

# MEETING MINUTES

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# ***Approval of August 24, 2021 Meeting Minutes***





## HEAD START POLICY COUNCIL MEETING

August 24, 2021

6:15 P.M.

Virtual Meeting

<b>Members Present</b>	Edgewood Independent School District (EISD): Janie Garcia Ramirez San Antonio Independent School District (SAISD): Naomi Castellanos, Janice Garcia, Joe Betty Garcia, Melinda Pina EHS EISD: none EHS-CCP: none Community Representative: Noel Cortez, Tina Satpathy
<b>Members Absent</b>	Edgewood Independent School District (EISD): Gabriel Trevino San Antonio Independent School District (SAISD): none EHS EISD: Abel Garcia EHS-CCP: Heather Halton
<b>Alternate Members Present</b>	Edgewood Independent School District (EISD): Anna Macal, Linda Herrera San Antonio Independent School District (SAISD): Isabel Martinez, Lynette De Vaughn-Baker EHS EISD: none EHS-CCP: Melissa Garza
<b>Alternate Members Absent</b>	Edgewood Independent School District (EISD): none San Antonio Independent School District (SAISD): George Gilbert Ramos EHS EISD: None EHS-CCP: Maricela Sanchez

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### I. CALL TO ORDER

2020-2021 San Antonio Independent School District (SAISD) HSPC Chair, Naomi Castellanos called the meeting to order at 6:16 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:** Ms. Janice Garcia moved to approve the July 27, 2021 meeting minutes.

**Seconded (2<sup>nd</sup>):** Ms. Joe Betty Garcia

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

### III. PUBLIC COMMENTS

None to report

### IV. CORRESPONDENCE

HSPC member, Ms. Naomi Castellanos asked Ms. Audrey Jackson, Head Start Administrator, to present Correspondence ACF-IM-HS-21-03 Fiscal Year (FY) 2022 Monitoring Process for Head Start and Early Head Start Grantees and ACF-IM-HS-21-04 Terminology Changes. Ms. Jackson stated that Correspondence ACF-IM-HS-21-03 is referencing our Federal Review schedule. There are 3 different

reviews in the program's 5-year grant. The first one is called a Focus Area One (1) Review, the second is called a Class Review, and the third one is called a Focus Area Two (2) review. Two of the reviews have been completed and the last one, the Focus Area Two (2) Review, can be scheduled in October but the on-site reviews will actually start in January 2022. At the time the memo was published, it stated the Review would be conducted in-person, however, we have heard from our program specialists in Dallas, that may not be the case because they are not allowed to travel. Ms. Jackson further stated when we receive the 45-day Notice, we will inform the HSPC members and will invite them to participate in the interview process. Ms. Jackson commented that this is a big review that will determine if we keep our grant or compete for it.

In reference to Correspondence ACF-IM-HS-21-04, there were a couple of changes in terminology. We used to be called a "Grantee" and now we will be called a "Recipient." There was also a change of names for different contracts and awards. No questions were asked.

## **BRIEFING AND POSSIBLE ACTION (a-l)**

### **a.) Recognition of Head Start Summer Institute Participants**

HSPC Chair, Ms. Naomi Castellanos introduced Ms. Audrey Jackson, Head Start Administrator, to present on the Recognition of Head Start Summer Institute Participants. Ms. Jackson recognized this group of individuals for going through the program and congratulated them for their commitment to furthering their education and working with our Head Start children. Ms. Jackson introduced Ms. Mica Clark-Peterek, Special Projects Manager, and invited her to speak about the Head Start Summer Institute. Ms. Jackson also thanked Ms. Clark-Peterek, her team, and the professors at Texas A & M, for their commitment to the program. Ms. Clark-Peterek stated that this program was a partnership between the City of San Antonio, Department of Human Services Head Start Program and Texas A&M San Antonio. The program began in 2012 and it provides an opportunity for up to 10 teaching staff to earn 18 hours of master's level education over two summers. Since the start of the program, we have had 38 teachers complete the program and most have continued forward to complete their master's degree. The fifth cohort began in the Summer of 2020 and we have eight (8) teachers that completed the program. Two teachers are from Edgewood Independent School District and six are from San Antonio Independent School District. Ms. Rhonda Roach, Senior Special Projects Manager, described the hard work and struggles of the participants and applauded them for their efforts. No questions were asked.

