



Community Action Advisory Board

Thursday, August 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 5:40PM.

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

Representatives of the Low Income:

Holly Frindel, Area I

Representatives of Organizations:

Pastor Abdon Garza, Northern Hills United Methodist

Demetric Byrd, 300 Seconds, Inc

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 Phyllis Viagran (CD-3)

Erick De La Luna for Council woman Ana Sandoval (CD-7)

City of San Antonio Staff:

Minerva Hernandez, Family Support Coordinator, FAD

Dawn Wood, Administrative Assistant, FAD

Kristine Duff, City Attorney

Audrey K. Jackson, Head Start Program Administrator

Andrea Martinez, Senior Management Analyst, Head Start

Pedro Ramirez, Special Projects Manager

Cindy Garcia, Management Analyst

Terric Foong, Fiscal

Jolanda Chapa, 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 Victor Martinez, Redeemer Presbyterian Church

Vacancy for Representative of Organizations

Political Representatives:

Christina Gutierrez for Councilwoman Teri Castillo (CD-5)

Rebecca Clay-Flores, for County Commissioner Precinct-1

Establishment of Quorum: Chair Ruben Lizalde acknowledged a Quorum was established with 7 members present.

III. 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. Briefing and Action Items:

1. **Approval of Minutes:** Chair Ruben Lizalde, asks if everyone had an opportunity to review minutes from 19 May 2022. There was no further question or comments. Pastor Abdon Garza, motioned to approve the Meeting Minutes, seconded by Emma Santa Maria, PH.D. 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 2022 Program Updates:** Chair, Ruben Lizalde announced the next agenda item, Review of Community Service Block Grant 2022 Program updates, Presented by Minerva Hernandez. Training for Job Success Welcomes New Staff. Christi Garza, Community Services Specialist, Sylvia Rivera, Community Services Specialist, and Jolanda Chapa, Management Analyst. No action items. There were no further questions or comments, and the next item was presented.
3. **Review of Community Service Block Grant Performance:** Chair, Ruben Lizalde announced the next agenda item, Review of Community Service Black Grant Performance Presented by Minerva Hernandez. June 10 Celebration for Program Graduates from May of 2021, Alamo Community Colleges. In 2022, 28 household members Transitioned out of Poverty from the Training for Job Success program. Average income on Entry was \$18,344 and on Exit \$48,176. In the Spring Semester TFJS had 47 Enrolled, Summer Semester 15 Participants. TFJS is Currently enrolling for Fall Semester. No action items. There were no further questions or comments, and the next item was presented.
4. **Review of June 2022 CSBG Budget:** Chair, Ruben Lizalde announced the next agenda item, Review of Community Service Block Grant June Budget presented by Minerva Hernandez. Total budget \$2,051,127.00, Cumulative Expenses \$706,754.51, 34.46% Spent. 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)

5. **Correspondence-ACF-IM-HS-22-03:** Chair, Ruben Lizalde announced the next agenda item, Correspondence-ACF-IM-HS-22-03 Head Start Categorical Eligibility for Families Eligible or the Supplemental Nutrition Assistance, presented by Audrey Jackson. No action items. There were no further questions or comments, and the next item was presented.
6. **Correspondence-ACF-IM-HS-22-03:** Chair, Ruben Lizalde announced the next agenda item, Correspondence-ACF-IM-HS-22-03 Head Start Categorical Eligibility for Families Eligible or the Supplemental Nutrition Assistance, presented by Audrey Jackson. No action items. There were no further questions or comments, and the next item was presented.
7. **Approval of Eligibility, Recruitment, Selection, Enrollment and Attendance (ERSEA) Matrices for Head Start, EHS, and EHS-CCP:** Chair, Ruben Lizalde, announced the next agenda item, Approval of, ERSEA Matrices for Head Start, EHS, and EHS-CCP, presented by Heather Cruz. Eligibility, Recruitment, Selection, Enrollment, and Attendance (ERSEA) services are essential for identifying and enrolling the children most in need of Head Start services. Head start is using a Selection Criteria Point Matrix. Holly Frindel motioned to approve the 2022-2023 Selection Criteria Point Matrix for Head Start, Early Head Start and Early Head Start Child Care Partnership, Seconded by Dr. Emma Santa Maria. All were in favor, no opposed and no abstentions. Motion carried. The next item was presented.

