

MEETING MINUTES

***Approval of
Head Start Policy Council
June 22, 2021 Meeting
Minutes***





HEAD START POLICY COUNCIL MEETING

June 22, 2021

6:15 P.M.

Virtual Meeting

Members Present	Edgewood Independent School District (EISD): San Antonio Independent School District (SAISD): Naomi Castellanos EHS-CCP: Heather Halton Community Representative: Noel Cortez, Tina Satpathy
Members Absent	Edgewood Independent School District (EISD): Gabriel Trevino, Janie Garcia Ramirez San Antonio Independent School District (SAISD): Josefina Macias, Angelique Aime, Janice Garcia EHS: Alexis Mercado-Flores EHS-CCP: Barbara Pircher
Alternate Members Present	Edgewood Independent School District (EISD): Anna Macal San Antonio Independent School District (SAISD): Joe Betty Garcia EHS-CCP: Melissa Garza
Alternate Members Absent	Edgewood Independent School District (EISD): Alexis Robinson San Antonio Independent School District (SAISD): George Gilbert Ramos, Melinda Pina EHS EISD: Abel Garcia EHS-CCP: Marisela Sanchez

I. CALL TO ORDER

2020-2021 San Antonio Independent School District (SAISD) HPSC Chair, Naomi Castellanos called the meeting to order at 6:21 p.m.

San Antonio Independent School District (SAISD) HSPC Chair, Naomi Castellanos asked Ms. Rosie Plata, Management Analyst to start roll call to record attendance. Ms. Plata announced quorum was met.

II. MEETING MINUTES

Motion: Mr. Noel Cortez moved to approve the June 22, 2021 meeting minutes.

Seconded (2nd): Ms. Heather Halton

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

III. PUBLIC COMMENTS

None to report

IV. CORRESPONDENCE

HSPC Chair, Ms. Naomi Castellanos asked Ms. Audrey Jackson, Head Start Administrator, to present Correspondence ACF-IM-HS-21-02 Group Health Insurance Plan Premiums for Furloughed Employees. Ms. Jackson reviewed the correspondence as it related to summer program closures, COVID-19 furloughs, group health premium payment during furloughs, and considerations. Some of the considerations included information about Grantees choosing to implement policies and procedures for payment of group health premiums on behalf of furloughed employees and reviewing state

unemployment compensation insurance requirements to determine the impact on eligibility and benefits, if any, resulting from employer premium payments for furloughed employees. According to this Information Memorandum, Grantees are encouraged to consider the budget impact and potential benefits of paying all or part of group health premium costs for furloughed employees. No questions were asked.

BRIEFING AND POSSIBLE ACTION (a-f)

a.) Review of Coronavirus Response and Relief Supplemental Appropriations Act (CRRSA) and American Rescue Funding Applications (ARFA)

HSPC Chair, Ms. Naomi Castellanos introduced Ms. Audrey Jackson, Head Start Administrator, to review the Coronavirus Response and Relief Supplemental Appropriations Act (CRSSA) and American Rescue Plan Act (ARPA). Ms. Jackson stated the Applications were submitted for one-time funding opportunities to prevent, prepare for and respond to COVID-19 from the American Rescue Plan Act (ARPA) in the amount of \$4,025,026.00 and Coronavirus Response and Relief Supplemental Appropriation Act (CRRSA) in the amount of \$1,012,460.00. Ms. Jackson stated both grant applications were submitted in collaboration with our joint partner, and funds will be available through March 31, 2023. DHS will request a waiver of non-federal match as allowed by the grant application instructions.

Awarded CRRSA funds will be split between DHS and Head Start, Early Head Start (EHS) and Early Head Start-Child Care Partnership (EHS-CCP) contractors. The funds will be used for upgrades to the heating, ventilation, and air conditioning (HVAC) systems, outdoor learning areas, building maintenance and upgrades, personal protective equipment and other supplies used to respond to COVID-19.

DHS will utilize the ARPA supplemental funds by allocating them to our early education service providers for each of the three programs: Head Start, EHS and EHS-CCP to make upgrades to classrooms and facilities. Funds will also be utilized to increase recruitment activities to recruit families for the upcoming school year.