### **b.) Approval of the Head Start 1303 Major Renovation Application**

HSPC Chair, Ms. Naomi Castellanos introduced Ms. Audrey Jackson, Head Start Administrator, to present the Approval of the Head Start 1303 Major Renovation Application with minor edits. Ms. Jackson stated that we are submitting this major renovation application to improve our building and work with issues involving plumbing, beam repair work, re-paving and grading the parking lot. We are asking to fund this through our COVID funds which we refer to as ARPA (American Rescue Plan Act). This application is an additional step needed to complete the process. In the narrative, shows that this was a good cost-effective idea. Other items that were looked at included purchasing a new building or leasing. We went through a process of looking at cost-effectiveness and deemed that the renovation was the best route.

**Motion:** Mr. Noel Cortez moved to approve the Head Start 1303 Major Renovation Application with minor edits.

**Seconded (2<sup>nd</sup>):** Ms. Janice Garcia

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

**c.) Review of 2020-2021 Early Head Start Program End of Year (EOY) Data**

HSPC Chair, Ms. Naomi Castellanos introduced Ms. Christina Fitzgerald, Senior Management Analyst, to review the 2020-2021 Early Head Start Program End of Year (EOY) Data. Ms. Fitzgerald introduced Mr. Roger Foster, Senior Management Coordinator, to present the information. Mr. Foster stated we are required to conduct standardized and structured assessments for each child that provide ongoing information to evaluate the child's developmental level and progress in outcomes. Assessment results are regularly used along with informal teacher observations and additional information from family and staff to determine a child's strengths and needs to inform and adjust strategies to better support individualized learning and improve teaching practices. Mr. Foster stated two different assessments were used with the Early Head Start Program: The Early LAP and the LAP-3. The Early LAP is divided into six domains: gross motor, fine motor, cognitive, language, self-help, and social-emotional and it is provided to children from birth to 3 years of age. The LAP-3 is designed for children in the 36 months to 72 months age range and this assessment is used with children who are turning three years old during the course of the school year. The Early LAP stops at 36 months and the LAP-3 gives us the flexibility and enables us to assess the children appropriately. The LAP-3 domains include gross motor, fine motor, pre-writing, cognitive, language, self-help and personal/ social.

Mrs. Foster provided the results for the Early LAP information with percentages of children who were on target for each domain. This means that the assessment allowed us to generate a value called an approximate developmental age and we were able to compare it with their true chronological or birth age. In reference to the Early LAP, if the child's age is equal, chronologic or the approximate age is higher, then the child is on target in their developmental skills. If the approximate age is below their chronological age, then that child is not on target. For the Early LAP, the percentage of children were on target in each of those domains throughout the course of the year. Through the progression of time: the beginning of the year, middle of the year and end of year, the percentages were somewhat down but it is relatively common. They did go up in a couple of areas.

Mr. Foster stated due to COVID, assessments were administered remotely via Zoom and were modified to develop a questionnaire for the parents to provide the information. At the beginning of the year, the children rated a little higher and at the end of year, they were assessed by their trained teachers back in the classroom. Those results may be a better reflection of where the children stood.

Mr. Foster showed a graph results of the LAP-3 demonstrating that the children were seen as being more on target at the end of the year than at the beginning of the year. The difference between the Early LAP and the LAP-3 is that the Early LAP provides the approximate age of the child (i.e. approximate age of 18 months) versus LAP-3 which provides the ages in a range (i.e. approximate age of 38 to 40 months). There can be a variance of the data because of the aforementioned factors.

HSPC member, Ms. Melinda Pina, asked if the test results affected the Head Start grant. Mr. Foster asked for clarification and Ms. Pina responded, are we rated by them? Mr. Foster stated that the

test results do not affect the Head Start grant. Ms. Jackson, Head Start Administrator, stated that we are required to assess the children but if we do not assess them, that would impact our grant but not the actual outcomes themselves. Ms. Mica Clark-Peterek, Special Projects Manager, also stated that Head Start is required to report the outcomes to Policy Council and, in that sense, we are held accountable for ensuring that we report student outcomes to all HSPC members.

HSPC member, Ms. Melissa Garza, asked if the testing was done every three months. Mr. Foster reported that the testing is done at the beginning of the year, middle of the year, and end of year. Ms. Christina Fitzgerald responded that the beginning of year falls around October, the middle of the year is around January because we have a year-round program, the end of year is around June. If a child enrolls after October, they will always have the beginning of year testing and their window may look a little different. No further questions were asked.

