divided by 365 days and they are paid the same amount all year long.

HSPC member, Jessica Garcia, inquired about cost of living adjustments. Ms. Roach reported that our funding comes directly from the Office of Head Start and we have been fortunate to receive a cost of living adjustment over the past four or five years. We always include our providers, the districts, in handing down those funds. Dr. Miller reported that EISD has had an increase every year for the last seven or eight years of at least 2% and some years it has been as much as 4% and that there is an annual review of salaries. No further questions were asked.

Motion: Ms. Jessica Garcia moved to approve the EHS Under enrollment Plan with minor edits.

Seconded (2nd): Ms. Erika Lara

Vote: All in favor (unanimous)

h. Review of Jule Sugarman Process

HSPC Chair, Krizia Franklin, introduced Ms. Priscilla Garcia, Senior Management Analyst, to present the Review of the Jule Sugarman Process. Ms. Garcia informed the Policy Council members about the change in the name of this award from The Jule Sugarman Awards to The Head Start Distinguished

Staff Award with the intention that our Head Start parents will have the option to nominate a staff member or Administrator for this award. Ms. Garcia provided information on criteria, nomination and selections, and awards process. Nominations for the Distinguished Staff award will be accepted from February 1, 2024 to February 28, 2024. Policy Council members provided feedback and input on the nomination form and expressed appreciation for the hard work that teachers do for our Head Start children. There were no questions.

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

HSPC Chair, Krizia Franklin, introduced Mr. Carlos Garza, Fiscal Analyst, to present the Review of the Head Start, EHS, and EHS-CCP Fiscal Reports. Mr. Garza reported on the Head Start and Early Head Start consolidated grant for the 2023-2024 fiscal year and stated this grant period is from February 1, 2023 through January 31, 2024. As of December 31, 2023, the total budget was reported at \$37,810,619.00. The year-to-date budget is \$28,739,728.00 and the year-to-date actual is \$26,962,366.00 with a variance of \$1,777,363.00. Mr. Garza provided detailed information on variances related to Personnel Salaries/Fringe Benefits, Travel, Supplies, Contractual, Other, and Non Federal/In Kind categories.

Mr. Garza reported on the Early Head Start-Child Care Partnership (EHS-CCP) Grant. The following information was provided from the 2023-2024 Fiscal Report as of December 31, 2023. The budget period for this grant is from August 1, 2023 through July 31, 2024. Mr. Garza reported the total budget for this grant is \$4,139,106.00. The Year-to-date budget is \$1,462,648.00 and the Year-to-date Actual amount is \$ 1,484,140.00 with a negative variance amount of \$21,491.00. Mr. Garza provided variance explanations for Personnel Services and Fringe Benefits, Travel, Supplies, Contractual, Other, and Non Federal Share/In Kind categories.

HSPC member, Krizia Franklin, asked a question related to the EHS/HS Fiscal Report, and inquired about the renovations and repairs at EISD and if they were related to the classrooms that were going to start up later this year. Dr. Mary Miller-Baker, Early Childhood Director, reported that the renovations and repairs were for two classes that were moved to Perales Elementary School. Ms. Audrey Jackson, Head Start Administrator, clarified that this Fiscal Report is for the fiscal year that ends on January 31, 2024 and that it was not for anything moving forward for the next school year.

Regarding the EHS-CCP Fiscal Report, Ms. Franklin inquired if the amount listed in the Contractual category included the employee salaries from each of the centers. Ms. Rhonda Roach, Senior Special Projects Manager, reported that the allocations to the centers are used for the salaries or however the centers choose to use the funds. Discussion was also provided on the holiday pay for teachers, teacher surveys and cost of living adjustments. No further questions were asked.

j. Review of EHS & EHS-CCP Beginning of the Year (BOY) Student Outcome Data

HSPC Chair, Krizia Franklin, introduced Mr. Roger Foster, Senior Management Coordinator, to present the Review of EHS and EHS-CCP Beginning of the Year (BOY) Student Outcome Data. Mr. Foster discussed the two Head Start Program Performance Standards related to student outcome data that informed about conducting standardized and structured assessments and regularly using assessment results, along with informal teacher observations and additional information from family and staff, to determine a child's strengths and needs. Mr. Foster informed the Policy Council

members about the Early Learning Accomplishment Profile (E-LAP) and the Learning Accomplishment Profile (LAP-3) and the age levels in which the children are assessed and determined if they are at, above or below for their age level. Mr. Foster explained the percentages results from the E-LAP between programs as well as the LAP-3 between programs.

