



Community Action Advisory Board

Thursday, November 17, 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 Regular Meeting to Order: Chair, Ruben Lizalde called the Open Public Hearing to order at 5:39 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:

Holly Frindell, Area I

Representatives of Organizations:

Pastor Victor Martinez, Redeemer Presbyterian Church

Political Representatives:

Dorian Keller for Councilman Mario Bravo (CD-1)

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

Christina Gutierrez for Councilwoman Teri Castillo (CD-5)

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

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

City of San Antonio Staff:

Minerva Hernandez, Family Support Coordinator, FAD

Dawn Wood, Administrative Assistant, FAD

Kristine Duff, City of San Antonio Attorney

Audrey K. Jackson, Head Start Program Administrator

Andrea Martinez, Senior Management Analyst, Head Start

Cindy Garcia, Management Analyst

Roger Foster SR Management Coordinator

Jesse Martinez, Management Analyst

Angela Perez, Family Support Supervisor

Cassandra Farias-Ybarra, Special Project Manager

Absent:

Representatives of the Low Income:

Delia Martinez, Area II

Cynthia Garcia, Area III

Vacancy, Area IV

Vacancy, Area V

Representatives of Organizations:

Pastor, Abdon Garza, Northern Hills United Methodist

Vacancy for Representative of Organizations

Demetric Byrd, 300 Seconds, Inc.

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

Political Representatives:

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 October 6, 2022. There was no further question or comments. Christine Gutierrez, motioned to approve the Meeting Minutes, seconded by Dorian Keller. All were in favor, no opposed and no abstentions. Motion carried. The next item was presented.

A. Community Service Block Grant (CSBG)

2. **Review of Community Service Block Grant Performance and Fiscal Expenditure Reports:** Chair, Ruben Lizalde announced the next agenda item, Review of Community Service Block Grant Performance and Fiscal Expenditure Reports, Presented by Minerva Hernandez. Total CSBG Budget \$2,157,505.00, YTD as of October 2022, \$ 1,583,793.54, Percentage Spent 73.41%. No action items. There were no further questions or comments, and the next item was presented.
3. **Review of 2023 Community Service Block Grant Ordinance Memo:** Chair, Ruben Lizalde announced the next agenda item, Review of 2023 Community Service Block Grant Ordinance Memo Presented by Minerva Hernandez. This ordinance authorizes the submission of the 2023 Community Action Plan grant application and acceptance of Community Services Block Grant funds upon award, of up to \$2,157.505 from the Texas Department of Housing and Community Affairs for the period January 1, 2023, through December 31, 2023, and authorizes budget and personnel complement of 27 grant funded positions. Item will be presented to City Council on Dec 1. No action items. There were no further questions or comments, and the next item was presented.
4. **Notice of Vacancies Low Income Representatives:** Chair, Ruben Lizalde announced the next agenda item, Notice of Vacancies for Low Income Representatives presented by Minerva Hernandez. Applications will be accepted for representative(s) of low-income individuals and families in the following areas: • Area I – City Council Districts 1 & 2 and Adjacent Bexar County area • Area II – City Council District 5 • Area III – City Council Districts 3 & 4 and Adjacent Bexar County area • Area IV – City Council Districts 6 & 7 and Adjacent Bexar County area • Area V – City Council Districts 8, 9 & 10 and Adjacent Bexar County area. The deadline to submit applications is Monday, November 28, 2022, by 4 p.m. with the Office of the City Clerk No action items. There were no further questions or comments, and the next item was presented.
5. **Review of Texas Department of Housing & Community Affairs/ Training for Job Success Updates:** Chair, Ruben Lizalde announced the next agenda item, Review of Texas Department of Housing & Community Affairs/ Training for Job Success Updates Presented by Minerva Hernandez. San Antonio's Final PY22 Organizational Standards Score is 98%. TFJS Gave 35 Turkey to their Program Clients.

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

6. **Review of Correspondence ACF-IM-HS-22-07 Reporting Child Health and Safety Incidents:** Chair, Ruben Lizalde announced the next agenda item, Review of Correspondence ACF-IM-HS-22-07 Reporting Child Health and Safety Incidents, presented by Audrey Jackson. The Head Start Program Performance Standards (HSPPS) at 45 CFR 1302.102(d)(1)(ii) require programs to "submit reports, as appropriate, to the responsible U.S. Department of Health and Human Services (HHS) official immediately or as soon as practicable, related to any significant incidents affecting the health and safety of program participants." This includes any incident regarding staff or volunteer compliance with laws addressing child abuse and neglect. Before this IM 1 Incident in 4 years after 4 in 2 mouths. No action items. There were no further questions or comments, and the next item was presented.
7. **Review Of 2021-2022 Head Start, Early Head Start (EHS) and Early Head Start-Child Care Partnership (EHS-CCP) Program Information Report (PIR):** Chair, Ruben Lizalde announced the next agenda item, 2021-2022 Head Start, Early Head Start (EHS) and Early Head Start-Child Care Partnership (EHS-CCP) Program Information Report (PIR), presented by Roger Foster. Health Insurance at end of enrollment: HS 98%, EHS 99%, EHS-CCP 100%, Natl.AVG 94%. Medical Home at End of enrollment: HS 99%, EHS 99% EHS-CCP 100% Natl.AVG. 93%. Received Dental Exam/ Up to date on oral health care: HS 98%, EHS 99%, EHS-CCP 100% Natl.AVG. 84%. Completed Routine Screening: HS 18%, EHS 14%, EHS-CCP 14%, NATL.AVG. 13%. The board ask what a Medical Home is. The medical home is best described as a model or

philosophy of primary care that is patient-centered, comprehensive, team-based, coordinated, accessible, and focused on quality and safety. No action items. There were no further questions or comments, and the next item was presented.