**d.) Review of 2020-2021 Head Start and EHS EOY Family Assessment Data**

HSPC Chair, Ms. Naomi Castellanos introduced Ms. Heather Cruz, Special Projects Manager, to present the Review of 2020-2021 Head Start and EHS EOY Family Assessment Data. Ms. Cassandra Farias-Ybarra, Special Projects Manager, reported that due to technical difficulties with Ms. Cruz's technology she would be presenting the information. Ms. Farias-Ybarra reported that we complete family assessments on all our families, and, with these assessments, we have a BOY assessment for beginning of year and an assessment for the end of year, as per our Head Start Program Performance Standards. We are required to complete assessments with our families to identify their needs, their strengths, and their interests. The information that is presented reflects the completion of beginning of year and end of year assessments. For the Head Start Family Assessment Outcomes, they were able to complete 99% of family assessments and at the end of year, there was close to 80% of assessments completed with the families. Ms. Farias-Ybarra listed the categories of the assessment items and reported how the graph demonstrated growth in several of the areas. Ms. Farias-Ybarra explained that the Family Support Workers identify something that a family might need assistance with, and then they work with the family from providing resources to setting up a family goal. In conclusion, growth was shown within our Head Start Program.

The Early Head Start Program, Ms. Farias-Ybarra reported, had a little more data because there are three programs within Early Head Start. We have Early Head Start, EHS-CCP, and the home-based program. The EHS-CCP program has six centers that make up the partnership and we were able to complete 100% beginning of year assessments and 95% end of year assessments. The difference in the percentages could be due to when the child or the family enter the program; if they enter the program at a later time, there is the potential for them only to get that first assessment and there may not be an opportunity to show growth with an end of year assessment. The graph that was presented showed growth in all categories.

Regarding Early Head Start: Center-Based and Home-Based programs, Ms. Farias-Ybarra summarized that with the Center-Based program, we completed 100% of beginning of year assessments and with the end of year Assessments, we completed 97%. There was a difference with the home-based program; it did not reach full enrollment. We had five families that were enrolled in the home-based program at the time that we were able to collect this data and they did receive the beginning of year assessments but only one family received the end of year assessment. We did have a late start in the Early Head Start Program that did not begin until November and then with staffing of the home visitors and providing them with their training and all other items needed to bring them up to par,

the families received their Beginning of Year Assessment in April or May, and so only one family was eligible for the End of Year Assessment.

Ms. Farias-Ybarra presented information with a graph for the Center-Based Program, that reflected growth in the same categories of measurement (emergency crisis, housing, safety, child education, parenting, education, health education, family support, transportation, advocacy, and transitions) and the graph reflected growth in each of them. Information on the home-based program was presented with a graph with the same categories of measurement. Ms. Farias-Ybarra stated that it looked like there was a lot of growth but, keeping in mind that with the End of Year Assessment, that growth is resulting from one family's effort. Hopefully, Ms. Farias-Ybarra stated, there will be better data next year when assessments are able to be completed on the same groups of families. No questions were asked.

**e.) Review of 2021-2022 Parent Handbook**

HSPC Chair, Ms. Naomi Castellanos introduced Ms. Cassandra Farias-Ybarra, Special Projects Manager, who will be reviewing the 2021-2022 Parent Handbook. Ms. Farias-Ybarra stated she hoped most of the parents had received a copy of the new handbook through the family meetings which offers the opportunity to meet their Family Support Worker. Ms. Farias-Ybarra further stated that the information in the Handbook is pretty much the same as the previous year. There were a couple of changes made this year she stated It is double-sided (English & Spanish), there is a section in the Handbook for note taking, and items were added that were specific to the Early Head Start Home-Based program. No questions were asked.

**f.) Review of the 2021-2022 Head Start Monitoring Calendar**

HSPC Chair, Ms. Naomi Castellanos introduced Mr. Pedro Ramirez, Special Projects Manager, who will be reviewing the 2021-2022 Head Start Monitoring Calendar. Mr. Ramirez reported that the Annual Head Start Monitoring Calendar was in the HSPC members' packet. He stated it starts in August 2021 and goes through July 2022. Some of the items in the Calendar include health and safety screenings and other monitoring reviews that will be done throughout the entire year. Items on the calendar are subject to change depending on COVID-19 and any stricter protocols that are put in place that may not allow us on site.

