



## Community Action Advisory Board

Thursday, October 6, 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 Open Public Hearing to Order:** Chair, Ruben Lizalde called the Open Public Hearing to order at 5:45PM.

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

#### **Representatives of the Low Income:**

None Present

#### **Representatives of Organizations:**

Pastor Abdon Garza, Northern Hills United Methodist

Demetric Byrd, 300 Seconds, Inc

Pastor Victor Martinez, Redeemer Presbyterian Church

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

Andrea Martinez, Senior Management Analyst, Head Start

Cindy Garcia, Management Analyst

Terric Foong, Fiscal Analyst

Cassy Bentley, SR Management Analyst

Roger Foster SR Management Coordinator

Andrew Gearhart

Rachel Pearce

#### **Absent:**

#### **Representatives of the Low Income:**

Holly Frindel, Area I

Delia Martinez, Area II

Cynthia Garcia, Area III

Vacancy, Area IV

John Canales, Area V

#### **Representatives of Organizations:**

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.

**1. Presentation of Proposed 2023 Draft Community Service Block Grant (CSBG) Budget:** Chair, Ruben Lizalde announced the next agenda item, Presentation of Proposed 2023 Draft Community Service Block Grant (CSBG) Budget. Budget Categories: Personnel \$1,225,288.00, Fringe Benefits \$ 482,900.00, Travel \$7,890.00, Equipment \$9,600.00, Supplies \$24,000.00, Contractual \$ 108,450.00, Other and Client Services \$299,377.00 Total Budget \$2,157,505.00.

**2. Public Comment on Proposed 2023 Draft Community Service Block Grant (CSBG) Budget:** Chair Ruben Lizalde open to public Comments. No Public comments made.

**3. Discussion and Approval of Proposed 2023 Draft Community Service Block Grant (CSBG) Budget:** Chair Ruben Lizalde Ask if any questions, comments or discussion about the 2023 CSBG Budget? There was no further question or comments. Demetric Byrd, motioned to approve the 2023 Draft Community Service Block Grant (CSBG) Budget, seconded by Pastor Victor Martinez. All were in favor, no opposed and no abstentions. Motion carried. The next item was presented.

**5. Presentation of Proposed 2023 Draft Community Service Block Grant (CSBG) Community Action Plan (CAP):** Chair, Ruben Lizalde announced the next agenda item, Presentation of Proposed 2023 Draft Community Service Block Grant (CSBG) Community Action Plan. Needs Assessment: Affordable Stable Housing, Food, Utility Assistance, Employment/Education and Financial Assistance. Gaps in Services: Awareness of resources available to prevent eviction & assist with rent arrears and forward. Transportation to San Antonio Food Bank. Awareness of resources available to assist with utility bill. Unable to afford higher education, debt or other barriers, Lack of financial skills and resources to maintain financial self-sufficiency due to barriers.

**6. Public Comment on Proposed 2023 Draft Community Service Block Grant (CSBG) Community Action Plan (CAP):** Chair Ruben Lizalde open to public Comments. No Public comments made.

**7. Discussion and Approval of Proposed 2023 Draft Community Service Block Grant (CSBG) Community Action Plan (CAP)** Chair Ruben Lizalde Ask if any questions, comments or discussion about the 2023 CSBG Community Action Plan? There was no further question or comments. Pastor Abdon Garza, motioned to approve the 2023 Draft Community Service Block Grant (CSBG) CAP, seconded by Demetric Byrd. All were in favor, no opposed and no abstentions. Motion carried.

**8. Closed Open Public Hearing:** Chair Ruben Lizalde Closed Public Hearing at 5:55 PM

**III. Called Regular Meeting to Order:** Chair, Ruben Lizalde called the CAAB Meeting to order at 5:56PM.

**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, but we did have one public guest Denise McVea with Auris Project.