Ms. Jackson continued to state the DHS Head Start Program will develop an expanded marketing strategy as well as hire temporary staff to assist with canvassing the community in an effort to fully enroll the program in 2021-2022. Supplemental funding will also be utilized to make improvements to the DHS Head Start Brady Building that are necessary to safely resume and maintain full in-person program operations. DHS will improve the plumbing system, grade, and repave the entire parking lot pavement to allow for proper water run-off away from the building, and repair a structural beam located in the building. No questions asked.

b.) Review of 2021-2022 Head Start and EHS Program School Readiness Goals

HSPC Chair, Ms. Naomi Castellanos introduced Ms. Mica Clark-Peterek, Special Projects Manager, to review the 2021-2022 Head Start and EHS Program School Readiness Goals. Ms. Peterek stated that Head Start requires that programs establish school readiness goals that align with the five central domains and state standard. Head Start also requires that parents be involved in the development of the goals and the program must complete a plan of action to achieve these goals. This plan of

action is called our School Readiness Plan of Action. There is a collaboration with the district partners to develop this plan of action.

The history of the school readiness goals includes: During the 2016-2017 school year, a survey was sent out to parents and stakeholders asking them to prioritize the skills and abilities and knowledge that children should display to ensure that they are ready for kindergarten. After meeting with these stakeholders and parents, a list was developed of 22 goals across 5 central domains. Two sets of goals were provided; one for Head Start and the other set for Early Head Start.

In the 2017-2018 school year, a realization was made that having so many goals were difficult to manage and not really accessible to teachers or parents. We worked together to create a comprehensive focus list of nine main goals and age appropriate objectives for our program, birth to five years old.

Ms. Clark-Peterek continued to state In the 2018-2019 school year, we made the decision to continue with the same nine goals for the duration of our 5 year program. Our Education Advisory Committee, that includes community members, parents and program staff, voted to keep our current school readiness goals for the duration of the five year grant.

In 2019, Policy Council voted to continue using the same set of school readiness goals for the duration of our 5-year grant. Ms. Clark-Peterek stated the goals are being brought up to the Policy Council for review. Work will continue with our partners to create a plan of action to achieve these goals. Ms. Clark-Peterek presented the School Readiness Posters in both English and Spanish that reflected the five domains and nine objectives. Ms. Clark-Peterek commented on how these posters can be seen in our schools on bulletin boards throughout the campuses. No questions were asked.

c.) Review of Head Start Program Monitoring

HSPC Chair, Ms. Naomi Castellanos introduced Mr. Pedro Ramirez, Special Projects Manager, to review Head Start Program Monitoring. Mr. Ramirez listed the Monitoring Projects that were conducted for Head Start for 2021: Nutrition Review #2, Critical Health Concerns #2, Education Review #2, ERSEA Eligibility (3rd Selection for EISD) and Pedestrian Bus Safety #2. The monitoring Projects that were completed included Family and Community Review #1, Safe Environment #1, and ERSEA Eligibility (2nd Selection for EISD). There were four areas of non-compliance that were found regarding the safe environments review. The non-compliances are listed under the monthly report which include classroom documentation of child's arrival and departure log being available for review, concerns with classrooms regarding pollutants/hazards that were accessible to a child, and uncovered outlets.

Mr. Ramirez states the areas of concern that were found in this month's review, included Family and Community Review #1: It was noted that there was some evidence of no follow-up contacts with goal timelines, as well as, documentation concerning Parent Connection Committee Meetings; it did not reflect any opportunities for parents/guardians to have questions or discussions. Some areas of concern from the Safe Environments Review #1 included the outdoors and gyms. The outdoor space was not clean or free from hazardous materials and conditions. In reference to the facilities, some sites did not have First Aid kits that were checked monthly; and for Classroom Safety, there was

some emergency lighting that was not available in the event of a power failure and trying to exit the building.

Regarding the ERSEA Eligibility Review (2nd Selection), some areas of concern that were noted were improper selection criteria and incorrect use of the point system. There were income points that were not being awarded correctly and, also, child's eligibility was not determined correctly. These are the reviews that were conducted and finalized this month. Mr. Ramirez stated were working with both school districts regarding the correction of all the indicators that were noted during the reviews that were conducted this month.

A question was asked by Mr. Noel Cortez, HSPC Community Representative. He asked if there was any feedback from the staff regarding if they have been receptive and open to change or are these just overlooked things? Mr. Ramirez stated that we have a great relationship with our partners, so feedback is always welcome. Mr. Ramirez stated we look at this as a chance to prepare ourselves for any kind of Federal Review we may come across. Feedback from both districts and from staff have always been open. There has always been an open line of communication between Head Start and our partners as well as to our training and technical assistance team to provide any kind of assistance they may need.