HSPC member, Ms. Naomi Castellanos asked if the Early Head Start Program is doing weekly testing for COVID. Ms. Rhonda Roach, Senior Special Projects Manager, reported that it has been an agency decision and several agencies have required that their staff be tested weekly if they were not vaccinated. Ongoing weekly testing of the children is not something that has been done at any of the Centers. Ms. Audrey Jackson, Head Start Administrator, reported that weekly testing has started at the Brady building and will start next week. This will provide staff, that are working at the Early Head Start sites, the opportunity to test on a weekly basis. No questions were asked

**g.) Review of the 2021-2022 EHS and EHS-CCP Monitoring Calendar**

HSPC Chair, Ms. Naomi Castellanos introduced Ms. Dianne Mendez, Management Analyst, who will be reviewing the 2021-2022 EHS and EHS-CCP Monitoring Calendar. Ms. Mendez reported we have a program calendar for the 2021-2022 program year for the Early Head Start-CCP and Early Head Start programs. She also reported that the calendar identifies the monitoring projects that will be

conducted for that month. The health and safety screenings will also be conducted, Ms. Mendez stated, and four out of the seven screenings have already been completed at the sites.

HSPC member, Ms. Joe Betty Garcia, asked if there was a list of places to get tested for COVID-19. Ms. Mica Clark-Peterek, Special Projects Manager, reported that there are various testing locations across the City where a person can get a free COVID test. A link and information will be provided to Ms. Andrea Martinez, Senior Management Analyst, who will provide you with the information. No further questions were asked.

**h.) Review of Early Head Start Health Safety Screener Calendar**

HSPC Chair, Ms. Naomi Castellanos introduced Ms. Dianne Mendez, Management Analyst, to present the Review of Early Head Start Health Safety Screener Calendar. Ms. Mendez reported that we also have a Health and Safety Screening Plan and Calendar, and it went into effect on August 9, 2021. Ms. Mendez further reported that it was a summary of the process for the health and safety screenings. There was a projected start date of August 17, 2021, this was the date of Ms. Mendez' first visit into the sites. Project completion date is set for October 22, 2021. Ms. Mendez also stated there are some key dates that are also able to be reviewed in the packet. Follow-up visits for any findings noted during the screenings will be held. The providers will have 15 days to correct those findings and enter responses into ChildPlus. Ms. Mendez reported she will then go out again to ensure that all findings are corrected, and responses are completed. At that time, Health & Safety screenings will then be closed out. We will then move forward to complete the memo for the Mayor's signature. Ms. Mendez stated we plan to present to Policy Council on September 28, 2021, the completion of the Health and Safety Screening and then also, present to the Community Action and Advisory Board. Ms. Mendez concluded this was the process for the Screening Calendar. No questions were asked.

**i.) Review of Head Start Program Monitoring**

HSPC Chair, Ms. Naomi Castellanos introduced Mr. Pedro Ramirez, Special Projects Manager, to present the Review of the Head Start Program Monitoring. Mr. Ramirez reported that the Head Start Monitoring activities that occurred in July 2021 included the Wellness Support Review #2, ERSEA Eligibility for Edgewood Independent School District's 4<sup>th</sup> and 5<sup>th</sup> Selections and San Antonio Independent School District's 3<sup>rd</sup> Selection. Mr. Ramirez also reported that the Monitoring Projects that were completed included ERSEA Eligibility SAISD 1<sup>st</sup> selection and 2<sup>nd</sup> selection. It was also reported that there were no areas of non-compliance noted for the reviews that were completed July 2021. There were some areas of concern that included annual income not calculated correctly, selection criteria points not being assigned correctly, and other data entry errors were noted. Reports have been sent out to the points of contact with both districts and Head Start staff and corrections have been started. During these reviews, Mr. Ramirez stated, no files were found to be affected regarding eligibility verification.

