



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