

MEETING MINUTES



HEAD START POLICY COUNCIL MEETING

October 27, 2020

6:15 P.M.

Virtual Meeting

Members Present	San Antonio Independent School District (SAISD): Naomi Castellanos, Joe Betty Garcia, Becky Maldonado Community Representative: Jeremiah Rivera
Members Absent	Edgewood Independent School District (EISD): Jessica Ruiz, Elena Araceli Martinez EHS-CCP (East): Tanya Bocanegra EHS-CCP (West): Rosalinda Huereca Pena Community Representative: Alice Alvarez, Jeremiah Rivera
Alternate Members Present	SAISD: Melinda Pena, Nancy Joan Gallego
Alternate Members Absent	SAISD: Josefina Macias, Meeta Helms EISD: Rebeca Anguiano EHS- CCP (East): Christian Charles EHS-CCP (West): Janice Garcia

I. CALL TO ORDER

2019-2020 Vice Chair, Ms. Naomi Castellanos called the meeting to order at 6:16 p.m.

Vice Chair, Ms. Naomi Castellanos asked Ms. Elvia Pace, Management Analyst to start roll call to record attendance. Ms. Pace announced quorum was met.

II. PUBLIC COMMENTS

None to report

III. MEETING MINUTES

Motion: Ms. Nancy Joan Gallegos moved to approve the September 22, 2020 meeting minutes.

Seconded (2nd): Ms. Alice Alvarez

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

IV. CORRESPONDENCE

In total the program had eight (8) correspondence items. Ms. Rhonda Roach, Senior Special Projects Manager presented on four (4) correspondence items. The first items of correspondence, ACF-IM-HS-20-02 Head Start Modular Units. The memorandum was guidance on how modular units should be used in Head Start requirements in purchasing. It provided clarification on modular units and property.

The second item of correspondence, ACF-IM-HS-20-04 HS Transportation Services and Vehicles During the COVID-19 Pandemic. The memorandum communicated expectations how programs are handling their vehicles regards to safety, PPE, and hand sanitizer. The guidance comes after connecting with health authorities on how to clean when using the vehicles.

The third item of correspondence, ACF-IM-HS-20-05 Fiscal Year (FY) 2021 Monitoring Process for HS and EHS grantees was guidance on what expectations are for the Federal Review process. Last year we had a Focus Area One that was virtual and a CLASS Review. The memorandum reviewed how the Federal Review would be conducted this year. Focus Area 1 will start in November and Focus Area 2 will begin at the beginning of the new year.

The fourth item of correspondence, ACF-PI-HS-20-05 Final Rule on Designation Renewal System Changes which looked at public comment on what the people wanted to see changed. The changes made will be effective as of October 27, 2020. There were three changes that were made. The first was based on what a deficiency is. If you had one deficiency the program would need to re-compete. The change now is you would need two deficiencies. The second item was concerning CLASS. Renews the lowest ten percent (10%) criterion. It looks at the quarterly threshold and would like CLASS to be a continuing tool. The final point was the fiscal condition. If there is a continued concern it says the same. If there are two (2) or more concerns in fiscal you will be re-competing for your renewal.

Mr. Isaac Espinoza presented on four (4) correspondence items. The first item of correspondence, ACF-IM-HS-20-03 Coronavirus Disease 2019 (COVID-19) Fiscal Flexibilities. Mr. Espinoza reviewed three points which was number five (5) allow ability of salaries will continue to pay and did not include any salaries for example for summer break. Items number six (6) expenses incurred during COVID would be allowed even if it would not be allowed otherwise. The third item was number seven (7) prior approval required waivers which expenses were approved for COVID.

The second item of correspondence, ACF-PI-HS-20-02 FY 2020 Head Start Funding Increase was a program instruction. It is the notification a program would receive Cost of Living and Quality Improvement funding. The application funds were already approved by HSPC and will be incorporated into the budget.

The last two correspondence items include the third correspondence to ACF-IM-HS-20-03 FY 2020 Supplemental Funds in Response to coronavirus Disease 2019 (COVID 19) and the four item of correspondence, ACF-PI-HS-20-04 Update to the funding for FY 2020 Supplemental Funds in response to the Coronavirus Disease 2019 (COVID 19). Mr. Espinoza reported these two pieces go hand in hand. They are both based on the 20-04 Cares Act based on the enrollment of the program. These funds were already approved by HSPC.