A question was asked by Ms. Naomi Castellanos, HSPC Chair. Ms. Castellanos inquired about the Point System. Mr. Ramirez stated that a selection criteria system is utilized, and it is based on points that are given to families that apply for the program. Some issues were found with assigning the correct points. Mr. Ramirez further explained that the majority of the time, it is just a simple data entry mistake. The use of a multilayer of checks and balances is utilized. For example, there is a second verifier that checks the initial applications and then the Compliance Team, checks on both the second verifier and the initial information that goes into ChildPlus.

HSPC Chair, Ms. Castellanos asked Mr. Ramirez if this Point System was the same one that was approved a couple of meetings ago. Mr. Ramirez stated that was correct. Ms. Castellanos further asked if the enrollment was up or down because of the Point System issues. Mr. Ramirez responded that the Compliance Team quickly checks the applications after selections. A list is provided as soon as families are selected into the program to ensure that processes are completed to meet eligibility. Therefore, issues can be identified and addressed. Ms. Dani Salas, Senior Management Analyst, ERSEA, can probably speak more about the numbers going up or down, but they should not be affecting the overall percentage of families getting into the program.

Ms. Castellanos asked, "When parents do the interview and do not meet the point system and get denied, do they become eligible when the mistake gets caught? Mr. Ramirez stated that, at this point, we have not come across a family that has been denied or where our findings led to a major change to the child's enrollment or selection. The purpose of the Eligibility Review is to detect any errors and correct them on the spot. So, if we need to re-communicate with the parent or the families, we can do it in a timely manner.

Ms. Dani Salas, Senior Management Analyst, ERSEA, stated that one of the most important things about the monitoring and our processes is that the Office of Head Start does not expect for us to be perfect. Right now, everybody qualifies for Head Start. Rest assured that any applicant that applies for the program, their application is processed and refined to insure it will be moved to the Waitlist. There are no applications that are declined or abandoned or taken out of our system because someone overlooked or awarded points incorrectly. All applications are viable, and we work to

insure they are corrected so that they are available and ready to be selected for our program. Most importantly, our monitoring systems that are set in place are just that, they are systems. When the Office of Head Start comes in to look at our program, they are not expecting perfection, but they like to look at our systems to ensure that we have a system set in place that will catch these errors. We have a very strong monitoring process and please be assured that every application that comes in is on our Waitlist awaiting to be selected. Mr. Ramirez stated this also gives us an opportunity to provide more training to our teams and partners. Ms. Salas further stated that the monitoring results are analyzed and incorporated into the training going into next year. The information is used to continue refining the processes to ensure that we are performing at our most optimal performance.

Ms. Joe Garcia, HSPC member, asked if telephone calls are going out earlier this year if a student is approved for Head Start. Ms. Dani Salas reported that upon conclusion of selections, families are notified less than a week upon selections. We immediately try to notify the families that they have been selected for our Program so there is no delay in notifications. There were no further questions.

d.) Review of EHS and EHS-CCP Program Monitoring

HSPC Chair, Ms. Naomi Castellanos introduced Ms. Dianne Mendez, who will be reviewing the EHS and EHS-CCP Program Monitoring. Ms. Rhonda Roach, Sr. Projects Manager for the Early Head Start Program stated she will be providing the monitoring results for both the Early Head Start and the Early Head Start Childcare Partnership Program. For the Early Head Start Program, this is a start-up year and we started services late. The monitoring was approached differently due to the late start-up, building the enrollment, and the staffing component. The project that was completed in the month of May was a consolidated comprehensive file review. We looked at various service areas across the Early Head Start Program for each file. There were no non-compliances that were identified but some areas of concern were identified. There were five (5) files that were missing the Parent Handbook, three (3) files that had incomplete Teacher/Parent Home Visit forms, two (2) files that had incomplete ASQ-3s and some missing immunizations, and there was one (1) file that had several items that were missing; a Well Child Check, and ASQ-SE2, an up to date immunization and attendance. The team continues to support the staff and provide technical assistance to address all of these areas. No questions were asked.

For the Early Head Start Child Care Partnership, the monitoring projects that were completed during May was the review for Curriculum Fidelity, an HR File Review and an Unannounced Safe Environment Site Visit. Through these monitoring projects, we did not identify any non-compliances but there were a few areas of concern. We had no findings found throughout the Curriculum Fidelity. Some concerns were found in the HR Files that found four of the six providers had items missing for the review. They were missing training certificates and an expired CDA, although evidence was provided that it was being renewed. Also, a staff member was pending enrollment in a CDA class but within the hiring procedure timeline. It was still noted because we do want to elevate that as a concern to make sure that the provider stays on top of it and that it is completed within the timeline provided.

