

***Approval of
Head Start Policy Council
November 15, 2022
Meeting Minutes***



MEETING MINUTES



HEAD START POLICY COUNCIL MEETING

November 15, 2022

6:15 P.M.

Members Present	Edgewood Independent School District (EISD): Ariana Patino, Maria C. Martinez San Antonio Independent School District (SAISD): Maritza Mendoza EHS-EISD: Sabrina Garcia EHS-CCP: Naomi Castellanos Community Representative: David King, Christy Caez Claudio
Members Absent	Edgewood Independent School District (EISD): none San Antonio Independent School District (SAISD): Melinda Pina, Alexis Alfaro, Isabel Martinez EHS EISD: none EHS-CCP: Krizia Franklin Community Representative: none
Alternate Members Present	Edgewood Independent School District (EISD): none San Antonio Independent School District (SAISD): none EHS-EISD: none EHS-CCP: Ruby Arizola
Alternate Members Absent	Edgewood Independent School District (EISD): Angelica Hernandez, Edith Palao San Antonio Independent School District (SAISD): Martha Alvarez, Jessica Gomez EHS-EISD: Mercedes Brinkley EHS-CCP: Lashonika Simpson

I. CALL TO ORDER

2021-2022 San Antonio Independent School District (SAISD) HSPC Chair, Naomi Castellanos, called the meeting to order at 6:32 p.m.

II. MEETING MINUTES

Motion: Ms. Christy Caez Claudio moved to approve the October 25, 2022, meeting minutes.

Seconded (2nd): Ms. Maritza Mendoza

Vote: All in favor (unanimous)- The motion carried.

III. PUBLIC COMMENTS

None to report

IV. BRIEFING AND POSSIBLE ACTION (a-h)

a. Correspondence

HSPC Chair, Naomi Castellanos, introduced Ms. Audrey Jackson, Head Start Administrator, to present the ACF-IM-HS-22-08 Fiscal Year 2023 Monitoring Process for Head Start and Early Head Start Recipients and ACF-IM-HS-22-09 Enrollment Reductions and Conversions of Head Start Slots to Early Head Start Slots. Ms. Jackson reviewed the first correspondence item and reported it was about Federal monitoring and since we were monitored recently, this information memorandum did not apply to us, but added that it was always best to be informed. The information memorandum informed about Focus Area One and Focus Area Two reviews. An important change that was added was in the way the Classroom Assessment Scoring System (CLASS) reviews would be conducted by video instead of in-person. Ms. Jackson also reviewed the second memorandum regarding enrollment reductions and conversions of Head Start slots to Early Head Start slots. Ms. Jackson stated there has been a discussion with San Antonio Independent School District (SAISD) regarding the conversion of Head Start slots to Early Head Start slots. Policy Council members were informed that perhaps by January, 2023 something along those lines would be presented to Policy Council for approval. Ms. Jackson also reviewed the factors that would be involved with the conversion of slots.

HSPC member, David King, inquired if the Early Head Start slots could be filled if the slots were converted and how quickly could the necessary framework be established to assure that those slots get filled up. Ms. Jackson reported that the families are there, as can be seen through the community assessment with the demographic data. Furthermore, the waitlist for the Early Head Start program is larger than the waitlist for the Head Start program. In regard to how long it would take depends on the partnerships we would make.

HSPC member, Maritza Mendoza, inquired about the funding for an Early Head Start child and if it would be more expensive. Ms. Jackson stated it would be more expensive and that it is almost twice as much to fund a child in the Early Head Start program and basically, we have been informed to build a budget based on what is needed.

HSPC member, Naomi Castellanos, inquired about the logistics of where the Early Head Start services would be provided to Early Head Start children once the slots have been converted. Ms. Jackson reported that SAISD is having that discussion internally as to what that would look like for the district. Ms. Jackson discussed how we currently have one campus in the Edgewood Independent School District; Stafford Early Childhood Center, that houses Head Start and Early Head Start children. Ms. Castellanos inquired about eligibility and the point system. Ms. Jackson reviewed the eligibility requirements and the point system that are utilized in the Head Start program. No further questions were asked.

b. 2021-2022 Head Start Policy Council Members Recognition

HSPC Chair, Naomi Castellanos, introduced Ms. Audrey Jackson, Head Start Administrator to present on the 2021-2022 Head Start Policy Council Members Recognition. Ms. Jackson thanked the Policy Council members for their time and contribution to the Head Start Policy Council. Along with Ms. Andrea Martinez, Senior Management Analyst, Ms. Jackson presented each of the members with a certificate signed by the Honorable Mayor of San Antonio and a frame containing children's art in appreciation for their service. No questions were asked.

c. Approval of 2022 Community Assessment

HSPC Chair, Naomi Castellanos, introduced Mr. Roger Foster, Senior Management Coordinator, to present the Approval of the 2022 Community Assessment with minor edits. Mr. Foster introduced Dr. Lloyd B. Potter, Professor and Director of the Institute for Demographic and Socioeconomic Research (IDSER) at the University of Texas at San Antonio (UTSA), to speak about the 2022 Community Assessment. Dr. Potter discussed how the Community Assessment data is used by programs to look at the demographic information of the people they serve to include but not limited to grantee profile, demographic of service area, education, health and nutrition, eligibility, and social service needs. Dr. Potter also discussed how the data that is also derived pertains to the populations of people that are served to determine languages spoken in the home, employment status, homelessness and interest of services families would like to obtain additional information.