- 8. Approval of the 2022-2023 DHS Head Start Program Policy Updates:** Chair, Ruben Lizalde, announced the next agenda item, Approval of the 2022-2023 DHS Head Start Program Policy Updates presented by Andrea Martinez. Description and Volume of Change made to current Policy: Development and Behavioral Screening, Staff-Parent Communication System, Parent Activities to Promote Child Learning and Development, Research-Based Parent Curriculum, Family Collaboration for Transition from Early Head Start, Lead Screening, Preventative Health Visit Requirements and Documentation, Program Monitoring, Standards of Conduct, Staff Qualifications and Competency Requirements, Identification and Reporting of Child Abuse and Neglect, Community Complaints, Program Data- Access and Security, and Program Information Report Data Entry and Completion. Minor Edits, Clarified, and updates to language. Erick De La Luna motioned to Approve the 2022-2023 DHS Head Start Program Policy Updates, Seconded by Dorian Keller. All were in favor, no opposed and no abstentions. Motion carried. The next item was presented.
- 9. Approval of 2022-2023 Head Start Program Design:** Chair, Ruben Lizalde, announced the next agenda item, Approval of 2022-2023 Head Start Program Design presented by Heather Cruz. Total Funded Enrollment for EISD is 777. Total Funded Enrollment 2,243 for SAISD. Total for Head Start is 3,020. Pastor Abdon Garza motioned to Approve the 2022-2023 DHS Head Start Program Policy Updates, Seconded by Demetric Byrd. All were in favor, no opposed and no abstentions. Motion carried. The next item was presented. **Approval of 2022-2023 Early Head Start Program Design:** Chair, Ruben Lizalde, announced the next agenda item, Approval of 2022-2023 Early Head Start Program Design presented by Heather Cruz. EISD Early Head Start total enrollment 128. Early Head Start Child Care Partnership total enrollment 216. Demetric Byrd motioned to Approve the 2022-2023 DHS Head Start Program Policy Updates, Seconded by Holly Frindel. All were in favor, no opposed and no abstentions. Motion carried. The next item was presented.
- 10. Review of the Head Start Cost of Living (COLA) and Quality Improvement (QI) Application:** Ruben Lizalde, announced the next agenda item, Review of the Head Start Cost of Living (COLA) and Quality Improvement (QI) Application, Presented by Audrey Jackson. COLA supports 2.28% adjustment. QI funds allocated proportionately based on Federal funded enrollment levels Head Start COLA \$571,424.00, QI \$157,171.00, Total Funding \$728,595.00. COLA Salaries/fringes to provide a 2.28% to Edgewood and San Antonio IDS, Two new Positions ERSEA Management Analyst and Client Service Analyst. QI Four new Family Support Workers. Decrease caseload size to 56 per FSW. Increase staffing to 54FSW. No action items. There were no further questions or comments, and the next item was presented.
- 11. Review of the EHS, Cost of Living (COLA) and Quality Improvement (QI) Application:** Ruben Lizalde, announced the next agenda item, Review of the Early Head Start Cost of Living (COLA) and Quality Improvement (QI) Application, Presented by Audrey Jackson. COLA \$47,824.00, QI \$10,178.00, Total Funding \$58,002.00. COLA supports 2.28% adjustment increase in pay scale. Requesting a waiver for Non-Federal share. COLA Salaries/fringes to provide a 2.28% to Edgewood ISD, One new position, Client Service Analyst. QI Support the opening of three new classrooms due to the change in program design. No action items. There were no further questions or comments, and the next item was presented.
- 12. Review of the EHS-CCP, COLA QI Application:** Ruben Lizalde, announced the next agenda item, Review of the Early Head Start- Child Care Partnership Cost of Living(COLA) and Quality Improvement (QI) Application, Presented by Audrey Jackson. COLA \$67,329.00, QI \$17,175.00 Total Funding \$84,504.00. COLA supports 2.28% adjustment increase in pay scale. Requesting a waiver for Non-Federal share. COLA Salaries/fringes at 2.28% to the six Childcare partnership sites. One new position, Client Services analyst. QI Purchase equipment for children with disabilities, continuation of professional development across the program, increase in cost per child by \$40.00. No action items. There were no further questions or comments, and the next item was presented.
- 13. Review of Head Start Parent Engagement Activities:** Ruben Lizalde, announced the next agenda item, Review of Head Start Parent Engagement Activities presented by Andrea Martinez. The parents chose Mindfulness with 12 votes and If You Give a Mouse a Cookie with 9 votes. 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. No action items. There were no further questions or comments, and the next item was presented.

