

Birth-to-Five Head Start Policy Council Meeting

March 14, 2023

REGULAR MEETING MINUTES

Policy Council Members via Face to Face and Zoom:

Sarah Martinez (zoom)	Tameka Serrano (zoom)	Jennipher Garcia (zoom)	Cierra Felix (zoom)
Amber Weese (zoom)	Tiffany Butler (zoom)		

Staff and Guests Present (Face to Face):

Alma Barrera (zoom)	Alicia Mancha	Adel Rowland (zoom)	Linda Carrillo (zoom)
Jennifer Ruiz (zoom)	Cynthia Longoria (zoom)	Heather Zavala	Stacey Brooks
Vic Medina (zoom)	Colette Buff (zoom)	Suzanne Ordunez (zoom)	

I. **Call to Order- Meeting Started at: 09: 12 am Called to order by Sarah Martinez.**

- A. **Roll Call-** Heather Zavala
- 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 February 14, 2023 Regular Meeting Minutes were presented for approval. **Cierra Felix** moved to approve the minutes as presented, second by **Jennipher Garcia**. Motion carried.

IV. **Calendar** –March 08, 2023-Education Data Outcomes Meeting, March 09, 2023-PIE Meeting, March 13-15, 2023-Staff Development, March 16, 2023-CDA, March 23, 2023-STEP Class, March 30, 2023-Board Meeting, April 5, 2023-Spring Mini Conference, April 6, 2023-PIE Meeting, April 7, 2023-Agency Holiday, Good Friday, April 10, 2023-Agency Holiday, Easter Monday, April 11, 2023-Policy Council, April 19, 2023-Early Release 12:00 p.m., April 20-STEP Class, April 27, 2023-Board Meeting, Child Abuse Prevention Parade, April 28, 2023-Staff Development Day, CDA Class

V. **Action Items:**

**A. Treasurer's Report:** The treasurer's report for January 31, 2023 was presented by Stacey Brooks. There was no activity and a \$2.00 service charge for this account in January and the ending account balance was \$8,888.85. **Vic Medina** moved to accept the treasurer's report for January, second by **Cierra Felix**. **Motion carried.**

**B. Committee Reports:**

**1. By-laws Committee:** Approval of new policy council members. Tiffany Butler, Policy Council Alternate for Stepping Stone, Tim Taylor, Policy Council Representative for Soledad, Amber Weese, Policy Council Alternate for Soledad. **Cierra Felix** moved to accept the new members for policy council, second by **Jennipher Garcia**. **Motion carried.**

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2. **Personnel Committee:** Approval of Personnel Committee Minutes for February 01, 2023, February 24, 2023, March 06, 2023, March 10, 2023. **Vic Medina** 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.

**VI. Program Governance**

A. **Administration:**

1. **Program Expenditures for February 01, 2023 to February 28, 2023.** Program Encumbrance Reports and Credit Card Reports for February were included in the agenda. Adel Rowland, Chief Finance Officer, reviewed the encumbrance reports for Head Start, Early Head Start TTA, Head Start TTA CDA, Head Start COVID Supplemental and American Rescue Plan COVID. Questions were asked from the floor. **Cierra Felix** moved to accept the program expenditures and credit card activity reports for February 2023, second by **Vic Medina**. **Motion carried.**

2. **Annual Financial and Compliance Report in Accordance with CFR Part 200 Uniform Administrative Requirements for the Years Ended August 31, 2022 and 2021.** Adel Rowland, Chief Finance Officer, shared the report and stated that there were no findings. Questions were asked from the floor. **Vic Medina** moved to accept the Annual Financial and Compliance Report. Second by **Cierra Felix**. **Motion carried.**

3. **Return of Organization Exempt From Income Tax Form 990.** Adel Rowland Chief Finance Officer, shared the report. Questions were asked from the floor. **Cierra Felix** moved to accept the Return of Organization Exempt From Income Tax Form 990. Second by **Amber Weese**. **Motion carried.**

**VII. New Business**

1. **Longevity Pay.** Approval of Longevity Pay, presented by Jennifer Ruiz, Human Resources Director. **Vic Medina** moved to approve longevity pay, second by **Amber Weese**. **Motion carried.**

2. **NCCAA Self-Assessment Report 2023.** Approval of NCCAA Self-Assessment Report 2023, presented by Linda Carrillo, Director of Community Services. **Vic Medina** moved to accept the NCCAA Self-Assessment Report 2023, second by **Cierra Felix**.