HSPC member, Elena Martinez Blanco, inquired if these assessments were part of the reason so many forms, like evaluations, were being sent home to parents. Mr. Foster stated that since these forms were only done three (3) times per year, no forms were being sent home. In addition, Mr. Foster stated that perhaps teachers may be sending home information for other school related items.

HSPC member, Lisa Rosales, inquired if it was possible that our EHS-CCP children were doing better than the EHS-Stafford children based on the data provided from the E-LAP Children on Target. Mr. Foster stated that the difference between the data was that our Early Head Start-Stafford children are impacted by lower numbers. We have many more children in the EHS-CCP program, so every single child has a bigger impact. Also, the EHS-Stafford program's enrollment and program size are lower than the EHS-CCP program. No further questions were asked.

k. Review of Head Start, EHS, and EHS-CCP Monthly Reports

HSPC Chair, Krizia Franklin, introduced Ms. Audrey Jackson, Head Start Administrator, to present the Review of Head Start, EHS, and EHS-CCP Monthly Reports. Ms. Jackson informed the Policy Council members that these monthly reports are presented every month and the reports that will be presented today would cover information through the end of December 2023. The three separate reports include the Head Start Pre-K program, the Early Head Start Program with EISD and the EHS-CCP Program. Regarding the Head Start Monthly Report, Ms. Jackson provided the funded enrollment number of 3,020 children. It was mentioned that we were at 94% for enrollment and our average daily attendance was at 91%. Our disability enrollment was at 13.28% which exceeded our policy requirement of at least 10%. Furthermore, Ms. Jackson reported on additional data for food reports, Education Services, Family Engagement Services, Mental Health Services, and Health Screenings.

Ms. Jackson reported on the Early Head Start monthly report for December 2023 and stated that this program was housed at EISD with the center based and home based programs. We are currently serving 12 families in the home based program and our enrollment number is at 8 families. We have 116 slots in our center based program and we are currently enrolled with 97 slots. Our enrollment is at 82% and this is why we received the under enrollment letter from the Office of Head Start. Ms. Jackson highlighted the data in the Disability, Education, Family Engagement, Mental Health Services, and Health Screenings sections of the report.

Lastly, Ms. Jackson reported on the December Monthly Program Report for the EHS-CCP program. Ms. Jackson stated this program serves 216 children and is fully enrolled at 100%. In addition, our disability enrollment was reported at 8%. Ms. Jackson explained that our percentage was at 10% but due to when children turn three years old, they are then moved on to the school system for an evaluation. Furthermore, Ms. Jackson reviewed the percentages for Education Services, Family Engagement Services and Health Screenings. No questions were asked.

I. Review of Head Start Quality Assurance Report

HSPC Chair, Krizia Franklin introduced Ms. Chajuann Chambers, Management Analyst, to present the Review of the Head Start Quality Assurance Report. Ms. Chambers introduced herself and explained that she would be presenting the December 2023 monthly quality assurance report. It was reported that the projects conducted included a 45 Day Education Screening, Governance Review, ERSEA Attendance Review, and Safe Environments Review #1. Ms. Chambers also informed about the projects that were completed, which included the Disabilities Review. Furthermore, Ms. Chambers reported no areas of non-compliance and also discussed areas of concern with the Disabilities Review. No questions were asked.

m. Review of EHS and EHS-CCP Quality Assurance Report

HSPC Chair, Krizia Franklin, introduced Ms. Dianne Mendez, Management Analyst, to present the Review of EHS and EHS-CCP Quality Assurance Report. Ms. Mendez reported that she was presenting information from the December 2023 monthly quality assurance report. The Policy Council members were informed that the projects conducted included a Nutrition Child File Review and Onsite Teacher and Kitchen Staff Interviews, Critical Health Concern Child File Review, and Unannounced Safe Environment Visits. Non-compliances were discussed concerning the Unannounced Safe Environment Visits. Ms. Mendez also discussed the areas of concern related to the Nutrition Review and Unannounced Safe Environment Visits.

