



Community Action Advisory Board

Thursday, May 19, 2022

1227 Brady Blvd, San Antonio, TX 78207

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.

Once a quorum is established, the Community Action Advisory Board shall consider the following:

I. Call Public Hearing to Order: Chair, Ruben Lizalde called the Open Public Hearing to order at 5:34PM.

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

Representatives of the Low Income:

Holly Fridell, Area I

Representatives of Organizations:

Emma Santa Maria, Ph.D., University of the Incarnate Word School of Osteopathic Medicine

Political Representatives:

Dorian Keller for Councilman Mario Bravo (CD-1)

Ruben Lizalde for Council woman Rebecca Viagran (CD-3)

Christina Gutierrez for Councilwoman Teri Castillo (CD-5)

Vanessa Chavez for Council woman Ana Sandoval (CD-7)

City of San Antonio Staff:

Minerva Hernandez, Family Support Coordinator, FAD

Dawn Wood, Administrative Assistant, FAD

Roger Foster, DHS, Head Start

Audrey K. Jackson, Head Start Program Administrator

Andrea Martinez, Senior Management Analyst, Head Start

Dianne Mendez, Management Analyst

Mary Vasquez, Special Project Manager, DHS

Chajuann Chambers, Management Analyst

Absent:

Representatives of the Low Income:

Delia Martinez, Area II

Cynthia Garcia, Area III

Vacancy, Area IV

John Canales, Area V

Representatives of Organizations:

Pastor Abdon Garza, Northern Hills United Methodist

Pastor Victor Martinez, Redeemer Presbyterian Church

Demetric Byrd, 300 Seconds, Inc

Vacancy for Representative of Organizations

Political Representatives:

Rebecca Clay-Flores, for County Commissioner Precinct-1

III. Establishment of Quorum: Chair Ruben Lizalde acknowledged a Quorum was established with 6 members present.

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

IV. Approval of Minutes: Chair Ruben Lizalde, asks if everyone had an opportunity to review minutes from 17 March 2022. There was no further question or comments. Christine Gutierrez, motioned to approve the Meeting Minutes, seconded by Vanessa Chavez. All were in favor, no opposed and no abstentions. Motion carried. The next item was presented.

V. Briefing and Action Items:

- 1. Approval of Minutes:** Chair Ruben Lizalde, asks if everyone had an opportunity to review minutes from 17 March 2022. There was no further question or comments. Christine Gutierrez, motioned to approve the Meeting Minutes, seconded by Vanessa Chavez. All were in favor, no opposed and no abstentions. Motion carried. The next item was presented.

A. Community Service Black Grant (CSBG)

- 2. Review of Community Service Block Grant 2021 Contract Extension:** Chair, Ruben Lizalde announced the next agenda item, Review of Community Service Block Grant 2021 Contract Extension, Presented by Minerva Hernandez. Contract Extension for 2021 budget was extended June 30, No action items. There were no further questions or comments, and the next item was presented.

B. Head Start, Early Head Start (EHS), Early Head Start-Child Care Partnership (EHS-CCP)

3. Review of 2022-2023 EHS Continuation Application: Chair, Ruben Lizalde announced the next agenda item, Review of 2022-2023 EHS Continuation Application, presented by Rhonda Roach. No action items. There were no further questions or comments, and the next item was presented.

4. Review of EHS-CCP Program Ella Austin Building updates: Chair, Ruben Lizalde, announced the next agenda item, Review of EHS-CCP program Ella Austin Building updates, Presented by Rhonda Roach. Ella Austin Ended in person Services February 2022. Temporary housed at Antioch Baptist Church Started in May 2022. Ruben Lizalde ask if transportation was provided for student with the move. Yet transportation has not been needed, Transportation voucher are available if needed. Holly Fridell ash how long the repairs will take, AC unit orders are back logged until August. No action items. There were no further questions or comments, and the next item was presented.

5. Review of Head Start Carry Over Application: Chair, Ruben Lizalde, Announced the next agenda item, Review of Head Start Carry over Application, Presented by Audrey Jackson. Head Start Budget Equipment \$40,500.00, Supplies \$312,016.00, Construction 250,695.00, Non-Federal Match, Waiver Requested, Total Budget \$603,211.00. All were in favor, no opposed and no abstentions. No action items. There were no further questions or comments, and the next item was presented.

