

Community Action Advisory Board

Thursday, August 13, 2020

WebEx Virtual Meeting 3:30 PM

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.

No in-person public access to the Board Meeting.

Read below for multiple ways to participate and provide comment:

To protect the health and safety of the public and limit the potential spread of COVID-19, the Department of Human Services Community Action Advisory Board (CAAB) will hold this meeting via video conference. These meeting standards are based upon the various suspended provision of the Open Meetings Act issued by the Texas governor in response to the COVID-19 crisis. These modified standards shall remain in place until further notice or until the state disaster declaration expires or is otherwise terminated by the Texas governor.

Members of the public may listen to the live meeting by calling toll-free +1(415)-655-0001 and dialing the access code, 133 184 9594.

Once a quorum is established, the Community Action Advisory Board shall consider the following:

Public comment will be scheduled during the meeting by the Chair. Comments can be submitted until 5:00 PM on the day before the meeting. Comments can be provided in English or Spanish and interpretation services will be provided with advanced notice. Public Comment can be submitted in one of the following options:

1. Email comments up to 300 words to: Minerva.Hernandez@sanantonio.gov Please include your full name, home or work address and item#. These will be read at the time the item is heard.
2. Leave a message at (210) 207-5917. Voice messages will be limited to 300 words transcribed. A summary of the comment will be read into the record.
3. Drop-off a written statement at 2805 E. Commerce San Antonio TX 78203 by 4pm the day before the meeting. The written statement can be up to 300 words. Please include your full name, home or work address, and item#. These will be read at the time the item is heard.
4. Those who would like to receive a live call back should include their name, telephone number, and topic on which they would like to speak in their voice message at (210) 207-5917. Live callback comments time limits is 3 minutes.

1. Call Meeting of the Public Hearing to Order, Establishment of Quorum:

Chair Ruben Lizalde acknowledged a Quorum was established with 11 members present and called the Regular CAAB meeting to order at 3:40 p.m.

2. Roll Call

Representatives of the Low Income:

Holly Frindell, Area I

Delia Martinez, Area II

Cynthia Garcia, Area III

Dina Serrano, Area IV

John Canales, Area V

Representatives of Organizations:

Pastor Abdon Garza, *Northern Hills United Methodist*

Pastor Victor Martinez, *Redeemer Presbyterian Church*

Kathleen Barfield, *Westat*

Emma Santa Maria, Ph.D. *University of the Incarnate Word School of Osteopathic Medicine*

Demetric Byrd, *300 Seconds, Inc.*

Political Representatives:

Ruben Lizalde for Councilwoman Rebecca Viagran (CD-3)

Brandi Pena for Councilwoman Ana Sandoval (CD-7)

City of San Antonio Staff:

Minerva Hernandez, Family Support Coordinator, FAD

Nina Laboy, Administrative Assistant, FAD

Dawn Wood, Administrative Assistant, FAD

Richard Keith, Human Services Administrator, DHS

Andrea Martinez, Senior Management Analyst, Head Start

Rhonda Roach, Senior Management Analyst, Head Start

Audrey K. Jackson, Head Start Program Administrator, Head Start

Mary E. Vazquez (DHS) Fiscal

Stephen Gonzales, DHS Fiscal

Kristine Duff, Assistant City Attorney, City of San Antonio

Chandra Padmasiri, DHS Fiscal

Absent

Representatives of the Low Income:

Vacancy -Area IV

Political Representatives:

Christine Gutierrez for Councilman Robert Trevino (CD-1)

Dr. Samantha Hernandez for Councilwoman Shirley Gonzales (CD-5)

Sylvia Ruiz-Mendelsohn for County Commissioner Sergio Rodriguez

3. Public Comment: No public comments

4. Approval of Minutes: Chair Ruben Lizalde announced the next agenda item, review and approval of Minutes from the March 5, 2020, CAAB meeting. Minutes were reviewed; no discussion, corrections or edits were needed. Chair Ruben Lizalde called for a motion to approve the minutes from March 5, 2020. No opposed, no abstentions. Victor Martinez motioned to approve the minutes, seconded by Demetric Bryd. Motion carried.

5. 2020 Community Services Block Grant (CSBG) CARES ACT Funding : Chair Ruben Lizalde announced the next agenda item, review of 2020 Community Services Block Grant (CSBG) CARES ACT Funding presented by Minerva Hernandez, Family Support Coordinator, DHS. No action items. There were no questions or comments and the next item was presented.

6. CARES ACT Needs Assessment: Chair Ruben Lizalde announced the next agenda item, review and approval CARES ACT Needs Assessment presented by Minerva Hernandez, Family Support Coordinator, DHS. Holley Frindell motioned to approve the Cares Act Needs Assessment, seconded by Victor Martinez. Motion carried. There were no questions or comments and the next item was presented.

7. Community Action Plan: Chair Ruben Lizalde, announced the next agenda item, review and approval of Community Action Plan presented by Minerva Hernandez, Family Support Coordinator, DHS and Richard Keith, Human Services Administrator, DHS. Chair called for a motion to approve the Community Action Plan. Abdon Garza motioned to approve, seconded by Kathleen Barfield. Motion carried. There were no questions or comments and the next item was presented.

