

**Birth-to-Five Head Start Policy Council Meeting  
November 8, 2022**

**REGULAR MEETING MINUTES**

**Policy Council Members via Face to Face and Zoom:**

Melissa Ramirez (zoom)	Tameka Serrano (zoom)	Jennipher Garcia (zoom)	Brianna Flores (zoom)
Shannon Killian (zoom)	Cierra Felix (zoom)	Claudia Infante (zoom)	Cinthia Muraira (zoom)
Hilaria Hobbs	Gloria Clark (zoom)		

**Staff and Guests Present (Face to Face):**

Alma Barrera (zoom)	Alicia Mancha	Adel Rowland	Cynthia Longoria (zoom)
Jennifer Ruiz	Stacey Brooks		

- I. Call to Order- Meeting Started at: 09:06 am Called to order by Stacey Brooks.**
- A. Roll Call- Stacey Brooks**
- B. Establish Quorum- Stacey Brooks**
- II. Moment of Silence, The Council recited the NCCAA Mission Statement, "NCCAA works with partners to apply comprehensive strategies to eliminate the causes of poverty for people of Nueces County."**
- III. Approval of Minutes**  
Minutes of the October 11, 2022 Regular Meeting Minutes were presented for approval. **Cierra Felix** moved to approve the minutes as presented, second by **Brianna Flores**. Motion carried.
- IV. Calendar –none**
- V. Action Items:**
- A. Treasurer's Report:** The treasurer's report for September 2022 was presented by Stacey Brooks. There was no activity for this account in September and the ending account balance was \$7,594.03. **Shannon Killian** moved to accept the treasurer's report for September, second by **Brianna Flores**. Motion carried.
- B. Committee Reports:**
1. **By-laws Committee:** No Meeting; No Action
  - A. **Approval of New Members:** New members were elected for Policy Council Representatives for 2022-2023 at Los Pequeños Head Start and Spirit of Hope Head Start.. **Cierra Felix** moved to accept the newly elected policy council representatives for 2022-2023, second by **Brianna Flores**. Motion carried.
  2. **Personnel Committee:** Approval of Personnel Committee minutes for 10/14/2022. **Brianna Flores** moved to accept the Personnel Committee minutes, second by **Cierra Felix**. Motion carried.
  3. **Scholarship Committee:** No Meeting; No Action.
  4. **Fundraiser Committee:** No Meeting; No Action
  5. **Budget Committee:** No Meeting, No Action.

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**VI. Program Governance**

**A. Administration:**

1. Program Expenditures for October 01, 2022 to October 31, 2022. Program Encumbrance Reports and Credit Card Reports for October were included in the agenda. Adel Rowland, Chief Finance Officer, reviewed the encumbrance reports, COVID Supplements, American Rescue Plan COVID, and CDA. Questions were asked from the floor. Brianna Flores moved to accept the program expenditures and credit card activity reports for October 2022, second by Cinthia Muraira. **Motion carried.**

**VII. New Business-**

**A. Election of Officers**

1. Motion to elect Jennipher Garcia as Board Representative by acclamation for 2022-2023 by Shannon Killian, second by Cinthia Muraira. **Motion carried.**

**VIII. Informational Items**

**1. HR Staffing Report.....Jennifer Ruiz.....Director of HR.....Information**

Date	# Employees	New Hires	Terminations	Resignations	Discharges
11/8/22	250	EHS-5	EHS-3	EHS-3	EHS-0
		HS-7	HS-5	HS-4	HS-01

Shannon Killian moved to go into closed session at 09:28 a.m., second by Cierra Felix. **Motion carried.**

Tameka Serrano moved to approve staff recommendations/terminations for NCCAA, second by Cinthia Muraira. **Motion carried.** The closed session began at 09:30 am. and ended at 09:32 a.m.

**2. Board Update-none**

**3. Director's Report-**Alicia Mancha, Director of Birth to Five Head Start, stated that a Job Fair was held on 10/21/2022 and we were able to make recommendations for 27 positions including classroom, maintenance, and Family Advocates, but not everyone was able to start with NCCAA. We have recently had incidents with children that have had to be reported to Child Care Licensing and the Office of Head Start (Los Pequeños and Little Hornet). These were accidents, not negligence that occurred at these sites. Maintenance Coordinator and Technician have been hired. We are currently seeking bids for lawn services at the centers. The previous vendor stated that they were not able to meet the conditions that we expected. We are seeking bids to repair the building easement at Navarro Head Start. The program will be gathering quotes to replace playground equipment at the locations that are owned by the program. Stepping Stone Birth-to-Five Head Start is operating virtually due to lack of staffing. The goal is to re-open Stepping Stone when the children return from Thanksgiving Break.

**4. Update on the Follow Up Monitoring Review for NCCAA-**Alicia Mancha, Director of Birth to Five Head Start, stated that the follow up monitoring review is now officially complete and closed.

**5. 2022-2023 NCCAA Board of Directors and Birth-to-Five Head Start Policy Council Orientation January 6-8, 2022-**Alicia Mancha shared information about the upcoming orientation that will take place in San Antonio. She also stated that they will discuss all NCCAA programs that the agency operates. Jennifer Ruiz, Director of Human Resources, stated that they are allowed to bring one guest with them and the guest can stay with them at the hotel. Stacey Brooks, T/TA Coordinator, reminded officers that an email was sent out with the information and survey. She also stated that she would send Jennipher Garcia, the new Board Representative, information about the orientation today. Hilaria Hobbs completed her survey at this time.

**6. Program Plan for Approval-none**

**7. Revision and Update to Program Narrative-none**

**8.**

**IX. Public Comments:** Shannon Killian asked if her husband can be a Policy Council Representative for Little Hornet. She was informed that he can be an alternate since there is an opening. Alicia Mancha informed her that she

would need to talk to Ms. Cole, so that he is voted in at their center meeting first, then he can begin with Policy Council after that.

X. Good and Welfare: None

XI. Adjournment: There being no further business, Cierra Felix moved to adjourn the meeting, second by Shannon Killian. Stacey Brooks adjourned the meeting at 10:00 a.m.

Chairperson Printed Name

Chairperson Signature

Date

Hilaria Hobbs

Hilaria Hobbs

11-8-22

The Policy Council may elect to go into closed session at any time for:

- Consultation between the Policy Council and its attorney
- Discussion with respect to real property
- Personnel issues
- Any matter specifically made confidential by law or regulation