

**ECONOMIC AND HUMAN DEVELOPMENT
COUNCIL COMMITTEE MEETING MINUTES
NOVEMBER 3, 2015
1:30 PM
MEDIA BRIEFING ROOM, CITY HALL**

Members Present:	Councilmember Joe Krier, <i>Chair, District 9</i> Councilmember Roberto Treviño, <i>District 1</i> Councilmember Ray Lopez, <i>District 6</i> Councilmember Mike Gallagher, <i>District 10</i>
Members Absent:	Councilmember Rebecca Viagran, <i>District 3</i>
Staff Present:	Lori Houston, <i>Assistant City Manager</i> ; Frank Miller, <i>Director of Aviation</i> ; Rene Dominguez, <i>Director of Economic Development</i> ; Melody Woosley, <i>Director of Human Services</i> ; Richard Keith, <i>Assistant Director of Human Services</i> ; Hollis Young, <i>Deputy City Attorney</i> ; Melinda L. Uriegas, <i>Assistant City Clerk</i> ; Katinka Howell, <i>City Attorney's Office</i> ; Mikel Brightman, <i>Head Start Administrator</i> ; Thea Setterbo, <i>Public Information Officer</i> , Roger Gonzales, <i>Interim Executive Management Assistant</i> , Melissa G. Castillo, <i>Executive Management Assistant</i> ; Jacob Wong, <i>Executive Management Assistant</i> ; Katherine Tkachyk, <i>Sr. Performance Management Analyst</i> ; Jed Maebius, <i>Council Aide, District 1</i> ; Liza Barratachea, <i>Policy Advisor, District 3</i> ; Joseph Cortez, <i>Senior Advisor, District 6</i> ; Justin Renteria, <i>Field Coordinator, District 9</i> ; Mario Hune, <i>Chief of Staff, District 10</i>
Other Present:	Marco Barros

Call to Order

Chairman Krier called the meeting to order.

1. Approval of Minutes of the October 6, 2015 Economic and Human Development Committee Meeting

Councilmember Gallagher moved to approve the Minutes of the October 6, 2015 Economic and Human Development Committee Meeting. Councilmember Lopez seconded the motion. The motion carried unanimously.

2. Briefing and Possible Action on the Air Service Development Program

Mr. Frank Miller provided an Overview of the 2015-2018 San Antonio Air Service Development Incentive Program. He stated that said Program was replacing the previous Incentive Program and that the change encouraged the creation of Non-Stops Flights by current Airlines and enticed new Airline Carriers to come to San Antonio. He highlighted the Incentives offered to include Waivers of Landing Fees, Terminal Rental, and Airfield Fees, as well as enhanced Marketing Support. It was noted that the Program was in compliance with FAA Regulations.

Mr. Miller detailed changes to the Program and highlighted the benefits to the Public, the City, and Airline Carriers. It was reported that the City's Incentive Program was more aggressive than that offered by Peer City Airports in the areas of Marketing, Building Rentals, and Airfield Waivers. He provided examples of Savings to Existing and New Airline Carriers and noted that Incentives would position San Antonio as a viable competitor against Peer City Airports. It was reported that the Incentive Program would be monitored and that Council Approval would be sought for needed enhancements. Mr. Miller stated that the Incentive Program was scheduled to be presented to the Full City Council on November 12, 2015. Chairman Krier asked of the role the Private Sector in the Incentive Program. Mr. Miller responded that the Private Sector assisted in communicating to the Airlines the benefits of selecting San Antonio International Airport over other Airports and in ensuring that Airlines received a return on investment. Councilmember Krier asked of the payment of Incentives by Peer Cities. Mr. Miller reported that the Greater Chamber of Commerce would serve as the conduit for Incentive Payments to Airlines. Councilmember Krier asked of the process for approving future Program Changes. Mr. Miller replied that this was the first major change in the Incentive Program and that he did not foresee additional changes for several years. At the request of Councilmember Lopez, Mr. Miller reported that International Carriers would be eligible to participate in the Incentive Program. He stated that the Department consulted with several Airlines in order to ensure that the Program was broad and offered various types of Incentives. Councilmember Lopez spoke of revenue lost by the City as a result of Southwest Airlines decreasing the number of Non-Stop Flights offered from San Antonio and asked how the Policy Change would entice Carriers to offer more Non-Stop Flights. Mr. Miller reported on the reasons for the decrease and noted that overall seat capacity was not significantly impacted. Councilmember Lopez asked how said Policy Change would have assisted the City several years ago during discussions on the Perimeter Rule. Mr. Miller responded that the revised Policy assisted the City in attracting New Carriers as certain fees were waived during the first 12 months of Operation. He noted that the City was doing everything possible to control first year Company Costs and limiting Company Financial challenges.

Councilmember Gallagher spoke of the importance of periodically reviewing the Program in order to assess its impact to the City. He expressed concern with the City not requiring reimbursement of Incentives paid out to an Airline if Service stopped and the City offering too many Incentives. He asked if the City would eliminate the Incentive Program based on its success and profitability. Mr. Miller reported that Airlines preferred Incentives over other types of considerations.

Councilmember Treviño asked of the Airport's Capacity. Mr. Miller stated that there was room for growth and reported that the Department was in the process of developing a Common-Use Program which would allow for the City to be more efficient in managing gate and ticket counter locations. He stated that data regarding the Airport's Capacity would be provided. Councilmember Treviño stated that capacity determined Incentives to be offered and requested that the Council be provided with regular briefings on the Airport's Capacity. He asked of Incentives offered to Airlines utilizing 737's as compared to other types of airplanes. Mr. Miller reported that the FAA prohibited Airports from targeting specific types of aircraft. Councilmember Treviño spoke in support of the Incentive Program and asked that the

Department be more strategic in identifying aircraft that would be able to land at the City's Airport.

