



Community Action Advisory Board

Thursday, March 21, 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 5:30 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:

Danielle Garcia, US Dept of Housing & Development

Pastor Victor Martinez, Redeemer Presbyterian Church

Demetric Byrd, 300 Seconds, Inc

John Bonillas, Casa Exteriors

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)

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

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

City of San Antonio Staff:

Richard Keith, Human Services Administrator

Dawn Wood, Administrative Assistant, FAD

Kristine Duff, City Attorney

Audrey K. Jackson, Head Start Program Administrator

Priscilla Garcia, Senior Management Analyst

Amada Aguilera, Fiscal Analyst

Samantha Villa, Management Analyst

Absent:

Representatives of the Low Income:

Monique Robinson, Area I

Vacancy, Area II

Levi Thatcher, Area III

Representatives of Organizations:

Political Representatives:

Christina Gutierrez for Councilwoman Teri Castillo (CD-5)

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. Richard Keith 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 February 29, 2024: Chair Ruben Lizalde, asks

if everyone had an opportunity to review minutes, from February 29, 2024. Ryan Salts, motioned to Approve Meeting Minutes, seconded by John Bonillas. All were in favor, no opposed and no abstentions. Motion carried. The next item was presented.

2. Welcome CAAB Members Executive Committee: Chair, Ruben Lizalde presented the next item Welcome CAAB members Executive Committee. Chair- Ruben Lizalde Political Representative for Councilwoman Marina Alderete Gavito (CD-7). Vice-Chair Ryan Salts, Political Representative for Councilwomen Sukh Kaur (CD-1). Secretary- Christine Gutierrez Political Representative Councilwoman Teri Castillo (CD-5) No action items. There were no further questions or comments, and the next item was presented.

3. Review Annual Governance Training for CAAB Members: Chair, Ruben Lizalde announced the next item, Review of Annual Governance Training for CAAB Members, Presented by Kristine. No action items. There were no further questions or comments, and the next item was presented.

4. Review of Public Information Act and Open Meeting Act Training: Chair, Ruben Lizalde announced the next item, Review of Public Information Act and Open Meeting Act Training, Presented by Ruben Lizalde. Please completed the training submit your certificates to Minerva by Friday March 29, 2024. No action items. There were no further questions or comments, and the next item was presented.

5. Review of CAAB bylaws: Chair, Ruben Lizalde announced the next item, Review of CAAB By-Laws, Presented by Kristine Duff. No action items. There were no further questions or comments, and the next item was presented.

6. Review of Agency Mission Statement: Chair, Ruben Lizalde announced the next item, Review of Agency Mission Statement, presented by Richard Keith **Our Mission:** To promote life-long success by providing Human Services and connecting people to community resources. **Our Vision:** To provide leadership, develop collaborative strategies, and maximize resources to improve the quality of life for children, families, and seniors in our community. **Our Services:** The Department of Human Services provides comprehensive direct and contractual services in the areas of Early Education and Child Care Assistance, Education, Financial and Emergency Assistance, Homeless Assistance, and Senior Services. No action items. There were no further questions or comments, and the next item was presented.

7. National Children's Dental Health Month Calendar Presentation: Chair, Ruben Lizalde Announced the next item, Review of National Children's Dental Health Month Calendar Presentation, Presented by Audrey Jackson. 2024-2025 Oral Health Calendar Contest. No action items. There were no further questions or comments, and the next item was presented.

8. Approval of Governance, Leadership, and Oversight Capacity Screener: Chair, Ruben Lizalde announced the next item, Approval of the Governance, leadership, and oversight capacity screener, presented by Priscilla Garcia. Organizations that accept federal funds to operate Head Start and/or Early Head Start programs must have strong governance systems in place to safeguard federal dollars and provide oversight and direction to the Head Start program. This screener organizes the Head Start requirements to help organizations identify where they need to make changes and build capacity to fulfill their Head Start governance responsibilities. Ryan Salts, motioned to Approve governance, leadership, and oversight capacity screener, seconded D. All were in favor, no opposed and no abstentions. Motion carried. The next item was presented.

9. Review of Head Start Program Governance Training: Chair, Ruben Lizalde announced the next item, Review of Head Start Program Governance Training, Presented by Audrey Jackson, and Priscilla Garcia. The Head Start Performance Standards 1301.5 states an agency must provide appropriate training and technical assistance or orientation to the governing body, any advisory committee members, and the policy council, including training on program performance standards and training indicated in 1302.12(m) to ensure the members understand the information they receive and can effectively oversee and participate in the programs in the Head Start agency. 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 Amanda Aguilera. Early Head Start-CCP Fiscal Reports GY 23-34 as of January 31, 2024, Total budget \$4,139,106.00, YTD \$1,764,636.00, Variance \$-1714.00. EHS/HS Fiscal Reports GY 23-24 as of January 31, 2024, Total Budget \$37,810,619.00, YTD Budget \$32,391,137.00, Variance \$1,433,174. 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 Audrey Jackson, Head Start: funded enrollment 3020, Percent of enrolled children with disability 14.57% , Meals served 100,709, education services complete 95%. Family engagement services completed 96%. Mental health services 160. Early Head Start : Funded enrollment 128, 11% Children with disability, Meals served 2696, education services completed 97%, Family engagement services 97% Education screenings completed 99%. Early Head Start- Child Care Partnership: funded enrollment 216, Percent of enrolled children with disability 7%, Meals served 6182, Education Services 96% , family engagement services 98%, Mental health services 40. 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 SamanthaVilla. Projects Conducted; 45-day education screening, Governance Review, Project completed 45-day Education Screening Review and ERSEA Attendance 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 McMillan. Projects Conducted: Review January 9- January 18, 2024, Health Child File Review. Conducted Review December 11- January 5, 2024 ERSEA Attendance Child file Review. Technical Assistance Visit Jan 25, 2024, Inman Cristian Child Care Center

VI. ANNOUNCEMENTS: No announcements.

VII. CAAB BOARD- NEXT MEETING: Thursday April 18, 2024, 5:30 pm, Claude Black Community Center.

VIII. ADJOURNMENT: Ryan Salts, motioned to adjournment Meeting, seconded by Juan Moreno. All were in favor, no opposed and no abstentions. Motion carried. The next item was presented.
Chair Ruben Lizalde, Adjournment Meeting at 7:21 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