HSPC member, Jasmine Gomez, inquired about food allocations, location source, and process. Ms. Mendez provided information about how the centers have a choice whether to have a cook on staff or utilize the Food Bank to distribute their food. If there is a cook on staff, then the Childcare Food Program is utilized to follow the food guidelines. If the Food Bank is used for the distribution of food, then special dietary requirements are submitted to them. Furthermore, the food for the EHS program is handled and prepared by EISD. This school district has food prepared in one central location and then it is dispersed to Stafford. The food arrives pre-packaged to the school. Ms. Gomez inquired about a contact person for the school if a parent has a question or concern about the food that is presented to the children. Ms. Mendez reported that parents of children at a childcare facility should meet with the director because they are in charge of the menus and have to follow the food program to ensure they are providing the appropriate units in meals.

HSPC member, Yenter Tu, inquired if accommodations are made for people with sensitivities and diet plans. Ms. Mendez reported that during the application status, parents complete a nutrition assessment where special diet information is documented and is being followed by a doctor, or a parent could provide a written statement if there are religious reasons why their child cannot have a certain food, like pork, for example. The provider is then given the information that was provided by the parent.

Mr. Tu also inquired if there were other options besides the Food Bank for obtaining meals for the centers. Ms. Mendez reported that it was the centers' decision to go that route and was unfamiliar with any other agencies that will cook the meals and build the Federal Food Program for those units.

HSPC member, Jessica Garcia, inquired how we can ensure there is no cross-contamination with foods. Ms. Garcia provided an example of a person with Sialic Disease and informed that a person with this disease can get sick and suffer long term effects. In addition, Ms. Garcia inquired how we can ensure that the staff that is hired are aware of Sialic Disease. Ms. Mendez informed that the information would be important to share with the Family Support Worker and the childcare facility director so that the information can be shared with the teacher.

HSPC member, Krizia Franklin, inquired about who pays for the Food Bank services that are rendered to the centers. Ms. Mendez reported that the food program cost, instead of it going to the childcare facility, the Food Bank gets paid for the units of food that are delivered. The sites that elected this service felt it was beneficial and they saved money utilizing the Food Bank instead of having two full-time employees and paying for benefits. No further questions were asked.

V. GOVERNING BODY

HSPC Chair, Krizia Franklin asked Ms. Priscilla Garcia, Senior Management Analyst, to present items for the Governing Body and Advisory Committee. Ms. Garcia highlighted a photo of the City of San Antonio City Council (City Council) as the program’s Governing Board. Ms. Garcia reported that City Council did meet on Thursday but there were no Head Start items presented.

A picture of the Community Action Advisory Board (CAAB) was presented, our current advisory committee that meets monthly. Ms. Garcia reported that the committee met last week and Head Start items that were reviewed and approved by them included the ERSEA matrix, policy updates and recruitment plan. Ms. Garcia reported that the approval of these items helps kick off our applications for the upcoming year so that we will be able to train our staff and start taking applications in late February or the beginning of March. Policy Council members were informed that the next Policy Council meeting was scheduled for Tuesday, February 27, 2024. No questions were asked.

VI. ADJOURNMENT

Motion: Ms. Jessica Garcia moved to adjourn the meeting.

Seconded (2nd): Mr. Ramiro Lopez

Vote: All in favor (unanimous) – The motion carried.

HSPC member for Chair, Krizia Franklin, adjourned the meeting at 8:30 pm.

Chair

Date