HSPC member Ms. Naomi Castellanos asked if there was an application that was overlooked and they were found to be well outside of the eligibility area, do they get removed from the program? Mr. Ramirez responded that Ms. Dani Salas, Senior Management Analyst over ERSEA, would be immediately notified and anybody else related to that email. He further stated that Ms. Salas would also reach out to either of the school districts to obtain information. Mr. Ramirez then asked Ms. Salas if she could provide additional information. Ms. Salas stated that regarding the Head Start



Performance Standard, if we find an ineligible participant, we review the application and look at it in its totality to make sure it meets all other additional requirements. If there was a calculation error, we do have some room in our program to take children who are over-income. If a child is found to be under-age, for example, the child is 2 years old, we cannot enroll them in our program. That would have been a data entry error on the birth date. A conversation would have to be held with the family regarding the child's age. We have not had those types of conversations with our families due to our well-trained Family Support Workers, staff, and our monitoring systems. Mr. Ramirez also commented that we have the Early Head Start program in which we can make referrals. Ms. Salas further commented that the school districts also have a Pre-K program so, if needed, a child could be moved into the Pre-K program that has been established by the district. Ms. Salas also reported that we have never had to pull a child from the program. Ms. Castellanos expressed appreciation for the support that Head Start provides to the families.

HSPC member, Ms. Melissa Garza, asked what are the options for possible shutdowns. Ms. Aleida Perez, SAISD Head Start Director, asked for clarification if this was for a closure of a classroom for quarantine or the whole district. Ms. Garza responded that she was asking about a possible Center closure and would there be any other locations in the area. Ms. Perez stated that we have not had to shut down a school since the Pandemic but if there was going to be a shut-down, there are factors that would have to be considered: do the students or staff need to be quarantined? Are there individuals that do not have to quarantine? Is there a temporary school that we could accommodate? Ms. Perez stated then we would have to internally make sure that would be an appropriate shift because then we would also have to consider transportation, communication with the families, meal services, etc. Ms. Perez stated that we may potentially have to quarantine whole classrooms, which we have already done this year. Ms. Perez further stated that there has not been a school closure and if that were to happen, then the school district would need to collaborate with all departments and communicate with families to accommodate that temporary shift. Worst case scenario, the district in its entirety might need to close should there be a huge increase in the opposite direction where things are actually getting worse. If we close, meaning not allow in-person instruction, because of the Governor's executive order and its impact on the Texas Education Agency's protocol on not allowing for remote learning to receive funding this year, we are equipped to continue the in-person instruction as we continue for the whole year. Should there be a need for a child or a classroom to quarantine, there are internal databases, the class links in the San Antonio ISD; work that can be accessible to a certain extent for some remote access, but not like last year where a teacher was having to provide in-person teaching and live remote learning at the same time. It does not mean we will not go there should that be the case, but that is not where we are yet. The biggest factor is that there is no funding that the Texas Education Agency is allowing for children to stay at home and do remote learning. Our district was able to secure about 500 slots for medically fragile, documented case by case students of all ages and grades; all the way up to 12<sup>th</sup> grade, to qualify for in-bound homebound. This is where a teacher will collaborate with the families and physically go out to the home and provide a certain number of educational and instructional hours during that week. Ms. Perez stated that was not remote learning.

HSPC member, Ms. Melissa Garza asked Ms. Aleida Perez, Head Start Director, what were the number of days that one must quarantine? Ms. Perez responded that the information received, as a district with Metro Health and CDC, is 10 quarantine days. She further added that it was recently changed from 14 consecutive days to 10 consecutive days.

Ms. Rhonda Roach, Senior Special Projects Manager, added that speaking for the Early Head Start Program, if for any reason there is a positive case in a classroom, the guidance that Metro Health has

provided is that the classroom should quarantine, now if the staff has been vaccinated, there is a different response. So, we have been working hard to encourage our families to get their vaccine if they have not done so already. Fortunately, we have not had to shut down a Center. Regarding the Governor's response and what is in place, we do not have any rigid protocols that are in place currently based upon state guidance, as we did last year. However, all Centers continue to follow CDC guidelines, working with the safety protocols and the families. There has been a couple of classroom closures but no Center closures. In thinking about what are the options for parents, if for any reason, your child is in a classroom where there has been an exposure, then automatically that will limit what you can do with your child; to be in that quarantine state to ensure the child or family members do not show symptoms. Ms. Roach stated if a child is out for any extended amount of time, the team is working on a parent package, for families that must quarantine, to provide them with some home resources and different things they can do for the child and for the parent. Every day, things are changing, and we continue to encourage the Centers to continue reporting to Early Head Start, Metro Health and Child Care Regulation. With the increase in cases, we don't know when something will change; we are just trying to stay on top of it daily. We have a staff member watching the data and informing us.