6. Review of Early Head Start Carry over Application: Chair, Ruben Lizalde announced the next agenda item, Review of Early Head Start Carry over Application, presented by Rhonda Roach. \$20,835.00 Purchase needed supplies and materials to build cleaning and hygiene kits to provide to EHS Families and Purchase supplies to prevent the spread of COVID-19. No action items. There were no further questions or comments, and the next item was presented.

7. Review and Discussion of Head start Parent Survey: Chair, Ruben Lizalde announced the next agenda item, Review of Head Start Parent Survey, presented by Roger Foster. New Survey for 2022. No action items. There were no further questions or comments, and the next item was presented.

8. Review and Discussion of Parent Engagement Activities: Chair, Ruben Lizalde Announced the next agenda item, Review and Discussion of Head Start Parent Engagement Activities presented by Andrea Martinez. Parent were giving a choice for Fall and Spring Parent Engagement Activities. Parent selected Mindfulness and If you give a mouse a cookie. Mindfulness will include a Yoga Mat, Water Bottle, Towel and Book. If you give a mouse a cookie Activity , will included online cooking and Coloring Activity's

and books. Budget is \$100,000.00 about \$15.00 per Child. No action items. There were no further questions or comments, and the next item was presented.

9. Review of Head Start Monitoring: Chair, Ruben Lizalde announced the next agenda item, Review of Head Start Monitoring, presented by ChaJuann Chambers. **Head Start:** Monitoring projects Conducted, Disabilities Review #2, Disabilities Coordinator interview, Family and Community Support Review, Areas of Non- Compliance, Sage environment review, Classroom safety and facilities. **Early Head Start:** Monitoring Projects Wellness Support Monitoring, Child file, No Non-compliance. Areas of Concern Wellness support Child File Review. Follow up Disabilities and Education Monitoring Projects Were Completed. **EHS-CCP:** Monitoring Projects Unannounced Safe Environments Visits, A non-compliance was observed that showed a systemic or substantial material issue or concern in meeting performance standards or policy requirements. Areas of concern unannounced sage environment visits wellness support child file review and manager interview. Follow up activities, Child care director's provided corrective action responses and evidence supporting the actions taken in the Child plus data system. Ruben wanted to know what location the nutrition concerns happened. Will provide information for next meeting. Christine Gutierrez ask what the Child plus data system is. It is a program for collecting data for head start. 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 Monthly Program Reports: : Chair, Ruben Lizalde announced the next agenda item, Review of Head Start, EHS, and EHS-CCP Monthly Program Reports, presented by Audrey Jackson. **Head Start:** Funded Enrollment 3,020, Percent of enrolled Children with disability 12.52%, meals served 61,438. **EHS:** Funded enrollment 128, percent of enrolled children with a disability 6%. 2,074 Meals served. **EHS-CCP:** funded enrollment 216, percent of enrolled children with disability 7%. 4,772 Meals served. 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 Fiscal Report: Chair, Ruben Lizalde announced the next agenda item, Review of Head Start, EHS and EHS-CCP Fiscal Report, presented by Mary Vasquez. **Head Start:** Total Budget \$3,599,699.00, YTD \$27,345,519.00, Variance 9.72% caused a Personnel variance Contractual . **EHS:** Total Budget \$31,674,698.00 YTD \$ 1,009,098, variance 8.3% 3.9k invoices pending., **EHS-CCP:** Total Budget 3,802,795.00 YTD 2,249,554 variance .5%. No action items. There were no further questions or comments, and the next item was presented.

Chair, Ruben Lizalde announced the next agenda item, Correspondence:

12. Correspondence Documenting Services to Enrolled Pregnant Women – not applicable.

13. Correspondence, Head Start Transportation Services and Vehicles During COVID-19 Pandemic ACF-IM-HS-22-01

14. Correspondence, FY 2022 Head Start Funding Increase ACF-PI-HS-22-01

15. Correspondence, OHS Monitoring Review Report.

VI. Announcements/ Comments: None.

VII. CAAB Board- Next Meeting: Thursday, June 30, 2022, at 5:30 pm. At Brady Head start building.

VIII. Adjournment: Chair, Ruben Lizalde called for a motion to adjourn the meeting. Christina Gutierrez motioned to adjourn, 2nd by Holly Frindell. No discussion. All were in favor, no opposed and no abstentions. Motion carried. Meeting adjourned at 7:02PM.

“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