HSPC member, David King, inquired if the projections included people moving to San Antonio. Dr. Potter stated that projections included migration, fertility and mortality.

HSPC member, Maritza Mendoza, inquired if the numbers were based on surveys. Dr. Potter reported that the data comes from a number of different sources that include a census that is conducted every ten years, American Community Survey and the Department of State Health Services. No further questions were asked.

Motion: Ms. Maritza Mendoza moved to approve the 2022 Community Assessment with minor edits.

Seconded (2nd): Ms. Maria Martinez

Vote: All in favor (unanimous) – The motion carried.

d. Approval of Grant Consolidation

HSPC Chair, Naomi Castellanos, introduced Ms. Audrey Jackson, Head Start Administrator, to present the Approval of Grant Consolidation with minor edits. Ms. Jackson reviewed Program Instruction reports that provided information on the opportunity to request consolidation of multiple Head Start grants. Ms. Jackson reported that this provides us with the opportunity to consolidate our Head Start Grant with our traditional Early Head Start grant, which is the program located in the EISD school district at the Stafford location. It was also reported that we are not choosing to consolidate the Early Head Start-Child Care Partnership (EHS-CCP) grant because it has a different fiscal year and they are structured in a different way. Ms. Jackson stated the benefits and disadvantages of consolidating the grants. No questions were asked.

Motion: Ms. Christy Caez Claudio moved to approve the Grant Consolidation with minor edits.

Seconded (2nd): Mr. David King

Vote: All in favor (unanimous) – The motion carried.

e. Review of Head Start, EHS, and EHS-CCP Fiscal Report

HSPC Chair, Naomi Castellanos, introduced Ms. Mary Vazquez, Fiscal Manager, to present the Review of the Head Start, EHS, and EHS-CCP Fiscal Reports. Ms. Vazquez reported on Head Start's fiscal report for 2022-2023 as of October 31, 2022. It was reported that the total budget is \$32,403,293.00 and the year-to-date budget is \$19,669,797.00. What was spent was \$17,281,018.00 which left us a positive variance of \$2,388,779.00. Ms. Vazquez provided detailed information on the Head Start variances concerning Personnel Salaries and Fringe Benefits, Travel, Contractual, and Other categories. No questions were asked.

For the Early Head Start Program, Ms. Vazquez reported on the 2022-2023 fiscal report as of October 31, 2022. It was reported we have a total budget of \$2,736,974.00 and the year-to-date budget of \$1,298,669.00. What was actually spent was \$1,216,062.00 for a positive variance of \$82,607.00. Ms. Vazquez provided detailed information for the variance in the Contractual category. No questions were asked.

For the Early Head Start-Child Care Partnership Program (EHS-CCP), Ms. Vazquez reported on the 2021-2022 fiscal report as of October 31, 2022. Ms. Vazquez informed that the total budget was \$3,802,776.00 and a year-to-date budget of \$3,802,776.00. Ms. Vazquez further reported what was actually spent was \$3,817,463.00 for a negative variance of \$14,687.00. Detailed information on variances was also provided for Personnel Services and Fringe Benefits. No questions were asked.

For the Early Head Start-Child Care Partnership Program (EHS-CCP), Ms. Vazquez reported on the 2022-2023 fiscal report as of October 31, 2022. Ms. Vazquez informed that the total budget was \$3,772,295.00 and a year-to-date budget of \$839,964.00. Ms. Vazquez further reported what was actually spent was \$752,484.00 for a positive variance of \$87,481.00. Detailed information on variances was also provided for Travel, Contractual, Other, and Non-Federal Share/In Kind categories. No questions were asked.