- 14. Review of 2022-2023 Head Start, EHS, and EHS-CCP School Readiness Goals:** Ruben Lizalde, announced the next agenda item, Review of 2022-2023 Head Start, EHS, and EHS-CCP School Readiness Goals presented by Heather Cruz. Establish School Readiness goals, align goals to five central domains and state standards, involve parents in the development of the goals, and create and implement a plan of action to achieve the goals. Approaches to Learning, Child will become more independent in behavior, actions, and play while exploring and investigation their surroundings. Social and emotional development, child will develop social and emotional skills that support on-going positive relationships with self and others. Language and literacy, child will develop skill in listening and understanding and using words/actions to response to others. Child will understand and demonstrate the use of print, signs and pictures. Child will develop knowledge of how sounds, letters, and words relate to one another and spoken language. Cognition, child will develop skills for reasoning, memory, and problem solving. And Child will use critical thinking to understand and organize their world. Perceptual, motor, and physical development, child will demonstrate increasing independence in motor skills, self-care, and safety and child will use their senses to understand, organize and explore their world. No action items. There were no further questions or comments, and the next item was presented.
- 15. Review of Head Start, EHS, EHS-CCP Fiscal Reports:** Ruben Lizalde, announced the next agenda item, Review of Head Start, EHS, EHS-CCP Fiscal Reports presented by Terric Foong. Head Start: Fiscal report GY 22-23 as of June 30, 2022. Total Budget \$31,674,698.00, YTD \$6,822,699.00 Variance \$80,959.00 1.2%. Variance Explanations, Travel, Contractual , and supplies not received. Early Head Start: Fiscal report GY 22-23 as of June 30, 2022. Total Budget \$2,678,971.00, YTD \$700,805.00, Actual \$557,983.00. Variance \$142,822.00 20.4%. Variance Explanations, Personnel salaries and fringe benefits, supplies, contractual, EISD billing late. Binding and printing recruitment flyers. Early Head Start- CCP: Fiscal report GY 22-23 as of June 30, 2022. Total Budget \$3,802,795.00 YTD Budget \$3,192,179.00, Actual \$3,184,318, Variance \$ 7,861.00 .2%. CRRSA.ARPA: Fiscal Report GY 21-23 as of June 30, 2022. Total Fed Budget \$5,037,486.00, YTD Budget \$2,451,224.00, Actual \$478,196.00, Variance \$1,973,083.00 80.5%. Variance Explanations, \$160.4K due to 3 vacant positions, Supplies \$33.2K for PPE, Dental supplies and other commodities, 1,887K due to delays in contract execution. 41.8K Advertising expense, printing services. No action items. There were no further questions or comments, and the next item was presented.
- 16. Review of Head Start, EHS, and EHS-CCP Monthly Program Reports:** Ruben Lizalde, announced the next agenda item, Review of Head Start, EHS, and EHS-CCP Monthly Program Reports presented by Audrey Jackson. Head start: June Monthly report Funded Enrollment 3020. 13.74% Disability Enrollment. 7626 Meals served. Education Services Home visit 96%, and 94% Parent conference. Health screening above 90% complete, except Lead testing. Early Head start: June Monthly Report funded enrollment 128. 4% Disability enrollment. Meals served 1083. Education Services Home visit 100%, and 100% Parent conference. Health screening above 80% complete, except Lead testing and Health History. Early Head Start-PPC: June Monthly Report funded enrollment 216. 7% Disability enrollment. Meals served 4985. Education Services Home visit 98%, and 94% Parent conference. Health screening above 8087% complete, except Lead testing. No action items. There were no further questions or comments, and the next item was presented.
- 17. Review of Head Start EHS, and EHS-CCP Program Monitoring:** Ruben Lizalde, announced the next agenda item, Review of Head Start, EHS, and EHS-CCP Monthly Program Monitoring presented by Pedro Ramirez and Cindy Garcia. Head Start: Monitoring Projects Conducted ERSEA eligibility Review #1. Monitoring Projects completed, ERSEA attendance review #2 and ERSEA Coordinator interview. Area of non-compliance, no areas noted. Areas of concern ERSEA attendance review #2. Early Head Start: Monitoring Projects Conducted, Family and community PCC Services and Home based. Area of non-compliance, no areas noted. Areas of concern Family and community PCC Services and Home based. Follow-up activities completed follow up for Family and Community support and home based and Monitoring project is now closed. Early Head Start-Child Care Partnership: Monitoring Projects Conducted, Family and community PCC Services and Home based. Area of non-compliance, no areas noted. Areas of concern Family and community PCC Services and Home based. Follow-up activities completed follow up for Family and Community

support and home based and Monitoring project is now closed. No action items. There were no further questions or comments, and the next item was presented.

VI. Announcements/ Comments: District 7 Back to School Drive-Thru, Saturday, August 13, 2022 9am-1pm, 4414 Centerview Dr.

VII. CAAB Board- Next Meeting: Thursday, September 22, 2022 at 5:30 PM at Brady Head start building.

VIII. Adjournment: Chair, Ruben Lizalde called for a motion to adjourn the meeting. Holly Frindel motioned to adjourn, 2nd by Pastor Abdon Garza. No discussion. All were in favor, no opposed and no abstentions. Motion carried. Meeting adjourned at 6:40PM.

“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