8. **Review of Head Start and Early Head Start Program Family Assessment Tool:** Chair, Ruben Lizalde, announced the next agenda item, Review of Head Start and Early Head Start Program Family Assessment Tool presented by Cassandra Farias-Ybarra. The City of San Antonio Department of Human Services Head Start Program utilizes the family assessment tool built into the program's Child Plus data entry system. All families receive a family assessment at the Beginning of Year (BOY) and again at the End of Year (EOY). The family assessment tool consists of various sections which include emergency crisis intervention, housing, safety, child education and development, parenting, education, health education, family support, transportation, advocacy and leadership development, and transitions which aligns to the PFCE Framework. Based on a series of questions, observations, and interactions with each family, each section is assigned a score based off a three-point rating system. No action items. There were no further questions or comments, and the next item was presented.
9. **Review of Head Start, (EHS), (EHS-CCP) Fiscal Report:** Chair, Ruben Lizalde, announced the next agenda item, Review Head Start, (EHS), (EHS-CCP) Fiscal Report, presented by Amada Aguilera Virtual. **Head Start:** Total Budget \$32,403,293.00, YTD Budget as of October 31, 2022, \$19,669,797.00, YTD Actual \$17,281,018.00. Variance \$2,388,779.00. Variance Explanations: 2.3K Travel pending, 8k pending TXAECY, \$426k EISD 45 days to process invoice, 34K SAMH Pending invoices, 6k Pending Sep-OCT Invoices for building and maintenance expenses. **Early Head Start:** Total Budget \$2,736,974.00, YTD \$1,298,669.00, YTD Actual \$1,216,062.00, Variance \$82,607.00. Variance Explanations \$80k EISD invoices Pending Sept. invoices. **Early Head Start-CCP:** Total Budget \$3,772,295.00, YTD Budget \$ \$839,964.00, YTD Actual \$752,424.00 Variance \$87,481.00, Variance Explanations: \$1.3K Pending Travel, 3.2K pending Kaplan, Teachstone, and Translation invoices. \$7.3K due to TXAECY Conference fee. \$86.1K due to JE approval for Facility usage. **CRRSA-ARPA:** Total Budget \$5,037,486.00, YTD Actual \$ 1,752,038.00, Variance \$189,587.00, Variance Explanations, \$59K due to vacant positions and late hiring. \$64K Supplies received and invoiced. \$527.7K due to \$209k EIDS and childcare center slow spending. \$63 software for 80 iPad, Advertising Expense, Binding and printing. 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 Report:** Chair, Ruben Lizalde, announced the next agenda item, Review Head Start Monthly Report to Policy Council October 2022, Presented by Audrey Jackson. **Head Start:** Funded Enrollment EISD 777 SAISD 2,243 Total 3,020. Meal Served EISD 18,105, SAISD 55,225 Total 73,330. 1st Home Visit (Benchmark Due Date: EISD-10/7/22; SAISD-10/14/22) EIDS 96% SAISD 49%, Total 62%. Family Assessments BOY (Benchmark Due Date: 12/23/2022) EISD23% SAISD7% Total 11%. Mental health consultation was provided (by a mental health professional) EISD 12 SAISD 23 TOTAL 35. **Early Head Start:** Funded Enrollment Center Based 104 Home Based 24 Total 128. Meal Served Center based 2,140 Home based 0, Total 2,140. 1st Home Visit (Benchmark Due Date: 09/28/2022) Center-91% Home-N/A Total-91%. Family Assessments BOY (Benchmark Due Date: Center-based 11/30/22; Home-based 11/11/22) Center-80% HOME-60% Total-92%. Mental health Consultation (provided by licensed mental health professional) Center-17 Home-0 Total-17. **Early Head Start-CCP:** Funded Enrollment Total 216, Meals Served 5,755. 1ST Home Visit 97%. The program does not have enough sub. Having trouble filling infant toddler teachers. No action items. There were no further questions or comments, and the next item was presented.
11. **Review of Head Start and EHS Program Monitoring Report:** Chair, Ruben Lizalde, announced the next agenda item, Review of Head Start and EHS Program Monitoring Report, Presented by Jesse Martinez. **Head Start October 2022** Monitoring Projects Conducted-Education Review and Pedestrian Bus-Safety Training Review, Monitoring Projects Completed Nutrition Review and Critical Health Concerns Review. There were no areas of non-compliance noted. Areas of concern Nutrition review, Noted Child file with an unconfirmed nutrition need/concern identified did not have follow-up documentation. **EHS and EHS-CCP:** Monitoring Projects Unannounced sage environment visits, Transportation file review and 45-day sensory file review. Areas of Concern, unannounced sage environment visit, transportation file review. Follow-up Activities, EHS childcare directors provided corrective action responses and evidence supporting the actions taken in the Child Plus Data system. Monitors will follow-up on CAP responses for transportation file review and 45-day sensory child file review. No action items. There were no further questions or comments, and the next item was presented.

V. Announcements/ Comments: Ruben Lizalde, announced that they Feed 5000 people at Southside IDS event. Christina Gutierrez announced that Council District 5 was hold A solid Waste Household Hazardous Waste event Nov 19 from 8am til noon.

VI. CAAB Board- Next Meeting: Thursday, December 15, 2022, at 5:30 PM at Brady Head start building.

VIII. Adjournment: Chair, Ruben Lizalde called for a motion to adjourn the meeting. Christine Gutierrez motioned to adjourn, 2nd by Dorian Keller. No discussion. All were in favor, no opposed and no abstentions. Motion carried. Meeting adjourned at 6:33 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