HSPC Member, Ms. Naomi Castellanos, reported that she was told that if there is a positive test on the campus but it is not administered by Community Labs, the protocol is that they technically do not need to inform the parents. If that were to happen in any of our Head Start centers; if somebody tested positive but they got their results from an outside lab and the test was not administered in the building, do they have to notify the parents? SAISD Head Start Director, Ms. Aleida Perez, stated that it did not matter where the testing occurred, if an employee tested positive, they are required to report that to Human Resources immediately. Furthermore, if a team member is not feeling well or they have a fever, they are asked to call a special internal COVID phone number so that they may be provided with guidance. The Human Resources Department does go through a series of questions based on their responses. They are either sent home maybe due to allergies or a 24-hour bug or it could be something more and they are not allowed in the building until they have 24 hours with no fever or symptoms. Human Resources cannot mandate to go get tested, but an employee must provide a negative test before they can come back to work or they can say you need to stay home and not come back until you are free of symptoms. The employee must provide proof of the negative test from the medical provider. If a student or a family of a student is identified as being coded positive, we expect parents to communicate that to the schools and not keep the information to themselves for the sake of everyone's health in the classroom and the whole school. Ms. Perez further reported that beginning on October 15, 2021, all employees will be required to prove that they are vaccinated. If an employee does not comply by that date, then Human Resources will have a different conversation with them and there will be different protocols going into place.

HSPC Member, Ms. Naomi Castellanos asked how long does the school administration have until they must notify the campus if there is a positive COVID test and what is the protocol? SAISD Head Start Director, Ms. Aleida Perez, stated that it should be within 24 hours as soon as the Principal is notified. Ms. Perez further stated that if a case is confirmed on campus through the weekly testing that we do with students and staff, and typically the testing is done on Wednesday or Thursday, so within 24 hours by Friday of that week, there should be a confirmed lab result. When the campus receives the report, the Principal needs to contact Human Resources and they also have the same report to follow-up and confirm the cases. Human Resources will say you need to have parent communication. Ideally, it should be 24 hours of being confirmed that there is a case. Ms. Perez stated that some campuses are more proactive in making sure that the timeline is met but for some unknown reasons, there are some campuses that are struggling with fulfilling that 24-hour notice.

Ms. Perez also provided the SAISD link for parents to access when looking for information regarding safety and frequently asked questions, parent communication, COVID testing reports, etc. Ms. Andrea Martinez, Senior Management Analyst, thanked Ms. Perez and stated she will also send the link by email to the HSPC members.

EISD Head Start Director, Dr. Mary Miller Baker, stated that the protocols are very similar across the two school districts. Dr. Miller added that a new feature is forthcoming for students who are being quarantined and it is called remote conferencing. The State is allowing us to provide remote services to kids so that they are not counted absent during the quarantine. This is a new part of the law that just came out in the last couple of weeks that we are getting ready to implement. So, in our case, we have had some entire classes quarantined, but the teacher is fine, and she is at work. Once this goes through, she will be able to provide the education to the kids remotely while they are waiting to come back to school. Dr. Miller confirmed the notifications are standard across the districts. She further stated that the district nurse is ultimately the person who makes the call on how we proceed. The nurse is contacted for each individual case and she gives guidance. Testing is done on Wednesdays and results are provided that same day or on Thursday. Thus, it is usually on Thursday that we find out the classes that need to quarantine or individual students that have been impacted. Dr. Miller stated that children have reported that they have been tested outside of school and that they were exposed at home. Dr. Miller further stated she is thankful for the information because it is helping them to keep everybody safe. She also reported that EISD does not have the mandate for all employees to get vaccinated but that most of their employees have received the vaccine. No further questions were asked.

**j.) Review of EHS and EHS-CCP Program Monitoring**

HSPC Chair, Ms. Naomi Castellanos introduced Ms. Dianne Mendez, Management Analyst, to present the Review of EHS and EHS-CCP Program Monitoring. Ms. Mendez reported on the July 2021 monitoring projects for Early Head Start and Early Head Start-CCP programs and stated no monitoring projects were conducted in July, 2021 but the program did ensure that all of the monitoring projects for the 2020-2021 program year were closed out. She stated that they ensured that responses and evidence were placed into ChildPlus, reviewed all the monitoring projects again and then closed them out. Ms. Mendez reported that they worked on the Monitoring Calendars for 2021-2022 program year for Early Head Start and the EHS-CCP programs. No questions were asked.

