

**Birth-to-Five Head Start Policy Council Meeting**

**December 13, 2022**

**REGULAR MEETING MINUTES**

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

Sarah Martinez(zoom)	Janelle Garcia(zoom)	Jennipher Garcia (zoom)	Cierra Felix (zoom)
Claudia Infante (zoom)	Hilaria Hobbs (zoom)	Krystal Newman(zoom)	Cinthia Muraira (zoom)
Amely Trujillo (zoom)			

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

Alma Barrera (zoom)	Alicia Mancha	Adel Rowland (zoom)	Jennifer Ruiz (zoom)
Patricia Ramos	Stacey Brooks		

**I. Call to Order- Meeting Started at: 09:04 am Called to order by Sarah Martinez.**

- A. Roll Call-** Stacey Brooks
- B. Establish Quorum-** Sarah Martinez

**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 November 08, 2022 Regular Meeting Minutes were presented for approval. **Claudia Infante** moved to approve the minutes as presented, second by **Jennipher Garcia**. Motion carried.

**IV. Calendar** –January 02, 2023-Agency Holiday New Year’s Day, January 03, 2023-CDA & Staff Development Day, January 04, 2023-children return, January 10, 2023-Policy Council, January 12, 2023-PIE Meeting, January 16, 2023-Agency Holiday Martin Luther King Jr. Day, January 18, 2023-Winter Mini Conference, January 20, 2023-School Readiness and Family Engagement Advisory, January 26, 2023-STEP Class Board Meeting, January 27, 2023-CDA & Staff Development Day

**V. Action Items:**

**A. Treasurer’s Report:** The treasurer's report for October 31, 2022 was presented by Stacey Brooks. There was no activity for this account in October and the ending account balance was \$8,894.15. **Cierra Felix** moved to accept the treasurer’s report for October, second by **Jennipher Garcia**. **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 Stepping Stone Head Start. **Cinthia Muraira** moved to accept the newly elected policy council representative for 2022-2023, second by **Cierra Felix**. **Motion carried.**

2. Personnel Committee: Approval of Personnel Committee minutes for November 04, 2022, November 14, 2022, November 15, 2022, November 17, 2022, December 06, 2022. **Cierra Felix** moved to accept the Personnel Committee minutes, second by **Claudia Infante**. **Motion carried.**
3. Scholarship Committee: No Meeting; No Action.
4. Fundraiser Committee: No Meeting; No Action
5. Budget Committee: No Meeting, No Action.

**VI. Program Governance**

A. Administration:

1. Program Expenditures for November 01, 2022 to November 30, 2022. Program Encumbrance Reports and Credit Card Reports for November were included in the agenda. Adel Rowland, Chief Finance Officer, reviewed the encumbrance reports for Head Start, Early Head Start and CDA. Questions were asked from the floor. **Cierra Felix** moved to accept the program expenditures and credit card activity reports for November 2022, second by **Claudia Infante**. **Motion carried.**

**VII. New Business**-No Meeting; No Action.

**VIII. Informational Items**

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

Date	# Employees	New Hires	Terminations	Resignations	Discharges
12/13/22	244	EHS-11	EHS-6	EHS-3	EHS-3
		HS-3	HS-3	HS-1	HS-2

**Claudia Infante** moved to go into closed session at 09:18 a.m., second by **Sarah Martinez**. **Motion carried.**  
**Sarah Martinez** moved to approve staff recommendations/terminations for NCCAA, second by **Hilaria Hobbs**. **Motion carried.** The closed session began at 09:19 am. and ended at 09:22 a.m.

2. **Board Update**-Alma Barrera, CEO of NCCAA, stated that Jennipher Garcia was approved to represent the board for NCCAA. Also, the monitoring report from a few months back is now closed.
3. **Director’s Report**-Alicia Mancha, Director of Birth to Five Head Start, stated that we met full enrollment. It is important because if we go four consecutive months without full enrollment then we will have to go on an action plan. We are currently doing self assessment. Two compliance officers go to sites and take pictures and add those items to the shared drive. This is to strengthen our centers. Everything is looked at including conditions of supplies. Coordinators audit children’s records. This tool is used to guide us in quality and to see things that need to be repaired. We have a new maintenance coordinator and he is building on team work. He met with Site Base Managers to get things fixed. Navarro Head Start is getting repairs due to weather and a leak that caused rotten wood. They will need an engineer to complete some repairs and we have to make sure we are in compliance with wind insurance. When meeting with Kaplan for very large playground equipment for our sites, it is still a work in progress. Due to covid, availability is minimal. In January 2023, we will begin budget workshops for carry over funds. All coordinators will be having meetings/workshops and parents will be included.
4. **Program Plan for Approval**-none
5. **Revision and Update to Program Narrative**-none

**IX. Public Comments:** Stacey Brooks, T/TA Coordinator, stated that our agency is struggling with getting parents to sit in for interviews. She explained that we must have a parent attend the interviews in order to proceed with the hiring process.

Alma Barrera asked if they have the option to attend virtually which she stated, yes. Policy Council Members, Cierra Felix, Hilaria Hobbs and Krystal Newman stated that they can assist with interviews.

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X. **Good and Welfare:** None

XI. **Adjournment:** There being no further business, **Cierra Felix** moved to adjourn the meeting, second by **Hilaria Hobbs**. **Sarah Martinez** adjourned the meeting at **09:37 a.m.**

Chairperson Printed Name	Chairperson Signature	Date
<u>Sarah E, Martinez</u>	<u><i>Sarah E. Martinez</i></u>	12/13/2022

**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**