Chairman Krier requested that the Department provide the Committee with Bi-Annual Reports on the Incentive Program.

Councilmember Lopez moved to approve the recommended changes and forward the Item to the full City Council for consideration on November 12, 2015. Councilmember Treviño seconded the motion. The motion carried unanimously.

3. Discussion and Possible Action on Head Start Briefing Items

Ms. Melody Woosley provided an Overview of the 2015-2016 Head Start Policies and Procedures, Head Start Policy Council Bylaws, and 2014-2015 Annual Report. She spoke of the Federal Mandate to annually review Policies and Procedures in order to ensure compliance with City Policies, School District Policies, and Head Start Grant Guidelines. She noted that revisions were required as the Early Head Start Program was not reflected in current Policies and Procedures and that the Federal Government made changes to the Safe Environment and Program Monitoring Policies. Ms. Woosley stated that the Policies and Procedures also incorporated changes requested by Parents, Staff, and Stakeholders.

It was reported by Ms. Woosley that Head Start Policy Council Bylaws were required to be reviewed annually and that Proposed Changes included the administration of the Early Head Start Program, clarification on the responsibilities of the Policy Council and Governing Board, and process for filling Student Vacancies. She spoke of the 2014-2015 Annual Report and noted that said document was completed in compliance with the Head Start Act.

Ms. Woosley briefed the Committee on Findings from the 4 Federal Reviews conducted since January 2015. She reported that the Audits determined that Class Scores were above the National Levels established and that no Findings were identified with Fiscal Compliance or Eligibility, Recruitment, Selection, Enrollment, and Attendance (ERSEA). It was noted that the Audit identified 3 Areas of Non-Compliance and 6 Areas of Concern with Health and Safety Monitoring. Ms. Woosley reported that if the Areas of Non-Compliance were not remedied within 120 days; the City would be considered deficient. She provided an overview of the Areas of Non-Compliance and Concern and reported that most of the issues were with San Antonio Independent School District (SAISD) Facilities. She stated that the City gave SAISD until November 9, 2015 to take corrective action and highlighted measures the City planned on implementing in order to ensure that said issues did not occur again in the future. She informed the Committee that the Department anticipated additional Federal Reviews to occur in early 2016. She stated that Governance Policies and Procedures would be reviewed while a Comprehensive Review of Student Files for accuracy and compliance with Head Start Guidelines would be conducted. She reported that the deadline for the City to remedy Areas of Non-Compliance and Concern was January 2016.

As part of the Monthly Progress Report, Ms. Woosley noted that the Head Start Program had 3,020 Students enrolled in the Program with another 163 on the Waiting List. She reported that

Head Start Guidelines mandated an attendance rating of 85% and that the City exceeded that rating with an attendance rating of 94%. She provided a status on the number of required physical exams, home visits, and family needs assessments conducted since the start of school in August and briefed the Committee on Budget Allocations to include expenditures.

Ms. Woosley highlighted the Monthly Progress for the Early Head Start Program and noted that 82 of the 216 Funded Slots were filled. She reported that the City had until July 2016 to meet established Head Start Standards for the Early Head Start Program and that 4 of the 5 Centers were open. In the area of expenditures, Ms. Woosley stated that all funding would be spent by January 30, 2016.

Chairman Krier spoke on the positive feedback received by Parents. He asked for clarification on Funding Allocations made by the City. Ms. Woosley reported that 100% of funding was received by the Federal Government.

Councilmember Gallagher asked for clarification on the types of Health and Safety Issues identified in the Federal Review. Ms. Woosley provided examples to include book shelves not being properly assembled, use of broken chairs, and carpeting not properly installed. She noted that the Review was scheduled in advance and identified methods to be used by the City to ensure compliance prior to arrival.

Councilmember Treviño asked for clarification on Funding Allocations for the Head Start Program. Ms. Woosley explained that funding was allocated via the Federal Grant and that the City did not provide Direct Financial Assistance. She provided examples of In-Kind Support provided by the City and noted that Financial Assistance was also provided via the General Fund to Delegate Agencies that assist Head Start Families. She reported that the Federal Government required the use of 20% In-Kind Support and noted that the City was identifying additional methods of Indirect Support such as providing inspections on parks, food, and facilities. Councilmember Treviño suggested that the Department partner with SAISD to identify additional Program Support.

At the request of Chairman Krier, Ms. Woosley reported on the differences between the Head Start and Pre-K 4 SA Programs to include age requirements, teacher certifications, employment status, and income eligibility. She noted that the City assisted families in identifying the best program for the child.

Councilmember Lopez asked for clarification on Head Start Program Funding Allocations and Allocations paid to the City for Administering the Program. Ms. Woosley reported that Allocations inclusive of In-Kind Support equaled about \$28 Million and that of this amount; 13% was allocated for Program Administration. Councilmember Lopez spoke of the importance of Program Enhancements being identified by the Policy Council. He stated that Parents needed to be engaged with the educational needs of their Children and requested that the Department support the Policy Council.

Councilmember Treviño moved to approve the 2015-2016 Policies and Procedures, Head Start Policy Council Bylaws, and 2014-2015 Annual Report. Councilmember Lopez seconded the motion. The motion carried unanimously.

Adjourn

There being no further discussion, the meeting was adjourned at 2:20 p.m.

Joe Krier, Chairman

Respectfully Submitted,

Melinda L. Uriegas
Assistant City Clerk