3. **2022/2023 Nueces County Community Action Agency Community Needs Assessment Update.** Approval of 2022/2023 NCCAA Community Needs Assessment Update, presented by Linda Carrillo, Director of Community Services. **Amber Weese** moved to accept the 2022/2023 NCCAA Community Needs Assessment Update, second by **Vic Medina**.

**VIII. Informational Items**

1. **HR Staffing Report.....Colette Buff.....HR Generalist.....Information**

Date	# Employees	New Hires	Terminations	Resignations	Discharges
03/14/2023	243	EHS-5	EHS-3	EHS-2	EHS-1
		HS-5	HS-4	HS-3	HS-1

**Amber Weese** moved to go into closed session at 09:45 a.m., second by **Cierra Felix**. **Motion carried.** **Amber Weese** moved to approve staff recommendations/terminations for NCCAA, second by **Tiffany Butler**. **Motion carried.** The closed session began at 09:45 am. and ended at 09:47 a.m.

2. **Board Update-**Jennipher Garcia, Board Representative, stated that they will be interviewing for a CEO soon. Vic Medina, Board of Directors Alternate, added that the board appointed the selection committee to find a new CEO to replace Alma Barrera, due to her retiring in May 2023. Some applications did not meet criteria or qualifications. Four candidates will be interviewed this Friday, March 17, 2023.

3. **Director's Report-**Alicia Mancha, Director of Birth to Five Head Start, stated that we are developing an In-Kind action plan. In-kind is also low due to having virtual classes and we are working on increasing In-Kind. If numbers are not met a request waiver will be sent to the Office of Head Start. Navarro secured an engineer so that they can

begin repairs. We will be replacing six playgrounds at campuses we own. Playgrounds will be purchased from Playground Boss. We are going with structures that actually fit. We requested two RFP's. We did not receive a response for the van that was to be used for the I/T Dept. and we did not receive a response for a maintenance truck. The goal is to replace two small cars. I will request a reduction due to having CCISD and Flour Bluff ISD accepting 3 year olds. If approved, funding will be put into staff salaries so that it's competitive with CCISD. A phone call with the Office of Head Start will occur this week to begin budgeting. Also, if reduction goes through, Stepping Stone will close. There are no restrooms and no running water in the classrooms. This is done with the best interest of the children's safety. Children currently enrolled at Stepping Stone are not at risk of losing spots for their children. Tiffany Butler, PC Alternate for Stepping Stone, expressed that she was thankful for Mrs. Mancha stating that children's spots will not be at risk and transfers will be expedited.

4. **Notice of Deficiency from Office of Head Start**- Mrs. Mancha stated that we are working on a corrective action plan for a deficiency. We brought in trainers for child abuse, discussed what could happen to an employee if they injured a child, and she informed everyone that those staff that harmed a child were immediately removed from our program. Dallas Regional Office is giving us 30 days to complete the corrective action. She requested an extension. Due to the timing, the 30 day deadline is not feasible. Approval on the extension is pending. We are also getting assistance from Kim Chalk, TTA and Early Childhood Specialist with the Regional Office.
5. **Changes to By-Laws Seated Dates**-New policy members will be elected in August and September at center level. New Policy Members will be seated in September. Current membership of the existing policy council members will cease to exist in September. Election of officers will be held in September.
6. **Winter 2023 Assessment Results Summary**-Winter 2022/2023 Data Assessment Summary and Fall 2022/2023 data assessment was shared.
7. **Program Plan for Approval**-none
8. **Revision and Update to Program Narrative**-Alma Barrera, CEO of NCCAA, thanked everyone for attending the policy council meeting today. She stated that Adel Rowland, CFO of NCCAA, was retiring in May 2023. She wanted to inform our policy council members about the great fiscal team and about Ms. Rowland's retirement.

**IX. Public Comments:** Alma Barrera, CEO of NCCAA, thanked everyone for attending the policy council meeting today. She stated that Adel Rowland, CFO of NCCAA, was retiring in May 2023. She wanted to inform our policy council members about the great fiscal team and about Ms. Rowland's retirement.

**X. Good and Welfare:** None

**XI. Adjournment:** There being no further business, **Cierra Felix** moved to adjourn the meeting, second by **Tiffany Butler**. **Sarah Martinez** adjourned the meeting at **10:26 a.m.**

Chairperson Printed Name	Chairperson Signature	Date
Sarah Martnez _____	<i>Sarah E. Martinez</i> _____	03/14/2023 _____

**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**