8. CSBG CARES ACT Budget: Chair Ruben Lizalde, announced the next agenda item, review and approval of CSBG CARES ACT Budget presented by Minerva Hernandez, Family Support Coordinator, DHS and Richard Keith, Human Services Administrator, DHS. Chair called for a motion to approve the CSBG Cares ACT Budget. Cynthia Garcia motioned to approve, seconded by Demetric Bryd. Motion carried. There were no questions or comments and the next item was presented.

9. CSBG 2020 Performance Report: Chair Ruben Lizalde announced the next agenda item, review of CSBG 2020 Performance Report presented by Minerva Hernandez, Family Support Coordinator, DHS. No action items. There were no questions or comments and the next item was presented.

10. CSBG 2020 Fiscal Report: Chair Ruben Lizalde announced the next agenda item, review of CSBG 2020 Fiscal Report presented by Minerva Hernandez, Family Support Coordinator, DHS. No action items. There were no questions or comments and the next item was presented.

11. Head Start and Early Head Start- Child Care Partnership (EHS-CCP) Cost of Living

Adjustment: Chair Ruben Lizalde, announced the next agenda item, review and approval of Head Start and Early Head Start- Child Care Partnership (EHS-CCP) Cost of Living Adjustment presented by Audrey K. Jackson, Head Start Program Administrator, and Rhonda Roach, Senior Management Analyst, Head Start. Chair called for a motion to approve the Head Start and Early Head Start- Child Care Partnership (EHS-CCP) Cost of Living Adjustment. Demetric Bryd, motioned to approve, seconded by Brandi Pena. Motion carried. There were no questions or comments and the next item was presented.

12. Head Start and EHS-CCP Quality Improvement Funding: Chair Ruben Lizalde, announced the next agenda item, review and approval of Head Start and EHS-CCP Quality Improvement Funding presented by Audrey K. Jackson, Head Start Program Administrator, and Rhonda Roach, Senior Management Analyst, Head Start. Chair called for a motion to approve the Head Start and EHS-CCP Quality Improvement Funding. Holly Frindell, motioned to approve, seconded by Emma Santa Maria, Ph.D. Motion carried. There were no questions or comments and the next item was presented.

13. Head Start and EHS-CCP COVID-19 Funding: Chair Ruben Lizalde, announced the next agenda item, review and approval of Head Start and EHS-CCP COVID-19 Funding presented by Audrey K. Jackson, Head Start Program Administrator, and Rhonda Roach, Senior Management Analyst, Head Start. Chair called for a motion to approve the Head Start and EHS-CCP COVID-19 Funding. Victor Martinez, motioned to approve, seconded by Cynthia Garcia. Motion carried. There were no questions or comments and the next item was presented.

14. Head Start and EHS-CCP Program Policies: Chair Ruben Lizalde, announced the next agenda item, review and approval of Head Start and EHS-CCP Program Policies presented by Audrey K. Jackson, Head Start Program Administrator. Chair called for a motion to approve the Head Start and EHS-CCP Program Policies. Demetric Bryd, motioned to approve, seconded by Holley Grindell. Motion carried. There were no questions or comments and the next item was presented.

15. 2020-2021 Early Head Start (EHS) Eligibility, Recruitment, Selection, Enrollment, and Attendance (ERSEA) Selection Criteria Point Matrix System: Chair Ruben Lizalde, announced the next agenda item, review and approval of 2020-2021 Early Head Start (EHS) Eligibility, Recruitment, Selection, Enrollment, and Attendance (ERSEA) Selection Criteria Point Matrix System presented by Rhonda Roach, Senior Management Analyst, Head Start. Chair called for a motion to approve the 2020-2021 Early Head Start (EHS) Eligibility, Recruitment, Selection, Enrollment, and Attendance (ERSEA) Selection Criteria Point Matrix System. Abdon Garza, motioned to approve, seconded by Brandi Pena. Motion carried. There were no questions or comments and the next item was presented.

16. EHS Program Governance Screener: Chair Ruben Lizalde, announced the next agenda item, review of EHS Program Governance Screener presented by Andrea Martinez, Senior

Management Analyst, Head Start. No action items. There were no questions or comments and the next item was presented.

17. Head Start, EHS, and EHS-CCP Program Designs: Chair Ruben Lizalde, announced the next agenda item, review and approval of Head Start, EHS, and EHS-CCP Program Designs presented by Audrey K. Jackson, Head Start Program Administrator. Chair called for a motion to approve the Head Start, EHS, and EHS-CCP Program Designs. Demetric Bryd, motioned to approve, seconded by Victor Martinez. Motion carried. There were no questions or comments and the next item was presented.

18. Head Start and Early Head Start-Child Care Partnership Fiscal Reports: Chair Ruben Lizalde, announced the next agenda item, review of Head Start and Early Head Start-Child Care Partnership Fiscal Reports presented by Stephen Gonzales, DHS Fiscal. No action items. There was one questions by Holly Frindell, Did Head start still provided service while on lock down. Answer was yes, but moved to more online and phone than in person services no other question or comments and the next item was presented.

19. Next Meeting- September 10, 2020, WebEx Virtual Meeting at 3:30 pm.

20. Announcements: No announcements.

21. Adjournment: Chair called for a motion to adjourn the meeting. Demetric Bryd motioned to adjourn, 2nd motion by Victor Martinez. No discussion. All in favor. No opposed. No abstentions. Motion carried. Meeting adjourned at 5:27 p.m.

“In Compliance with the Texas Open Meetings At, 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.”

ACCESSIBIITY 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