Ms. Roach continued to state through our Unannounced Safe Environment Site Visits, there were some items that were addressed through the Corrective Action Plan and you can see the itemized items that were found have been responded to through the Corrective Action Plan. There was a gas inspection expired at Seton Home, a bleach bottle not under lock and key at Inman, a diaper changing cabinet unlocked at Healy Murphy as well as a Health and Safety Resource Booklet not

posted in one class. There was a daily classroom checklist incomplete at the YWCA. The team continues to provide on-going technical assistance, but these Corrective Action Plans have been responded to. No questions were asked.

e.) Review of Head Start, EHS, and EHS-CCP Monthly Reports

HSPC Chair, Ms. Naomi Castellanos introduced Ms. Audrey Jackson, Head Start Administrator, who will be reviewing the Head Start, EHS, and EHS-CCP Monthly Reports. Ms. Jackson reported that these are reports that are in the packet every month and that typically, items of interest are brought to the Policy Council's attention. Based on earlier conversation, regarding enrollment, Ms. Jackson discussed percentages of enrollment, income eligible vs. over income enrollees. Head Start is allowed to enroll 10% of over-income families that are over-income by more than 131% of the poverty guidelines. We do have low enrollment this year and we did cap out on that 10%. Typically, we do not tend to get close to that number; maybe 5% up to 7% might be the highest that we get to on any given year. This is mostly because we select families based on the point system. So that means, that those with the most need, get in first. This year, we did get to that 10% for the Head Start Program for the end of May report.

Ms. Jackson stated with Early Head Start, we are under-enrolled because it is a brand new grant. With our CCP program, we are nowhere close; we are at 1% of our families that are over income and that is because we have so few slots. In that program we only have 216 slots vs. over 3,000 in Head Start. No questions were asked.

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

HSPC Chair, Ms. Naomi Castellanos introduced Ms. Mary Vasquez, Fiscal Manager, who will be reviewing the Head Start, EHS, and EHS-CCP Fiscal Report. Ms. Vasquez reported that this is a report on Head Start and that we are on the fourth month of the grant. This report is as of May 31st, 2021. Our total award, located in the first column, is the total Federal Budget amount of: \$25,037,682. The Non-Federal budget is \$6.2 million for a total budget of \$31.2 million.

Our year-to-date, as of May 31st, we had planned on being at \$4.8 million in expenses on the Federal side for a total of \$4.8 million in total expenditures. Our year-to-date actual are \$4.3 million on the Federal side, and \$13,000. on the Non-Federal side for a total of \$4.3 million expenses spent. This is a variance of half a million dollars in total.

Primarily, our variances normally come from personnel. We have 98 positions in Head Start and technically, there are 5 vacancies; one is an accountant position, and the others are program positions. We hope to get them all permanently filled by the end of the summer. The Division also has some additional vacancies coming up in June and those will be reflected in the June variances.

Ms. Vasquez stated the Division has already started working on spending the variance which totals about \$81,000 in personnel variances. For travel, due to COVID-19, there has been nothing spent, and nothing planned as of yet. It does not mean that the Division will not spend some funds in travel, but it is likely that some of the \$25,000. will be re-directed to something else. Maybe not the entirety but to other CPA expenditures. Supplies variance is about \$14,000. That variance is primarily due to the ordering of supplies and other commodities, however, they did not receive an

invoice and that is why you do not see the actual expenditure in the month of May; there are encumbrances, but it will be reflected in June.

There are Contractual Services, \$443,000. of variance in total; \$15,000. is for fees to professional and other contractual services that have not been rendered due to COVID-19. This would just be pushed back to likely be spent later in the year. There is a significant variance with Edgewood. In the first month; they usually submit an invoice well over \$60,000 - \$75,000. What you see is that an invoice was submitted in February for a little over \$1,000. We will likely meet with Edgewood to see if they are going to spend it later in the year. We certainly hope so and give them the opportunity to do so since they are serving our Head Start children.