#### **V. Briefing and Action Items:**

**1. Approval of Minutes:** Chair Ruben Lizalde, asks if everyone had an opportunity to review minutes from August 4, 2022. There was no further question or comments. Dorian Keller, motioned to approve the Meeting Minutes, seconded by Dr. Santa Maria. 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. 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. No action items. There were no further questions or comments, and the next item was presented.
4. **Review of 2022 CSBG Budget:** Chair, Ruben Lizalde announced the next agenda item, Review of Community Service Block Grant August Budget presented by Minerva Hernandez. Total budget \$2,051,127.00, Monthly Expenditures \$197,444.55 Remaining Balance \$1,068,907.07. 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. **Review of Correspondence ACF-IM-HS-22-05 Office of Head Start Guidance for Use of Funds Appropriated in the American Rescue Plan Act of 2021:** Chair, Ruben Lizalde announced the next agenda item, Review of Correspondence ACF-IM-HS-22-05 Office of Head Start Guidance for Use of Funds Appropriated in the American Rescue Plan Act of 2021, presented by Audrey Jackson. No action items. There were no further questions or comments, and the next item was presented.
6. **Review Correspondence ACF-IM-HS-22-06 Strategies to Stabilize the Head Start Workforce:** Chair, Ruben Lizalde announced the next agenda item, Correspondence ACF-IM-HS-22-06 Strategies to Stabilize the Head Start Workforce, presented by Audrey Jackson. No action items. There were no further questions or comments, and the next item was presented.
7. **Review of Head Start Bylaws Updates:** Chair, Ruben Lizalde, announced the next agenda item, Review of Head Start Bylaws updates, presented by Andrea Martinez. The policy council shall approve and submit to the governing body decisions about the Bylaws for the operation of the policy council. No action items. There were no further questions or comments, and the next item was presented.
8. **Review of 2022-2023 Head Start, (EHS), (EHS-CCP) Health Safety Screener Calendar:** Chair, Ruben Lizalde, announced the next agenda item, Review of 2022-2023 Head Start, (EHS), (EHS-CCP) Health Safety Screener Calendar, presented by Pedro Ramirez. Complete the Health & Safety Requirements Start August 16, 2022, End October 21, 2022. No action items. There were no further questions or comments, and the next item was presented.
9. **Review of EHS and EHS-CCP End of Year (EOY) data:** Chair, Ruben Lizalde, announced the next agenda item, Review of EHS and EHS-CCP End of Year (EOY) data Presented by Roger Foster. A program must conduct standardized and structured assessments, for each child that provide ongoing information to evaluate the child's developmental level and progress in outcomes. Assessments must result in usable information for teachers and parents and be conducted with sufficient frequency to allow for individualization within the program year. A program must regularly use assessment results along with informal teacher observations and additional information from family and staff, to determine a child's strengths and needs, inform and adjust strategies to better support individualized learning and improve teaching practices. Ruben Lizalde and Pastor Abdon Garza asked about seeing the question ask on this Data. No action items. There were no further questions or comments, and the next item was presented.
10. **Review of 2021-2022 Head Start and EHS (EOY) data Family Assessment Data:** Chair, Ruben Lizalde, announced the next agenda item, Review of 2021-2022 Head Start and EHS (EOY) data Family Assessment

Data presented by Heather Cruz. The Head Start Program Performance Standards 1301.2 requires the program to share ongoing monitoring results, data on school readiness goals and related information with the governing body and policy council. The family assessment evaluates families' functioning in a range of 11 areas, including housing stability, feelings on safety, parenting skills level and transportation status, this is rated on a 3-point scale, where 1 shows family has demonstrated need in this area; 2 shows family functioning is adequate in this area; and 3 shows family functioning is strong in this area. The Head Start program developed the family assessment based on guidance from the Office of Head Start. No action items. There were no further questions or comments, and the next item was presented.

**11. Review of 2022-2023 Head Start, EHS and EHS-CCP Monitoring Calendar:** Ruben Lizalde, announced the next agenda item, Review of 2022-2023 Head Start, EHS and EHS-CCP Monitoring Calendar Peter/Cynthia. The Head Start Act requires the program share accurate and regular information with the governing body and Head Start Policy Council in accordance with the Head Start Act. Monthly program report includes information on Head Start Program Monitoring Calendars and monthly activities for the programs. No action items. There were no further questions or comments, and the next item was presented.

**12. Review of Head Start, EHS, EHS-CCP Fiscal Report:** Ruben Lizalde, announced the next agenda item, Review of Head Start, EHS, EHS-CCP Fiscal Report, Presented by Terric Foong. Head Start Total Budget \$31,674,698.00, Year to Date Budget \$10,498,180.00, Variance \$133,527.00. Early Head Start Total Budget \$2,678,971.00, Year to Date Budget \$908,168.00, Variance \$189,755.00. EHS-CCP Total Budget \$3,802,794.00 Year to date budget \$3,643,207.00, Variance \$2,231.00 No action items. There were no further questions or comments, and the next item was presented.

**13. Review of Head Start, EHS, EHS-CCP Monthly Program Report:** Ruben Lizalde, announced the next agenda item, Review of Head Start, EHS, EHS-CCP Monthly Program Report Presented by Heather Cruz. Head Start Funded Enrollment Program Total 3020. Disability Enrollment 9.24%. Meals served 49,078. Education Services Completed 20%, Family Engagement Services Complete 97%, Mental Health Services Complete 47, Education Screening Completed 46%. Early Head Start total Funded Enrollment 128, Disability Enrollment 7%, Meals Served 1502, Education Services completed 88%, Family Engagement Services 29%, EHS- CCP Total Funded Enrollment 216, Disability Enrollment 7%, Meals Served 5,190, Education Services Completed 9%. No action items. There were no further questions or comments, and the next item was presented.

**14. Review of the Head Start, EHS, EHS-CCP, Program Monitoring:** Ruben Lizalde, announced the next agenda item. EHS and EHS-CCP Monitoring Projects Conducted, Health & Safety Screening Site Visit. There were no NON-compliances observed Follow-up Activities Monitors will conduct a health and safety screener follow up site visit to ensure pending CAP are corrected and will continue to track progress. There were no further questions or comments, and the next item was presented.

## **VI. Announcements/ Comments:**

**VII. CAAB Board- Next Meeting:** Thursday, November 17, 2022, at 5:30 PM at Brady Head start building.

**VIII. Adjournment:** Chair, Ruben Lizalde called for a motion to adjourn the meeting. Demetric Byrd motioned to adjourn, 2nd by Dr. Emma Santa Maria. No discussion. All were in favor, no opposed and no abstentions. Motion carried. Meeting adjourned at 7:03 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