Lastly, Ms. Vazquez reported that the Department of Human Services received two grants which are called Coronavirus Response and Relief Supplemental Appropriations (CRRSA) and the American Rescue Plan Act (ARPA). Both grants have a combined total budget of \$5,037,486.00. Ms. Vazquez further reported that the budget period is from April 1, 2021, through March 31, 2023, with a ninety (90) day close out period. The year-to-date budget is \$1,941,624.00 and what was actually spent was \$1,752,038.00 for a positive variance of \$189,587.00. Ms. Vazquez provided detailed information on the variances for Personnel Services and Fringe Benefits, Supplies, Contractual and Other categories. No questions were asked.

f. Review of Head Start, EHS, and EHS-CCP Monthly Program Report

HSPC Chair, Naomi Castellanos, introduced Ms. Audrey Jackson, Head Start Administrator, to present the Review of Head Start, EHS, and EHS-CCP Monthly Program Report. Ms. Jackson reported that, for the Head Start program, the end of month enrollment report continues to go up; as of October 2022, we were at 85%. Furthermore, the year-to-date enrollment number reflected the turnover rate at 6% or, in other words, 94% retention. Ms. Jackson stated the average daily attendance

continues to be lower than where we would like it to be; it is currently at 90%. The percentage of disability enrollment is at 10.20% and we must be at 10% at the mid-year point. We have already hit the percentage and that is good news. Ms. Jackson reviewed the home visit percentage of 62% and stated that staff is having a hard time finding substitute teachers and this makes it hard for them to leave the classrooms to conduct the home visits. We are currently working on a strategy that will help this situation with the teachers. No questions were asked.

Regarding the Early Head Start monthly report, Ms. Jackson reported on the funded enrollment number of 128 children and the year-to-date enrollment of 78 children in the program and, as a result, the reported enrollment percentage is at 61%. Ms. Jackson stated it was primarily due to being short-staffed in the center-based program and having 5 out of 24 children enrolled in the home-based program. Ms. Jackson reported that she and Ms. Rhonda Roach, Senior Special Projects Manager, will meet with SAISD to strategize how we can improve enrollment. In the near future, Ms. Jackson stated, we may need to decide whether or not we can support starting twenty-four children in the home-based program since we are struggling with enrollment. Ms. Jackson also reviewed the enrollment turnover percentage, average daily attendance and disability enrollment. No questions were asked.

Regarding the Early Head Start-Child Care Partnership program (EHS-CCP), Ms. Jackson reported that, as of October 2022, we have been fully enrolled and currently have 214 children in this program. Our retention rate is at 93% with only a 6% turnover rate. Ms. Jackson also reviewed the average daily attendance which was at 83% and the disability enrollment percentage of 7%. Furthermore, Ms. Jackson reported, we fully anticipate meeting the 10% disability enrollment percentage in January 2023. No questions were asked.

g. Review of Head Start Program Monitoring

HSPC Chair, Naomi Castellanos, introduced Ms. Cynthia Garcia, Management Analyst, to present the Review of Head Start Program Monitoring. Ms. Garcia reported that the monitoring projects that were conducted for the month of November, 2022 included the Education Review and Pedestrian Bus-Safety Training Review. The monitoring projects that were completed included the Nutrition Review and Critical Health Concerns Review. From the two monitoring projects that were completed, there were no areas of non-compliance. Ms. Garcia also reported there were some areas of concern with the Nutrition Review and Critical Health Concerns Review. Furthermore, Ms. Garcia detailed the findings from both of these reviews. No questions were asked.

h. Review of EHS and EHS-CCP Program Monitoring

HSPC Chair, Naomi Castellanos, introduced Ms. Cynthia Garcia, Management Analyst, to present the Review of EHS and EHS-CCP Program Monitoring. Ms. Garcia reported that for the October 2022 monitoring, the monitoring projects conducted included three unannounced safe environment visits, a transportation file review and 45 day sensory file review. From the monitoring projects in October 2022, there were no non-compliances that were observed. There were some areas of concern with the unannounced safe environment visits, transportation file review and 45 day sensory child file review. Ms. Garcia detailed the findings for those areas of concern. No questions were asked.

V. GOVERNING BODY

HSPC Chair, Naomi Castellanos, introduced Ms. Andrea Martinez, Senior Management Analyst, to present on items for the Governing Body and Advisory Committee. Ms. Martinez thanked the Policy Council members for their work and contribution for the 2021-2022 program year and announced the names of some the returning Policy Council members for the 2022-2023 program year. A photo of the City of San Antonio City Council was highlighted as the program's Governing Board and Ms. Martinez reported that all items for our grant applications are presented to them on an annual basis.

A picture was highlighted of the Economic and Workforce Development Committee (EWDC) and of the Community Action Advisory Board (CAAB) as our advisory committees. Ms. Martinez reported that the CAAB committee will be meeting on November 17th 2022 and proceeded to detail the items that are going to be presented for their review. A presentation on the family assessment tool will also be presented to the committee members, as well. No questions were asked.

VI. ADJOURNMENT

Motion: Ms. Ruby Arizola moved to adjourn the meeting.

Seconded (2nd): Ms. Ariana Patino

Vote: All in favor (unanimous) – The motion carried.

HSPC member for Chair, Naomi Castellanos, adjourned the meeting at 7:58 pm.

Chair

Date