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

HSPC Chair, Ms. Naomi Castellanos introduced Ms. Audrey Jackson, Head Start Administrator, to present the Review of the Head Start, EHS, and EHS-CCP Monthly Reports. Ms. Jackson stated that in the packet for this month, there are mostly zeros on the reports for Head Start and Early Head Start and that was because we did not offer program services for the month of July 2021. Ms. Jackson further stated that the EHS-CCP report reflected some numbers for the Policy Council's review. It was also reported that when attendance gets below 85%, then we need to inform the HSPC members and COVID is what influenced us this year, so the number is low for our average attendance. Our school districts have higher attendance levels but our infants and toddlers, as one can imagine, parents keep them home a little bit more. Also, the health screenings reflect the amazing work of our staff. Last year, many of the items were not completed but due to our society becoming resilient and accustomed to living in the times that we are in, we have come up to speed and people are starting to catch up on all appointments and understanding the importance of

keeping their children up to date even though with a Pandemic, we need to push forward. More information will be forthcoming about what we are experiencing this year, like resuming our Dental Clinics. Those will be held outside and we had one dental clinic at Arnold Elementary this past week. No questions were asked.

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

HSPC Chair, Ms. Naomi Castellanos introduced Ms. Mary Vasquez, Fiscal Manager, to present the Review of the Head Start, EHS, and EHS-CCP Fiscal Reports. Ms. Vasquez stated that the reports presented are for the period of July 31<sup>st</sup>, 2021. In reference to Head Start, we are in the fifth month of the grant. The budget total for this grant is \$31,297,102.00. The Year-to-date budget amount is listed at \$11,134,685.00 and the Year-to-date Actual is \$8,557,127.00. The Variance, which is the difference between the year-to-date amount and the year to date actual, is \$2,577,558.00 and the last column is expressed in percentages. The Variance can be attributed to the Pandemic, services not being able to be provided, and low enrollment. Regarding our Personnel expenditures, we have eight (8) vacancies as of July 31<sup>st</sup>, 2021. In the Travel category, there has been no travel. There had been some travel plans, but they were canceled. In the Supplies category, we have a variance of \$11,382.00 which is primarily due to not receiving invoices. In the Contractual category, there was a variance of \$11,487.00 for COSA and this is primarily due to the Brady Facility and we are also pending some invoices. Regarding the variance for EISD, as mentioned in prior meetings, are behind in invoicing. There were some issues with some invoices; there were three invoices that totaled \$1.1 million dollars that were delayed and were submitted by EISD. This minimizes their variance and are over-spent by about \$79,000.00. In addition, EISD submitted another invoice in August 2021 for a little over \$300,000.00. For SAISD, they are underspent and is likely due to low enrollment. For MetroHealth, their variance is about \$70,000.00 and have submitted invoices about \$40,000.00 for February, March, April, and May. We are pending a June invoice and it seems they are averaging about \$10,000.00 per month. We do foresee them leaving a significant amount of money and we did request a forecast from them today. For UIW, the \$6,000.00 variance is primarily due to a contract that had not been renewed yet, but we do expect to begin receiving the billing. Our variance in our Non-Federal/In Kind category is due because we have not posted non-federal in May, June and July, but we will be posting in August.

Ms. Vasquez presented on the Early Head Start Grant and reported that, as of July 31<sup>st</sup>, 2021, the budget total for this grant is \$2,647,368.99. The Year-to-date budget amount is listed as \$974,232.47 and the Year-to-date Actual is \$522,122.95 which is the difference or a Variance of \$452,109.52. The last column is the Variance in percentages. Ms. Vasquez reported that the variance of about \$16,000.00 was due to staff working and assisting the EHS-CCP program and so they are leveraging their resources. We do expect this variance will be minimal as the program progresses. There are no travel expenses and do not expect that there will be many expenditures. It is highly likely this will be re-directed to other budget line items. There is a \$4,000.00 variance in the Supplies category primarily due to not receiving invoices. Under the Contractual category, \$5,900.00 is due to no services and invoices not received for certain incumbrances. The only contractor under Early Head Start is Edgewood Independent School District. We have received invoices and they are \$237,000.00 behind in their spending. It is likely to low enrollment and have requested a forecast from EISD for the remainder of the grant period. In the Other category, there is almost a \$4000.00 variance and is primarily due to certain adjustments that have not been made. Those adjustments should be made in August 2021. With In Kind, regarding this grant, we are pending some statements to be signed by our contractors and as soon as they are signed, we will be posting the In Kind.