V. BRIEFING AND POSSIBLE ACTION (a-d)

a.) Review of School Readiness Goals

Vice Chair, Naomi Castellanos asked Ms. Mica Clark-Peterek, Special Projects Manager to present School Readiness Goals. Ms. Clark-Peterek explained Head Start requires goals that align with five (5) identified domains and a plan of action to achieve these goals. In 2016-2017 a survey was sent to the parents and stake holders to prioritize goals children should accomplish. In 2017-2018 there were so many goals that were selected, and it was difficult to manage. Instead there were nine (9)

main goals that were created instead. The following year in 2018-2019 the same goals were used as the previous year and would be used for the duration of the five (5) grant period. School Readiness Goals are posted in our building and are also displayed on every campus. In July 2019, HSPC approved the school readiness goals and we will begin planning for our next grant period. There were no questions.

b.) Review of EHS-CCP Monitoring Tool

Vice Chair, Naomi Castellanos asked Ms. Dianne Mendez, Management Analyst to present the EHS-CCP Monitoring Tool. The projects included Healy Murphy, Blessed Sacrament, and Ella Austin. There were a few non-compliances that were observed that showed concern in meeting the Safe Environments area. Areas of concern were observed in the Health and Safety Screener. Follow up activities were conducted the week of September 9-17, which corrected the areas of concern. Program Strengths highlighted EHS-CCP providers such as Blessed Sacrament receiving new buggies for outdoor activities, Ella Austin's children engaged in age appropriate activities and Healy Murphy's new childcare facility. There were no questions.

c.) Review of Head Start and EHS-CCP Monthly Report

Vice Chair, Naomi Castellanos asked Mr. Roger Foster, Senior Management Coordinator to present Head Start and EHS-CCP Monthly Report. Mr. Foster reported Head Start had a total enrollment of two thousand two hundred and eighty-two (2,282) children which is seventy-six (76) percent of our funded enrollment. The income eligibility factor numbers are stable, and we are serving similar populations. Our disability percentage is nine (9%) and we should be at ten percent (10%) and we are making strides at getting our services met. There were no additional questions. EHS-CCP has two hundred and five (205) children enrolled and are at ninety-five percent (95%) of funded enrollment. The eligibility numbers are on pace with our serving populations and the disability enrollment is at ten percent (10%) and have met criteria for the school year.

d.) Review of Head Start, Early Head Start, EHS, and EHS-CCP Fiscal Reports

Vice Chair, Naomi Castellanos asked Mr. Stephen Gonzales to present the Head Start, Early Head Start, and EHS-CCP Fiscal Reports. Mr. Gonzalez reported that the Head Start grant runs from February 1st thru January 31st. The grant is thirty million nine hundred seventy-eight thousand eight hundred thirty-six dollars (30,978,836). As of September 30th, spending is about fifteen million dollars (15,000,000). There are variances that are tied to personnel, salary infringes and contractual services. The program has had vacancies and the monies were shifted to contractual partners. EISD has been submitting smaller than normal invoices. They are meeting with them on their forecast.

Mr. Gonzalez reported EHS grant is a recent program that runs from February 1st thru January 31st. The program is started mid-year from July 1st – January 31st. The next grant year will run as the Head Start grant does from February 1st thru January 31st. There is a variance of twenty-nine thousand (29,000). The program is projected to start remote learning in November. The variance is high due to it being for cost allocations for EHS-CCP personnel.

Mr. Gonzalez reported on the EHS-CCP fiscal report for the 2019-2020 school year. The program term ended on July 31st. They had a ninety-day (90) close out which ended on December 31st. There is a variance of forty-two thousand dollars (42,000). The variance is tied to vacancies we experienced in the program and services not provided due to COVID 19.

The final fiscal report reviewed was for the EHS-CCP 2020-2021 grant year. There was an increase to the budget due to the Office of Head Start approved cost of living and quality improvement adjustment. There is a variance of forty thousand (40,000) that is tied in personnel. There has been a vacancy in EHS-CCP which will be filled soon. There is another cost that is being absorbed in the EHS grant due work being done to get the grant ready. There are positions that are open that may be filled by the end of the fiscal year. There was a hiring freeze which prevented these positions to be filled. There were no questions.

VI. GOVERNING BODY

Vice Chair, Naomi Castellanos asked Mrs. Andrea Martinez, Senior Management Analyst to present items from the Governing Body and Advisory Committees. Mrs. Martinez reiterated to the HSPC members the Economic and Workforce Development Committee is the governing board and items to be presented to the City of San Antonio City Council on October 29th will be Head Start Continuation Application, EHS application, and the Head Start Policy Council Bylaws. The October Meeting for the Community Action Advisory Board (CAAB) was postponed to November and items they will receive are the correspondence reviewed at the HSPC meeting, School readiness Goals, ERSEA Selection. Program Policies, COVID Guidance, Head Start Monitoring Report, Head Start and EHS Monthly Report as well as Fiscal Reports, for review and approval. There was no further discussion.

VII. ANNOUNCEMENTS AND ITEMS FOR CONSIDERATION

None to report.

VIII. ADJOURNMENT

Motion: Ms. Alice Alvarez moved to adjourn the meeting.

Seconded (2nd): Mr. Jeremiah Rivera

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

Vice Chair, Naomi Castellanos, adjourned the meeting at 7:07 pm.

Chair

Date