With SAISD, the variance is due to not spending as much as was initially thought would be spent. The opportunity is also given to spend those funds later in the year. The variance in support services for UIW and MetroHealth include some clinics held by MetroHealth. The UIW contract has not been executed yet. So, they are unable to provide services at this time. The other variance under "Other" normally includes the occupancy cost, cell phone data services, mileage fees and some of the smaller and more regular monthly expenditures. What has occurred is that with our Head Start utilities, for example, they actually hit a general fund and then they are moved over to the grant. At this point, these expenses have not been moved yet. The In-Kind that the ISD's have provided has not been posted. That is something that is pending in June. There were no questions.

Ms. Vasquez reported that Early Head Start and Head Start run the same program year. She also reported that there is a variance in Personnel. There are six (6) COSA staff members who also share some of the work in the CCP program. The CCP program has 4 vacancies and in order to make both programs work, time has to be leveraged between both programs. There are no vacant positions in the program. The same, as with Head Start, Ms. Vasquez stated that there are encumbrances for supplies and those encumbrances have not materialized. Basically, we have received no invoices.

The total budget is \$2.6 million dollars; \$2.1 million is Federal and \$529,000. is Non-Federal. We estimated that by the fourth month, we would have spent \$481,000. in Early Head Start; \$438,000. of it being Federal and \$42,000. non-Federal. We are actually at \$262,000. total with \$262,000. being Federal and under \$1000 non-federal. This is early in the year. We received one invoice from Edgewood ISD and this is a new program. It started in 11/2020 and we are a few months into the program. There are some staggered registrations and spending with regard to this program. There is a total variance of \$176,000. \$144,000. is the spending with Edgewood and \$4,000. due to the city's contractual services and this is because services have not been rendered. About \$1,233. variance in "Other." No questions were asked.

In reference to the Child Care Partnership, Ms. Vasquez reported that we have two more months left on the grant and then we have a 90 day close out. The budget is \$3.6 million and the expenditure amount is \$2.4 million; we are actually at \$2.3 million which is not that far off. There is an over-expenditure in salaries and it is due to staff from Early Head Start charging the CCP program because they are spending time supporting this program. We do have a variance in Travel that will likely be re-directed somewhere else to cover the overages. Supplies are also "over" but we also have in contractual for the City, \$121,000. in variance. Regarding the Brady repairs, while the majority of it will be taken from the Head Start grant, the other programs also have to contribute. In June, CCP got a purchase order to pay for some of the HVAC repairs. As of May 31st, there was no encumbrance for the over \$120,000. but on June 15th, a purchase order was created to cover for some of the costs

for repairs. In June's report you will still see that amount, but it is set to be spent. There is a variance with UIW because services have not been rendered. We have two months left and we have an overage on some of the line items that will be covered by whatever we have in excess. This grant does have four vacancies. No questions were asked.

V. GOVERNING BODY

HSPC Chair, Ms. Naomi Castellanos asked Ms. Andrea Martinez, Senior Management Analyst, to present items from the Governing Body and Advisory Committee. Ms. Martinez highlighted the City of San Antonio City Council as the program's Governing Board and stated that a new picture would be provided. Ms. Martinez provided an update on the new City Council members and stated that Council district five (5), three (3), two (2) and one (1) will be new. Ms. Martinez also stated that as of June 15th, she will have 90 days to provide them with the Governance training. Ms. Martinez and Ms. Audrey Jackson will be scheduling one-on-one appointments with District one (1) Mario Bravo, District two (2) Jalen McKee-Rodriguez, District three (3) Phyllis Viagran, and District five (5) Terri Castillo. Ms. Martinez will be providing an update as soon as they have completed their Governance training. The Economic and Workforce Development Committee was presented with updated information with the new District 3 and District 5 members. Once those members are seated, they will be receiving the same training as the other members. The Community Action Advisory Board was presented, our current advisory committee that meets monthly. The meeting that was scheduled for June has been postponed and so the next meeting will be held on Thursday, July 29, 2021 at 3:30pm. Ms. Martinez reported that the items that will be presented include the Correspondence items that were reviewed last month, Furlough information, the Corona Virus Response and Relief Supplemental Appropriations (CRRSA) Act and American Rescue Funding Applications, School Readiness Goals, Monitoring Reports, Monthly Reports and Fiscal items. Ms. Martinez introduced Ms. Rosie Plata, the new Management Analyst with Head Start. No questions were asked.

VI. ADJOURNMENT

Motion: Ms. Joe Betty Garcia moved to adjourn the meeting.

Seconded (2nd): Mr. Noel Cortez

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

HSPC member for Chair, Naomi Castellanos, adjourned the meeting at 7:18 pm.

Chair

Date