Lastly, Ms. Vasquez presented on the Early Head Start-Child Care Partnership Grant. Ms. Vasquez stated, as of July 31<sup>st</sup>, 2021, this grant technically ended but we do have a three (3) month close out. The three months allows us to liquidate any encumbrances that we have either by purchase order or by contract. The Total Budget for this grant is \$3,694,126.00. The Year-to-date budget is \$3,045,919.14 and the Year-to-date Actual amount is \$2,837,963.03. The Variance amount is \$207,956.11. Much of the Variance is in the Contractual category; the \$175,000.00 variance is primarily due to the City and UIW. We have a \$127,000.00 encumbrance for the Brady Building repairs and to date, we have not received any billings for that. We do expect to receive at least \$50,000.00 in billing for the HVAC units and the remainder is pending with our contractor. The variance for UIW for \$3,331.13 is due to services not being provided and the contract that was not executed at the time. It has been executed since then. Under the Other category, the variance amount of \$2,408.28 is due primarily to journal entries that have not been posted. Any adjustments that need to be made will be made before the end of August, 2021. There is a variance of about \$285.00 in the Non-Federal category but actually the variance is more significant. It is about \$600,000.00 but we will be posting that in the close-out period. No questions were asked.

HSPC member, Ms. Melissa Garza, posted a question in the Chat box for Ms. Rhonda Roach, Senior Special Projects Manager. Ms. Garza asked if the Early Head Start Program was going to stay with their 5:00pm closing time moving forward. Ms. Roach reported that the various providers are agencies that we work with in our program. They do set their own operational hours and they are providing the ten (10) hours per day as required for the partnership. Many of the Centers have stayed at the 5:00pm time since COVID has been in place and at this point, this has been their decision to do so. Ms. Roach further stated that pre-pandemic, most Centers closed at 6pm but hours were reduced to reduce the time between children and staff; the 5:00pm time did not compromise the program.

HSPC member, Ms. Naomi Castellanos, asked if UIW money was pending for clinics, like the ones that were held last year. Ms. Mary Vasquez, Fiscal Manager responded that UIW did the lead testing for the program. Ms. Vasquez could not recall the end of the contract date but stated they did provide some services although not at the level that they were previously conducting. No further questions were asked.

## **V. GOVERNING BODY**

HSPC Chair, Ms. Naomi Castellanos asked Ms. Andrea Martinez, Senior Management Analyst, to present items for the Governing Body and Advisory Committee. Ms. Martinez highlighted a new picture of the City of San Antonio City Council as the program's Governing Board. Ms. Martinez provided an update and stated trainings were completed for District Two (2), District Three (3) and District Five (5). District One (1), Mario Bravo, is scheduled for September 1<sup>st</sup>, 2021. Once this training has been completed, then we have met our governance training and the next step is to complete the governance training for CAAB.

The Economic and Workforce Development Committee was presented with updated information with the new District Three (3) and District Five (5) members. Mr. Manny Pelaez, District Eight (8) is now the Chair for this board and Mr. John Courage, District Nine (9) was added to this committee. Once those members are seated, they will be receiving the same training as the other members. A picture of the Community Action Advisory Board was presented, our current advisory committee that meets monthly. Because of the new elections that occurred in Districts 1, 2, 3 and 5, we will

have new members attend, as well. The next meeting is scheduled for September 9, 2021. Once we meet our new members and a quorum is established, then another orientation for governance will be held for the members that are newly seated. No questions were asked.

## **VI. ANNOUNCEMENTS**

Andrea Martinez, Senior Management Analyst presented a few announcements to the members. A reminder that the next Head Start Policy Council meeting will be in-person on September 28, 2021, information was provided for the HSPC Selection of Vice Chair, and an update was provided regarding the saheadstart.org website. . No questions were asked.

## **VII. ADJOURNMENT**

**Motion:** Mr. Noel Cortez moved to adjourn the meeting.

**Seconded (2<sup>nd</sup>):** Ms. Joe Betty Garcia

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

**HSPC member for Chair, Naomi Castellanos, adjourned the meeting at 8:04 pm.**

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**Chair**

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**Date**